

8.10.2022 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **August 10, 2022** at **6:00 P.M. in the boardroom and via Zoom.**

Call to Order

Pledge of Allegiance

Presiding Trustee's Explanation of Procedures

Public Comment- Non Agenda Items

GUESTS:

Clayton Peacock - Gateway Village Update

Consent Agenda

Minutes: June 22, 2022-Special Meeting; June 27, 2022-Special Meeting; June 29, 2022-Special Meeting; June 30, 2022-Regular Meeting; July 12, 2022-Special Meeting; July 14, 2022-Special Meeting; July 19, 2022-Special Meeting; July 20-Special Meeting; July 21, 2022-Special Meeting; July 22, 2022-Special Meeting; July 26, 2022-Special Meeting; **Finance:** Warrants; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:**

Superintendent Report

District Clerk Report

Business Manager Report

Old Business

Discussion Items:

Action Items:

New Business

Discussion Items:

Action Items:

Discuss & Consider Superintendent Contract for 2022-23

Discuss & Consider Trustee's Financial Summary

Discuss & Consider Budget for 2022-23 School Year

Revised Washington D.C. Handbook - Ashley Davis

Approval of the Transportation Routes for 2022-23 School Year

Hiring of Open Positions: Head Cook, Assistant Cook, Paraprofessional, Teacher & Athletic Director

Discuss & Consider Out of District Attendance Agreements

Adjournment

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comments to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

Zoom procedures:

1. *Login details are on the district website -- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the Chair*
3. *Public Comment is accepted two times during the meeting:*
 - a. *During non-agenda public comment for items not on the agenda*
 - b. *When the Chair opens it for public comment as determined appropriate*
4. *To participate from a mobile device or computer:*
 - a. *Please use the “Raise Hand” button under “Participants” button at the bottom of your screen*
 - b. *Once called on please unmute yourself to provide comments*
5. *To participate from a phone when dialed in:*
 - a. **9 to raise and lower hand for public comment*
 - b. *Once called on please press *6 to unmute yourself to provide comment*



**6.22.2022 MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 4:30 P.M. on June 22, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 4:36 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton

TRUSTEES ABSENT

None

STAFF PRESENT

Theresa Keel, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Jamie Hetherington, Teacher

OTHERS PRESENT

Adam Racow

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

Discuss & Consider Strategy and Approach for Filling Superintendent Position

Appoint Members of Search Committee

Names were put into a cup and randomly drawn by Chair Fleury. Names drawn were:

Employees: Brittney Bateman, Erica Clark, Diane Belcourt, Jamie Hetherington & Rochelle Dierenfeldt

Community Members: Lessa Racow & Jessica Black

Board Members: Julie Fleury & Tim Melton

Motion: Trustee Schwieterman to approve the list of committee members.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Hiring Outside Firm to Lead Search

Motion: Trustee Paulson to appoint Matthew Henry's office to lead the superintendent search.

Seconded: Trustee Schwieterman

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Hiring Timeline

Chair Fleury gave the timeline below:

Posting Closes July 8, 2022

Week of July 11 Review Applicants

Week of July 28 Interviews

Special Board Meeting at the end of July

Motion: Trustee Paulson to accept the timeline presented.

Seconded: Trustee Thurber

Public Comment: Adam Racow

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss & Consider Superintendent Salary & Description

Motion: Trustee Paulson to start the salary at \$75,000, include a negotiable housing stipend and a negotiable 260 contract.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Thurber, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 5-0

Discuss Stay Interviews

The Trustees discussed their experiences with the teachers and staff in stay interviews.

Review & Update Goals & Strategic Plan

This item was not discussed.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 6:50 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk

**MINUTES
LEADERSHIP MEETING
GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 1:00 P.M. on June 27, 2022, in the Gallatin Gateway School Board Room. Board Chair Julie Fleury presided and called the meeting to order at 1:00 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair

STAFF PRESENT

Theresa Keel, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant

ITEMS DISCUSSED

The group discussed the Master Schedule, cleaning options, technology maintenance, classified contracts and food service.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 3:05 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**6.29.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 12:30 P.M. on June 29, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 12:31 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Tim Melton

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager, Erica Clark, Administrative Assistant; Rochelle Dierenfedt, Teacher; Jamie Hetherington, Teacher; Missy Schultz, Teacher; Maddy Downs, Teacher

COMMITTEE MEMBERS PRESENT

Brad Parsch; Jessica Black

OTHERS PRESENT

None.

NEW BUSINESS

Superintendent Search Committee Meeting

The committee meeting discussed key factors in the search for Superintendent. Priority topics discussed were key needs of the district, job expectations, top roles and desired qualities. The group also went over interview questions that will be asked to the candidates.

Public Comment: Missy Schultz

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 2:21 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**6.30.2022 MINUTES
REGULAR MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00 P.M. on June 30, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 6:06 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton

TRUSTEES ABSENT

Trustee Thurber left the meeting at 8:00 P.M.

STAFF PRESENT

Theresa Keel, Superintendent; Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant
Zoom: Mike Coon, Teacher; Rochelle Dierenfeldt, Teacher

OTHERS PRESENT

Leslie Gilmore; Dustin Butler; Jordan Firn; Sarah Kortum; Ginni Holdeman
Zoom: Patti Ringo; Misti Richardson; Adam Racow; Carrie Fisher

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Gilmore gave the Board some insight on the Window Restoration Grant she applied for window replacement in the 1900s building.

GUEST REPORT

None.

CONSENT AGENDA

Motion: Trustee Schwieterman to approve the consent agenda as presented. **Minutes:** May 18, 2022-Regular Meeting & June 2, 2022-Special Meeting; **Finance:** Warrants ; Operational Budget by Object Code; Cash Reconciliation; Extra-Curricular Expenditure and Reconciliation Report **Personnel:** Seconded: Trustee Paulson
Public Comment: None
For: Fleury, Thurber, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 5-0

SUPERINTENDENT REPORT

Superintendent Theresa Keel gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) out of district applications

DISTRICT CLERK REPORT

District Clerk Brittney Bateman gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) facilities updates; 2) upcoming trainings and 3) superintendent search

BUSINESS MANAGER REPORT

Business Manager Diane Belcourt gave the Board an update regarding what happened over the last month in the district. A few of the items discussed include: 1) MASBO updates; 2) payrolls and 3) reconciliations

NEW BUSINESS

Consider Transportation Bids

Motion: Trustee Melton to approve the two (2) year contract with Harlows, with the stipulation that the yearly increase will be less than 7%.
Seconded: Trustee Paulson
Public Comment: None
For: Fleury, Thurber, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 5-0

Consider a Custodial/Cleaning Contract

Motion: Trustee Melton to approve the one (1) year cleaning contract with Butler Industries
Seconded: Trustee Paulson
Public Comment: None
For: Fleury, Paulson, Schwieterman, Melton
Opposed: None
Motion passed unanimously 4-0

Plan for Safe Return to In-Person Instruction & Continuity of Services

Motion: Trustee Schwieterman to approve the plan with the removal of language regarding wearing masks on a bus and the three (3) foot distances
Seconded: Trustee Melton
Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

ARP ESSER Plan

Motion: Trustee Schwieterman to approve the plan with the knowledge that the new superintendent will need to provide a cover letter and a basis of the goal at a later time.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Background Check Procedures - Universal Screening Company

District Clerk Bateman presented the Board with an option for background screening to expedite hiring employees.

Motion: Trustee Paulson to approve moving forward with Universal Screening Company.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider Amended Job Descriptions for District Clerk & Business Manager

Motion: Trustee Melton to approve the amended job descriptions with the addition of the superintendent as a supervisor and the removal of some software.

Seconded: Trustee Schwieterman

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider 2022-23 Staff Handbook

Motion: Trustee Schwieterman to approve the 2022-23 staff handbook.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider 2022-23 Student/Parent Handbook

The Board tabled this topic.

Consider Renewal of Classified Contracts and Wages for 2022-2023

Motion: Trustee Melton to offer Bobbie Jo McClure a salaried contract.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Motion: Trustee Schwieterman to approve all classified contracts.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider Hiring Recommendation: Extra-Curricular Coaches

Motion: Trustee Schwieterman to approve the list of extra-curricular coaches presented in the board book, with the addition of Ashley Davis as the Expedition Yellowstone advisor.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider 2022-2023 Professional Development Plan

Motion: Trustee Schwieterman to approve the professional development plan for the 2022-23 school year.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider Interfund Transfer - Compensated Absences Liability Fund/General Fund

This topic was tabled by the Board until July.

Discuss & Consider End of the Year Budgetary and Building Reserve Priorities

The Board tabled this topic until July.

Pre-Authorize FY23 Expenditures

Motion: Trustee Schwieterman to approve the list of pre authorized expenditures.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Resolution to dispose of abandoned, obsolete, and undesirable property - 20-6-604, MCA

Motion: Trustee Schwieterman to approve the list of property to be disposed of.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Consider Disposal of District Records - School District Records Schedule No. 7

Motion: Trustee Schwieterman to approve the destruction of records

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Review, Discuss, & Accept FY21 Audit Report

Motion: Trustee Paulson to accept the draft audit packet.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

Review, Discuss, & Consider Regular Board Meeting Dates for 2022-2023 - GGS Policy #1400

Motion: Trustee Paulson to approve the list of dates presented with the revision of the August meeting being August 10, 2022.

Seconded: Trustee Melton

Public Comment: None

For: Fleury, Paulson, Schwieterman, Melton

Opposed: None

Motion passed unanimously 4-0

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 10:09 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.12.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 11:00 A.M. on July 12, 2022, in the Gallatin Gateway School Board Room. Board Chair Julie Fleury presided and called the meeting to order at 11:15 A.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair

COMMITTEE MEMBERS PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager

COMMITTEE MEMBERS ABSENT

None

OTHERS PRESENT

None

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

Set Agenda for July 22, 2022 Meeting

Board Chair Julie Fleury led a discussion regarding the agenda for the July 22, 2022 special meeting. The individuals present discussed agenda items to be included on the agenda.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 12:27 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.14.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Superintendent Search Committee met at 9:00 A.M. on July 14, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 9:04 A.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Tim Melton
Zoom: None.

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant; Rochelle Dierenfeldt, Teacher; Jamie Hetherington, Teacher; Missy Schultz, Counselor; Maddy Downs, Teacher
Zoom: None.

COMMITTEE MEMBERS PRESENT

Jessica Black; Brad Parsch
Zoom: None.

OTHERS PRESENT

Lessa Racow
Zoom: None.

NEW BUSINESS

The search committee met to review the applicants. There were a total of three (3) applicants for the Superintendent position. A spreadsheet was made and used by the group. There were rankings for the candidates cover letter, letters of recommendations and their answers to questions that were asked in the application. The group then discussed each applicant and what they saw as strengths and weaknesses.

Interviews will be at the following times:

Tuesday 5:15 P.M. - 7:15 P.M.

Wednesday 8:00 A.M. - 2:00 P.M.

Thursday 12:00 P.M. - 2:00 P.M.

Public Comment: Lessa Racow, Missy Schultz

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 10:36 A.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.19.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Superintendent Search Committee met at 5:15 P.M. on July 19, 2022, in the Gallatin Gateway School Board Room.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Tim Melton, Aaron Schwieterman

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant; Rochelle Dierenfeldt, Teacher; Jamie Hetherington, Teacher; Missy Schultz, Counselor; Maddy Downs, Teacher; Chantel Jaeger-Smith, Teacher

COMMITTEE MEMBERS PRESENT

Jessica Black; Brad Parsch

OTHERS PRESENT

None.

NEW BUSINESS

The search committee conducted an interview with applicant Steven Priest. A list of the interview questions is attached to this set of minutes.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.20.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Superintendent Search Committee met at 10:00 A.M. on July 20, 2022, in the Gallatin Gateway School Board Room.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Tim Melton; Aaron Schwieterman; Carissa Paulson

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant; Rochelle Dierenfeldt, Teacher; Jamie Hetherington, Teacher; Missy Schultz, Counselor; Maddy Downs, Teacher; Chantel Jaeger-Smith, Teacher; Mike Coon, Teacher

COMMITTEE MEMBERS PRESENT

Jessica Black; Brad Parsch

OTHERS PRESENT

None.

NEW BUSINESS

The search committee conducted an interview at 10:00 A.M. with applicant Marcy Cobell. A list of the interview questions is attached to this set of minutes.

A second interview was conducted at 12:00 P.M. with applicant Kelly Glass Henderson. The same set of questions were asked to this candidate.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.21.2022 MINUTES
SPECIAL COMMITTEE MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Superintendent Search Committee met at 12:00 P.M. on July 21, 2022, in the Gallatin Gateway School Board Room.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Tim Melton

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant; Rochelle Dierenfeldt, Teacher; Jamie Hetherington, Teacher; Missy Schultz, Counselor; Maddy Downs, Teacher; Chantel Jaeger-Smith, Teacher; Mike Coon, Teacher

COMMITTEE MEMBERS PRESENT

Jessica Black; Brad Parsch

OTHERS PRESENT

None.

NEW BUSINESS

The search committee met to discuss what applicant they were going to recommend to the Board. The group made a list and went around the table stating who their top candidate and second candidate were. The Board will be presented with the committee's top choice at the July 22, 2022 special board meeting.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.22.2022 MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 10:00 A.M. on July 22, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 10:06 A.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton
Zoom: None.

TRUSTEES ABSENT

None.

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Erica Clark, Administrative Assistant; Mike Coon, Teacher; Jackie Yager, Teacher
Zoom: Rochelle Dierenfeldt, Teacher; Chantel Jaeger-Smith, Teacher; Jamie Hetherington, Teacher; Maddie Downs, Teacher

OTHERS PRESENT

None.
Zoom: Fraulein Jaffe

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

NEW BUSINESS

Discussion Items:

Update on Summer Maintenance

Teacher Mike Coon gave the Board an update on the summer maintenance list that they approved in the past. The tasks that are completed will be updated to the Board as the summer progresses.

Action Items:

Consider Interfund Transfer - Compensated Absences Liability Fund/ General Fund

Motion: Trustee Paulson to approve the Business Manager Diane Belcourt to prioritize the interfund transfers as follows: 1) to max out the general reserves; 2) replenish the compensated absences fund; and 3) focus the remaining monies to the multi district account.

Seconded: Trustee Thurber

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Consider End of Year Budgetary and Building Reserve Priorities

No motion was made on this topic.

Superintendent Recommendation from Committee

The Board discussed the qualities in all the candidates. The Board would like more references to be called before making a decision and to reconvene at a later time.

No motion was made on this topic and it was tabled until 7.26.2022.

Zoom & Google Meet Options for FY 22-23

A conversation was held about the virtual options for board meetings for the school year. Zoom has already been renewed by the district for a year.

No motion was made about this topic.

Hiring of Open Positions: Head Cook, Assistant Cook, Paraprofessional & Athletic Director

This topic was tabled and will be discussed at the 7.26.2022 meeting.

Hiring of Coaches: Assistant Volleyball & Girl's Basketball

Motion: Trustee Schwieterman to approve the hire of Sarah Kortum as the girl's head basketball coach pending competition of first aid/cpr and background check.

Seconded: Trustee

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Motion: Trustee Schwieterman to approve the hire of Melissa Melton as the girl's assistant volleyball coach pending competition of first aid/cpr and background check.

Seconded: Trustee

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber

Opposed: None

Motion passed unanimously 4-0, with Trustee Melton abstaining from the vote

Motion: Trustee Schwieterman to approve the hire of Levi Clark as the girl's assistant basketball coach pending competition of first aid/cpr and background check.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

Modify District Clerk & Adult Ed Contracts

This topic was tabled and will be discussed at the 7.26.2022 special meeting.

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 12:24 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



**7.26.2022 MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

CALL TO ORDER

The Board of Trustees of the Gallatin Gateway School District #35 met at 5:00 P.M. on July 26, 2022, in the Gallatin Gateway School Board Room and via Zoom. Board Chair Julie Fleury presided and called the meeting to order at 5:03 P.M.

TRUSTEES PRESENT

Julie Fleury, Board Chair; Carissa Paulson, Vice Chair; Mary Thurber, Aaron Schwieterman, Tim Melton

Zoom: None.

TRUSTEES ABSENT

None.

STAFF PRESENT

Brittney Bateman, District Clerk; Diane Belcourt, Business Manager; Jamie Hetherington, Teacher; Maddie Downs, Teacher; Erica Clark, Administrative Assistant; Ashley Davis, Teacher; Rochelle Dierenfeldt, Teacher

Zoom: Neal Krogstad, Teacher; Mike Coon, Teacher; Missy Schultz, Counselor; Chantel Jaeger-Smith, Teacher

OTHERS PRESENT

Jeff Krogstad; Lauri Olsen; Misti Richardson; Jessica Black; Jared Black; Alison Ulrich; Kelli Campbell; Taryn Campbell

Zoom: McConville; Melissa Melton; Patti Ringo; Fraulein Jaffe; Carly Kundurt

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Julie Fleury explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. She noted: 1) that prior to a vote the public may comment on agenda items; 2) there will be time for public comment on non-agenda items; 3) public comment periods are not intended to be a question and answer session.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

OLD BUSINESS

Action Items:

Superintendent Recommendation from Committee

Motion: Trustee Thurber to approve the hire of Steven Priest.

Seconded: Trustee Melton

Public Comment: Alison Ulrich; Jamie Hetherington; Jeff Krogstad; Ashley Davis; Lauri Olsen; Erica Clark

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 4-1, with Chair Fleury voting nay.

Hiring of Open Positions

This topic was tabled to the 8.10.2022 regular board meeting.

Modify District Clerk & Adult Ed Contracts

Motion: Trustee Melton to approve the duties of Adult Education Coordinator to be added to the District Clerk responsibilities and raise the salary with the additional stipend amount.

Seconded: Trustee Paulson

Public Comment: None

For: Fleury, Paulson, Schwieterman, Thurber, Melton

Opposed: None

Motion passed unanimously 5-0

ADJOURNMENT

Board Chair Julie Fleury adjourned the meeting at 5:50 P.M.

Julie Fleury, Board Chair

Brittney Bateman, District Clerk



DISTRICT CLERK REPORT

BOARD TRAININGS - MTSBA

- **Anytime, Anywhere, Custom Topics**

We will customize training for any member to cover specific topics of your choice

- \$750 for up to 4 hours
- \$1,500 for over 4 and up to 8 hours
 - Plus Expenses

CLERK REPORT

- Minutes
- Moved Offices
- Adult Education
- Organize for Excess Sale
- Organize student store area for consumables and cleaning products

FOOD SERVICE

- Cleaned out kitchen and storage area
- Help from Katie Bark at MSU
- Had interview with applicant on 8.4.2022

FACILITIES & GROUNDS

- Mowing Service
 - The Grounds Guys
- Custodial/ Floor Stripping
 - Butler Industries
- Pressure Tank Bladder Replacement
 - Van Dyken Drilling
- Chain Link Fence Repair
 - Eagle Fence

DRAFT
GALLATIN GATEWAY SCHOOL DISTRICT #35
SUPERINTENDENT CONTRACT

1. Term. The Board, by and on behalf of the District, employs Steven Priest, the Superintendent, and the Superintendent accepts employment as District Superintendent for a term of one (1) year, from August 8, 2022, to June 30, 2023.

2. Record of Authorization for Contract. This contract was approved by the Board at a properly noticed special meeting dated July 29, 2022. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.

3. Duties. The Superintendent is the chief executive officer of the District and shall perform the duties of the District Superintendent for the District as prescribed in the job description and such other duties as may be assigned by the Board. The Superintendent shall comply with legal Board directives, § 20-4-402, MCA, other applicable state and federal laws, and District policies as they exist or may hereafter be adopted or amended. Said District policies are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent agrees to devote his time and energy to the performance of these duties in a competent manner.

In addition to the duties set forth above, the Superintendent shall perform building administrator duties in accordance with the accreditation standards found in the Administrative Rules of Montana. The Superintendent agrees that under no circumstance, nor with respect to any portion of this Contract, shall the Superintendent acquire tenure as provided in § 20-4-203, MCA, or any statutory provision governing the employment of a principal. The Superintendent shall serve as a full-time Superintendent with assigned building administrator duties, and not as a part-time superintendent and part-time principal.

4. Professional Activities. The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organizations. "Appropriate" and "reasonable" shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board.

5. Professional Certification and Records. This contract is specifically conditioned upon the Superintendent providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide documentation of current and valid certification necessary and required to be employed as and perform the duties of Superintendent shall render this contract automatically void. Suspension, revocation, or lapse of said certification at any time for any reason shall render this contract automatically void. Any material misrepresentation related to or arising from said certification, or related to or arising from the application materials relied upon by the Board in offering employment to the Superintendent shall constitute good cause for termination of employment. The term "material" as used herein means any misrepresentation other than minor or insignificant deviations that would not have a bearing on the veracity of the Superintendent or the decision of the Board to extend an offer of employment to the Superintendent.

6. Reassignment. The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as the assignment of additional administrative duties to the Superintendent as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of the contract, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

7. Compensation. The Board agrees to pay the Superintendent an annual salary of sixty thousand and five hundred seventy six dollars and sixty cents (\$60,576.60), paid in equal monthly installments unless otherwise agreed to by the parties. Superintendent shall be present and available on school grounds for any day claimed as a work day unless the Superintendent is absent from District property while conducting business on behalf of the District. The Board and Superintendent agree the work year for the Superintendent is two-hundred and ten (210) days. For the duration of this Agreement, the District will pay the Superintendent a monthly housing stipend of \$1,000.00, to be included in the monthly payroll.

The parties agree that the Superintendent will be present on District property and on duty during all Pupil Instruction (PI) and Pupil Instruction Related (PIR) days falling within the academic school year, and on all business days falling outside of the academic school year, unless the Superintendent is utilizing vacation leave or sick leave as provided for herein, or unless the Superintendent is absent from District property while conducting business on behalf of the District. The parties agree further that the Superintendent's duties also include conducting school business as needed or necessary when situations requiring immediate attention or action arise on holidays, weekends, or during such other times when the Superintendent is not actively on duty.

8. Salary Adjustment. The Board will review the Superintendent's salary on an annual basis in conjunction with the evaluation of performance referenced in section 9, and in its discretion increase the salary.

9. Evaluation. The Board may evaluate and assess in writing the performance of the Superintendent at the Board's discretion, and shall conduct at least one formal evaluation annually, prior to January 15. Participation in the written evaluation process shall not preclude the Board from engaging in informal evaluation processes with the Superintendent throughout the term of the contract, nor shall the Board be prohibited from discussing with the Superintendent the performance of the Superintendent's duties at any time the Board shall in its discretion determine that such discussions are beneficial to the District.

10. Holidays. The Superintendent is entitled to days off with pay on those holidays specified in § 20-1-305, MCA, subject to the provisions of that section.

11. Vacation Leave and Accrual. The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the District Clerk and Board Chairperson in advance of the use of vacation leave or any absences from the District. Absence from the District in excess of two (2) days must be approved by the Board Chair or the Board. Vacation days taken by the Superintendent shall be taken at

such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this contract.

12. Sick Leave and Accrual. The Superintendent is entitled to sick leave benefits in accordance with Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the District Clerk and the Board Chair in advance or upon the use of sick leave from the District for any length of time.

13. Professional Dues. The Board shall pay the Association dues of the School Administrators of Montana, the Montana Association of Elementary and Middle School Principals as well as other appropriate affiliations, and civic and social memberships as approved by the Board.

14. Travel Reimbursement. The Board shall reimburse the Superintendent for the use of his automobile in conducting business on behalf of the District in accordance with § 2-18-503, MCA.

15. Major Medical and Flexible Benefits Plan. The District shall offer the Superintendent the same health insurance plan and flexible benefits provided to the certified employees in Article 21 of the Certified Master Agreement. (\$586.00 per month toward the health insurance plan and \$25.00 per month towards the flexible benefit plan).

16. Consultation Activities. The Superintendent shall be permitted to undertake writing, teaching, speaking engagements, and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.

17. Professional Liability. The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in § 2-9-305, MCA.

18. Termination by Mutual Agreement. This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing.

19. Retirement, Death, Disability. This contract shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as an administrator or superintendent in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this contract may be terminated by the Board of Trustees.

20. Termination for Cause. The Board may terminate the employment of the Superintendent during the term of this Contract for good cause. For purposes of this Agreement, "good cause" is defined as reasonable job-related grounds for dismissal based on a failure to satisfactorily perform job duties, disruption of the employer's operation, or other legitimate business reason. Placing the Superintendent on paid administrative leave does not constitute termination of employment, and is within the discretion of the Board of Trustees during the term of this contract.

21. Controlling Law. This Contract will be governed by the laws of the State of Montana.

22. Complete Agreement. This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

23. Savings Clause. In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

24. Successors and Assigns. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

25. Acceptance. This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 P.M., the 3rd day of August, 2022.

GALLATIN GATEWAY SCHOOL DISTRICT #35

DRAFT

DRAFT

Steven Priest, DISTRICT SUPERINTENDENT

DATE

DRAFT

DRAFT

Julie Fleury, BOARD CHAIR

DATE

ATTEST:

DRAFT

DRAFT

Brittney Bateman, DISTRICT CLERK

DATE

Washington, D.C. Handbook Gallatin Gateway School Field Trip

From the Hallways of GGS

To Washington, D.C.

Note: *Approved as an official school-sponsored field trip
See August 2012 Board minutes

*Revised & Updated Aug. 2022

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Philosophy:

The Gallatin Gateway School believes field trips supplement and enrich the classroom by providing learning experiences in an environment beyond the classroom.

Mission:

It is the mission of the Gallatin Gateway School to provide an 8th grade experience of United States history through a guided tour of Washington, D.C.

Vision:

“All Means All”

Students, teachers, parents, and adults all teaming for the inclusion of all.

Fundraisers:

Fall PIE fundraiser – Wreaths

Dinner for Two – ends December

Spaghetti Dinner - February

GGG Foundation Sportsman’s Banquet & Raffle – ends in April

SECTION ONE:

1) Purpose:

First and foremost, this annual trip to Washington, D.C. is an educational experience for Gallatin Gateway students. The focus is student education and student safety. Respect and responsibility is the number one criteria for all participants.

2) Timeline:

June (with report cards) – *Trip Supervisor: At the end of the 7th-grade school year provide a letter to parents in the June report card mailing about the upcoming 8th-grade field trip. This letter will provide fundraising information and ask about adult interest in chaperoning. Also included should be the estimated cost and payments expected for those adults attending. Payments will be October \$400, November \$250, February \$250, March \$300, April \$300, and May will be any additional fees. Sent out with June report cards Appendix 2.

July - n/a

August – *Trip Supervisor: Set the date for the week in May the group will be traveling. Trip Supervisor will check the D.C. convention center schedule dates of large conventions and booked weeks and then the Trip Supervisor will talk to the Crystal City area hotels to find the best week in May for room availability for the 8th grade group. Contact the Washington, D.C. offices of the Montana members of Congress by email to set up meetings with the senators and representatives and to request private tours from the office's aides for the Capitol, White House, FBI Experience, etc. Contact airlines for group rate quotes.

September

First mandatory parent meeting to determine the adults attending and to distribute information on fundraising – appoint chairs for each event. Provide annual Fundraising Procedures handouts to parents and students. Provide forms for attending.

***Trip Supervisor:** get hotel rates, include breakfast with the hotel reservation – also book rates including one to two new GGS 8th grade students with the estimate in case of new enrollment through December. (After the last school day of December, no one can be added to the event.) Speak with group sales representatives at the Marriott and Hilton properties in the Crystal City/Pentagon City area. Create thank you notes in advance to be used by students/teachers for each event on the schedule.

October

PIE Fall fundraiser

Confirm number for adult chaperone attendance and collect first deposit \$400. Provide payment dates to the adults attending.

Arrange for CPR/First Aid for adults participating on the trip. Request class through Adult Ed. Adults will need to seek instruction outside of the school if needed.

***Trip Supervisor:** Reserve airline tickets; Collect deposit from adults \$250

November

Adults attending must have a fingerprint background check submitted to the school
Dinner for Two Raffle – Collecting gift cards ready to go by Dec. 1.

December

Dinner for Two Raffle set up display in lobby

Second parent meeting: Plan annual spaghetti supper – all food and miscellaneous items must be donated to ensure profit for the class.

***Trip Supervisor** to review schedules for Fords' Theatre, Nationals Baseball/DC United Soccer, Holocaust Museum tickets (1.00 each; reserves a place in line), Spy Museum, etc. to make reservations and reserve attendance by making deposits, US Mint tickets (if available, and if schedule permits; you can request this up to a year in advance), Mt. Vernon cruise (they have early schedules), Ford's Theatre tickets -- purchase as soon as they become available, FBI Experience and White House tours (scheduled through senator's office, Smithsonian Museum hours, National Archives, etc. – Arlington Cemetery Trolley if budget allows

Students design t-shirt logo and students select the t-shirt color.

No additional chaperones can be added to the trip after the last school day in December, due to reservations made during December that cannot add additional guests.

January

Order T-shirts.

Third parent meeting: Planning meeting for Spaghetti Supper

***Trip Supervisor:** Create and send letter to Arlington for Tomb of the Unknown Soldier for wreath presentation– www.arlingtoncemetery.mil to see about the ceremony.

February

Spaghetti Supper final communications with parents

Thank you notes as needed for donations to spaghetti dinner

Adult Deposit Due: \$250

***Trip Supervisor:**

Daily reload funds on Smartrip account for metro use – www.wmata.com (see procedure)

Gallatin Gateway School Foundation and the Sportsman's Banquet committee will talk to students about raffle ticket fundraiser and auction for March/April.

March

Fourth parent meeting – provide itinerary to parents for confirmed events

Begin selling Raffle Tickets and committee gathers Auction donations

***Trip Supervisor:** Reconfirm hotel and airplane, give hotel the room assignments, prepare to pay airline tickets

Collect Chaperone Deposit \$300

Selection of students to present the wreath if selected – see procedure

Order wreath if selected to present the at the Tomb of the Unknown Soldier

Design Emergency Handouts for Chaperones, Parents, and students

April

***Trip Supervisor:** Confirmation of names to the airline for all travelers, and final payment to hotel, renew Smithsonian membership to save money for lunch in the museums.

Collect Chaperone Deposit \$300

Present the final itinerary for the field trip to staff, parents, and students

Office will prepare name badges with photos and contact information for students.

May – Month of the Trip

***Trip Supervisor:** Final chaperone meeting - packing, behavior, emergencies, medicine, Student and adult airline and subway training with teacher during MBI

Packing review

Provide adults the student research on monuments to provide background knowledge (Student assignments in May attached)

Provide itinerary to all students, chaperones, and families

Meet at the airport for early am departure

Line up order for Bozeman airport is alphabetical by last name with their bags.

Send Thank you notes as needed

June

***Trip Supervisor:**

Reconcile all receipts for credit card statement.

Ensure thank you notes have been delivered.

3) Expenses:

1. The Gallatin Gateway School District funds two Superintendent-appointed school employees for a class size up to 20 and three for a class size of 20 to 25.
2. Student field trip expenses are covered by the fundraising efforts of the entire class.
3. If inadequate funds are raised for student participation, parents provide remaining funding for the trip. The needed funds divided by the number of students will equal the amount due from each family.
4. Adult participants pay trip expenses in advance for participation with the class.
5. All parents and chaperones are expected to help the class raise funds for all student expenses.

4) Fundraisers

Student fundraisers will each have a description provided to parents with the ultimate goal of using fundraising money to cover expenses for:

- partially fund the 5th grade overnight to Butte
- partially fund the 6th grade Yellowstone trip, and
- fully fund the 8th Washington, D.C. trip

PIE Wreaths– PIE organized and supported (all school)

Dinner for Two Raffle at the Winter Program – 8th grade students

Annual Spaghetti Supper – Parents, adults, and 8th grade students

GGSF Sportsman’s Banquet & Raffle – Grade 5-8 classes

Extra fundraisers can be created to cover student expenses as needed

5) Duration of the trip:

5 days and 4-5 nights using the best rates available

Group will meet at the airport

Students are picked up from the airport by parents when returning from the trip

6) Possible Tour Options:

Mount Vernon: cruise, tour

Pentagon and Memorial

Spy Museum: Reserve through groups early

FBI Experience

Capitol: Contact senators for tour & schedule meetings

Arlington Cemetery– wreath, Tomb of the Unknown, JFK and Arlington House

National Mall - Lincoln, Korean, Vietnam, Jefferson, FDR, MLK, WWII

White House: Contact senators for tours– Albert Gallatin Statue (northeast corner)

American History Museum

Natural History Museum

Nationals Baseball Game

DC United Soccer

Holocaust Museum: Reserve Jan./Feb.

Ford’s Theatre, Peterson House, & Aftermath Exhibits

Kennedy Center

Air and Space Museum
Native American Museum
Grand Central Station – Train

Food options:

Minneapolis Airport – Firehouse Subs, Food Court: Panda Buffet, Wendy’s, Taco Bell & Burger King,
Chevy’s – Pentagon Mall
Chili’s – Crystal City
Smithsonian Food Courts
Crystal City Underground
Dirksen Cafe (Senate Building)
California Pizza Kitchen – Pentagon City – near Chevy’s 703-412-4900
L’Enfant Plaza Food Court
Ronald Reagan Building Food Court

SECTION TWO: PROCEDURES

1) Policy:

In accordance with Gallatin Gateway School Policy the following procedures will be followed:

The superintendent reserves the right to deny the participation of any individual on a field trip. Denial will be based upon adult or student present and past behavior.

The Superintendent will designate a trip supervisor(s) who will be responsible for the coordination of the trip.

Any additions to the enrollment after last Friday of school in December.

2) Overview:

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning the field trip; and that no field trip will be approved unless it contributes to the achievement of specified instructional objectives.

3) Field Trip Participants

Adults are welcome to chaperone and share this experience, but they are not necessary to the success of this school-based field trip. This field trip is for the academic enrichment of students. Even though chaperones self-pay, the trip is still based on the school academic curriculum. Those attending with the school will follow the trip schedule, and not ask for personal accommodations for eating, shopping, etc. Adult requests will not supersede the trip itineraries. It is in no way to be considered a personal vacation. Any changes in the schedule will be given to the group by the trip supervisor(s).

***Procedure of criteria for accompanying the students on the trip: Who can travel with the 8th grade class on this trip?**

Adults who:

1. Attend all school planning meetings for the trip.
2. Attend adult participant training which will review the trip expectations and liabilities in detail.
3. Participate in student fundraising events (at the event or behind the scenes).
4. Obtain a fingerprint background check through the approved agency & process. (Policy 5022).
5. Provide proof of current First Aid certification or a willingness to be certified.
6. Pay approximately \$1500-\$2000 for expenses as determined by the trip supervisor.
7. Can walk long distances daily -- average per day about 7 miles.
8. Can be on feet all day.
9. Consider the health risks -- severe asthma, allergies, heat, etc.
10. Contribute to the experience as a role model for students on the trip through behavior, dress, attitude, and respect.
11. Represent the philosophy, mission, and vision of the Gallatin Gateway School.
12. Follow the district's procedures and policies as related to the trip.
13. Read student projects provided by the teacher so as an adult participant you are prepared to have the same background knowledge as the students.

14. Supervise children as instructed by the Trip Supervisor.
15. Complete and follow the guidelines of the GGS Volunteer Handbook.
16. Abstain from smoking, alcohol, or controlled substances as outlined in the GGS Volunteer Handbook.

4) Procedure Student Wreath Presentation

Selection:

Select four students to present the wreath by placing each student's name in a tool to randomize the selected names.

If a child is selected who may not wish to participate, the trip supervisor will contact the parents and the student and the parents will discuss the event with the trip supervisor or the superintendent. If the parents withdraw their child from participating, another name will be drawn.

Attire:

Students selected will be required to dress semi-formally- black slacks, black solid color shoes, black socks, and white button-up shirt

5) Procedure for Respect at Memorials/Ceremonies

All participants will know in advance the higher expectations of behavior when observing a memorial or attending a ceremony.

Participants on the trip will be expected to:

- Stand with respect without leaning, sitting, or talking during a ceremony
- Phones cannot be used for calling out, receiving calls, or texting when observing a memorial or a ceremony.
- No hats

6) Attire to Avoid: Participants will be required (student or adult) to follow the school dress attire procedures for this field trip.

No open-toed shoes, spaghetti-strap tank tops or low-cut shirts.

No midriff exposure ever

No pants with holes or rips

No tight or uncomfortable clothing due to the weather's dampness/humidity

Belts (boys and girls), as needed, to keep pants up and bottom fully covered.

Shorts need to be an appropriate length for professional settings.

Avoid shirt logos that are distracting or inappropriate for the setting.

7) Procedure for Packing for the Trip:

Participants are responsible for their own personal property and assume the risk of any losses or damage to their personal items.

All luggage is subject to a check by the trip supervisor(s) and should be tagged with appropriate tags for departure.

Luggage weight limit is less than 50 pounds.

One carry-on bag per person. and one personal item.

Phones can be used in the evenings only for calling parents. Phones may be used as a camera only for the day. **No access to games or social media allowed while on the trip.** Movies and music are allowed on airplanes. (See Phone Use Agreement.)

Each participant should pack lightly – adults are encouraged to share a suitcase with their children
Small, light backpack with pens, pencils, and journal & airplane snack (protein),

Liquids must follow airline regulations

GOOD walking shoes – not new

Hat and Chapstick

Class t-shirt

Light jacket (rain)

Sweater or sweatshirt – or buy one on the trip!

Jeans– comfortable – not too tight – no holes

Pants/capris for Tomb of Unknown Soldier

Nice shorts (not athletic shorts)

Long sleeve shirt – Depending on weather

Short sleeve shirts - For daily use

Socks and underwear for each day – clean socks will help tired feet. Pack extra!

Toiletries – (Minimum sizes. Follow airline restrictions for your carry-on!)

Pajamas (pajama pants for hotel only – not on tours)

Sunscreen

Sunglasses

Prescription medications (student medication forms completed and submitted)

Spending money

Do not pack a hair dryer – each room has one!

Do not pack a pocket knife

No basketball shorts on tours – only hotel room

Student Cell phones can be brought on the trip, but only used in the hotel rooms for parent calls and cameras during the day.

Cell phones will be confiscated if used by students for social media, gaming, texting, or calling during the day.

MONEY:

- Personal Money -- \$100 or less (Students will visit gift shops and souvenir stands during the week)

8) Procedures for Hotels

Trip supervisor(s) are responsible for assigning participants to hotel rooms.

Hotels will be chosen considering ease of supervision. Each hotel room may not have a supervising adult; however, procedures will be implemented and instruction and expectations will be given for appropriate behavior outcomes. A trip supervisor must be on the same floor as and in close proximity to student rooms and adjoining rooms will be used whenever possible for increased supervision. Effort will be taken to acquire accommodations that do not have doors directly from student rooms to the exterior. The trip supervisor shall be responsible for making the room arrangements with the greatest safety of the children in mind.

Curfew will be strictly enforced. Each student must be in his or her assigned room at the time designated by the trip supervisor. No one will be permitted to leave his or her room after that time. Specifically boys are not to be in the girls' rooms or girls in the boys' rooms at any time. Also, outsiders (those not directly involved with the field trip) are not permitted in any student's room at any time.

Students will never leave the hotel without an adult – students will wait to join another group or the class if the adult in their hotel room is not ready to join the group.

Before leaving hotel rooms, students must check to see that the rooms are left in good order and that no personal belongings have been left behind.

Four students to a room with two beds is likely. Students can choose to bring a sleeping bag and foam pad if choosing not to share beds.

9) Procedures for Airplane

1 Check-in:

- Students should pack light and have only **one** carry on and one personal item.
- Carry on must meet the designated size limits.
- Fill out luggage tag as needed.
- Any liquids must be packed to follow airline regulations.
- All participants will arrange in groups with assigned chaperones.
- Students do not need a photo ID.
- All adults need a photo ID.

2 Security:

- Trip supervisor will instruct the participants to follow TSA regulations.
- Students will never leave the assigned supervising adult.

3 Boarding:

- Follow boarding procedures by zone provided by the gate agents.

4 Airplane Etiquette:

- Listen to all crew member instructions which means stop talking while the crew is giving safety instructions.
- Seat is assigned by the airline and you are to stay in that seat.
- Use restroom before boarding and as needed while on the plane to avoid an emergency when arriving at the terminal.
- Each participant's garbage will be disposed of properly.
- Clean up after yourself in all traveling environments.
- Use an appropriate voice level and monitor age-appropriate behavior.
- Deplaning requires respect for others who are also deplaning – wait your turn!
- Wait at the gate exit area until the remainder of the group arrives.

10) Procedure for Transportation:

SmarTrip cards are the primary method for transportation (MetroRail, MetroBus) during the Washington, D.C. field trip. School-purchased SmarTrip cards are stored in the school vault with username, passwords, and security information.

Trip Supervisor – reload SmarTrip cards according to the trip itinerary. Reference procedures on www.wmata.com. Minimum of \$60 per card, so check rates.

Trip supervisor(s) will designate the chaperone group leaders, and they will maintain their groups' Metro Cards throughout the trip. This person is responsible for the possession, supervision, and application of the SmarTrip card for the duration of the trip. This is to prevent the loss or damage of the SmarTrip cards.

Using the Metro consists of waiting, loading, and unloading the train. Rules and manners are required. The following list is the federal guidelines for usage: www.wmata.com

11) Walking Etiquette in a City and Crowded Public Areas:

Estimated walking per day may exceed 7 miles.

Guidelines for sidewalk use, escalators, stairs, museums, gift shops, etc.

- Observe your environment.
- Stay to the right.
- Stay single file on pathways unless instructed otherwise by the trip supervisor(s).
- Stay on the sidewalk or designated walking areas.
- Do not climb or step off sidewalk or walking areas.
- Stay with the group – Walk briskly to allow for all walkers in the group to stay together.

12) Procedure for Medication:

Any student taking medication of any kind must follow the Gallatin Gateway School medication procedures. Medication forms are in the Appendix of this handbook.

The medication must be reported to the Trip Supervisor by the parent using the “Permission for Medication To Be Given During a Field Trip” form. The medication must be given to the Trip Supervisor by the designated deadline along with the parent-signed approval form.

***GGS Medication Forms Available in Appendix:**

1. Consent for Emergency Medical Care During a Field Trip- required
2. Permission for Medication to be Given During Field Trip - required
3. Montana Authorization to Carry and Self-Administer Asthma - only if planning to bring an inhaler/nebulizer.

13) Procedure for Background Check

Review Volunteer Handbook

Complete Fingerprint Procedure through Gallatin Detention Center (see packet in Appendix)

Submit to Gallatin County Superintendent of Schools

14) Procedures for an Emergency

Students are to report any accidents or illness immediately to the Trip Supervisor(s).

In the case of an accident, the parent/guardian will be notified as soon as practicable. Should it be necessary that a student require hospitalization, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home and notify the trip supervisor of these arrangements. Financial responsibility for any transportation (student or adult) required will rest with the parent of the student involved or the adult involved.

In case of illness or family emergency which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent or guardian to make financial and physical arrangements for transportation home and notify the trip supervisor of these arrangements.

The school office will have a copy of all forms, itinerary, and contact information for the duration of the trip. The school office will also serve as a means of sending information out to all parents. Contact the school at 406-763-4415.

SECTION 3: COMMUNICATION

1) Summary of the Paperwork for the Washington, D.C. Trip

Trip Supervisor:

Planning a Field Trip Form for school district
Adult Emergency Information

Student:

Field trip form – “We’re going on a field trip”
Consent for Emergency Medical Care During a Field Trip- required
Permission for Medication to be Given During Field Trip - required
Permission for Prescription Medication to be Given by GGS Staff- as needed
Cell Phone Use Contract- required
Montana Authorization to Carry and Self-Administer Asthma – as needed

Adult

Adult Emergency Information
Volunteer Handbook
Background check information must be received by the school no later than December 18.
Washington, D.C. Handbook
Washington, D.C. Adult Participation Contract

2) Procedures for Trip Supervisor Communication

1. Minimum of five parent and student meetings – listed in timeline
2. Provide an itinerary to adults and students prior to the trip
3. Provide summaries of each destination – menus, schedules, descriptions as available will be provided.
4. Provide folders containing destination maps, emergency contact information, itinerary, first aid information, etc. to adults attending the trip.
5. Web site resources identifying and giving information on sites visited will also be provided.

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Adult Participant Training and Information Form (2 pages)

Philosophy:

Field trips supplement and enrich the classroom by providing learning experiences in an environment beyond the classroom.

Mission:

It is the mission of the Gallatin Gateway School to provide an 8th-grade experience of United States History through a guided tour of Washington, D.C.

Vision

All Means All: Students, parents, adults, and teachers teaming to support **ALL** 8th-grade students in attending.

Overview:

It is the District's intent that the safety and well-being of students shall be protected at all times; that each field trip is properly planned, integrated with the curriculum, and followed up by appropriate activities that enhance its usefulness; that the effectiveness of field trip activities are monitored and continually evaluated; that teachers and trip supervisors are allowed a considerable degree of flexibility and innovation in planning the field trip; and that no field trip will be approved unless it contributes to the achievement of instructional objectives.

Student Field Trip

Adults are welcome to share this experience and are partners in the success of this school-based field trip. This field trip is for the academic enrichment of students based on the social studies curriculum. Those attending with the school will follow the trip schedule, and not expect personal accommodations for eating, shopping, etc. Adult requests will not supersede the trip itinerary. Any changes in the schedule will be given to the group by the trip supervisor(s).

Criteria for traveling with the students on the trip:

1. Attend all school planning meetings for the trip.
2. Attend adult participant training, which will review the trip expectations and liabilities in detail.
3. Participate in student fundraising events (at the event or behind the scenes).
4. Submit to a fingerprint background check as through Board-adopted process only..
5. Provide proof of current First Aid certification or a willingness to be certified.
6. Pay approximately \$1500 prior to trip, and up to a total of \$2000 for expenses as determined by the trip supervisor.
7. Can walk long distances daily -- average per day about 7-10 miles.
8. Can be on your feet all day without limitations.
9. Consider the health risks and elements – severe asthma, allergies, heat, etc.
10. Contribute to the experience as a role model for students on the trip through behavior, dress, attitude, respect.
11. Represent the philosophy, mission, and vision of the Gallatin Gateway School.
12. Follow the District's procedures and policies as related to the trip.
13. Read student projects provided by the teacher so as an adult participant you are prepared to have the same background knowledge as the students.
14. Supervise children as instructed by the Trip Supervisor including sharing a hotel room with students.
15. Complete and follow the guidelines of the GGS Volunteer Handbook.
16. Abstain from smoking, alcohol, or controlled substances as outlined in the GGS Volunteer Handbook.



**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

TO: 8th Grade Parent Chaperones

FROM: Trip Supervisor, 8th Grade Teacher

DATE: _____

RE: Chaperone Emergency Information

Please complete the information below for the school to have on file while we are on our Washington, D.C. trip.

NAME: _____

ADDRESS: _____

HOME PHONE: _____ **BIRTHDATE:** _____

KNOWN ALLERGIES/MEDICAL CONDITIONS: _____

MEDICAL INSURANCE PROVIDER, ADDRESS & PHONE #: _____

MEDICAL COVERAGE POLICY # _____

DRIVER'S LICENSE # _____

EMERGENCY CONTACT PERSON #1: _____

RELATIONSHIP: _____ **CONTACT PHONE #:** _____

EMERGENCY CONTACT PERSON#2: _____

RELATIONSHIP: _____ **CONTACT PHONE #:** _____

**SOCIAL SECURITY # may be requested for national security clearance on federal tours.*

Washington, D.C. Adult Participation Contract

Yes, I _____ meet the criteria provided and plan to accompany the Class on their 8th grade field trip to Washington, D.C. in May.

I will pay approximately \$1500 between October and April as listed below:

Please expect the following amounts as payments from me: October \$400, November \$250, February \$250, March \$300, April \$300, and May will be any additional fees determined by reservations.

October 10 \$400.00

November 10 \$250.00

February 10 \$250.00

March 10 \$300.00

April 10 \$300.00

May 10 \$ remainder (if needed) over \$1500.00 for expenses

(Checks payable to Gallatin Gateway School: submit payment to the school office.)

If I find later that I cannot attend, I will forfeit my participation on the field trip aware of the following:

- I will forfeit any deposits or purchases including airline fees and admission cost to attractions that cannot be refunded by the vendor.
- All remaining deposits, less any expenses incurred on my planned attendance, will be returned. (For example: If the Ford's Theatre tickets are purchased by the school for this trip, they become nonrefundable, and I lose those funds.)

I will:

- Submit to a fingerprint background check as determined by County Superintendent of Schools procedure.
- Provide proof of current First Aid certification by February.
- Review Volunteer Handbook.

Name _____

Signature _____ Date _____

Email address _____ Phone _____

Instructions for Getting A Fingerprint-Based Background Check (For School Employment, Volunteers, and Chaperones)

A fingerprint-based background check is required for persons seeking to work, volunteer, or chaperone in the public schools in Gallatin County. The steps to obtain a fingerprint based background check are as follows:

- 1) Have your fingerprints taken at a public fingerprinting location. The Gallatin County Detention Center at 605 S. 16th Avenue in Bozeman offers public fingerprinting on the following days and times:

- 📄 Tuesday, Wednesday, Thursday, 3:00-4:30 PM
- 📄 Tuesday, 7:00-8:30 PM
- 📄 Saturday, 12:00-2:00 PM

Photo ID and a \$15.00 fee are required and exact payment must be made by cash or check only. Be sure to request two fingerprint cards. Most city police departments (Belgrade, Manhattan, West Yellowstone,) and the MSU Police Department also provide public fingerprinting. Contact police departments directly for fees and availability. A map and contact information for the Gallatin County Detention Center and a list of city police departments are provided on the reverse side.

- 2) Submit your fingerprint cards to the Gallatin County Superintendent of Schools office located in Room 107 of the Gallatin County Courthouse at 311 W. Main Street in Bozeman. Complete the attached forms and submit them with your fingerprint cards while there:

- 📄 NCPA/VCA Applicants form
- 📄 Applicant Rights and Consent to Fingerprint form
- 📄 Privacy Act Statement
- 📄 Fingerprint Re-dissemination Request form (Not required in all circumstances.)

A processing fee of \$32.00 is required for employment, \$27.00 for volunteers, and must be paid by cash or check made payable to "Gallatin County Superintendent of Schools." Note: This fee may be billed directly to school districts or may be eligible for reimbursement in some cases. We can help you determine if the fee is eligible for direct billing or reimbursement.

- 3) The Gallatin County Superintendent of Schools will forward your fingerprint cards to the Montana Department of Justice for processing. Current processing time is approximately three weeks. Background checks are generated by the Department of Justice and returned to the County Superintendent. Results of background checks are forwarded by the

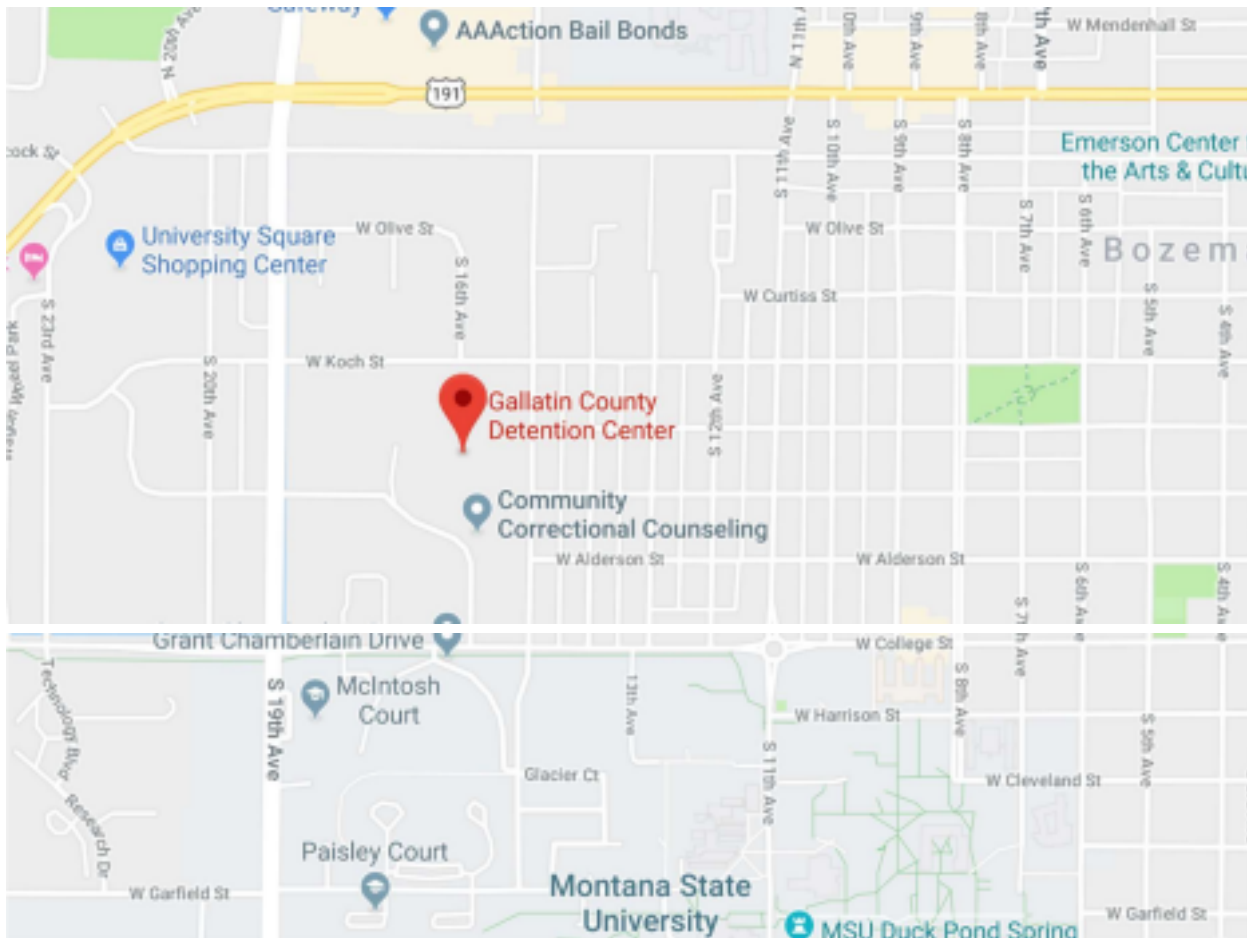
County Superintendent to school district superintendent(s).

For questions or more information, please contact the Gallatin County Superintendent of Schools at 311 W. Main St., Room 107, Bozeman, MT 59715, (406) 582-3090 or by email at:

superintendentofschools@gallatin.mt.gov.

March 1, 2019

Gallatin County Detention Center
605 S. 16th Avenue
Bozeman, MT 59715
(406) 582-2130



Information on fingerprinting at the Gallatin County Detention Center is available at:

http://gallatincomt.virtualltownhall.net/Public_Documents/gallatincomt_detention/fingerprints.

Belgrade City Police Department

91 E. Central Ave.
Belgrade, MT 59714
(406) 388-4262
(City residents only)

Manhattan Police Department
207 S. Sixth St.
Manhattan, MT 59741
(406) 284-6630

West Yellowstone Police Department

124 Yellowstone Ave.
West Yellowstone, MT 59758
(406) 646-7600

MSU University Police
7th Avenue and Kagy Blvd.
Bozeman, MT 59715
(406) 994-2121

March 1, 2019

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by Gallatin County Superintendent of Schools that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. • The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

_____ Name Date

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

Form number APR&CF 20170213

NCPA/VCA Applicants

To _____:

You have applied for employment with, will be working in a volunteer position with, or will be providing vendor or contractor services to Gallatin County Superintendent of Schools for the position of

(please be specific) _____.

The National Child Protection Act of 1993 (NCPA), Public Law (Pub. L.) 103-209, as amended by the Volunteers for Children Act(VCA), Pub. L. 105-251 (Sections 221 and 222 of Crime Identification Technology Act of 1998), codified at 42 United States Code (U.S.C.) Sections 5119a and 5119c, authorizes a state and national criminal history background check to determine the fitness of an employee, or volunteer, or a person with unsupervised access to children, the elderly, or individuals with disabilities.

1. Provide your name, address, and date of birth, as appears on a document made or issued by or under the authority of the United States Government, a State, political subdivision of a State, a foreign government, a political subdivision of a foreign government, an international governmental or an international quasi-governmental organization which, when completed with information concerning a particular individual, is of a type intended or commonly accepted for the purpose of identification of individuals. 18 U.S.C. §1028(D)(2).
2. Provide a certification that you (a) have not been convicted of a crime, (b) are not under indictment for a crime, or (c) have been convicted of a crime. If you are under indictment or have been convicted of a crime, you must describe the crime and the particulars of the conviction, if any.
3. Prior to the completion of the background check, the entity may choose to deny you unsupervised access to a person to whom the entity provides care.

The entity shall access and review State and Federal criminal history records and shall make reasonable efforts to make a determination whether you have been convicted of, or are under pending indictment for, a crime that bears upon your fitness and shall convey that determination to the qualified entity. The entity shall make reasonable efforts to respond to the inquiry within 15 business days.

Your Name:

First Middle Maiden Last Date of Birth: _____ Telephone:

_____ Address:

City State Zip



I have been convicted of, or am under pending indictment for, the following crimes [include the dates, location/jurisdiction, circumstances and outcome]:



I have not been convicted of, nor am I under pending indictment for, any crimes



I authorize Montana Department of Justice, Criminal Records and Identification Services Section to disseminate criminal history record information to Gallatin County Superintendent of Schools.

_____ Signature of Applicant _____ Date



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

Form number APR&CF 20170213

Privacy Act Statement

This privacy act statement is located on the back of the [FD-258 fingerprint card](#).

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92- 544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



03/30/2018

In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

Form number APR&CF 20170213

Fingerprint Redissemination Request

Gallatin County Superintendent
of Schools

Matthew Henry
311 W. Main Room 107
Bozeman, MT 59715

582-3090
582-3093 Fax

Admin. R. Mont 10.57.201A requires all applicants for initial licensure or reinstatement of former licensure complete a fingerprint based background check.

If your fingerprint result is on file with a Montana public school or County Superintendent, or a unit of the Montana University system, those results can be distributed from one public Montana education entity to another, as long as the result is less than 2 years old and meets the requirements of your school policy.

It is against FBI policy for results to be shared across state lines or from private institutions (colleges and universities, or private schools).

Applicant Information

Last Name: First Name: Middle Initial:

Folio ID (assigned by OPI): Former Name(s) (Maiden or Other): Date of Birth: Last four

digits of your SSN:

I authorize:

- Gallatin County Superintendent of Schools
- A Unit of the Montana University System; or Enter a University:
- Montana Public School Enter the name of the school:

to share the results of my fingerprint based background check with:

- Gallatin County Superintendent of Schools
- A Unit of the Montana University System; or Enter a University:
- Montana Public School: Gallatin Gateway School

If you are requesting to distribute your fingerprint results to a Montana University, a Montana public school, or county superintendent, please provide the specific person you wish to receive the background check results:

Recipient Name: _____, Superintendent Address: PO Box 265

City: Gallatin Gateway State: MT Zip Code: 59730 Recipient Phone: 763-4415

Signature of Applicant:	Name of applicant:	Date:
-------------------------	--------------------	-------

Montana Authorization to Carry and Self-Administer Asthma Medication

For this student to carry and self-administer asthma medication on school grounds or for school sponsored activities, this form must be fully completed by the prescribing physician/provider and an authorizing parent or legal guardian.

Student's Name: _____
Sex: (Please circle) Female/Male
Birthdate: ____/____/____

School: _____
City/Town: _____
School Year: ____ (Renew each year)

Physician's Authorization:

The above named student has my authorization to carry and self-administer the following medication:

Medication: (1) _____ Dosage: (1) _____
(2) _____ (2) _____

Reason for prescription(s): _____

Medication(s) to be used under the following conditions: _____

I confirm that this student has been instructed in the proper use of this medication and is able to self-administer this medication on his own without school personnel supervision. I have provided a written treatment plan for managing asthma or anaphylaxis episodes and for medication use by this student during school hours and school activities.

Signature of Physician

Physician's Phone Number

Date

Backup Medication - The law provides that if a child's health care provider prescribes "backup" medication to be kept at the school, it must be kept in a predetermined location, known to the child, parent and school staff. The following backup medication has been provided for this student: _____

For Completion by Parent or Guardian

As the parent/guardian of the above named student, I confirm that this student has been instructed by his/her health care provider on the proper use of this/these medication(s). He/she has demonstrated to me that he/she understands the proper use of this medication. He/she is physically, mentally, and behaviorally capable to assume this responsibility. He/she has my permission to self medicate as listed above if needed. If he/she has used an auto-injectible epinephrine, he/she understands the need to alert an adult that emergency medical personnel need to be called. If he/she has used his/her asthma inhaler as prescribed and does not have relief from an asthma attack, he/she is to alert an adult.

I also acknowledge that the school district or nonpublic school may not incur liability as a result of any injury arising from the self-administration of medication by the pupil and that I shall indemnify and hold harmless the school district or nonpublic school and its employees and agents against any claims, except a claim based on an act or omission that is the result of gross negligence, willful and wanton conduct, or an intentional tort.

I agree to also work with the school in establishing a plan for use and storage of backup medication if prescribed, as above, by my child's physician. This will include a predetermined location to keep backup medication to which my child has access in the event of an asthma or anaphylaxis emergency.

Authorization is hereby granted to release this information to appropriate school personnel and classroom teachers.

I understand that in the event the medication dosage is altered, a new "self-administration form" must be completed, or the physician may re-write the order on his prescription pad and I, the parent/guardian, will sign the new form and assure the new order is attached.

I understand it is my responsibility to pick up any unused medication at the end of the school year, and the medication that is not picked up will be disposed of.

Parent/Guardian Signature: _____

Date: _____

(Original signed authorization to the school; a copy of the signed authorization to the parent/guardian and health care provider)

Gallatin Gateway School District

PERMISSION FOR PRESCRIPTION MEDICATION TO BE GIVEN BY GGS STAFF

PLEASE PRINT CLEARLY

STUDENT NAME: _____ GRADE: _____

TEACHER: _____

DIAGNOSIS: _____

MEDICATION: _____ DOSAGE: _____

PURPOSE OF MEDICATION: _____

TIME OF DAY MEDICATION IS TO BE GIVEN: _____

POSSIBLE SIDE EFFECTS: _____

ANTICIPATED NUMBER OF DAYS IT NEEDS TO BE GIVEN AT SCHOOL:

ADDITIONAL INSTRUCTIONS: _____

(DATE)

(SIGNATURE OF HEALTH CARE PROVIDER)

I hereby give my permission for _____ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I authorize the release and exchange of information concerning this medication between the school and this physician.

(DATE)

(SIGNATURE OF PARENT/GUARDIAN)

**NOTE: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy or Health Care Provider, stating the name of the student, the name of medication, and the dosage.*

Permission for Medication to Be Given During Field Trip

This form is a release for the designated teacher, _____, to administer medication as needed to your child during the dates of _____ while on the trip to Washington, D.C.. This form will allow treatment for your child with over-the-counter medications. A medication administration log will be kept during the field trip.

Please fill out the form completely.

Student name: _____

Allergies to medication: _____

Allergies to environment: _____

Health conditions: _____

Over the Counter Medications

The designated teacher will have a supply of the following medications. Please check the ones you give approval for the designated teacher to administer.

For Pain (headaches, injuries, bumps, bruises, etc.):

Acetaminophen (Tylenol) Ibuprofen (Motrin) Naproxen (Aleve)

For stomach discomfort (nausea, stomachache)

Maalox Tums Pepto

For sinus congestion/cough

Sudafed Claritin/Allegra
Benadryl Dextromethorphan (Robitussin DM)

For allergic reaction (rash or more severe symptoms)

Benadryl Hydrocortisone cream

Other:

Other (parent supplied to teacher): _____

I hereby give my permission for the Gallatin Gateway School designated teacher to administer the above over-the-counter medications if needed during the trip to _____, during the dates of _____ - _____, 20_____.

(Signature of parent)

(date)

Prescription Medications (Please send in the originally labeled container with a dosing spoon as needed.):

Name of medication: _____

Dosage of medication: _____

Reason for medication: _____

Time of day to be given: _____

How long will it be given: _____

Possible side effects: _____

Additional instructions: _____

I hereby give my permission for _____ to take the above prescribed
(Student's name)
medications. I authorize the release and exchange of information concerning any prescription medications between the school and physician/nurse practitioner.

(date)

(Signature of parent)

*NOTE: the prescription medication is to be brought to the school in the container appropriately labeled by the pharmacy or Health Care Provider, stating the name of the student, the name of the medication, and the dosage.

Consent for Emergency Medical Care During a Field Trip

In case of an illness, accident, or medical emergency, Gallatin Gateway School designated teacher _____, is authorized to seek and obtain medical care for my child, _____, and may authorize any physician, hospital, or medical institution to render the necessary care during a field trip to Washington, D.C., during the dates of _____ - _____, 20____.

Parent's personal phone number: _____

Parent's work phone number: _____

Alternative person to contact in emergency:

Name: _____

Phone: _____

Relationship: _____

Health Insurance Information:

Health Insurance Company: _____

Policy # _____

Group# _____

Insurance Company's 800 Tele #: _____

Insurance Company's Address: _____

Date of student's last Tetanus immunization: _____

Parent's name: _____

Parent's signature: _____ Date: _____

Example of the Washington, D.C. Trip

<p>Washington, D.C. Trip</p> <p>Mission: It is the mission of the Gallatin Gateway School to provide an 8th grade experience of United States History through a guided tour of Washington, D.C.</p> <p>Participants: Entire 8th grade class and two school staff _____ Adults Total - _____</p>	<p>Day 1 –</p> <ul style="list-style-type: none"> • Arrive to GGS School at _____ with luggage • Regular morning schedule and lunch • Travel Day! • Depart school at noon by school bus • Depart Bozeman at 2:40 (mst); arrive Reagan Airport in DC at 10:45 (est) • Arrive and settle at Radisson Hotel in Crystal City 	<p>Day 4 –</p> <ul style="list-style-type: none"> • Daytime East Monument Tour • Manassas Bull Run Tour • Spy Museum • Natural History Museum 	<p>Day 5 –</p> <ul style="list-style-type: none"> • Arlington Visit <ul style="list-style-type: none"> • Tomb of the Unknown • Wreath Laying Ceremony • Changing of the Guard Ceremony • Holocaust Memorial • Nationals vs. Padres Baseball Game <ul style="list-style-type: none"> • (Metro closes at 11:00 pm)
<p>Day 2 –</p> <ul style="list-style-type: none"> • Up at 6:00 am • DC Potomac Cruise to Mt. Vernon • Dinner • Metro to DC <ul style="list-style-type: none"> • DC Nighttime tour of Monuments <ul style="list-style-type: none"> • Washington, FDR, Vietnam, Korea, Lincoln, White House, Capitol, etc. • Hotel – 10:00 pm – Lights out 10:30 pm 	<p>Day 3 –</p> <ul style="list-style-type: none"> • Daytime West Monument Tour • American History Museum Tour • Ford's Theatre Presentation of 1776: A Musical • Dinner • Day in Review 	<p>Day 6 –</p> <ul style="list-style-type: none"> • Pre-packing organization for trip home • Union Station • Capitol Tour – (no backpacks) • Senator Baucus and Tester (Rehberg) • Last walk on the Mall • Hotel to pack – then Reagan Airport • Depart D.C. @ 6:45 (est) • Arrive Bozeman @ 11:22 (mst) 	<p>Example: estimated Cost of the Trip</p> <ul style="list-style-type: none"> • Airplane tickets - \$600.00 • Luggage \$60.00 • Hotel w/breakfast: \$400.00 - 5 nights • Food \$240.00 • Baseball Game - \$35.00 • Ford's Theatre - \$45.00 (or Kennedy Center) • Manassas Bull Run transportation \$30.00 (adult fee - \$3.00) • Spy Museum - \$14.00 adult 20.00 • Holocaust - \$1.00 • Metro - \$70.00 • Cruise - \$40.00 (\$30.00 adult) • T-shirt - \$20.00 (adult more) • Estimated trip costs: \$1575

<p>Fundraising</p> <ul style="list-style-type: none"> • Previous carry over funds • Wreath and Butter Braid sales - October • Sweetheart dinner – February 14ish • Beef raffle tickets – Mid-February - April • Little Caesars Pizza Sales - January • Donations <p><u>Additional Class Expenses:</u> Clothing for Arlington = \$120.00 Wreath for the class = \$200.00</p>	<p>Funds Needed</p> <ul style="list-style-type: none"> • Funds are available through student/parent fundraising to cover student trip expenses. • <u>Estimated Cost</u> for per person - \$1500.00 • \$100.00 for souvenirs. • Students will need \$25 for dinner at baseball game. • 5 parent meetings for Washington, D.C. trip are planned.
--	--

Teacher(s):
Grade(s): 8th
Date of Request: _____

Planning a Field Trip

Destination: Washington, D.C.

Dates of the field trip: _____ Cost to student \$ 0

Times including travel time: _____ am on _____, 2023 to _____ pm on _____, 2023

Any special needs: _____ Bus Needed: yes or no How many? 1 2

1) Subject areas to be addressed on field trip:

Social Studies, ELA, PE, MBI

2) Rationale/objectives for the field trip: see attached

3) Specific educational connections to grade level curriculum: see attached

Schedule:

Departure from Gallatin Gateway School see attached

_____ Arrival at field trip destination

Activities _____ to _____

Departure from field trip _____

Arrival at Gallatin Gateway School _____

Permission note for parents: yes or no (please attach)

Recess/Afterschool/Before School duty covered by N/A

Discussion with Superintendent _____ Superintendent signature _____

Upon Approval

Teacher notification to: Kitchen _____ Music _____ Gifted/Talented _____
Learning Lab _____ Co-op specialists (speech/psychologists)
_____ Guidance _____ Library _____ Coaches
_____ Custodian _____ Title I _____ Recess Duty

Secretary documents- master calendar _____ bus driver(s) schedule

We're going on a Field Trip!

Your child's class is participating in an educational trip. It is the policy of the Gallatin Gateway School District to require parental permission before allowing a student to travel with members of his/her class. If you would like your child to participate, please carefully read and sign this document.

I hereby give permission for my child, _____, to go with other students to **Washington, D.C. from May 23 -27** for a class trip. Students will be transported by airline, subway, automobile, and trolley.



As a parent or guardian, I understand that the school and the staff will do everything possible to prevent any accidents. However, I fully understand that some activities on field trips involve inherent risks to students regardless of all feasible safety measures that may be taken by the district. In consideration of the district's agreement to allow my child to participate in the referenced field trip, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation in this field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Gallatin Gateway School District.

In the event it becomes necessary for the district staff in charge to obtain emergency care for my child, neither they nor the school district assumes financial liability for expenses incurred because of an accident, injury, illness and or unforeseen circumstances.

I have been informed the students will leave on **Monday, May 23, 2022** at approximately **5:50 a.m.** from the Bozeman Airport and return at approximately **Friday, May 27, 2022** at about **11:04 p.m.**

Parent or Guardian (Please Print) _____

Signature _____

Phone number (to be reached during the field trip) _____ Date: _____

Does your child have a medical condition, which the school should be aware of before allowing your child to participate on a field trip? Yes _____ No _____. If yes, please state the nature of the medical condition

_____.

****In the event that unforeseen circumstances arise creating a need for you to contact your student or information to be relayed to you about an emergency, change in itinerary, etc., call the Gallatin Gateway**

School at 763-4415.

PIE Fall Wreath Fundraiser

October event

Goal - \$3500+ profit

Class sales need to be \$

PIE organizes a fall fundraising school-wide event to raise funds for school activities. The 6th, 7th, and 8th grade classes deposit all funds to put toward the Washington, D.C. trip.

It is extremely important for middle school classes to know that this fundraising opportunity makes approximately 50% profit for their class' trip.

PIE handles promotions and organization of the fundraiser. Teacher responsibility is to support and encourage participation throughout the fundraiser.

Marquee – Advertise sales

Dinner for Two Raffle

Class Sales- up to \$1000

Advertising – Flyers posted by students.

October: Trip Supervisor assigns students to a restaurant to seek a donation of a gift certificate for a dinner for two. The goal is to select upscale restaurants.

October- second week of Nov. collect gift cards by email and phone. Provide tax receipt.

Goal one per child or 10 minimum (Partner students for large class sizes)

Write a press release and give to the office to be sent out two weeks before and week of program. Ask attendees to bring cash.

Flyer- Send home with K-8 students Friday before event.

Marquee – list the sales for one week before raffle

Need All Gift certificates

Need Donation form from GGS

Need the Thank you cards from the class

Need Raffle Tickets – buy a roll. Buyer name and phone number.

\$1 per ticket or 6 tickets for \$5.00

Need a can for each dinner meal to allow a separation for the drawing – Cans are kept upstairs.

Drawing is during the Winter-Program. See script.

Minimum 10 dinner meals to raffle each year

Trip Supervisor: role play the request in class so each student is comfortable with the format.

Restaurant contact may take place my phone or email from school if needed.

Parent: Email or call ahead for a best time to arrive at assigned restaurant-- explaining that your child will be asking for a donation for the school field trip.

Student and Parent: Go in person to your restaurant

Respectfully ask for the manager for the donation. Please use the words ‘please’ and ‘thank you’.

Explain to the manager who you are and why you are there. *“Good afternoon. I am an 8th grader from Gallatin Gateway School and I (we) are seeking donations to raise money for our class trip to Washington, D.C.”* Offer the school’s letter of introduction.

“We are collecting certificates from the finer restaurants in the valley to raffle off in our Dinner for Two Raffle in December. The certificates should be large enough to provide a meal for two people.”

Explain to the manager that the restaurant will receives an official receipt with our school’s Federal Tax ID # on it. Show them a copy. Tell them you will finish filling it out if they can contribute a gift certificate.

Ask them if they are willing to assist the 8th grade class.

Information about the “Dinner-for-Two” Raffle Fundraiser

October __ Parent meeting—Fundraiser begins!

November __ All donated certificates due

December __ Raffle at the Christmas Program 12/ __ @ 6:30 p.m.

Parent/Student Responsibilities:

Each student, with parent support, is responsible for contacting several restaurants to request a donation. After donations are collected, students will sell raffle tickets for the drawing taking place at the winter program on December __. Students will also sell tickets before the program and participate in the raffle during the concert.

Information about the “Dinner-for-Two” Raffle Fundraiser

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EXAMPLE of DINNER FOR TWO LETTER – letter of introduction



GALLATIN GATEWAY SCHOOL PO BOX 265, GALLATIN GATEWAY, MT 59730

DATE

Greetings!

This letter is presented by an 8th grader, at Gallatin Gateway School. They are here today to request a tremendous favor. We are asking the finer restaurants in the Gallatin Valley to contribute a “Dinner for Two” for us to raffle off in December during our winter program.

The 8th-grade class is raising money to go to Washington D.C. for a school social studies trip. This trip is an incredible educational and historical experience and will cost about \$1,500 per student. To reach this goal, we are requesting help from our community.

A donation of a gift certificate for our fundraiser is tax deductible. Every donor receives a school receipt listing the school’s Federal Tax ID number.

We would greatly appreciate any help that you can offer and hope that you will make a generous contribution to our efforts. Community-oriented citizens and businesses can greatly add to the educational experience that we receive in the classroom. Thank you for your time and consideration.

If you have any questions or comments about this request please contact me at school at 763-4415 ext. 21 or herdina@gallatingatewayschool.com.

Sincerely,

Trip Supervisor and the 8th-grade class of Gallatin Gateway School

“Educating the Future”

“Dinner for Two” Raffle Fundraiser Facts

Who? Gallatin Gateway School 8th-grade class

What? The 8th-grade class is asking area restaurants to donate gift certificates for a “Dinner for Two” that will be raffled as part of a fundraiser. Your donation is tax-deductible and you will be given a receipt.

Why? To raise needed funds for the class trip to Washington, D.C., each student must raise approximately \$1500. The students have been working as a class to earn money since 6th grade. Everyone participates to give every student the opportunity to make the trip.

When? The “Dinner-for-Two” gift certificates will be raffled at the school’s annual Winter Program on December __. If you choose to give, donations are needed no later than November __ to allow us time to prepare for our drawing.

What else? Your participation is greatly appreciated, and this trip would not be possible without generous donors like you. Thank you!

Who to contact: _____

Or you can direct any questions or donations to _____, Trip Supervisor,
_____@gallatingatewayschool.com

Eighth Grade “Dinner for Two” Idea List

1. Ferraro’s
2. Olive Garden
3. The Gallatin River Lodge - Belgrade
4. Ale Works
5. Blackbird
6. Squire House
7. Tanglewood
8. Ted’s Grill
9. Land Of Magic - Logan
10. Stacey’s – Gallatin Gateway
11. Dave’s Sushi
12. The Oasis - Manhattan
13. The Bay
14. Sacajawea Inn – Three Fork
15. Feast
16. Hop Lounge
17. Rib and Chop House
18. Thai Basil

These forms will be available in the office for the trip supervisor to distribute to the students for use when collecting donations. Supervisor will instruct students on how to complete the form. Yellow copy is returned to the Trip Supervisor for the thank you card to be completed and mailed. Trip Supervisor will keep a copy of each thank you stapled to each yellow donation card.

Gallatin Gateway School

Donation Form

Name: _____ Date: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Item(s) donated: _____

Approximate Value: \$ _____ ***Thank you for your donation!***

School Representative accepting donation: _____

Student Representative accepting donation: _____

The Gallatin Gateway School is a political subdivision of the State of Montana. For your tax reporting purposes, the Gallatin Gateway School's federal tax identification number is 81-6000425.

Thank you note

*** Make sure you make a scanned copy of each card for school records!**

For a donation from a person/business:

Dear _____,

Thank you for supporting the Gallatin Gateway Class of _____ with your donation. We sincerely appreciate your support!

Thank you!

GGG Class of _____

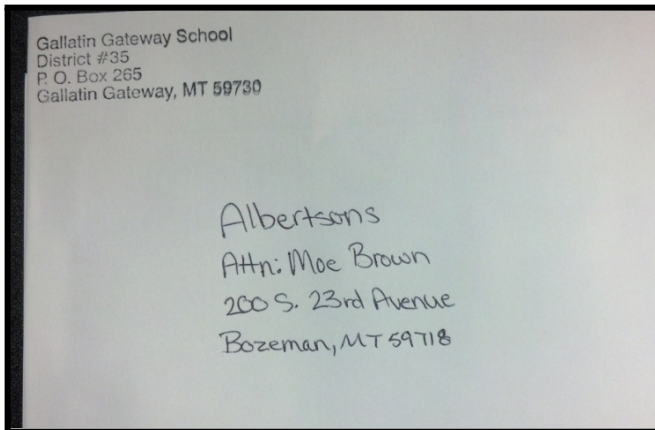
For a volunteer and/or helper:

Dear _____,

Thank you for supporting the Gallatin Gateway Class of _____ with all of your time and hard work! We sincerely appreciate your support!

Thank you!

GGG Class of _____.



Envelope: (outside) example



Dinner for Two Raffle



Thank you Gallatin Gateway School community, parents, staff, students, greater Gallatin County, and many generous organizations and businesses for your contributions to our fundraisers.

Restaurants

The Mint * Dave's Sushi' *Sweet Chili
Mackenzie River
Blacksmith Italian * Sacajawea Bar
Sidewinders
December 16 at 6:30 pm

Purchase Tickets

Winter Program @ GGS

December 16 at 6:30 pm

\$1 per ticket (sold at door)

Winners drawn during the performances.

Need not be present to win.

Support

Proceeds benefit the eighth-grade class trip to Washington, D.C. in May.

We will visit the Capitol, meet Montana's senators, tour the Holocaust Museum and Arlington Cemetery, attend a Washington Nationals' baseball game, and take in the sights of the nation's capital.

Dinner for Two Selling & Drawing Procedure

Parent Volunteers Needed

2 per table

1 for announcing assistance

Setup in lobby

6:00 pm Report to duties

Raffle tables: \$1/ticket, \$20 arm-length.

- Ask every person:
- "Would you like to purchase a raffle ticket to support the 8th-grade class?"
- Money placed in bank bag
- Buyer gets ticket stub. Place in can for selected restaurant(s)
- They may put a ticket in as many cans as they choose.
- Let them know about second table with 6 other restaurants.
- Say, "Thank you!" and "Happy Holidays!"

6:30 pm Close Lobby Raffle Table

- Teacher will take money bag to the vault.
- Raffle table students bring raffle cans filled with tickets to the gym.
- All lobby students respectfully return to the gym to assigned seats.

Drawing (When _____ is finishing their song)

1. Two students lead the drawing students with cans followed by the rest of the class in a line up to the microphone. Smile!
2. Read introduction from the script. **Loud and Clear!!!**
3. Begin the drawing.
 - a. Assigned (alternate) will announce the number and restaurant.
 - b. Each student reads the number selected.
 - c. Hand ticket of winner to teacher. Record restaurant & winner.
 - d. Alternate drawers between students. They will read the names.
 - e. Runners will deliver gift cards to winners
4. Students read from the script to say thank you and goodbye.
5. From the students at the end of the line respectfully walk back to seats.
 - a. Place cans against the wall in the hallway.

Dinner for Two Drawing Script

Student A: Hello everyone and thank you for attending our winter program. Thank you also for supporting our 8th-grade Dinner for Two fundraiser.

Student B: The proceeds of this fundraiser go towards our Washington D.C. history trip in May, there we will visit the Capitol, meet Montana's senators, tour the Holocaust Museum and Arlington Cemetery, attend a Nationals' baseball game, and take in the sights of the nation's capital.

Student A: Gift certificates will be available for pick-up at the exit after the program.

Student A: Now we're going to start off with _____, drawing for The Mint...
And the winner is... _____ (Student)

Student B: Next we have _____ drawing for the Sacajawea Bar...
And the winner is... _____! (Student)

Student B: Next we have _____ drawing for Mackenzie River Pizza...
And the winner is... _____! (Student)

Student A: Next we have _____ drawing for Sweet Chili...
And the winner is... _____! (Student)

Student A: Next we have _____ drawing for Dave's Sushi...
And the winner is... _____! (Student)

Student B: Next we have _____ drawing for Sidewinders...
And the winner is... _____! (Student)

Student B: Next we have _____ drawing for Blacksmith Italian...
And the winner is... _____! (Student)

Student A: Thank you so much, and have a great night and a happy holiday season!

Sweetheart Spaghetti Supper

Class Sales: up to \$3400

Takes place the Saturday before Valentine's Day. Ask for volunteers early in the year. Committee will meet the first week in January to make plan.

Time 5:30-7:30.

NOTHING is purchased for this event – everything is donated. Committee, Trip Supervisor, parents, and students will work together to find-donors to make this happen!

Dinner is provided by donation from our guests.

Trip Supervisor:

- Schedule event on Master Calendar in September
- Advertising – Print posters. Committee and students will distribute.
- Prepare flyers to send home with students. (Friday folders, etc.)
- Write a press release and send by email to the office: Office will send out two weeks before event and week of event.
- Marquee – advertise event
- Reserve Community Center in the fall through the Willing Workers
- Server training at GGS in 8th-grade class – white shirts, black pants, black shoes
- Food service training through Safe Schools for whole class
- Arrange for parent to roll plasticware and napkins with students
- Decorations available at the school upstairs and other items may be brought in by students to decorate.
- Black linens are located upstairs.
- Desserts – Donated by GGS/request must be given to the Superintendent. Ask the cook to prepare enough brownies for 250 servings
- Set up tables and chairs with students Friday morning

Estimated Food Needs for 300 people:

Noodles 55 lbs

Gluten-free noodles 2 lbs

Meat – 10 lbs

Red Sauce – 8 gallons total

White Sauce – 6 gallons total

Parmesan Cheese- bagged shredded

Breadsticks - 300

Brownies – school donates

Salad Romaine – 9 big bags

Salad Toppings - Parmesan Cheese, Croutons

Lemonade – enough to make 40 gallons or more

Olive Oil – quart or less – needed for noodles when stored in the coolers

Chocolate Syrup- 2 bottles

Ice- 4 bags
Ziploc gallon size – 80 bags
Plastic gloves for servers
Coolers – BIG for storing cooked pasta (Provided by parents)

Plates
Utensils
Napkins
Cups

Cash Bag
Music & speaker

People to work at the event

Parents pre-cook noodles at home
Students in 8th grade class are the servers
Parents to help servers
Student and parent at front for taking \$\$ for the dinner
In the kitchen: Parents & students for food prep, serving line, dishes
Trip supervisors oversee event
Cleanup- All parents & students

Sweetheart Spaghetti Supper



WHEN: February 12th 5:00pm - 7:00pm

WHERE: Gallatin Gateway Community Center

Spaghetti with marinara or alfredo sauce, Caesar salad, Italian breadsticks, dessert, and beverages

All community members are welcome!

Enjoy a delicious meal, great company, and friendly service from our 8th-grade students at no charge.

****Donations accepted if desired to support the upcoming class history trip!***

Generous local donors: Montana Linen, Storm Castle Cafe, Pizza Hut, Town & Country, Cold Smoke, The Jump & GGS 8th-grade Families

Special Thanks: Ms. McClure & Ms. Mitchell

Spaghetti Supper Schedule

Friday

8:00 am- Setup up tables and chairs
-parents set up decorations

Saturday

4:00 pm- Set entryway, silverware, signs.
-Create chalkboard sign and easel
-Roll remaining silverware
-Food in roasters
-Set music
-Lighting
-Place Menus
-Drink table and pitchers
-Mix salad
-Gluten-free + salad option

4:30 pm- Students eat

5:00 pm: All places set
-Students change into server clothes
-Wash hands
-Cut and plate brownies.
-Plate salads
-Set lights, music
-Host posted
-Clipboards
-Servers with pens and ordering notepads

5:30 pm- 7:00 pm

-Servers share responsibility for sections
-Stage:
-Near stage:
-Center:
-South-end:
(Rotate through serving drinks, meals, dessert, and clearing)
-Reset Napkins on table and rolled silverware as needed
-Siblings will fill positions pouring drinks, rolling silverware

-Adult Assignments-
-Noodles & Sauce:
-Salad Plating:

- Drinks: Heidi
- Brownies:
- Host/Seating: Ashley
- Remind guests that we are closing at 7:30

7:00 pm: Closing

- Dishes
- Pack dishes in cars
- Take out garbages
- Bag linens (send home to wash)
- Vacuum
- Check bathrooms
- Check closing list on fridge
- Pack leftovers

Spaghetti Supper Info Cards for Tables

Thank you for spending your Saturday evening with us! Our class trips depend on the fundraising efforts of our students and families with the generous support of the Greater Gallatin community. The 8th graders aim to raise \$1600/person for our trip in May. Any funds raised from the Sweetheart Spaghetti Supper go into the school's class accounts. We greatly appreciate your role in GGS education!

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Spaghetti Supper Server Script

Good evening and thank you for joining us!

Tonight we are serving your choice of pasta- Alfredo or Marinara (with or without meat), Caesar salad, and breadsticks.

May we bring your beverages to get started? We have:

Lemonade, Ice Tea, and Water

(Write down number of each choice.)

Once you bring beverages, ask each guest if they would like salad and which type of pasta sauce).

Tell them thank you and you will bring the salads out first.

Bring salads and refill drinks as needed.

Bring pasta and breadsticks. Remove salad plates. Offer to refill drinks.

Keep an eye on your tables for refills.

When most guests have finished eating, offer to take their plates. Ask if they are ready for dessert. We are serving brownies with chocolate sauce.

Bring dessert with small napkins and dessert fork. Check for refills.

When guests are leaving thank them for coming. Remove any dirty dishes or garbage. Refresh the linens and reset with silverware.

Sweetheart Spaghetti Supper



Caesar Salad

Spaghetti

*Choice of alfredo sauce
or marinara sauce (w/ or w/o beef)*

Fresh-baked breadsticks

Dessert

Bobby Jo's Scrumptious Brownies

Beverages

Iced Tea

Lemonade

Iced Water



*Thank you for your generous
support of our students.*

Donations & Tips accepted by host.

Sweetheart Spaghetti Supper



Caesar Salad

Spaghetti

*Choice of alfredo sauce
or marinara sauce (w/ or w/o beef)*

Fresh-baked breadsticks

Dessert

Bobby Jo's Scrumptious Brownies

Beverages

Iced Tea

Lemonade

Iced Water



*Thank you for your generous
support of our students.*

Donations & Tips accepted by host.

Sweetheart Spaghetti Supper

February 8th
5 pm - 7:30 pm



Everyone welcome!
Community Center

Your donation supports the eighth-grade class trip to Washington, D.C.!

Sweetheart Spaghetti Supper

February 8th
5 pm - 7:30 pm



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Community Center

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Sportsman's Banquet Raffle

March-April event

Class Sales – up to \$10,000

Full profit -- so sell \$2000 make \$2000

Sportsman's Banquet Committee

- Advertising – Flyers to send home in Friday folders
- Committee will write a press release at beginning of sale and reminders for office to send out.
- Marquee – Advertise raffle sales

Role of the homeroom teachers and trip supervisors: collect and return raffle packets weekly. Post and encourage sales. Help students sign up to sell tickets at public locations.

Organization of Murdochs, Albertsons, and other businesses allow students to sell tickets on the weekends – the raffle chairperson organizes and informs students of opportunities. Provides sign-up.

Ticket price 1 for \$5.00 or 5 for \$20.00

Students are given opportunities to sell tickets for two ½ beef raffles, pig, and gun as organized by the Sportsman's Banquet committee. All funds raised by each class goes to the classes' Foundation accounts. Grades 5-8 participate.

Sportsman's Banquet Auction

April event

Class Sales – \$10,000+ goal

Profit -- Auction sales divided by number of students. Subtract expenses.

Sportsman's Banquet Committee

- Advertising – Flyers to send home in Friday folders
- Committee will write a press release to announce event date and reminders for office to send out.
- Marquee – Advertise auction date

Role of the homeroom teachers and trip supervisors: announce committee information to students and parents. Encourage parents and students to sign up for auction help.

Ticket price 1 for \$5.00 or 5 for \$20.00

	Monday	Tuesday	Wednesday	Thursday	Friday	
Times	23-May	24-May	25-May	26-May	27-May	
	Comfortable/Navy Blue	Black	Gator Shirt	Black	Gray-Comfortable	
4:00 AM						
5:00 AM	Meet @ BZN & Check in at Delta counter @ 4:30					
6:00 AM	6:00AM: Depart from Bozeman -9:13 AM Arrive to Minneapolis	Wake up & Get Ready	Wake up & Get Ready	Wake up & Get Ready		
6:30 AM						
7:00 AM		Breakfast	Breakfast	Breakfast	Wake up & Get Ready	
7:30 AM					Breakfast & Final Journal Reflection	
8:00 AM						
8:30 AM					Pack up & Room Check	
9:00 AM			Steps of Supreme Court	Arlington Cemetery & Marine Corps Memorial		
9:30 AM		Pictures in front of White House			Meet in Lobby	
10:00 AM		Food Court To Go Lunch	Metro to SAHM		Metro to Hart Building	Metro to Ford's
10:30 AM		10:35 AM: Depart from Minneapolis- 2:05 PM: Arrive to D.C.	National American History Museum			Souvenir Shop
11:00 AM			Meet with Sen. Tester	Lunch		
11:30 AM	Lunch- eat @ National Place			Meet Sen. Daines		Ford's Theatre!!!!
12:00 PM			Walk to National Archives through Sculpture Garden	Capitol Tour	Hold Space-TBD based on scheduling National Zoo	Shuttle to Airport
12:30 PM						Check In at DCA
1:00 PM				Lunch- Eat @ National Place		Lunch at DCA
1:30 PM			National Archives Museum			
2:00 PM	Baggage Claim					Leave for Airport
2:30 PM	Shuttle to Hotel				3:15 PM Flight to Minneapolis by 4:50	
3:00 PM	Check in Courtyard by Marriot Crystal City		National Mall Walking Tour	Metro to Nationals Stadium		
3:30 PM						
4:00 PM		Museum of Natural History				

History

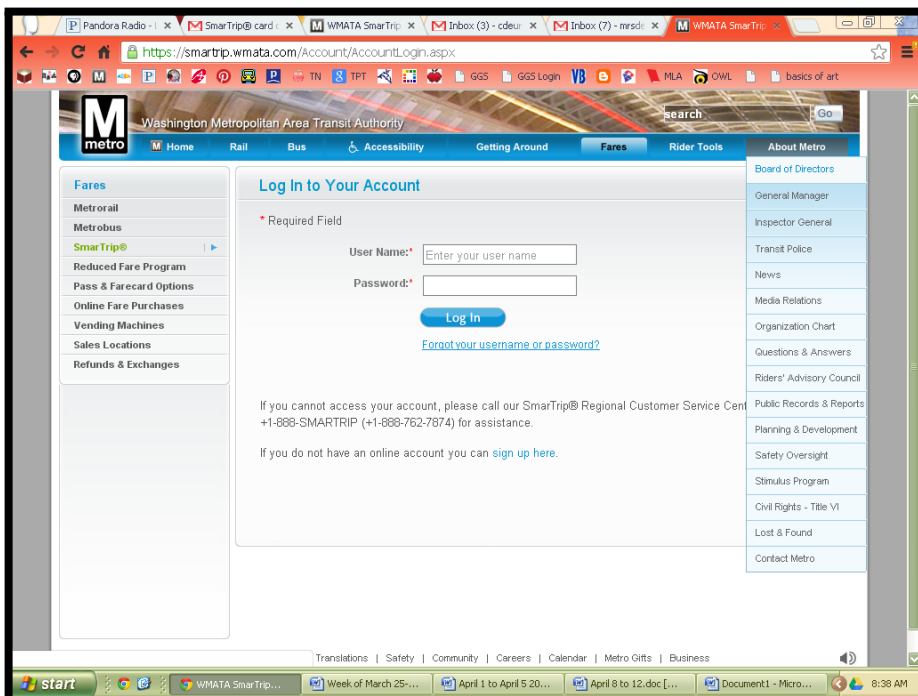
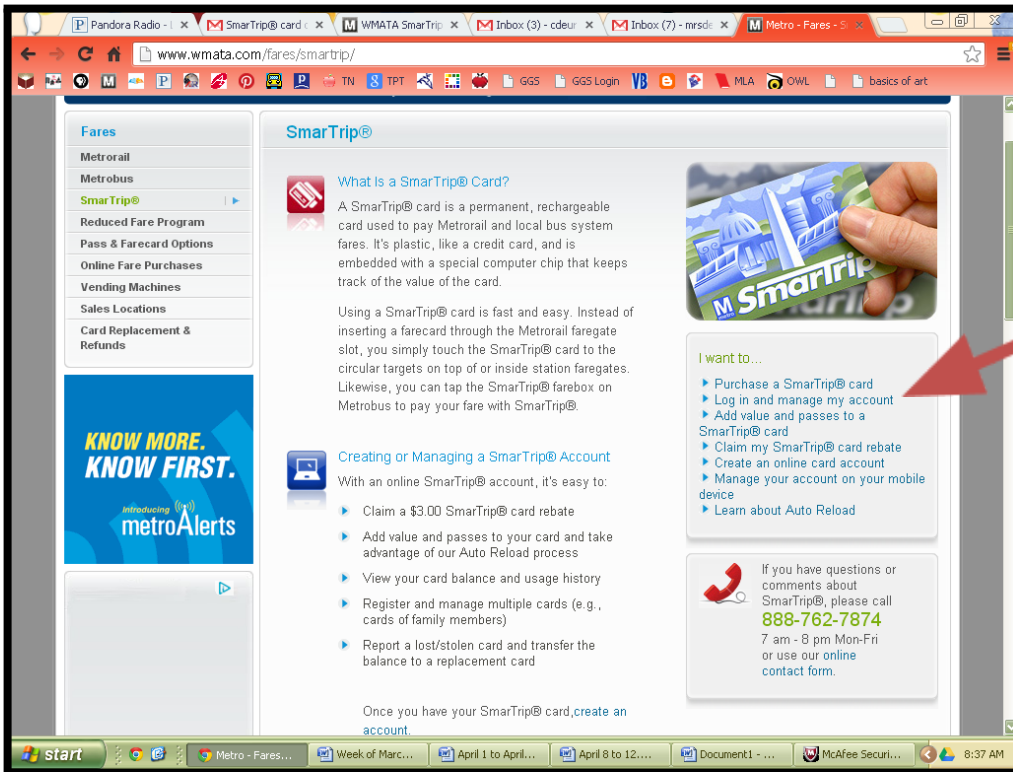
4:30 PM					
5:00 PM	Dinner @ Hotel	Order online for pick up: Young Chow or Honeygrow	Pentagon Memorial		
5:30 PM					
6:00 PM	Metro to National Mall			Metro to Nationals Stadium	
6:30 PM	National Mall Washington Monument, WWII, Korean War, Vietnam, & Lincoln Memorials				Leave Minneapolis at 9:30.
7:00 PM			Dinner		
7:30 PM		Metro to Hotel			
8:00 PM		Group Meeting		Washington Nationals v. Rockies	11:04 PM Arrive in Bozeman Meet all parents at Delta Baggage Claim
8:30 PM		Get ready for bed & Prep for next day	Metro to Hotel	Dinner @ Stadium Concessions	
9:00 PM					
9:30 PM	Reflection Journal	Reflection Journal	Reflection Journal		
10:00 PM					
10:30 PM	Lights out	Lights out	Lights out	Lights out	Lights out
11:00 PM					

Example: Estimated Trip Expenses

Estimates	Student	Adult
5/15 - Metro Cards	\$65.00	\$65.00
5/15 - Plane Ticket	\$562.89	\$562.89
5/15, 5/20 - Luggage	\$60.00	\$60.00
5/15 - lunch, MSP Food Court	\$10.00	\$10.00
5/15 - Dinner	\$15.00	\$15.00
5/16 - Breakfast (hotel)	\$16.95	\$16.95
5/16 - Lunch	\$10.00	\$10.00
5/16 - Dinner	\$15.00	\$15.00
5/16 - Breakfast (hotel)	\$16.95	\$16.95
5/17 - Lunch	\$10.00	\$10.00
5/17 - Dinner	\$15.00	\$15.00
5/18 - Breakfast (hotel)	\$16.95	\$16.95
5/18 - Lunch	\$10.00	\$10.00
5/18 - Dinner	\$15.00	\$15.00
5/19 - Breakfast (hotel)	\$16.95	\$16.95
5/19 - Lunch	\$10.00	\$10.00
5/19 - Dinner	\$15.00	\$15.00
5/20 - Breakfast (hotel)	\$16.95	\$16.95
5/20 - Lunch	\$10.00	\$10.00
5/20 - Dinner	\$15.00	\$15.00
5/15-5/20 Hotel	\$350.63	\$350.63
5/16 - Spy Museum	\$21.27	\$21.27
5/17 - <i>Hello, Dolly!</i> Play	\$45.00	\$45.00
5/18 - Mt. Vernon/Cruise	\$40.00	\$48.00
5/19 - Manassas Entrance	\$0.00	\$3.00
5/19 - Manassas Trans	\$26.10	\$26.10
5/19 - DC United Game	\$50.00	\$50.00
Polo	\$20.00	\$20.00
Grand total	\$1,466.8 4	\$1,477.8 4

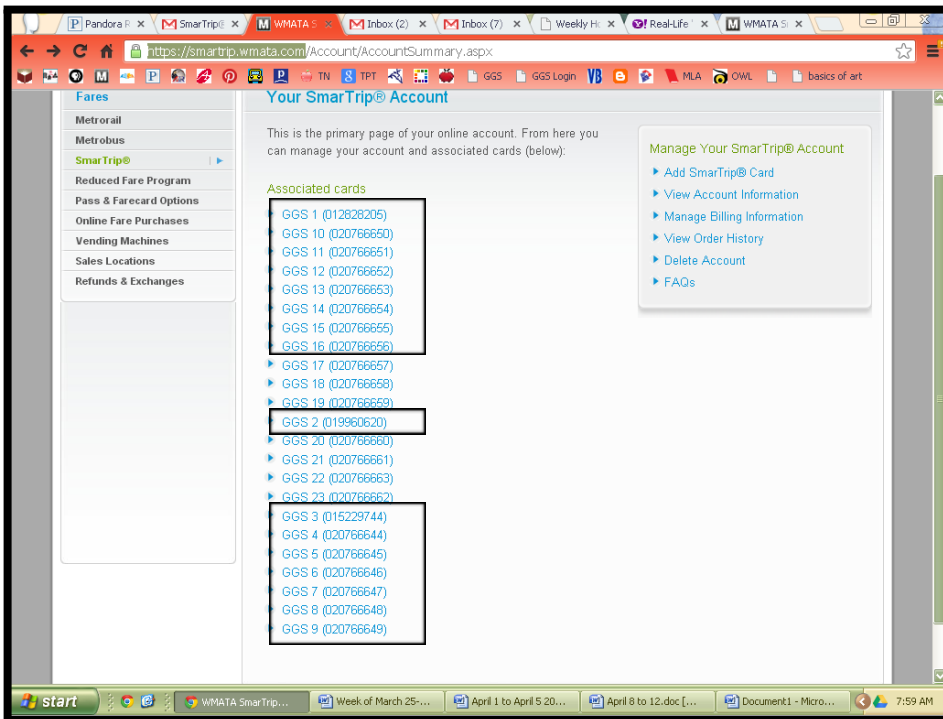
How to login for Metro SmarTrip Cards:

visit: <https://smartrip.wmata.com> and log in to our account:



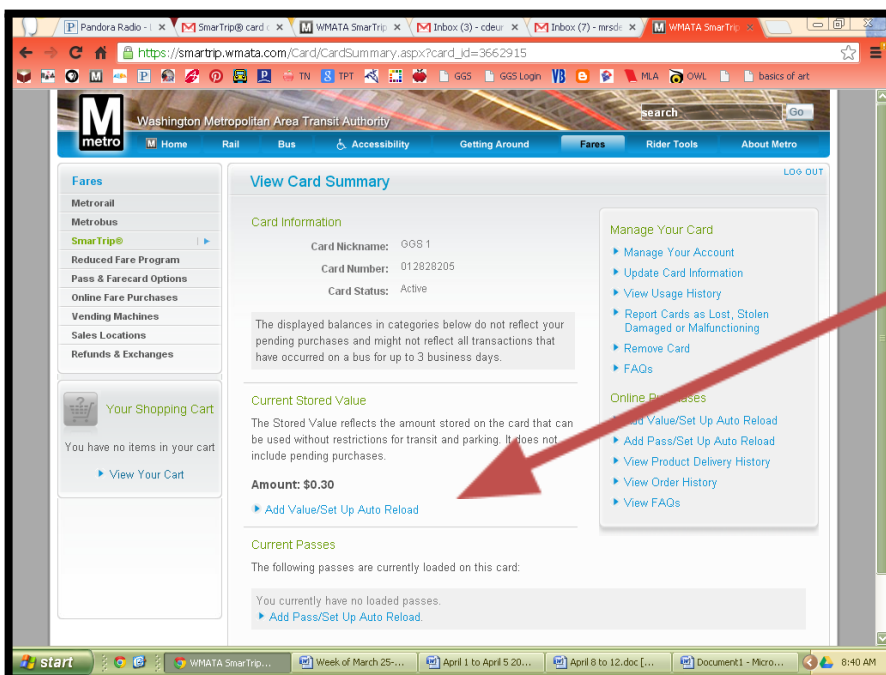
Username: Gallatin Gateway (watch capitals AND spaces!)
Password: gogators11!

This screen should pop up:



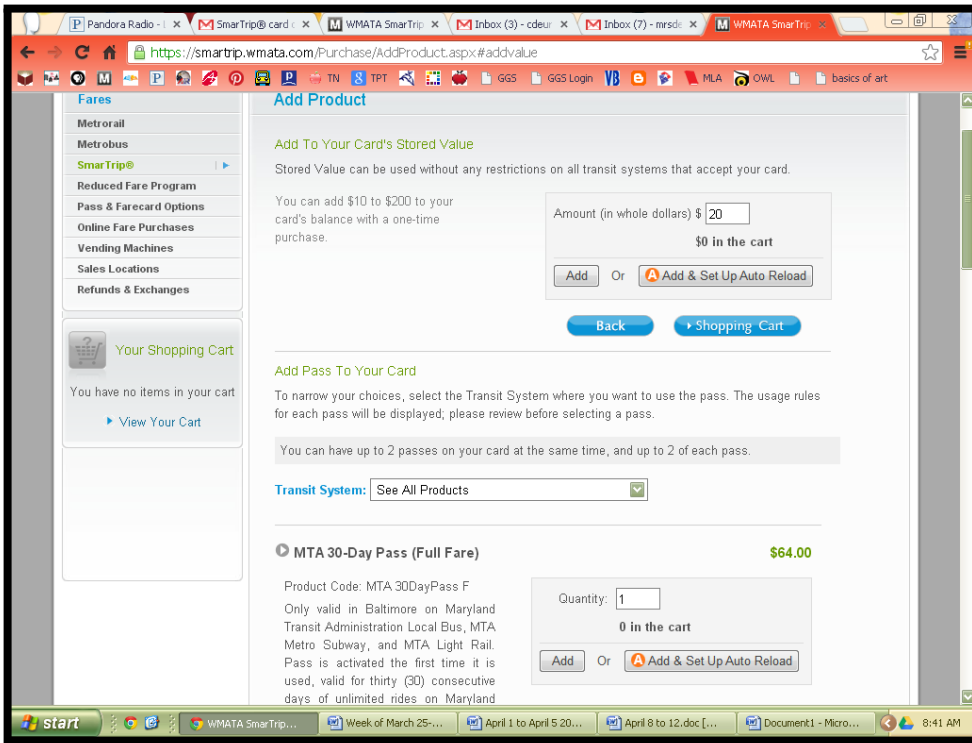
Click on the cards you want to reload. For this trip (2013) we are only going to load #'s 1-16
* notice! they are out of numerical order; use only the ones you need)

once you click on the card, this screen should appear:
you will want to click on “Add Value/Set up Auto Reload”

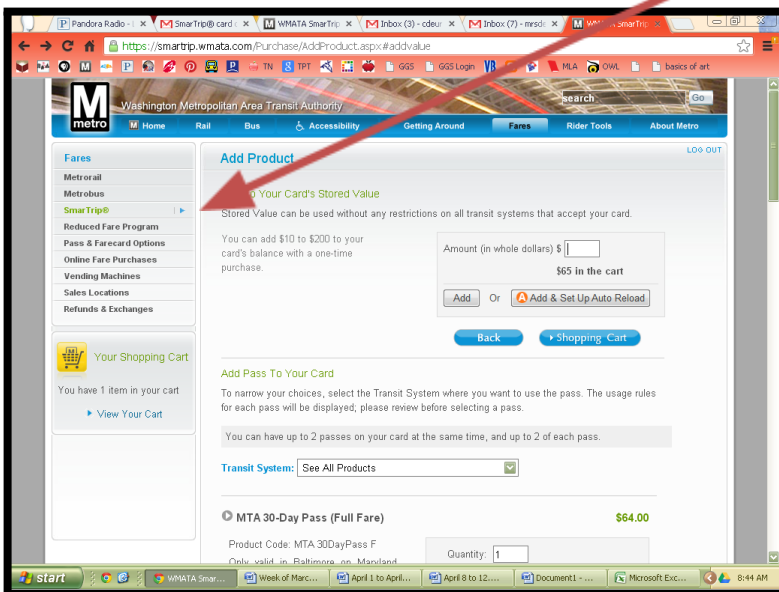


This screen should appear:

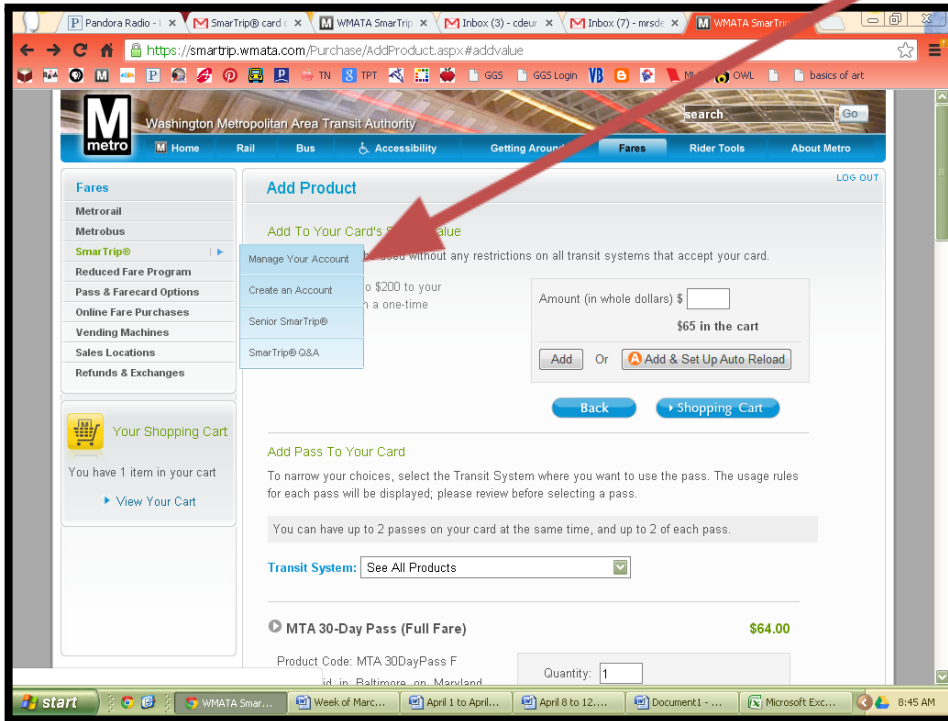
- write in the amount you want to add. Must be in whole dollar amounts.
*for the 2013 trip we are adding 65.00 to each card
- click "Add" and it will add the item to your cart



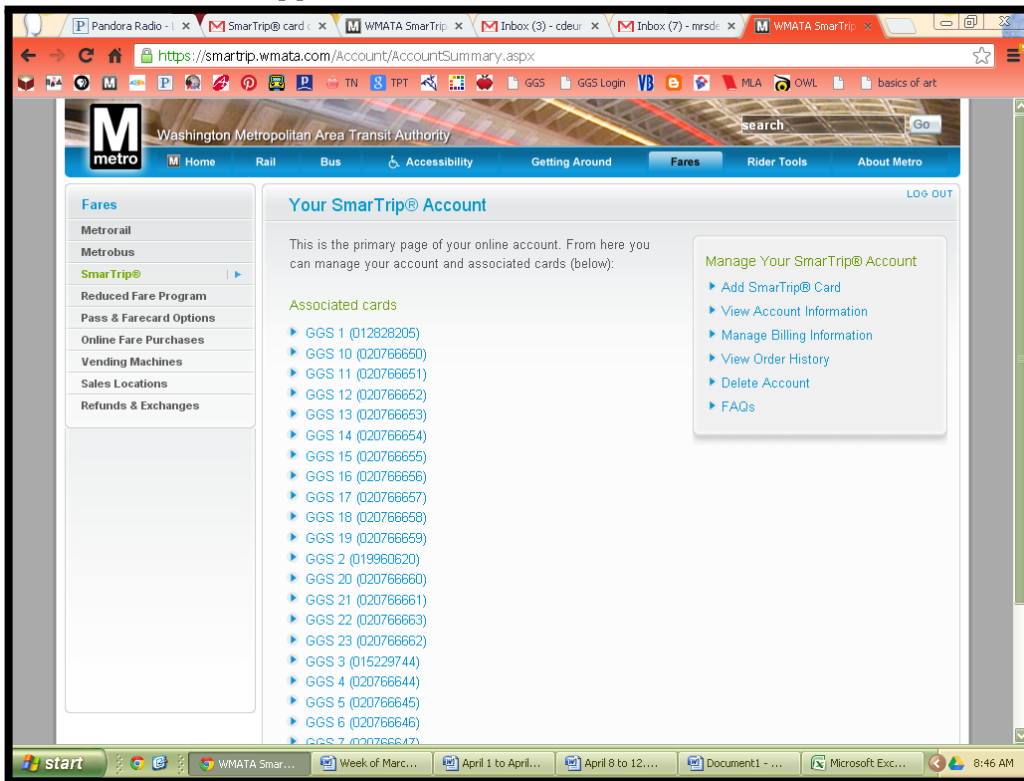
Then, click the arrow next to smart trip on the left hand side:



Click on "Manage Your Account"

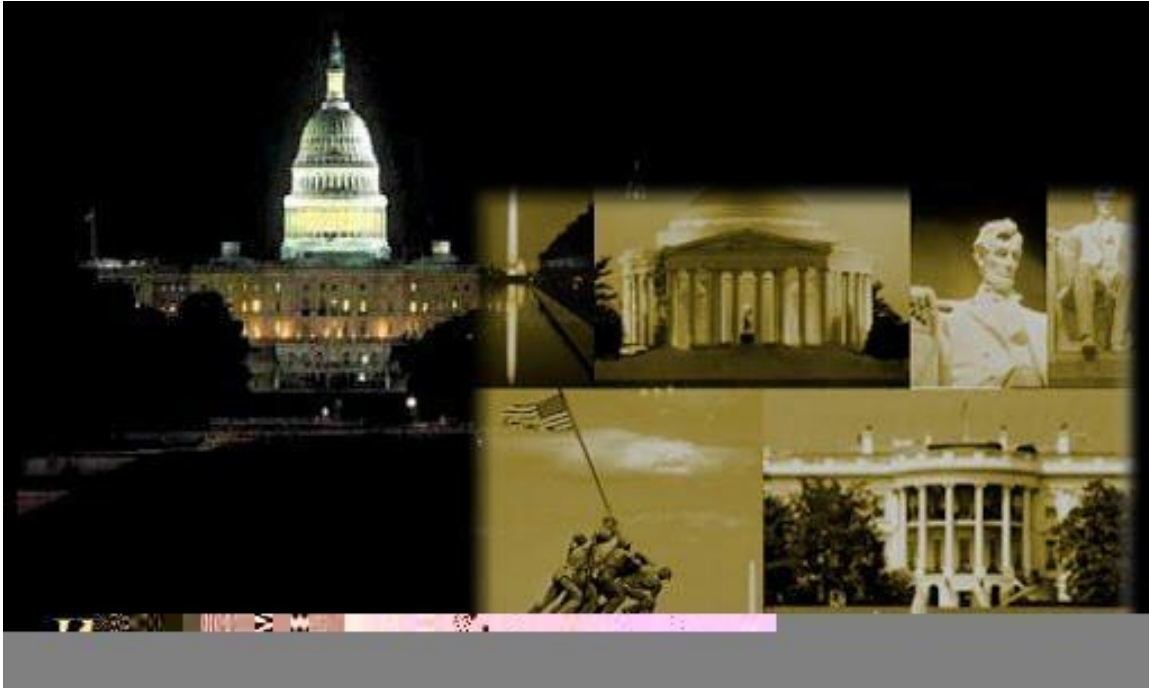


This screen should appear:



Continue adding value to your cards. Sometimes, it will only let you add \$200 per credit/debit card per day.

Washington, D.C.



8th Grade Field Trip 2022

Name: _____

*Note: Journals should be completed as the days progress.

___/50

Day 1 – Plane Trip, Traveling, and Nighttime Tour

Answer each question with at least two complete sentences (or more) for the answer. Each question is worth 10 points towards your Q4 grade.

What one activity are you looking forward to viewing the most during this five-day excursion? Why?

National Mall Tour -- Night: What was your first impression when you exited the Metro onto the National Mall?

Which monument was your favorite? Describe why.

What role does water play in The National Mall monuments? Describe.

Today you embarked on your first WMTA Metro Ride. What was it like? What is your impression of the Metro-Rail stations? The people?

___/20

Arlington National Cemetery

Arlington is a solemn place. Describe a sight that shocked, comforted, and/or amazed you.

There are several meaningful sites in Arlington. Which stood out most to you? Why?

___/50

Daytime Monument Tour, American
History Museum

Do you prefer the monuments at night, during the day, or both? Explain.

Approximately how many names reside on the Vietnam War Wall Memorial? Describe your impressions of this memorial.

What speech is etched inside the Lincoln Memorial? What is its significance?

The *Star Spangled Banner* is more than a song; it's an actual object. What type of object is it? What is its significance to United States History?

In the American History Museum which section drew your interest? Why?

Ford's Theatre

___/20

The Museum offers many interesting facts about President Lincoln. Which did you find most fascinating? Why?

Where did President Lincoln die? What is its location in relation to Ford's Theatre?

___/30

Natural History Museum

List exhibits you viewed at the Museum of Natural History Which exhibit was the most interesting to you? Explain.

In the rotunda of the Natural History museum, there is a large display. Describe this display. What is the significance of this display to the museum?

Montana has famously lent an exhibit to the Museum. What is it, and why is it so important?

___/20

Washington Nationals Game

Describe the experience on the way to Nationals Park?

Who won the baseball game? Recount your experience at the game.

___/40

Senators and Capitol Tour

What is the significance of the Supreme Court Building? Why do you think it is so close to the Capitol Building?

What was the most unique feature of the Capitol Building? Why?

How many Senators are from Montana? What are their names? Describe something you learned after listening to each.

Where in the Capitol do all of the Senators meet?

___/40

Sculpture Garden and National Archives

Which three founding documents are preserved at the National Archives Museum? Which one do you believe is most important? Why?

In sixth grade we studied medieval Europe. The Record of Rights exhibit houses the document we discussed. What is it, and when was it written?

Locate the sculpture, Puellae (Girls, by Magdalena Abakanowicz. What does this sculpture seem to show? What does it mean?

Which sculpture fascinated you the most? Describe it.

___/40

Pentagon Memorial

Why do the memorial benches face different directions? Explain the meaning.

What is the purpose of the Age Wall? What does it symbolize?

National Museum of the American Indian

Where in the museum did you make a connection with what you have previously learned in school? Explain.

What is the meaning of the Raven in the Tlingit culture? How do you know?

___/40

Trip Reflections

What has been the most meaningful part of your entire trip? Explain.

What would you say has been the most valuable learning experience? Why?

Washington, D.C. Research Project

CITE information that you gather.

Outline for Report

Use this as a guide. You may need to include more sentences/paragraphs than what you see in this outline.

**** Include a title and photo.****

- I. Introduction – brief, do not go into detail
 - a. Thesis– main topics you will be discussion
 - b. Supporting sentences (2-3+)
 - c. Conclusion – Summary of paragraph, transition to next paragraph
- II. Body – Point of Interest
 - a. History (2-3+)
 - b. Conclusion – Summary of paragraph, transition to next paragraph
- III. Body – Point of Interest
 - a. Facts (2-3+)
 - b. Conclusion – Summary of paragraph, transition to next paragraph
- IV. Body – Point of Interest
 - a. Location (2-3+)
 - b. Conclusion – Summary of paragraph, transition to next paragraph
- V. Conclusion

APPLICATION FOR APPROVAL OF BUS ROUTE 2022-23

Gallatin Gateway School District requests approval from the
Gallatin County Transportation Committee

Route number: Combined Route

Actual number of miles per trip: AM: 31 PM: 31

Total miles/day: 62

Rated capacity of bus: 71

Number of days to operate: 180

Estimated rate per mile: 1.57

Estimated route reimbursement: \$13,627.60

Estimated number of children to be served: 68

CHECKLIST

- Map of existing and proposed bus route
- Description of turnarounds
- Description of conditions affecting safety
- Total mileage and change in mileage of the affected bus route
- Approximate total cost
- Reasons for the proposed bus route change
- Number of children to be served
- Any other information that the county transportation committee may consider relevant
- Copy of official minutes at which the school trustees approved the new bus route/change.

Check below of where you are in the process of obtaining school board approval:

Approved by School Board Date: _____

Presented to School Board, sending official minutes Date: 8/10/2022

Changes have not been presented to the school board

- *Final Transportation Committee approval dependent on submission of minutes to County Superintendent*

THE ABOVE INFORMATION IS ATTACHED FOR THE REVIEW OF THE TRANSPORTATION COMMITTEE.



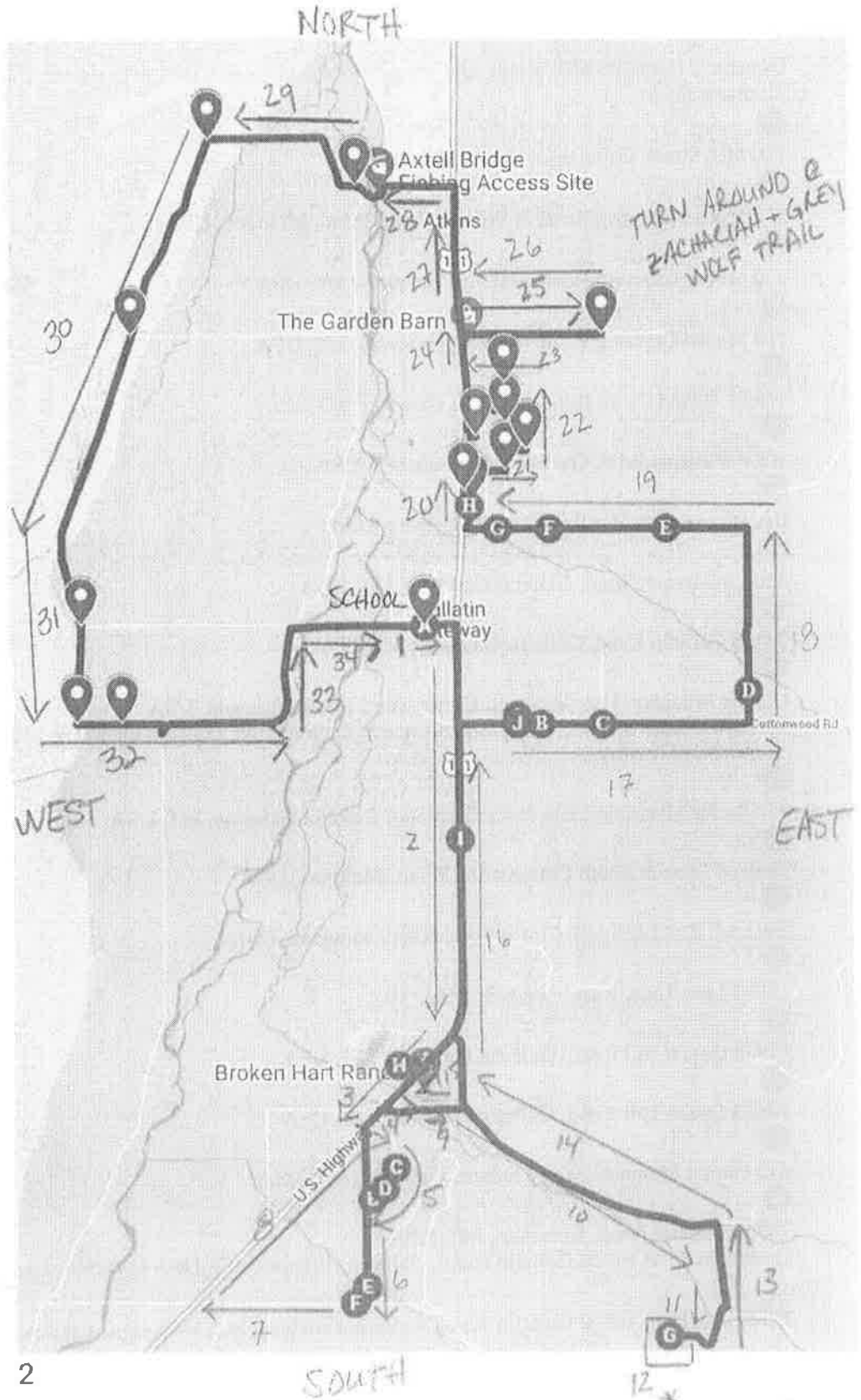
Signature of person completing request

South/North Routes 2021-2022

Directions from 100 Mill Street, Gallatin Gateway, MT, USA to Glacier Mountain Lane & South Cottonwood Road, Montana, USA

- A** 100 Mill Street, Gallatin Gateway, MT, USA
- B** 575 Moose Crossing Road & Wilson Creek Road, Montana, USA
- C** 350 Moose Crossing Road, Gallatin Gateway, MT, USA
- D** 480 Moose Crossing Road, Gallatin Gateway, MT, USA
- E** 16958 Wilson Creek Road, Gallatin Gateway, MT, USA
- F** 1084 Williams Rd E, Gallatin Gateway, MT, USA
- G** Bear Crossing & Big Bear Road, Montana, USA
- H** 220 Low Bench Road, Gallatin Gateway, MT, USA
- I** 75255 Gallatin Road, Gallatin Gateway, MT, USA
- J** Glacier Mountain Lane & South Cottonwood Road, Montana, USA

Directions from 45 Glacier Mountain Lane & Cottonwood, Gallatin Gateway, MT, USA to 76900 Gallatin Road, Bozeman, MT, USA



TURN AROUND @ ZACHARIAH + GREY WOLF TRAIL

TURN AROUND AREA ONLY WHEN ROAD CONDITIONS ARE TOO SNOWY/ICY

2

Copy of South/North Routes ~~2021-2022~~ XXXXXXXXXXXXXXX

2022-23

Directions from 100 Mill Street, Gallatin Gateway, MT, USA to Glacier Mountain Lane & South Cottonwood Road, Montana, USA

- A 100 Mill Street, Gallatin Gateway, MT, USA
- B 575 Moose Crossing Road & Wilson Creek Road, Montana, USA
- C 350 Moose Crossing Road, Gallatin Gateway, MT, USA
- D 480 Moose Crossing Road, Gallatin Gateway, MT, USA
- E 16958 Wilson Creek Road, Gallatin Gateway, MT, USA
- F 1084 Williams Rd E, Gallatin Gateway, MT, USA
- G Bear Crossing & Big Bear Road, Montana, USA
- H 220 Low Bench Road, Gallatin Gateway, MT, USA
- I 75255 Gallatin Road, Gallatin Gateway, MT, USA

Glacier Mountain Lane & South Cottonwood Road, Montana, USA

Directions from 45 Glacier Mountain Lane & Cottonwood, Gallatin Gateway, MT, USA to 76900 Gallatin Road, Bozeman, MT, USA

- A 45 Glacier Mountain Lane & Cottonwood, Gallatin Gateway, MT, USA
- B Holland Lane & South Cottonwood Road, Montana, USA
- C Bushnell Road & South Cottonwood Road, Montana, USA
- D 12049 Law Road, Bozeman, MT, USA
- E 11956 Gooch Hill Road, Gallatin Gateway, MT, USA
- F 12455 Gooch Hill Road, Gallatin Gateway, MT, USA
- G 619 Garnet Mountain Way, Gallatin Gateway, MT, USA

76900 Gallatin Road, Bozeman, MT, USA

Directions from 76900 Gallatin Road, Gallatin Gateway, MT, USA to Axtell-Anceny Road & High Flat Road USA



Directions from 76900 Gallatin Road, Gallatin Gateway, MT, USA to Axtell-Anceny Road & High Flat Road USA



76900 Gallatin Road, Gallatin Gateway, MT, USA



77000 Gallatin Rd, Gallatin Gateway, MT 59730, USA



Garnet Mountain Way & Wheeler Mountain Way, Bozeman, MT, USA



6 Garnet Mountain Way and Blackmore Mountain Way Gallatin Gateway, MT, USA



402 Garnet Mountain Way, Bozeman, MT, USA



329 Garnet Mountain Way & North Garnet Mountain Way, MT 59718, USA



77230 Gallatin Road, MT 59718, USA



Zachariah Lane & Grey Wolf Trail, MT, USA



Axtell Gateway & Axtell-Anceny Roadman, MT, USA



Axtell-Anceny Road & High Flat Road USA

Directions from Axtell-Anceny Road & High Flat Road, Bozeman, MT, USA to 100 Mill Street, Gallatin Gateway, MT, USA



Directions from Axtell-Anceny Road & High Flat Road, Bozeman, MT, USA to 100 Mill Street, Gallatin Gateway, MT, USA



Axtell-Anceny Road & High Flat Road, Bozeman, MT, USA



Cottontail Road & McReynolds Rd, Bozeman, MT 59718, USA



Cottontail Road and Shadoan Road & Shadoan Ditch Road, MT 59730, USA



Gateway Foothills Road, & Shadoan Ditch Gallatin Gateway, MT, USA



1197 Gateway Foothills Road, Gallatin Gateway, MT, USA



100 Mill Street, Gallatin Gateway, MT, USA

Hire Recommendation: Paraprofessional

Background:

Silvia Vega has worked in schools since her children were little. She started out volunteering and then they offered her a paying position. She is very excited for the opportunity and lives close to the school. Silvia is very friendly and I think she will be a great addition to our Gateway staff!

Recommended Motion:

I move to hire Silvia Vega as a paraprofessional for the 2022-2023 School Year, at the hourly rate of \$16.00 and a Flex contribution of \$2,125.00 per year (\$212.50 per month for 10 months) pending the completion of a fingerprint background.

Hi,

I hope this is what you wanted.

I contacted my former employers at PSA, they said to forward their emails. Here are the contacts-references

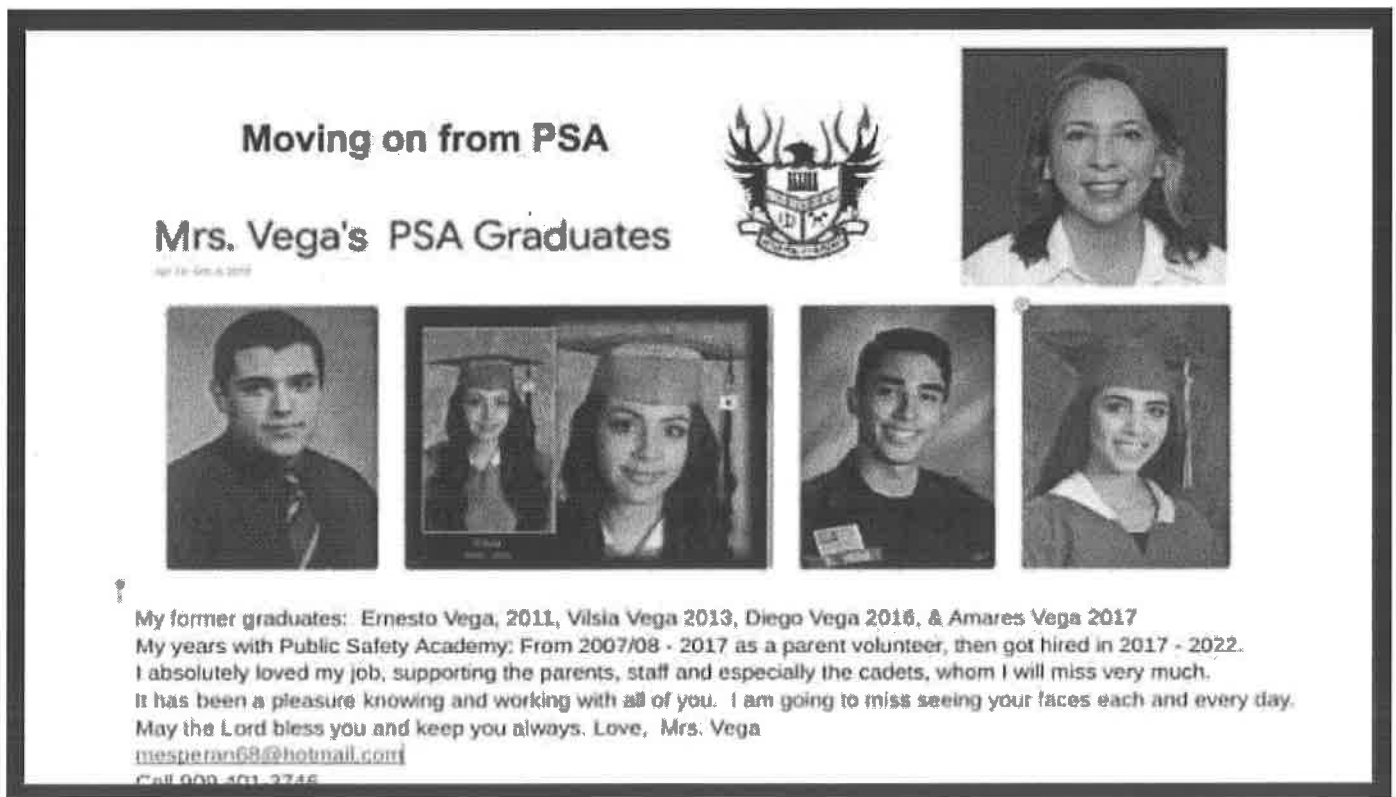
Mrs. Stickel - Principal
jstickel@psasb.us

Mrs. Chamberlen- Vice Principal
echemberlen@psasb.us

Ms. Storm -
gstorm@psasb.us

Mrs. Gresham- Art/Ceramics Teacher
mgresham@psasb.us

And a little extra, my kids all PSA graduates, this was my last post on our Facebook Support Group



Moving on from PSA

Mrs. Vega's PSA Graduates

Apr 22 - Oct 6, 2022

My former graduates: Ernesto Vega, 2011, Vilsia Vega 2013, Diego Vega 2016, & Amares Vega 2017
My years with Public Safety Academy: From 2007/08 - 2017 as a parent volunteer, then got hired in 2017 - 2022.
I absolutely loved my job, supporting the parents, staff and especially the cadets, whom I will miss very much.
It has been a pleasure knowing and working with all of you. I am going to miss seeing your faces each and every day.
May the Lord bless you and keep you always. Love, Mrs. Vega
mesperan68@hotmail.com
Call 909-401-3746

Three are married,
Ernesto, 29, 2 kids, Vilsia 27 2 kids, Diego 24 single, Amares, 1 baby.

If you need anything else, please don't hesitate to contact me

Hire Recommendation: Teacher

Background:

Nickole Barnes was a paraprofessional last year. She recently completed her bachelor's degree and is eligible for an educator license. She meets the newly set requirements for a class 2 license. As long as she has the license registered with the Gallatin County Superintendent by October before the TEAMS report is completed, she is eligible for hire as a teacher.

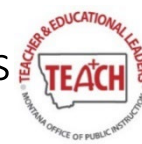
Nickole has applied for the 0.5 FTE Physical Education opening. During the rest of the day she will be a half time paraprofessional.

Recommended Motion:

I move to hire Nickole Barnes as a 0.5 FTE Physical Education Teacher and a half time Paraprofessional for the 2022-2023 School Year, at the salary rate of \$18,597.00 and an hourly rate of \$16.00.

Educator Licensure Updates for ARM Ch. 57 Revisions

Effective May 27, 2022



Class	Requirements
Class 1 Professional Teacher's License	Eligibility for the Class 2 Standard Teacher's license (<i>see below</i>) AND A master's degree in education or an endorsable teaching area from a regionally accredited college or university OR certification by the National Board for Professional Teaching Standards
Class 2 Standard Teacher's License	A bachelor's degree from a regionally accredited college or university AND Completion of an approved educator preparation program including appropriate supervised teaching experience AND Completion of the online course "Introduction to Indian Education for All in Montana" AND Proof of one of the following: <ol style="list-style-type: none"> 1. A current standard, unrestricted out-of-state educator license AND two years of successful teaching experience OR 2. A minimum passing score on the Praxis Subject Assessment OR 3. A passing score on a student teaching portfolio verified by the appropriate official from the educator preparation program OR 4. A 3.00 or higher coursework GPA and verified by the appropriate official from the educator preparation program.
Class 3 Administrative License	Eligibility for a Class 1, 2, or 5 teaching license OR Class 6 School Counseling license AND Completion of the online course "Introduction to Indian Education for All in Montana" AND Qualify for one of the below: <ol style="list-style-type: none"> 1. Principal- A minimum of three years of teaching OR school counseling with a standard, unrestricted license, AND a master's degree from a regionally accredited college or university in education or education leadership, AND completion of an approved educator preparation program for principals at the level of the requested endorsement, AND completion of three semester credits of college courses in school law, including special education law. 2. Superintendent- A minimum of three years of teaching OR school counseling with a standard, unrestricted license, AND licensure endorsement as a principal, a minimum of one year of administrative experience as an appropriately licensed principal or one year of a supervised administrative internship as a superintendent, an education specialist, master's, or doctoral degree from a regionally accredited college or university in education or education leadership, AND completion of an approved educator preparation program for superintendents, AND completion of professional development courses from an approved provider OR graduate coursework covering Montana School Finance, Montana School Law, and Montana Collective Bargaining and Employment Law. 3. Supervisor- A minimum of three years of teaching OR school counseling with a standard, unrestricted license, AND a master's degree from a regionally accredited college or university in the area requested for endorsement, AND completion of a supervised practicum/internship at an approved educator preparation program, AND eligibility requirements for a Class 1 or 2 teaching license has been met in the field of specialization or Class 6 school counseling license. <p>(Click here for Special Education Supervisor Endorsement)</p>
Class 4 Career & Technical Education License	Completion of the online course "Introduction to Indian Education for All in Montana" AND Qualify for one of the below: <ol style="list-style-type: none"> 1. Class 4A- Issued to individuals holding a valid Montana teaching license, but without an appropriate career and technical education endorsement.

	<ol style="list-style-type: none"> 2. Class 4B- Issued to individuals with a certificate of completion from an apprenticeship program, OR associate degree, OR bachelor’s degree from a regionally accredited college or university, but do not hold a valid Montana teaching license with the appropriate career and technical education endorsement. 3. Class 4C- Issued to individuals who hold at least a high school diploma or high school equivalency diploma and meet the minimum requirements for endorsement. <p><i>(Click the link under the Class 4 heading for further details on requirements)</i></p>
<p>Class 5 <u>Provisional License</u></p>	<p>Verification of a bachelor’s degree from a regionally accredited college or university AND completion of the online course “Introduction to Indian Education for All in Montana”, AND a current Montana address or job offer in a P-12 school in Montana, AND qualify for one of the below:</p> <ol style="list-style-type: none"> 1. Class 5A- Issued to individuals seeking their initial Montana educator license who meet all licensure requirements except need successful completion of the Montana required Praxis test. 2. Class 5B- Issued to individuals who hold a bachelor’s degree from a regionally accredited college or university but have not completed an approved educator preparation program. 3. Class 5C- Issued to individuals seeking a license in Montana whose degree is more than five years old, do not hold a current standard, unrestricted educator license, and have not earned 60 professional development units within the five- year period preceding the effective date of the license. <p>A Montana educator may be issued only one Class 5 provisional license per teaching license, administrator license, or specialist license. A Class 5 license is non- renewable.</p> <p><i>(Click the link under the Class 5 heading for further details on requirements and for other Class 5 endorsement areas)</i></p>
<p>Class 6 <u>Specialist License</u></p>	<p>Completion of the online course “Introduction to Indian Education for All in Montana” AND qualify for one of the below:</p> <ol style="list-style-type: none"> 1. School Psychologist- Verification of current credentials as a nationally certified school psychologist (NCSP) from the National Association of School Psychologists (NASP) OR completion of a specialist level degree from a NASP accredited school psychologist program which includes a 1200-hour internship, of which 600 hours were in a P-12 school setting OR a master’s degree or higher in school psychology or a related field from a regionally accredited college or university AND recommendation from a NASP accredited specialist program. 2. School Counselor- Verification of a master’s degree from a regionally accredited college or university AND completion of a Council for the Accreditation of Counseling and Related Education Programs (CACREP) accredited school counselor program which includes an internship in a P-12 school setting of 600 hours OR completion of a master’s degree in school counseling from a regionally accredited college or university which includes an internship in a P-12 school setting of 600 hours.
<p>Class 7 <u>Native American Language & Culture Specialist License</u></p>	<p>Completion of the online course “Introduction to Indian Education for All in Montana” AND verification by the authorized representative of a tribal government, that has a memorandum of understanding with the Superintendent of Public Instruction, that the applicant has met tribal standards for competency and fluency as a requisite for teaching that language and culture.</p>
<p>Class 8 <u>Dual Credit Postsecondary Faculty License</u></p>	<p>Verification of faculty employment from the Chief Academic Officer or an appropriate official of the employing regionally accredited college or university; AND recommendation from the Chief Academic Officer from a regionally accredited college or university verifying the applicant plans to teach in a subject covered by the K-12 endorsement areas, and will teach a subject in which the applicant has a major or minor; AND completion of the online course “Introduction to Indian Education for All in Montana.”</p>

Hire Recommendation: Athletic Director

Background:

Erica Clark has done the work of the athletic director in the past. As administrative assistant, she does a lot of the work i.e. scheduling, parent communication, required documents for athletes. She knows what is required of a person to run a successful athletic program. The schedule is set for this year, so it is the perfect time for her to move into the position.

Recommended Motion:

I move to hire Erica Clark as the Athletic Director for the 2022-2023 School Year, and to move her position to the annual salary of \$44,000.00 and a Flex contribution of \$2,550.00 per year (\$212.50 per month for 12 months) OR \$586/month for 12 months towards MUST health insurance plan of the employee's choice.

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Mentor	\$300.00	\$300.00	<i>Mentoring new teachers (non-tenured), weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed.</i>	
Student Council Advisor	\$1,200.00	\$1,200.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings weekly. Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary. Coordinate Schoolwide Recycling Program and Composting Program w/Cafeteria.	Ashley Senenfelder
Washington DC Co-Advisor (8th Grade)	\$1,000.00	\$800.00	Primary responsible party for planning and organizing the 8th grade washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Rochelle Dierenfeldt
Washington DC Co-Advisor (8th Grade)	\$375.00	\$800.00		Madison Downs

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Librarian Extra Duty	\$1,000.00	\$1,000.00	Summer Reading Program, Outside of Contract hours work, Schoolwide Inventory Support, Book Fair	Jamie Hetherington
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	Responsible for planning and organizing the 6th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	
ButteTrip Advisor (5th Grade)	\$300.00	\$325.00	Responsible for planning and organizing the 5th Grade Overnight Butte Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Butte. Will develop behavior expectations for students while in Butte and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Lillianna Perham
Athletic Director	\$5,000.00	\$5,000.00	See Athletic Director Job Description.	
Volleyball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Hailee Olsen

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Volleyball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	Melissa Melton
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	
Boys' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Sarah Kortum
Girls' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Cheerleading Head Coach (boys' season)	\$600.00	\$600.00	See Head Coach Job Description	
Wrestling Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Jesse Kester
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Track Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Ashley Davis-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tammi Kamps-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Hailee Olsen
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tyler Lura

ATHLETIC DIRECTOR

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Athletic Director manages and oversees the district's athletic programs. Ensures that the athletic programs operate in an efficient manner and assists the Superintendent in selecting, assigning, and evaluating all coaching staff.

ESSENTIAL FUNCTIONS:

- Promotes & bolsters the athletic program.
- Supervise coaching staff.
- Assist Superintendent in selecting, assigning, and evaluating all coaching personnel.
- Assist Superintendent to make recommendations for coaching hires to the Board.
- Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- Makes recommendations to the Superintendent for any updates or revisions to the District's Athletic Handbook or other participation paperwork or requirements.
- Responsible for supervision and records of athletic handbook, including physicals, academic contracts, insurance, participation, and chemical use.
- Attend Booster Club meetings and events as a representative of the District.
- Assumes leadership role in the orientation and in-service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics.
- Responsible for coordinating facility use with District office for district athletic events and practices.
- Responsible for building security for athletic events.
- Assists and coordinates supervision at home athletic contests.
- Responsible for the organization and scheduling of athletic events and event officials to include attendance at regional scheduling meetings.
- Communicates schedules, building use, and student eligibility with Superintendent.
- Supervises transportation for away contests including verification of approved drivers and student permission forms.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations in athletics.
- Establishes and enforces the physical, academic, and training requirements of eligibility for participation.
- Evaluate all athletic programs on an annual basis and make recommendations for improvement to the Superintendent.
- Secure game workers for home athletic contests such as announcers, clock operators, scorekeepers, line judges, etc.
- Maintain First Aid, CPR/AED, and concussion training records for all coaches.
- Mediate the resolution of problems, issues, concerns, and conflict that may arise between coaches and other associated with the athletic program, including athletes, parents, and other teams.

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CLAS-016

- Order post season awards for each athletic program and schedule banquets and/or assemblies to recognize athletes.
- Maintain and track all athletic program performance records.
- Coordinate with photographer for team and individual photos for athletes and the yearbook.
- Hold coaches meetings as well as family meetings before each season to share information about sportsmanship and coach/player/parent expectations.
- Develop an effective system of inventory for athletic supplies, equipment, and uniforms.
- Communicate athletic program needs to the Superintendent as needed.
- Model non discriminatory practices in all activities.
- Model good sportsmanship and enforces sportsmanlike behavior among the coaches and student athletes at all times.
- React to change productively and handle all other tasks as assigned.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Experience and/or education in regards to athletics and/or program management. MHSA knowledge encouraged.
- Valid First Aid, ~~C~~CPR/AED Certification- child and adult
- Complete annual concussion training.
- Experience as a teacher and/or coach.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Must be able to work closely with co-workers and set a positive example for students.
- Ability to perform duties with awareness of all District procedures, philosophies, and policies.
- Ability to use good judgement and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment, stopwatch.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job. The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications. *The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: July 8, 2003

Revised on: April 9, 2007, March 13, 2019

SCHOOL ADMINISTRATIVE SECRETARY

Reports to and evaluated annually by: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The School Administrative Secretary serves as the a secretary and receptionist to the Superintendent; performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner..

ESSENTIAL FUNCTIONS:

- Greets and communicates with the public, employing discretion and independent judgment, directing individuals to the proper location or correct person and efficiently resolving their concerns.
- Coordinates the safety and security of staff, students, and/or property (i.e. building keys, front doors, check in/checkout out of visitors, students, staff, etc.) for the purpose of minimizing exposure to injury, loss, and/or liability.
- Arranges and schedules tours of the facilities.
- Facilitates building maintenance as needed.
- Prepares requisitions for material and work orders for maintenance of building, grounds, and school equipment.
- Collects payments and issues receipts from a variety of sources (i.e., bus fees, meal accounts, donations, fines, fees, fundraisers).
- Answers inquiries concerning standardized policies, procedures, and regulations.
- Operates central telephone system. Takes and transmits messages.
- Sorts and distributes incoming mail.
- Prepares outgoing mail for receipt by post office and other mail carriers.
- Performs assigned clerical tasks such as filing, typing, and preparing forms.
- Dictates, collates, and assembles materials for distribution
- Secures, orients and directs substitute teachers and substitute classified personnel.
- Responsible for tracking and recording employee absences.
- Secures bus transportation for field trips
- Schedules appointments with the school nurse for students
- Organize and/or facilitate events and activities (i.e. assemblies, Missoula children's theatre, MT Crunch Day, Original Works)
- Update and maintain district website
- Notifies Superintendent of employee absences and substitute service arrangements which have been made.
- Independently composes a variety of materials such as letters, memoranda, bulletins, requisitions, ~~claims~~, reports, and statistical data from rough drafts or oral instructions.
- Coordinates the process of purchasing, to include: processing of requisitions, receipt, verification, distribution of materials and inventory process.
- Responsible for the management of district purchasing cards check out and acquisition.
- Attends meetings and conferences as requested.
- Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master, and school events.

- Acts as the District's Registrar- conducts registration of new students and processes record requests for students transferring in and out of the district.
- Maintain/update data on the Student Information System (PowerSchool)
- Receives and reviews enrollment information and verifies residency, immunization records, and birth certificates.
- Prepares and provides enrollment information to families and responds to inquiries regarding enrollment in the District.
- Organize, advertise, and conduct annual Kindergarten Roundup and registration.
- Assist with and prepare data collection for state and federal reporting as necessary.
- Ensure accurate attendance accounting, communicate with parents regarding daily student attendance, comply with state reporting requirements, and convey attendance related information/concerns to appropriate parties (i.e. Superintendent, School Counselor, Classroom Teacher, etc).
- Maintains and processes current database information, documents, and materials for Gallatin Gateway School graduates.
- Maintains student records according to district policies and procedures.
- Compiles information and prepares reports from the Student Information System (i.e. report cards, midterms, mailing labels, etc.)
- Administers first aid for all sick and/or injured students while communicating with parents and/or medical personnel as necessary.
- Administers medication to students under the direction of health professional.
- Maintains inventory of office supplies for the purpose of ensuring availability of required items.

Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience, preferably in a school district.
- Courteous and friendly attitude to all visitors, parents and staff who visit the school office.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Operate telephone system and handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.
- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Receive and give information over the telephone or in person in a courteous manner.
- Change and adapt office procedure and details in concert with the needs and requirements of the Superintendent and the District.
- Understand and apply complex policies and rules.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type proficiently.
- First Aid and CPR/AED Certification
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to read, analyze, and interpret general business correspondence.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond in a timely manner to questions from the general public.
- Ability to communicate clearly and concisely in both oral and written form.

- Ability to establish and maintain effective working relationships and collaborate with students, staff, and the community.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Standard office equipment, including calculator, copier, telephone/voice mail, fax, computer along with applicable software including PowerSchool, Excel, Word, and Infinite Campus, Email, Google Chrome, Internet Explorer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall demonstrate cooperative behavior with colleagues and supervisors. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: February 11, 2003

Revised on: July 13, 2015, February 20, 2019

Agenda Item: Non-resident Student Attendance Agreements

Recommended Motion: I move to approve the following ten (10) Discretionary Non-resident Student Attendance Agreements for the 2022-2023 school year:

Grade	Status (new student or current student)	Home School District	Tuition
k	New Student	Bozeman	\$0
k	New Student	Bozeman	\$0
k	New Student	Belgrade	\$0
k	New Student	Bozeman	\$0
k	New Student	Bozeman	\$0
k	New Student	Belgrade	\$0
1	New Student	Bozeman	\$0
3	New Student	Monforton	\$0
5	New Student	Monforton	\$0
8	New Student	Belgrade	\$0

Superintendent Recommendation:

Approve ten (10) Discretionary Non-resident Student Attendance Agreements for the 2022-2023 school year.

Background:

Gallatin Gateway School Board set the 2022-2023 tuition rate at the April 20, 2022 regular board meeting as follows:

to set the 2022-2023 out-of-district tuition at the Montana state rates for grades K-6 and for grades 7-8, waiving the entire amount of tuition for students whose parents/guardians are responsible for the tuition and the district of residence will pay the full state rate amount per student for those who are attending from Cottonwood School District in grades 6-8.

Out of District Enrollment History:

2013-2014	37
2014-2015	24
2015-2016	28
2016-2017	25
2017-2018	34
2018-2019	42
2019-2020	44
2020-2021	34

2021-2022	31
2022-2023	25

Enrollment Summary				
Grade	Total	Boys	Girls	OD
K	16	11	5	6
1	18	10	8	3
2	17	10	7	3
3	16	12	4	4
4	16	6	10	4
5	22	12	10	5
6	15	7	8	3
7	15	9	6	2
8	20	11	9	5
Total:	155	88	67	35
Enrollment as of:		<i>8/2/2022</i>		