

# November Agenda

## Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, November 20, 2019 at 6:00pm** at the **Gallatin Gateway School Board Room**. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

### Pledge of Allegiance

### Presiding Trustee's explanation of procedures

### Public Comment- Non Agenda Items- Sign in sheet

**GUEST:** *Bridget Ekstrom, D.A. Davidson & Co.*- Bonding Capacity and Bond Election Process

### Consent Agenda

**Minutes:** October 23, 2019-regular meeting; November 1, 2019- special committee meeting; **Finance:** Warrants; Cash Reconciliation Report; Budget vs. Expenditure Report; Extra-Curricular Account Reconciliation; **Personnel:** Hire: Classified/Certified Substitutes

### Superintendent's Report

### District Clerk's Report

### Old Business

Review and Consider Revisions to Superintendent Evaluation Tool

### New Business

#### Action Items:

- Consider approval of Underwriting Engagement Letter with D.A. Davidson & Co.
- Review & Consider Approval of Owner's Representative Request for Qualifications (RFQ)
- Consider 2019-2020 Retirement Fund Line-item Budget Adoption
- Review & Consider District Clerk Evaluation Tool
- Policy Revision: GGS Policy #5120P- Fingerprint Background Handling Procedure

#### Next Meetings:

- Special Meeting- December 6, 2019 @ 10am- agenda setting
- Regular Meeting- December 18, 2019 @ 6pm

### Adjournment

*"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."*

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

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

*“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.”*

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

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**CALL TO ORDER**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Wednesday, November 20, 2019, in the Gallatin Gateway School Board Room. Board Chair Aaron Schwieterman presided and called the meeting to order at 6:01pm.

**TRUSTEES PRESENT**

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

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Theresa Keel, Superintendent; and Carrie Fisher, District Clerk

**OTHERS PRESENT**

Bridget Ekstrom, D.A. Davidson & Co.

**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

**GUEST**

Bridget Ekstrom, D.A. Davidson, & Co. reviewed the bonding capacity available to the district and the process of holding a bond election.

Board Chair Aaron Schwieterman suggested moving the new business agenda item up in the agenda "Consider approval of Underwriting Engagement Letter with D.A. Davidson & Co.". There were no objections.

Consider approval of Underwriting Engagement Letter with D.A. Davidson & Co.

Motion: Trustee Carissa Paulson to approve the Underwriting Engagement Letter with D.A. Davidson & Co. as presented.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

### **CONSENT AGENDA**

The following items were tabled for a future meeting: Cash Reconciliation report, Budget vs. Expenditure Report and Extra-Curricular Account Reconciliation.

Motion: Trustee Mary Martin to approve the minutes from October 23, 2019- regular meeting and November 1, 2019-special committee meeting; approve warrants #36301-#36340, electronic warrants- #-99794 - -99788, payroll warrants #75582- #75597; and direct deposits #-88551 - #-88517 and voided warrants: None; hire classified/certified substitutes: Bus Driver: Maxine Daniel; Kitchen/Food Service: Connie Evenson; Teachers/Paras/Other: Mark Aamot, Nickole Achziger, Katlian Afton, Dayna Bergin, April Bettilyon, Tina Colstad, Cynthia Corliss, Connie Evenson, Jason Fischer, Kevin Germann, Jennifer Gilbert, Mary Jo Haberman, Audra Harvey, Amanda Herrera, Wendy Hourigan, Skyla Jenkins, Cheryl Juergens, Kris Keller, Spencer Kirkemo, Kacee Krob, Rebecca Lieurance, Heidi Maus, Hannah Mayer, Darcy Nordhagen, Brad Parsch, Teresa Ann Quatraro, Tonya Scott, Leigh Strohn, Barry Sulam, Debra Tysse; and Office/Clerical: Connie Evenson

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

### **SUPERINTENDENT REPORT**

Superintendent Keel provided the Board with the following information: 1) Enrollment = 171 as of November 17, 2019; 2) PLC Meetings; 3) Book study- *Leading and Managing a Differentiated Classroom*; 4) RtI meetings with parents; 5) Interim Comprehensive SBAC assessment grades 3-8; 6) Gifted & Talented; 7) CSIP submitted to stated; 8) Gallatin High enrollment process; 9) Bozeman Art Museum; 10) Volunteers in classrooms; 11) Blue Jean Friday donations; 12) Maternity Leave language; 13) Chili cook-off and art auction discussions; 14) RFQ for Owners Rep; 15) CORE heating system repairs; 16) Goal Setting Meetings; 17) Formal/Informal evaluations; 18) Online Gator store; 19) Thankful November Calendar for staff; 20) Super Discuss & Cuss; 21) Bus Driver training; 22) Safety Committee meeting; 23) SRO on duty; 24) Discipline referrals; 25) 1st Quarter assembly; and 26) Red Ribbon Week

### **DISTRICT CLERK REPORT**

Mrs. Fisher, District Clerk, provided the following information to the Board: 1) Workers' compensation audit; 2) Final Expenditure Report for FY19 Title 1 funds; 3) Area Clerk Meeting- Oct 30; 4) FY19 Audit preparation; 5) MSGIA membership updates; 6) Chain link fence repairs scheduled; 7) Hand Railing repair near gym entrance; 8) Concrete repairs near cafeteria doors; 9) Heating system repair updates; 10) Food Service Summary; 11) Food Service Team Meeting- Nov. 12; 12) County Health Department Inspection- Nov 12; 13) OPI Transportation Audit- documents submitted- Nov. 7; 14) Transportation Summary Report; 15) TR-1 Forms Submitted- Nov. 1; 16) Adult Education summary of attendance and estimated revenue; 17) Adult Education course cancellations nad full registrations; 18) Board Training Opportunities; and 19) Important dates.

### **OLD BUSINESS**

#### Review and Consider Revisions to Superintendent Evaluation Tool

Superintendent Keel reviewed the proposed evaluation tool with the Board and received feedback on the tool and process.

Motion: Trustee Mary Martin to adopt the Superintendent Evaluation tool as revised during the meeting.  
Seconded: Trustee Carissa Paulson  
Public Comment: none  
For: Fleury, Martin, Paulson, Ringo, Schwieterman  
Opposed: None  
Motion passed unanimously.

The evaluation form will be completed by each member electronically and submitted to Board Chair Aaron Schwieterman. Then, the Board will meet to review the collective results of the evaluation with the Superintendent at a special meeting in January 2020.

The Superintendent will also create a summative form for the board to complete at the conclusion of the evaluation process to go with the minutes of the meeting and include a self-evaluation component.

### **NEW BUSINESS**

#### Review and Consider Approval of Owner's Representative Request for Qualifications (RFQ)

Motion: Trustee Mary Martin to approve the RFQ for Owner's Representative with the due date of December 13, 2019.

Seconded: Trustee Patti Ringo

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

The Board discussed the anticipated timeline for the RFQ's which included:

RFQ's available- November 22, 2019

RFQ's due- December 13, 2019

Preliminary review of RFQ's- December 18, 2019

Interviews of Owner's Reps- prior to January 15, 2020

Final decision by Board- January 15, 2020

The District Clerk will place a legal ad for the RFQ, post the RFQ on the District website, and will send RFQ's directly to individuals recommended by other Districts. As RFQ's are received they will be sent to the Board via email for informational review, but will also be included in the December 18, 2019 board packet for preliminary review purposes.

#### Consider 2019-2020 Retirement Fund line-item Budget Adoption

Motion: Trustee Patti Ringo to approve the 2019-2020 Retirement Fund line-item budget.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

#### Review & Consider District Clerk Evaluation Tool

District Clerk Carrie Fisher presented the Board with an updated version of the District Clerk's evaluation tool. The Board discussed making the evaluation electronic, similar to the Superintendent's Evaluation tool. In addition, the Board discussed removing pages 5 & 6 of the current evaluation tool.

Motion: Trustee Mary Martin to adopt the revisions and modifications to the District Clerks evaluation tool and for it to be completed electronically.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

The District Clerk will work with Superintendent to create an electronic version of the District Clerks evaluation form. The date for the District Clerks evaluation will be set a later date, but will likely occur in March 2020.

Policy Revision: GGS Policy #5120P- Fingerprint Background Handling Procedure

Motion: Trustee Patti Ringo to adopt revisions as presented for GGS Policy #5120P- Fingerprint Background Handling Procedure.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Next Meetings:

- Special Meeting- December 6, 2019- agenda setting @ 10am
- Regular Meeting- December 18, 2019 @ 6pm

**ADJOURNMENT**

Board Chair Aaron Schwieterman adjourned the meeting at 9:17pm.



Aaron Schwieterman, Board Chair



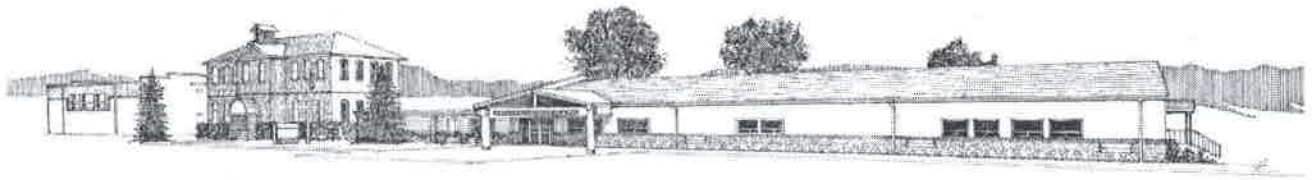
Carrie Fisher, District Clerk

# Regular Meeting

November 20, 2019

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
<u>1.</u>	
<u>2.</u>	
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**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: November 20, 2019**

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

<b>NAME</b> (Please Print Clearly)	<b>TOPIC</b> (Please Print Clearly)
1.	
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9.	
10.	
11.	





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## Bond Information

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Bridget Ekstrom <BEkstrom@dadco.com>

Wed, Oct 23, 2019 at 11:26 AM

To: "Carrie Fisher <fisher@gallatingatewayschool.com>" <fisher@gallatingatewayschool.com>, "keel@gallatingatewayschool.com" <keel@gallatingatewayschool.com>

Hello Theresa and Carrie -- Enclosed please find bond issue information described below as a starting place for your review and consideration. I greatly enjoyed working on your last bond issue in 2000 and the refunding of that issue in 2011 and look forward to helping the Gallatin Gateway School District again.

(1) **Debt Limitation Calculation.** I have enclosed the debt limitation calculation we reviewed last week – as we discussed the District can predict that it will have generally \$7,000,000 in debt capacity because by the time the Bonds are issued (say in the fall of 2020 for example) we will have a new taxable valuation and less debt outstanding as an offset.

(2) **Mill Levy Impact Analysis and Estimated Debt Service Schedules.** The Mill Levy Impact Analysis spreadsheet provides taxpayer impact information for tax-exempt general obligation bonds in the sample principal amount of \$7 million as a starting place for discussion purposes. The sample schedules are for bonds issued over the maximum term of 20-years and 25-years for comparison with conservative interest rates. With an interest only payment in the first year when we have the prior bonds outstanding (the final payment is in 2020/21), we end up with 19 principal payments and 24 principal payments. Please note that we are using conservative rates since the enclosed information assumes an election in 2020 and final rates determined in the fall of 2020 so we could see rates change between now and then by quite a bit. The assumed rates for the enclosed analysis are also based on recent "A" rated Bonds in Montana. As you move ahead with project ideas and specific bond amounts we would update the rate estimates based on further analysis of the bond rating and bond markets based on timing and other factors once we formalize the work that you would like us to do.

The District is not eligible for State Debt Service Advance/Reimbursement and so the new Bonds will not receive additional monies from the State according to current variables (however those payments are \$0 based on the State's recent budgets and appropriation levels for this program at the last two sessions).

(3) **Top 25 Taxpayer List – Estimated Bond Impact.** As we move along the process, we will request your updated major taxpayers information from the local Department of Revenue office. This information is helpful in seeing how the Bonds would annually impact the District's major taxpayers.

**\*Underwriting Letter.** I have enclosed a copy of our standard disclosure/engagement letter, which is the basic letter we use for all of our school bond financings (Monforton, Anderson, Bozeman etc...). There are new financial rules established in Washington related to the vast Dodd-Frank reforms that went into effect since the refunding Bond we worked on with Gallatin Gateway School District in 2011. These rules generally require issuers of Bonds like Gallatin Gateway School District to acknowledge by executed agreement certain required disclosures from the earliest stages of our relationship. We can only provide general information to the District relating to the Bonds without this signed letter. Our enclosed underwriting agreement is flexible in that you can end or change the agreement at any time and if the election fails or the Bonds are not issued you would owe us \$0 – so no risk (See Section 4). In 25+ years that I have been with D.A. Davidson in public finance, I have not sent an invoice for services provided for a Bond that was not issued after a successful offering and so our goal remains the same, which is to provide needed bond information before the election and maintain District flexibility.

Please give me a call with your questions or comments. I look forward to visiting with you further. Talk to you soon, Bridget.

**BRIDGET EKSTROM | Senior Vice President, Public Finance Banker**

D.A. Davidson & Co.

402 East Main Street, Suite 202. | Bozeman, MT 59715

[bekstrom@dadco.com](mailto:bekstrom@dadco.com) | 406.556.6965 (direct office line) | 406.581.9820 (cell)



**D.A. DAVIDSON**  
FIXED INCOME CAPITAL MARKETS

*MSRB RULE G-23 STATEMENT: We are providing the enclosed factual information for general purposes and as an underwriter on Montana Bonds with the intent to become engaged in the proposed issuance and underwriting of such bonds for the contemplated project. An underwriter's primary role is to purchase as principal, or arrange for the placement of the securities in a commercial arm's length transaction with the issuer, and may have financial and other interests that differ from those of the issuer. In its capacity as underwriter and not as financial advisor, an underwriter may provide incidental financial advisory services at the issuer's request, including advice regarding the structure, timing, terms and other similar matters concerning the issuance. However, an underwriter does not assume any financial advisory or fiduciary responsibilities with respect to the issuer.*

D.A. Davidson Companies Disclaimer -- 2019-10-23

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**3 attachments**



**Gallatin Gateway Elem - Debt Capacity Calculation Oct 2019.pdf**  
200K



**Gallatin Gateway School District --Taxpayer Impact Analysis Oct 23, 2019.pdf**  
132K



**Gallatin Gateway School - G-17 Disclosure Letter.pdf**  
590K

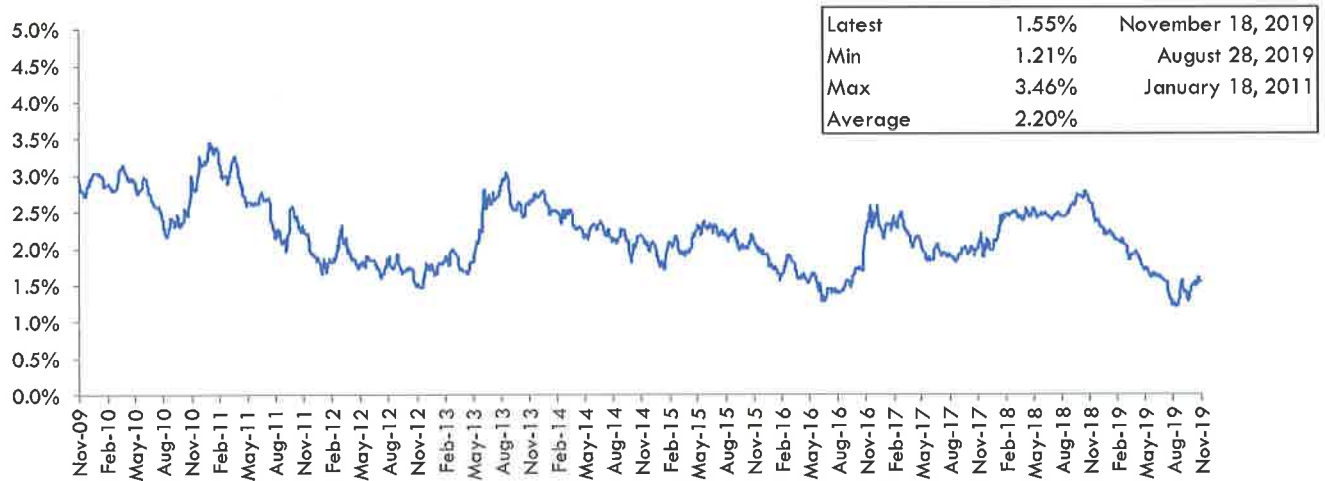
# MUNICIPAL MARKET UPDATE

November 18, 2019

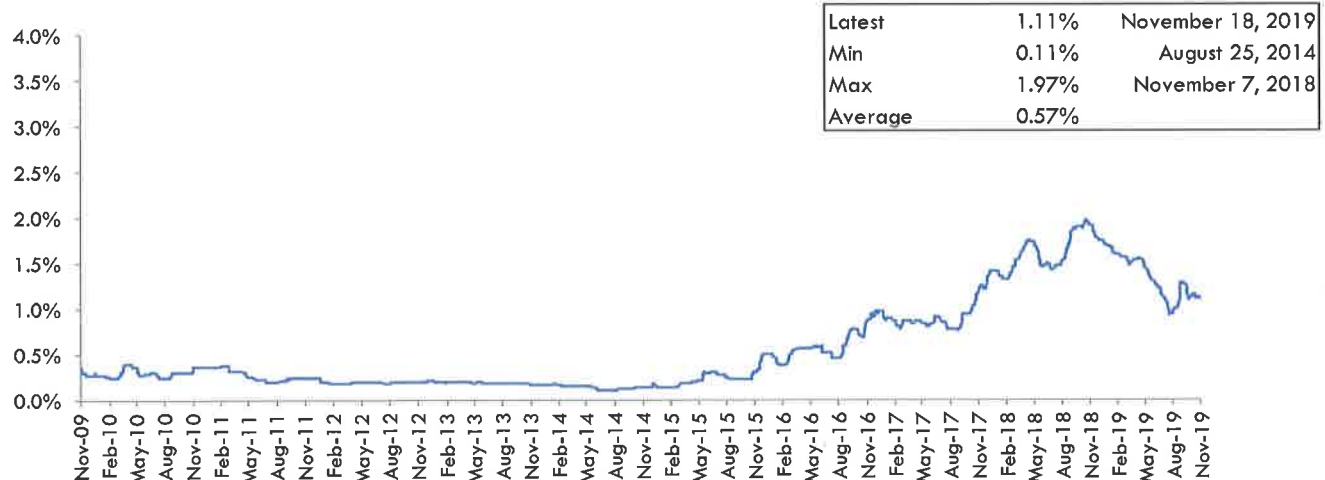
## “AAA” MUNICIPAL MARKET DATA INDEX (MMD), 20-YEAR MATURITY: 11/18/2009-11/18/2019



## “AAA” MUNICIPAL MARKET DATA INDEX (MMD), 10-YEAR MATURITY: 11/18/2009-11/18/2019



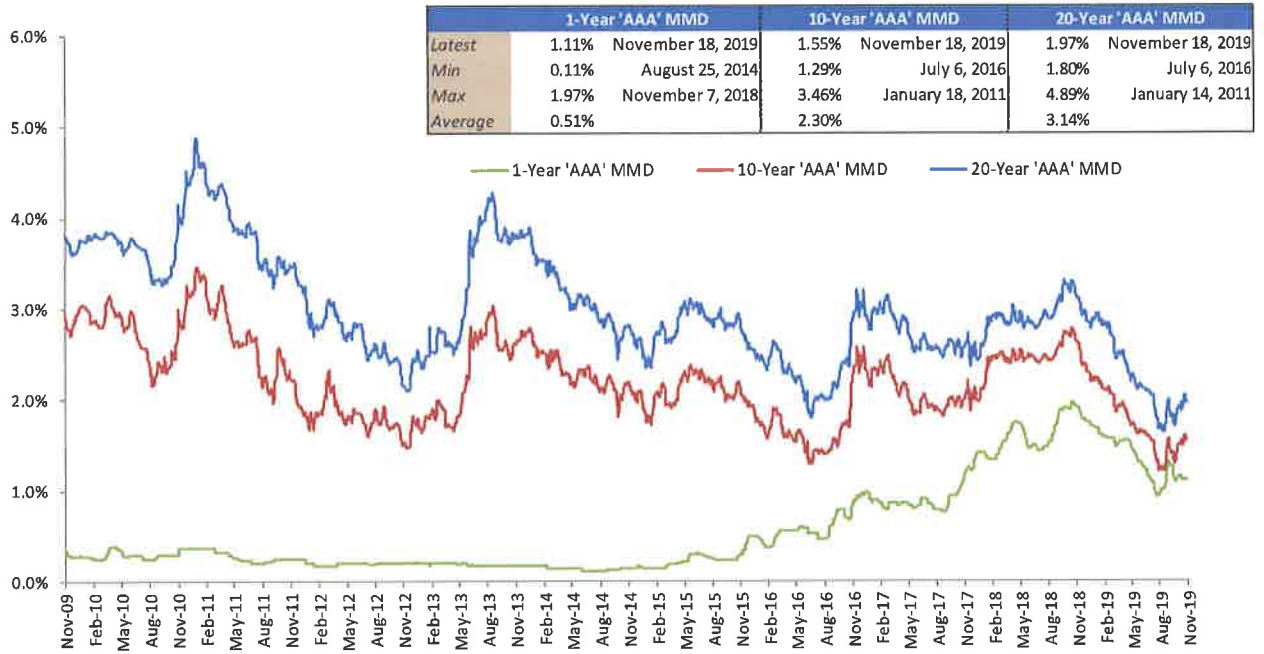
## “AAA” MUNICIPAL MARKET DATA INDEX (MMD), 1-YEAR MATURITY: 11/18/2009-11/18/2019



# MUNICIPAL MARKET UPDATE

November 18, 2019

## “AAA” MUNICIPAL MARKET DATA INDEX (MMD), 1-YEAR, 10-YEAR & 20-YEAR MATURITIES: 11/18/2009-11/18/2019



## GALLATIN GATEWAY SCHOOL DISTRICT DEBT LIMITATION CALCULATION FORMULA (The Greater of Option 1 or 2 Below)

### OPTION 1: DISTRICT TAXABLE VALUATION

<u>DEBT LIMITATION CALCULATION:</u>	<u>2019/20</u>
2019/20 District Taxable Valuation	\$6,993,269
X Debt Limit Rate of 100%	1.00
Net	<u>\$6,993,269</u>
Less: Outstanding General Obligation Bonds	<u>\$230,000</u>
<b>Option 1 – Available Debt Capacity for New Issuance of Bonds</b>	<b><u>\$6,763,269</u></b>

### OPTION 2: STATE AVERAGE FORMULA

<u>DEBT LIMITATION CALCULATION:</u>	<u>2019/20</u>
2019/20 Statewide Average Taxable Valuation Per ANB	\$36,680
X School District's ANB for 2019/20	171
Total	<u>\$6,272,280</u>
X Debt Limit Rate of 100%	1.00
Maximum Debt Capacity	<u>\$6,272,280</u>
Less: Outstanding General Obligation Bonds	<u>\$230,000</u>
<b>Option 2 – Available Debt Capacity for New Issuance of Bonds</b>	<b><u>\$6,042,280</u></b>



**Gallatin Gateway School**  
**MILL LEVY IMPACT ANALYSIS**  
**GO Bonds - 20 or 25 Year Bond Terms**

	Sample 20-Year Term			Sample 25-Year Term		
<b>Estimated Mill Levy Computation:</b>	<b>New Bond Issue at \$7,000,000 for Example Purposes</b>	<b>Prior 2000 Bond (refinanced in 2011)*</b>	<b>'Net' New Bond Levy Starting in 2021/22</b>	<b>New Bond Issue at \$7,000,000 for Example Purposes</b>	<b>Prior 2000 Bond (refinanced in 2011)*</b>	<b>'Net' New Bond Levy Starting in 2021/22</b>
Par Amount:	<b>\$7,000,000</b>			<b>\$7,000,000</b>		
Total Estimated Interest Over Life of Bond (1):	\$3,632,892			\$4,766,046		
Estimated Annual Bond Payment (1):	\$547,190	\$124,080	\$423,110	\$479,991	\$124,080	\$355,911
DIVIDED BY: District's Mill Value:	<u>\$6,993.269</u>	<u>\$6,993.269</u>	<u>\$6,993.269</u>	<u>\$6,993.269</u>	<u>\$6,993.269</u>	<u>\$6,993.269</u>
EQUALS: Est Number of Annual Mills Required:	78.25	17.74	60.50	68.64	17.74	50.89

**Estimated Tax Increase for Individual RESIDENTIAL TAXPAYER:**

2019/20 Tax Year "MARKET VALUE" of Residential Property (2)	2019/20 Tax Year "TAXABLE VALUE" of Residential Property (2)	Estimated ANNUAL Tax (3)	Estimated ANNUAL Tax (3)	Estimated ANNUAL Tax (3)	Estimated MONTHLY Tax (3)	Estimated ANNUAL Tax (3)	Estimated ANNUAL Tax (3)	Estimated ANNUAL Tax (3)	Estimated MONTHLY Tax (3)
\$100,000	\$1,350	\$105.63	\$23.95	\$81.68	\$6.81	\$92.66	\$23.95	\$68.71	\$5.73
\$200,000	\$2,700	\$211.26	\$47.91	\$163.36	\$13.61	\$185.32	\$47.91	\$137.41	\$11.45
\$300,000	\$4,050	\$316.89	\$71.86	\$245.03	\$20.42	\$277.98	\$71.86	\$206.12	\$17.18
\$400,000	\$5,400	\$422.52	\$95.81	\$326.71	\$27.23	\$370.64	\$95.81	\$274.82	\$22.90

**NOTE:** All property owners (including farming and ranching operations, commercial businesses, home owners etc...) should use the following formula to calculate the estimated tax impact of the Bond issue. Look up the Property's "Taxable Value" from Personal Tax Statement or the following State website (<http://svc.mt.gov/dor/property/prc>) and use the following formula: **"Taxable Value" X Mills/1,000 = Estimated Annual Tax Impact of the Bonds**

\* The District will have the existing Bonds go off the tax rolls in 2020/21 and so the proposed new Bonds would be first added to the tax rolls in 2021/22 as the other levies have come off the tax rolls so the 'net' change in levies is shown. The above information assumes the District would issue the new Bonds in the fall of 2020 and make the interest only payment on the new Bonds in 2020/21 from Bond premium and investment earnings on the Project Fund.

- (1) Based on estimated and conservative true interest cost rates (TIC) for a bank qualified (BQ) bond of 3.13% for 20-years and 3.41% for 25 years (with original issue premium generated for the Project/Debt Service Payments)
- (2) Based upon Class 4 residential property. The "Market Valuation" for tax purposes will be different than the valuation of most residential real property for resale purposes. To better calculate the estimated tax impact of the bond issue, property owners should look up their exact taxable value as shown on their personal tax statement and use the formula shown above in grey.
- (3) Tax Impacts are based on property tax legislation adopted at the 2015 Legislative Session and the 2019 Department of Revenue reappraisal effective for the 2019/20 and 2020/21 tax years. Tax impact information varies every year depending on such factors as District Mill Value, State reimbursement (if any), method of calculating taxable valuation and actual debt service.

# 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](http://www.gallatingatewayschool.com)

## MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Carrie Fisher, Business Manager

SUBJECT: Warrant Register Summary

DATE: November 15, 2019 (updated November 15, 2019)

Warrant Numbers (including Direct Deposit/ACH):

Claim (A/P) Warrants #'s:  
#36301- #36340

Electronic Payment:  
-99794 - -99788

Voided Claim (A/P) Warrant #'s:  
None

Payroll Warrant #'s:  
#75582 - #75597

Direct Deposits/ACH #'s:  
-88551- -88517  
(-88519 is from Accounting period 10/19 but wasn't posted until 11/19)

Voided Payroll Warrant #'s:  
None

Thank you.

11/18/19  
15:43:35

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 11/19

Page: 1 of 2  
Report ID: W100X

Claims

*Accounts Payable (updated 11/18/19)*

Check			Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period	Issued	Notes
-99794	E	1305 BMO MASTERCARD	1231.21	11/19	11/20/19	
-99793	E	1305 BMO MASTERCARD	93.35	11/19	11/20/19	
-99792	E	1305 BMO MASTERCARD	7130.67	11/19	11/20/19	
-99791	E	1305 BMO MASTERCARD	600.21	11/19	11/20/19	
-99790	E	1305 BMO MASTERCARD	1143.76	11/19	11/20/19	
-99789	E	1305 BMO MASTERCARD	945.92	11/19	11/20/19	
-99788	E	1305 BMO MASTERCARD	17645.00	11/19	11/20/19	
-99787	E	1305 BMO MASTERCARD	635.55	11/19	11/20/19	
36301	SC	1613 CLARK, LEVI E.	46.00	11/19	11/08/19	
36302	SC	1617 CRABTREE, LOGAN	92.00	11/19	11/08/19	
36303	SC	1618 CROY, TYLAN	92.00	11/19	11/08/19	
36304	SC	1614 WIENS, ALEXANDER	46.00	11/19	11/08/19	
36305	SC	1619 LAUREL PUBLIC SCHOOLS	45.00	11/19	11/13/19	
36306	SC	1620 4 CORNERS WELDING	998.00	11/19	11/20/19	
36307	SC	43 ALSCO-AMERICAN LINEN DIVISION	266.13	11/19	11/20/19	
36308	SC	78 ARROWLEAF LAWN & LANDSCAPE	125.00	11/19	11/20/19	
36309	SC	1300 BRENNER, CHERYL	16.24	11/19	11/20/19	
36310	SC	228 CENTURYLINK	18.40	11/19	11/20/19	
36311	SC	262 COMMERCIAL ENERGY OF MONTANA INC	472.77	11/19	11/20/19	
36312	SC	1337 CORE CONTROL	2661.94	11/19	11/20/19	
36313	SC	345 DOCTOR CLEAN, LLC	685.00	11/19	11/20/19	
36314	SC	1621 DOWNS, MADISON	15.00	11/19	11/20/19	
36315	SC	409 FIRE SUPPRESSION SYSTEM INC	260.00	11/19	11/20/19	
36316	SC	420 FOOD SERVICES OF AMERICA	5439.90	11/19	11/20/19	
36317	SC	1415 GALLATIN COUNTY TREASURER	100.89	11/19	11/20/19	
36318	SC	439 GALLATIN GATEWAY SCHOOL	29.75	11/19	11/20/19	
36319	SC	554 I-SAFE INC	300.00	11/19	11/20/19	
36320	SC	577 J&H INC	446.84	11/19	11/20/19	
36321	SC	1608 MARTIN, MARY T.	50.00	11/19	11/20/19	
36322	SC	750 MONTANA DEPARTMENT OF PUBLIC HEA	115.00	11/19	11/20/19	
36323	SC	791 MOUNTAIN VIEW ORCHARDS	64.00	11/19	11/20/19	
36324	SC	856 NORTHWESTERN ENERGY	2354.76	11/19	11/20/19	
36325	SC	880 OTT JONES SCULPTURE	1115.00	11/19	11/20/19	
36326	SC	1622 PLOYHAR, LUKE	120.85	11/19	11/20/19	
36327	SC	982 ROTO-ROOTER	315.00	11/19	11/20/19	
36328	SC	1009 SCHOLASTIC INC.	151.80	11/19	11/20/19	
36329	SC	965 SCHOOL SERVICES OF MONTANA (SSoM)	132.44	11/19	11/20/19	
36330	SC	1110 SYSCO FOOD SERVICES OF MT	2690.15	11/19	11/20/19	
36331	SC	1131 THE CARRIAGE HOUSE CAR WASH	42.34	11/19	11/20/19	
36332	SC	1506 THREE SEASONS, INC	900.00	11/19	11/20/19	
36333	SC	1173 TOM'S FLOOR STORE, INC.	240.00	11/19	11/20/19	
36334	SC	1188 TRUGREEN CHEMLAWN	222.00	11/19	11/20/19	
36335	SC	1623 WATSON, KALEN	51.74	11/19	11/20/19	
36336	SC	43 ALSCO-AMERICAN LINEN DIVISION	60.61	11/19	11/20/19	
36337	SC	228 CENTURYLINK	310.43	11/19	11/20/19	
36338	SC	445 GALLATIN-MADISON SPECIAL ED. COOP	114.62	11/19	11/20/19	
36339	SC	577 J&H INC	29.55	11/19	11/20/19	
36340	SC	655 LEE, JERRY	186.24	11/19	11/20/19	

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)



11/18/19  
15:43:35

GALLATIN GATEWAY ELEMENTARY  
Claims and/or Payroll Checks List  
For the Accounting Period: 11/19

Page: 2 of 2  
Report ID: W100X

Claims

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Check		Date			
Check #	Type	Vendor/Employee/Payee Number/Name	Check Amount	Period Issued	Notes
Claims Total # of Checks:		48	Total:	50849.06	
Grand Total # of Checks:		48	Total:	50849.06	

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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)

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 1 of 12  
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
-99794E	1305 BMO MASTERCARD					
	1962	1,231.21				
	M. COON PCARD TRANSACTIONS #3608					
	NOV. 5, 2019 STATEMENT					
1	HP Probook for Office	754.71				
			20101	101 80	100-2500	660
	CDW GOVERNMENT, INC.					
2	HP Chromebook x360	305.68*	20105	101 80	280-1000	660
	CDW GOVERNMENT, INC.					
3	Epson ELPLP80 - projector	170.82*	20107	101 80	100-1000	682
	CDW GOVERNMENT, INC.					
	<b>Total Check:</b>	<b>1,231.21</b>				
-99793E	1305 BMO MASTERCARD					
	1963	93.35				
	FOOD SERVICE PCARD TRANSACTION #7621					
	NOV. 5, 2019 STATEMENT					
1	CC-288 10/29/19 Breakfast supplies	19.91				
	TOWN & COUNTRY WAREHOUSE GROCERY					
2	CC-289 10/30/19 Quinoa	27.98		112	625	
	ALBERTSONS					
3	CC-290 10/31/19 Parmesan Cheese	16.17		112	625	
	ROS AUERS- BOZEMAN					
4	CC-291 10/31/19 Lettuce	29.29		112	625	
	ALBERTSONS					
	<b>Total Check:</b>	<b>93.35</b>				
-99792E	1305 BMO MASTERCARD					
	1964	7,130.67				
1	CC-268 10/11/19 TEAM BUILDING- ENTRANCE TICKET	340.00		115	625	162
	BOZEMAN MAZE					
2	CC-268 10/11/19 RETURNED UNUSED TICKETS	-20.00		115	625	162
	BOZEMAN MAZE					
3	CC-269 10/11/19 STAFF LUNCH	52.20		115	625	162
	TACO DEL SOL					
4	CC-270 11/03/19 MONTHLY CUSTODIAL SERVICE	2,358.72		101	621	
	BOZEMAN ELITE COMMERCIAL CLEANING LLC					
5	CC-270 11/03/19 MONTHLY CUSTODIAL SERVICE	604.80		110	621	
	BOZEMAN ELITE COMMERCIAL CLEANING LLC					

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 2 of 12  
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
6	CC-270 11/03/19 MONTHLY CUSTODIAL SERVICE	60.48		117 621		
	BOZEMAN ELITE COMMERCIAL CLEANING LLC					
				CC Accounting: 117- 80-610-2600-433		
7	CC-272 10/23/19 MONTHLY SUBSCRIPTION	37.00		101 625		
	SURVEY MONKEY					
				CC Accounting: 101- 80-100-2300-810		
8	CC-273 10/31/19 MONTHLY SEWER SERVICE	893.04		101 625		
	GALLATIN GATEWAY WATER & SEWER DISTRICT					
				CC Accounting: 101- 80-100-2600-420		
9	CC-274 10/10/19 ICE/SNOW SCRAPERS FOR BUSES	51.98		110 625		
	AMAZON.COM					
				CC Accounting: 110- 80-100-2700-610		
10	GUTTER & DOWNSPOUT REPAIR	490.00*	20073	101 80 100-2600		440
	RAINTREE SEAMLESS GUTTERS, INC					
11	SIGNS FOR BATHROOMS	124.27*	20108	101 80 100-2600		610
	AMAZON.COM					
12	MILK COOLER HINGE KIT	129.46*	20109	101 80 100-2600		610
	PARTS TOWN LLC					
13	SHIPPING & HANDLING	12.72*	20109	101 80 100-2600		610
	PARTS TOWN LLC					
14	CC-271 09/01/19 MONTHLY INTERNET SERVICE- SEPT	282.75		101 625		
	MONTANA OPTICOM					
				CC Accounting: 101- 80-100-2300-530		
15	CC-271 09/01/19 MONTHLY INTERNET SERVICE- SEPT	84.82		110 625		
	MONTANA OPTICOM					
				CC Accounting: 110- 80-100-2300-530		
16	CC-271 09/01/19 MONTHLY INTERNET SERVICE- SEPT	84.82		117 625		
	MONTANA OPTICOM					
				CC Accounting: 117- 80-610-2300-530		
17	CC-271 09/01/19 MONTHLY INTERNET SERVICE- SEPT	113.10		128 625		
	MONTANA OPTICOM					
				CC Accounting: 128- 80-100-2300-530		
18	CC-271 10/01/19 MONTHLY INTERNET SERVICE- OCT	288.98		101 625		
	MONTANA OPTICOM					
				CC Accounting: 101- 80-100-2300-530		
19	CC-271 10/01/19 MONTHLY INTERNET SERVICE- OCT	86.70		110 625		
	MONTANA OPTICOM					
				CC Accounting: 110- 80-100-2300-530		
20	CC-271 10/01/19 MONTHLY INTERNET SERVICE- OCT	86.70		117 625		
	MONTANA OPTICOM					
				CC Accounting: 117- 80-610-2300-530		
21	CC-271 10/01/19 MONTHLY INTERNET SERVICE- OCT	115.59		128 625		
	MONTANA OPTICOM					
				CC Accounting: 128- 80-100-2300-530		
22	CC-271 11/01/19 MONTHLY INTERNET SERVICE- NOV	293.31		101 625		
	MONTANA OPTICOM					
				CC Accounting: 101- 80-100-2300-530		
23	CC-271 11/01/19 MONTHLY INTERNET SERVICE- NOV	88.00		110 625		
	MONTANA OPTICOM					
				CC Accounting: 110- 80-100-2300-530		

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 3 of 12  
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
24	CC-271 11/01/19 MONTHLY INTERNET SERVICE- NOV	88.00		117 625		
	MONTANA OPTICOM					
				CC Accounting: 117- 80-610-2300-530		
25	CC-271 11/01/19 MONTHLY INTERNET SERVICE- NOV	117.33		128 625		
	MONTANA OPTICOM					
				CC Accounting: 128- 80-100-2300-530		
26	CC-271 12/01/19 PREPAY- MONTHLY INTERNET SERVI	132.94		101 625		
	MONTANA OPTICOM					
				CC Accounting: 101- 80-100-2300-530		
27	CC-271 12/01/19 PREPAY- MONTHLY INTERNET SERVI	39.89		110 625		
	MONTANA OPTICOM					
				CC Accounting: 110- 80-100-2300-530		
28	CC-271 12/01/19 PREPAY- MONTHLY INTERNET SERVI	39.89		117 625		
	MONTANA OPTICOM					
				CC Accounting: 117- 80-610-2300-530		
29	CC-271 12/01/19 PREPAY- MONTHLY INTERNET SERVI	53.18		128 625		
	MONTANA OPTICOM					
				CC Accounting: 128- 80-100-2300-530		
<b>Total Check:</b>		<b>7,130.67</b>				
-99791E	1305 BMO MASTERCARD					
	1965	600.21				
	TRANSPORATION PCARD TRANSACTIONS #7639					
	NOV 5, 2019 STATEMENT					
1	CC-252 10/14/19 Fuel South	92.49				
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
				110 625		
2	CC-253 10/14/19 Fuel North	63.59		110 625		
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
3	CC-276 10/25/19 FUEL SOUTH	95.91		110 625		
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
4	CC-277 10/25/19 FUEL NORTH	63.29		110 625		
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
5	CC-278 11/01/19 Fuel South	84.02		110 625		
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
6	CC-279 11/01/19 Fuel North	64.99		110 625		
	CASEY'S CORNER STORE					
				CC Accounting: 110- 80-100-2700-624		
7	CC-275 10/15/19 BLUE DEF	135.92		110 625		
	NAPA AUTO PARTS					
				CC Accounting: 110- 80-100-2700-610		
<b>Total Check:</b>		<b>600.21</b>				

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 4 of 12  
Report ID: AP100W

\* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
-99790E	1305 BMO MASTERCARD							
	1966	1,143.76						
1	NAPKINS	174.15*	20041	101	80	100-2600	610	
	HOUSE OF CLEAN							
2	Driving History	7.37	20115	101	80	100-2300	330	
	MOTOR VEHICLE DIVISION							
3	Driving History	7.37	20115	101	80	100-2300	330	
	MOTOR VEHICLE DIVISION							
4	Driving History	7.37	20115	101	80	100-2300	330	
	MOTOR VEHICLE DIVISION							
5	Driving History	7.37	20115	101	80	100-2300	330	
	MOTOR VEHICLE DIVISION							
6	IS-280 INK CARTRIDGE	127.00	20116	101	80	100-2300	532	
	NEOPOST							
7	Shipping	12.99	20116	101	80	100-2300	532	
	NEOPOST							
8	WET ONES	14.70	20118	101	80	100-2300	610	
	AMAZON.COM							
9	HAND WARMERS	20.79*	20119	115	80	100-2300	610	162
	AMAZON.COM							
10	WALL SWITCH KEYS	23.97*	20119	101	80	100-2600	610	
	AMAZON.COM							
11	COUPON	-2.00*	20119	101	80	100-2600	610	
	AMAZON.COM							
12	Saline Wipes	8.31*	20120	101	80	100-2131	610	
	AMAZON.COM							
13	Cohesive Bandage	16.99*	20120	101	80	100-2131	610	
	AMAZON.COM							
14	Ibuprofen	6.35*	20120	101	80	100-2131	610	
	AMAZON.COM							
15	Non-Asprin	5.16*	20120	101	80	100-2131	610	
	AMAZON.COM							
16	Strep Test Kit	30.99*	20121	101	80	100-2131	610	
	AMAZON.COM							
17	Coupon	-2.00*	20121	101	80	100-2131	610	
	AMAZON.COM							
18	Corrective Rdg C Wkbk	42.66*	20080	115	80	100-1000	640	426
	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL							
19	Corrective Rdg C Text	284.10*	20080	115	80	100-1000	640	426
	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL							
20	Corr Rdg C Test Practice	66.84*	20080	115	80	100-1000	640	426
	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL							
21	Corr Rdg B2 Student text	124.29*	20080	115	80	100-1000	640	426
	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL							
22	Shipping Estimate	49.35*	20080	115	80	100-1000	640	426
	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LL							
23	5 PACK COLOR PENCILS	19.85*	20117	115	80	100-2300	610	162
	AMAZON.COM							

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 5 of 12  
Report ID: AP100W

\* Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/				Obj	Proj
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
24	COLORING BOOK AMAZON.COM	59.80*	20117	115	80	100-2300	610	162
25	12 PACK OF COLORING PENCI AMAZON.COM	29.99*	20117	115	80	100-2300	610	162
<b>Total Check:</b>		<b>1,143.76</b>						
-99789E	1305 BMO MASTERCARD 1967	945.92						
2	CC-281 10/16/19 MEAL- KEEL JAKES STEAKHOUSE	29.95		101		625		
			CC Accounting: 101- 80-100-2321-582					
3	CC-282 10/17/19 MEAL- KEEL STELLA'S KITCHEN AND BAKERY	10.26		101		625		
			CC Accounting: 101- 80-100-2321-582					
4	CC-283 10/17/19 MEAL- KEEL STELLA'S KITCHEN AND BAKERY	8.10		101		625		
			CC Accounting: 101- 80-100-2321-582					
5	CC-283 10/17/19 MEAL- M.MARTIN STELLA'S KITCHEN AND BAKERY	9.85		101		625		
			CC Accounting: 101- 80-100-2300-582					
6	CC-284 10/18/19 MEAL- KEEL STELLA'S KITCHEN AND BAKERY	11.40		101		625		
			CC Accounting: 101- 80-100-2321-582					
7	CC-284 10/18/19 MEAL- M.MARTIN STELLA'S KITCHEN AND BAKERY	11.40		101		625		
			CC Accounting: 101- 80-100-2300-582					
8	CC-285 10/18/19 MEAL-KEEL MCDONALDS	9.74		101		625		
			CC Accounting: 101- 80-100-2321-582					
9	CC-287 10/18/19 HOTEL- MCEL- KEEL DOUBLETREE BY HILTON BILLINGS	424.78		101		625		
			CC Accounting: 101- 80-100-2321-582					
10	Books for Book Study AMAZON.COM	130.44*	20114	115	80	100-1000	610	110
11	Registration for MCEL MTSBA - MONTANA SCHOOL BOARD ASSOCIATION	300.00	20113	101	80	100-2300		582
<b>Total Check:</b>		<b>945.92</b>						
-99788E	1305 BMO MASTERCARD 1970	17,645.00						
1	CC-292 10/23/19 PLANE TICKETS (18 @ \$546) DELTA AIRLINES	9,828.00		184		625		
			CC Accounting: 184- 82-710-3420-582					
2	CC-292 10/23/19 PLANE TICKETS (9 @ \$601) DELTA AIRLINES	5,409.00		184		625		
			CC Accounting: 184- 82-710-3420-582					
3	CC-292 10/23/19 PLANE TICKETS (4 @ \$602) DELTA AIRLINES	2,408.00		184		625		
			CC Accounting: 184- 82-710-3420-582					
<b>Total Check:</b>		<b>17,645.00</b>						

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 6 of 12  
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
-99787E	1305 BMO MASTERCARD					
	1971	635.55				
1	Ada Twist FOLLETT SCHOOL SOLUTIONS	11.24	20077	101 80	100-2225	640
2	Another FOLLETT SCHOOL SOLUTIONS	15.49	20077	101 80	100-2225	640
3	The Bee Tree FOLLETT SCHOOL SOLUTIONS	13.41	20077	101 80	100-2225	640
4	The Benefits of Being... FOLLETT SCHOOL SOLUTIONS	14.64	20077	101 80	100-2225	640
5	(Multi-volume set) Cupcak FOLLETT SCHOOL SOLUTIONS	76.69	20077	101 80	100-2225	640
6	One of Us is Lying FOLLETT SCHOOL SOLUTIONS	20.99	20077	101 80	100-2225	640
7	nathan hales's haz tales FOLLETT SCHOOL SOLUTIONS	32.50	20077	101 80	100-2225	640
9	Libro 12 month membership LIBRO	165.00*	20083	115 80	100-2225	680 426
10	GBC Thermal Laminating Fi AMAZON.COM	123.68	20095	101 80	100-2225	610
11	Adhesive Labels 2x4 AMAZON.COM	31.96	20095	101 80	100-2225	610
12	MP3 Player MP4 Player wit AMAZON.COM	129.95*	20082	115 80	100-2225	660 426
	<b>Total Check:</b>	<b>635.55</b>				
36301S	1613 CLARK, LEVI E.					
	1927	46.00				
1	11/05/19 REFEREE- 5/6 GIRLS BBALL	46.00*		184 81	720-3502	340
	<b>Total Check:</b>	<b>46.00</b>				
36302S	1617 CRABTREE, LOGAN					
	1928	92.00				
1	11/07/19 REF- 5/6 GIRLS BBALL	46.00*		184 81	720-3502	340
2	11/07/19 REF- 7/8 GIRLS BBALL	46.00*		184 82	720-3502	340
	<b>Total Check:</b>	<b>92.00</b>				
36303S	1618 CROY, TYLAN					
	1929	92.00				
1	11/07/19 REF- 5/6 GIRLS BBALL	46.00*		184 81	720-3502	340
2	11/07/19 REF- 7/8 GIRLS BBALL	46.00*		184 82	720-3502	340
	<b>Total Check:</b>	<b>92.00</b>				

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 7 of 12  
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
36305S	1619 LAUREL PUBLIC SCHOOLS					
1930		45.00				
1	11/13/19 DRIVER TRAINING- J.LEE	45.00*		110 80	100-2700	582
	<b>Total Check:</b>	<b>45.00</b>				
36306S	1620 4 CORNERS WELDING					
1931		998.00				
1	13214 10/24/19 HANDRAILING REPAIRS BY GYM	998.00*		101 80	100-2600	440
	<b>Total Check:</b>	<b>998.00</b>				
36307S	43 ALSCO-AMERICAN LINEN DIVISION					
1932		266.13				
1	LBIL153125 10/28/19 MOPS,RUGS,LINENS,APRONS	92.69*		101 80	100-2600	610
2	LBIL153125 10/28/19 MOPS,RUGS,LINENS,APRONS	7.73*		110 80	100-2700	610
3	LBIL153125 10/28/19 MOPS,RUGS,LINENS,APRONS	54.08*		112 80	910-3100	610
4	LBIL153293 11/04/19 MOPS,RUGS,LINENS,APRONS	35.96*		101 80	100-2600	610
5	LBIL153293 11/04/19 MOPS,RUGS,LINENS,APRONS	3.00*		110 80	100-2700	610
6	LBIL153293 11/04/19 MOPS,RUGS,LINENS,APRONS	20.98*		112 80	910-3100	610
7	LBIL153467 11/11/19 MOPS,RUGS,LINENS,APRONS	31.02*		101 80	100-2600	610
8	LBIL153467 11/11/19 MOPS,RUGS,LINENS,APRONS	2.58*		110 80	100-2700	610
9	LBIL153467 11/11/19 MOPS,RUGS,LINENS,APRONS	18.09*		112 80	910-3100	610
	<b>Total Check:</b>	<b>266.13</b>				
36308S	78 ARROWLEAF LAWN & LANDSCAPE					
1933		125.00				
1	840 10/23/19 FINAL MOWING & LEAF PICKUP- OC	125.00*		101 80	100-2600	440
	<b>Total Check:</b>	<b>125.00</b>				
36309S	1300 BRENNER, CHERYL					
1969		16.24				
1	11/12/19 MILEAGE REIMBURSEMENT	16.24*		110 80	100-2700	582
	<b>Total Check:</b>	<b>16.24</b>				
36310S	228 CENTURYLINK					
1935		18.40				
1	1478957567 10/19/19 MONTHLY LONG DISTANCE	13.43		101 80	100-2300	531
2	1478957567 10/19/19 MONTHLY LONG DISTANCE	4.60*		110 80	100-2300	531
3	1478957567 10/19/19 MONTHLY LONG DISTANCE	0.37*		117 80	610-2300	531
	<b>Total Check:</b>	<b>18.40</b>				
36311S	262 COMMERCIAL ENERGY OF MONTANA INC					
1936		472.77				
1	NWE056169 11/04/19 GAS ON NWE SYSTEM	463.31		101 80	100-2600	411
2	NWE056169 11/04/19 GAS ON NWE SYSTEM	9.46*		117 80	610-2600	411
	<b>Total Check:</b>	<b>472.77</b>				



11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 8 of 12  
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
36312S	1337 CORE CONTROL					
	1937	2,661.94				
1	WO-0478 11/05/19 TROUBLESHOOT METASYS PROGRAM	540.00*		101 80	100-2600	440
2	WO-0178 10/22/19 GYM HEATER MOTOR REPLACEMENT	2,121.94*		101 80	100-2600	440
	ALSO INCLUDED SOME OTHER SERVICE TO CLASSROOM HEATING UNITS					
	<b>Total Check:</b>	<b>2,661.94</b>				
36313S	345 DOCTOR CLEAN, LLC					
	1938	685.00				
1	6540 08/29/19 ANNUAL WINDOW CLEANING	685.00*		101 80	100-2600	440
	<b>Total Check:</b>	<b>685.00</b>				
36314S	1621 DOWNS, MADISON					
	1939	15.00				
1	10/25/19 REIMBURSE- FINGERPRINTS	15.00		101 80	100-2300	330
	<b>Total Check:</b>	<b>15.00</b>				
36315S	409 FIRE SUPPRESSION SYSTEM INC					
	1940	260.00				
1	SC58161-IN 10/24/19 BATTERIES FOR ADMIN PANEL	260.00*		101 80	100-2600	440
	<b>Total Check:</b>	<b>260.00</b>				
36316S	420 FOOD SERVICES OF AMERICA					
	1960	5,439.90				
1	5797016 10/21/19 FOOD	135.25		101 80	910-3100	630
2	5797016 10/21/19 FOOD	541.02*		112 80	910-3100	630
3	5799028 10/24/19 FOOD	126.29		101 80	910-3100	630
4	5799028 10/24/19 FOOD	505.17*		112 80	910-3100	630
5	5800489 10/28/19 FOOD	92.63		101 80	910-3100	630
6	5800489 10/28/19 FOOD	370.54*		112 80	910-3100	630
7	5800489 10/28/19 SUPPLIES	67.55*		112 80	910-3100	610
8	5800490 10/28/19 FOOD PURCHASING PROGRAM	600.69*	20001	112 80	910-3100	630
9	5802538 10/31/19 FOOD	130.36		101 80	910-3100	630
10	5802538 10/31/19 FOOD	521.43*		112 80	910-3100	630
11	5804089 11/04/19 FOOD	157.31		101 80	910-3100	630
12	5804089 11/04/19 FOOD	629.24*		112 80	910-3100	630
13	5806041 11/07/19 FOOD	164.50		101 80	910-3100	630
14	5806041 11/07/19 FOOD	658.00*		112 80	910-3100	630
15	5806041 11/07/19 SUPPLIES	19.69*		112 80	910-3100	610
16	5807463 11/11/19 FOOD	144.05		101 80	910-3100	630
17	5807463 11/11/19 FOOD	576.18*		112 80	910-3100	630
	<b>Total Check:</b>	<b>5,439.90</b>				

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 9 of 12  
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
36317S	1415 GALLATIN COUNTY TREASURER						
1943		100.89					
1	11/01/19 W/S DISTRICT TAXES- FIRST HALF	100.89		101	80	100-2300	810
	<b>Total Check:</b>	<b>100.89</b>					
36318S	439 GALLATIN GATEWAY SCHOOL						
1942		29.75					
1	11/13/19 MEALS- NEEDY STUDENT	29.75*		115	80	100-1000	810 110
	<b>Total Check:</b>	<b>29.75</b>					
36319S	554 I-SAFE INC						
1944		300.00					
1	IVC1204113 10/16/19 RENEWAL FOR ISAFE DIRECT &	300.00*		101	80	100-1000	680
	<b>Total Check:</b>	<b>300.00</b>					
36320S	577 J&H INC						
1945		446.84					
1	571139 11/04/19 COPIER- OFFICE	446.84		101	80	100-2300	550
	<b>Total Check:</b>	<b>446.84</b>					
36321S	1608 MARTIN, MARY T.						
1946		50.00					
1	11/05/19 STUDENT COUNCIL AWARDS	50.00*		184	80	710-3407	610
	RED RIBBON WEEK						
	<b>Total Check:</b>	<b>50.00</b>					
36322S	750 MONTANA DEPARTMENT OF PUBLICS						
1947		115.00					
1	14899 11/06/19 2020 LICENSE RENEWAL	115.00*		101	80	910-3100	810
	<b>Total Check:</b>	<b>115.00</b>					
36323S	791 MOUNTAIN VIEW ORCHARDS						
1948		64.00					
1	3825 10/21/19 MT CRUNCH DAY APPLES	64.00		101	80	910-3100	630
	<b>Total Check:</b>	<b>64.00</b>					
36324S	856 NORTHWESTERN ENERGY						
1949		2,354.76					
1	11/04/19 ELECTRICITY	1,059.06		101	80	100-2600	412
	ELECTRICITY						
2	11/04/19 ELECTRICITY	271.56*		110	80	100-2600	412
	ELECTRICITY						
3	11/04/19 ELECTRICITY	27.16*		117	80	610-2600	412
	ELECTRICITY						
4	11/04/19 POWER-LIGHTS	116.99		101	80	100-2600	410
	POWER-LIGHTS						
5	11/04/19 POWER-LIGHTS	121.88*		110	80	100-2600	410
	POWER-LIGHTS						

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 10 of 12  
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
6	11/04/19 POWER-LIGHTS	4.88*		117	80	610-2600	410	
	POWER-LIGHTS							
7	11/04/19 NATURAL GAS	738.17		101	80	100-2600	411	
	NATURAL GAS							
8	11/04/19 NATURAL GAS	15.06*		117	80	610-2600	411	
	NATURAL GAS							
	<b>Total Check:</b>	<b>2,354.76</b>						
36325S	880 OTT JONES SCULPTURE							
	1950	1,115.00						
	5TH GRADE BRONZED MUSEUM- GUEST ARTIST							
1	11/01/19 TEACHING/PREP OF MATERIALS	937.50*		115	80	100-1000	330	137
2	11/01/19 MATERIALS	177.50*		115	80	100-1000	610	137
	<b>Total Check:</b>	<b>1,115.00</b>						
36326S	1622 PLOYHAR, LUKE							
	1951	120.85						
1	10/22/19 REFUND- MEAL ACCOUNT	120.85		112		1621		
	<b>Total Check:</b>	<b>120.85</b>						
36327S	982 ROTO-ROOTER							
	1952	315.00						
1	070539 10/09/19 SEWER BLOCKAGE	315.00*		101	80	100-2600	440	
	<b>Total Check:</b>	<b>315.00</b>						
36328S	1009 SCHOLASTIC INC.							
	1953	151.80						
1	M6789410 10/18/19 Let's Find out full year	138.00	19129	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-							
2	M6789410 10/18/19 SHIPPING	13.80	19129	101		999		
	PO Accounting (Org/Prog/Func/Obj/Proj: -100-1000-650-							
	<b>Total Check:</b>	<b>151.80</b>						
36329S	965 SCHOOL SERVICES OF MONTANA (SSoM)							
	1954	132.44						
1	4650 09/13/19 PROFESSIONAL DEVELOPMENT BOOKS	132.44		101	80	100-1000	610	
	<b>Total Check:</b>	<b>132.44</b>						
36330S	1110 SYSCO FOOD SERVICES OF MT							
	1961	2,690.15						
1	243507302 10/22/19 FOOD	325.03*		112	80	910-3100	630	
2	243516481 10/29/19 FOOD	809.33*		112	80	910-3100	630	
3	243532206 11/08/19 FOOD	392.53*		112	80	910-3100	630	
4	243424757 08/27/19 FOOD	489.64*		112	80	910-3100	630	
	REMAINING BALANCE ON OPEN INVOICE							
5	243477426 10/01/19 FOOD	134.72		101	80	910-3100	630	
6	243477426 10/01/19 FOOD	538.90*		112	80	910-3100	630	
	<b>Total Check:</b>	<b>2,690.15</b>						

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 11 of 12  
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
36331S		1131 THE CARRIAGE HOUSE CAR WASH						
	1955		42.34					
1		4044 10/31/19 CAR WASH- BUSES (X2)	42.34*		110	80	100-2740	440
		<b>Total Check:</b>	<b>42.34</b>					
36332S		1506 THREE SEASONS, INC						
	1956		900.00					
1		1859 10/31/19 SNOW REMOVAL- OCT 2019	900.00*		101	80	100-2630	440
		<b>Total Check:</b>	<b>900.00</b>					
36333S		1173 TOM'S FLOOR STORE, INC.						
	1957		240.00					
1		T0013099 10/21/09 HALLWAY TILE REPAIRS	240.00*		101	80	100-2600	440
		<b>Total Check:</b>	<b>240.00</b>					
36334S		1188 TRUGREEN CHEMLAWN						
	1958		222.00					
1		485494 10/18/19 Fall Application	222.00	19101	101		999	
		PO Accounting (Org/Prog/Func/Obj/Proj: -100-2600-440-						
		<b>Total Check:</b>	<b>222.00</b>					
36335S		1623 WATSON, KALEN						
	1959		51.74					
1		10/28/19 REFUND- ADULT ED- ARCHERY	50.00		117		1340	
2		10/28/19 REFUND- ADULT ED- ARCHERY	1.74		115		1900	145
		RETRAK FEES						
		<b>Total Check:</b>	<b>51.74</b>					
36336S		43 ALSCO-AMERICAN LINEN DIVISION						
	1973		60.61					
1		LBIL153639 11/18/19 MOPS, RUGS, LINENS, APRONS	36.37*		101	80	100-2600	610
2		LBIL153639 11/18/19 MOPS, RUGS, LINENS, APRONS	3.03*		110	80	100-2700	610
3		LBIL153639 11/18/19 MOPS, RUGS, LINENS, APRONS	21.21*		112	80	910-3100	610
		<b>Total Check:</b>	<b>60.61</b>					
36337S		228 CENTURYLINK						
	1975		310.43					
1		11/04/19 MONTHLY PHONE SERVICE	226.61		101	80	100-2300	531
2		11/04/19 MONTHLY PHONE SERVICE	77.61*		110	80	100-2300	531
3		11/04/19 MONTHLY PHONE SERVICE	6.21*		117	80	610-2300	531
		<b>Total Check:</b>	<b>310.43</b>					

11/18/19  
15:38:04

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 12 of 12  
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
36338S	445 GALLATIN-MADISON SPECIAL ED. COOP.					
1974		114.62				
1	11/18/19 Q3 MAC BILLING CHARGES	114.62*		115 80 100-2300		810 110
	MAC BILLING CHARGES- COOP					
	<b>Total Check:</b>	<b>114.62</b>				
36339S	577 J&H INC					
1976		29.55				
1	571894 11/14/19 COPIER- BUSINESS OFFICE	29.55		101 80 100-2500		550
	<b>Total Check:</b>	<b>29.55</b>				
36340S	655 LEE, JERRY					
1977		186.24				
1	11/18/19 MILEAGE REIMBURSEMENT- TRAININ	186.24*		110 80 100-2700		582
	<b>Total Check:</b>	<b>186.24</b>				
	<b># of Claims</b>	<b>47</b>				
	<b>Total:</b>	<b>50,803.06</b>				

11/20/19  
15:21:47

GALLATIN GATEWAY ELEMENTARY  
Check/Claim Details  
For the Accounting Period: 11/19

Page: 1 of 1  
Report ID: AF100W

\* ... Over spent expenditure

Warrant Claim	Vendor #/Name	Amount	Acct/Source/					
Line #	Invoice #/Inv Date/Description	Line Amount	PO #	Fund	Org	Prog-Func	Obj	Proj
-99786E	1305 BMO MASTERCARD							
	1981	138.14						
1	Mega Iridescent Stickers ORIENTAL TRADING COMPANY, INC.	56.99*	20098	115	80	100-2120	610	426
2	Iridescent unicorn sticke ORIENTAL TRADING COMPANY, INC.	3.49*	20098	115	80	100-2120	610	426
3	Monster stickers ORIENTAL TRADING COMPANY, INC.	4.18*	20098	115	80	100-2120	610	426
4	250 pc super mega pencil ORIENTAL TRADING COMPANY, INC.	36.99*	20098	115	80	100-2120	610	426
5	Mega mini eraser assort ORIENTAL TRADING COMPANY, INC.	36.49*	20098	115	80	100-2120	610	426
	<b>Total Check:</b>	<b>138.14</b>						
36341S	445 GALLATIN-MADISON SPECIAL ED. COOP.							
	1978	407.52						
1	09/30/19 MAC- Q2 BILLING CHARGES	407.52*		115	80	100-2300	810	110
	<b>Total Check:</b>	<b>407.52</b>						
36342S	1586 MANHATTAN CHRISTIAN SCHOOL							
	1979	150.00						
1	11/19/19 TOURNAMENT FEE- 5/6 GBBALL	75.00*		184	81	720-3502	810	
2	11/19/19 TOURNAMENT FEE- 7/8 GBBALL	75.00*		184	82	720-3502	810	
	<b>Total Check:</b>	<b>150.00</b>						
36343S	1328 BRIDGER ANALYTICAL LAB, INC							
	1934	28.00						
1	1911102 11/08/19 WATER TESTING- NOV 2019	27.44*		101	80	100-2600	421	
2	1911102 11/08/19 WATER TESTING- NOV 2019	0.56		117	80	610-2600	421	
	<b>Total Check:</b>	<b>28.00</b>						
36344S	1578 KUCHYNKA, MELISSA							
	1982	30.00						
1	76774 11/08/19 1ST AID/CPR WORKBOOKS	30.00*		117	80	610-1000	610	
	<b>Total Check:</b>	<b>30.00</b>						
36345S	666 THOMAS, LORRIE							
	1983	100.00						
1	11/02/19 BACTERIOLOGICAL- NOV	98.00*		101	80	100-2600	421	
2	11/02/19 BACTERIOLOGICAL- NOV	2.00		117	80	610-2600	421	
	<b>Total Check:</b>	<b>100.00</b>						
	<b># of Claims</b>	<b>6</b>	<b>Total:</b>				<b>853.66</b>	

**November/December - as of November 15, 2019**  
**Certified/Classified Substitute Recommendations:**

---

**Bus Driver**

Maxine Daniel

**Kitchen/Food Service**

Connie Evenson

**Teachers/Aides/Other**

Mark Aamot

Nickole Achziger

Katlian Afton

Dayna Bergin

April Bettilyon

Tina Colstad

Cynthia Corliss

Connie Evenson

Jason Fischer

Kevin Germann

Jennifer Gilbert

Mary Jo Haberman

Audra Harvey

Amanda Herrera

Wendy Hourigan

Skyla Jenkins

Cheryl Juergens

Kris Keller

Spencer Kirkemo

Kacee Krob

Rebecca Lieurance

Heidi Maus

Hannah Mayer

Darcy Nordhagen

Brad Parsch

Teresa Ann Quatraro

Tonya Scott

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 SpEd Coop Meeting
- Attended the Community Play and Auction
- Attended Foundation Meeting
- Attended 4 Rivers Supt Meeting
- Held Supt Discuss and Cuss
- Held 3 Formal Teacher Evaluations
- Met with Instructional Paras to outline Evaluation process
- Attended 2 Sportsman Banquet Planning Sessions

## Strategic Goals

### Individual Student Success

- Continuing Book Study on Differentiated Instruction
- Faculty PLC Wed. Oct 23 — Trauma in Children
- Faculty PLC Wed. Oct. 30 and Nov 6— Grades, What do they Mean?
- RTI Meetings with Parents Continue
- Administered the Interim Comprehensive SBAC assessment grades 3-8
- Beginning to put together a system to identify and serve Gifted and Talented
- Submitted CSIP to State — attached
- Registrar and Counselor beginning Gallatin High School enrollment process for 8th graders

### Staff and Volunteers

- Bozeman Art Museum continues weekly instruction.

- Potential for Chili Cook-off and Art Auction to fund art supplies
- Jamie Poukish had largest number of volunteers during week of Halloween and won a 1/2 day “sub” — Supt to take her class for a 1/2 day
- Staff donated 1st Quarter Jeans’ Pass monies toward our students who experienced the loss of a parent.
- Met with Union President, informally, in regards to possible need for MOU for Maternity Leave language

## Facilities

- Researched Bond and Building processes
- Collaborated with District Clerk for RFQ for Owner’s Rep.
- CORE out to coordinate heating system with computer system — possible short in system

## Leadership, Communication, Collaboration

- Finished Goal Setting Meetings, beginning pre-Evaluation Conferences and Formal/Informal Evaluations

*“Teachers should continually ask, “What does this student need at this moment in order to be able to progress with this key content, and what do I need to do to make that happen?”*

*-Carol Ann Tomlinson,*  
*Leading and Managing a Differentiated Classroom*



Red Ribbon Week Literary Character Winners



Bronze Sculpting in 5th Grade!





# SUPERINTENDENT REPORT

Theresa Keel

## Supt. Happenings

- 1 RTI parent meetings, 2 504 meetings, 6 general parent meetings
- 3 Formal Teacher Evaluations

## Strategic Goals

### Leadership, Communication, and Collaboration (cont)

- Launched online Gator Gear Store
- Initiated a Thankful November Calendar
- December Supt. Discuss and Cuss will open discussion with parents on Grades, bullying, and introduce the new SRO

## Safety

- Bus Driver attended training in Laurel
- SRO is officially on duty
- Still planning to have law enforcement ride buses for suggestions on safety
- Still need to hold Safety Committee Meeting
- 6 Discipline Referrals
- Have requested SRO to initiate conversations with 7th Grade Boys — MTSS data indicates need for proactive bully prevention

*"The PLC leader...recognizes that leadership can and should be widely dispersed and that the people throughout the organization are capable of leading." Rick DeFour*

*-Timothy D. Kanold,*

*The Five Disciplines of PLC Leaders*



1st Quarter Assembly!



Pie in the Face at the 1st Quarter Assembly



Red Ribbon Week, Team Day!

## Enrollment Summary

<b>Grade</b>	<b>Total</b>	<b>Boys</b>	<b>Girls</b>	<b>OD</b>
<b>K</b>	16	8	8	5
<b>1</b>	13	7	6	5
<b>2</b>	18	10	8	6
<b>3</b>	18	9	9	4
<b>4</b>	17	10	7	2
<b>5</b>	20	11	9	7
<b>6</b>	19	9	10	4
<b>7</b>	<b>27</b>	13	14	7
<b>8</b>	23	11	12	6
<b>Total:</b>	<b>171</b>	<b>88</b>	<b>83</b>	<b>46</b>
Enrollment as				<b>11/17/2019</b>



# Continuous School Improvement Program District Plan

**Gallatin Gateway Elem (LE0364)**

**Plan Status: District Plan submitted**

**Submission Date: 11/1/2019**

## Gap Analysis

Have you completed the gap analysis? Yes

A gap analysis is the first step in the continuous improvement cycle. It involves using data from the Comprehensive Needs Assessment and state or local assessments to determine groups of students that are significantly below the achievement levels of the state or national average. Schools may opt to use the OPI Comprehensive Needs Assessment tool, unless they are in Targeted Support status. Targeted Support schools are required to use the OPI Comprehensive Needs Assessment tool.

## Math Goals

Using the results of the gap analysis, based upon three years of trend data, determine your district's goals for Math.

The District overall goal in the 2019-2020 school year is to increase the percentage of students scoring proficient in grades 3-8 for math by 10% from 44% in 2018-2019 to 54% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2020. 3-year trend is 43% proficient in district.



# Continuous School Improvement Program District Plan

## Math Goals

Describe how the district is using data to determine professional development needs to improve instruction for all students, including students with disabilities.

The district utilizes data to determine professional development needs for improving instruction for all students (including students with disabilities) through a comprehensive analysis of the many sources of data in the district. The district utilizes SBAC, CRT, and STAR Math assessments to gather academic data. The district gathers school climate data through surveys, and personal interactions. The district analyzes academic and climate data to determine areas of the highest need in the district and individual grade levels for student instruction. Based on the data analysis, the district prioritizes the needs for academic and school climate improvement. The district then determines the most appropriate professional development that will facilitate the improvement of the highest academic and school climate needs.

Describe the district's strategies for assessing student progress for meeting all Montana content standards.

The district has in place strategies for assessing student progress toward meeting all Montana content standards. These strategies include a variety of assessments to monitor all students in the district by measuring growth and achievement on the standards. These assessments assist staff in developing targeted instructional strategies. These assessments include the SBAC, CRT, STAR Reading & Math, samples of student work (including writing), student portfolios, observations, paper/pencil tests, and other measures designed for specific content areas. The District uses the Star to progress monitor students in the priority need areas, which allows for differentiation to ensure that students are meeting all Montana Content Standards.



## Continuous School Improvement Program District Plan

### Math Goals

Describe the district's integration of Indian Education for All into all areas of the Math curriculum.

The district is continuing the integration of Indian Education for All into all areas of the math curriculum. The district accomplishes the integration of IEFA by utilizing presentations to students and staff, student projects, Native American culture and history incorporating math concepts, and using IEFA resources from the OPI website and office. The IEFA lessons and materials utilized throughout the curriculum use a model that presents themes related to culture, history, and the diversity of Indian people. The IEFA Essential Understandings are addressed and incorporated into each theme in the curriculum. The main objective of the integration of IEFA into the curriculum is to infuse an appreciation for Native American cultures, history, and diversity throughout the school and district.

### ELA Goals

Using the results of the gap analysis, based upon three years of trend data, determine your district's goals for English Language Arts.

The district overall goal in the 2019-2020 school year is to increase the percentage of students scoring proficient in grades 3-8 for ELA by 10% from 57% in 2018-2019 to 67% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2019. 3-year trend is 50% proficient in district.



## Continuous School Improvement Program District Plan

### ELA Goals

Describe how the district is using data to determine professional development needs to improve instruction for all students, including students with disabilities.

The district utilizes data to determine professional development needs for improving instruction for all students (including students with disabilities) through a comprehensive analysis of the many sources of data in the district. The district utilizes SBAC, ACT, CRT, and STAR Reader and Math assessments to gather academic data. The district gathers school climate data through surveys, staff, and personal interactions. The district analyzes academic and climate data to determine areas of the highest priority need in the district and schools for student instruction. Based on the data analysis, the district prioritizes the needs for academic and school climate improvement. The district then determines the most appropriate professional development that will facilitate the improvement of the highest academic and school climate needs.

Describe the district's strategies for assessing student progress for meeting all Montana content standards.

The district has in place strategies for assessing student progress toward meeting all Montana content standards. These strategies include a variety of assessments to monitor all students in the district by measuring growth and achievement on the standards. These assessments assist staff in developing targeted instructional strategies. These assessments include the SBAC, STAR Reader and Math, ACT, CRT, samples of student work (including writing), student portfolios, observations, paper/pencil tests, formative and summative standards-based assessments. The District uses the Star test to progress monitor student progress which allows for differentiated instruction to allow all students to meet the Montana Content Standards.





## Continuous School Improvement Program District Plan

### ELA Goals

Describe the district's integration of Indian Education for All into all areas of the English Language Arts curriculum.

The district is continuing the integration of Indian Education for All into all areas of the ELA curriculum. The district accomplishes the integration of IEFA by utilizing presentations to students and staff, student projects, Native American culture and history incorporating ELA concepts, and using IEFA resources from the OPI website and office. The IEFA lessons and materials utilized throughout the curriculum use a model that presents themes related to culture, history, and the diversity of Indian people. The IEFA Essential Understandings are addressed and incorporated into each theme in the curriculum. The main objective of the integration of IEFA into the curriculum is to infuse an appreciation for Native American cultures, history, and diversity throughout the school and district.

### Homeless

Explain the district process for identifying homeless students, providing them with supports and services, and connecting them to community organizations. Please be specific about your plan to remove barriers to enrollment, increase academic success, and ensure access to college and career opportunities. Private, accredited schools may put 'n/a' in the box.

The district has a liaison (Nicole Grafel) for homeless children who follows the information and rules in the McKinney Homeless Assistance Act when identifying and providing supports and services for homeless students. The district liaison works with the MTSS team to review and revise as necessary rules or procedures that may be barriers to enrollment of homeless children such as transportation, immunization, residence, birth certificates, school records, and other documentation. In addition, the district liaison works with homeless students to make sure they have the necessary materials needed for school and access to all district programs which assist students in improving academic success along with ensuring access to college and career opportunities. The district liaison connects homeless students with community organizations providing support and assistance for students.



## Continuous School Improvement Program District Plan

### Homeless

Describe the professional development obtained by the homeless liaison. Liaisons in districts that do not receive McKinney-Vento grant funds are required to complete a minimum of 3 hours of professional development. Liaisons in districts that do receive McKinney-Vento grant funds are required to complete 7 hours of professional development. Private, accredited schools may put 'n/a' in the box.

The district liaison has completed the necessary 3 hours of professional development to satisfy the McKinney-Vento requirements through webinars on the OPI website. The completed professional development covered the topics of determining eligibility of homeless students, services and rights, financial aid for students identified as homeless, and overall support for youth.

### Foster Care

Do you have children attending school in your district who are in an "out-of-home" placement under the supervision of Child and Family Services or Juvenile Justice?

Yes

Coordination is necessary to ensure that children in out-of-home placements have the option to remain in their school of origin when in their best interest, are immediately enrolled in a new school, and have transportation to school. Explain the district process for coordinating with social workers, group homes, and foster care families.

On the rare occasion that the district does have an out-of-home student placement, the district process for coordinating support and services for students is to set up an initial meeting with personnel from the Department of Child and Family Services, group home leaders, foster care families, law enforcement personal, health department, and school personnel to determine placement along with the necessary services and supports needed for the student to experience success in the school setting. Title I services are available if needed for out-of-home students. Additional periodic meetings will occur at regular intervals or when necessary to review and revise services and supports for the student depending on progress at school.

### District Submit

District Plan Status

District Plan submitted





## Continuous School Improvement Program District Plan

### Curriculum Alignment

<b>Curriculum Area</b>	<b>Last Review Year</b>	<b>Next Review Year</b>
Arts	2017	2022
Career and Technical Education	2018	2023
English Language Arts	2019	2024
Health Enhancement	2018	2023
Library Media	2017	2022
Mathematics	2017	2022
Science	2019	2024
Social Studies	2018	2023
Technology	2016	2021
Workplace Competencies	2018	2023
World Languages	2019	2024



## Continuous School Improvement Program School Plan

**Gallatin Gateway Elem (LE0364)**

**Gallatin Gateway School (SC0486)**

**Plan Status: School Plan submitted**

**Submission Date: 11/8/2019**

### Initial

Is the school's Attendance Rate below 85.0?

No

How did you assess your school climate?

The district continuously gathers school climate data through surveys (My Voice for students/parents/staff), staff (School Academic Optimism Scale), and personal interactions. The school analyzes climate data to determine areas of the highest priority of need in the district and schools. Appropriate strategies are then developed to address each area slated for improvement. Strategies may include professional development, implementation of programs, community resources, and board policies.

What survey or tool did you use?

The district used My Voice (students/parents/staff) and School Academic Optimism Scale for staff.



# Continuous School Improvement Program School Plan

## Initial

What is your plan to improve your school climate?

The district continuously gathers school climate data through surveys (My Voice for students/parents/staff), staff (School Academic Optimism Scale), and personal interactions. The school analyzes climate data to determine areas of the highest priority need in the schools for students and staff. After the determination of the highest priority needs for school climate improvement, appropriate strategies are developed to address each area slated for improvement. Strategies may include professional development, the implementation of programs, community resources, board policies, and other activities as necessary to improve school climate.

## Math Goals

Using the results of the gap analysis, determine your school-level goal for Math (all students). A gap analysis is the first step in the continuous improvement cycle. It involves using data from the Comprehensive Needs Assessment and state or local assessments to determine groups of students that are significantly below the achievement levels of the state or national average. Schools may opt to use the OPI Comprehensive Needs Assessment tool, unless they are in Targeted Support status. Targeted Support schools are required to use the OPI Comprehensive Needs Assessment tool.

The elementary school overall goal for math in the 2019-20 school year is to increase the percentage of students in grades 3-6 scoring proficient by 10% from 40% in 2018-19 to 50% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2019. (3-year trend is 43% proficient in 3-8)



## Continuous School Improvement Program School Plan

### Math Goals

Determine your Math goals for your identified student group, Free and Reduced Lunch:

Met Goals- No; Action Plan- The sub-group achieved 33% proficient. Implementation of new curriculum instructional materials and the professional development to use them with efficacy. The campus had been using materials that were not aligned with the state standards.

### ELA Goals

Using the results of the gap analysis, determine your school-level goal for ELA (all students). A gap analysis is the first step in the continuous improvement cycle. It involves using data from the Comprehensive Needs Assessment and state or local assessments to determine groups of students that are significantly below the achievement levels of the state or national average. Schools may opt to use the OPI Comprehensive Needs Assessment tool, unless they are in Targeted Support status. Targeted Support schools are required to use the OPI Comprehensive Needs Assessment tool.

The elementary school overall goal for ELA in the 2019-20 school year is to increase the percentage of students scoring proficient in grades 3-6 by 5% from 59% in 2018-19 to 64% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2019. (3-year trend is 50% proficient in school)

Determine your ELA goals for your identified student group, Free and Reduced Lunch:

Met Goals- No; Action Plan- In 2018-2019, we reached 36% Proficiency. We implemented new ELA instructional materials last year, and are continuing professional development to ensure efficacy of teaching the standards.



## Continuous School Improvement Program School Plan

### Title III

Have you accurately qualified and placed eligible English Learners in a Language Instruction Educational Program within 30 days using the statewide standardized entrance criteria and process? Reminder: Enter student data into AIM after screening/assessing.

Yes

Did you use the state approved Home Language Survey?

Yes

Did you include the state approved Home Language survey as part of your enrollment paperwork for every student?

Yes

Are all qualified English Learners annually assessed for English Language Proficiency using the state approved assessment, WIDA (ACCESS for ELLs), aligned to the state's English language proficiency standards and the state's academic content standards?"

Yes

Provide a brief description of your district's English Language Proficiency testing plan. Identify staff responsible for the management of the test and for setting up technology.

The district rarely has any English Learners, but when EL students enroll in the district, the ELP testing plan consists of testing qualified students every year and monitoring progress especially in speaking, reading, listening, and writing as well as oral language, literacy, and comprehension. The district analyzes test results to ensure that EL students are continuing to show progress and to assist teachers in developing targeted instructional strategies for students. Nicole Grafel



## Continuous School Improvement Program School Plan

### Title III

Identify your district's English Learner test coordinator(s). An EL Testing Coordinator is designated by the authorized representative and must also be a Montana Board licensed educator who has completed all required test administration and test coordinator trainings.

Nicole Grafel

Identify your school's English Learner test administrator(s). An EL Testing Administrator must be a Montana licensed educator who has completed all required test administration and test security trainings.

Nicole Grafel

Is there an annual review process in place to accurately exit or retain eligible English Learners from a Language Instruction Program (LIEP) within the school year they have met using the statewide-standardized exit criteria and process?  
Reminder: Enter student data into AIM after assessing and/or exiting/retaining.

Yes

Explain how your Title III funds are being spent without supplanting.

The district does not receive any Title III funds.

### School Submit

School Plan Status

School Plan submitted



# Continuous School Improvement Program School Plan

**Gallatin Gateway Elem (LE0364)**

**Gallatin Gateway 7-8 (SC1702)**

**Plan Status: School Plan submitted**

**Submission Date: 11/8/2019**

## Initial

Is the school's Attendance Rate below 85.0?

No

How did you assess your school climate?

The district continuously gathers school climate data through surveys, staff, and personal interactions. The school analyzes climate data to determine areas of the highest priority of need in the district and schools. Appropriate strategies are then developed to address each area slated for improvement. Strategies may include professional development, implementation of programs, community resources, and board policies.

What survey or tool did you use?

The district used My Voice (students/parents/staff) and School Academic Optimism Scale for staff.

What is your plan to improve your school climate?

The district continuously gathers school climate data through surveys (My Voice for students/parents/staff), staff (School Academic Optimism Scale), and personal interactions. The school analyzes climate data to determine areas of the highest priority need in the schools for students and staff. After the determination of the highest priority needs for school climate improvement, appropriate strategies are developed to address each area slated for improvement. Strategies may include professional development, the implementation of programs, community resources, board polices, and other activities as necessary to improve school climate.



# Continuous School Improvement Program School Plan

## Initial

### Math Goals

Using the results of the gap analysis, determine your school-level goal for Math (all students). A gap analysis is the first step in the continuous improvement cycle. It involves using data from the Comprehensive Needs Assessment and state or local assessments to determine groups of students that are significantly below the achievement levels of the state or national average. Schools may opt to use the OPI Comprehensive Needs Assessment tool, unless they are in Targeted Support status. Targeted Support schools are required to use the OPI Comprehensive Needs Assessment tool.

Determine your Math goals for your identified student group, Free and Reduced Lunch:

The 7-8 school overall goal for mathematics in the 2019-2020 school year is to increase the percentage of students in grades 7-8 scoring proficient by 10% from 53% in 2018-2019 to 63% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2019.

Met Goals- No; Action Plan- We have implemented new curriculum materials to ensure that the State Standards are being taught. Professional Development will be provided to ensure that the level of rigor for the standards is taught. Prior materials being used were not aligned.





# Continuous School Improvement Program School Plan

## ELA Goals

Using the results of the gap analysis, determine your school-level goal for ELA (all students). A gap analysis is the first step in the continuous improvement cycle. It involves using data from the Comprehensive Needs Assessment and state or local assessments to determine groups of students that are significantly below the achievement levels of the state or national average. Schools may opt to use the OPI Comprehensive Needs Assessment tool, unless they are in Targeted Support status. Targeted Support schools are required to use the OPI Comprehensive Needs Assessment tool.

The 7-8 school overall goal for ELA in the 2019-20 school year is to increase the percentage of students scoring proficient in grades 7-8 by 7% from 53% in 2018-2019 to 60% on the Smarter Balance Statewide Assessment (SBAC) in the spring of 2020. (3-year trend is 50% proficient in school)

Determine your ELA goals for your identified student group, Free and Reduced Lunch:

Met Goals- Yes

## Title III

Have you accurately qualified and placed eligible English Learners in a Language Instruction Educational Program within 30 days using the statewide standardized entrance criteria and process? Reminder: Enter student data into AIM after screening/assessing.

Yes

Did you use the state approved Home Language Survey?

Yes

Did you include the state approved Home Language survey as part of your enrollment paperwork for every student?

Yes



# Continuous School Improvement Program School Plan

## Title III

Are all qualified English Learners annually assessed for English Language Proficiency using the state approved assessment, WIDA (ACCESS for ELLs), aligned to the state's English language proficiency standards and the state's academic content standards?"

Yes

Provide a brief description of your district's English Language Proficiency testing plan. Identify staff responsible for the management of the test and for setting up technology.

The district rarely has any English Learners, but when EL students enroll in the district, the ELP testing plan consists of testing qualified students every year and monitoring progress especially in speaking, reading, listening, and writing as well as oral language, literacy, and comprehension. The district analyzes test results to ensure that EL students are continuing to show progress and to assist teachers in developing targeted instructional strategies for students. Nicole Grafel

Identify your district's English Learner test coordinator(s). An EL Testing Coordinator is designated by the authorized representative and must also be a Montana Board licensed educator who has completed all required test administration and test coordinator trainings.

Nicole Grafel

Identify your school's English Learner test administrator(s). An EL Testing Administrator must be a Montana licensed educator who has completed all required test administration and test security trainings.

Nicole Grafel



## Continuous School Improvement Program School Plan

### Title III

Is there an annual review process in place to accurately exit or retain eligible English Learners from a Language Instruction Program (LIEP) within the school year they have met using the statewide-standardized exit criteria and process?  
Reminder: Enter student data into AIM after assessing and/or exiting/retaining.

Yes

Explain how your Title III funds are being spent without supplanting.

The district does not receive any Title III funds.

### School Submit

School Plan Status

School Plan submitted

# District Clerk Report

NOVEMBER 20, 2019

GALLATIN GATEWAY SCHOOL DISTRICT #35

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## **BUSINESS/FINANCIAL:**

- Workers' Compensation Audit- completed via phone October 9, 2019- results received- (cover sheet attached)
- Preparing documents for auditor for FY19
- Final Expenditure report for FY19 Title 1 Funds Submitted- Nov. 7
- Area Clerk meeting- Oct 30- agenda attached for reference
- MSGIA membership updates- see enclosed email correspondence

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## **FACILITIES:**

- Chain link fence repairs quote- \$4100- Eagle Fence. Currently, waiting to be scheduled.
- Hand railing repaired by 4 Corners Welding- Oct 17
- Concrete repairs- currently working with John Hargrove to replace/repair the concrete outside of the cafeteria doors near outdoor freezer
- Heating System Repairs by Core Control
  - Heating unit in hallway outside of gym- lines clogged and valve repaired Oct 31
  - Board room- unit needs a new control switch and air was in line- repaired Nov 12, still waiting on part
  - Art room- air was in line- repaired Nov. 12
  - Air release valves need to be replaced in basement- parts ordered and Core will complete work once received
  - Backflow valve needs to be repaired or replaced- Core will send plumber on staff to look at it in the coming days

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## **FOOD SERVICE:**

- Food service summary for Board (enclosed)
- Food service team meeting- Nov. 19
- County Health Department inspection- Nov. 12 (enclosed)

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## **TRANSPORTATION:**

- OPI Transportation Audit- due November 22- documents submitted Nov. 7
- Transportation summary reports (enclosed)
- Bus Driver training in Laurel, MT- Nov. 16- Jerry Lee is attended
- TR-1 forms submitted to County Superintendent- Nov. 1

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## **ADULT EDUCATION:**

- Summary of course attendance and estimated course revenue enclosed
- Archery course canceled due to scheduling conflict in gym
- Wreath making course registration is full- first class to hit max enrollment at 20 attendees

## **UPCOMING SCHOOL BOARD TRAINING OPPORTUNITIES**

**Back to School Legal Primer-** video links sent Sept. 30- let Carrie know when you completed them so it can be reported to MTSBA for credit

**Special Education & Disability Accommodation Training-** online video links will be shared by MTSBA at a later date

**Innovations Symposium-** online video links will be shared by MTSBA at a later date

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## **IMPORTANT DATES:**

**November 27-29-** No School- Thanksgiving break

**December 18-** regular board meeting at 6pm

**December 19-** Winter Program @ 6:30pm

**December 20-** Last day of school before Winter break

**December 21-Jan 5-** Winter break

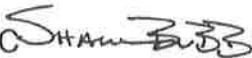
# MSGIA

WORKERS COMPENSATION RISK RETENTION PROGRAM

PO Box 7029 ▲ Helena, Montana 59604 ▲ Tel 877-667-7392 ▲ Fax 406-457-4505 ▲ www.mtsba.org

October 24, 2019

TO: Carrie Fisher – Business Manager  
Gallatin Gateway School District

FROM: Shawn F. Bubbs, CPA CIC   
Director of Insurance Services

RE: FY19 Payroll Audit Results

Thank you for your recent cooperation with the vendor Mountain Commercial Specialists that completed your audit of the payroll reports provided to our self insurance workers' compensation pool for the FY19 school year.

An audit adjustment of **\$72.83** has been posted to your current MSGIA account. This balance will carry forward and will appear on line H "Adjustments from Prior Quarters" on your next quarterly payroll report.

Included is a copy of the completed audit for your records.

If you have any questions regarding your audit or your "Adjustment from Prior Quarters" balance on your quarterly report, please contact Lisa Gates at 1-877-667-7392 ext 1402 or [lgates@mtsba.org](mailto:lgates@mtsba.org).

Be Safe and Well the remainder of the school year!

Encl.  
Copy to File



# CLERK MEETING AGENDA

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OCTOBER 30, 2019

1pm-- Gallatin Gateway School Board Room

- Welcome & Introductions
- Celebrations & Struggles
- Establish Meeting Schedule & Locations
  - How often do we want to meet?
  - Where and when do we want to meet?
- Upcoming deadlines and dates to remember
- Upcoming trainings/workshops
  - Have you attended any trainings recently? Do you want to share anything you learned with the rest of us that may be helpful?
- Other topics:
  - HB 351 Transformational Learning
  - Reconciling with County Treasurer
  - Crowdfunding
  - Classified Leave- temporary vs permanent
  - Auditor
  - Fingerprint/background checks
- Open discussion- *bring your ideas of discussion items or things you have questions about!*



## MSGIA membership agreement updates - WC and PC pools

Shawn Bubb <sbubb@mtsba.org>

Thu, Oct 31, 2019 at 2:31 PM

To: Shawn Bubb <sbubb@mtsba.org>

Cc: Matt Komac <mkomac@mtsba.org>, Kevin Bartsch <kbartsch@mtsba.org>, Lisa Gates <lgates@mtsba.org>, Jan Denke <jdenke@mtsba.org>

Good afternoon,

I wanted to reach out to our MSGIA workers' compensation & PC pool members and provide a recap of a talk I gave recently in Billings at our annual membership meeting at the MCEL conference. We are suggesting a couple of changes for adoption in our pools membership agreements and would like the membership's consideration for approval.

The MSGIA recently hired a new general counsel, The Drake Law firm in Helena, and they have reviewed our membership agreements and made a few suggestions for changes to make the two documents more consistent and to clean them up a bit. I will highlight the changes here for your review:

1. WC and PC – one word change in our MSGIA name. Our general counsel is suggesting we change the "I" in MSGIA from Insurance to Interlocal to better reflect the type of entity the MSGIA is. The MSGIA was created from the Montana Interlocal act and takes on the characteristics of its membership so it makes better sense to reflect that in the name of the company.
2. Create the same termination clause for each program – change the termination clause to allow each member to provide notification of termination of membership by June 15<sup>th</sup> (15 days before the end of the policy period) in writing if they wish to no longer seek coverage with the MSGIA for that line of coverage and if their initial 3 year vesting period has been satisfied. Currently the WC pool has a 60 day termination notification requirement and the property and liability pool has a 180 day notification requirement – using one date for each makes the most sense and creates consistency. If a member provides no written notice of intent to leave by June 15<sup>th</sup> the policy is renewed automatically at July 1<sup>st</sup> for the coming full policy year. Policy periods elected are one year in length and run from July 1 to June 30<sup>th</sup> each fiscal year.
3. PC change only – add a reference in the membership agreement that the due date for the annual renewal is listed specifically on the invoice provided at renewal to the member.
4. WC change only – vesting period to be used if a member leaves a program and later returns – recommendation is to make the re-vesting period consistent between both programs – ie if a member were to leave the WC pool after being a member for longer than 3 years initially and obtains coverage from another carrier for a period greater than a year and later elects to come back to the MSGIA program, that member would need to "re-vest" with the MSGIA WC program for a 3 year period and then would go back to a year by year basis. This provides consistent treatment between each program and encourages pool stability which makes the program stronger.
5. WC change only - Remove outdated language regarding reinsurance carrier selection – years ago the MSGIA looked at the option of purchasing reinsurance from a specific reinsurance group and named that company in its member agreement. Our legal counsel indicated that it is better to have general language allowing the purchase of said reinsurance without naming any one company specifically. This change updates that language as seen with the strike out and underlined replacement language.

Please review the attached document – I am open for a call or email to help address any questions – if you approve of the changes to the membership agreement please sign, scan and return to me. 51% of our membership needs to approve any change to our membership agreements to make them effective.

Thank you and have a great week ahead!

MSGIA - 1

Shawn Bubb

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**2 attachments**

 **WC Membership Agreement Language Changes.pdf**  
140K

 **PC Membership Agreement Language Changes.pdf**  
113K

MSG1A-2





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## MSGIA membership agreement updates - WC and PC pools

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Shawn Bubb <sbubb@mtsba.org>

Tue, Nov 5, 2019 at 4:07 PM

To: Shawn Bubb <sbubb@mtsba.org>

Cc: Matt Komac <mkomac@mtsba.org>, Kevin Bartsch <kbartsch@mtsba.org>, Lisa Gates <lgates@mtsba.org>, Jan Denke <jdenke@mtsba.org>

Hello -

Wow,

That was a rapid response by our membership with well over the majority needed for each MSGIA program to approve the membership agreement changes. Those updates are effective immediately upon passage by the membership.

I will highlight the changes approved by the membership below:

### WC Pool

1. The MSGIA's name will be updated to the Montana Schools Group Interlocal Authority;
2. The WC member agreement will remove the specific reference to a reinsurance company name;
3. Re-vesting period clarified for members that leave a MSGIA program and then return at a later date. The member upon rejoining the MSGIA program would re-vest for a three year period and then go back to a year by year status after that re-vesting period is satisfied. This language now mirrors that in the PC pool member agreement with regarding to re-vesting for a returning member.
4. Annual policy period renewal terms with the ability for a member who is on a year by year basis at their next renewal date to provide notice of termination of coverage no later than June 15. This provides for an annual policy periods agreed to by each member with the ability to move to a different carrier, if desired, at their regular renewal date only as long the member provides written notification to the MSGIA of that intent to change prior to June 15<sup>th</sup>. If no written notice is provided indicating a change by June 15<sup>th</sup>, their coverage will renew automatically for the next full policy period. This would provide the member the opportunity to review bids if desired in April, May and the first half of June and make a decision before June 15<sup>th</sup>. The previous termination notice requirement is removed from the agreement.

### PC Pool

1. Same as first change in the WC member pool agreement
2. Same as 4<sup>th</sup> change in the WC member pool agreement noted above.
3. A reference has been added to the agreement to let the member know that the due date for their renewal premium is shown on their renewal invoice.

Thank you again for being a member of the MSGIA workers' compensation pool. Your membership is important to us and the many other school districts across the state in this great program.

Take care,

Shawn

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**From:** Shawn Bubb  
**Sent:** Thursday, October 31, 2019 2:32 PM  
**To:** Shawn Bubb <sbubb@mtsba.org>

MSGIA-3

## **WC Program Membership Agreement**

**First Change:** Update to the MSGIA name from Montana Schools Group Insurance Authority to Montana Schools Group Interlocal Authority.

**Reason for Proposed Change:** The change of the word Insurance to Interlocal characterizes the MSGIA better for the type of entity that we are as an Interlocal government type. We provide coverage to our school district members and our entity shares their characteristics as an interlocal government type. The name change is reflected in a couple of places in the membership agreement.

**Second Change:** Clean up of older language in the document

**Reason for Proposed Change:** the red lined language is older and is being removed to clean up the document. Years ago the program considered joining a national captive called GEM and inserted language into the membership agreement to allow for that but did so in a very specific way. This language change keeps the pool's ability to join/participate in a captive but removes the specific reference to GEM specifically.

3.10 Commingling of Funds Prohibited. Premium contributions, investment income, special assessments, profits or other income paid to or derived from the Workers' Compensation Risk Retention Program of the Authority shall not be commingled with the funds of any other risk retention program which is or may be sponsored, operated, or controlled by the Authority.

This prohibition on commingling of funds does not apply to the Authority's proportionate share of the total amounts of any Premium Deposits or premiums received by ~~Government Entities Mutual ("GEM") from all participants of GEM,~~ or held in any account or surplus account by ~~a captive insurance company the authority is a member of~~ GEM. For purposes of this Agreement a Premium Deposit shall mean amounts deposited or contributed to an account or surplus account of any group or captive insurance, excess insurance or reinsurance program in which the Authority is a participant to acquire such insurance, excess insurance or reinsurance, or participate in such pool or program.

**Third Change:** Create greater consistency between the WC program and the PC program related to rules for a member's minimum term of membership after joining or re-joining the program.

**Reason for Proposed Change:**

a) The addition of the language in 4.1 ( e ) is to mirror the language that exists in the PC member agreement and to re-affirm that if a member leaves the program that they need to return for a 3 year period after returning to the program. This provides greater rate stability and security

to program members committed to the program, while improving the consistency in language across MSGIA membership agreements.

**Fourth Change: Updating the membership termination clause**

**Reason for the Change:** The current termination notice language has the potential to create undue financial burden on non-terminating members if a member were to terminate membership mid policy period. If this were to occur without notification being received by the authority prior to the regular renewal date, the authority would have paid a full year of non-refundable reinsurance for the excess workers' compensation coverage for all pool members. This change allows the members to still go out to bid if they desire to do so, but provides greater assurances of their intent to remain a member for the renewal term unless written notification of termination which could be email) is received by the authority by the close of business on June 15<sup>th</sup>. Thus, allowing the authority to properly notify the WC excess carrier which members will be renewing their WC coverage with the authority for the next policy period.

**ARTICLE IV**

**ADMISSION TO, WITHDRAWAL FROM AND EXPULSION FROM  
THE WORKERS' COMPENSATION RISK RETENTION PROGRAM**

4.1 Conditions for Providing Coverage to a New Member. The Authority may provide Coverage to a new Member of the Workers' Compensation Risk Retention Program which is not currently a Member under this Agreement, subject to the following conditions:

(a) such new Member shall be a school district and political subdivision of the state, or a cooperative duly formed by school districts.

(b) such new Member shall be signatory to the Interlocal

Agreement and member of the Authority;

(c) such new Member shall have submitted a completed application for admission to the Workers' Compensation Risk Retention Program of the Authority as may be required by the Board of Directors.

(d) in the event a new member which is a cooperative is duly formed by school districts, each school district constituting such cooperative shall execute such guarantee forms, resolutions, or other documents as may be required by the Authority or by applicable law, regulation, or requirement of the Montana Department of Labor and Industry so as to jointly and severally guarantee the liabilities and obligations of the cooperative which is the new member.

(e) such new Member shall obligate itself to be a participant in the Program for three (3) full Policy Years after acceptance into the Program, or in the case of a Member who has withdrawn from the Program, for three (3) full Policy Years after re-entry into the Program.

4.2 Rights Upon Withdrawal From or Termination of Membership. Any Member may withdraw from the Workers' Compensation Risk Retention Program of the Authority by giving at least ~~sixty~~ ~~(60)~~ ~~Fifteen 15~~ days notice ~~prior to the end of the policy period (June 15<sup>th</sup>)~~ in writing to the ~~Authority~~ ~~Board of Directors~~ of its desire to withdraw, provided the Member has met an initial three

(3) year minimum participation requirement.

Unearned premium shall be returned to the withdrawing or terminated Member on a short-rate basis.

In no event shall withdrawal from Coverage or termination of a Member's participation in the Workers' Compensation Risk Retention Program of the Authority release a Member from its obligation to pay damages resulting from default under the terms of this Agreement, nor shall such withdrawal or termination release a Member from its obligation to pay Premiums or Special Assessments as provided in Section 3.4 hereof. Notice to withdraw shall be revocable only at the option of the Authority.

**MONTANA SCHOOLS GROUP INSURANCE AUTHORITY  
WORKERS' COMPENSATION  
PROGRAM AGREEMENT**

IN WITNESS WHEREOF, The Authority has caused this Agreement to be executed in its name by its duly authorized officers; and the Members have caused this Agreement to be executed in its name by its duly authorized officers, as of the date first above written.

MONTANA SCHOOLS GROUPS ~~INSURANCE~~ **INTERLOCAL** AUTHORITY,  
as Authority

By Shaw Bubb Date \_\_\_\_\_  
MSGIA

By \_\_\_\_\_ Date \_\_\_\_\_  
Signature of School District Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School District Name

## **PC Program Membership Agreement**

**First Change:** Update to the MSGIA name from Montana Schools Group Insurance Authority to Montana Schools Group Interlocal Authority.

**Reason for Proposed Change:** The change of the word Insurance to Interlocal characterizes the MSGIA better for the type of entity that we are as an Interlocal government type. We provide coverage to our school district members and our entity shares their characteristics as an interlocal government type. The name change is reflected in a couple of places in the membership agreement.

### **Second Change: Updating the membership termination clause**

**Reason for the Change:** The current termination notice language has the potential to create undue financial burden on non-terminating members if a member were to terminate membership mid policy period. If this were to occur without notification being received by the authority prior to the regular renewal date, the authority would have paid a full year of non-refundable reinsurance for the excess workers' compensation coverage for all pool members. This change allows the members to still go out to bid if they desire to do so, but provides greater assurances of their intent to remain a member for the renewal term unless written notification of termination which could be email) is received by the authority by the close of business on June 15<sup>th</sup>. Thus, allowing the authority to properly notify the WC excess carrier which members will be renewing their WC coverage with the authority for the next policy period.



5.2 Automatic Renewal for Succeeding Policy Year. After the commitment of three full Policy Years' participation in the Program as provided in paragraph 5.1 has been fulfilled, each Member's participation in this Program shall renew automatically for each succeeding Policy Year unless the Member provides written notice of termination to the authority at least (15) Fifteen days prior to the end of the policy period (which would mean that written notification is to be received by the Authority by June 15<sup>th</sup>). ~~one hundred and eighty (180) days notice in writing to the Board of Directors of its desire to withdraw from the Program.~~

5.3 Rights and Obligations Upon Withdrawal, Termination From or Non-Renewal of Participation in the Program. ~~Any Member may withdraw from the Program by giving at least one hundred and eighty (180) days notice in writing to the Board of Directors of its desire to withdraw.~~ Any Member may withdraw from the Program by giving written notice of termination to the authority at least (15) days prior to the end of the policy period (which would mean that written notification is to be received by the Authority by June 15<sup>th</sup>), provided such withdrawal is permitted under the terms of the applicable agreements entered into by the Authority pursuant to Article III hereinabove.

**Third Change: Updating minor language regarding reference to the member's payment requirements and reference to where the due date for annual amounts due are noticed to the member (ie on the annual member renewal invoice)**

**Reason for the Change: greater clarity regarding the reference to the due date for annual renewal payments as recommended by the MSGIA general counsel.**

4.5 Obligation to Pay Premiums.

(a) No Withholding. Subject to the provisions of Article V hereof, notwithstanding any dispute between the Program and a Member, including a dispute as to the scope or nature of Coverage provided by the Program or the availability of funds to pay Claims made against any Member, or any other reason (other than the termination of the obligation to pay Premium pursuant to paragraph 4.2 hereof), the Member shall appropriate to pay and make all Premium payments when due, as specified in the Member's current renewal invoice, and shall not withhold any Premium payments pending the final resolution of such dispute.

**MONTANA SCHOOLS GROUP INSURANCE AUTHORITY  
SCHOOL LEADERS PROPERTY AND LIABILITY  
PROGRAM AGREEMENT**

IN WITNESS WHEREOF, The Authority has caused this Agreement to be executed in its name by its duly authorized officers; and the Members have caused this Agreement to be executed in its name by its duly authorized officers, as of the date first above written.

MONTANA SCHOOLS GROUP **INSURANCE** **INTERLOCAL** AUTHORITY,  
as Authority

By Shawn B. B. Date \_\_\_\_\_  
MSGIA

By \_\_\_\_\_ Date \_\_\_\_\_  
Signature of School District Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
School District Name

# FOOD SERVICE SUMMARY

2019-2020

	AVERAGE # OF STUDENTS PER DAY	AVERAGE % OF STUDENTS	AVERAGE # OF ADULTS PER DAY	AVERAGE COST/MEAL PER DAY
BREAKFAST	17.60	10.29%	0.23	\$2.71
SECOND CHANCE	40.98	23.96%	n/a	\$1.66
LUNCH	124.45	72.78%	8.83	\$3.22
K-2 SNACK	45.10	26.37%	n/a	\$0.29
AFTER SCHOOL SNACK	15.28	8.94%	n/a	\$0.86
<b>OTHER INFO:</b>				
ENROLLMENT	171			
BREAKFAST	\$1.75			
LUNCH	\$2.95			
K-2 SNACKS	\$50/YEAR PER STUDENT			

## Food Establishment Inspection Report

**As Governed by**

 Gallatin City-County Health Dept  
 215 W Mendenhall St Unit # 108  
 Bozeman MT 59715  
 (406) 582-3120

**No. of Risk Factor/Intervention Violations : 0**  
**No. of Repeat Risk Factor/Intervention Violations : 0**
**Date:** Nov 08, 2019  
**Time In:** 10:30 AM  
**Time Out:** 11:30 AM

**Establishment**  
 Gallatin Gateway School

**Address**  
 100 Mill Street  
 Gallatin Gateway MT 59730

**Water Source**  
 Public

**Waste Water**  
 Private

**License/Permit #**  
 FL 14899

**Permit Holder**  
 Gallatin Gateway School District  
 #35

**Telephone**  
 (406) 763-4415

**Purpose of Inspection**  
 Routine

**Risk Cat**  
 2

### FOODBORNE ILLNESS RISK FACTORS AND PUBLIC HEALTH INTERVENTIONS

IN=in compliance    OUT=not in compliance    N/O=not observed    N/A=not applicable    COS=corrected on-site during inspection    R=repeat violation

Compliance Status	COS	R	Compliance Status	COS	R
<b>Supervision</b>			<b>Potentially Hazardous Food Time/Temperature</b>		
1	IN		16	N/O	
PIC present, demonstrates knowledge, and performs duties			Proper cooking time & temperatures		
<b>Employee Health</b>			<b>Consumer Advisory</b>		
2	IN		23	N/A	
Management awareness; policy present			Consumer advisory provided for raw or undercooked foods		
3	IN		24	IN	
Proper use of reporting, exclusion & restriction			Pasteurized foods used; prohibited foods not offered		
<b>Good Hygienic Practice</b>			<b>Highly Susceptible Populations</b>		
4	IN		<b>Chemicals</b>		
Proper eating, tasting, drinking, or tobacco use			25 IN Food additives: approved & properly used		
5	IN		26 IN Toxic substances properly identified, stored, & used		
No discharge from eyes, nose, and mouth			<b>Conformance with Approved Procedures</b>		
<b>Preventing Contamination by Hands</b>			27 IN Compliance with variance, specialized process, & HACCP plan		
6	IN		<b>Risk factors</b> are improper practices or procedures identified as the most prevalent contributing factors of foodborne illness or injury. Public Health Interventions are control measures to prevent foodborne illness or injury.		
Hands clean & properly washed					
7	IN				
No bare hands contact with RTE foods or approved alternate method properly followed					
8	IN				
Adequate handwashing facilities supplied & accessible					
<b>Approved Source</b>					
9	IN				
Food obtained from approved source					
10	N/O				
Food received at proper temperature					
11	IN				
Food in good condition, safe, & unadulterated					
12	N/A				
Required records available: shellstock tags, parasite destruction					
<b>Protection from Contamination</b>					
13	IN				
Food separated & protected					
14	IN				
Food-contact surfaces: cleaned & sanitized					
15	IN				
Proper disposition of returned, previously served, reconditioned, & unsafe food					

### GOOD RETAIL / MANUFACTURING PRACTICES

Good Retail / Manufacturing Practices are preventative measures to control the addition of pathogens, chemicals, and physical objects into foods. Numbered items marked 'X' are not in compliance    COS=corrected on-site during inspection    R=repeat violation

Compliance Status	COS	R	Compliance Status	COS	R
<b>Safe Food and Water</b>			<b>Proper Use of Utensils</b>		
28			41		
Pasteurized eggs used where required			In-use utensils: properly stored		
29			42		
Water & ice from approved source			Utensils, equipment & linens: properly stored, dried, & handled		
30			43		
Variance obtained for specialized processing methods			Single-use & single-service articles: properly stored & used		
<b>Food Temperature Control</b>			44		
31			Gloves used properly		
Proper cooling methods used; adequate equipment for temperature control			<b>Utensils, Equipment and Vending</b>		
32			45		
Plant food properly cooked for hot holding			Food & non-food contact surfaces cleanable, properly designed, constructed, & used		
33			46		
Approved thawing methods used			Warewashing facilities: installed, maintained, & used; test strips		
34			47		
Thermometers provided & accurate			Non-food contact surfaces clean		
<b>Food Identification</b>			<b>Physical Facilities</b>		
35			48		
Food properly labeled; original container			Hot & cold water available; adequate pressure		
<b>Prevention of Food Contamination</b>			49		
36			Plumbing installed; proper backflow devices		
Insects, rodents, & animals not present			50		
37			Sewage & waste properly disposed		
Contamination prevented during food preparation, storage & display			51		
38			Toilet facilities: properly constructed, supplied, & cleaned		
Personal cleanliness			52		
39			Garbage & refuse properly disposed; facilities maintained		
Wiping cloths: properly used & stored			53		
40			Physical facilities installed, maintained, & clean		
Washing fruits & vegetables			54		
			Adequate ventilation & lighting; designated areas used		

## Food Establishment Inspection Report

<b>As Governed by</b> Gallatin City-County Health Dept 215 W Mendenhall St Unit # 108 Bozeman MT 59715 (406) 582-3120	<b>License/Permit #</b>  FL 14899	<b>Date:</b> Nov 08, 2019 <b>Time In:</b> 10:30 AM <b>Time Out:</b> 11:30 AM
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<b>Establishment</b> Gallatin Gateway School	<b>Address</b> 100 Mill Street Gallatin Gateway MT 59730	<b>Water Source</b> Public	<b>Waste Water</b> Private
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### TEMPERATURE OBSERVATIONS

Item/Location	Temp (° F)
Hand sink	>100
One door reach-in cooler (IR)	41
Fish sticks in oven (IR)	192
Ware washer	50 ppm
Quat bucket near three bay sink	200 ppm
Outside walk-in freezer (IR)	2
Two door reach-in cooler-caesar dressing (probe)	39

### OBSERVATIONS AND CORRECTIVE ACTIONS

<b>Question Number</b>	<b>Item Number</b>	Critical Violations are indicated by an asterisk (*). Violations cited in this report must be corrected within the time frames below, or as stated in the Food Code.
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### GENERAL COMMENTS

- Discussed employee health policy with PIC.
- School has a HACCP plan.
- Discussed with PIC procedures of responding to vomit or diarrhea events.
- Manager level food safety training certification was observed (two certificates).
- Signage for the Montana Clean Indoor Air Act was observed on the public entrance to the school.
- Montana food code rules (ARM 37.110.2) are based on the 2013 FDA Model Food Code and can be found at [www.healthygallatin.org](http://www.healthygallatin.org) website.

**Follow-up Required :** No

**Signature Date :** Nov 08, 2019

Bobbie Jo Gunderson

Alfredo Caron

**Person in Charge:** Bobbie Jo Gunderson

**Inspector:** Alfredo Caron



**RETAIL:** As Governed by Title 50, Chapter 50 Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM) Title 37, Chapter 110, Subchapter 2.

**MANUFACTURING:** As Governed by Title 50, Chapter 57 Montana Code Annotated (MCA) and the Administrative Rules of Montana (ARM) Title 37, Chapter 110, Subchapter 3.

## 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	\$240.00	\$0.00	\$48.00
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
<b>AVERAGE/TOTALS:</b>	<b>6.71</b>	<b>\$1,688.00</b>	<b>\$1,125.00</b>	<b>\$45.00</b>	<b>\$518.00</b>
<i>as of November 15, 2019</i>					



# TRANSPORTATION SUMMARY 19-20

<b>September 2020</b>				
	<b>NORTH</b>		<b>SOUTH</b>	
	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>
<b>AVERAGE # RIDERS:</b>	8.2	8.3	10.1	9.7
<b>Average % OF TOTAL:</b>	32.90%	20.75%	25.19%	24.13%
<b>MIN/ROUTE:</b>	1	4	3	0
<b>MAX/ROUTE:</b>	12	13	15	17
<b>AVERAGE/ROUTE:</b>	8.26		9.8625	



Combined School District Application for  
Registration of School Bus & State  
Reimbursement  
School Year 2019 - 2020

TR-1(09/2006)  
1 Copy County Superintendent  
1 Copy School District

This form is required in accordance with Title 20, Chapter 10, Part 1, MCA. School district official must complete one form for each bus route that receives state reimbursement even though transportees of another legal entity may utilize the services.

<b>Due Dates:</b>	<b>Paper Copy to County Supt</b>	<b>Electronic Submit to OPI</b>	<b>Rate Per Mile</b>
All Routes	November 1	November 1	1.57
<b>County Name</b>	<b>County Number</b>	<b>School System Name</b>	<b>School System Code</b>
Gallatin	16	Gallatin Gateway Elem	0512
<b>Route Number</b>	<b>Length of Route (miles per day)</b>	<b>Type of Service</b>	<b>Rated Capacity</b>
NORTH	27.8	Regular	71
<b>VIN</b>	<b>License Number</b>	<b>Ownership</b>	
1BAKGCSHXJF341164	6-67058B	District Owned	

Reimbursement Distribution - The legal entity number and percentage of state\county reimbursement to be paid to each district.

	<b>LE: 0364</b>	
<b>Route #: NORTH</b>	100.00	

**PASSENGER INFORMATION**

	ELEMENTARY RIDERS (Grades PK-8)	HIGH SCHOOL RIDERS (Grades 9-12)	TOTAL ELIGIBLE RIDERS
	a NUMBER	b NUMBER	c a+b
Regular (Include Kindergarten riders)	9	0	
1st Wheelchair (WC)	0	0	
2nd Wheelchair (WC)	0	0	
Additional Wheelchairs (WC)	0	0	
Non-WC IEP Lists Trans as Related Service	0	0	
<b>TOTAL ELIGIBLE RIDERS</b>	<b>9</b>	<b>0</b>	<b>9</b>
Ineligible Public School Riders (i.e., under 3 miles OR nonresident and no attendance agreement that would otherwise allow nonresident riders to be eligible) (Include ineligible Preschool riders)	16	0	
Nonpublic School Riders (Ineligible)	0	0	
<b>TOTAL RIDERS</b>	<b>25</b>	<b>0</b>	


We hereby certify that this bus will operate entirely on the route established by the Board of Trustees and within the transportation area assigned and approved by the County Transportation Committee. We further certify that this bus transports pupils eligible for school transportation as defined by 20-10-101, MCA.

We agree to supervision of this bus and bus route by the State Superintendent; to make such reports to the State Superintendent and County Superintendent as are required; to provide a vehicle which meets the minimum standards as established by the Board of Public Education, the Montana Highway Patrol and the State Superintendent; and to provide a licensed, qualified and approved driver to operate such vehicle as required by 20-10-103, MCA.

We also agree to refrain from soliciting or causing others to solicit students from other transportation areas.

We understand that violations of the laws, rules or regulations governing school transportation will be sufficient cause for withholding of state and county reimbursement for this bus route.

I certify that this application for registration of school bus and state reimbursement is true and complete to the best of my knowledge and belief, and the bus operates on the route as approved by and within the transportation service area assigned by the County Transportation Committee.

Signature - Chair, Board of Trustees  Date 10/05/2019

County Transportation Committee Approval as required in accordance with Section 20-10-132, MCA. This Application for Registration of School Bus and State Reimbursement has been reviewed and I certify that this bus operates within the transportation area assigned to it by the County Transportation Committee.

Signature - Chair, County Transportation Committee \_\_\_\_\_ Date \_\_\_\_\_

For Additional information contact Donell Rosenthal at (406) 444-3024 or email drosenthal@mt.gov





Combined School District Application for  
Registration of School Bus & State  
Reimbursement  
School Year 2019 - 2020

TR-1(09/2006)  
1 Copy County Superintendent  
1 Copy School District

This form is required in accordance with Title 20, Chapter 10, Part 1, MCA. School district official must complete one form for each bus route that receives state reimbursement even though transportees of another legal entity may utilize the services.

<b>Due Dates:</b>	<b>Paper Copy to County Supt</b>	<b>Electronic Submit to OPI</b>	<b>Rate Per Mile</b>
All Routes	November 1	November 1	1.57
<b>County Name</b>	<b>County Number</b>	<b>School System Name</b>	<b>School System Code</b>
Gallatin	16	Gallatin Gateway Elem	0512
<b>Route Number</b>	<b>Length of Route (miles per day)</b>	<b>Type of Service</b>	<b>Rated Capacity</b>
SOUTH	38.0	Regular	71
<b>VIN</b>	<b>License Number</b>	<b>Ownership</b>	
4DRBUC8PXLB886249	613449C	District Owned	

Reimbursement Distribution - The legal entity number and percentage of state\county reimbursement to be paid to each district.

	<b>LE: 0364</b>	
<b>Route #: SOUTH</b>	100.00	

**PASSENGER INFORMATION**

	ELEMENTARY RIDERS (Grades PK-8)	HIGH SCHOOL RIDERS (Grades 9-12)	TOTAL ELIGIBLE RIDERS
	a NUMBER	b NUMBER	c a+b
Regular (Include Kindergarten riders)	19	0	
1st Wheelchair (WC)	0	0	
2nd Wheelchair (WC)	0	0	
Additional Wheelchairs (WC)	0	0	
Non-WC IEP Lists Trans as Related Service	0	0	
<b>TOTAL ELIGIBLE RIDERS</b>	19	0	19
Ineligible Public School Riders (i.e., under 3 miles OR nonresident and no attendance agreement that would otherwise allow nonresident riders to be eligible) (Include ineligible Preschool riders)	17	0	
Nonpublic School Riders (Ineligible)	0	0	
<b>TOTAL RIDERS</b>	36	0	

We hereby certify that this bus will operate entirely on the route established by the Board of Trustees and within the transportation area assigned and approved by the County Transportation Committee. We further certify that this bus transports pupils eligible for school transportation as defined by 20-10-101, MCA.

We agree to supervision of this bus and bus route by the State Superintendent; to make such reports to the State Superintendent and County Superintendent as are required; to provide a vehicle which meets the minimum standards as established by the Board of Public Education, the Montana Highway Patrol and the State Superintendent; and to provide a licensed, qualified and approved driver to operate such vehicle as required by 20-10-103, MCA.

We also agree to refrain from soliciting or causing others to solicit students from other transportation areas.

We understand that violations of the laws, rules or regulations governing school transportation will be sufficient cause for withholding of state and county reimbursement for this bus route.

I certify that this application for registration of school bus and state reimbursement is true and complete to the best of my knowledge and belief, and the bus operates on the route as approved by and within the transportation service area assigned by the County Transportation Committee.

Signature - Chair, Board of Trustees  Date 10/05/2019

County Transportation Committee Approval as required in accordance with Section 20-10-132, MCA.  
This Application for Registration of School Bus and State Reimbursement has been reviewed and I certify that this bus operates within the transportation area assigned to it by the County Transportation Committee.

Signature - Chair, County Transportation Committee \_\_\_\_\_ Date \_\_\_\_\_

For Additional information contact Donell Rosenthal at (406) 444-3024 or email drosenthal@mt.gov

DRAFT

# Gallatin Gateway Superintendent Evaluation

2019-2020

\* Required

## 1. Date \*

*Example: December 15, 2012*

## 2. Trustee Name \*

## Purpose

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This evaluation is conducted to provide the superintendent with the trustee's assessment of work for the school district. As well, it is conducted to provide the trustees with the superintendent's self-evaluation and goals for the future. A further intent of the evaluation is to strengthen the working relationship between the trustees and the superintendent for the achievement of their Core Purpose:

To embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## Process

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Each trustee shall complete their part of this evaluation form individually, and each form shall be electronically submitted. After the public discussion and evaluation of the Superintendent, the trustee chair or designee shall prepare a composite evaluation form. This evaluation form, after being signed by the superintendent and the trustees, shall be placed in the personnel file of the superintendent. Each trustee's evaluation responses will be used as the source documents for the composite and shall be given to the superintendent for information and use toward continual improvement.

## Performance Standards

The ten performance standards are the Professional Standards for Educational Leaders.

## Standard 1. Mission, Vision, and Core Values

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Effective educational leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality education and academic success and well-being of each student.

## Goal Area 1: Individual Student Success

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Statement of Intended Outcome, Five years: We have successfully enhanced our expectations of students, the exposure of our students to learning opportunities, and our individualized approach to education. As a result, our students are literate and enthused about their education, are enjoying their experiences, and are thriving.

**3. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**4. Please provide comments/goals for Superintendent in relation to Goal Area 1:**

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**Goal Area 2: Staff and Volunteers**

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Statement of Intended Outcome, Five years: Our staff are highly valued and supported and because of our positive work environment, our staff flourish in their respective positions. Our staff, with our volunteers, collaborate in a cohesive manner that fully supports the individual needs of our students. Our staff and volunteers have positively impacted each student enrolled in our school.

**5. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**6. Please provide comments/goals for Superintendent in relation to Goal Area 2:**

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**Goal Area 3: Facilities**

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Statement of Intended Outcome, Five Years: We have successfully integrated environmentally friendly initiatives into our school and enhanced the current and future use and efficiency of our facilities to ensure that our school meets the contemporary needs of our students, staff and the community we serve.

**7. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**8. Please provide comments/goals for Superintendent in relation to Goal Area 3:**

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**Goal Area 4: Leadership, Communication and Collaboration**

Statement of Intended Outcome, Five Years: Through our efforts in enhancing our leadership roles, the quality and effectiveness of our communications and collaboration with parents, staff and the community, we operate in a cohesive manner that has significantly improved our District operations, programs and services and enhanced individual student success.

**9. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**10. Please provide comments/goals for Superintendent in relation to Goal Area 4:**

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**Goal Area 5: Safety**

Statement of Intended Outcome, Five Years: We have enhanced the safety and security of our facilities to minimize the risk and harm to our students and staff in the event of a safety or security breach. We have effectively enhanced our emotional support services for students. We have further experienced a significant decline in student discipline as a result of our restorative justice initiative.

**11. Reflecting on the Superintendent's strengths and weaknesses, rank the progress toward the Five Year Outcome: \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**12. Please provide comments/goals for Superintendent in relation to Goal Area 5:**

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**Standard 2. Ethics and Professional Norms**

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Effective educational leaders act ethically and according to professional norms to promote each student's academic success and well-being.

**13. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Ethics and Professional Norms \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**14. Please provide comments/goals for Superintendent in relation to Ethics and Professional Norms:**

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**Standard 3. Equity and Cultural Responsiveness**

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Effective educational leaders strive for equity of educational opportunity and culturally responsive practices to promote each student's academic success and well-being.

**15. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Equity and Cultural Responsiveness \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**16. Please provide comments/goals for Superintendent in relation to Equity and Cultural Responsiveness:**

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**Standard 4. Curriculum, Instruction, and Assessment**

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Effective educational leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being.

**17. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Curriculum, Instruction, and Assessment \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**18. Please provide comments/goals for Superintendent in relation to Curriculum, Instruction, and Assessment**

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**Standard 5. Community of Care and Support for Students**

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Effective educational leaders cultivate an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.

**19. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Community of Care and Support for Students \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**20. Please provide comments/goals for Superintendent in relation to Community of Care and Support for Students**

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**Standard 6. Professional Capacity of School Personnel**

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Effective educational leaders develop the professional capacity and practice of school personnel to promote each student's academic success and well-being.

**21. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Capacity of School Personnel \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**22. Please provide comments/goals for Superintendent in relation to Professional Capacity of School Personnel**

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**Standard 7. Professional Community for Teachers and Staff**

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Effective educational leaders foster a professional community of teachers and other professional staff to promote each student's academic success and well-being.

**23. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Professional Community for Teachers and Staff \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**24. Please provide comments/goals for Superintendent in relation to Professional Community for Teachers and Staff**

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**Standard 8. Meaningful Engagement of Families and Community**

Effective educational leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.

**25. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Meaningful Engagement of Families and Community \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**26. Please provide comments/goals for Superintendent in relation to Meaningful Engagement of Families and Community**

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**Standard 9. Operations and Management**

Effective educational leaders manage school operations and resources to promote each student's academic success and well-being.



**27. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding Operations and Management \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**28. Please provide comments/goals for Superintendent in relation to Operations and Management**

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**Standard 10. School Improvement**

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Effective educational leaders act as agents of continuous improvement to promote each student's academic success and well-being

**29. Reflecting on the Superintendent's strengths and weaknesses, provide feedback regarding School Improvement \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**30. Please provide comments/goals for Superintendent in relation to School Improvement**

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**Relationship with Trustees**

The following items serve as examples to illustrate our collective understanding of the superintendent's responsibilities in relation to the Board of Trustees.

**31. Proposes and implements policies of the school board. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

32. **Reports to the school board about the status of programs, personnel, and operations of the district. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

33. **Facilitates the decision-making process for the board by making sound recommendations for board action which are consistent with the district's vision, mission statements, and board goals. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

34. **Communicates as liaison between the school board and school personnel. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

35. **Informs the school board about statutes and rules of the State of Montana, federal laws, and current trends and developments in education. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

36. **Collaboratively prepares agendas of meetings to the school board. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

37. **Keeps school board adequately informed of the superintendent's activities, particularly those activities affecting the functioning of the school district. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**38. Attends meetings of the board and takes part in deliberations, but does not vote. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**39. Ensures the filing of all reports required by statute or regulation. \***

*Mark only one oval.*

	1	2	3	4	5	
Does not meet expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Exceeds expectations

**40. Please provide comments/goals for Superintendent in relation to Board/Superintendent Relationship**

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October 23, 2019

Theresa Keel, Superintendent  
Carrie Fisher, District Clerk/Business Manager  
Gallatin Gateway Elementary School District  
PO Box 265  
Gallatin Gateway, MT 59730



Re: Underwriting Engagement Letter – Gallatin Gateway School District – Bond Issue Financing

Dear District Officials:

On behalf of D.A. Davidson & Co. (“Davidson”), we wish to thank you for the opportunity to serve as underwriter again for Gallatin Gateway School District (the “District”) on a potential offering and issuance of General Obligation Bonds (the “Bonds”) for school improvements. This letter will confirm the terms of our underwriting engagement (the “Engagement”) where the Bonds would be sold in a public offering and we will serve as the underwriter (the “Underwriter”).

It is anticipated that this Engagement will be replaced and superseded by a bond purchase agreement for the Bonds to be entered into by the parties (the “Purchase Agreement”) upon successful completion of the planning process and subsequent bond offering process. The Purchase Agreement will present the interest rates, purchase price, redemption features and the public offering or sale prices of the Bonds. The District will consider the Purchase Agreement but it will not be obligated to accept the same and may reject the same. If the Bond issue does not pass the election or is not issued you would owe us \$0.

1. Services to be Provided by Davidson. The District hereby engages Davidson to serve as underwriter of the proposed issuance of the Bonds, and in such capacity Davidson agrees to provide the following services:

- a. Review all financial information necessary to determine the ability of the District to incur and repay the debt and ability to receive any State Aid for Debt Service.
- b. Size the Bonds to account for the sources and uses of funds.
- c. Recommend maturity schedules, interest rates, call features, method and timing of the bond offering and closing and other terms necessary to achieve a low borrowing cost on the Bonds.
- d. Review the District’s status regarding Continuing Disclosure responsibilities (past and future).
- e. Coordinate the Bond transactions with District Officials and all Financing and/or Project Professionals to include the Architect, Owner’s Representative, Bond Counsel and the Paying Agent, and in that regard will prepare a financing time and responsibility schedules.
- f. Evaluate and make recommendations to the District concerning an underlying bond rating for the Bonds and facilitate such bond rating process.
- g. Consult with Bond Counsel and review and provide comment on Bond legal documentation.
- h. Prepare a Preliminary Official Statement (the “POS”) that will serve as the disclosure document for the Bonds pursuant to requirements set forth by the Securities Exchange Commission (the “SEC”). The POS will contain the legal authorization and terms of the Bond issue, the continuing disclosure undertaking, and general, financial and operating information concerning the District. The District’ POS will be distributed and made available to prospective investors, including local banks and other local investors. The final Official Statement (the “OS”) will be sent to the investors of the Bond issue.
- i. Obtain CUSIP numbers and arrange for their Depository Trust Company (DTC) book-entry eligibility.

- j. Contact potential investors, provide them with bond offering information, respond to their inquiries and, if requested, coordinate their due diligence sessions.
- k. Inform the District of the marketing and bond sale process.
- l. Negotiate the pricing, including the interest rate, and other terms of the Bonds with the District.
- m. Prepare the final debt service schedules, savings schedules and other related schedules and calculations for the District, the County Treasurer, Bond Counsel, OPI, and the Trustee and/or Paying Agent and Registrar.
- n. Assist the District in delivery of the Bonds and bond proceeds in such a manner that bond proceeds will be immediately available for immediate reinvestment.
- o. Prepare and provide information relating to the total revenues necessary to retire the Bonds, including reserve funds and sinking funds.
- p. Examine the feasibility of a refinancing as applicable at a later date at no additional cost to the District.
- q. Such other customary underwriting services as may be requested by the District.

We will provide all services under this engagement letter pursuant to the 'underwriter exemption' under the SEC's municipal advisor rules (Rule 15Ba1-1 et seq.), which enables us to provide advice and recommendations with respect to the structure, timing, terms and other similar matters concerning the Bonds. In no event will we provide advice, recommendations or services with respect to matters that are outside the scope of the underwriter exemption.

As Underwriter, our primary role will be to purchase the Bonds as principal in a commercial arm's length transaction with the District. In our capacity as Underwriter and not as financial or municipal advisor and at the District's request, we can and will provide advice regarding the structure, timing, terms and other similar matters concerning the issuance of the Bonds. However, we do not assume any financial advisory or fiduciary responsibilities with respect to the District.

2. Fees and Expenses. Based on the final sizing of the Bonds, Davidson will have an underwriting fee that is based on a percent of the principal amount of the Bonds issued. The underwriting fee will represent the difference between the price that Davidson pays for the Bonds and the public offering price stated on the cover of the final official statement. Such fee will not exceed 1.00%. In addition to the underwriting fee, the District shall pay to Davidson a fee not to exceed \$7,500 per series of Bonds as compensation for its services in assisting in the preparation, printing and distribution of the Preliminary and final Official Statements and to reimburse for Davidson's payment of applicable CUSIP, Continuing Disclosure Report and DTC fees for the Bonds. The District shall be responsible for paying for all other costs of issuance, as applicable, including without limitation, bond counsel, paying agent and registrar fees, rating and insurance fees, as applicable, and any other fees and expenses incident to the performance of the District's obligations under the proposed offering.

3. Disclosures Required by MSRB Rule G-17.

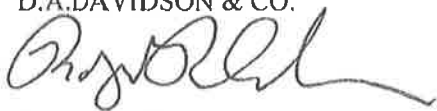
- a. MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers, such as the District, and investors.
- b. The underwriter's primary role is to purchase the Bonds with a view to distribution in an arm's-length transaction with the District. The underwriter's financial and other interests may differ from those of the District.
- c. Unlike a municipal advisor, the underwriter does not have a fiduciary duty to the District under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the District without regard to its own financial or other interests.

- d. The underwriter has a duty to purchase the Bonds from the District at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable.
  - e. The underwriter will review the official statement for the Bonds in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.
  - f. While the compensation described in the section "Fees and Expenses" is customary in the municipal bond market, it presents a conflict of interest since the underwriter may have an incentive to recommend to the District a transaction that is unnecessary or to recommend that the size of the transaction be larger than necessary.
  - g. Since Davidson has not recommended a "complex municipal securities financing" to the District, additional disclosures regarding the financing structure for the Bonds are not required. However, and in accordance with the requirements of MSRB Rule G-17, if Davidson recommends a "complex municipal securities financing" to the District, this letter will be supplemented to provide disclosure of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to us and reasonably foreseeable at the time.
  - h. Davidson has not identified any additional potential or actual material conflicts that require disclosure.
4. Term of Engagement. The term of this Engagement shall extend from the date of this letter to closing of the Bonds. Either party may end the Engagement at any time without liability of penalty upon written notice to the other party.
5. Indemnification; Limitation of Liability. To the extent permitted by applicable law, the District shall indemnify, defend and hold Davidson and its employees, officers, agents and affiliates harmless from and against any losses claims, damages and liabilities that arise from or otherwise relate to this Engagement, actions taken or omitted in connection herewith, or the transactions and other matters contemplated hereby, except to the extent such losses, claims, damages or liabilities are judicially determined to be the result of Davidson's gross negligence or willful misconduct.
6. Miscellaneous. This Engagement shall be governed and construed in accordance with the laws of the State of Montana. This Engagement may be amended by written agreement executed by both parties hereto.

If the foregoing is consistent with your understanding of the Engagement, please have an authorized District Official sign and return a copy of this letter. If there is any aspect of this Engagement that the District believes requires further clarification, please do not hesitate to contact us. The District should consult with its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable to the extent you deem appropriate.

Again, we thank you for the opportunity to assist you with the proposed Bond issue financing and the confidence you have placed in us.

Very truly yours,  
D.A.DAVIDSON & CO.



Bridget R. Ekstrom  
Senior Vice President  
Public Finance Banker

Accepted this 20<sup>th</sup> day of November 2019  
GALLATIN GATEWAY SCHOOL DISTRICT

By:   
Title: DISTRICT CLERK

# Request for Qualifications

## Gallatin Gateway School

*Owner's Representative – Upcoming School Building Projects*

Gallatin Gateway School District #35 desires to contract with an 'Owner's Representative' during school building projects including the construction and/or renovation of Gallatin Gateway School. The total estimated construction cost for a wide variety of projects is up to seven million dollars.

**Fundamental Task:** Act as the School's representative during all phases of the planning, bonding, bidding, construction, and completion processes related to various school building projects.

The Owners' Representative will represent the interests of the Gallatin Gateway School and will report directly to the District Superintendent as well as update the Board of Trustees on a regular basis. Updates to Board of Trustees will be in accordance with open meeting laws when applicable.

Gallatin Gateway School is a rural Kindergarten through eighth-grade school that serves an average of 150 students per year. It was started prior to 1884, and for over a hundred years has fulfilled the needs of the rural families. The school has established itself in this deep-rooted community and is continuing to thrive and expand.

**Description of project:** Renovation and/or new construction of Gallatin Gateway School.

1. Facilitate a comprehensive needs assessment to determine the District's need for new construction and/or renovation of District facilities.
2. Scheduling, Reporting and Communications
  - Establish and coordinate routine meetings amongst District Superintendent and all other related agencies, committees, and personnel.
  - Generate and contribute, throughout all phases of project, informational reports as needed, detailing project progress, schedule, and financial status. The School will maintain all financial project accounting and reporting with Owners' Rep to assist in account and report formulation.
  - Schedule, facilitate and attend meetings as a representative of the School. Owners' Representative shall attend meetings amongst the District Superintendent and Project Specific Committees on a regular basis. The Owner's Rep shall provide a verbal and written update report to the District Superintendent every two weeks and shall provide a brief verbal report at project specific Committee meetings as requested including Board of Trustees meetings. The Owner's Representative shall attend all meetings of the Project Specific Committees.
  - Facilitate the development and viability of the possible bond election.
  - Oversee the development of construction phasing plans in conjunction with the District Superintendent, the General Contractor/Construction Manager, and the Architects and Engineers.
  - Participate in community engagement strategies.

## 2. Design

- Coordinate design timeline, deliverable timing and scheduled visits with architect and the contractor in the GC/CM process.
- Manage process of reviewing design proposals, submittals and documentation - and - gathering input from the administration and staff on the Project Specific Committees.
- Work with the District Superintendent and members of the Project Specific Committees to communicate the proposed design to the community.
- Coordinate the process of gaining approval for the design at appropriate stages from the District Superintendent and School Board of Trustees.
- Oversee and manage the completion of all project phases for the School, functioning as primary conduit between the District Superintendent, School Board of Trustees, community and the architecture, engineering firms and contractor.
- Coordinate material specification submittals and selections with the District Superintendent and architect and contractor in the GC/CM process to assure installation of low maintenance products and highest life cycle value.
- Provide ongoing review and input directly to the architect and contractor in the GC/CM process to improve constructability and cost effectiveness including review of structural and other critical systems, design critical details and finish schedules as well as identification of missing information required for accurate bidding and accurate construction.
- Assist the architect and contractor in the process and solution that defines the scope of sustainability, costs and benefits for the project (e.g., efficiency and practicality in the pursuit of any/appropriate Green or LEED Certification)

## 3. Construction

- Act as the District's representative during all phases of the planning, bonding, bidding, construction, and completion processes, including serving as the District's primary point of contact with the architect, engineer, and general contractor.
- Under the direction of the District, establish a construction office, including maintenance of related records, documentation, design data, drawings, correspondence, etc. pertaining to the project.
- Coordinate communication between the architect, general contractor, and the District Superintendent regarding operational logistics, timing, and construction requirements.
- Attend meetings with architect, general contractor/construction manager, sub-contractors.
- Oversee the on-site construction activities.
- In collaboration with the general contractor's Onsite Construction Manager, provide routine reporting on project progress. Track communication between the general contractor and the Architect including Change Order Requests and Requests for Clarifications during the construction process to ensure effective communication and to mediate disputes.
- Approve all Change Orders up to a specified delegation of authority, and obtain approval from the District Superintendent for all Change Orders exceeding that delegation of authority.

## 4. Budgeting Contracts and Administration

- In conjunction with the District Superintendent facilitate all project related contract negotiations and scope of work progress or completion.



- Provide the review and analysis of the bidding process, and work with the architect and general contractor in support of the bid-out, sub-contracting and final cost estimating of the project.
- Provide review and analysis of the preliminary project estimates (based on architect's Schematic Design) from general contractor.
- Review bills and payment applications by architect and general contractor and provide the School with recommendation for payments.
- Coordinate, develop, and track budgets for approval by the District Superintendent.

#### 5. Completion and Close-out

- In conjunction with the architect, manage the procurement, storage, handling, and installation of furniture, fixtures and equipment.
- Oversee General Contractor and Architect in building commissioning process.
- Manage the project close-out process with general contractor, architect, engineers, and District Superintendent.

#### 6. Applicants shall submit the Following Information:

- Documentation on significant projects of similar scope, with project description and professional involvement
- Evidence of experience in construction management, field supervision, current construction methods and materials, technology design and application; project manager; sustainable project management and construction (school buildings or other)
- Examples of services you have provided for previous school building or similar projects (including experience in evaluating how the project fulfilled the needs and requirements of the client).
- Demonstrated experience with projects budgeted at \$10M or more.
- Experience in architecture and design (including knowledge and experience with LEED projects).
- Submit resume for each person or persons proposed to work on the project and define the scope of responsibilities for each person's role.
- All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

Insurance Requirements - The Proposer certifies that they can comply with the minimum insurance requirements of:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including contractual and personal injury coverage's -- \$1,000,000 per claim and \$2,000,000 per occurrence.
3. Commercial automobile liability -- \$1,000,000 per accident.
4. Professional liability in the amount of \$1,000,000 per claim.

The School shall be named as an additional insured on the CGL and Commercial Auto liability.

With the exception of resumes, submit the above information in 10 pages or less.

Please mail or deliver three paper copies and a digital copy to:

Gallatin Gateway School District #35  
Attn: District Clerk  
PO Box 265 (100 Mill Street)  
Gallatin Gateway, MT 59730  
fisher@gallatingatewayschool.com

Deadline for submission is: *Insert date and time*

7. Evaluation Criteria: The evaluation of proposals will be completed by the Board and based on the following criteria (per the RFQ):

- Pertinent experience of the applicant with preferred background in school construction
- Resumes of key personnel
- Commitment of specific personnel to the project
- Understanding of School needs and requirements
- Community engagement and communication strategies
- Fee Structure and costs

**Disclaimer:** This RFQ does not form or constitute a contractual document. Gallatin Gateway School District shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFQ. The District also will not be responsible for any expenses which may be incurred in the preparation of this RFQ or for other costs, including attorney fees associated with any challenges (administrative, judicial, or otherwise) to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of a proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees. This RFQ is not to be construed as a contract or commitment of any kind. The District reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the District's best interest to do so. All proposals are subject to Montana open records laws and will be reviewed by Board of Trustees in accordance with Montana open meeting laws.

<b>2019-2020 RETIREMENT FUND EXPENDITURES - FUND 114</b>		
<b>INSTRUCTION - 1000</b>		
114.80.100.1000.210	SOCIAL SECURITY AND MEDICARE	\$ 1,500.00
114.80.100.1000.220	TEACHER'S RETIREMENT	\$ 250.00
114.80.100.1000.240	UNEMPLOYMENT	\$ 200.00
<b>TOTAL</b>		<b>\$ 1,950.00</b>
<b>SUPERINTENDENT SERVICES- 2321</b>		
114.80.100.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 8,000.00
114.80.100.2321.220	TEACHER'S RETIREMENT	\$ 6,700.00
114.80.100.2321.230	PERS	\$ 3,400.00
114.80.100.2321.240	UNEMPLOYMENT	\$ 600.00
<b>TOTAL</b>		<b>\$ 18,700.00</b>
<b>BUSINESS SERVICES- 2500</b>		
114.80.100.2500.210	SOCIAL SECURITY AND MEDICARE	\$ 5,500.00
114.80.100.2500.220	TEACHER'S RETIREMENT	\$ 1,200.00
114.80.100.2500.230	PERS	\$ 5,100.00
114.80.100.2500.240	UNEMPLOYMENT	\$ 500.00
<b>TOTAL</b>		<b>\$ 12,300.00</b>
<b>TECHNOLOGY COORDINATOR-2580</b>		
114.80.100.2580.210	SOCIAL SECURITY AND MEDICARE	\$ 1,000.00
114.80.100.2580.220	TEACHER'S RETIREMENT	\$ 1,300.00
114.80.100.2580.240	UNEMPLOYMENT	\$ 100.00
<b>TOTAL</b>		<b>\$ 2,400.00</b>
<b>OPERATION AND MAINTENANCE OF PLANT SERVICES - 2600</b>		
114.80.100.2600.210	SOCIAL SECURITY AND MEDICARE	\$ 100.00
114.80.100.2600.240	UNEMPLOYMENT	\$ 25.00
<b>TOTAL</b>		<b>\$ 125.00</b>
<b>TRANSPORATION SERVICES- 2700</b>		
114.80.100.2700.210	SOCIAL SECURITY AND MEDICARE	\$ 2,000.00
114.80.100.2700.230	PERS	\$ 1,100.00
114.80.100.2700.240	UNEMPLOYMENT	\$ 150.00
<b>TOTAL</b>		<b>\$ 3,250.00</b>
<b>ADULT CONTINUING ED- INSTRUCTION- 610.1000</b>		
114.80.610.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 150.00
114.80.610.2321.220	TEACHER'S RETIREMENT	\$ 75.00
114.80.610.2321.240	UNEMPLOYMENT	\$ 50.00
<b>TOTAL</b>		<b>\$ 275.00</b>
<b>ADULT CONTINUING ED- SUPERINTENDENT SERVICES- 610.2321</b>		
114.80.610.2321.210	SOCIAL SECURITY AND MEDICARE	\$ 200.00
114.80.610.2321.220	TEACHER'S RETIREMENT	\$ 250.00
114.80.610.2321.230	PERS	\$ 75.00
114.80.610.2321.240	UNEMPLOYMENT	\$ 25.00
<b>TOTAL</b>		<b>\$ 550.00</b>

FY2020 OTHER BUDGETED FUNDS

<b>ADULT CONTINUING ED- BUSINESS SERVICES- 610.2500</b>			
114.80.610.2500.210	SOCIAL SECURITY AND MEDICARE	\$	500.00
114.80.610.2500.220	TEACHER'S RETIREMENT	\$	75.00
114.80.610.2500.230	PERS	\$	300.00
114.80.610.2500.240	UNEMPLOYMENT	\$	25.00
<b>TOTAL</b>		<b>\$</b>	<b>900.00</b>
<b>ATHLETICS- EXTRA-CURRICULAR- 720.3500</b>			
114.80.720.3500.210	SOCIAL SECURITY AND MEDICARE	\$	2,600.00
114.80.720.3500.220	TEACHER'S RETIREMENT	\$	600.00
114.80.720.3500.240	UNEMPLOYMENT	\$	75.00
<b>TOTAL</b>		<b>\$</b>	<b>3,275.00</b>
<b>FOOD SERVICE- 910.3100</b>			
114.80.910.3100.210	SOCIAL SECURITY AND MEDICARE	\$	4,500.00
114.80.910.3100.210	PERS	\$	5,000.00
114.80.910.3100.210	UNEMPLOYMENT	\$	300.00
<b>TOTAL</b>		<b>\$</b>	<b>9,800.00</b>
<b>INSTRUCTION - 1000</b>			
114.81.100.1000.210	SOCIAL SECURITY AND MEDICARE	\$	28,000.00
114.81.100.1000.220	TEACHER'S RETIREMENT	\$	35,000.00
114.81.100.1000.240	UNEMPLOYMENT	\$	2,000.00
<b>TOTAL</b>		<b>\$</b>	<b>65,000.00</b>
<b>STUDENT SERVICES- 2100</b>			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	500.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	600.00
114.81.100.2100.240	UNEMPLOYMENT	\$	75.00
<b>TOTAL</b>		<b>\$</b>	<b>1,175.00</b>
<b>GUIDANCE PROGRAM- 2120</b>			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	2,100.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	2,700.00
114.81.100.2100.240	UNEMPLOYMENT	\$	200.00
<b>TOTAL</b>		<b>\$</b>	<b>5,000.00</b>
<b>LIBRARY SERVICES- 2225</b>			
114.81.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	1,500.00
114.81.100.2100.220	TEACHER'S RETIREMENT	\$	1,600.00
114.81.100.2100.240	UNEMPLOYMENT	\$	100.00
<b>TOTAL</b>		<b>\$</b>	<b>3,200.00</b>
<b>SPECIAL EDUCATION - INSTRUCTION 280-1000</b>			
114.81.280.1000.210	SOCIAL SECURITY AND MEDICARE	\$	2,000.00
114.81.280.1000.220	TEACHER'S RETIREMENT	\$	2,500.00
114.81.280.1000.240	UNEMPLOYMENT	\$	175.00
<b>TOTAL</b>		<b>\$</b>	<b>4,675.00</b>
<b>SPECIAL EDUCATION- RESOURCES TRANSFERRED TO COOP-280-6200</b>			
114.80.280.6200.920	RESOURCES TRANSFER TO COOP	\$	3,451.00

FY2020 OTHER BUDGETED FUNDS

<b>TOTAL</b>		\$	3,451.00
<b>INSTRUCTION - 1000</b>			
114.82.100.1000.210	SOCIAL SECURITY AND MEDICARE	\$	12,500.00
114.82.100.1000.220	TEACHER'S RETIREMENT	\$	14,500.00
114.82.100.1000.240	UNEMPLOYMENT	\$	1,000.00
<b>TOTAL</b>		\$	28,000.00
<b>STUDENT SERVICES- 2100</b>			
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	500.00
114.82.100.2100.240	UNEMPLOYMENT	\$	75.00
<b>TOTAL</b>		\$	575.00
<b>GUIDANCE PROGRAM- 2120</b>			
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	2,500.00
114.82.100.2100.220	TEACHER'S RETIREMENT	\$	1,500.00
114.82.100.2100.240	UNEMPLOYMENT	\$	150.00
<b>TOTAL</b>		\$	4,150.00
<b>LIBRARY SERVICES- 2225</b>			
114.82.100.2100.210	SOCIAL SECURITY AND MEDICARE	\$	2,225.00
114.82.100.2100.220	TEACHER'S RETIREMENT	\$	1,000.00
114.82.100.2100.240	UNEMPLOYMENT	\$	75.00
<b>TOTAL</b>		\$	3,300.00
<b>SPECIAL EDUCATION - INSTRUCTION 280-1000</b>			
114.82.280.1000.210	SOCIAL SECURITY AND MEDICARE	\$	5,200.00
114.82.280.1000.220	TEACHER'S RETIREMENT	\$	4,700.00
114.82.280.1000.240	UNEMPLOYMENT	\$	219.30
<b>TOTAL</b>		\$	10,119.30
<b>RETIREMENT FUND TOTAL EXPENDITURES:</b>		\$	182,170.30

## **EVALUATION OF DISTRICT CLERK GALLATIN GATEWAY SCHOOL DISTRICT #35**

**PURPOSE:** This evaluation is being conducted to provide the District Clerk with the School Board's assessment of his/her strengths and weaknesses relative to performance as the District Clerk of this school district. It is the intent that this instrument will serve to provide the District Clerk with reinforcement of effective performance and as a guide for change and improvement. Further, it is the intent that this instrument will serve as a catalyst to strengthen the Board/District Clerk working relationship and the achievement of their mutual goal: To make the school district the most effective it can be.

**PROCESS:**

1. The District Clerk's evaluation will be conducted during a special meeting in March.
2. Each Board member will receive individual evaluation forms to complete two weeks prior to the District Clerk's evaluation meeting.
3. The District Clerk will complete a self evaluation to be given to the Board with the evaluation tool two weeks prior to the evaluation meeting.
4. During the special board meeting the Board will discuss the evaluation with the District Clerk during closed session. A final overall performance form will be given to the District Clerk to be placed in his/her personnel file. The District Clerk will receive each individual board member's evaluation form for his/her own records.

### **Description of Four Ratings**

**Unsatisfactory** - Little or no knowledge and minimal implementation of standards. Does not meet minimal standards and needs substantial improvement.

**Developing** - Evidence of novice performance; fundamental knowledge and implementation of standards. Integration of standards is inconsistent. Business Manager/District Clerk is making progress toward proficiency.

**Proficient** - Evidence of solid performance; strong knowledge, implementation, and integration of standards; clear evidence of proficiency and skill in the domain/component.

**Exemplary** - Evidence of exceptional performance; outstanding knowledge, implementation, and integration of standards along with evidence of initiative and willingness to model and/or serve as a mentor for colleagues.

**GALLATIN GATEWAY SCHOOL  
DISTRICT CLERK  
SUMMATIVE EVALUATION FORM**

District Clerk: CARRIE FISHER

School Year: 2019-2020 Date: \_\_\_\_\_

---

**DOMAIN ONE: RELATIONSHIP WITH THE BOARD AND ADMINISTRATIVE TEAM  
Gallatin Gateway School's District Clerk:**

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Keeps the Board informed of meetings and activities and prepares the Board meeting packets in a timely manner. | U | D | P | E |
| 2. Is receptive to board member ideas and suggestions and works hard to accomplish directives.                    | U | D | P | E |
| 3. Follows up on all problems and issues brought to his/her attention in a timely manner.                         | U | D | P | E |
| 4. Accepts constructive criticism as suggestion for improvement, working toward a positive change.                | U | D | P | E |
| 5. Demonstrates willingness to try new methods.   | U | D | P | E |
| 6. Keeps the Board and Superintendent informed of his/her activities.   | U | D | P | E |
| 7. Maintains confidentiality of employment and student matters.   | U | D | P | E |
| 8. Works closely and maintains a positive relationship with the Superintendent.                                   | U | D | P | E |
| 9. Performs other duties as assigned by the Board.  | U | D | P | E |
| 10. Communicates clearly and demonstrates effective communication skills.   | U | D | P | E |

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

\_\_\_\_\_Unsatisfactory      \_\_\_\_\_Developing      \_\_\_\_\_Proficient      \_\_\_\_\_Exemplary

**DOMAIN TWO: ACCOUNTING MANAGEMENT, RECORD KEEPING, PROGRAM MANAGEMENT, AND FINANCIAL PLANNING**

**Gallatin Gateway School's District Clerk:**

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Maintains detailed records of all receipts, expenditures and disbursements.  | U | D | P | E |
| 2. Maintains records of all funds reconciling monthly with County Treasurer.  | U | D | P | E |
| 3. Completes monthly, quarterly, and annual reports as scheduled, including the Trustees Financial Summary.   | U | D | P | E |
| 4. Prepares a balanced budget which is realistic and in a clear, concise and legible format.  | U | D | P | E |
| 5. Effectively administers and monitors the budget, making necessary adjustments to ensure a balanced budget at year end.   | U | D | P | E |
| 6. Provides appropriate information to staff and community as necessary regarding payroll, budget, facilities, adult education, transportation, food service, and other public information.                   | U | D | P | E |
| 7. Achieves audits with few findings or major concerns.   | U | D | P | E |
| 8. Publishes legal and public notices as required and acts as election administrator.   | U | D | P | E |
| 9. Complies with District Policies and Goals, maintaining up-to-date policy manuals.  | U | D | P | E |
| 10. Acts as custodian of all records, reports, and historical documents of the district.  | U | D | P | E |
| 11. Keeps the Board appropriately informed regarding district programs such as: food service, transportation, adult education, & facilities.  | U | D | P | E |
| 12. Effectively monitors facility maintenance and improvements and keeps the Board informed as necessary.   | U | D | P | E |
| 13. Effectively manages and evaluates District employees in the following programs: Adult Education, Food Service, and Transportation.  | U | D | P | E |
| 14. Monitors and evaluates the District program effectiveness and makes appropriate recommendations to the Board as necessary as it relates to adult education, transportation, food service, and facilities. | U | D | P | E |

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH**

\_\_\_\_\_Unsatisfactory      \_\_\_\_\_Developing      \_\_\_\_\_Proficient      \_\_\_\_\_Exemplary



**DOMAIN THREE: PROFESSIONAL DEVELOPMENT**

**Gallatin Gateway School's District Clerk:**

- |   |   |   |   |   |
|---|---|---|---|---|
| 1. Attends regional clerk's meetings, MASBO/MTSBA workshops and other necessary training sessions.                    | U | D | P | E |
| 2. Keeps informed on local, state, federal, and legal requirements in school business.                                | U | D | P | E |
| 3. Tries to improve competencies in his/her professional field.   | U | D | P | E |
| 4. Displays a positive attitude toward his/her responsibilities.  | U | D | P | E |
| 5. Adjusts easily to changes in plans or procedures.  | U | D | P | E |
| 6. Communicates effectively and maintains positive and professional relationships with students and colleagues.       | U | D | P | E |
| 7. Communicates effectively and maintains positive and professional relationships with parents and community members. | U | D | P | E |
| 8. Solves problems and handles stressful situations with finesse and professionalism.                                 | U | D | P | E |
| 9. Displays initiative when determining tasks and goals.  | U | D | P | E |
| 10. Shows perseverance even when faced with obstacles.  | U | D | P | E |
| 11. Effectively manages time and responsibilities.  | U | D | P | E |
| 12. Makes thoughtful judgments and decisions.   | U | D | P | E |
| 11. Serves as an advocate for the Board and District.   | U | D | P | E |
| 12. Maintains a positive image in the community and is respected as a professional in the District and community.     | U | D | P | E |

**COMMENDATIONS/RECOMMENDED AREA(S) OF GROWTH:**

\_\_\_\_\_Unsatisfactory      \_\_\_\_\_Developing      \_\_\_\_\_Proficient      \_\_\_\_\_Exemplary

**BUSINESS MANAGER/ DISTRICT CLERK  
SUMMATIVE EVALUATION FORM**

**SUMMATIVE EVALUATION RATING:**

\_\_\_\_Unsatisfactory      \_\_\_\_Developing      \_\_\_\_Proficient      \_\_\_\_Exemplary

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**IMPROVEMENT PLAN**

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**REQUIRED FOR: DOMAIN ONE**

**DOMAIN TWO**

**BUSINESS MANAGER/ DISTRICT CLERK  
SUMMATIVE EVALUATION FORM**

**DOMAIN THREE**

The business manager/district clerk and evaluator sign the Summative Evaluation Form to indicate that it was reviewed and discussed, not that the business manager/ district clerk necessarily agrees with comments on this form.

Business Manager/District Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Gallatin Gateway School  
DISTRICT CLERK  
Overall Performance Summary**

**School Board Members:**

Chair	Aaron Schwieterman	_____
Vice-Chair	Julie Fleury	_____
Trustee	Mary Martin	_____
Trustee	Carissa Paulson	_____
Trustee	Patti Ringo	_____

**Review Period:**        March 2019- March 2020

The District Clerk's overall performance for the review period:

**DOMAIN ONE:    RELATIONSHIP WITH BOARD**

      \_\_\_Unsatisfactory        \_\_\_Developing        \_\_\_Proficient        \_\_\_Exemplary

**DOMAIN TWO:    ACCOUNTING MANAGEMENT, RECORD KEEPING, PROGRAM  
MANAGEMENT, AND FINANCIAL PLANNING**

      \_\_\_Unsatisfactory        \_\_\_Developing        \_\_\_Proficient        \_\_\_Exemplary

**DOMAIN THREE:    PROFESSIONAL DEVELOPMENT**

      \_\_\_Unsatisfactory        \_\_\_Developing        \_\_\_Proficient        \_\_\_Exemplary

District Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted  
Oct. 23, 2019  
Meeting

5120P

1 Gallatin Gateway School District

2  
3 PERSONNEL

4  
5 Fingerprint Background Handling Procedure

- 6  
7 1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers with  
8 unsupervised access to students or hired to an employment position by the School District need to  
9 be fingerprinted.  
10  
11 2. The School District will obtain a signed waiver from all applicants and provide written  
12 communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F).  
13 The Applicant Rights and Consent to Fingerprint Form will be kept on file for 5 years or for the  
14 length of employment, whichever is longer. The form will be filed in the employees Personnel  
15 File.  
16

17 Authority to Fingerprint

18 The School District will send new employees to Gallatin County Superintendent of Schools to obtain  
19 fingerprinting.  
20

21 Applicants will complete two (2) fingerprint cards following instructions on the card to fill out the  
22 information. District office personnel will add information in the box regarding reason to be  
23 fingerprinted.  
24

25 Determination Procedures

26 Personnel staff that have been trained by CRISS and granted access to criminal history record information  
27 will receive the background results from the Gallatin County Superintendent.

- 28 a. Results are reviewed for determination of eligibility to hire.  
29 b. Any adverse reports are presented to the appropriate administrator for final approval.  
30 c. Determination is noted on a determination form and kept in a locked file cabinet.  
31

32 Storage Procedure

33 Criminal history record information is stored in a locked file cabinet in a sealed envelope marked  
34 "confidential" for two (2) years or the length of employment, whichever comes first. The School District  
35 utilizes shredding for destruction of information no longer needed. This file cabinet is only accessible to  
36 staff that have received CRISS training.  
37

38 Dissemination Procedure

39 The School District will not disseminate any fingerprint information and will redirect the person to  
40 Gallatin County Superintendent.  
41

42  
43 Policy History:

44 Adopted on:

45 Reviewed on:

46 Revised on:

Revisions  
By Gallatin County  
Superintendent +  
MTSBA

Fingerprint Background Handling Procedure

1. Who needs to be fingerprinted: All individuals 18 years of age or older to be volunteers with unsupervised access to students or hired to an employment position by the School District must be fingerprinted.
2. The School District will provide new volunteers/employees with instructions for getting fingerprinted that includes locations that conduct fingerprinting and the applicant's rights and consent forms.
3. Once fingerprinted, applicants must provide two sets of fingerprints to the County Superintendent of Schools who will forward them to the Montana Department of Justice for processing. The County Superintendent will obtain a signed waiver from the applicant and provide written communication of applicant rights (Applicant Rights and Consent to Fingerprint Form 5122F). The Applicants Rights and Consent to Fingerprint forms will be kept on file for two (2) years.

Determination Procedures

Upon receipt of background results from the Montana Department of Justice, the County Superintendent will provide the District with a generic determination report that indicates whether the applicant meets general eligibility criteria (no criminal history present) or does not meet eligibility (criminal history present). When an applicant does not meet eligibility criteria, the County Superintendent shall:

- a. Inform the applicant of his/her right to obtain a copy of the background results and the procedure for requesting a correction;
- b. Direct the applicant to contact the appropriate District administrator to discuss his/her background results for determination of eligibility to hire. Applicants with adverse reports must be presented to the appropriate administrator for final approval.

Storage Procedures

Criminal history record information is stored in a locked file cabinet in the County Superintendent's office for two (2) years. This file cabinet is accessible only to the County Superintendent, who has been trained by CRISS and granted access to criminal history record information. Generic determination of eligibility reports received from the County Superintendent will be filed in the employee's School District Personnel File.

Dissemination Procedure

The School District will not disseminate any criminal history record information and will redirect persons requesting re-dissemination of background results to the County Superintendent of Schools.

Policy History:

Adopted on:

Reviewed on:

Revised on: