

March Agenda

Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, March 11, 2020 at 6:00pm** at the **Gallatin Gateway School Board Room**. *(All policies can be found at www.gallatingateway.school.com.)*

Call to Order

Pledge of Allegiance

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

Consent Agenda

Minutes: February 19, 2020- regular meeting; February 25, 2020- special meeting; February 27, 2020- special committee meeting (IBB); March 4, 2020- special committee meeting (IBB); March 5, 2020- special meeting;

March 6, 2020- special meeting; March 9, 2020- special meeting- interviews; March 9, 2020- special meeting;

Finance: Warrants; Cash Reconciliation; Operational Budget by Object Code; Extra-Curricular Expenditure and Reconciliation Report; **Personnel:** Hire: Classified/Certified Substitutes

Superintendent's Report

District Clerk Report

Old Business

FY21 Preliminary Budget Discussion

Set Date for District Clerk/Business Manager Evaluation (reschedule from original March 6, 2020)

New Business

Action Items:

Adoption of Resolution Estimating Changes in Revenues/Mills for FY21 (SB307)

Consider General Fund Mill Levy Election and Ballot Wording- May 5, 2020

Discuss and determine how to move forward with facility project:

- Consider hiring Design-Build Team and/or Owner's Representative

Consider GGS Policy Updates & Revisions:

Required:

- #1006FE- Transfers for School Safety (revision)
- #1014FE- Intent to Increase Non-Voted Levy (revision)
- #1014FE-F1- Notice of Intent to Impose an Increase in Levies Form (revision)
- #1110- Taking Office (revision)
- #1120- Annual Organization Meeting (revision)
- #1402- School Board Use of Electronic Mail (revision)
- #1420- School Board Meeting Procedure (revision)
- #1441- Audience Participation (revision)
- #1512- Conflict of Interest (revision)
- #1700- Uniform Complaint Procedure (revision)
- #2150- Suicide Awareness & Prevention (revision)
- #3110- Entrance, Placement, & Transfer (revision)
- #3520- Student Fees, Fines, & Charges (revisions)
- #3600P- Student Records (revision)

"The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens."

- #4315- Spectator Conduct & Sportsmanship for Athletic & Co-Curricular Events (revision)
- #4332- Conduct on School Property (revision)
- #4410- Relations with Law Enforcement & Child Protective Agencies (revision)
- #5120- Hiring Process and Criteria (revision)
- #5223- Personal Conduct (revision)
- #5232- Abused & Neglected Child Reporting (revision)
- #5329- Long-term Illness/Temporary Disability/Maternity Leave (revision)
- #5330- Maternity Leave and Paternity Leave (revision)
- #7260- Donations, Endowments, Gifts, and Investments (revision)
- #7520- Independent Investment Accounts (revision)
- #8225- Tobacco Free Policy (revision)

Recommended:

- #3630- Cell Phones and Other Electronic Equipment (new)
- #5329P- Long-term Illness/Temporary Disability/Maternity Leave (new)
- #5230- Prevention of Disease Transmission (new)
- #8301- District Safety (revision)

Committee Reports:

IBB/Negotiations

Next Meetings:

Special Meeting- April 3, 2020 @ 10am- agenda setting

Special Meeting- TBD- District Clerk Evaluation

Regular Meeting- April 15, 2020 @ 6pm

Adjournment

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 comment 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

**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 6:00pm on Wednesday, March 11, 2020, in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:03pm.

TRUSTEES PRESENT

Aaron Schwieterman, Board Chair; Mary Martin, Carissa Paulson, Patti Ringo

TRUSTEES ABSENT

Julie Fleury, Vice Chair

STAFF PRESENT

Theresa Keel, Superintendent; and Carrie Fisher, District Clerk

OTHERS PRESENT

Levi Clark, Deb Rabel, George Rabel, Dick Shockley, Travis Kabalin, Scott Brothers, Jeff Davis, Tim Lyner, Diane Cashell, Sky Cook, Roger Davis, Matt Drake, Russ Olsen, Cassandra Elwell, Sten Witmer, Lauri Olsen

PLEDGE OF ALLEGIANCE

The meeting attendees recited the *Pledge of Allegiance*.

PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES

Board Chair Aaron Schwieterman explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. He 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

The Board removed the Cash Reconciliation and Extra-Curricular Expenditure and Reconciliation report from the consent agenda. No action was taken on either item.

CONSENT AGENDA

Motion: Trustee Carissa Paulson to approve the minutes from the February 19, 2020- regular meeting; February 25, 2020- special meeting; February 27, 2020- special committee meeting; March 4, 2020- special committee meeting (IBB); March 5, 2020- special meeting; March 6, 2020- special meeting; March 9, 2020- special meeting; March 9, 2020- special meeting (debrief); approve accounts payable warrants #36460-#36492; (none- ACH); payroll warrant #'s #75643-#7575664 (-#88417- -88381- direct deposit); voids: #75643 & # 75660; Operational Budget vs. Object Code as of March 11, 2020; Hire classified/certified substitutes: Bus Driver: Maxine Daniel; Kitchen/Food Service: Connie Evenson; Teachers/Paras/Other: Mark Aamot, Nickole Achziger, Dayna Bergin, April Bettilyon, Cyndee Bishop, Cynthia Corliss, Connie Evenson, Jason Fischer; Kevin Germann, Jennifer Gilbert, Mary Jo Haberman,

Audra Harvey, Amanda Herrera, Wendy Hourigan, Skyla Jenkins, Sally Johnson, Cheryl Juergens, David Keightley, Kris Keller, Spencer Kirkemo, Adam Knoff, Kacee Krob, Rebecca Lieurance, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Hailee Olsen, Lauri Olsen, Teresa Ann Quatraro, Tonya Scott, Karen Seevers, Mollee Stenberg, Leigh Strohn, Barry Sulam, Debra Tysse; and Office/Clerical: Connie Evenson.

Seconded: Trustee Mary Martin

Public Comment: None

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

SUPERINTENDENT REPORT

Superintendent Keel provided the Board with the following information: 1) Enrollment = 162 as of January 9, 2020; 2) SBAC Interim Data; 3) PLC's- Ski Day, CoronaVirus, Interim Data; 4)Evaluating ELA materials for grades 6-8; 5) ELA- Workshop and Guided Reading Professional Development; 6) Swimming Lessons; 7) Ski Day; 8) Athletic Update- coaching & AD position; 9) Employee leave days; 10) Substitute training course; 11) Facility walk-throughs; 12) Superintendent Discuss & Cuss- Bullying; 13) Missoula Children's Theatre; 14) Montana Shakes- Feb. 12; 15) 4th/5th Grade parent meeting; 16) Safety Committee Meeting; 17) Anonymous Reporting; 18) SRO- April Discuss and Cuss; 19) 2nd Quarter Assembly; 20) Dismissal procedure; 21)IBB Training; 22) MASBO Budget Workshop; 23) Rural Superintendent Meeting; 24) Formal Teacher Evaluations; and 25) Special Education Co-Op Meeting

DISTRICT CLERK REPORT

Mrs. Fisher, District Clerk, provided the following information to the Board: 1) Preliminary Budget Data Sheets; 2) Reconciling Building Reserve Fund in BMS; 3) Preliminary FY21 budgeting has begun; 4)MASBO Budget workshop- February 28- Bozeman; 5) IBB Negotiations; 6) Design-Build interviews; 7) Lead Testing in Schools; 8) Food Service summary; 9) Food Service- clothing/hats; 10) Transportation Summary; 11) SSOM Bus Driver Training- Feb. 22; 12) Adult Education summary; 13) Board Training Opportunities; 14) Clerk Training; 15) Important Dates.

OLD BUSINESS

Preliminary FY21 Budget Discussions

Carrie Fisher, District Clerk reviewed the preliminary FY21 budget figures with the Board. She indicated that the preliminary budget data sheets from OPI indicate that the maximum mill levy amount for the upcoming year is \$2,123.64, however she noted that the District may also see a budget increase of \$67,185.39 from FY20 to FY21.

Set Date for District Clerk/Business Manager Evaluation

Board consensus was to reschedule for Friday, April 3, 2020 at 11:30am following the agenda setting meeting. Mrs. Fisher will add the event to the District calendar and send an invite to the Board.

NEW BUSINESS

Adoption of Resolution Estimating Changes in Revenues/Mills for FY21 (SB307)

Motion: Trustee Mary Martin to adopt the Resolution Estimating Changes in Revenues/Mills for FY21 as presented with the revision to the second bullet to read "Preconstruction services and services for facility projects to support and enhance educational programs."

Seconded: Trustee Patti Ringo

Public Comment: None

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consider General Fund Mill Levy Election and Ballot Wording- May 5, 2020

District Clerk Carrie Fisher recommended the Board forgo asking voters to approve a general fund mill levy this year. She noted that the maximum allowable amount is not enough to make a significant difference in programming compared to the cost of running an election. She also noted that the District is considering a building project and bond election in the next year and the District does not want to ask too much of voters.

Motion: Trustee Carissa Paulson to approve the following ballot wording:

Shall the District be authorized to impose an increase in local taxes to support the general fund in the amount of \$2,123.64 which is approximately .30 mills for the purpose of properly maintaining and operating the programs of the District? Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately \$0.41 and on a home with a market value of \$200,000 by approximately \$0.81. The duration limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Seconded: Trustee Mary Martin

Public Comment: Dick Shockley

For: None

Opposed: Martin, Paulson, Ringo, Schwieterman

Motion failed unanimously.

Consider hiring Design-Build Team and/or Owner's Representative

The Board engaged in extensive discussion regarding the 8 interviews they have conducted over the past three months for an Owner's Representative and a Design-Build Team. Two Owner's Representatives were interviewed in January 2020 and six Design-Build Teams were interviewed in March 2020.

Owner's Representatives: Daniel McGee- Building, Mind, and Body, LLC and Mark Qualman- QuEst Services Corporation.

Design-Build Teams: Jackson Contractors Group/In2itive Architecture; R&R Taylor/Comma Q; Martel/Cushing Terrell; McKinstry; Langlas/SMA Architects; and CS Structures/Phog Architecture.

Motion: Trustee Mary Martin to hire the Martel/Cushing Terrell design-build team.

Seconded: Trustee Carissa Paulson

Public Comment: Dick Shockley, Diane Cashell

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Motion: Trustee Mary Martin to hire an owner's representative for the District.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: None

Opposed: Martin, Paulson, Ringo, Schwieterman

Motion failed unanimously.

Consider GGS Policy Updates & Revisions:

Motion: Trustee Mary Martin to adopt revisions to the following required policies:

#1006FE- Transfers for School Safety (revision)
#1014FE- Intent to Increase Non-Voted Levy (revision)
#1014FE-F1- Notice of Intent to Impose an Increase in Levies Form (revision)
#1110- Taking Office (revision)
#1120- Annual Organization Meeting (revision)
#1402- School Board Use of Electronic Mail (revision)
#1420- School Board Meeting Procedure (revision)
#1441- Audience Participation (revision)
#1512- Conflict of Interest (revision)
#1700- Uniform Complaint Procedure (revision)
#2150- Suicide Awareness & Prevention (revision)
#3110- Entrance, Placement, & Transfer (revision)
#3520- Student Fees, Fines, & Charges (revisions)
#3600P- Student Records (revision)
#4315- Spectator Conduct & Sportsmanship for Athletic & Co-Curricular Events (revision)
#4332- Conduct on School Property (revision)
#4410- Relations with Law Enforcement & Child Protective Agencies (revision)
#5120- Hiring Process and Criteria (revision)
#5223- Personal Conduct (revision)
#5232- Abused & Neglected Child Reporting (revision)
#5329- Long-term Illness/Temporary Disability/Maternity Leave (revision)
#5330- Maternity Leave and Paternity Leave (revision)
#7260- Donations, Endowments, Gifts, and Investments (revision)
#7520- Independent Investment Accounts (revision)
#8225- Tobacco Free Policy (revision)

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Motion: Trustee Carissa Paulson to adopt recommended policy #3630- *Cell Phones and Other Electronic Equipment (new)* with option #2 and without the following sentence "Students in grades 9-12 may also use such devices during lunch period."

Seconded: Trustee Patti Ringo

Public Comment: None

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Motion: Trustee Mary Martin to adopt recommended policy #5329P- *Long-term Illness/Temporary Disability/Maternity Leave (new)*.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Motion: Trustee Patti Ringo to adopt recommended policy #5230- *Prevention of Disease Transmission (new)*.
Seconded: Trustee Carissa Paulson
Public Comment: None
For: Martin, Paulson, Ringo, Schwieterman
Opposed: None
Motion passed unanimously

Motion: Trustee Carissa Paulson to adopt recommended policy #8301- *District Safety (revision)* without optional wording in lines 37-42 of the recommended policy.
Seconded: Trustee Patti Ringo
Public Comment: None
For: Martin, Paulson, Ringo, Schwieterman
Opposed: None
Motion passed unanimously

NEW BUSINESS

IBB/Negotiations

Board Chair Aaron Schwieterman noted that the next meeting is scheduled for March 24, 2020 at 4:30pm.

Next Meetings:

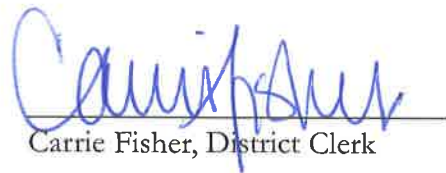
- Special Meeting- April 3, 2020 @ 10am- agenda setting
- Special Meeting- April 3, 2020 @ 11:30am- District Clerk Evaluation
- Regular Meeting- April 15, 2020 @ 6pm

ADJOURNMENT

Board Chair Aaron Schwieterman adjourned the meeting at 9:10pm.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk



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

The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: March 11, 2020

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1.	
2.	
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11.	

Gallatin Gateway School

"Educating the Future"

100 Mill Street, PO Box 265, Gallatin Gateway, MT 59730

Phone: (406) 763-4415 Fax: (406) 763-4886

www.gallatingatewayschool.com

MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: March 11, 2020

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:

#36460- #36492

Electronic Payment:

None- will be processed after board meeting

Voided Claim (A/P) Warrant #'s:

#None

Payroll Warrant #'s:

#75643 - #75664

Direct Deposits/ACH #'s:

-88417 - -88381

Voided Payroll Warrant #'s:

75643- printing error

75660- printing error

Thank you.

03/11/20
11:36:24

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List
For the Accounting Period: 3/20

Page: 2 of 2
Report ID: W100X

Payroll

Check			Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
75655	P	LIFE INSURANCE DEARBORN LIFE INSURANCE	25.10	3/20	03/05/20	
75656	P	SIT DEPARTMENT OF REVENUE	3312.00	3/20	03/05/20	
75657	P	MEA DUES MFPE, VERONICA RUBIO, TR	555.00	3/20	03/05/20	
75658	P	MUST MUST	13842.00	3/20	03/05/20	
75659	P	NEA SECURITY BENEFIT LIFE IN	700.00	3/20	03/05/20	
75660	V	Vendor not on File VOID	0	/ 0	/	PRINTING ERROR
75661	P	100035 PHILIP ROGERS	418.00	3/20	03/05/20	
75662	P	Workers' Comp MSGIA	318.37	3/20	03/09/20	
75663	P	Unempl. Insur. MONTANA SCHOOLS UNEMPLOY	1190.21	3/20	03/09/20	
75664	P	SIT DEPARTMENT OF REVENUE	3.00	3/20	03/09/20	

Payroll Total # of Checks: 58 Total: 118921.71

Grand Total # of Checks: 58 Total: 118921.71

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

03/11/20
11:35:38

GALLATIN GATEWAY ELEMENTARY
Claims and/or Payroll Checks List For Checks from 02/21/20 to 03/31/20
For checks between: 02/21/20 - 03/31/20

Page: 1 of 1
Report ID: W100X

Claims *Accounts Payable*

Check			Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
36460	SC	1636 BIG SKY SCHOOL DISTRICT #72	75.00	2/20	02/21/20	
36461	SC	1654 MORGAN NYLUND	82.00	2/20	02/21/20	
36462	SC	1656 ZACHARY BROWN	82.00	2/20	02/21/20	
36463	SC	43 ALSCO-AMERICAN LINEN DIVISION	385.86	3/20	03/11/20	
36464	SC	123 BIG SKY PUBLISHING	114.00	3/20	03/11/20	
36465	SC	370 BOZEMAN ELITE COMMERCIAL CLEANING	3024.00	3/20	03/11/20	
36466	SC	1328 BRIDGER ANALYTICAL LAB, INC	56.00	3/20	03/11/20	
36467	SC	228 CENTURYLINK	308.13	3/20	03/11/20	
36468	SC	229 CENTURYLINK	16.13	3/20	03/11/20	
36469	SC	1337 CORE CONTROL	980.79	3/20	03/11/20	
36470	SC	439 GALLATIN GATEWAY SCHOOL	11.25	3/20	03/11/20	
36471	SC	471 GRANITE TECHNOLOGY SOLUTIONS INC	263.75	3/20	03/11/20	
36472	SC	1670 HETHERINGTON, JAMIE	82.90	3/20	03/11/20	
36473	SC	577 J&H INC	32.98	3/20	03/11/20	
36474	SC	1283 JAFFE, FRAULEIN	22.98	3/20	03/11/20	
36475	SC	1578 KUCHYNKA, MELISSA	14.99	3/20	03/11/20	
36476	SC	1671 LURA, TYLER	30.00	3/20	03/11/20	
36477	SC	1608 MARTIN, MARY T.	30.00	3/20	03/11/20	
36478	SC	1672 MAWHINNEY, ISAAC	30.00	3/20	03/11/20	
36479	SC	695 MCCLURE-GUNDERSON, BOBBIE JO	17.94	3/20	03/11/20	
36480	SC	697 MCCOTTER, BECKY	250.00	3/20	03/11/20	
36481	SC	1403 SYSCO MONTANA, INC.	2239.58	3/20	03/11/20	
36482	SC	1131 THE CARRIAGE HOUSE CAR WASH	15.43	3/20	03/11/20	
36483	SC	666 THOMAS, LORRIE	100.00	3/20	03/11/20	
36484	SC	1506 THREE SEASONS, INC	2305.00	3/20	03/11/20	
36485	SC	420 US FOODS	2627.98	3/20	03/11/20	
36486	SC	1673 VOYAGER SOPRIS LEARNING	215.60	3/20	03/11/20	
36487	SC	262 COMMERCIAL ENERGY OF MONTANA INC	732.74	3/20	03/11/20	
36488	SC	1531 FOLLETT SCHOOL SOLUTIONS	146.58	3/20	03/11/20	
36489	SC	1668 GREATER GALLATIN UNITED WAY	400.00	3/20	03/11/20	
36490	SC	577 J&H INC	57.00	3/20	03/11/20	
36491	SC	856 NORTHWESTERN ENERGY	2835.98	3/20	03/11/20	
36492	SC	1657 STEDI.ORG	271.96	3/20	03/11/20	

Claims Total # of Checks: 33 Total: 17858.55

Grand Total # of Checks: 33 Total: 17858.55

Check Types: MC=Manual Claim, SC=System Claim, V=Void (never in system), E=ACH
P=Payroll, C=Cancelled (cancelled in system), R=Reissued, D=Deleted (deleted in system)

03/11/20
11:32:48

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 2/20

Page: 1 of 1
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36460S	1636 BIG SKY SCHOOL DISTRICT #72					
	2125	75.00				
1	RURAL BOYS BBALL TOURNAMENT FE	75.00*		184 82 720-3503		810
	Total Check:	75.00				
36461S	1654 MORGAN NYLUND					
	2124	82.00				
1	02/18/20 REF- 7TH BOYS BBALL	41.00*		184 82 720-3503		340
2	02/18/20 REF- 8TH BOYS BBALL	41.00*		184 82 720-3503		340
	Total Check:	82.00				
36462S	1656 ZACHARY BROWN					
	2123	82.00				
1	02/18/20 REF- 7TH BOYS BBALL	41.00*		184 82 720-3503		340
2	02/18/20 REF- 8TH BOYS BBALL	41.00*		184 82 720-3503		340
	Total Check:	82.00				
	# of Claims	3	Total:	239.00		

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36463S	43 ALSCO-AMERICAN LINEN DIVISION					
	2126	327.88				
1	LBIL156058 02/24/20 RUGS, LINENS, MOPS, TOWELS	34.09*		101 80	100-2600	610
2	LBIL156058 02/24/20 RUGS, LINENS, MOPS, TOWELS	2.84*		110 80	100-2700	610
3	LBIL156058 02/24/20 RUGS, LINENS, MOPS, TOWELS	19.89*		112 80	910-3100	610
4	LBIL155026 01/13/20 RUGS, LINENS, MOPS, TOWELS	33.25*		101 80	100-2600	610
5	LBIL155026 01/13/20 RUGS, LINENS, MOPS, TOWELS	2.77*		110 80	100-2700	610
6	LBIL155026 01/13/20 RUGS, LINENS, MOPS, TOWELS	19.39*		112 80	910-3100	610
7	LBIL155039 01/14/20 RUGS, LINENS, MOPS, TOWELS	0.25*		101 80	100-2600	610
8	LBIL155039 01/14/20 RUGS, LINENS, MOPS, TOWELS	0.02*		110 80	100-2700	610
9	LBIL155039 01/14/20 RUGS, LINENS, MOPS, TOWELS	0.15*		112 80	910-3100	610
10	LBIL155887 02/17/20 RUGS, LINENS, MOPS, TOWELS	99.79*		101 80	100-2600	610
11	LBIL155887 02/17/20 RUGS, LINENS, MOPS, TOWELS	8.32*		110 80	100-2700	610
12	LBIL155887 02/17/20 RUGS, LINENS, MOPS, TOWELS	58.21*		112 80	910-3100	610
13	LBIL156233 03/02/20 RUGS, LINENS, MOPS, TOWELS	29.34*		101 80	100-2600	610
14	LBIL156233 03/02/20 RUGS, LINENS, MOPS, TOWELS	2.45*		110 80	100-2700	610
15	LBIL156233 03/02/20 RUGS, LINENS, MOPS, TOWELS	17.12*		112 80	910-3100	610
	2150	57.98				
1	LBIL156405 03/09/20 MOP, APRON, TOWELS	34.79*		101 80	100-2600	610
2	LBIL156405 03/09/20 MOP, APRON, TOWELS	2.90*		110 80	100-2700	610
3	LBIL156405 03/09/20 MOP, APRON, TOWELS	20.29*		112 80	910-3100	610
	Total Check:	385.86				
36464S	123 BIG SKY PUBLISHING					
	2127	114.00				
1	1983021 02/11/20 LEGAL AD- RFQ	114.00		101 80	100-2300	540
	Total Check:	114.00				
36465S	370 BOZEMAN ELITE COMMERCIAL CLEANING					
	2128	3,024.00				
1	1921 02/29/20 MONTHLY CUSTOCIAL SERVICES	2,358.72		101 80	100-2600	433
2	1921 02/29/20 MONTHLY CUSTOCIAL SERVICES	604.80		110 80	100-2600	433
3	1921 02/29/20 MONTHLY CUSTOCIAL SERVICES	60.48		117 80	610-2600	433
	Total Check:	3,024.00				
36466S	1328 BRIDGER ANALYTICAL LAB, INC					
	2129	56.00				
1	2002093 02/11/20 FEB 2020- BACTERIA TESTING	27.44*		101 80	100-2600	421
2	2002093 02/11/20 FEB 2020- BACTERIA TESTING	0.56		117 80	610-2600	421
3	2003010 03/03/20 MARCH 2020- BACTERIA TESTING	27.44*		101 80	100-2600	421
4	2003010 03/03/20 MARCH 2020- BACTERIA TESTING	0.56		117 80	610-2600	421
	Total Check:	56.00				

03/11/20
11:28:05

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 3/20

Page: 2 of 6
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36467S	228 CENTURYLINK					
	2131	308.13				
1	02/04/20 MONTHLY PHONE SERVICE	224.94*		101	100-2300	531
2	02/04/20 MONTHLY PHONE SERVICE	77.03*		110	100-2300	531
3	02/04/20 MONTHLY PHONE SERVICE	6.16*		117	610-2300	531
	Total Check:	308.13				
36468S	229 CENTURYLINK					
	2130	16.13				
1	1486628855 02/19/20 PHONE- LONG DISTANCE	11.78*		101	100-2300	531
2	1486628855 02/19/20 PHONE- LONG DISTANCE	4.03*		110	100-2300	531
3	1486628855 02/19/20 PHONE- LONG DISTANCE	0.32*		117	610-2300	531
	Total Check:	16.13				
36469S	1337 CORE CONTROL					
	2132	980.79				
1	W0-0055 10/22/20 ANNUAL BOILER SERVICE & CLEAN	980.79*		101 80	100-2600	440
	Total Check:	980.79				
36470S	439 GALLATIN GATEWAY SCHOOL					
	2133	11.25				
1	02/27/20 MEALS- NEEDY STUDENT	11.25*		115 82	280-2100	810 110
	Total Check:	11.25				
36471S	471 GRANITE TECHNOLOGY SOLUTIONS INC					
	2134	263.75				
1	3072 02/15/20 REPAIRED BELL SYSTEM	263.75*		101 80	100-2600	440
	Total Check:	263.75				
36472S	1670 HETHERINGTON, JAMIE					
	2135	82.90				
1	03/03/20 MILEAGE REIMBURSEMENT- SKI DAY	52.90*		115 82	710-3400	582 110
2	03/03/20 REIMBURSEMENT- SKI DAY-PARKING	30.00*		115 81	710-3400	810 110
	Total Check:	82.90				
36473S	577 J&H INC					
	2137	32.98				
1	578494 02/14/20 COPIER- BUSINESS OFFICE	32.98		101 80	100-2500	550
	Total Check:	32.98				
36474S	1283 JAFFE, FRAULEIN					
	2136	22.98				
1	03/06/20 REIMBURSEMENT- SUPPLIES	22.98*		101 80	100-2600	610
	Total Check:	22.98				

03/11/20
11:28:05

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 3/20

Page: 3 of 6
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36475S	1578 KUCHYNKA, MELISSA						
	2138	14.99					
1	02/07/20 ADULT ED SUPPLIES- WATERCOLOR	14.99*		117	80	610-1000	610
		Total Check:					
		14.99					
36476S	1671 LURA, TYLER						
	2139	30.00					
1	03/03/20 REIMBURSEMENT-SKI DAY-PARKING	30.00*		115	81	710-3400	810 110
		Total Check:					
		30.00					
36477S	1608 MARTIN, MARY T.						
	2140	30.00					
1	03/04/20 REIMBURSEMENT-SKI DAY-PARKING	30.00*		115	82	710-3400	810 110
		Total Check:					
		30.00					
36478S	1672 MAWHINNEY, ISAAC						
	2141	30.00					
1	03/03/20 REIMBURSEMENT-SKI DAY-PARKING	30.00*		115	82	710-3400	810 110
		Total Check:					
		30.00					
36479S	695 MCCLURE-GUNDERSON, BOBBIE JO						
	2143	17.94					
1	02/13/20 REIMBURSEMENT-FOOD	17.94*		112	80	910-3100	630
		Total Check:					
		17.94					
36480S	697 MCCOTTER, BECKY						
	2142	250.00					
1	688574 03/07/20 PIANIST-19-20 MCT PERFORMANCE	250.00*		115	80	710-3400	340 145
		Total Check:					
		250.00					
36481S	1403 SYSCO MONTANA, INC.						
	2148	2,239.58					
1	243687133 03/03/74 FOOD	79.69*		101	80	910-3100	630
2	243687133 03/03/74 FOOD	185.93*		112	80	910-3100	630
3	243687133 03/03/74 SUPPLIES	51.04*		112	80	910-3100	610
4	243675842 02/25/20 FOOD	226.79*		101	80	910-3100	630
5	243675842 02/25/20 FOOD	529.17*		112	80	910-3100	630
6	243665934 02/18/20 FOOD	350.09*		101	80	910-3100	630
7	243665934 02/18/20 FOOD	816.87*		112	80	910-3100	630
		Total Check:					
		2,239.58					

03/11/20
11:28:05

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 3/20

Page: 4 of 6
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct./Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
36482S	1131 THE CARRIAGE HOUSE CAR WASH						
	2144	15.43					
1	4241 02/29/20 CAR WASH- BUS (X3)	15.43		110	80	100-2740	440
		Total Check:					
		15.43					
36483S	666 THOMAS, LORRIE						
	2145	100.00					
1	02/23/20 BACTERIOLOGICAL- MARCH 2020	98.00*		101	80	100-2600	421
2	02/23/20 BACTERIOLOGICAL- MARCH 2020	2.00		117	80	610-2600	421
		Total Check:					
		100.00					
36484S	1506 THREE SEASONS, INC						
	2146	2,305.00					
1	1879 02/29/20 SNOW REMOVAL- FEB 2020	1,728.75		101	80	100-2630	432
2	1879 02/29/20 SNOW REMOVAL- FEB 2020	576.25		110	80	100-2630	432
		Total Check:					
		2,305.00					
36485S	420 US FOODS						
	2149	2,627.98					
1	5854572 02/20/20 FOOD	191.48*		101	80	910-3100	630
2	5854572 02/20/20 FOOD	446.79*		112	80	910-3100	630
3	5854572 02/20/20 SUPPLIES	25.51*		112	80	910-3100	610
4	5855977 02/24/20 FOOD	104.48*		101	80	910-3100	630
5	5855977 02/24/20 FOOD	243.80*		112	80	910-3100	630
6	5857899 02/27/20 FOOD	294.57*		101	80	910-3100	630
7	5857899 02/27/20 FOOD	687.32*		112	80	910-3100	630
8	5859343 03/02/20 FOOD	190.21*		101	80	910-3100	630
9	5859343 03/02/20 FOOD	443.82*		112	80	910-3100	630
		Total Check:					
		2,627.98					
36486S	1673 VOYAGER SOPRIS LEARNING						
	2147	215.60					
1	2235647 02/28/20 ISBN / UPC: 978-1-4916-07	98.00*	20158	101	82	280-1000	610
2	2235647 02/28/20 ISBN / UPC: 978-1-4916-07	98.00*	20158	101	81	280-1000	610
3	2235647 02/28/20 Shipping	19.60*	20158	101	82	280-1000	610
		Total Check:					
		215.60					
36487S	262 COMMERCIAL ENERGY OF MONTANA INC						
	2153	732.74					
1	NWE058445 03/04/20 GAS ON NWE	718.09		101	80	100-2600	411
2	NWE058445 03/04/20 GAS ON NWE	14.65*		117	80	610-2600	411
		Total Check:					
		732.74					

03/11/20
11:28:05

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 3/20

Page: 5 of 6
Report ID: AP100W

* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/			
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund Org	Prog-Func	Obj Proj
36488S	1531 FOLLETT SCHOOL SOLUTIONS					
	2152	146.58				
1	661430 02/18/20 BEEHIVE	11.15*	20146	101 81	100-2225	640
2	661430 02/18/20 BEEHIVE	4.34*	20146	101 82	100-2225	640
3	661430 02/18/20 BRUNO HAS ONE HUNDRED FRI	11.13*	20146	101 81	100-2225	640
4	661430 02/18/20 BRUNO HAS ONE HUNDRED FRI	4.33*	20146	101 82	100-2225	640
5	661430 02/18/20 THE BUG GIRL	11.15*	20146	101 81	100-2225	640
6	661430 02/18/20 THE BUG GIRL	4.34*	20146	101 82	100-2225	640
7	661430 02/18/20 THE DARK	11.15*	20146	101 81	100-2225	640
8	661430 02/18/20 THE DARK	4.34*	20146	101 82	100-2225	640
9	661430 02/18/20 DON'T FEED THE COOS	11.15*	20146	101 81	100-2225	640
10	661430 02/18/20 DON'T FEED THE COOS	4.34*	20146	101 82	100-2225	640
11	661430 02/18/20 GO FOR THE MOON	12.38*	20146	101 81	100-2225	640
12	661430 02/18/20 GO FOR THE MOON	4.81*	20146	101 82	100-2225	640
13	661430 02/18/20 THE SAD LITTLE FACT	15.11*	20146	101 81	100-2225	640
14	661430 02/18/20 THE SAD LITTLE FACT	5.88*	20146	101 82	100-2225	640
15	661430 02/18/20 THE STONE SAT STILL	11.15*	20146	101 81	100-2225	640
16	661430 02/18/20 THE STONE SAT STILL	4.34*	20146	101 82	100-2225	640
17	661430 02/18/20 WHERE LILY ISN'T	11.15*	20146	101 81	100-2225	640
18	661430 02/18/20 WHERE LILY ISN'T	4.34*	20146	101 82	100-2225	640
	Total Check:	146.58				
36489S	1668 GREATER GALLATIN UNITED WAY					
	2155	400.00				
1	03/10/20 LATER GATORS	400.00		115	1920	202
	Total Check:	400.00				
36490S	577 J&H INC					
	2151	57.00				
1	580153 03/06/20 STAPLES- OFFICE COPIER	57.00		101 80	100-2300	550
	Total Check:	57.00				
36491S	856 NORTHWESTERN ENERGY					
	2154	2,835.98				
1	03/04/20 ELECTRICITY	1,198.60		101 80	100-2600	412
	ELECTRICITY					
2	03/04/20 ELECTRICITY	307.34*		110 80	100-2600	412
	ELECTRICITY					
3	03/04/20 ELECTRICITY	30.73		117 80	610-2600	412
	ELECTRICITY					
6	03/04/20 NATURAL GAS	1,009.08		101 80	100-2600	411
	NATURAL GAS					
7	03/04/20 NATURAL GAS	20.59*		117 80	610-2600	411
	NATURAL GAS					
8	03/04/20 POWER-LIGHTS	129.43		101 80	100-2600	410
	POWER-LIGHTS					
9	03/04/20 POWER-LIGHTS	134.82*		110 80	100-2600	410
	POWER-LIGHTS					

03/11/20
11:28:05

GALLATIN GATEWAY ELEMENTARY
Check/Claim Details
For the Accounting Period: 3/20

Page: 6 of 6
Report ID: AP100W

* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj Proj
10	03/04/20 POWER-LIGHTS	5.39		117	80	610-2600	410
	POWER-LIGHTS						
	Total Check:	2,835.98					
36492S	1657 STEDI.ORG						
	2156	271.96					
1	24538 02/12/20 Substitute Teacher Handbo	249.50*	20145	117	80	610-1000	610
2	24538 02/12/20 Shipping	22.46*	20145	117	80	610-1000	610
	Total Check:	271.96					
	# of Claims	31	Total:	17,619.55			

03/11/20
11:45:34

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
101 GENERAL	94,148.52	794,830.02	1,296,916.00	1,296,916.00	502,085.98	61 %
110 TRANSPORTATION	8,237.31	72,525.84	111,500.00	111,500.00	38,974.16	65 %
111 BUS DEPRECIATION	0.00	80,810.87	117,135.00	117,135.00	36,324.13	69 %
113 TUITION	1,192.19	6,910.85	13,777.00	13,777.00	6,866.15	50 %
114 RETIREMENT	13,962.18	102,031.39	182,170.00	182,170.00	80,138.61	56 %
117 ADULT EDUCATION FUND	2,264.67	17,319.99	25,578.00	25,578.00	8,258.01	68 %
128 TECHNOLOGY FUNDS	1,263.28	23,311.78	21,852.00	21,852.00	-1,459.78	107 %
129 FLEXIBILITY FUND	0.00	3,094.99	11,216.00	11,216.00	8,121.01	28 %
150 DEBT SERVICE	0.00	4,205.00	119,760.00	119,760.00	115,555.00	4 %
161 BUILDING RESERVE	0.00	87,150.77	201,924.00	201,924.00	114,773.23	43 %
Grand Total:	121,068.15	1,192,191.50	2,101,828.00	2,101,828.00	909,636.50	57 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 1 of 22
Report ID: B100

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
250 WORKERS' COMPENSATION	6.54	56.45	0.00	0.00	-56.45	*** %
Function Total:	6.54	56.45	0.00	0.00	-56.45	*** %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	282.75	0.00	0.00	-282.75	*** %
531 COMMUNICATIONS- TELEPHONE	236.72	487.44	0.00	0.00	-487.44	*** %
810 DUES AND FEES	0.00	74.00	0.00	0.00	-74.00	*** %
Function Total:	236.72	844.19	0.00	0.00	-844.19	*** %
2500 BUSINESS SERVICES						
610 SUPPLIES	0.00	114.36	0.00	0.00	-114.36	*** %
Function Total:	0.00	114.36	0.00	0.00	-114.36	*** %
Program Total:	243.26	1,015.00	0.00	0.00	-1,015.00	*** %
Program Group Total:	243.26	1,015.00	0.00	0.00	-1,015.00	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	0.00	18.20	0.00	0.00	-18.20	*** %
122 SUBSTITUTE TEACHERS	2,167.50	8,840.00	8,000.00	8,000.00	-840.00	110 %
150 STIPEND	55.00	1,787.50	1,500.00	1,500.00	-287.50	119 %
190 LEAVE - PAY	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
220 TRS	9.73	68.13	0.00	0.00	-68.13	*** %
250 WORKERS' COMPENSATION	-21.17	40.73	0.00	0.00	-40.73	*** %
260 HEALTH INS	613.24	4,337.33	0.00	0.00	-4,337.33	*** %
330 OTHER PROFESSIONAL SERVICES	0.00	3,750.00	5,000.00	5,000.00	1,250.00	75 %
340 TECHNICAL SERVICES	0.00	125.00	0.00	0.00	-125.00	*** %
540 ADVERTISING	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	5,500.00	5,500.00	5,500.00	0 %
583 INSERVICE	0.00	595.00	0.00	0.00	-595.00	*** %
610 SUPPLIES	0.00	4,789.50	6,000.00	6,000.00	1,210.50	79 %
640 BOOKS	0.00	0.00	10,000.00	10,000.00	10,000.00	0 %
660 MINOR EQUIPMENT	0.00	1,230.00	2,500.00	2,500.00	1,270.00	49 %
680 COMPUTER SOFTWARE	0.00	17,710.61	20,000.00	20,000.00	2,289.39	88 %
682 SUPPLIES- TECHNOLOGY	0.00	170.82	0.00	0.00	-170.82	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	2,000.00	2,000.00	2,000.00	0 %
810 DUES AND FEES	0.00	1,416.00	500.00	500.00	-916.00	283 %
Function Total:	2,824.30	44,878.82	77,000.00	77,000.00	32,121.18	58 %
2100 STUDENTS						
610 SUPPLIES	0.00	0.00	175.00	175.00	175.00	0 %
Function Total:	0.00	0.00	175.00	175.00	175.00	0 %
2112 ATTENDANCE SERVICES						
610 SUPPLIES	0.00	0.00	100.00	100.00	100.00	0 %
Function Total:	0.00	0.00	100.00	100.00	100.00	0 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2120 GUIDANCE PROGRAM						
190 LEAVE - PAY	0.00	0.00	130.00	130.00	130.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	35.00	500.00	500.00	465.00	7 %
610 SUPPLIES	0.00	494.66	500.00	500.00	5.34	98 %
810 DUES AND FEES	0.00	69.00	100.00	100.00	31.00	69 %
Function Total:	0.00	598.66	1,230.00	1,230.00	631.34	48 %
2123 GUIDANCE- TESTING SERVICES						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	600.00	600.00	600.00	0 %
610 SUPPLIES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
Function Total:	0.00	0.00	1,600.00	1,600.00	1,600.00	0 %
2131 HEALTH SERVICES- MEDICAL						
610 SUPPLIES	0.00	65.80	0.00	0.00	-65.80	*** %
Function Total:	0.00	65.80	0.00	0.00	-65.80	*** %
2225 LIBRARY SERVICES						
190 LEAVE - PAY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	155.64	500.00	500.00	344.36	31 %
640 BOOKS	0.00	184.96	2,500.00	2,500.00	2,315.04	7 %
650 PERIODICALS	0.00	0.00	200.00	200.00	200.00	0 %
660 MINOR EQUIPMENT	0.00	902.70	200.00	200.00	-702.70	451 %
680 COMPUTER SOFTWARE	0.00	2,787.25	3,200.00	3,200.00	412.75	87 %
810 DUES AND FEES	0.00	0.00	60.00	60.00	60.00	0 %
Function Total:	0.00	4,030.55	7,960.00	7,960.00	3,929.45	50 %
2300 GENERAL ADMINISTRATION						
330 OTHER PROFESSIONAL SERVICES	0.00	2,531.33	6,000.00	6,000.00	3,468.67	42 %
331 PROF. SERV. AUDITOR	0.00	2,734.00	10,000.00	10,000.00	7,266.00	27 %
332 PROF. SERV. LEGAL	0.00	2,257.00	2,000.00	2,000.00	-257.00	112 %
340 TECHNICAL SERVICES	0.00	0.00	1,275.00	1,275.00	1,275.00	0 %
530 COMMUNICATIONS- INTERNET SERVICE	0.00	1,764.35	3,500.00	3,500.00	1,735.65	50 %
531 COMMUNICATIONS- TELEPHONE	0.00	1,416.03	2,300.00	2,300.00	883.97	61 %
532 POSTAGE	0.00	331.46	1,750.00	1,750.00	1,418.54	18 %
540 ADVERTISING	114.00	1,063.96	1,300.00	1,300.00	236.04	81 %
550 PRINTING/DUPLICATING	57.00	2,444.49	4,500.00	4,500.00	2,055.51	54 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	1,817.31	1,000.00	1,000.00	-817.31	181 %
610 SUPPLIES	0.00	1,505.52	1,700.00	1,700.00	194.48	88 %
660 MINOR EQUIPMENT	0.00	0.00	250.00	250.00	250.00	0 %
680 COMPUTER SOFTWARE	0.00	1,388.00	1,500.00	1,500.00	112.00	92 %
810 DUES AND FEES	0.00	3,328.25	6,500.00	6,500.00	3,171.75	51 %
Function Total:	171.00	22,581.70	43,575.00	43,575.00	20,993.30	51 %
2314 ELECTIONS						
340 TECHNICAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
540 ADVERTISING	0.00	0.00	100.00	100.00	100.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	459.79	0.00	0.00	-459.79	*** %
Function Total:	0.00	459.79	600.00	600.00	140.21	76 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	5,320.00	42,560.00	58,520.00	58,520.00	15,960.00	72 %
115 OFFICE/CLERICAL SALARY	2,396.35	24,617.12	33,968.00	33,968.00	9,350.88	72 %
125 SUBSTITUTE- OFFICE/CLERICAL	0.00	0.00	1,575.00	1,575.00	1,575.00	0 %
190 LEAVE - PAY	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
250 WORKERS' COMPENSATION	-63.03	220.36	483.00	483.00	262.64	45 %
260 HEALTH INS	961.09	8,051.97	12,270.00	12,270.00	4,218.03	65 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	894.23	3,000.00	3,000.00	2,105.77	29 %
610 SUPPLIES	0.00	535.19	250.00	250.00	-285.19	214 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,200.00	1,200.00	1,200.00	0 %
810 DUES AND FEES	0.00	2,511.51	2,500.00	2,500.00	-11.51	100 %
Function Total:	8,614.41	79,390.38	116,766.00	116,766.00	37,375.62	67 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	3,412.50	34,773.19	44,000.00	44,000.00	9,226.81	79 %
115 OFFICE/CLERICAL SALARY	803.07	5,675.66	9,009.00	9,009.00	3,333.34	63 %
190 LEAVE - PAY	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
250 WORKERS' COMPENSATION	-32.90	139.30	275.00	275.00	135.70	50 %
260 HEALTH INS	207.18	759.66	1,912.00	1,912.00	1,152.34	39 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	3,500.00	3,500.00	3,500.00	0 %
340 TECHNICAL SERVICES	0.00	500.00	500.00	500.00	0.00	100 %
532 POSTAGE	0.00	0.00	50.00	50.00	50.00	0 %
550 PRINTING/DUPLICATING	32.98	236.63	400.00	400.00	163.37	59 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	626.79	1,500.00	1,500.00	873.21	41 %
610 SUPPLIES	0.00	185.38	250.00	250.00	64.62	74 %
660 MINOR EQUIPMENT	0.00	754.71	2,300.00	2,300.00	1,545.29	32 %
680 COMPUTER SOFTWARE	0.00	8,120.95	8,500.00	8,500.00	379.05	95 %
682 SUPPLIES- TECHNOLOGY	0.00	39.99	0.00	0.00	-39.99	*** %
810 DUES AND FEES	0.00	284.37	1,000.00	1,000.00	715.63	28 %
Function Total:	4,422.83	52,096.63	79,196.00	79,196.00	27,099.37	65 %
2600 OPERATIONS & MAINTENANCE						
114 CUSTODIAL SALARY	0.00	4,855.50	5,500.00	5,500.00	644.50	88 %
120 TEMPORARY SALARIES	0.00	597.50	600.00	600.00	2.50	99 %
250 WORKERS' COMPENSATION	0.00	26.00	50.00	50.00	24.00	52 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	500.00	500.00	500.00	0 %
410 POWER - LIGHTS	129.43	964.97	1,103.00	1,103.00	138.03	87 %
411 NATURAL GAS	1,727.17	8,644.38	12,127.00	12,127.00	3,482.62	71 %
412 ELECTRICITY	1,198.60	9,248.77	15,986.00	15,986.00	6,737.23	57 %
420 OTHER UTILITY SERVICES- SEWER	0.00	6,251.28	10,717.00	10,717.00	4,465.72	58 %
421 WATER TESTS	152.88	2,331.65	1,800.00	1,800.00	-531.65	129 %
431 DISPOSAL SERVICE	0.00	2,512.40	4,085.00	4,085.00	1,572.60	61 %
433 CUSTODIAL SERVICES	2,358.72	21,003.84	33,300.00	33,300.00	12,296.16	63 %
440 REPAIR AND MAINTENANCE SERVICE	1,244.54	35,045.87	20,000.00	20,000.00	-15,045.87	175 %
520 INSURANCE	0.00	10,006.10	10,006.00	10,006.00	-0.10	100 %
610 SUPPLIES	254.49	8,131.60	6,000.00	6,000.00	-2,131.60	135 %
810 DUES AND FEES	0.00	580.00	1,500.00	1,500.00	920.00	38 %
Function Total:	7,065.83	110,199.86	123,274.00	123,274.00	13,074.14	89 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	1,728.75	4,047.50	6,000.00	6,000.00	1,952.50	67 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	900.00	0.00	0.00	-900.00	*** %
Function Total:	1,728.75	4,947.50	6,000.00	6,000.00	1,052.50	82 %
Program Total:	24,827.12	319,249.69	457,476.00	457,476.00	138,226.31	69 %
Program Group Total:	24,827.12	319,249.69	457,476.00	457,476.00	138,226.31	69 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
120 TEMPORARY SALARIES	0.00	0.00	340.00	340.00	340.00	0 %
190 LEAVE - PAY	0.00	0.00	1,700.00	1,700.00	1,700.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	300.00	300.00	300.00	0 %
610 SUPPLIES	0.00	226.00	350.00	350.00	124.00	64 %
660 MINOR EQUIPMENT	0.00	305.68	0.00	0.00	-305.68	*** %
680 COMPUTER SOFTWARE	0.00	71.95	0.00	0.00	-71.95	*** %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	150.00	150.00	150.00	0 %
920 RESOURCES TRANSFER TO COOP	0.00	0.00	2,850.00	2,850.00	2,850.00	0 %
Function Total:	0.00	603.63	5,690.00	5,690.00	5,086.37	10 %
Program Total:	0.00	603.63	5,690.00	5,690.00	5,086.37	10 %
Program Group Total:	0.00	603.63	5,690.00	5,690.00	5,086.37	10 %
300						
365 INDIAN EDUCATION						
1000 INSTRUCTION						
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	800.00	800.00	800.00	0 %
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	1,300.00	1,300.00	1,300.00	0 %
2225 LIBRARY SERVICES						
640 BOOKS	0.00	0.00	500.00	500.00	500.00	0 %
Function Total:	0.00	0.00	500.00	500.00	500.00	0 %
Program Total:	0.00	0.00	1,800.00	1,800.00	1,800.00	0 %
368 DATA FOR ACHIEVEMENT						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	1,591.50	3,300.00	3,300.00	1,708.50	48 %
Function Total:	0.00	1,591.50	3,300.00	3,300.00	1,708.50	48 %
Program Total:	0.00	1,591.50	3,300.00	3,300.00	1,708.50	48 %
Program Group Total:	0.00	1,591.50	5,100.00	5,100.00	3,508.50	31 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	160.00	600.00	600.00	440.00	26 %
250 WORKERS' COMPENSATION	0.00	0.76	15.00	15.00	14.24	5 %
260 HEALTH INS	0.00	21.00	0.00	0.00	-21.00	*** %
Function Total:	0.00	181.76	615.00	615.00	433.24	29 %
Program Total:	0.00	181.76	615.00	615.00	433.24	29 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
700						
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
119 OTHER SUPERVISORY SALARIES	500.00	3,500.00	5,000.00	5,000.00	1,500.00	70 %
150 STIPEND	2,150.00	3,600.00	9,900.00	9,900.00	6,300.00	36 %
250 WORKERS' COMPENSATION	-8.78	12.73	80.00	80.00	67.27	15 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	125.00	0.00	0.00	-125.00	*** %
Function Total:	2,641.22	7,237.73	14,980.00	14,980.00	7,742.27	48 %
3501 ATHLETICS- VOLLEYBALL						
150 STIPEND	0.00	1,900.00	0.00	0.00	-1,900.00	*** %
250 WORKERS' COMPENSATION	0.00	9.07	0.00	0.00	-9.07	*** %
Function Total:	0.00	1,909.07	0.00	0.00	-1,909.07	*** %
3502 ATHLETICS- GIRLS BASKETBALL						
150 STIPEND	0.00	800.00	0.00	0.00	-800.00	*** %
250 WORKERS' COMPENSATION	0.00	3.82	0.00	0.00	-3.82	*** %
Function Total:	0.00	803.82	0.00	0.00	-803.82	*** %
Program Total:	2,641.22	9,950.62	14,980.00	14,980.00	5,029.38	66 %
Program Group Total:	2,641.22	10,132.38	15,595.00	15,595.00	5,462.62	64 %
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
116 COOKS	1,263.06	2,684.14	17,435.00	17,435.00	14,750.86	15 %
126 SUBSTITUTE COOKS	0.00	90.00	300.00	300.00	210.00	30 %
250 WORKERS' COMPENSATION	-66.84	21.08	1,171.00	1,171.00	1,149.92	1 %
260 HEALTH INS	127.51	255.01	1,290.00	1,290.00	1,034.99	19 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	150.00	150.00	150.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	85.00	0.00	0.00	-85.00	*** %
540 ADVERTISING	0.00	0.00	150.00	150.00	150.00	0 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	200.00	200.00	200.00	0 %
610 SUPPLIES	0.00	66.95	300.00	300.00	233.05	22 %
630 FOOD	1,437.31	9,680.28	5,156.00	5,156.00	-4,524.28	187 %
660 MINOR EQUIPMENT	0.00	1,341.12	0.00	0.00	-1,341.12	*** %
810 DUES AND FEES	0.00	201.00	0.00	0.00	-201.00	*** %
Function Total:	2,761.04	14,424.58	26,152.00	26,152.00	11,727.42	55 %
Program Total:	2,761.04	14,424.58	26,152.00	26,152.00	11,727.42	55 %
999 UNDISTRIBUTED						
9999 UNDISTRIBUTED						
892 Prior Period Adjustment	0.00	-32.51	0.00	0.00	32.51	*** %
Function Total:	0.00	-32.51	0.00	0.00	32.51	*** %
Program Total:	0.00	-32.51	0.00	0.00	32.51	*** %
Program Group Total:	2,761.04	14,392.07	26,152.00	26,152.00	11,759.93	55 %
Org Total:	30,229.38	345,969.27	510,013.00	510,013.00	164,043.73	67 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	28,950.22	202,651.39	347,402.00	347,402.00	144,750.61	58 %
117 PARAPROFESSIONALS	3,302.98	21,494.28	37,500.00	37,500.00	16,005.72	57 %
250 WORKERS' COMPENSATION	-255.48	667.25	2,047.00	2,047.00	1,379.75	32 %
260 HEALTH INS	5,143.82	34,384.09	57,672.00	57,672.00	23,287.91	59 %
330 OTHER PROFESSIONAL SERVICES	0.00	75.00	0.00	0.00	-75.00	*** %
610 SUPPLIES	0.00	669.74	10,000.00	10,000.00	9,330.26	6 %
650 PERIODICALS	0.00	0.00	300.00	300.00	300.00	0 %
680 COMPUTER SOFTWARE	0.00	904.00	1,000.00	1,000.00	96.00	90 %
682 SUPPLIES- TECHNOLOGY	0.00	419.00	2,000.00	2,000.00	1,581.00	20 %
810 DUES AND FEES	0.00	101.93	0.00	0.00	-101.93	*** %
Function Total:	37,141.54	261,366.68	457,921.00	457,921.00	196,554.32	57 %
2100 STUDENTS						
113 PROFESSIONAL-OTHER CERTIFIED S	323.71	2,538.43	6,267.00	6,267.00	3,728.57	40 %
250 WORKERS' COMPENSATION	-1.83	7.60	31.00	31.00	23.40	24 %
260 HEALTH INS	18.28	54.84	201.00	201.00	146.16	27 %
Function Total:	340.16	2,600.87	6,499.00	6,499.00	3,898.13	40 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	2,471.05	17,297.35	29,653.00	29,653.00	12,355.65	58 %
250 WORKERS' COMPENSATION	-19.50	51.80	156.00	156.00	104.20	33 %
260 HEALTH INS	365.40	2,487.28	4,355.00	4,355.00	1,867.72	57 %
Function Total:	2,816.95	19,836.43	34,164.00	34,164.00	14,327.57	58 %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	1,431.66	10,021.61	17,180.00	17,180.00	7,158.39	58 %
250 WORKERS' COMPENSATION	-11.30	30.01	91.00	91.00	60.99	32 %
260 HEALTH INS	219.24	1,494.88	2,673.00	2,673.00	1,178.12	55 %
610 SUPPLIES	0.00	356.02	0.00	0.00	-356.02	*** %
640 BOOKS	0.00	227.56	0.00	0.00	-227.56	*** %
Function Total:	1,639.60	12,130.08	19,944.00	19,944.00	7,813.92	60 %
Program Total:	41,938.25	295,934.06	518,528.00	518,528.00	222,593.94	57 %
Program Group Total:	41,938.25	295,934.06	518,528.00	518,528.00	222,593.94	57 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	2,165.86	15,160.99	25,990.00	25,990.00	10,829.01	58 %
250 WORKERS' COMPENSATION	-17.09	45.39	137.00	137.00	91.61	33 %
260 HEALTH INS	432.39	2,939.09	5,126.00	5,126.00	2,186.91	57 %
610 SUPPLIES	0.00	143.78	0.00	0.00	-143.78	*** %
Function Total:	2,581.16	18,289.25	31,253.00	31,253.00	12,963.75	58 %
Program Total:	2,581.16	18,289.25	31,253.00	31,253.00	12,963.75	58 %
Program Group Total:	2,581.16	18,289.25	31,253.00	31,253.00	12,963.75	58 %
700						
710 EXTRACURRICULAR PROGRAM						

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	0.00	600.00	750.00	750.00	150.00	80 %
250 WORKERS' COMPENSATION	0.00	2.87	0.00	0.00	-2.87	*** %
260 HEALTH INS	0.00	54.72	0.00	0.00	-54.72	*** %
Function Total:	0.00	657.59	750.00	750.00	92.41	87 %
Program Total:	0.00	657.59	750.00	750.00	92.41	87 %
Program Group Total:	0.00	657.59	750.00	750.00	92.41	87 %
Org Total:	44,519.41	314,880.90	550,531.00	550,531.00	235,650.10	57 %
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	11,923.01	83,461.20	143,076.00	143,076.00	59,614.80	58 %
117 PARAPROFESSIONALS	1,284.50	8,358.86	12,760.00	12,760.00	4,401.14	65 %
250 WORKERS' COMPENSATION	-104.64	273.33	838.00	838.00	564.67	32 %
260 HEALTH INS	1,808.28	11,586.57	21,459.00	21,459.00	9,872.43	53 %
610 SUPPLIES	0.00	34.01	4,000.00	4,000.00	3,965.99	0 %
650 PERIODICALS	0.00	34.00	100.00	100.00	66.00	34 %
680 COMPUTER SOFTWARE	0.00	0.00	500.00	500.00	500.00	0 %
682 SUPPLIES- TECHNOLOGY	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810 DUES AND FEES	0.00	140.98	0.00	0.00	-140.98	*** %
Function Total:	14,911.15	103,888.95	183,733.00	183,733.00	79,844.05	56 %
2100 STUDENTS						
250 WORKERS' COMPENSATION	-0.75	3.10	10.00	10.00	6.90	31 %
260 HEALTH INS	7.47	22.41	0.00	0.00	-22.41	*** %
Function Total:	6.72	25.51	10.00	10.00	-15.51	255 %
2120 GUIDANCE PROGRAM						
113 PROFESSIONAL-OTHER CERTIFIED S	1,029.61	7,207.27	12,355.00	12,355.00	5,147.73	58 %
250 WORKERS' COMPENSATION	-8.12	21.58	65.00	65.00	43.42	33 %
260 HEALTH INS	152.25	1,036.37	1,902.00	1,902.00	865.63	54 %
Function Total:	1,173.74	8,265.22	14,322.00	14,322.00	6,056.78	57 %
2150 Speech Pathology & Audiology Services						
330 OTHER PROFESSIONAL SERVICES	0.00	348.75	0.00	0.00	-348.75	*** %
Function Total:	0.00	348.75	0.00	0.00	-348.75	*** %
2225 LIBRARY SERVICES						
113 PROFESSIONAL-OTHER CERTIFIED S	556.75	3,897.29	6,681.00	6,681.00	2,783.71	58 %
250 WORKERS' COMPENSATION	-4.39	11.68	35.00	35.00	23.32	33 %
260 HEALTH INS	85.26	581.37	1,131.00	1,131.00	549.63	51 %
610 SUPPLIES	0.00	169.07	0.00	0.00	-169.07	*** %
640 BOOKS	0.00	88.56	0.00	0.00	-88.56	*** %
Function Total:	637.62	4,747.97	7,847.00	7,847.00	3,099.03	60 %
Program Total:	16,729.23	117,276.40	205,912.00	205,912.00	88,635.60	56 %
Program Group Total:	16,729.23	117,276.40	205,912.00	205,912.00	88,635.60	56 %

101 GENERAL

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
82 7-8 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
112 CERTIFIED SALARIES	884.64	6,192.51	10,616.00	10,616.00	4,423.49	58 %
117 PARAPROFESSIONALS	1,094.10	6,574.22	12,180.00	12,180.00	5,605.78	53 %
250 WORKERS' COMPENSATION	-15.14	36.72	120.00	120.00	83.28	30 %
260 HEALTH INS	282.86	1,518.89	3,244.00	3,244.00	1,725.11	46 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	150.00	0.00	0.00	-150.00	*** %
610 SUPPLIES	0.00	124.59	0.00	0.00	-124.59	*** %
Function Total:	2,246.46	14,596.93	26,160.00	26,160.00	11,563.07	55 %
Program Total:	2,246.46	14,596.93	26,160.00	26,160.00	11,563.07	55 %
Program Group Total:	2,246.46	14,596.93	26,160.00	26,160.00	11,563.07	55 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
150 STIPEND	160.00	960.00	1,300.00	1,300.00	340.00	73 %
250 WORKERS' COMPENSATION	-1.26	2.58	0.00	0.00	-2.58	*** %
260 HEALTH INS	22.04	128.94	0.00	0.00	-128.94	*** %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	0.00	3,000.00	3,000.00	3,000.00	0 %
Function Total:	180.78	1,091.52	4,300.00	4,300.00	3,208.48	25 %
Program Total:	180.78	1,091.52	4,300.00	4,300.00	3,208.48	25 %
Program Group Total:	180.78	1,091.52	4,300.00	4,300.00	3,208.48	25 %
Org Total:	19,156.47	132,964.85	236,372.00	236,372.00	103,407.15	56 %
Fund Total:	94,148.52	794,830.02	1,296,916.00	1,296,916.00	502,085.98	61 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 9 of 22
Report ID: B100

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	84.82	0.00	0.00	-84.82	*** %
531 COMMUNICATIONS- TELEPHONE	81.06	166.92	0.00	0.00	-166.92	*** %
Function Total:	81.06	251.74	0.00	0.00	-251.74	*** %
Program Total:	81.06	251.74	0.00	0.00	-251.74	*** %
Program Group Total:	81.06	251.74	0.00	0.00	-251.74	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	529.33	2,000.00	2,000.00	1,470.67	26 %
531 COMMUNICATIONS- TELEPHONE	0.00	484.99	1,300.00	1,300.00	815.01	37 %
Function Total:	0.00	1,014.32	3,300.00	3,300.00	2,285.68	30 %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	1,381.82	11,054.56	15,200.00	15,200.00	4,145.44	72 %
115 OFFICE/CLERICAL SALARY	427.92	4,287.33	6,066.00	6,066.00	1,778.67	70 %
250 WORKERS' COMPENSATION	-14.66	49.95	111.00	111.00	61.05	45 %
260 HEALTH INS	209.82	1,713.49	2,336.00	2,336.00	622.51	73 %
Function Total:	2,004.90	17,105.33	23,713.00	23,713.00	6,607.67	72 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	1,575.00	15,143.57	18,900.00	18,900.00	3,756.43	80 %
115 OFFICE/CLERICAL SALARY	370.65	2,619.54	4,158.00	4,158.00	1,538.46	63 %
160 SICK LEAVE TERMINATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
170 VACATION PAY	0.00	0.00	500.00	500.00	500.00	0 %
250 WORKERS' COMPENSATION	-15.19	60.12	122.00	122.00	61.88	49 %
260 HEALTH INS	95.63	350.64	65.00	65.00	-285.64	539 %
810 DUES AND FEES	0.00	20.60	0.00	0.00	-20.60	*** %
Function Total:	2,026.09	18,194.47	24,245.00	24,245.00	6,050.53	75 %
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	55.00	0.00	0.00	-55.00	*** %
410 POWER - LIGHTS	134.82	1,005.21	1,000.00	1,000.00	-5.21	100 %
412 ELECTRICITY	307.34	2,371.49	34.00	34.00	-2,337.49	*** %
431 DISPOSAL SERVICE	0.00	223.00	700.00	700.00	477.00	31 %
433 CUSTODIAL SERVICES	604.80	5,385.60	7,248.00	7,248.00	1,862.40	74 %
Function Total:	1,046.96	9,040.30	8,982.00	8,982.00	-58.30	100 %
2630 GROUNDS- CARE AND UPKEEP						
432 SNOW PLOWING SERVICES	576.25	887.50	1,200.00	1,200.00	312.50	73 %
Function Total:	576.25	887.50	1,200.00	1,200.00	312.50	73 %
2700 STUDENT TRANSPORTATION						
118 BUS DRIVERS	2,541.60	15,149.75	23,857.00	23,857.00	8,707.25	63 %
128 SUBSTITUTE BUS DRIVER	0.00	0.00	257.00	257.00	257.00	0 %
180 BONUS	0.00	0.00	1,360.00	1,360.00	1,360.00	0 %
190 LEAVE - PAY	0.00	0.00	800.00	800.00	800.00	0 %
250 WORKERS' COMPENSATION	-216.51	572.69	2,000.00	2,000.00	1,427.31	28 %
260 HEALTH INS	142.23	357.60	3,500.00	3,500.00	3,142.40	10 %
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	650.00	650.00	650.00	0 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 10 of 22
Report ID: B100

110 TRANSPORTATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
520 INSURANCE	0.00	4,618.20	6,406.00	6,406.00	1,787.80	72 %
582 TRAVEL OUT-OF-DISTRICT/INSERVI	0.00	414.71	250.00	250.00	-164.71	165 %
610 SUPPLIES	19.30	708.45	500.00	500.00	-208.45	141 %
624 FUEL	0.00	2,496.47	4,450.00	4,450.00	1,953.53	56 %
660 MINOR EQUIPMENT	0.00	0.00	500.00	500.00	500.00	0 %
810 DUES AND FEES	0.00	174.94	150.00	150.00	-24.94	116 %
Function Total:	2,486.62	24,492.81	44,680.00	44,680.00	20,187.19	54 %
2740 TRANSPORTATION SERVICING & MAIN						
440 REPAIR AND MAINTENANCE SERVICE	15.43	1,539.37	5,000.00	5,000.00	3,460.63	30 %
610 SUPPLIES	0.00	0.00	380.00	380.00	380.00	0 %
Function Total:	15.43	1,539.37	5,380.00	5,380.00	3,840.63	28 %
Program Total:	8,156.25	72,274.10	111,500.00	111,500.00	39,225.90	64 %
Program Group Total:	8,156.25	72,274.10	111,500.00	111,500.00	39,225.90	64 %
Org Total:	8,156.25	72,274.10	111,500.00	111,500.00	39,225.90	64 %
Fund Total:	8,237.31	72,525.84	111,500.00	111,500.00	38,974.16	65 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 11 of 22
Report ID: B100

111 BUS DEPRECIATION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2700 STUDENT TRANSPORTATION						
740 MAJOR EQUIPMENT REPLACEMENT	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Function Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Program Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Program Group Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %
Org Total:		80,810.87	117,135.00	117,135.00	36,324.13	68 %
Fund Total:	0.00	80,810.87	117,135.00	117,135.00	36,324.13	68 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 12 of 22
Report ID: B100

113 TUITION

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
561 TUITION	0.00	0.00	877.00	877.00	877.00	0 %
Function Total:	0.00	0.00	877.00	877.00	877.00	0 %
Program Total:	0.00	0.00	877.00	877.00	877.00	0 %
Program Group Total:	0.00	0.00	877.00	877.00	877.00	0 %
Org Total:			877.00	877.00	877.00	%
82 7-8 SCHOOL						
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
117 PARAPROFESSIONALS	1,094.10	6,574.23	12,800.00	12,800.00	6,225.77	51 %
250 WORKERS' COMPENSATION	-8.16	18.20	100.00	100.00	81.80	18 %
260 HEALTH INS	106.25	318.42	0.00	0.00	-318.42	*** %
Function Total:	1,192.19	6,910.85	12,900.00	12,900.00	5,989.15	53 %
Program Total:	1,192.19	6,910.85	12,900.00	12,900.00	5,989.15	53 %
Program Group Total:	1,192.19	6,910.85	12,900.00	12,900.00	5,989.15	53 %
Org Total:	1,192.19	6,910.85	12,900.00	12,900.00	5,989.15	53 %
Fund Total:	1,192.19	6,910.85	13,777.00	13,777.00	6,866.15	50 %

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	169.87	808.17	1,500.00	1,500.00	691.83	53 %
220 TRS	0.00	9.52	250.00	250.00	240.48	3 %
240 UNEMPLOYMENT	9.78	47.64	200.00	200.00	152.36	23 %
Function Total:	179.65	865.33	1,950.00	1,950.00	1,084.67	44 %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	664.78	5,798.74	8,000.00	8,000.00	2,201.26	72 %
220 TRS	607.85	4,858.29	6,700.00	6,700.00	1,841.71	72 %
230 PERS	237.24	2,427.97	3,400.00	3,400.00	972.03	71 %
240 UNEMPLOYMENT	41.91	376.56	600.00	600.00	223.44	62 %
Function Total:	1,551.78	13,461.56	18,700.00	18,700.00	5,238.44	71 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	461.22	4,382.54	5,500.00	5,500.00	1,117.46	79 %
220 TRS	106.46	750.95	1,200.00	1,200.00	449.05	62 %
230 PERS	418.95	4,193.01	5,100.00	5,100.00	906.99	82 %
240 UNEMPLOYMENT	27.11	267.18	500.00	500.00	232.82	53 %
810 DUES AND FEES	0.00	10.00	0.00	0.00	-10.00	*** %
Function Total:	1,013.74	9,603.68	12,300.00	12,300.00	2,696.32	78 %
2580 TECHNOLOGY COORDINATOR						
210 SOCIAL SECURITY AND MEDICARE	82.59	579.33	1,000.00	1,000.00	420.67	57 %
220 TRS	104.36	756.74	1,300.00	1,300.00	543.26	58 %
240 UNEMPLOYMENT	5.06	36.34	100.00	100.00	63.66	36 %
Function Total:	192.01	1,372.41	2,400.00	2,400.00	1,027.59	57 %
2600 OPERATIONS & MAINTENANCE						
210 SOCIAL SECURITY AND MEDICARE	0.00	410.79	100.00	100.00	-310.79	410 %
240 UNEMPLOYMENT	0.00	26.17	25.00	25.00	-1.17	104 %
Function Total:	0.00	436.96	125.00	125.00	-311.96	349 %
2700 STUDENT TRANSPORTATION						
210 SOCIAL SECURITY AND MEDICARE	201.78	1,201.86	2,000.00	2,000.00	798.14	60 %
230 PERS	121.34	803.33	1,100.00	1,100.00	296.67	73 %
240 UNEMPLOYMENT	11.61	70.48	150.00	150.00	79.52	46 %
Function Total:	334.73	2,075.67	3,250.00	3,250.00	1,174.33	63 %
Program Total:	3,271.91	27,815.61	38,725.00	38,725.00	10,909.39	71 %
Program Group Total:	3,271.91	27,815.61	38,725.00	38,725.00	10,909.39	71 %
200						
280 SPECIAL EDUCATION						
6200 RESOURCES TRANSFERED						
920 RESOURCES TRANSFER TO COOP	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Function Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Program Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
Program Group Total:	0.00	0.00	3,451.00	3,451.00	3,451.00	0 %
600						
610 ADULT CONTINUING EDUCATION PRO						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	110.94	652.53	150.00	150.00	-502.53	435 %
220 TRS	63.49	622.73	75.00	75.00	-547.73	830 %
240 UNEMPLOYMENT	6.38	38.19	50.00	50.00	11.81	76 %
Function Total:	180.81	1,313.45	275.00	275.00	-1,038.45	477 %
2321 SUPERINTENDENT SERVICES						
210 SOCIAL SECURITY AND MEDICARE	16.06	131.12	200.00	200.00	68.88	65 %
220 TRS	18.80	154.91	250.00	250.00	95.09	61 %
230 PERS	2.40	22.04	75.00	75.00	52.96	29 %
240 UNEMPLOYMENT	1.04	8.75	25.00	25.00	16.25	35 %
Function Total:	38.30	316.82	550.00	550.00	233.18	57 %
2500 BUSINESS SERVICES						
210 SOCIAL SECURITY AND MEDICARE	24.29	202.39	500.00	500.00	297.61	40 %
220 TRS	5.60	41.03	75.00	75.00	33.97	54 %
230 PERS	22.05	189.63	300.00	300.00	110.37	63 %
240 UNEMPLOYMENT	1.43	12.28	25.00	25.00	12.72	49 %
Function Total:	53.37	445.33	900.00	900.00	454.67	49 %
Program Total:	272.48	2,075.60	1,725.00	1,725.00	-350.60	120 %
Program Group Total:	272.48	2,075.60	1,725.00	1,725.00	-350.60	120 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	12.01	0.00	0.00	-12.01	*** %
240 UNEMPLOYMENT	0.00	0.77	0.00	0.00	-0.77	*** %
Function Total:	0.00	12.78	0.00	0.00	-12.78	*** %
Program Total:	0.00	12.78	0.00	0.00	-12.78	*** %
720 ATHLETICS						
3500 EXTRACURRICULAR ATHLETICS						
210 SOCIAL SECURITY AND MEDICARE	202.73	543.16	2,600.00	2,600.00	2,056.84	20 %
220 TRS	45.35	317.45	600.00	600.00	282.55	52 %
240 UNEMPLOYMENT	11.66	31.64	75.00	75.00	43.36	42 %
Function Total:	259.74	892.25	3,275.00	3,275.00	2,382.75	27 %
3501 ATHLETICS- VOLLEYBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	145.35	0.00	0.00	-145.35	*** %
240 UNEMPLOYMENT	0.00	8.36	0.00	0.00	-8.36	*** %
Function Total:	0.00	153.71	0.00	0.00	-153.71	*** %
3502 ATHLETICS- GIRLS BASKETBALL						
210 SOCIAL SECURITY AND MEDICARE	0.00	61.20	0.00	0.00	-61.20	*** %
240 UNEMPLOYMENT	0.00	3.52	0.00	0.00	-3.52	*** %
Function Total:	0.00	64.72	0.00	0.00	-64.72	*** %
Program Total:	259.74	1,110.68	3,275.00	3,275.00	2,164.32	33 %
Program Group Total:	259.74	1,123.46	3,275.00	3,275.00	2,151.54	34 %
900						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
900						
910 FOOD SERVICES						
3100 FOOD SERVICES						
210 SOCIAL SECURITY AND MEDICARE	322.08	2,494.41	4,500.00	4,500.00	2,005.59	55 %
230 PERS	353.65	2,738.93	5,000.00	5,000.00	2,261.07	54 %
240 UNEMPLOYMENT	18.53	147.71	300.00	300.00	152.29	49 %
Function Total:	694.26	5,381.05	9,800.00	9,800.00	4,418.95	54 %
Program Total:	694.26	5,381.05	9,800.00	9,800.00	4,418.95	54 %
Program Group Total:	694.26	5,381.05	9,800.00	9,800.00	4,418.95	54 %
Org Total:	4,498.39	36,395.72	56,976.00	56,976.00	20,580.28	63 %
81 K-6 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	2,277.11	15,993.34	28,000.00	28,000.00	12,006.66	57 %
220 TRS	2,925.38	19,785.33	35,000.00	35,000.00	15,214.67	56 %
240 UNEMPLOYMENT	141.93	987.89	2,000.00	2,000.00	1,012.11	49 %
Function Total:	5,344.42	36,766.56	65,000.00	65,000.00	28,233.44	56 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	21.98	172.34	500.00	500.00	327.66	34 %
220 TRS	29.36	227.73	600.00	600.00	372.27	37 %
240 UNEMPLOYMENT	1.26	10.17	75.00	75.00	64.83	13 %
Function Total:	52.60	410.24	1,175.00	1,175.00	764.76	34 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	171.36	1,200.06	2,100.00	2,100.00	899.94	57 %
220 TRS	224.12	1,625.19	2,700.00	2,700.00	1,074.81	60 %
240 UNEMPLOYMENT	10.87	78.07	200.00	200.00	121.93	39 %
Function Total:	406.35	2,903.32	5,000.00	5,000.00	2,096.68	58 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	108.94	762.60	1,500.00	1,500.00	737.40	50 %
220 TRS	129.85	941.60	1,600.00	1,600.00	658.40	58 %
240 UNEMPLOYMENT	6.30	45.24	100.00	100.00	54.76	45 %
Function Total:	245.09	1,749.44	3,200.00	3,200.00	1,450.56	54 %
Program Total:	6,048.46	41,829.56	74,375.00	74,375.00	32,545.44	56 %
Program Group Total:	6,048.46	41,829.56	74,375.00	74,375.00	32,545.44	56 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	153.13	1,072.48	2,000.00	2,000.00	927.52	53 %
220 TRS	196.45	1,354.94	2,500.00	2,500.00	1,145.06	54 %
240 UNEMPLOYMENT	9.53	68.44	175.00	175.00	106.56	39 %
Function Total:	359.11	2,495.86	4,675.00	4,675.00	2,179.14	53 %
Program Total:	359.11	2,495.86	4,675.00	4,675.00	2,179.14	53 %
Program Group Total:	359.11	2,495.86	4,675.00	4,675.00	2,179.14	53 %
700						

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
81 K-6 SCHOOL						
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	0.00	45.90	0.00	0.00	-45.90	*** %
240 UNEMPLOYMENT	0.00	2.88	0.00	0.00	-2.88	*** %
Function Total:	0.00	48.78	0.00	0.00	-48.78	*** %
Program Total:	0.00	48.78	0.00	0.00	-48.78	*** %
Program Group Total:	0.00	48.78	0.00	0.00	-48.78	*** %
Org Total:	6,407.57	44,374.20	79,050.00	79,050.00	34,675.80	56 %
82 7-8 SCHOOL						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	991.20	6,891.96	12,500.00	12,500.00	5,608.04	55 %
220 TRS	1,197.92	8,632.76	14,500.00	14,500.00	5,867.24	59 %
240 UNEMPLOYMENT	58.10	390.80	1,000.00	1,000.00	609.20	39 %
Function Total:	2,247.22	15,915.52	28,000.00	28,000.00	12,084.48	56 %
2100 STUDENTS						
210 SOCIAL SECURITY AND MEDICARE	8.98	70.40	500.00	500.00	429.60	14 %
240 UNEMPLOYMENT	0.52	4.17	75.00	75.00	70.83	5 %
Function Total:	9.50	74.57	575.00	575.00	500.43	12 %
2120 GUIDANCE PROGRAM						
210 SOCIAL SECURITY AND MEDICARE	71.40	500.02	2,500.00	2,500.00	1,999.98	20 %
220 TRS	93.38	677.18	1,500.00	1,500.00	822.82	45 %
240 UNEMPLOYMENT	4.53	32.53	150.00	150.00	117.47	21 %
Function Total:	169.31	1,209.73	4,150.00	4,150.00	2,940.27	29 %
2225 LIBRARY SERVICES						
210 SOCIAL SECURITY AND MEDICARE	42.36	296.54	2,225.00	2,225.00	1,928.46	13 %
220 TRS	50.49	366.17	1,000.00	1,000.00	633.83	36 %
240 UNEMPLOYMENT	2.45	17.60	75.00	75.00	57.40	23 %
Function Total:	95.30	680.31	3,300.00	3,300.00	2,619.69	20 %
Program Total:	2,521.33	17,880.13	36,025.00	36,025.00	18,144.87	49 %
Program Group Total:	2,521.33	17,880.13	36,025.00	36,025.00	18,144.87	49 %
200						
280 SPECIAL EDUCATION						
1000 INSTRUCTION						
210 SOCIAL SECURITY AND MEDICARE	229.96	1,443.93	5,200.00	5,200.00	3,756.07	27 %
220 TRS	278.70	1,774.21	4,700.00	4,700.00	2,925.79	37 %
240 UNEMPLOYMENT	13.52	86.87	219.00	219.00	132.13	39 %
Function Total:	522.18	3,305.01	10,119.00	10,119.00	6,813.99	32 %
Program Total:	522.18	3,305.01	10,119.00	10,119.00	6,813.99	32 %
Program Group Total:	522.18	3,305.01	10,119.00	10,119.00	6,813.99	32 %
700						
710 EXTRACURRICULAR PROGRAM						
3400 EXTRACURRICULAR ACTIVITIES						
210 SOCIAL SECURITY AND MEDICARE	12.01	72.06	0.00	0.00	-72.06	*** %
240 UNEMPLOYMENT	0.70	4.27	0.00	0.00	-4.27	*** %
Function Total:	12.71	76.33	0.00	0.00	-76.33	*** %
Program Total:	12.71	76.33	0.00	0.00	-76.33	*** %
Program Group Total:	12.71	76.33	0.00	0.00	-76.33	*** %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 17 of 22
Report ID: B100

114 RETIREMENT

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
Org Total:	3,056.22	21,261.47	46,144.00	46,144.00	24,882.53	46 %
Fund Total:	13,962.18	102,031.39	182,170.00	182,170.00	80,138.61	56 %

117 ADULT EDUCATION FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
600						
610 ADULT CONTINUING EDUCATION PRO						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	84.82	0.00	0.00	-84.82	*** %
531 COMMUNICATIONS- TELEPHONE	6.48	13.34	0.00	0.00	-13.34	*** %
Function Total:	6.48	98.16	0.00	0.00	-98.16	*** %
Program Total:	6.48	98.16	0.00	0.00	-98.16	*** %
Program Group Total:	6.48	98.16	0.00	0.00	-98.16	*** %
80 DISTRICT						
600						
610 ADULT CONTINUING EDUCATION PRO						
1000 INSTRUCTION						
119 OTHER SUPERVISORY SALARIES	700.00	6,370.00	10,400.00	10,400.00	4,030.00	61 %
124 TEMPORARY- TECHNICAL- A/E INSTRUCTORS	750.00	2,160.00	1,650.00	1,650.00	-510.00	130 %
250 WORKERS' COMPENSATION	-9.57	24.51	75.00	75.00	50.49	32 %
260 HEALTH INS	72.05	374.61	860.00	860.00	485.39	43 %
610 SUPPLIES	14.99	995.11	53.00	53.00	-942.11	*** %
Function Total:	1,527.47	9,924.23	13,038.00	13,038.00	3,113.77	76 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	529.33	2,000.00	2,000.00	1,470.67	26 %
531 COMMUNICATIONS- TELEPHONE	0.00	38.81	600.00	600.00	561.19	6 %
Function Total:	0.00	568.14	2,600.00	2,600.00	2,031.86	21 %
2321 SUPERINTENDENT SERVICES						
111 ADMINISTRATIVE SALARY	207.27	1,658.16	2,280.00	2,280.00	621.84	72 %
115 OFFICE/CLERICAL SALARY	28.53	262.27	410.00	410.00	147.73	63 %
250 WORKERS' COMPENSATION	-1.89	6.18	75.00	75.00	68.82	8 %
260 HEALTH INS	24.17	188.78	300.00	300.00	111.22	62 %
Function Total:	258.08	2,115.39	3,065.00	3,065.00	949.61	69 %
2500 BUSINESS SERVICES						
111 ADMINISTRATIVE SALARY	262.50	2,257.50	3,150.00	3,150.00	892.50	71 %
115 OFFICE/CLERICAL SALARY	61.78	436.60	700.00	700.00	263.40	62 %
250 WORKERS' COMPENSATION	-2.54	8.83	75.00	75.00	66.17	11 %
260 HEALTH INS	15.94	58.45	500.00	500.00	441.55	11 %
Function Total:	337.68	2,761.38	4,425.00	4,425.00	1,663.62	62 %
2600 OPERATIONS & MAINTENANCE						
410 POWER - LIGHTS	5.39	40.22	60.00	60.00	19.78	67 %
411 NATURAL GAS	35.24	176.42	60.00	60.00	-116.42	294 %
412 ELECTRICITY	30.73	237.15	600.00	600.00	362.85	39 %
421 WATER TESTS	3.12	46.04	60.00	60.00	13.96	76 %
431 DISPOSAL SERVICE	0.00	44.60	150.00	150.00	105.40	29 %
433 CUSTODIAL SERVICES	60.48	538.56	750.00	750.00	211.44	71 %
520 INSURANCE	0.00	769.70	770.00	770.00	0.30	99 %
Function Total:	134.96	1,852.69	2,450.00	2,450.00	597.31	75 %
Program Total:	2,258.19	17,221.83	25,578.00	25,578.00	8,356.17	67 %
Program Group Total:	2,258.19	17,221.83	25,578.00	25,578.00	8,356.17	67 %
Org Total:	2,258.19	17,221.83	25,578.00	25,578.00	8,356.17	67 %
Fund Total:	2,264.67	17,319.99	25,578.00	25,578.00	8,258.01	67 %

128 TECHNOLOGY FUNDS

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 ELEMENTARY						
100 ELEMENTARY						
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	113.10	0.00	0.00	-113.10	*** %
Function Total:	0.00	113.10	0.00	0.00	-113.10	*** %
Program Total:	0.00	113.10	0.00	0.00	-113.10	*** %
Program Group Total:	0.00	113.10	0.00	0.00	-113.10	*** %
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
680 COMPUTER SOFTWARE	0.00	1,160.00	2,500.00	2,500.00	1,340.00	46 %
682 SUPPLIES- TECHNOLOGY	0.00	925.83	954.00	954.00	28.17	97 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	1,500.00	1,500.00	1,500.00	0 %
Function Total:	0.00	2,085.83	4,954.00	4,954.00	2,868.17	42 %
2300 GENERAL ADMINISTRATION						
530 COMMUNICATIONS- INTERNET SERVICE	0.00	705.76	1,600.00	1,600.00	894.24	44 %
Function Total:	0.00	705.76	1,600.00	1,600.00	894.24	44 %
2580 TECHNOLOGY COORDINATOR						
112 CERTIFIED SALARIES	1,150.57	8,053.97	13,807.00	13,807.00	5,753.03	58 %
250 WORKERS' COMPENSATION	-9.07	24.12	66.00	66.00	41.88	36 %
260 HEALTH INS	121.78	832.54	1,425.00	1,425.00	592.46	58 %
Function Total:	1,263.28	8,910.63	15,298.00	15,298.00	6,387.37	58 %
2600 OPERATIONS & MAINTENANCE						
681 MAJOR COMPUTER SOFTWARE	0.00	5,775.00	0.00	0.00	-5,775.00	*** %
780 MAJOR TECHNOLOGY HARDWARE	0.00	5,721.46	0.00	0.00	-5,721.46	*** %
Function Total:	0.00	11,496.46	0.00	0.00	-11,496.46	*** %
Program Total:	1,263.28	23,198.68	21,852.00	21,852.00	-1,346.68	106 %
Program Group Total:	1,263.28	23,198.68	21,852.00	21,852.00	-1,346.68	106 %
Org Total:	1,263.28	23,198.68	21,852.00	21,852.00	-1,346.68	106 %
Fund Total:	1,263.28	23,311.78	21,852.00	21,852.00	-1,459.78	106 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 20 of 22
Report ID: B100

129 FLEXIBILITY FUND

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
1000 INSTRUCTION						
610 SUPPLIES	0.00	0.00	216.00	216.00	216.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	5,000.00	5,000.00	5,000.00	0 %
Function Total:	0.00	0.00	5,216.00	5,216.00	5,216.00	0 %
2300 GENERAL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	3,094.99	0.00	0.00	-3,094.99	*** %
Function Total:	0.00	3,094.99	0.00	0.00	-3,094.99	*** %
2400 SCHOOL ADMINISTRATION						
680 COMPUTER SOFTWARE	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
Function Total:	0.00	0.00	6,000.00	6,000.00	6,000.00	0 %
Program Total:	0.00	3,094.99	11,216.00	11,216.00	8,121.01	27 %
Program Group Total:	0.00	3,094.99	11,216.00	11,216.00	8,121.01	27 %
Org Total:		3,094.99	11,216.00	11,216.00	8,121.01	27 %
Fund Total:	0.00	3,094.99	11,216.00	11,216.00	8,121.01	27 %

03/11/20
11:48:05

GALLATIN GATEWAY ELEMENTARY
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 3 / 20

Page: 21 of 22
Report ID: B100

150 DEBT SERVICE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
5100 DEBT SERVICE						
840 PRINCIPAL ON DEBT	0.00	0.00	111,260.00	111,260.00	111,260.00	0 %
850 INTEREST ON DEBT	0.00	3,855.00	8,000.00	8,000.00	4,145.00	48 %
860 AGENT FEES/ISSUANCE COSTS	0.00	350.00	500.00	500.00	150.00	70 %
Function Total:	0.00	4,205.00	119,760.00	119,760.00	115,555.00	3 %
Program Total:	0.00	4,205.00	119,760.00	119,760.00	115,555.00	3 %
Program Group Total:	0.00	4,205.00	119,760.00	119,760.00	115,555.00	3 %
Org Total:		4,205.00	119,760.00	119,760.00	115,555.00	3 %
Fund Total:	0.00	4,205.00	119,760.00	119,760.00	115,555.00	3 %

161 BUILDING RESERVE

Program-Function-Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
80 DISTRICT						
100 ELEMENTARY						
100 ELEMENTARY						
2600 OPERATIONS & MAINTENANCE						
330 OTHER PROFESSIONAL SERVICES	0.00	0.00	8,924.00	8,924.00	8,924.00	0 %
440 REPAIR AND MAINTENANCE SERVICE	0.00	0.00	92,000.00	92,000.00	92,000.00	0 %
440-612 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- VOTED LEVY	0.00	72,476.75	0.00	0.00	-72,476.75	*** %
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	5,216.24	0.00	0.00	-5,216.24	*** %
610-612 SUPPLIES BUILDING RESERVE- VOTED LEVY	0.00	448.18	0.00	0.00	-448.18	*** %
660 MINOR EQUIPMENT	0.00	0.00	25,000.00	25,000.00	25,000.00	0 %
780 MAJOR TECHNOLOGY HARDWARE	0.00	0.00	75,000.00	75,000.00	75,000.00	0 %
810 DUES AND FEES	0.00	0.00	1,000.00	1,000.00	1,000.00	0 %
810-612 DUES AND FEES BUILDING RESERVE- VOTED LEVY	0.00	945.00	0.00	0.00	-945.00	*** %
Function Total:	0.00	79,086.17	201,924.00	201,924.00	122,837.83	39 %
2620 OPERATION OF BUILDING SERVICES						
440-613 REPAIR AND MAINTENANCE SERVICE BUILDING RESERVE- PERMISSIVE LEVY	0.00	2,962.00	0.00	0.00	-2,962.00	*** %
460 MINOR CONSTRUCTION	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
460-612 MINOR CONSTRUCTION BUILDING RESERVE- VOTED LEVY	0.00	2,032.80	0.00	0.00	-2,032.80	*** %
610-613 SUPPLIES BUILDING RESERVE- PERMISSIVE LEVY	0.00	1,037.00	0.00	0.00	-1,037.00	*** %
Function Total:	0.00	8,064.60	0.00	0.00	-8,064.60	*** %
Program Total:	0.00	87,150.77	201,924.00	201,924.00	114,773.23	43 %
Program Group Total:	0.00	87,150.77	201,924.00	201,924.00	114,773.23	43 %
Org Total:		87,150.77	201,924.00	201,924.00	114,773.23	43 %
Fund Total:	0.00	87,150.77	201,924.00	201,924.00	114,773.23	43 %
 Grand Total:	 121,068.15	 1,192,191.50	 2,101,828.00	 2,101,828.00	 909,636.50	 56 %

March/April - as of March 11, 2020
Certified/Classified Substitute Recommendations:

Bus Driver

Maxine Daniel

Kitchen/Food Service

Connie Evenson

Teachers/Aides/Other

Mark Aamot

Nickole Achziger

Dayna Bergin

April Bettilyon

Cyndee Bishop

Cynthia Corliss

Connie Evenson

Jason Fischer

Kevin Germann

Jennifer Gilbert

Mary Jo Haberman

Audra Harvey

Amanda Herrera

Wendy Hourigan

Skyla Jenkins

Sally Johnson

Cheryl Juergens

David Keightley

Kris Keller

Spencer Kirkemo

Adam Knoff

Kacee Krob

Rebecca Lieurance

Heidi Maus

Hannah Mayer

Darcy Nordhagen

Brad Parsch

Lauri Olsen

Teresa Ann Quatraro

Karen Seevers

Mollee Stenberg

Leigh Strohn

Barry Sulam

Debra Tysse

Office/Clerical

Connie Evenson

**All new substitute hires are pending an adequate fingerprint background check.*



SUPERINTENDENT REPORT

Theresa Keel

Supt. Happenings

- Attended Rural Supt Meeting
- Held Supt Discuss and Cuss — Bullying
- Held 2 Formal Teacher Evaluations
- Attended SpEd Coop Meeting
- Held Ski Day Chaperone Meeting
- Attended Budget Workshop MASBO
- IBB Training

Strategic Goals

Individual Student Success

- See Attached Interim Data
- Faculty PLC 2/26 Ski Day details, 3/4 CoronaVirus and Interim Data
- Developed a plan to evaluate 6-8 ELA materials
- March 10 PD for K-3 ELA teachers with SSoM (Workshop Model, Guided Reading)
- March 30 PD for 4-8 ELA Teachers with SSoM (Workshop Model)
- April PIR Day Writing PD 3-8 with SSoM
- 2nd Grade finished Swim Lessons
- 1st Grade begins Swim Lessons

Staff and Volunteers

- Ski Day was a huge success!
- AD thoughts, Basketball resignation
- Information regarding employee's eave days
- Substitute Training Course

Facilities

- 3 Facilities walk-throughs with design/build potentials

Leadership, Communication, Collaboration

- Bullying Discuss and Cuss — Handbook, information
- Missoula Children's Theater
- Montana Shakes Feb. 12
- Scheduling a meeting w/ 4th/5th grade parents

Safety

- Safety Committee meeting scheduled for March 30 — Anonymous reporting, Safety Training plans for 2020-2021
- SRO scheduled for April Discuss and Cuss

"The purpose of instructional leadership is not to evaluate teachers but to develop them."

Get Better Faster.

Paul Bambrick Santoyo

2nd Quarter Assembly

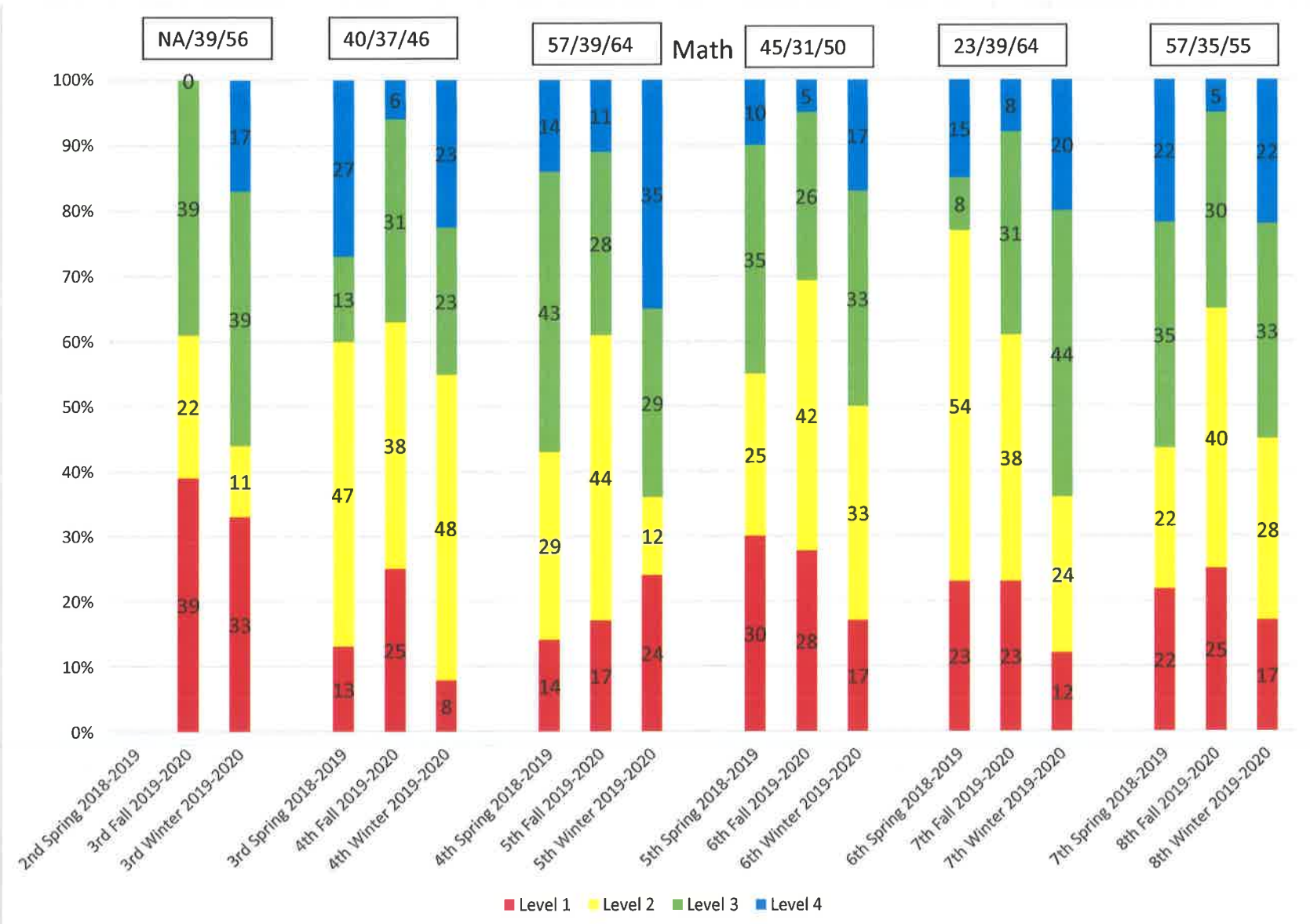


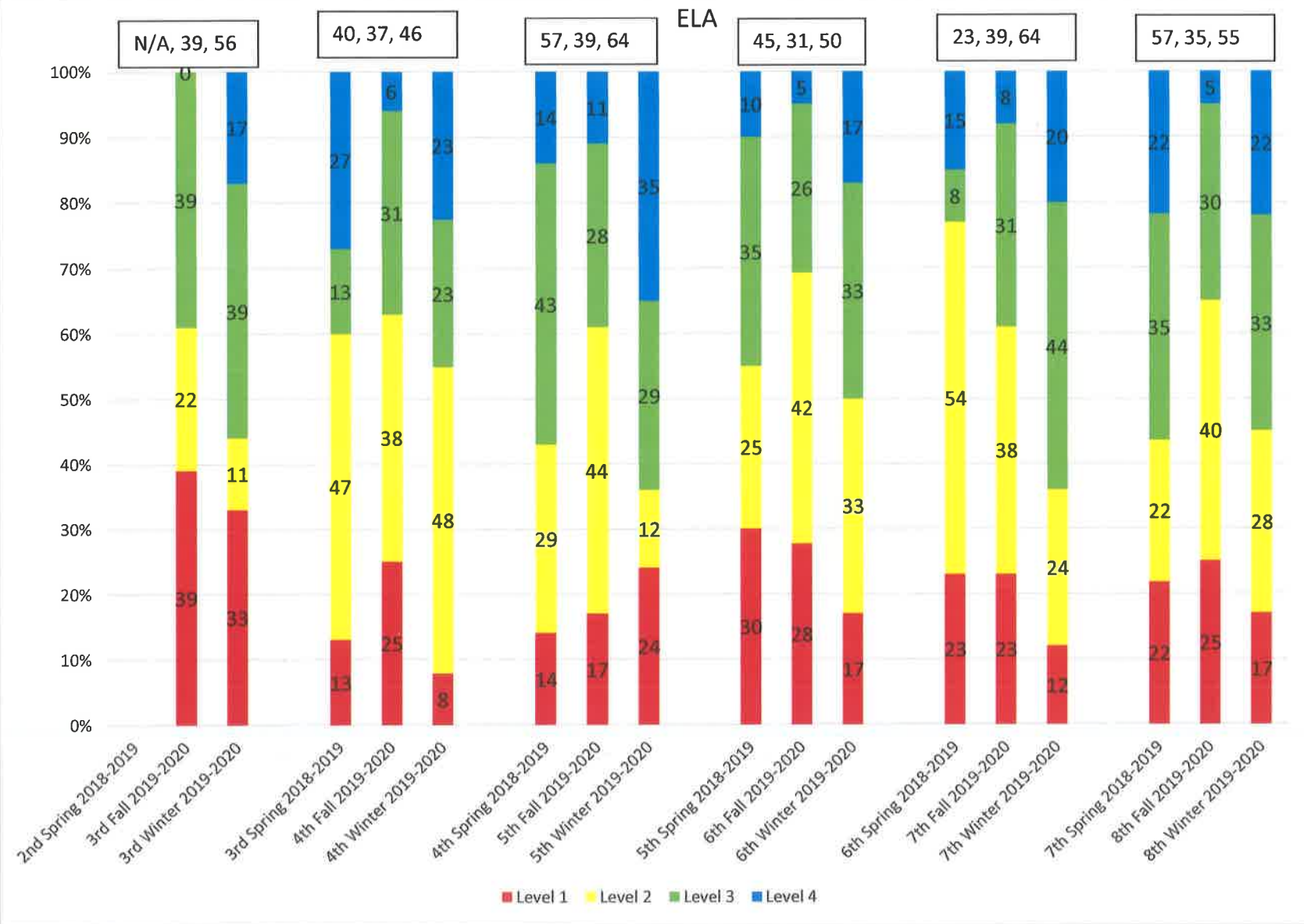
Ski Day 2020



Enrollment Summary

Grade	Total	Boys	Girls	OD
K	15	8	7	5
1	13	7	6	5
2	16	9	7	5
3	18	9	9	4
4	16	10	6	2
5	18	11	7	7
6	19	9	10	4
7	26	13	13	6
8	21	11	10	5
Total:	162	87	75	43
Enrollment as				<i>1/9/2020</i>





District Clerk Report

MARCH 11, 2020

GALLATIN GATEWAY SCHOOL DISTRICT #35

BUSINESS/FINANCIAL:

- Preliminary Budget Data Sheets released by OPI
- Reconciling Building Reserve Fund in BMS
- Preliminary FY21 Budgeting has begun
- MASBO Budget Workshop- February 28- Bozeman
- IBB Negotiations have begun- Next meeting March 24 at 5:30pm

FACILITIES:

- Design-build Interviews
- Lead Testing in Schools- working with Lorrie Thomas will update more at later date

FOOD SERVICE:

- Food service summary for Board (enclosed)
- Food service team hats/clothing order

TRANSPORTATION:

- Transportation summary reports (enclosed)
- SSoM Bus Driver Training- Feb. 22- Bozeman- both drivers attended

ADULT EDUCATION:

- Adult Ed Summary reports (enclosed)

SCHOOL BOARD TRAINING OPPORTUNITIES

Back to School Legal Primer- video links sent Sept. 30

Special Education & Disability Accommodation Training- online video links sent Nov. 26

Innovations Symposium- online video links sent Dec. 12

School Budget Symposium- online video links will be sent when available

Please let Carrie know when you completed each training by using the Google Doc shared with you, so it can be reported to MTSBA for credit.

CLERK TRAINING:

March 31- MTSBA Budget Symposium- Helena

April 15- Employment Hot Topics Seminar- Helena

IMPORTANT DATES:

March 13- Community Survey will be sent via email (originally March 9)

March 13- Board self-evaluation will be sent via email (originally March 9)

March 16-20- Spring Break

April 3- Community Survey & Board Self-Eval will close at noon

April 3- Agenda Setting Meeting at 10am

April 15- Regular Board meeting at 6pm

Lead In Schools

Program Links



Helpful Links



Program Contact



Lead Reduction in Schools Information for the Public

Program Introduction

Montana Department of Public Health and Human Services (DPHHS) has rolled out a Lead Reduction in Schools Drinking Water Rule. This rule was enacted to protect school children by minimizing lead levels in drinking water provided at Montana's schools.

Children are the most susceptible to lead exposure and spend a large amount of their childhood in schools. It is extremely important that schools are providing safe drinking water.

DPHHS is partnering with Montana Department of Environmental Quality (DEQ) to provide sampling and remediation technical assistance and guidance to schools.

The requirements for schools are as follows:

1. Starting January 17, 2020, all schools regulated through the Montana Office of Public Instruction (OPI) will be required to sample: all drinking water fountains; kitchen fixtures that can be used for human consumption; and a representative subset of the remaining fixtures. Schools will have two years to complete the sampling.
2. Create and maintain a simple schematic and inventory of plumbing materials, all fixtures, and those that are used for human consumption. Schools are required to prepare a simple sketch or drawing (also could be aerial photo) showing the locations of all their water fixtures. Schools will also prepare a plumbing inventory including list of all fixtures, plumbing types, maintenance or repair history, and general school information. The inventory information will be used to create a sampling plan.
3. Create and implement a water flushing plan. Schools will be required to flush their water systems any time a school has been inactive for greater than three days. Water flushing is an effective way for schools to improve their water quality. It removes stagnant water from pipes and fixtures that may contain higher concentrations of lead.

4. Follow-up actions will be required depending the results of the sampling. Results will be placed into one of three bins (categories)

Bin 1 – Lead concentrations greater than 15.0 micrograms per Liter ($\mu\text{g/L}$) – fixture must be immediately removed from service.

Bin 2 – Lead concentrations greater than 5.0 $\mu\text{g/L}$ less than 15.0 $\mu\text{g/L}$ – fixture must be fixed, replaced or removed from service.

Bin 3 – Lead concentrations less than 5.0 $\mu\text{g/L}$ – no action is required.

5. Routine sampling required following the initial sampling event.

6. Schools are required to make test results publicly available. Sample results with remediation status will also be available on the DEQ website. (Link, under construction)

Montana DEQ will provide assistance and guidance documents to help schools with these requirements.

Background and Sources of Lead in Drinking Water

Health Effects of Lead

FAQs

About Us

The Montana Department of Environmental Quality is charged with protecting a clean and healthy environment as guaranteed to our citizens by our State Constitution. Our ultimate goal is to protect public health and to maintain Montana's high quality of life for current and future generations.

Latest News

DEQ Releases Final Environmental Assessment...
(<http://deq.mt.gov/Public/PressRelease/deq-releases-final-environmental-assessment-for-montana-limestone-resources-llc>)

Proposed Limestone Mine and Lime Plant

READ MORE ([HTTP://DEQ.MT.GOV/PUBLIC/PRESSRELEASE/DEQ-RELEASES-FINAL-ENVIRONMENTAL-ASSESSMENT-FOR-MONTANA-LIMESTONE-RESOURCES-LLC](http://deq.mt.gov/Public/PressRelease/deq-releases-final-environmental-assessment-for-montana-limestone-resources-llc))

Latest Tweets

Lead In Schools

Program Links 

Helpful Links 

Program Contact 

Lead Reduction in Schools Information for the Public

Program Introduction

Background and Sources of Lead in Drinking Water

Health Effects of Lead

FAQs

Are all schools required to sample for lead in their drinking water?

All schools that meet the definition below are required to collect samples. This includes public and private schools with the exception of home schools. "School" means a building or structure or portion thereof occupied for the teaching of individuals, the curriculum of which satisfies the basic instructional program approved by the Board of Public Education for pupils in any combination of Kindergarten through Grade 12, but excludes home schools as that term is defined in 20-5-102(2)(e), MCA.

How will schools afford to pay for the sampling?

State of Montana will provide funding for the sample analysis through a grant from the US EPA to assist with testing for lead in drinking water at schools.

Why did Montana go with an action level of 5.0 ug/L?

The EPA and the Centers for Disease Control and Prevention (CDC) agree that there is no known safe level of lead in a child's blood. School aged children, especially those six years of age and under, are the most susceptible to the effects of lead. Montana is using 5.0 ug/L because it is the practical quantitation level (PQL) for lead. The PQL is the concentration at which a given analysis will be sufficiently precise to yield a satisfactory quantitative result. Or simply put it is the lowest concentration at which lead can be accurately measured in water.

How do I find out if my child's school has tested the drinking water for lead?

Contact your school administrator to learn about previous or ongoing efforts to test for and reduce lead in drinking water. You can also check the status of the school sampling on the DEQ Lead Reduction in Schools Drinking Water Program webpage.

Is lead in drinking water the only potential source of lead exposure for kids?

No. Children can be exposed to lead from paint, dust, soil, air, and food, as well as drinking water. Lead can also be brought into homes on clothes and shoes after exposure from leaded dirt, and industrial processes that involves lead. Be sure to change and wash clothes, remove shoes, and shower to avoid tracking lead into the home from soil, work sites, or hobbies. If a child has an elevated blood lead level, it is likely due to lead exposures from a combination of sources.

What should I do if I am concerned about my child's exposure to lead?

There is no safe blood lead level. In children, even low levels of exposure have been linked to damage to the central and peripheral nervous system, learning disabilities, shorter stature, and impaired hearing. If you are concerned about your child's exposure to lead, contact a health provider to learn more about blood lead testing. The only way to determine a child's lead level is to have the child's blood tested.

About Us

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Latest News

DEQ Releases Final Environmental Assessment...
(<http://deq.mt.gov/Public/PressRelease/deq-releases-final-environmental-assessment-for-montana-limestone-resources-llc>)

Proposed Limestone Mine and Lime Plant

READ MORE ([HTTP://DEQ.MT.GOV/PUBLIC/PRESSRELEASE/DEQ-RELEASES-FINAL-ENVIRONMENTAL-ASSESSMENT-FOR-MONTANA-LIMESTONE-RESOURCES-LLC](http://deq.mt.gov/Public/PressRelease/deq-releases-final-environmental-assessment-for-montana-limestone-resources-llc))

Latest Tweets

FOOD SERVICE SUMMARY

2019-2020

	AVERAGE # OF STUDENTS PER DAY	AVERAGE % OF ELIGIBLE STUDENTS	AVERAGE # OF ADULTS PER DAY	AVERAGE COST/MEAL PER DAY
BREAKFAST	19.03	11.33%	0.45	\$2.58
SECOND CHANCE BKFST	40.28	32.75%	n/a	\$1.63
LUNCH	122.14	72.70%	8.34	\$3.20
K-2 SNACK	44.31	98.48%	n/a	\$0.28
AFTER SCHOOL SNACK	14.09	14.23%	n/a	\$0.79

OTHER INFO:

ENROLLMENT	168
3-8 ENROLLMENT	123 (2nd Chance Breakfast)
K-2 ENROLLMENT	45 (Snacks)
K-5 ENROLLMENT	99 (Later Gators)
BREAKFAST	\$1.75
LUNCH	\$2.95
K-2 SNACKS	\$50/YEAR PER STUDENT

TRANSPORTATION SUMMARY 19-20

	<i>Total riders registered:</i>	<i>Driver:</i>	<i>Bus Model:</i>	<i>Rated Capacity:</i>
North	25	Mrs. Brenner	2018 Bluebird	71
South	40	Mr. Lee	2020 International	71

September 2019- February 2020

	NORTH		SOUTH	
	AM	PM	AM	PM
AVERAGE # RIDERS:	8.8	9.4	10.8	11.8
Average % OF TOTAL:	35.08%	23.50%	26.95%	29.51%
MIN/ROUTE:	1	3	3	0
MAX/ROUTE:	12	17	15	21
AVERAGE/ROUTE:	9.08		11.29	

Adult Education Summary

2019-2020

Course	Course Attendance	Course Fees Collected	Estimated Instructor Costs	Course Material Costs	Estimated Net Profit
Outdoor Survival	6	\$150.00	\$90.00	\$0.00	\$60.00
Drawing	6	\$288.00	\$180.00	\$0.00	\$108.00
Guitar	5	\$625.00	\$450.00	\$0.00	\$175.00
Country 2-Step	11	\$85.00	\$45.00	\$0.00	\$40.00
Meal Planning	6	\$60.00	\$0.00	\$0.00	\$60.00
Water Color	4	\$120.00	\$180.00	\$0.00	-\$60.00
Sushi Rolling	9	\$360.00	\$120.00	\$45.00	\$195.00
CPR/1st Aid (canceled)		\$0.00	\$0.00	\$30.00	-\$30.00
Running on Empty	2	\$20.00	\$0.00	\$0.00	\$20.00
Wreath Making	20	\$1,000.00	\$150.00	\$364.23	\$485.77
Holiday Painting	6	\$120.00	\$0.00	\$0.00	\$120.00
Holiday Gnome	22	\$440.00	\$60.00	\$176.00	\$204.00
Holiday Chalk Art	6	\$180.00	\$60.00	\$90.00	\$30.00
CPR 1/13 & 1/16	6	\$200.00	\$150.00	\$66.00	-\$16.00
Yoga	3	\$65.00	\$240.00		-\$175.00
Quickbooks	3	\$200.00	\$255.00		-\$55.00
Spanish	4	\$120.00	\$180.00		-\$60.00
Winter/Spring Guitar	7	\$950.00	\$450.00		\$500.00
Birds in Watercolor	9	\$305.00	\$120.00	\$8.00	\$177.00
Substitute Teaching	6	\$280.00	\$0.00	\$271.96	\$8.04
Hair Braiding	4	\$40.00	\$45.00		-\$5.00
AVERAGE/TOTALS:	7.50	\$5,288.00	\$2,730.00	\$779.23	\$1,778.77

as of March 11, 2020

Agenda Item: FY20 Preliminary General Fund Budget

as of February 21, 2020

For comparison:

FY18

Highest ANB-Based Funding \$1,055,391.30

FY18 ANB (3-year Average)-156

Elementary 122

Middle School 34

Adopted General Fund budget for FY18: \$1,202,095.20

FY19

Highest ANB-Based Funding \$1,086,264.36

FY19 ANB (current year ANB)-165

Elementary 141

Middle School 20

Adopted General Fund budget for FY19: \$1,227,342.63

FY20

Highest ANB-Based Funding \$1,176,259.66

FY20 ANB (current year ANB)- 171

Elementary 136

Middle School 35

Adopted General Fund budget for FY20: \$1,296,916.91

FY21

Highest ANB-Based Funding \$1,246,506.30

FY20 ANB (current year ANB)- 175

Elementary 124

Middle School 51

FY21 Preliminary General Budget Estimates:

Highest Budget **WITHOUT A VOTE:** \$1,364,102.30

Highest Budget **WITH A VOTE:** \$1,366,225.94

Highest Amount District Can Request from Voters on May 5, 2020: \$2,2123.64 (*mill levy maximum*)

FY20 Adopted Budget: \$1,296,916.91

FY21 Minimum Budget: \$1,364,102.30

Difference: \$67,185.39 (estimated increase for FY21)

Passage of maximum mill levy of \$2123.64:

FY20 Adopted Budget: \$1,296,916.91
FY21 Maximum Budget: \$1,366,225.94
Difference: \$69,312.03 (estimated increase for FY21 with passage of mill levy)

Budget Considerations:

<u>Known Increases</u>	<u>FY20 Budget</u>	<u>FY21 Budget Estimate</u>	<u>\$Increase</u>
Power-Lights	\$1,102.50	\$1,157.63	\$55.13
Natural Gas	\$12,127.50	\$12,733.88	\$606.38
Electricity	\$15,986.25	\$16,785.56	\$799.31
Sewer	\$10,716	\$11,251.80	\$535.80
Custodial Service	\$36,288	\$38,100.00	\$1,812.00

5% Increase on Utilities: \$1,996.62

2% Increase on Custodial Services (per contract): \$1,812.00

*** communication with Sewer District indicates that the rates will be reviewed at their April meeting-- estimating 5%*

Negotiated Salary Increases:

FY20 General Fund Certified Budgeted Salaries: \$599,220.00
FY21 Estimates: \$634,192.20*
Increase: \$34,972.20

**includes step/ lane increases*

Total Anticipated Budget Increases for Utilities & Certified Salaries: \$38,780.82

After anticipated increases in utilities and negotiated salaries are accounted for:

\$67,185.39 increase from FY21
\$38,780.82 anticipated increase in utilities and salaries
\$28,404.57

Other budget considerations and points of discussion:

- Budget amounts are only estimates-- more accurate figures will be available from OPI after March 1
- Any negotiated salary increases teachers, staff, & administration
- Curriculum material updates
- Any pre-bond costs the District might incur



PRELIMINARY BUDGET DATA SHEET

FY 2020-2021

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

NOTE: Anticipated ANB increases approved after the date of this report have not been included in the ANB listed below. Information shown on the asterisked lines below (*) is subject to change if your district's certified ANB is changed; any changes will be reflected on the FY2021 final budget form. (+) This symbol indicates whether the current ANB or 3 year average ANB (whichever is greater) is used to determine budget funding.

1. Certified ANB		FY 2020-2021			3 Year Avg ANB		
*Budget Unit	ANB	*Basic Entitlement	*Per ANB Entitlement	ANB	*Basic Entitlement	*Per ANB Entitlement	
E1 GALLATIN GATEWAY K-6	124	53,541.00	708,622.80 +	134	53,541.00	765,635.80	
M1 GALLATIN GATEWAY 7-8	51	107,084.00	373,345.50 +	37	107,084.00	270,988.00	
2. * Direct State Aid						555,439.21	
3. Quality Educator						50,261.79	
4. At Risk Student						2,625.10	
5. * Indian Education For All						3,913.00	
6. American Indian Achievement Gap						660.00	
7. * Data For Achievement						3,746.75	
8. Special Education Funding (FY 2020-2021):							
NOTE: Block Grant Eligibility Status = "Yes" means OPI records indicate you are qualified and will receive the funding listed. Block Grant Eligibility Status = "No" means you have NOT yet qualified.							
Special Education Block Grant Eligibility Status						Yes	
Special Education Block Grant Rates Per Current ANB							
Instructional Block Grant Rate [IBG]						152.88	
Related Services Block Grant Rate [RSBG]						50.96	
Threshold to Determine Disproportionate Costs						2.5266626963	
Special Education Allowable Cost Payments							
* a. Instructional Block Grant Entitlement [IBG rate X Current Year ANB]						26,754.00	
* b. Related Services Block Grant Entitlement [RSBG rate X Current Year ANB]						N/A	
c. Reimbursement for Disproportionate Costs - See Page 2.						0.00	
* d. Total Special Education Allowable Cost Payment (District) [8a + 8b + 8c]						26,754.00	
Prorated Cooperative Cost Payments (Members of Cooperatives Only)							
* e. Related Services Block Grant Entitlement (Paid Directly to Coop)						8,918.00	
Required Local Match							
* f(i). District's Required Match for IBG [8a X 0.33]						8,828.82	
f(ii). District's Required Match for RSBG [8b X 0.33]						N/A	
* f(iii). District's RSBG Match to be Paid by District to Cooperative [8e X 0.33]						2,942.94	
* f(iv). Total Required Local Match to Avoid Reversions [8f(i) + 8f(ii) + 8f(iii)]						11,771.76	
Minimum Special Education Budget to Avoid Reversions							
* g. Minimum Special Education Budget to Avoid Reversions [8a + 8b + 8f(iv)]						38,525.76	



PRELIMINARY BUDGET DATA SHEET FY 2020-2021

County: 16 Gallatin
District: 0364 Gallatin Gateway Elem

Reimbursement For Disproportionate Costs

	EL	HS	K12
a. FY 2018-2019 Allowable Cost Expenditures	70,569.56	0.00	0.00
Total K-12 Expenditures Prorated by FY 2018-2019 ANB			
b. FY 2018-2019 Amount to Avoid Reversion	35,775.44	0.00	0.00
c. Reimbursement for Disproportionate Costs If (a-b) > 0 and a > (b * 2.5266626963) then [a - (b * 2.5266626963)] * 0.4	0.00	0.00	0.00

9. FY 2020-2021 Budget Limits:

* a.	Required % of Special Ed Funding in Maximum [20-9-306(9), MCA]	100%
* b.	BASE Budget	1,096,304.08
c.	Maximum Budget Limit	1,366,225.94
* d.	Highest Budget Without A Vote (excluding tuition, excess reserves, flexible non-voted levy authority and other Over-BASE revenues)	1,364,102.30
* e.	Highest Budget With A Vote	1,366,225.94
* f.	Highest Voted Amount (9e-9d)	2,123.64

10. Prior Year Information for Budgeting:

a.	FY 2019-2020 BASE Budget	1,039,376.24
b.	FY 2019-2020 Maximum Budget	1,296,916.91
c.	FY 2019-2020 Budget Limit ANB	171
d.	FY 2019-2020 Adopted General Fund Budget	1,296,916.91
e.	Highest Levy Over-BASE Authorized Or Imposed Between FY 2015-2016 FY 2019-2020	267,798.22

11. Debt Service Fund and County Retirement GTB:

	Elementary	High School
County		
a.	352,858,173	352,858,173
b.	10,282	3,917
c.	34.32	90.08
District		
d.	6,993,268	N/A
e.	171	N/A
f.	40.90	N/A
Statewide		
g.	33.90	83.69
h.	39.23	96.83



PRELIMINARY BUDGET DATA SHEET

FY 2020-2021

County: 16 Gallatin

District: 0364 Gallatin Gateway Elem

12. General Fund Guaranteed Tax Base Aid (GTB) Ratios And Subsidies

I. STATEWIDE GTB RATIO:	<u>Elementary</u>	<u>High School</u>
a. Statewide Taxable Valuation (Tax Year 2019)**	3,063,220,961	3,063,220,961
b. FY 2019-2020 Statewide GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement + 40% of Special Education Allowable Cost Payment (Including Cooperative Costs)	254,245,874.39	132,701,397.81
c. GTB Ratio: [(a) Divided by (b)] x 232%	27.95	53.55

II. DISTRICT GTB SUBSIDY:	<u>Elementary</u>	<u>High School</u>
a. Statewide GTB ratio (from c above)	27.95	N/A
b. FY 2019-2020 District GTB Subsidized Budget Area: 35.30% of the Basic Entitlement + 35.30% of the Per ANB Entitlement	413,894.09	N/A
c. 40% of FY 2019-2020 District Special Education Allowable Cost Payment plus District Coop Cost Payment	15,359.85	N/A
d. District's FY 2020-2021 Guaranteed Tax Base (a) x [b + c]	11,997,647.62	N/A
e. District Taxable Valuation (Tax Year 2019)**	6,993,268	N/A
f. If (d) is Greater Than (e), Then: DISTRICT's FY 2020-2021 GTB Subsidy Per BASE Mill [d - e] x 0.001	5,004.00	N/A

*** A final determination of the Taxable Value by the Department of Revenue based on information delivered to the county clerk and recorder as required in 15-10-305, MCA (December). Tax Increment Districts are excluded from taxable valuations used in GTB calculations.

Per 20-9-366(2)(a), MCA, GTB ratios for the ensuing year are calculated using prior year taxable values and GTB subsidized area as submitted. GTB ratios on I(c) are rounded to two decimal places.

13. Building Reserve Permissive Sub-Fund School Major Maintenance Aid Subsidy

	<u>Elementary</u>	<u>High School</u>	<u>K-12</u>
a. District State Major Maintenance Aid (SMMA) Allowable Amount	32,100.00		
b. Calculated Amount of State School Major Maintenance Aid Per Dollar of Local Effort****	0.56		

**** State major maintenance aid per dollar of local effort calculated as per 20-9-525, MCA assumes full state funding for this program. Proration may apply due to limitations in state appropriation and/or available state revenue for funding.

Gallatin Gateway School District #35 Resolution of Intent to Impose an Increase in Levies

BE IT RESOLVED, as an essential part of its budgeting process and commitment to financial transparency, the Gallatin Gateway School District #35 Board of Trustees is authorized by law to impose levies to support its annual budget. Senate Bill 307 (SB307), approved in 2017, requires the District to provide notice of its intent to increase nonvoted (permissive) levies in the ensuing fiscal year. Therefore, in accordance with SB307, Gallatin Gateway School District #35 Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2020. These estimates use certified taxable valuations from the current fiscal year as provided to the district:


Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000	Estimated Impact, Home of \$200,000
General-BASE	-\$3,276	-0.47	-\$0.63	-\$1.26
General-OverBASE	\$10,258	1.46	\$1.97	\$3.94
Transportation	\$5,736	0.82	\$1.11	\$2.22
Bus Depreciation	0.00	0.00	0.00	0.00
Tuition	\$1,637	0.23	\$0.31	\$0.62
Adult Education	\$6,499	0.93	\$1.26	\$2.52
Technology	\$0.00	0.00	\$0.00	\$0.00
Flexibility	\$0.00	0.00	\$0.00	\$0.00
Debt Service	\$4,670	0.66	\$0.89	\$1.78
Building Reserve (permissive)	-\$1,073	-0.15	-\$0.20	-\$0.40
Building Reserve (voted)	\$0.00	0.00	\$0.00	\$0.00
GRAND TOTAL:	\$24,451	3.48	\$4.71	\$9.42

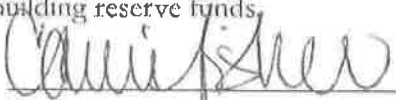
**The estimates provided at this time are preliminary and changes are anticipated before the final budgets are adopted in August 2020. In addition, per SB307, impacts above are based on current certified taxable valuations for FY20 with no increase. If the District's taxable value increases as expected, the mill and taxpayer cost increases will be less than the estimates stated here.*

The District intends to use the permissive Building Reserve Levy listed above to:

- Facility needs assessment for safety, maintenance, efficiency, and master planning purposes
- Preconstruction services and services for facility project to support and enhance educational programs

No further proceedings were conducted relating to the nonvoted levies and/or revenues of the transportation, bus depreciation, tuition, adult education, or building reserve funds.


Aaron Schwieterman
Board Chair


Carrie Fisher
District Clerk

DATED this 11th day of March, 2020.

Ballot Language

Suggested Ballot Language

Districts must obtain voter approval for an increase in the number of dollars budgeted for the over-BASE tax levy. Section 15-10-425, MCA, requires that a ballot proposing to increase the over-BASE levy amount must INCLUDE THE FOLLOWING INFORMATION:

Proposition

Shall the district be authorized to impose an increase in local taxes to support the general fund in the amount of **\$2,123.64** which is approximately .30 mills for the purpose of **properly maintaining and operating the programs of the District?** Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately **\$0.41** and on a home with a market value of \$200,000 by approximately **\$0.81**. The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

FOR the additional levy.

AGAINST the additional levy.

Notes:

1. The ballot above presents one option. It contains all information required to be included per 15-10-425, MCA. As long as key information is contained in the ballot, trustees are allowed to use their discretion in formulating ballot language for general fund levy elections.
2. The proposition lists an approximate number of mills, since taxable valuation and other information necessary to determine an exact number of mills is not available at the time of the election. Actual mills will commonly differ from this estimate.

RECOMMENDATION: Since the District will naturally be experiencing a budget increase from 2019-2020 to 2020-2021 it is the recommendation of the District Clerk to forgo running a general fund mill levy for \$2134.64. Vote against running a mill levy for 2020.

Recommended motion: to approve the following ballot language:

Shall the district be authorized to impose an increase in local taxes to support the general fund in the amount of **\$2,123.64** which is approximately .30 mills for the purpose of **properly maintaining and operating the programs of the District?** Passage of this proposal will increase the taxes on a home with a market value of \$100,000 by approximately **\$0.41** and on a home with a market value of \$200,000 by approximately **\$0.81**.

The durational limit of the levy is permanent once approved by the voters, assuming the district levies that amount at least once in the next five years.

Daniel McGee- Building, Mind, and Body, LLC

1. RFQ- How complete were the RFQ Responses? Was the RFQ well organized, with complete information responding to all of the submittal criteria? (MAX POINTS = 10)	2. Experience & Qualifications- Provided a comprehensive package with highlight experience with key personnel who will staff the project (including resumes of key personnel). Demonstrated previous experience as Owner's Representative with similar projects (size and scope). (MAX POINTS = 20)	3. References- Provided a comprehensive project list for recent projects completed and references were reachable. Score will also include feedback from references. (MAX POINTS = 10)	4. Alignment with Scope of project- Demonstrated ability to meet the needs of the District and ability to guide the District through the project. (MAX POINTS =15)	5. Subjective Fit- How well does the candidate(s) understand the district goals and mission? General approach, concepts of moving forward? Likelihood for community outreach? (MAX POINTS =15)	6. Community engagement and communication strategies- demonstrated ability to communicate effectively with the district and community. Has developed effective community engagement strategies to promote projects.(MAX POINTS = 20)	7. Cost and fee structure- provided the District with a competitive cost/fee structure. (MAX POINTS = 10)	
7	15	6	10	13	15	10	
10	18	10	14	14	18	9	
8	17	10	13	15	12	8	
7	20	10	13	14	19	10	
9	8	10	13	14	18	10	
41	78	46	63	70	52	47	Total Score
7	8	6	10	13	12	8	Min Score
8.3	15.8	8.2	12.8	16	16.4	9.4	Average Score
10	20	10	14	15	19	10	Max Score

Total Average Score: 85.4

Mark Qualman- QuEst Services Corp

1. RFQ- How complete were the RFQ Responses? Was the RFQ well organized, with complete information responding to all of the submittal criteria? (MAX POINTS = 10)	2. Experience & Qualifications- Provided a comprehensive package with highlight experience with key personnel who will staff the project (including resumes of key personnel). Demonstrated previous experience as Owner's Representative with similar projects (size and scope). (MAX POINTS = 20)	3. References- Provided a comprehensive project list for recent projects completed and references were reachable. Score will also include feedback from references. (MAX POINTS = 10)	4. Alignment with Scope of project- Demonstrated ability to meet the needs of the District and ability to guide the District through the project. (MAX POINTS =15)	5. Subjective Fit- How well does the candidate(s) understand the district goals and mission? General approach, concepts of moving forward? Likeability for community outreach? (MAX POINTS =15)	6. Community engagement and communication strategies- demonstrated ability to communicate effectively with the district and community. Has developed effective community engagement strategies to promote projects.(MAX POINTS = 20)	7. Cost and fee structure- provided the District with a competitive cost/fee structure. (MAX POINTS = 10)	
8	18	5	13	13	16	9	
10	20	10	13	12	16	8	
8	17	10	8	10	10	10	
9	20	9	14	12	15	9	
9	8	9	12	13	17	10	
44	83	41	60	60	74	44	Total Score
6	8	5	8	10	10	6	Min Score
8.9	18.8	9.8	12	12	18.8	9.8	Average Score
10	20	10	14	13	17	10	Max Score

Total Average Score: 81.6

1. RFQ- How complete were the RFQ Responses? Was the RFQ well organized, with complete information responding to all of the submittal criteria?

Max Points = 10

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	8.2	10	7
Mark Qualman- QuEst Services Corp	8.8	10	8

2. Experience & Qualifications- Provided a comprehensive package with highlight experience with key personnel who will staff the project (including resumes of key personnel). Demonstrated previous experience as Owner's Representative with similar projects (size and scope).

Max Points = 20

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	15.6	20	8
Mark Qualman- QuEst Services Corp	16.6	20	8

3. References- Provided a comprehensive project list for recent projects completed and references were reachable. Score will also include feedback from references.

Max Points = 10

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	9.2	10	6
Mark Qualman- QuEst Services Corp	8.6	10	5

4. Alignment with Scope of project- Demonstrated ability to meet the needs of the District and ability to guide the District through the project.

Max points = 15

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	12.6	14	10
Mark Qualman- QuEst Services Corp	12	14	8

5. Subjective Fit- How well does the candidate(s) understand the district goals and mission? General approach, concepts of moving forward? Likeability for community outreach?

Max points = 15

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	14	15	13
Mark Qualman- QuEst Services Corp	12	13	10

6. Community engagement and communication strategies- demonstrated ability to communicate effectively with the district and community. Has developed effective community engagement strategies to promote projects.

Max points = 20

	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	16.4	19	12
Mark Qualman- QuEst Services Corp	14.8	17	10

7. Cost and fee structure- provided the District with a competitive cost/fee structure.

Max Points = 10

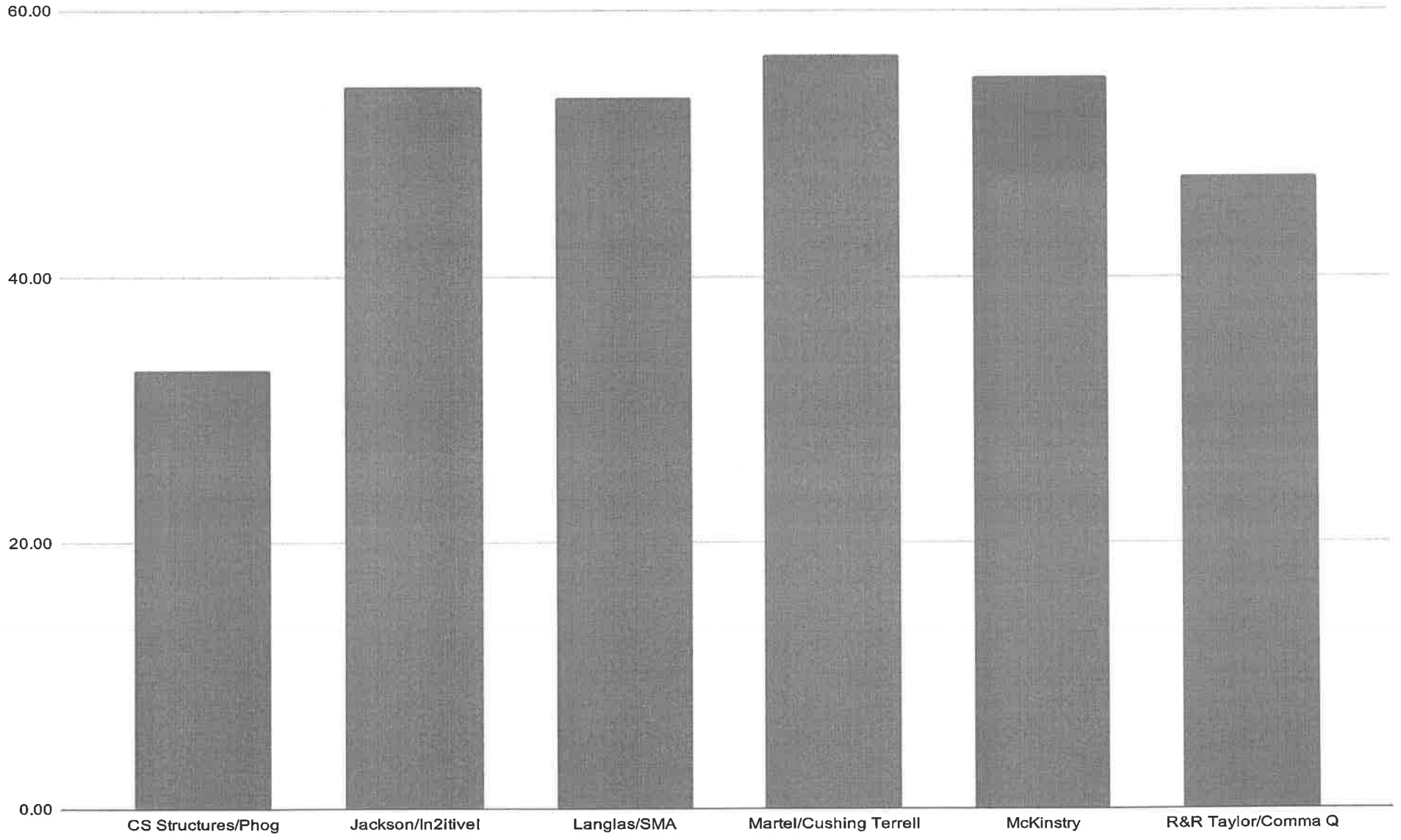
	Average Score	Max Score	Min Score
Daniel McGee- Building, Mind, and Body, LLC	9.4	10	8
Mark Qualman- QuEst Services Corp	8.8	10	6

Overall Scores

	Average Score	Total Available	% of Total
Daniel McGee- Building, Mind, and Body, LLC	85.4	100	85.40%
Mark Qualman- QuEst Services Corp	81.6	100	81.60%

	Average Score					
	CS Structures/Phog	Jackson/In2itiveI	Langlas/SMA	Martel/Cushing Terrell	McKinstry	R&R Taylor/Comma Q
1. Why are you interested in this project?	4.00	4.60	4.00	4.20	4.40	4.20
2. Describe your philosophy/perspective on community, staff, and student involvement in these types of projects.	3.20	4.80	4.40	4.80	4.60	3.20
3. As you may be aware, our District has many deferred maintenance issues, an aging facility and a bonding capacity of around \$7 million. How will you help the District determine the best approach and project(s) to pursue during this project?	2.20	4.20	4.40	4.80	4.60	3.40
4. What experience do you have with 21st Century & beyond, state-of-the art instructional design that lends itself to the needs of students for years to come?	2.80	4.20	5.00	5.00	3.80	3.40
5. Given the school and/or public work projects you have worked on, how many times have you not worked with a district to a project's completion? Why?	3.20	4.60	4.40	5.00	5.00	4.20
6. What do you consider to be the three most significant challenges/risks to the successful completion of this project, and how will you help to mitigate those challenges?	3.00	4.80	4.80	4.80	4.80	4.60
7. How familiar are you with:(a) Montana's bidding laws applicable to public schools;(b) School Bonding process and elections,(c) Montana's Open meeting laws;(d) Design-Build process	1.20	4.40	4.80	4.80	4.80	4.00
8. How would you be a strong advocate and agent for the District, the students served, and the community?	3.00	4.00	4.40	4.40	4.60	3.80
9. Please provide at least one example of a time you had to represent a client's interest in a difficult situation with an architect, contractor, supplier, or other service provider.	2.80	4.40	5.00	5.00	4.80	4.00
10. What communications process do you use to keep clients up-to-date both in the design and construction phases?	1.80	4.40	4.20	5.00	4.40	4.40
11. Tell us about a project you are the most proud of and share with us why this project makes you the most proud.	3.20	5.00	4.80	4.60	4.60	4.40
12. Please explain your fee structure and what the District can expect to pay for the pre-construction phase of the project.	2.60	4.80	3.20	4.20	4.60	4.00
TOTAL AVERAGE SCORE:	33.00	54.20	53.40	56.60	55.00	47.60

Design-Build Team Interview Average Total Score



Gallatin Gateway Elementary

Adopted on: 9/20/17

Reviewed on:

1006FE

FLEXIBILITY AND EFFICIENCY

Revised on:

Transfers for School Safety

It is the policy of the District to increase the flexibility and efficiency of the District’s resources by utilizing the provision of law allowing transfers of funds to improve school safety and security.

The District may transfer state or local revenue from any budgeted or non-budgeted fund, other than the debt service fund or retirement fund, to its building reserve fund in an amount not to exceed the school district's estimated costs of improvements to school and student safety and security

The transfer of such funds can be for:

1. planning for improvements to and maintenance of school and student safety, including but not limited to the cost of services provided by architects, engineers, school resource officers, counselors, and other staff or consultants assisting with improvements to school and student safety and security;
2. programs to support school and student safety and security, including but not limited to active shooter training, threat assessments and restorative justice;
3. installing or updating locking mechanisms and ingress and egress systems at public school access points, including but not limited to systems for exterior egress doors and interior passageways and rooms, using contemporary technologies;
4. installing or updating bullet-resistant windows and barriers; and
5. installing or updating emergency response systems using contemporary technologies.

Any transfers made under this policy and Montana law are not considered expenditures to be applied against budget authority. Any revenue transfers that are not encumbered for expenditures in compliance with the four reasons stated above, within 2 full school fiscal years after the funds are transferred, must be transferred back to the originating fund from which the revenue was transferred.

If transfers of funds are made from a District fund supported by a non-voted levy, the District may not increase its non-voted levy for the purpose of restoring the transferred funds.

Legal Reference: 20-9-503, MCA Budgeting, tax levy, and use of building reserve fund.

1
2
3

20-9-236, MCA

Transfer of funds – improvements to school
safety and security

Gallatin Gateway Elementary

Adopted on: 9/20/17
Reviewed on:
Revised on:

1014FE

FLEXIBILITY AND EFFICIENCY

Intent to Increase Non-Voted Levy

The trustees shall adopt a resolution no later than March 31 whenever the trustees intend to impose an increase in a non-voted levy in the ensuing school fiscal year for the purposes of funding any of the funds listed below:

- a) Tuition fund under 20-5-324;
- b) Adult education fund under 20-7/705;
- c) Building reserve fund under 20-9-502 and 20-9-503;
- d) Transportation fund under 20-10-143 and 20-10-144; and
- e) Bus depreciation reserve fund under 20-10-147 **and**
- f) **Flexibility fund for purposes of transformational learning.**

The trustees shall provide notice of intent to impose an increase in a non-voted levy for the ensuing school fiscal year by:

- a) Adopting a resolution of intent to impose an increase in a non-voted levy that includes, at a minimum, the estimated number of increased or decreased mills to be imposed and the estimated increased or decreased revenue to be raised compared to non-voted levies under a-e imposed in the current school fiscal year and, based on the district's taxable valuation most recently certified by the department of revenue under 15-10-202, the estimated impacts of the increase or decrease on a home valued at \$100,000 and a home valued at \$200,000, and
- b) Publish a copy of the resolution in a newspaper that will give notice to the largest number of people of the district as determined by the trustees and posting a copy of the resolution to the school district's website.

The resolution and publication of same must take place no later than March 31.

The Superintendent shall keep the trustees informed of any changes that may have occurred, which may have an effect on the estimated change in the mills and revenue, between the adoption of the resolution and the final adoption of the budget.

Legal Reference: SB 307, 2017 Legislative Session
Chapter 402 (2019) Transformational Learning Incentives

Gallatin Gateway Elementary

Adopted on: 9/20/17
Reviewed on:

1014FE-F1

FLEXIBILITY AND EFFICIENCY

Revised on:

Notice of Intent to Impose an Increase in Levies Form

As an essential part of its budgeting process, the Gallatin Gateway Elementary Board of Trustees is authorized by law to impose levies to support its budget. The Gallatin Gateway Elementary Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, _____, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund Supported	Estimated Change in Revenues*	Estimated Change in Mills*	Estimated Impact, Home of \$100,000*	Estimated Impact, Home of \$200,000*
Adult Education	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Bus Depreciation	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Transportation	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Tuition	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Building Reserve	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease
Total	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease	\$__ increase/decrease

*Impacts above are based on current certified taxable valuations from the current school fiscal year

Regarding the increase in the building reserve levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

1. _____
2. _____
3. _____
4. _____

Legal Reference: SB 307, 2017 Legislative Session
20-9-116, MCA Resolution of intent to increase nonvoted levy - notice

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

1110

BOARD OF TRUSTEES

Taking Office:

A newly elected trustee shall take office as soon as election results have been certified and the newly elected trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

A newly appointed trustee shall take office, after the trustee has taken and subscribed to an oath to faithfully and impartially discharge the duties of the office to the best of his/her ability.

The person shall qualify by taking an oath of office administered by the county superintendent, the superintendent's designee, or any officer provided for in 1-6-101, MCA or 2-16-116, MCA. Such oath must be filed with the county superintendent not more than ~~fifteen (15)~~ twenty-five (25) days after the receipt of the certificate of election or the appointment.

Cross Reference: Policy 1113 Vacancies

Legal References: § 1-6-101, MCA Officers who may administer oaths
 § 2-16-116, MCA Power to administer oaths
 § 20-1-202, MCA Oath of office
 § 20-3-307, MCA Qualification and oath

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1120

BOARD OF TRUSTEES

Revised on: 08/19/13, 6/26/17

Annual Organization Meeting

After issuance of election certificates to newly elected trustees, but no later than ~~15~~ twenty-five (25) days after the election, the Board shall elect from among its members a Chairperson and a Vice Chairperson to serve until the next annual organizational meeting. If a Board member is unable to continue to serve as an officer, a replacement shall be elected at the earliest opportunity to serve the remainder of the term. In the absence of both the Chairperson and the Vice Chairperson, the Board shall elect a Chairperson *pro tempore*, who shall perform the functions of the Chairperson during the latter's absence. The Clerk shall act as Board secretary.

The normal order of business shall be modified for the annual organizational meeting by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly elected Board members by the current Chairperson
2. Swearing in of newly elected trustees
3. Call for nominations for Chairperson to serve during the ensuing year
4. Election of a Chairperson
5. Assumption of office by the new Chairperson
6. Call for nominations for Vice Chairperson to serve during the ensuing year
7. Election of Vice Chairperson
8. Appointment of a Clerk

Legal References:	§ 20-3-321, MCA	Organization and officers
	§ 20-3-322(a), MCA	Meetings and quorum
	§ 1-5-416(1)(b), MCA	Powers and duties of Notary Public

Gallatin Gateway Elementary

Adopted on: 08/20/12
Reviewed on:
Revised on: 6/26/17

1402

BOARD OF TRUSTEES

School Board Use of Electronic Mail

Use of electronic mail (e-mail) **and mobile messaging** by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail **or mobile messaging** as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that **mobile messages, e-mail** and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will not reference confidential information about employees, students, or other matters in e-mail communications **and mobile communications**, because of the risk of improper disclosure.

Cross Reference: 1400 Board Meetings
 1401 Records Available to Public

Legal Reference: § 2-3-103, MCA Public participation – governor to ensure guidelines adopted
 § 2-3-201, MCA Legislative intent – liberal construction
 § 2-3-203, MCA Meetings of public agencies and certain associations of public agencies to be open to public – exceptions
 § 20-3-322, MCA Meeting and quorum

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1420 - R

BOARD OF TRUSTEES

Revised on: 08/19/13, 10/21/13,
06/15/15, 6/26/17, 6/27/2018

Page 1 of 3

School Board Meeting Procedure

Agenda

The authority to set the board agenda lies with the Board Chair in consultation with board members and the administration. The act of preparing the board meeting agendas can be delegated to the Superintendent.

The Board Chairperson must approve any items submitted by Board members or members of the public, to be placed on the agenda. Citizens wishing to make brief comments about school programs or procedures will follow the public comment procedures in district policy.

The agenda also must include a "public comment" portion to allow members of the general public to comment on any public matter under the jurisdiction of the District which is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairperson may place reasonable time limits on any "public comment" period to maintain and ensure effective and efficient operations of the Board. The Board shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed opportunity to comment.

With consent of a majority of members present, the order of business at any meeting may be changed. Copies of the agenda for the current Board meeting, minutes of the previous Board meeting, and relevant supplementary information will be prepared and distributed to each trustee at least seven (7) days in advance of a Board meeting and will be available to any interested citizen at the Superintendent's office twenty-four (24) hours before a Board meeting. An agenda for other types of Board meetings will be prepared, if circumstances require an agenda.

Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Minutes

Appropriate minutes of all meetings required to be open must be kept and must be available for inspection by the public. If an audio recording of a meeting is made and designated as official, the

1
2
3
4 recording constitutes the office record of the meeting. If an official recording is made, a written
5 record of the meeting must also be made and must also include:
6

- 7 • Date, time, and place of the meeting;
8 • Presiding officer;
9 • Board members recorded as absent or present;
10 • Summary of discussion on all matters discussed (including those matters discussed during the
11 “public comment” section), proposed, deliberated, or decided, and a record of any votes
12 taken;
13 • Detailed statement of all expenditures;
14 • Purpose of recessing to closed session; and
15 • Time of adjournment.
16

17 ~~When issues are discussed that may require a detailed record, the Board may direct the Clerk~~
18 ~~to record the discussion verbatim. Any verbatim record may be destroyed after the minutes~~
19 ~~have been approved, pursuant to § 20-1-212, MCA.~~
20

21 If the minutes are recorded and designated as the official record, a log or time stamp for each main
22 agenda item is required for the purpose of providing assistance to the public in accessing that portion
23 of the meeting.
24

25 Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled
26 meeting of the Board. Minutes need not be read publicly, provided that Board members have had an
27 opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be
28 maintained in the office of the Clerk, to be made available for inspection upon request. A written
29 copy shall be made available within five (5) working days following approval by the Board.
30

31 The Clerk shall keep minutes of student disciplinary actions that are educationally related that are
32 taken by the Board, including those portions held in a closed session. Minutes taken during closed
33 session shall be sealed.
34

35 Quorum

36

37 No business shall be transacted at any meeting of the Board unless a quorum of its members is
38 present. Three (3) members of the Board shall constitute a quorum. A majority of the full
39 membership of the Board shall constitute a quorum, whether the individuals are present physically or
40 electronically. A majority of the quorum may pass a resolution, except as provided in § 20-4-203(1),
41 MCA, and § 20-4-401(4), MCA.
42

43 Electronic Participation

44

45 The Board may allow members to participate in meetings by telephone or other electronic means.
46 Board members may not simply vote electronically but must be connected with the meeting
47 throughout the discussion of business. If a Board member electronically joins the meeting after an
48

1
2
3
4 item of business has been opened, the remotely located member shall not participate until the next
5 item of business is opened.

6
7 If the Board allows a member to participate electronically, the member will be considered present
8 and will have his or her actual physical presence excused. The member shall be counted present for
9 purposes of convening a quorum. The Clerk will document it in the minutes, when members
10 participate in the meeting electronically.

11
12 Any Board member wishing to participate in a meeting electronically will notify the Chairperson and
13 Superintendent as early as possible. The Superintendent will arrange for the meeting to take place in
14 a location with the appropriate equipment so that Board members participating in the meeting
15 electronically may interact, and the public may observe or hear the comments made. The
16 Superintendent will take measures to verify the identity of any remotely located participants.

17
18 Meeting Conduct and Order of Business

19
20 General rules of parliamentary procedure are used for every Board meeting. *Robert's Rules of Order*
21 may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The
22 use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance.
23 Voting shall be by acclamation or show of hands. The use of proxy voted or secret ballots is not
24 permitted.

25
26 Rescind a Motion

27
28 A motion to rescind (cancel previous action) may be made anytime by any trustee. A motion to
29 rescind must be properly noticed on the Board's agenda for the meeting. It is in order any time prior
30 to accomplishment of the underlying action addressed by the motion.

31
32 Cross Reference: 1441 Audience Participation

33
34 Legal References: § 2-3-103, MCA Public participation - governor to ensure guidelines
35 adopted
36 § 2-3-202, MCA Meeting defined
37 § 2-3-212, MCA Minutes of meetings – public inspection
38 § 20-1-212, MCA Destruction of records by school officer
39 § 20-3-322, MCA Meetings and quorum
40 § 20-3-323, MCA District policy and record of acts
41 *Jones and Nash v. Missoula Co., 2006 MT2, 330 Mont 2005*
42
43
44

Gallatin Gateway Elementary

Adopted on:
Reviewed on: 6/26/17
Revised on:

1441 - R

BOARD OF TRUSTEES

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 comment to ensure an orderly progression of the meeting in the manner described in Policy 1420F.

~~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.,~~ Chapter 2, Part 1, MCA Notice and Opportunity to Be Heard

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1512

BOARD OF TRUSTEES

Revised on: 06/15/15, 6/26/17

Page 1 of 3

Conflict of Interest

A trustee may not:

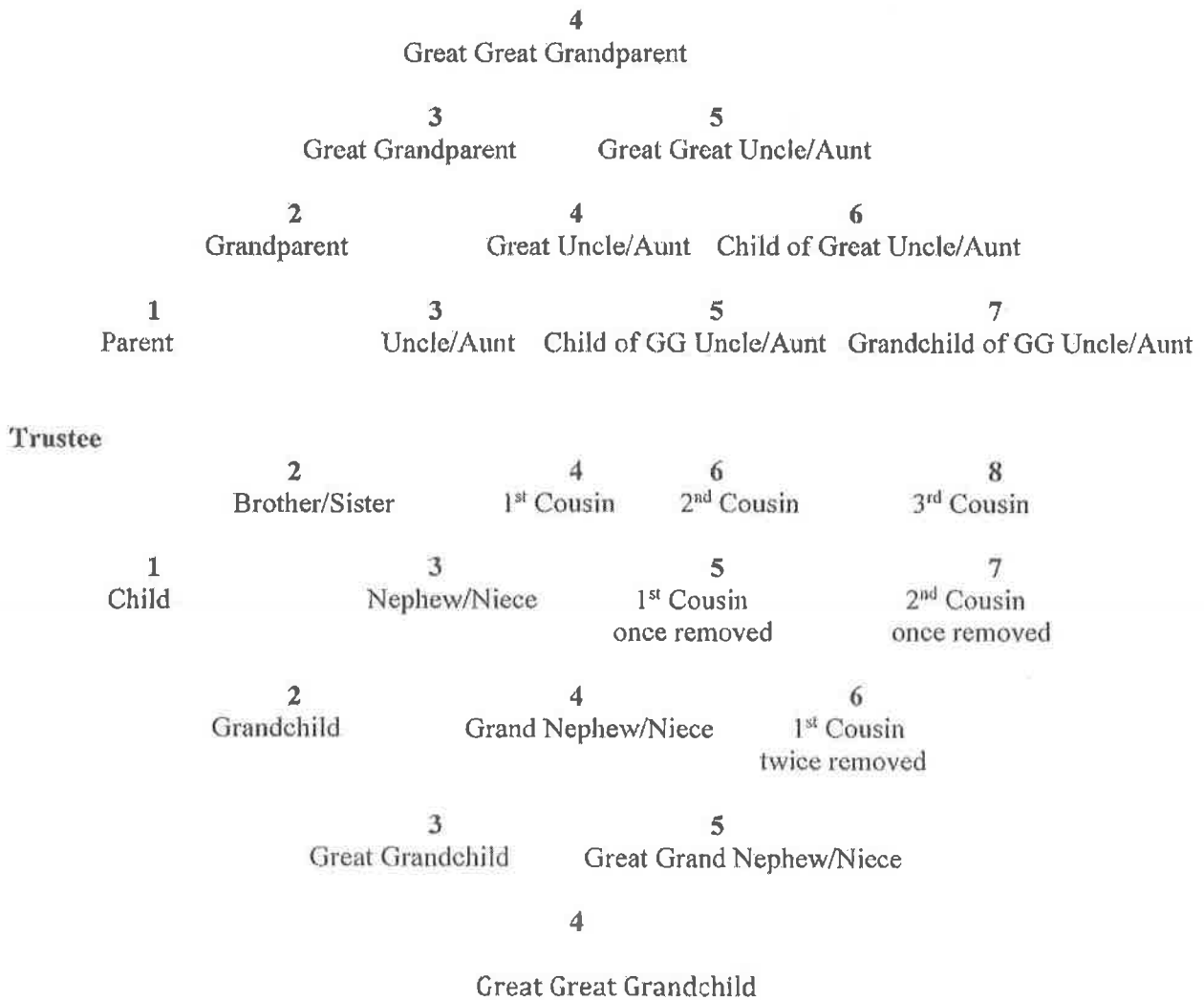
1. Engage in a substantial financial transaction for the trustee's private business purpose, with a person whom the trustee inspects or supervises in the course of official duties.
2. Perform an official act directly and substantially affecting, to its economic benefit, a business or other undertaking in which the trustee either has a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
3. Act as an agent or solicitor in the sale or supply of goods or services to a district.
4. Have a pecuniary interest, directly or indirectly, in any contract made by the Board, when the trustee has more than a ten percent (10%) interest in the corporation. A contract does not include: 1) merchandise sold to the highest bidder at public auctions; 2) investments or deposits in financial institutions that are in the business of loaning or receiving money, when such investments or deposits are made on a rotating or ratable basis among financial institutions in the community or when there is only one (1) financial institution in the community; or 3) contracts for professional services other than salaried services or for maintenance or repair services or supplies when the services or supplies are not reasonably available from other sources, if the interest of any Board member and a determination of such lack of availability are entered in the minutes of the Board meeting at which the contract is considered.
5. Be employed in any capacity by the District, with the exception of officiating at athletic competitions under the auspices of the Montana Officials Association.
6. Appoint or renew to a position of trust or emolument any person related or connected by consanguinity within the fourth (4th) degree or by affinity within the second (2nd) degree.
 - a. This prohibition does not apply to the issuance of an employment contract to a person as a substitute teacher who is not employed as a substitute teacher for more than thirty (30) consecutive school days.
 - b. This prohibition does not apply to the renewal of an employment contract of a person tenured teacher or classified employee employed without a written contract for a specific term related to a Board member, who was initially hired before the Board member assumed the trustee position.
 - c. This prohibition does not apply if trustees comply with the following requirements: 1) All trustees, except the trustee related to the person to be

the person to be employed abstains from voting; and 3) the trustees give fifteen
 (15) days written notice of the time and place of their intended action in a
 newspaper of general circulation in the county where the school is located.

Degrees of Affinity

Affinity is the legal relationship arising as the result of marriage. Relationship by affinity
 terminates upon the death of one of the spouses or other dissolution of marriage, except when the
 marriage has resulted in issue still living.

Degrees of Consanguinity



Degrees of Affinity

			3
			Great Grandparent-in-law
		2	
		Grandparent-in-law	
	1		3
	Father/Mother-in-law		Uncle/Aunt-in-law
	1	2	
Trustee	Spouse	Brother/Sister-in-law	
	1		3
	Step Child		Nephew/Niece-in-law
		2	
		Step Grandchild	
			3
			Step Great Grandchild

- Legal Reference:**
- Section 20-9-204, MCA – Conflicts of Interest
 - Section 20-1-201, MCA – School Officials not to Act as Agents
 - Section 2-3-302, MCA - Nepotism
 - Section 2-2-103, MCA – Public Trust
 - Section 2-2-104, MCA – Rules of Conduct
 - Section 2-2-105, MCA – Ethical Requirements
 - Section 2-2-121, MCA – Rules of Conduct

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

1700 - R

BOARD OF TRUSTEES

Revised on: 10/20/14, 6/26/17

Page 1 of 3

Uniform Complaint Procedure

The Board establishes this Uniform Complaint Procedure as a means to address complaints arising within the District. This Uniform Complaint Procedure is intended to be used for all complaints except those governed by a collective bargaining agreement.

The District requests all individuals to use this complaint procedure when the individual believes the Board or its employees or agents have violated the individual's rights under: (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy. Complaints against the Superintendent or District administrator shall be filed with the Board.

The District will endeavor to respond to and resolve complaints without resorting to this formal complaint procedure and, when a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder will not be impaired by a person's pursuit of other remedies. Use of this complaint procedure is not a prerequisite to pursuit of other remedies, and use of this complaint procedure does not extend any filing deadline related to pursuit of other remedies.

The Superintendent has the authority to contract with an independent investigator at any time during the complaint procedure process. Within fifteen (15) calendar days of the Superintendent's receipt of the independent investigator's report and recommendation, the Superintendent will respond to the complaint and take such administrative steps as the Superintendent deems appropriate and necessary.

Level 1:

An individual with a complaint is encouraged to first discuss the complaint with the appropriate teacher, counselor or the Superintendent, with the objective of resolving the matter promptly and informally. An individual complaining of alleged sexual harassment is not required to attempt to resolve the matter informally with the alleged perpetrator of sexual harassment prior to reporting the alleged harassment.

If the complaint is not resolved at this level, the Complainant may proceed to Level 2 of this procedure and file a Uniform Complaint Form 1700F.

1
2
3
4 Level 2:
5

6 When a complaint has not been or cannot be resolved at Level 1, an individual may file a signed
7 and dated Uniform Complaint Form 1700F, stating: (1) the nature of the complaint (2) a
8 description of the event or incident giving rise to the complaint, including any school personnel
9 involved and (3) the remedy or resolution requested. This written complaint must be filed within
10 thirty (30) calendar days of the event or incident or from the date an individual could reasonably
11 become aware of such event or incident.
12

13 When a complaint alleges violation of Board policy or procedure, the Superintendent will
14 investigate and attempt to resolve the complaint. The Superintendent will respond in writing to
15 the complaint, within thirty (30) calendar days of the Superintendent's receipt of the complaint.
16 In responding to the complaint, the Superintendent may: (1) meet with the parties involved in
17 the complaint (2) conduct a separate or supplementary investigation (3) engage an outside
18 investigator or other District employees to assist with the appeal and/or (4) take other steps
19 appropriate or helpful in resolving the complaint.
20

21 If either the complainant or the person against whom the complaint is filed is dissatisfied with
22 the Superintendent's decision, either may request, in writing, that the Board consider an appeal
23 of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the
24 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the
25 complaint, for transmission to the Board.
26

27 When a complaint alleges sexual harassment or a violation of Title IX of the Education Amendments of 1972 (the
28 Civil Rights Act), Title II of the Americans with Disabilities Act of 1990, or Section 504 of the Rehabilitation Act of
29 1973, the Superintendent may turn the complaint over to a District nondiscrimination coordinator. The coordinator
30 will complete an investigation and file a report and recommendation with the Superintendent. Within fifteen (15)
31 calendar days of the Superintendent's receipt of the coordinator's or independent investigator's report and
32 recommendation, the Superintendent will respond to the complaint and take such administrative steps as the
33 Superintendent deems appropriate and necessary. If either the complainant or the person against whom the
34 complaint is filed is dissatisfied with the Superintendent's decision, either may request, in writing, that the Board
35 consider an appeal of the Superintendent's decision. (See Level 3.) This request must be submitted in writing to the
36 Superintendent, within fifteen (15) calendar days of the Superintendent's written response to the complaint, for
37 transmission to the Board.
38

39 If the complaint alleges violations against the Superintendent, the complaint shall be filed with
40 the Board Chair using Uniform Complaint Form 1700F. The complaint will proceed to Level 3
41 of this procedure.
42

43 Level 3:
44

45 Upon receipt of written request for appeal of the Superintendent's decision in Level 2, the Board
46 Chair will place the appeal on the agenda of a regular or special Board meeting. The Board will
47 report its decision on the appeal, in writing, to all parties, within thirty (30) calendar days of the
48 Board meeting. A decision of the Board is final, unless it is appealed pursuant to Montana law

1 within the period provided by law.

2 1700

3 Page 3 of 3

4
5 In the case the Board Chair receives a Uniform Complaint Form 1700F that contains allegations
6 involving the Superintendent, within fifteen (15) calendar days of the date the complaint was
7 filed, the Board Chair will call a special meeting of the Board, requesting the Complainant and
8 the Superintendent to be present, where the Board will decide on contracting with an
9 independent investigator. The complaint or identity of the Complainant will not be disclosed
10 except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or
11 (3) as authorized by the Complainant. The investigator shall issue written findings at the
12 completion of the investigation. The Board will meet to deliberate on the findings from the
13 investigation and address the complaint in writing with their decision to the Complainant within
14 seven (7) calendar days of that meeting.

15
16 Level 4

17
18 When a matter falls within the jurisdiction of a county superintendent of schools, the decision of
19 the Board may be appealed to the county superintendent by filing written appeal within thirty
20 (30) calendar days of the Board's decision, pursuant to Montana law.

21
22 Retaliation

23
24 Any individual participating in an investigation or proceeding under this policy may notify the
25 Superintendent, or in the case the allegation involves the Superintendent, the Board, if they
26 believe they are being retaliated against for participating in the investigation or proceeding. The
27 District prohibits retaliation against individuals making complaints under this policy and
28 participating in any investigation that may ensue. The District may discipline students or staff
29 members determined to have retaliated against any individual for participating in an investigation
30 or proceeding under this policy.

31
32
33
34 Legal Reference: Title IX of the Education Amendments of 1972 (Civil Rights Act)
35 Title II of the Americans with Disabilities Act of 1990
36 § 504 of the Rehabilitation Act of 1973
37
38
39

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

2150 - R

INSTRUCTION

Suicide Awareness and Prevention

The Administration shall develop and implement a youth suicide prevention program meeting minimum requirements set forth in 10.55.719, ARM.

The District will provide professional development on youth suicide awareness and prevention to each employee of the district who work directly with any students enrolled in the school district. The training materials will be approved by the Office of Public Instruction (OPI).

The District will provide at least two (2) hours of youth suicide and prevention training beginning the 2017-18 school year. The District will provide, at a minimum, two (2) hours of youth suicide awareness and prevention training every five (5) years thereafter. All new employees who work directly with any student enrolled in the school district will be provided training the first year of employment.

Youth suicide and prevention training may include:

- A. In-person attendance at a live training;
- B. Videoconference;
- C. An individual program of study of designated materials;
- D. Self-review modules available online; and
- E. Any other method chosen by the local school board that is consistent with professional development standards.

Prevention and Response

The Board authorizes the Administration and appropriate District staff to develop procedures to address matters related to suicide prevention and response that:

- A. Promote collaboration with families and with community providers in all aspects of suicide prevention and response;
- B. Include high quality intervention services for students;
- C. Promote interagency cooperation that enables school personnel to identify and access appropriate community resources for use in times of crisis;
- D. Include reintegration of youth into a school following a crisis, hospitalization, or residential treatment;
- E. Provide for leadership, planning, and support for students and school personnel to ensure appropriate responses to attempted or completed suicides.

No cause of action may be brought for any loss or damage caused by any act or admission resulting from the implementation of the provisions of this policy or resulting from any training,

1 or lack of training, related to this policy. Nothing in this policy shall be construed to impose a
2 specific duty of care.

3
4 This policy will be reviewed by the Board of Trustees on a regular basis.

5
6
7 Legal Reference: § 20-7-1310, MCA Youth suicide awareness and prevention training
8 ARM 10.55.720 Suicide Prevention and Response
9
10

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

3110

STUDENTS

Page 1 of 2

Entrance, Placement, and Transfer

Entrance, Date, and Age

The trustees will enroll a child when the child is 5 years of age or older in kindergarten or in first grade whose fifth (5th) or sixth (6th) birthday occurs on or before the tenth (10th) day of September of the school year in which the child is to enroll. **Children will be enrolled in the grade identified in accordance with District policy or at the discretion of the of the administration in consultation with the student's parents or guardians.** A child who meets the requirement of being six (6) years old, but who has not completed a kindergarten program, will be tested and placed at the discretion of the administration. The District requires proof of identity and an immunization record for every child to be admitted to District schools. The trustees may at their discretion assign and admit a child to a school in the district who is under 6 years of age if there are exceptional circumstances that merit waiving the age provision.

School Entrance

1. The District requires that a student's parents, legal guardian, or legal custodian present proof of identity of the child¹ to the school within forty (40) days of enrollment, as well as proof of residence in the District. Students who are not residents of the District may apply for admission pursuant to Policy 3141. Homeless students shall be admitted pursuant to state and federal law, and Policy 3125.
2. To be admitted to District schools, in accordance with the Montana Immunization Law, a child must have been immunized against varicella, diphtheria, pertussis, tetanus, poliomyelitis, rubella, mumps, and measles in the manner and with immunizing agents approved by the department. Immunizations may not be required if a child qualifies for conditional attendance or an exemption is filed as provided by Montana law.
3. The above requirements are not to serve as barriers to immediate enrollment of students designated as homeless or foster children as required by the Every Student Succeeds Act (ESSA) and the McKinney-Vento Act as amended by ESSA. The District shall work with the local child welfare agency, the school last attended, or other relevant agencies to obtain necessary enrollment documentation.

Placement

The District goal is to place students at levels and in settings that will increase the probability of student success. Developmental testing, together with other relevant criteria, including but not limited to health, maturity, emotional stability, and developmental disabilities, may be considered in the placement of all students. Final disposition of all placement decisions rests with the principal, subject to review by the Superintendent or the Board.

1 For the purposes of this section "proof of identity" means a certified copy of a birth certificate, a
2 certified transcript or similar student records from the previous school, or any documentary evidence
3 that a school district considers to be satisfactory proof of identity. 44-2-511(6)(a), MCA

3110

Page 2 of 2

4
5
6
7 Transfer

8
9 District policies regulating the enrollment of students from other accredited elementary schools
10 are designed to protect the educational welfare of children.

11
12 Elementary Grades (K-8): A student transferring into the District will be admitted and placed
13 subject to observation by appropriate teachers and Superintendent during a probation period of
14 two (2) weeks. Thereafter, should doubt arise as to initial grade and level placement of a student,
15 school personnel will conduct an educational assessment to determine appropriate grade and
16 level placement.

17
18
19 Legal Reference:

20 § 20-5-101, MCA	Admittance of child to school
21 § 20-5-403, MCA	Immunization required – release and 22 acceptance of immunization records
23 § 20-5-404, MCA	Conditional attendance
24 § 20-5-405, MCA	Medical or religious exemption
25 § 20-5-406, MCA	Immunization record
26 § 44-2-511, MCA	School enrollment procedure
27 10.16.3122, ARM	Local Educational Agency Responsibility 28 For Students with Disabilities
29 10.55.601, et seq., ARM	Accreditation Standards: Procedures
30	
31	

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

3520 - R

STUDENTS

Student Fees, Fines, and Charges

Within the concept of free public education, the District will provide an educational program for students as free of costs as possible.

The Board may charge a student a reasonable fee for any course or activity not reasonably related to a recognized academic and educational goal of the District or for any course or activity taking place outside normal school functions. The Board may waive fees in cases of financial hardship.

The Board delegates authority to the Superintendent to establish appropriate fees and procedures governing collection of fees and asks the Superintendent to make annual reports to the Board regarding fee schedules. The Board also may require fees for actual cost of breakage and for excessive supplies used in commercial, industrial arts, music, domestic science, science, or agriculture courses.

The District holds a student responsible for the cost of replacing materials or property that are lost or damaged because of negligence. The Superintendent will notify a student and parent regarding the nature of violation or damage, how restitution may be made, and how an appeal may be instituted. The District may not refuse to transfer files to another district because a student owes fines or fees. ~~A school~~ The district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials or the loss or damage of school property until the ~~pupil~~ student or the ~~pupil's~~ student's parent or guardian pays the owed fines or fees. ~~satisfies the obligation.~~

A school district that decides to withhold a ~~pupil's~~ student's grades, diploma, or transcripts from the ~~pupil~~ student and the ~~pupil's~~ student's parent or guardian the District shall:

- o upon receiving notice that the ~~pupil~~ student has transferred to another school district in the state, notify the ~~pupil's~~ student's parent or guardian in writing that the school district to which the ~~pupil~~ student has transferred will be requested to withhold the ~~pupil's~~ student's grades, diploma, or transcripts until any obligation has been satisfied;
- o forward appropriate grades or transcripts to the school district to which the ~~pupil~~ student has transferred;
- o at the same time, notify the school district to which the student has transferred of any financial obligation of the ~~pupil~~ student and request the withholding of the ~~pupil's~~ student's grades, diploma, or transcripts until any obligations are met;
- o when the ~~pupil~~ student or the ~~pupil's~~ student's parent or guardian satisfies the obligation, inform the school district to which the ~~pupil~~ student has transferred;

A student or parent may appeal the imposition of a charge for damages to the Superintendent and to the Board.

Legal reference:	§ 20-1-213 (3), MCA	Transfer of school records
	§ 20-5-201(4), MCA	Duties and sanctions
	§ 20-7-601, MCA	Free textbook provisions
	§ 20-9-214, MCA	Fees

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

3600P

STUDENTS

Revised on: 03/25/13, 07/08/13,
10/21/13, 10/20/14, 6/26/17

Student Records

School student records are confidential, and information from them will not be released other than as provided by law. State and federal laws grant students and parents certain rights, including the right to inspect, copy, and challenge school records.

Maintenance of School Student Records

The District maintains two (2) sets of school records for each student – a permanent record and a cumulative record.

The permanent record will include:

- Basic identifying information
- Academic work completed (transcripts)
- Level of achievement (grades, standardized achievement tests)
- Immunization records (per § 20-5-406, MCA)
- Attendance record
- Statewide student identifier assigned by the Office of Public Instruction
- Record of any disciplinary action taken against the student, which is educationally related

Each student’s permanent file, as defined by the board of public education, must be permanently kept in a secure location.

The cumulative record may include:

- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Verified reports or information from non-educational persons
- Verified information of clear relevance to the student’s education
- Information pertaining to release of this record
- Disciplinary information
- Camera footage only for those students directly involved in the incident

Information in the permanent record will indicate authorship and date and will be maintained in perpetuity for every student who has been enrolled in the District. Cumulative records will be maintained for eight (8) years after the student graduates or permanently leaves the District. Cumulative records which may be of continued assistance to a student with disabilities, who graduates or permanently withdraws from the District, may, after five (5) years, be transferred to the parents or to the student if the student has succeeded to the rights of the parents.

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4 The building principal will be responsible for maintenance, retention, or destruction of a student's
5 permanent or cumulative records, in accordance with District procedure established by the
6 Superintendent.

7
8 Access to Student Records
9

10 The District will grant access to student records as follows:

- 11
12 1. The District or any District employee will not release, disclose, or grant access to information
13 found in any student record except under the conditions set forth in this document.
14
15 2. The parents of a student under eighteen (18) years of age will be entitled to inspect and copy
16 information in the child's school records. Such requests will be made in writing and directed
17 to the records custodian. A parent of any student is allowed to view the footage but is not
18 permitted to receive a copy unless the parents of the other involved students provide consent.
19 Consent from parents of students in the background is not required. Access to the records
20 will be granted within fifteen (15) days of the District's receipt of such request. Parents are
21 not entitled to records of other students. If a record contains information about two
22 students, information related to the student of the non- requesting parent will be
23 redacted from the record.
24 In situations involving a record containing video footage, a parent of a student whose record
25 contains the footage is allowed to view the footage contained in the record but is not
26 permitted to receive a copy unless the parents of the other involved students provide
27 consent. The footage is not a record of students in the background of the image or not
28 otherwise involved in the underlying matter.
29

30 Where the parents are divorced or separated, both will be permitted to inspect and copy the
31 student's school records, unless a court order indicates otherwise. The District will send copies
32 of the following to both parents at either one's request, unless a court order indicates otherwise:
33

- 34 a. Academic progress reports or records;
35 b. Health reports;
36 c. Notices of parent-teacher conferences;
37 d. School calendars distributed to parents/guardians; and
38 e. Notices about open houses and other major school events, including student-parent
39 interaction.
40

41 A student that attains the age of legal majority is an "eligible student" under FERPA. An eligible
42 student has the right to access and inspect their student records. An eligible student may not
43 prevent their parents from accessing and inspecting their student records if they are a dependent
44 of their parents in accordance with Internal Revenue Service regulations.
45

46 Access will not be granted to the parent or the student to confidential letters and
47 recommendations concerning admission to a post-secondary educational institution, applications
48 for employment, or receipt of an honor or award, if the student has waived his or her right of
49 access after being advised of his or her right to obtain the names of all persons making such
50 confidential letters or statements.
51

1 3. The District may grant access to or release information from student records without prior written
2 consent to school officials with a legitimate educational interest in the information. A school
3 official is a person employed by the District in an administrative, supervisory, academic, or
4 support staff position (including, but not limited to administrators, teachers, counselors,
5 paraprofessionals, coaches, and bus drivers), and the board of trustees. A school official may
6 also include a volunteer or contractor not employed by the District but who performs an
7 educational service or function for which the District would otherwise use its own employees and
8 who is under the direct control of the District with respect to the use and maintenance of

9 3600P
10 page 3 of 5

11
12 personally identifying information from education records, or such other third parties under
13 contract with the District to provide professional services related to the District's educational
14 mission, including, but not limited to, attorneys and auditors. A school official has a legitimate
15 educational interest in student education information when the official needs the information in
16 order to fulfill his or her professional responsibilities for the District. Access by school officials
17 to student education information will be restricted to that portion of a student's records necessary
18 for the school official to perform or accomplish their official or professional duties.

19
20 4. The District may grant access to or release information from student records without parental
21 consent or notification to any person, for the purpose of research, statistical reporting, or
22 planning, provided that no student or parent can be identified from the information released, and
23 the person to whom the information is released signs an affidavit agreeing to comply with all
24 applicable statutes and rules pertaining to school student records.

25
26 5. The District may grant release of a child's education records to child welfare agencies without the
27 prior written consent of the parents.

28
29 6. The District will grant access to or release information from a student's records pursuant to a
30 court order.

31
32 7. The District will grant access to or release information from any student record, as specifically
33 required by federal or state statute.

34
35 8. The District will grant access to or release information from student records to any person
36 possessing a written, dated consent, signed by the parent or eligible student, with particularity as
37 to whom the records may be released, the information or record to be released, and reason for the
38 release. One (1) copy of the consent form will be kept in the records, and one (1) copy will be
39 mailed to the parent or eligible student by the Superintendent. Whenever the District requests
40 consent to release certain records, the records custodian will inform the parent or eligible student
41 of the right to limit such consent to specific portions of information in the records.

42
43 9. The District may release student records to the superintendent or an official with similar
44 responsibilities in a school in which the student has enrolled or intends to enroll, upon written
45 request from such official. School officials may also include those listed in #3 above.

46
47 10. Prior to release of any records or information under items 5, 6, 7, 8, and 9, above, the District will
48 provide prompt written notice to the parents or eligible student of this intended action. This
49 notification will include a statement concerning the nature and substance of the records to be
50 released and the right to inspect, copy, and challenge the contents.

1
2 11. The District may release student records or information in connection with an emergency, without
3 parental consent, if the knowledge of such information is necessary to protect the health or safety
4 of the student or other persons. The records custodian will make this decision, taking into
5 consideration the nature of the emergency, the seriousness of the threat to the health and safety of
6 the student or other persons, the need for such records to meet the emergency, and whether the
7 persons to whom such records are released are in a position to deal with the emergency. The
8 District will notify the parents or eligible student, as soon as possible, of the information released,

3600P

page 4 of 5

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12 date of the release, the person, agency, or organization to whom the release was made, and the
13 purpose of the release.

14
15 12. The District may disclose, without parental consent, student records or information to the youth
16 court and law enforcement authorities, pertaining to violations of the Montana Youth Court Act
17 or criminal laws by the student.

18
19 13. The District will comply with an *ex parte* order requiring it to permit the U.S. Attorney
20 General or designee to have access to a student's school records without notice to or consent of
21 the student's parent(s)/guardian(s).

22
23 14. The District charges a nominal fee for copying information in the student's records. No parent or
24 student will be precluded from copying information because of financial hardship.

25
26 15. A record of all releases of information from student records (including all instances of access
27 granted, whether or not records were copied) will be kept and maintained as part of such records.
28 This record will be maintained for the life of the student record and will be accessible only to the
29 parent or eligible student, records custodian, or other person. The record of release will include:

- 30
31 a. Information released or made accessible.
32 b. Name and signature of the records custodian.
33 c. Name and position of the person obtaining the release or access.
34 d. Date of release or grant of access.
35 e. Copy of any consent to such release.

36
37 Directory Information

38
39 The District may release certain directory information regarding students, except that parents may
40 prohibit such a release. Directory information will be limited to:

- 41
42 Student's name
43 Address
44 Telephone listing
45 Electronic mail address
46 Photograph (including electronic version)
47 Date of birth
48 Dates of attendance
49 Grade level
50 Participation in officially recognized activities and sports
51 Honors and awards received

1
2 The notification to parents and students concerning school records will inform them of their right to
3 object to the release of directory information. The School District will specifically include information
4 about the missing children electronic directory photograph repository permitting parents or
5 guardians to chose to choose to have the student's photograph included in the repository for that
6 school year; information about the use of the directory photographs if a student is identified as a
7 missing child; and information about how to request the student's directory photograph be
8 removed from the repository.
9

10 Military Recruiters/Institutions of Higher Education

11 Pursuant to federal law, the District is required to release the names, addresses, and telephone
12 numbers of all high school students to military recruiters and institutions of higher education upon

13
14
15
16 request.

3600P
page 5 of 5

17
18 The Montana Superintendent of Public Instruction may release student information to the
19 Montana Commissioner of Higher Education and Montana Department of Labor and Industry for
20 research purposes after entering into agreement with Commissioner and Department. If the
21 Superintendent of Public Instruction offers a statewide assessment that serves as a college entrance
22 exam, the student's personally identifiable information may be released to colleges, state-contracted
23 testing agencies, and scholarship organizations with student consent.
24

25 The notification to parents and students concerning school records will inform them of their right to
26 object to the release of this information.

27 Student Record Challenges

28
29 The District shall give a parent or eligible student, on request, an opportunity for a hearing to challenge
30 content of the student's education records on the grounds that the information contained in the education
31 records is inaccurate, misleading, or in violation of the privacy rights of the student.
32

33
34 The hearing required by 34 C.F.R. 99.21 must meet, at a minimum, the following requirements:

- 35 • The District shall hold the hearing within a reasonable time after it has received the request for
- 36 the hearing from the parent or eligible student.
- 37 • The District shall give the parent or eligible student notice of the date, time, and place, reasonably
- 38 in advance of the hearing.
- 39 • The hearing may be conducted by any individual including an official of the District who does
- 40 not have direct interest in the outcome of the hearing.
- 41 • The District shall make its decision in writing within a reasonable amount of time after the
- 42 hearing.
- 43 • The decision must be based solely on the evidence presented at the hearing, and must include a
- 44 summary of the evidence and the reasons for the decision.
- 45

46 The parent or eligible student has:

- 47
- 48 • The right to present evidence and to call witnesses;
- 49 • The right to cross-examine witnesses;
- 50 • The right to counsel;

- 1 • The right to a written statement of any decision and the reasons therefor;

2
3 The parents may insert a written statement of reasonable length describing their position on disputed
4 information. The school will maintain the statement with the contested part of the record for as long as
5 the record is maintained and will disclose the statement whenever it discloses the portion of the record to
6 which the statement relates.
7

8

9 Legal Reference:	Family Education Rights and Privacy Act, 20 U.S.C. § 1232g (2011); 34 C.F.R.
	99 (2011), 34 C.F.R. 99.20-22
11	§ 20-5-201, MCA Duties and sanctions
12	§ 40-4-225, MCA Access to records by parent
13	§ 41-3-201, MCA Reports
14	§ 41-5-215, MCA Youth court and department records – notification of
15	school
16	<u>§ 20-7-104</u> <u>Transparency and public availability of public school</u>
17	<u>performance data -- reporting-- availability for timely</u>
18	<u>use to improve instruction.</u>
19	10.55.909, ARM Student records
20	10.55.910, ARM Student Discipline Records
21	<u>Chapter 250 (2019)</u> <u>Electronic Director Photograph Repository</u>
22	

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

4315

COMMUNITY RELATION

Spectator Conduct and Sportsmanship for Athletic and Co-Curricular Events

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or co-curricular event may be ejected from the event and/or denied admission to school events for up to a year after a Board hearing. Examples of unsportsmanlike conduct include but are not limited to:

- Using vulgar or obscene language or gestures;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a weapon;
- Fighting or otherwise striking or threatening another person;
- Failing to obey instructions of a security officer or District employee; and
- Engaging in any illegal or disruptive activity.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice by certified mail with return receipt requested, containing:

4. Date, time, and place of a Board hearing;
5. Description of the unsportsmanlike conduct; and
6. Proposed time period admission to school events will be denied.

Legal Reference:	§ 20-1-206, MCA	Disturbance of school – penalty
	§ 20-4-303, MCA	Abuse of teachers
	§ 45-8-101, MCA	Disorderly conduct
	<u>§ 45-8-351, MCA</u>	<u>Restriction on Local Government Regulation of</u>
		<u>Firearms</u>

Article X, section 8 Montana Constitution

Gallatin Gateway Elementary

Adopted on: 08/20/12

Reviewed on:

Revised on: 6/26/17

4332

COMMUNITY RELATION

Conduct on School Property

In addition to prohibitions stated in other District policies, no person on school property shall:

- Injure or threaten to injure another person;
- Damage another’s property or that of the District;
- Violate any provision of the criminal law of the state of Montana or town or county ordinance;
- Smoke or otherwise use tobacco or nicotine products, including alternative nicotine and vapor products as defined in 16-11-302, MCA, or other similar products;
- Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess weapons (as defined in Policy 3310/3311) at any time;
- Impede, delay, or otherwise interfere with the orderly conduct of the District’s educational program or any other activity occurring on school property;
- Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board; or
- Willfully violate other District rules and regulations.

“School property” means within school buildings, in vehicles used for school purposes, or on owned or leased school grounds. District administration will take appropriate action, as circumstances warrant.

Cross Reference: 3310 Student Discipline
3311 Firearms and Weapons

Legal Reference: Pro-Children Act of 1994, 20 U.S.C. § 6081
Smoke Free School Act of 1994
§ 20-1-220, MCA Use of tobacco product in public school building or on public school property prohibited
§ 20-5-410, MCA Civil penalty
§ 45-8-351, MCA Restriction on Local Government Regulation of

1 Firearms

2

3

4

Article X, section 8 Montana Constitution

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

4410

COMMUNITY RELATION

Revised on:

Relations With Law Enforcement and Child Protective Agencies

The staff is primarily responsible for maintaining proper order and conduct in the schools. Staff shall be responsible for holding students accountable for infractions of school rules, which may include minor violations of the law, occurring during school hours or at school activities. When there is substantial threat to the health and safety of students or others, such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs, or the scheduling of events where large crowds may be difficult to handle, the law enforcement agency shall be called upon for assistance. Information regarding major violations of the law shall be communicated to the appropriate law enforcement agency.

The District will strive to develop and maintain cooperative working relationships with the law enforcement agencies. Procedures for cooperation between law enforcement, child protective, and school authorities will be established. Such procedures will be made available to affected staff and will be periodically revised.

County or Regional Interdisciplinary Child Information and School Safety Team

The District will participate in the Gallatin County or Regional interdisciplinary child information and school safety team established by Section 52-2-211, MCA. This team consists of county-level representatives of the youth court, the county attorney, the department of public health and human services, the county superintendent of schools, the sheriff, the chief of any police force, the superintendents of public school districts in the County, and the department of corrections.

The purpose of the team is "to facilitate the exchange and sharing of information that one or more team members may be able to use in serving a child in the course of their professions and occupations, including but not limited to abused or neglected children, delinquent youth, and youth in need of intervention, and of information relating to issues of school safety."

The Superintendent is authorized to participate in the formation of and request information from the interdisciplinary child information and school safety team regarding students in the School District. The Superintendent shall utilize this authority on a regular basis to ensure the safety and security of the District.

Cross Reference: 4313 Disruption of School Operations

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Legal Reference:

§ 20-1-206, MCA
§ 52-2-211, MCA

Disturbance of school – penalty
County Interdisciplinary Child Information and
School Safety Team

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 6/26/17

5120

PERSONNEL

Hiring Process and Criteria

Vacant positions may be advertised in District only or through media sources. Unless stated in a negotiated agreement with staff, a vacancy need not be advertised as determined by the Superintendent. The Superintendent is responsible for recruiting personnel, in compliance with Board policy, and making hiring recommendations to the Board. The District shall hire the person who best meets the criteria consistent with budget and staffing requirements, and shall comply with Board policy on equal employment opportunities and veteran's preference. The Superintendent shall maintain current job descriptions for each position in the District. All applicants must complete the District application in order to be considered for employment, including a written authorization for a criminal background investigation. Applications shall be kept for 2 years after submission pursuant to law.

Every applicant must provide the District with written authorization for a criminal background investigation. The Superintendent will keep any conviction record confidential as required by law and District policy. The district will create a determination sheet from the criminal history record. The determination sheet will be kept on file at the District Office. The Criminal History Record with no disqualifiers will be shredded on site immediately after review. The Criminal History Record with disqualifiers will be retained on file at the District Office according to law. Every newly hired employee must complete an Immigration and Naturalization Service form, as required by federal law.

Certification

The District requires its' contracted certified staff to hold valid Montana teacher or specialist certificates endorsed for the roles and responsibilities for which they are employed. Failure to meet this requirement shall be just cause for termination of employment. No salary warrants may be issued to a staff member, unless a valid certificate for the role to which the teacher has been assigned has been registered with the county superintendent within sixty (60) calendar days after a term of service begins. Every teacher and administrator under contract must bring their current, valid certificate to the personnel office at the time of initial employment, as well as at the time of each renewal of certification.

The personnel office will register all certificates, noting class and endorsement of certificates, and will update permanent records as necessary. The personnel office also will retain a copy of each valid certificate of a contracted certified employee in that employee's personnel file.

Reference Checks

The Board authorizes the Superintendent or the Superintendent's designee to inquire of past employers about an applicant's employment on topics including but not limited to: title, role, reason for leaving, work ethic, punctuality, demeanor, collegiality, putting the interests of students first, and suitability for the position in the District. Responses to these inquiries should be documented and considered as part of the screening and hiring process.

Cross Reference: 5122 Fingerprints and Criminal Background Investigations

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Legal Reference:

§ 20-4-202, MCA
§ 39-29-102, MCA

Teacher and specialist certification registration
Point preference or alternative preference in initial hiring
for certain applicants -- substantially equivalent selection
procedure

Gallatin Gateway Elementary

Adopted on: 08/20/2012
Reviewed on: 6/26/17

5223

PERSONNEL

Revised on:

Personal Conduct

School District employees will abide by all district policies, state and federal laws in the course of their employment. Where applicable, employees will abide by and honor the professional educator code of conduct.

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of District business. **All employees shall maintain appropriate employee-student relationship boundaries in all respects, including but not limited to personal, speech, print, and digital communications. Failure to honor the appropriate employee student relationship boundary will result in a report to the Department of Public Health and Human Services and the appropriate law enforcement agency.**

While on school property, employees shall not injure or threaten to injure another person; damage another's property or that of the District; or use, control, possess or transfer any weapon or item that could be reasonably considered to be a weapon as defined in Policies 3310 and 3311. "School property" means within school buildings, in vehicles used for school purposes, or on grounds leased or owned by the school district.

In accordance with state law, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment that creates a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee, before acting in a manner which might impinge on any fiduciary duty, may disclose the nature of the private interest which would create a conflict. Care should be taken to avoid using or avoid the appearance of using official positions and confidential information for personal advantage or gain.

Further, employees are expected to hold confidential all information deemed not to be for public consumption as determined by state law and Board policy. Employees also will respect the confidentiality of people served in the course of an employee's duties and use information gained in a responsible manner. The Board may discipline, up to and including discharge, any employee who discloses confidential and/or private information learned during the course of the employee's duties or learned as a result of the employee's participation in a closed (executive) session of the Board. Discretion should be used even within the school system's own network of communication and confidential information should only be communicated on a need to know basis.

Administrators and supervisors may set forth specific rules and regulations governing staff conduct on the job within a particular building.

1 Cross Reference: Professional Educators of Montana Code of Ethics
2 Policy 3310—Student Discipline
3 Policy 3311-Firearms and Weapons
4 Policy 5232—Abused and Neglected Children

5
6
7 Legal Reference: § 20-1-201, MCA School officers not to act as agents
8 Title 2, Chapter 2, Part 1 Standards of Conduct
9 § 39-2-102, MCA What belongs to employer
10 § 45-8-361, MCA Possession or allowing possession of
11 A weapon in a school building
12 § 45-5-501, MCA Definitions
13 § 45-5-502, MCA Sexual Assault
14

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

5232

PERSONNEL

Revised on: 07/08/2013, 6/26/17

Abused and Neglected Child Reporting

A District employee who has reasonable cause to suspect, as a result of information they receive in their professional or official capacity, that a child is abused or neglected by anyone regardless of whether the person suspected of causing the abuse or neglect is a parent or other person responsible for the child's welfare, ~~they~~ shall report the matter promptly to the department of public health and human services. A District employee who makes a report of child abuse or neglect is encouraged to notify the building administrator of the report. An employee does not discharge the obligation to personally report by notifying the Superintendent or principal. Child abuse or neglect means actual physical or psychological harm to a child, substantial risk of physical or psychological harm to a child, and abandonment. This definition includes sexual abuse and sexual contact by or with a student. The obligation to report suspected child abuse or neglect also applies to actual or attempted sexual or romantic contact between a student and a staff member.

Any District employee who fails to report a suspected case of abuse or neglect to the Department of Public Health and Human Services, or who prevents another person from doing so, may be civilly liable for damages proximately caused by such failure or prevention and is guilty of a misdemeanor. The employee will also be subject to disciplinary action up to and including termination.

When a District employee makes a report, the DPHHS may share information with that individual or others as permitted by law stated in 41-3-201(5). Individuals in the District who receive information related to a report of child abuse or neglect pursuant to the above named subsection (5) shall maintain the confidentiality of the information. ~~as required in 41-3-205.~~

If a written report is filed with DPHHS, a copy of the report will be maintained in a separate file by the Superintendent.

Cross Reference: Policy 5223 – Personal Conduct
Policy 3225- Sexual Harassment of Students

Legal Reference: § 41-3-201, MCA Reports
§ 41-3-202, MCA Action on reporting
§ 41-3-203, MCA Immunity from liability
§ 41-3-205, MCA Confidentiality – disclosure exceptions
§ 41-3-207, MCA Penalty for failure to report
Montana Criminal Background Checks/Abuse and Neglect Registry
§ 45-5-501, MCA Definitions

+ next page

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§ 45-5-502, MCA Sexual Assault

← 5232

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

5329

PERSONNEL

Long-Term Illness/Temporary Disability Leave

Employees may use sick leave for long-term illness or temporary disability, and, upon the expiration of sick leave, the Board may grant eligible employees leave without pay if requested. Medical certification of the long-term illness or temporary disability may be required, at the Board's discretion.

Leave without pay arising out of any long-term illness or temporary disability shall commence only after sick leave has been exhausted. The duration of leaves, extensions, and other benefits for privileges such as health and long-term illness, shall apply under the same conditions as other long-term illness or temporary disability leaves.

~~The Superintendent shall devise procedures within the intent of Title VII of the 1964 Civil Rights Act as amended in 1978 by the Pregnancy Discrimination Act, and within the scope of applicable law and court rulings in the state of Montana.~~

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

5330

PERSONNEL

Revised on:

Maternity Leave and Paternity Leave

~~Long-term illness or temporary disability shall be construed to include pregnancy, miscarriage, childbirth and recovery therefrom.~~ Maternity leave includes only continuous absence immediately prior to **adoption**, delivery, absence for delivery, and absence for post-delivery recovery, or continuous absence immediately prior to and in the aftermath of miscarriage or other pregnancy-related complications.

~~It is unlawful for an employer to~~ **The School District shall** not refuse to grant an employee a reasonable leave of absence for pregnancy ~~or require that an employee take a mandatory maternity leave for an unreasonable length of time.~~ In determining the reasonableness which shall apply to a request for a leave of absence for a pregnancy, an employer shall apply standards at least as inclusive as those which have been applied to requests for leave of absence for any other valid medical reason. The School District will follow the language in the current collective bargaining agreement as it relates to maternity leave for certified staff. The School District has determined that maternity leave shall not exceed six (6) weeks, for classified staff, unless prescribed otherwise by the employee's physician. **Employees will be required to use appropriate accumulated paid leave concurrently while on FMLA leave.**

~~It is also unlawful for an employer to~~ **The School District shall** not deny to the employee who is disabled as a result of pregnancy any compensation to which the employee is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by the employer, provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform employment duties.

~~As a disabling condition, maternity leave is not available to fathers.~~

An employee who has signified her intent to return at the end of her maternity leave of absence shall be reinstated to her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

The School District will review requests for Paternity Leave in accordance with any applicable policy or collective bargaining agreement provision governing use of leave for family purposes.

Legal Reference: § 49-2-310, MCA Maternity leave – unlawful acts of employers
§ 49-2-311, MCA Reinstatement to job following pregnancy-related leave of absence
Admin. R. Mont. 24.9.1201—1207 Maternity Leave

Gallatin Gateway Elementary

Adopted on: 08/20/12
Reviewed on: 6/26/17

7260

FINANCIAL MANAGEMENT

Revised on:

Donations, Endowments, Gifts, and Investments

The Board may accept gifts, endowments, legacies, and devises subject to the lawful conditions imposed by the donor or without any conditions imposed. Unless otherwise specified by the donor, when a district receives a donation the trustees may deposit the donation in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the donation to any other fund at the discretion of the trustees. If the trustees accept a donation and the donor specifies the donation for an endowment, the trustees shall deposit the donation in the endowment fund. Endowments received by the District will be deposited to an endowment fund as an expendable or nonexpendable trust. Neither the Board nor the Superintendent will approve any gifts that are inappropriate. Unless conditions of an endowment instrument require immediate disbursement, the Board will invest money deposited in the endowment fund according to the provisions of the Uniform Management of Institutional Funds Act (Title 72, chapter 30, MCA).

If the District deposited donated funds in an endowment fund without specific instruction by the donor, the Board may move the donated funds and any accumulated interest to any other budgeted or nonbudgeted fund of the District and may spend donated funds and any accumulated interest unless restricted by condition imposed by the donor.

The Board authorizes the Superintendent to establish procedures for determining the suitability or appropriateness of all gifts received and accepted by the District.

Once accepted, donated funds are public funds subject to state law. Donated funds may not be transferred to a private entity. Benefactors may not adjust or add terms or conditions to donated funds after the donation has been accepted.

The Board directs that all school funds be invested in a prudent manner so as to achieve maximum economic benefit to the District. Funds not needed for current obligations may be invested in investment options as set out in Montana statutes, whenever it is deemed advantageous for the District to do so.

Educational Foundations may exist in the community, but are not managed, directed, or approved by the Board of Trustees.

Legal Reference:	§ 20-6-601, MCA	Power to accept gifts
	§ 20-7-803, MCA	Authority to accept gifts
	§ 20-9-212, MCA	Duties of county treasurer
	§ 20-9-213(4), MCA	Duties of trustees

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§ 20-9-604, MCA

Gifts, legacies, devises, and administration of
endowment fund

§ 72-30-209, MCA

Appropriation for expenditure or accumulation of
endowment fund – rules of construction

Gallatin Gateway Elementary

Adopted on:
Reviewed on: 6/26/17
Revised on:

7520

FINANCIAL MANAGEMENT

Independent Investment Accounts

The Board may establish independent investment accounts separate and apart from those funds maintained by the county treasurer. The Board may transfer cash into an independent investment account from any budgeted or non-budgeted funds. A separate account shall be established for each fund from which transfers are made. The principal and any interest earned must be reallocated to the fund from which the deposit was originally made. Unless otherwise provided by law, all other revenue may be sent directly to a participating district's investment account.

The District may either:

- Establish and use the account as a non-spending account, returning sufficient funds to the county treasurer in time to pay all claims against the applicable fund; or
- Establish a subsidiary checking account and make expenditures from the investment account, provided all transactions are accounted for and reported, as required by applicable accounting principles. If the District desires to establish a subsidiary checking account for purposes of paying for expenditures directly from an investment account, the District must enter into a written agreement with the county treasurer, in accordance with § 20-9-235, MCA.

Legal Reference: § 20-9-235, MCA Authorization for school district investment account

Gallatin Gateway Elementary

Adopted on: 6/26/17

Reviewed on:

Revised on:

8225

NONINSTRUCTIONAL OPERATIONS

Tobacco Free Policy

The District maintains tobacco-free buildings and grounds. Tobacco includes but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, vapor product, alternative nicotine product, nicotine and any other tobacco innovation.

Use of tobacco products in a public school building or on public school property is prohibited, unless used in a classroom or on other school property as part of a lecture, demonstration, or educational forum sanctioned by a school administrator or faculty member, concerning the risks associated with using tobacco products or in connection with Native American cultural activities.

For the purpose of this policy, “public school building or public school property” means:

- Public land, fixtures, buildings, or other property owned or occupied by an institution for the teaching of minor children, that is established and maintained under the laws of the state of Montana at public expense; and
- Includes playgrounds, school steps, parking lots, administration buildings, athletic facilities, gymnasiums, locker rooms, and school vehicles.

Violation of the policy by students and staff will be subject to actions outlined in District discipline policies.

Use of FDA-approved cessation devices may be permitted at school buildings and on school grounds with the approval of the building administrator.

Legal Reference:	§ 20-1-220, MCA	Use of tobacco product in public school building or on public school property prohibited
	§ 50-40-104(4)(e), MCA	Smoking in enclosed public places prohibited – notice to public - places where prohibition inapplicable
	ARM 37.111.825(5)	Health Supervision and Maintenance
	42 U.S.C. 1996, 1996a	American Indian Religious Freedom Act

new

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STUDENTS

3630

Cell Phones and Other Electronic Equipment

Option 1

Students may use cellular phones, pagers, and other electronic signaling devices on campus at any time, so long as this use does not violate any Board policies or procedures or violate the rights of any individuals.

Option 2

Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of District employees is a privilege which will be permitted only under the circumstances described herein. At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.

Students may use cellular phones, pagers, and other electronic signaling devices on campus before school begins and after school ends. Students in grades 9-12 may also use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional day. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers. Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action.

Option 3

Students may not use cellular phones, pagers, and other electronic signaling devices on campus at any time. Building-level administrators may grant permission for individual students to use and/ or possess cellular phones, if, in the sole discretion of the administrator, such use is necessary to the safety and/or welfare of the student.

Policy History:

Adopted on:

Reviewed on:

Revised on:

Gallatin Gateway School District

PERSONNEL

5329P

Long-Term Illness/Temporary Disability/Maternity Leave

The following procedures will be used when an employee has a long-term illness or temporary disability, including maternity:

1. When any illness or temporarily disabling condition is "prolonged," an employee will be asked by the administration to produce a written statement from a physician, stating that the employee is temporarily disabled and is unable to perform the duties of his/her position until such a time.
2. ~~Maternity leave will be treated as any other disability. Generally, unless mandated otherwise by a physician, maternity leave does not exceed six (6) weeks. As a disabling condition, maternity leave is not available to fathers.~~
3. In the case of any ~~other~~ extended illness, procedures for assessing the probable duration of the temporary disability will vary. The number of days of disability leave will vary according to different conditions, individual needs, and the assessment of individual physicians. Normally, however, the employee should expect to return on the date indicated by the physician, unless complications develop which are further certified by a physician.
4. An employee who has signified her intent to return at the end of her ~~maternity-extended~~ leave of absence shall be reinstated to his/her original job or an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits.

Procedure History:

Promulgated on:

Reviewed on:

Revised on:

new

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PERSONNEL

5230

Prevention of Disease Transmission

All District personnel will be advised of routine procedures to follow in handling body fluids. These procedures, developed in consultation with public health and medical personnel, will provide simple and effective precautions against transmission of diseases to persons exposed to the blood or body fluids of another. The procedures will follow standard health and safety practices. No distinction will be made between body fluids from individuals with a known disease or infection and from individuals without symptoms or with an undiagnosed disease.

The District will provide training on procedures on a regular basis. Appropriate supplies will be available to all personnel, including those involved in transportation and custodial services.

Policy History:

- Adopted on:
- Reviewed on:
- Revised on:

Gallatin Gateway Elementary

Adopted on: 08/20/2012

Reviewed on:

Revised on: 10/21/2013,
6/26/17

8301 - R

NONINSTRUCTIONAL OPERATIONS

District Safety

For purposes of this policy, *“disaster means the occurrence or imminent threat of damage, injury, or loss of life or property”*.

The Board recognizes that safety and health standards should be incorporated into all aspects of the operation of the District. Rules for safety and prevention of accidents will be posted in compliance with the Montana Safety Culture Act and the Montana Safety Act. Injuries and accidents will be reported to the District office.

The board of trustees has identified the following local hazards that exist within the boundaries of its school district: Fire, Earthquake, Civil Defense, Tornadoes, Intruders, Firearms.

The Superintendent shall design and incorporate drills in its school safety or emergency operations plan to address the above stated hazards. The trustees shall certify to the office of public instruction that a school safety or emergency operations plan has been adopted. This plan and procedures will be discussed and distributed to each teacher at the beginning of each school year. There will be at least eight (8) disaster drills a year in a school. All teachers will discuss safety drill procedures with their class at the beginning of each year and will have them posted in a conspicuous place next to the exit door. Drills must be held at different hours of the day or evening to avoid distinction between drills and actual disasters. A record will be kept of all fire drills.

The trustees shall review the school safety or emergency operations plan periodically and update the plan as determined necessary by the trustees based on changing circumstances pertaining to school safety. Once the trustees have made the certification to the office of public instruction, the trustees may transfer funds pursuant to Section 2, 20-1-401, MCA to make improvements to school safety and security.

The Superintendent will develop safety and health standards which comply with the Montana Safety Culture Act.

Act. [Optional]: The Superintendent shall ensure District employees are provided equipment, tools, and devices designed to ensure a safe and health workplace in accordance with this policy. Failure to use the provided equipment in a suitable or timely manner may be considered a violation of District policy. If a staff member requires equipment that is not available, an employee may submit a request to the administration in accordance with established District practice.

School Closure

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. Specific procedures for school closures may be found in the District’s Safety Plan.

1 Hazardous and Infectious Materials

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3 The Superintendent shall take all reasonable measures to protect the safety of District personnel, students,
4 and visitors on District premises from risks associated with hazardous materials, including pesticide, and
5 infectious materials. Specific procedures for handling hazardous or infectious materials may be found in
6 the District's Safety Plan.
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10 8301
Page 2 of 2

11	Legal Reference:	§ 20-1-401, MCA	Disaster drills to be conducted regularly
12			– districts to identify disaster risks and
13			adopt school safety plan
14		§ 20-1-402, MCA	Number of disaster drills required –
15			time of drills to vary
16		§§ 39-71-1501, et seq., MCA	Montana Safety Culture Act
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