



## March 26, 2025 Agenda Regular Meeting of Trustees

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **March 26, 2025** at **6:00 PM** in the library and via **Google Meet** (<https://meet.google.com/ots-yonw-wpa>)

### **Call to Order**

**Pledge of Allegiance**

**Presiding Trustee's Explanation of Procedures**

**Public Comment- Non Agenda Items**

**GUESTS:**

### **Consent Agenda**

**Minutes:** Regular Board Meeting - February 19, 2025 and Special Board Meeting - March 7, 2025; **Finance:** Warrants; **Personnel:** Personnel Action Report

### **Superintendent Report**

#### **Old Business**

Discussion Items:

Committee Updates

Action Items:

GGs Master Agreement Negotiated Items

#### **New Business**

Discussion Items:

Stay Interviews

Action Items:

2025 Notice of Intent to Impose an Increase/Decrease in Levies

Budget Amendment Proclamation

Transfer of Funds to Multi-District Agreement

School Calendar

District Clerk Updated Job Description

### **Adjournment**

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

## Excerpt from GGS Policy #1441- Audience Participation

### Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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



**FEBRUARY 19, 2025 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 6:00 P.M. on February 19, 2025, in the Gallatin Gateway School Library and via Google Meet. Board Chair Tim Melton presided and called the meeting to order at **6:03 P.M.**

**TRUSTEES PRESENT**

Tim Melton, Board Chair; Aaron Schwieterman, Board Vice-Chair; Lucas Hancox; Brian Nickolay  
Google Meet: None

**TRUSTEES ABSENT**

Carissa Paulson

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk  
Google Meet: None

**OTHERS PRESENT**

John Nielson, Gallatin County Superintendent of Schools; Darwin Stoner, GGS Facilities Director  
Google Meet: None

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PRESIDING TRUSTEE’S EXPLANATION OF PROCEDURES**

Board Chair Tim Melton 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**

Darwin Stoner, Gallatin Gateway School Facilities Director expressed concern about the amount of snow load on the School’s flat roof as well as ice in the gutters. He was asked to investigate whether this could lead to permanent structural damage and, if so, to find possible solutions to the problem.

**GUEST: SWEARING IN OF NEW TRUSTEE**

Gallatin County Superintendent of Schools, John Nielson, swore in newly appointed Governing Board Trustee, Lucas Hancox.

## **CONSENT AGENDA**

**Minutes:** January 15, 2025 - Regular Meeting and February 5, 2025 - Agenda Setting and Special Committee Meeting;

**Finance:** Warrants;

**Personnel:** Personnel Report

Motion: Trustee Schwieterman to approve the consent agenda as presented.

Seconded: Trustee Nickolay

Board Discussion: None

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unanimously (4-0)

## **SUPERINTENDENT REPORT**

Superintendent Kelly Henderson provided a summary of events that have occurred over the past month at Gallatin Gateway School. There were no disciplinary actions to report. Our current enrollment is 144 with 16 special education students and 24 students with 504's. Even with the addition of Pre-K, Spring ANB numbers are down from the Fall - this will impact budgetary funding for SY25-26. Our students are on the second round of MAST assessments. The window for these assessments closes on February 21. We are starting to send out non-resident district applications; Superintendent Henderson and District Clerk Thurber attended an OPI-sponsored Tuition Training workshop today. The Bozeman School District will be attending our April Board meeting so that they can update us on the current state of BSD7.

Superintendent Henderson gave an update on two staff committees. The Behavior Matrix Committee is working to come up with a series of recommendations for relevant, research based consequences for behavior. The Calendar Committee is reviewing the SY25-26 calendar.

## **BUSINESS MANAGER/DISTRICT CLERK REPORT**

Business Manager/District Clerk Thurber provided an update. W2's, 1099's and Form 941 were all completed and submitted by the January 31, 2025 deadline. We continue to work on cleaning up payroll liabilities as well as reviewing and updating our current benefit companies/offerings. Work on the SY25-26 budget has begun with a focus on reconciliation.

Shelby Taylor, Gallatin Gateway School Food Service Manager, has been doing a fabulous job. She continues to collaborate with her MSU mentor, Kate Huston, on meal planning and food ordering. Ms. Taylor has secured over \$10,000 next school year in funding for commodities (from the USDA) as well as fresh fruits and vegetables (from the DoD). In addition, she continues to look for grant opportunities. Ms. Thurber mentioned that Ms. Taylor should have additional help in the cafeteria - perhaps an additional hand for about four hours a day to help with food prep and serving as well as clean up. Ms. Taylor is doing everything on her own right now and, with all the paperwork and meal planning, has been stretched thin. We have completed outstanding items on the OPI Food Service Audit, save for one (an updated HACCP Plan). This item will be completed by March 1, 2025.

## **OLD BUSINESS**

*Discussion Items:*

Committee Updates

An update regarding the following committees was given by the assigned Board Trustee.

*Facilities Committee* - Aaron Schweiterman and Tim Melton

A complete update on the Facilities Committee February 12 meeting can be found in the minutes.

There are many projects currently being worked on. In particular, an Integrated Pest Management Plan is in the final stages of being developed. A bid package for estimates for a new HVAC system is being prepared and will be sent out of subcontractors in the near future. Mr Stoner, Facilities Director, gave an update on the recent Hartford Steam Boiler and fire alarm inspections. A plan for the replacement of windows in the red brick building is being created. There are multiple options available in this regard, including the installation of new, energy efficient windows, renovation of existing windows as well as the addition of storm windows. In addition, Mr. Melton received one quote from Clearview Solutions West for the addition of security film on exterior windows and door glass. This is a film that isn't bullet-proof but, instead, slows down an intruder's entrance. He is also following up on a range of potential donors for the most important School facility projects. Superintendent Henderson reviewed the Long Range Facility Plan and, except for some minor changes, believes the current plan looks fine.

*Safety Committee* - Brian Nickolay

A complete update on the February 13 Safety Committee meeting can be found in the minutes.

Dan Mayland, Deputy Sheriff/SRO, and Jeremiah Hillier, Gallatin Gateway Fire Chief, were Committee guests. They gave the Committee a report on public safety. Sheriff Mayland was particularly concerned about the encrypted key fobs that we currently use at Gallatin Gateway School because these will hinder the ability for first responders to enter School buildings. Sheriff Mayland would also like to see a dash cam installed on our school buses. All seems well at the Fire Station across the street. Chief Hillier reminded us that there is additional illumination located on the Fire Station, if we need it. The light switch is on the east side of the building.

The Safety Committee is working on many projects. Traffic management, due to safety issues, is a big topic of focus. The pick up/drop off process/driveline process is being reviewed as is the possibility of no parking signs and the installation of a sidewalk along Mill Street. The Committee will contact Kevin Larsen, Gallatin County Operations and Training Manager, regarding possible Critical Incident Response Training for Gallatin Gateway School staff. Superintendent Henderson is working with one of our security vendors (TEST) on a portable door access system.

*Whole Child* - Carissa Paulson

A complete update on the January 30 Whole Child Committee meeting can be found in the minutes. Superintendent Henderson and District Clerk Mary Thurber provided an update since Trustee Paulson was absent from the meeting.

The Whole Child Committee has a focus on nutrition this year. Information on nutritious options for school lunch and snacks as well as healthy recipes will be placed on the bulletin board outside the cafeteria. They will also be incorporated into the Superintendent's newsletters to the Community. Field Day will once again be held on the last day of school. A revised Wellness Plan is still under development.

*Negotiations* - Superintendent Henderson

We are not as far along with negotiations because of the STARS Act. Negotiations will begin soon.

*PDAC* - Superintendent Henderson

The staff is happy with the current professional development at Gallatin Gateway School so things will stay the same moving forward.

### Reminder of Board Self-Evaluation in March, due in April

Superintendent Henderson reviewed the schedule for the Board Self-Evaluation. Surveys will be sent out in the middle of March. Results will be discussed at the April Work Study Session. Superintendent Henderson will ensure that Board member calendars have been updated with this schedule. A reminder will be sent out at least one time during the two week survey period.

Survey Tool sent to Board members: March 14

Deadline to complete survey: March 31

Work Study Session to review results: April 2

Regular Board Meeting to share results: April 16 (Share results and start planning for goals for the Board and Superintendent)

### *Action Items:*

#### Board Meeting Date Change

Superintendent Henderson presented this item. Currently, the March Governing Board meeting is scheduled for Wednesday, March 19, in the middle of Gallatin Gateway School Spring Break. This would make it hard to gain a quorum for the meeting.

Motion: Trustee Schwieterman to move the March Governing Board meeting to Wednesday, March 26, 2025

Seconded: Trustee Nickolay

Board Discussion: None

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unambiguously 4-0

### **NEW BUSINESS**

#### *Action Items:*

#### Contracts - Certified and Classified

Superintendent Henderson presented this item. Intents to return are scheduled to be sent out to our staff at the beginning of March. These documents will not have the salary and insurance negotiations until after the Montana Legislature has completed their work. As discussed at the work study session, we will continue with our current staff with the exception of one special/elective teacher being reduced to a .5 FTE position.

Nickole Barnes - Kindergarten (TENURE)

Madeline Barry - 6-8 ELA and Library

Margaret Campbell - Second Grade

Ashley Davis - 6-8 Social Studies and K-12 Art

Mike Coon - 6-8 Math and Technology

Madeline Herron - First Grade

Spencer Kirkemo - K-8 PE

Neal Krogstad - Third Grade

Madison Phelps - K-8 Special Education and Spanish

Melissa Sharpe - Fourth Grade

Mariel Warren - Fifth Grade

Marie Welch - K-8 Counselor

Jacki Yager - Preschool

Jeffrey Bennett - Bus Driver  
Hannah Hancox - School Secretary  
Claudia Inman - Paraprofessional  
LaDonna Quarters - Paraprofessional  
Darwin Stoner - Facilities Manager/Custodian  
Shelby Taylor - Cafeteria  
Mary Thurber - District Clerk

Motion: Trustee Nickolay motion to approve the certified and classified staff for '25-'26.

Second: Trustee Schwieterman

Board Discussion: Question about the climate at Gallatin Gateway School. Superintendent Henderson believes that the teachers are all in support of the rearrangement for next school year and that the climate in the School is very positive.

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unanimously 4-0

#### Butte and DC/NYC Field Trip Dates

Superintendent Henderson presented this item. The dates for the two trips are as follows:

5th Grade Butte: May 22-23, 2025

8th Grade DC/NYC: May 11-16, 2025

These two trips are funded through the GGS Foundation and local school fundraising.

Motion: Trustee Schwieterman to approve the Butte Mining and DC/NYC trips

Seconded: Trustee

Board Discussion: None

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unanimously 4-0

#### Change Reduced Breakfast and Lunch Prices

Business Manager/District Clerk Thurber presented this item. The Montana Office of Public Instruction ("OPI") regularly sets maximum prices that we are allowed to charge for Student Reduced and Paid breakfast and lunch as well as Adult Paid breakfast and lunch. In order to be compliant, we would like to be able to change these prices as OPI mandates without coming back to the Governing Board for approval.

Motion: Trustee Schwieterman moves to allow the Gallatin Gateway School Superintendent to approve changes in student and adult meal prices that follow Montana Office of Public Instruction mandated maximum amounts.

Seconded: Trustee Nickolay

Board Discussion: None

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unanimously 4-0

District Clerk Confirmation of Appointment

While there is no swearing in of the District Clerk mid year, the Board does need to confirm Ms. Thurber as the District Clerk for the Board and District.

Motion: Trustee Nickolay moves to appoint Mary Thurber to the District Clerk position

Seconded: Trustee Schwieterman

Board Discussion: None

Public Comment: None

For: Hancox, Melton, Nickolay, Schwieterman

Opposed: None

Motion passed unanimously 4-0

**ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 7:03 P.M.

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Tim Melton, Board Chair

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Mary Thurber, District Clerk



**March 7, 2025 MINUTES  
SPECIAL BOARD MEETING  
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

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**CALL TO ORDER**

The Board of Trustees of Gallatin Gateway School District #35 met at 9 AM on March 7, 2025 in the Gallatin School Learning Center. Board Chair Tim Melton presided and called the meeting to order at 9:06 AM.

**TRUSTEES PRESENT**

Tim Melton, Board Chair; Aaron Schwieterman, Vice Chair; Lucas Hancox; Brian Nickolay

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk

**OTHERS PRESENT**

None

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**New Business**

Agenda Setting for 3.26.2025 Meeting

Superintendent Henderson led a discussion regarding the agenda for the March 26, 2025 regular Board meeting. The individuals present discussed agenda items to be included on the agenda.

Negotiations Discussion

Superintendent Henderson reviewed this year's Master Agreement negotiation topics. They include the following:

*Certified Staff topics:* 1) Payroll to be paid bi-monthly; 2) Start/end time of the academic day to be adjusted, allowing for more time for after school meetings etc.; 3) Requested leave allowances to be considered; 4) Salary/benefits to remain as they are, given the current budget situation.

*District topics:* 1) STARS Act implementation and ensuring effects; 2) Adjusted lunch duty to accommodate fewer staff members.

STARS Act Discussion

Superintendent Henderson reviewed the various aspects of the STARS Act as well as the implications of the STARS Act for the District's staff. An Interim Memorandum of Understanding Between the Gallatin Gateway School District and GGS MFPE Regarding Teacher Base Pay and Incentive Funding under House Bill 252, 2025 was also discussed.

The Core Purpose of Gallatin Gateway School is to embrace an engaging learning culture in a safe, nurturing environment where each student thrives now and into the future.

**NEXT MEETING**

Regular Meeting of the Board of Trustees on March 26, 2025 at 6:00 pm.

**TIME OF ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 10:36 am.

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Tim Melton, Chairperson of the Board

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Mary Thurber, District Clerk

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
39806	S	1275 BEST RATE TOWING & REPAIR	285.00	02/12/25		CL 4456	285.00
39810	S	1275 BEST RATE TOWING & REPAIR	1096.48	02/19/25		CL 4466	1096.48
39807	S	161 BOZEMAN SAFE & LOCK	60.00	02/12/25		CL 4460	60.00
39808	S	2006 DCW Data Center Warehouse	2910.00	02/12/25		CL 4461 CL 4462	2590.00 320.00
39811	S	441 GALLATIN GATEWAY WATER & SEWER DISTRICT	937.33	02/19/25		CL 4468	937.33
39812	S	686 MASBO	37.50	02/19/25		CL 4467	37.50
39813	S	1938 MONTANA DEPT OF JUSTICE	110.00	02/19/25		CL 4463	110.00
39814	S	1965 Montana Digital Academy	246.00	02/19/25		CL 4464	246.00
39815	S	856 NORTHWESTERN ENERGY	4988.13	02/19/25		CL 4465	4988.13
-99565	E	2052 Omni	750.00	08/30/24	2/25	CL 4454	750.00
-99564	E	2052 Omni	750.00	07/31/24	2/25	CL 4450	750.00
39809	S	1857 SUMMIT FIRE AND SECURITY	849.00	02/12/25		CL 4457 CL 4458 CL 4459	415.00 224.00 210.00

**Total for Claim Checks**  
Count for Claim Checks

**13019.44**  
12

\* denotes missing check number(s)

# of Checks: 12

Total: 13019.44



**March 5, 2025**

To Kelly Henderson and Board of Trustees of Gallatin Gateway School District #35:

Effective the end of this week, I resign from my position as Music Teacher at Gallatin Gateway School. My last day will be Friday, March 7, 2025.

Respectfully,

Paige Schladetsch

# Superintendent's Report

March 26, 2025



## Strategic Goals

### Individual Student Success

- Special Education students - 16
- Students with 504's - 24
- Check In/Check Out - no students on formal check in check out process
- No disciplinary actions to report
- Current Enrollment - 132

### Staff and Volunteers

- PLC meeting topics: Standards based grading and instruction, data compilation and analysis, planning for spring events

## Discussion Points:

Star Updates: The majority of our students have reached proficiency and demonstrate growth in reading and mathematics. We continue to have students engaged in intervention for reading and math.

Grade	Math - Proficiency	Math - Growth	Reading - Proficiency	Reading Growth
K		9/9		
1	16/17 94%	17/17 100%	9/17 53%	17/17 100%
2	5/15 33%	13/15 87%	6/15 40%	14/15 93%
3	7/12 58%	11/12 92%	5/12 42%	8/12 67%
4	5/15 33%	15/15 100%	8/15 53%	15/15 100%
5	3/8 38%	6/8 75%	4/8 50%	7/8 88%
6	10/13 77%	13/13 100%	8/13 62%	12/13 92%
7	11/16 69%	13/16 81%	11/16 69%	12/16 75%
8	9/15 60%	12/15 80%	9/15 60%	9/15 60%

MAST Updates: We just finished testing window 2 and testing window 3 opens up on March 24. We currently have mixed results during this testing window. A performance task was introduced for English and the results for the writing portion are not what we expected. Because we don't have any scoring guides or information on what the results mean, we are working through the reports and finding areas for improvement of which we will focus the last part of the year.

OpenEd Information: Mr. Melton and I participated in a zoom meeting focusing on distance digital learning and how we can become a partner school. This would generate funding for us as we would be paying 80% of ANB to the OpenEd company and 25% we would be keeping. The only thing we would have to do is to put the students into Infinite Campus and write IEP's/complete evaluations. OpenEd is an asynchronous program with an assigned Montana educator. Families pick from a curriculum marketplace for the online instruction. The program includes over 30 weekly live events and live tutoring for students and their families. This would bring in funding for our district. Students could be anywhere in Montana. This could potentially bring in \$1,365.44 per student in elementary (K-6) and \$2,328.12 per student in middle school (7-8). The company indicated that they normally sign up 50 students in the initial year of opening a program in another state.

Upcoming Events:

Work Session	April 2, 2025, 1-3pm
Parent Teacher Conferences	April 9-10, 2025
No School	April 11, 2025
Governing Board Meeting	April 16, 2025, 6pm



# GALLATIN COUNTY

## MEMORANDUM REQUEST FOR REVIEW

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**TO:** Gallatin County Engineer  
Gallatin City-County Health Department  
Gallatin Gateway Rural Fire District  
Montana DNRC Water Resources  
Gallatin Local Water Quality District  
Montana Department of Transportation  
Montana Department of Environmental Quality  
Montana FWP  
Gallatin Gateway Elementary School District #35  
Bozeman High School District #7  
Gallatin County Floodplain Administrator

**FROM:** Christopher Scott, Planner

**SUBJECT:** Wilson Creek Major Subdivision Preliminary Plat S2025-038

**DATE:** March 11, 2025

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Connie Dedrick, Pioneer Planning, LLC, on behalf of Hyalite Development Group, LLC (Subdivider) has submitted a subdivision preliminary plat application to divide a 120.444-acre property into 15 residential lots and one community storage lot. The same Subdivider proposed the Wilson Creek Meadows Subdivision that would have created 19-residential but was denied by the County Commission on September 5, 2023.

The site of the proposed subdivision is described as Tract B of COS 2972 located in the Southeast One-Quarter (SE¼) of Section 27, Township Three South (T3S), Range Four East (R4E), P.M.M. Gallatin County, MT; generally located east of Gallatin Road (HWY 191), north of E. Williams Road, and west of Wilson Creek Road.

Montana Code Annotated provides 15 working days for Staff (agencies and other entities) to determine if the submitted application and required elements contain detailed, supporting information that is sufficient to allow for the review of the proposed subdivision. Please indicate before **March 24, 2025**, that the application is sufficient for review OR if it is not sufficient. The 60-working day review period starts the date the application is deemed sufficient.

For us to conduct a comprehensive review of the project, we would greatly appreciate your evaluation of the application, comments on any potential impacts, and potential means of mitigation of any adverse impacts. Please respond by **April 14, 2025**, to have your comments included in the staff report. If no response is received from your agency, we will assume that you have no concerns. Please contact the Planning Department at (406) 582-3130 with any questions.

Old Business  
DISCUSSION ITEM

**Committee Updates**

Presented by: Tim Melton

Background: (Include funding sources as appropriate)

Facilities

Safety

Whole Child

Negotiations

PDAC

Old Business  
ACTION ITEM

**GGG Master Agreement Negotiated Items**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) The negotiations teams met several times over the past two months to discuss the items below.

Negotiation Topics

1. Payroll bi-monthly (2 pay periods per month on the 1st and 15th.) Agreed upon by Association and Administration.
2. The School/Academic Day. This isn't a negotiated item and falls under the purview of Administration. We did, however, accommodate this request.
3. Requested leave (Superintendent's discretion) allows for teachers to take time off for special events during non-leave time (as noted in Master Agreement). Rejected by Administration and accepted by Association.
4. The Union understands the Districts' needs for the upcoming 2025-2026 school year and is not asking for a percent increase on the base, or additional insurance benefits. Agreed upon by Association and Administration.

Requests from District

1. STARS Act MOU and Salary Schedule Update (Waiting approval from the Senate)
2. Change the 45 minute duty free lunch for all certified employees to 30 minute duty free lunch. Agreed upon by Association and Administration.

Recommendation: Administration recommends approving the following negotiated items:

1. Bi-monthly payroll.
2. Change in the duty free lunch to 30 minutes from 45 minutes.

New Business  
DISCUSSION ITEM

**Stay Interviews**

Presented by: Tim Melton, Mary Thurber

Background: (Include funding sources as appropriate). Each year, the Board offers stay interviews for the staff. On the direction of the Board, the District Clerk will reach out to staff members to establish interest and will create a schedule for stay interviews. It is anticipated that the stay interviews will occur over the last two weeks of the 2025-2026 school year.

New Business  
ACTION ITEM

**2025 Notice of Intent to Impose and Increase/Decrease in Levies**

Presented by: Mary Thurber

Background: (Include funding sources as appropriate). As an essential part of its budgeting process, the Gallatin Gateway School District #35 Board of Trustees is authorized by law to impose permissive levies to support its budget. Per Senate Bill 307, State law requires the District to provide notice of its intent to increase/decrease these permissive levies in the upcoming fiscal year. To ensure financial transparency and avoid confusion, the District has chosen to analyze the estimated impact of all its levies, voted and permissive, across all funds.

Recommendation: To select and to approve the 2025 Notice of Intent to Impose and Increase/Decrease in Levies.

**NOTICE OF INTENT TO IMPOSE AN INCREASE/  
DECREASE IN LEVIES GALLATIN GATEWAY SCHOOL DISTRICT #35**

March 26, 2024

As an essential part of its budgeting process, the Gallatin Gateway School District Board of Trustees is authorized by law to impose permissive levies to support its budget. Per Senate Bill 307, state law requires the District to provide notice of its intent to increase/decrease these permissive levies in the upcoming fiscal year. To ensure financial transparency and avoid confusion, the District has chosen to analyze the estimated impact of all its levies, voted and permissive, across all funds.

The Gallatin Gateway School District estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2026:

Fund	Estimated Change in Revenues	Estimated Change in Mills	Estimated Annual Impact on a \$100,000 Home*	Estimated Annual Impact on a \$200,000 Home*	Estimated Annual Impact on a \$300,000 Home*	Estimated Annual Impact on a \$600,000 Home*
General- BASE	11,460	0.72	.97	1.94	2.91	5.82
General- OverBASE	-	-	-	-	-	-
Transportation	100,258	6.36	8.59	17.18	25.77	51.54
Bus Depreciation	(6,730)	(.43)	(.58)	(1.16)	(1.74)	(3.48)
Tuition	40,000	2.54	3.43	6.86	10.29	20.58
Adult Education	(14,521)	(.92)	(1.24)	(2.48)	(3.72)	(7.44)
Technology	-	-	-	-	-	-
Flexibility	-	-	-	-	-	-
Building Reserve- Permissive	(653)	(.05)	(.07)	(.14)	(.21)	(.42)
Building Reserve- Voted	-	-	-	-	-	-
<b>Total</b>	<b>129,814</b>	<b>8.22</b>	<b>11.10</b>	<b>22.20</b>	<b>33.30</b>	<b>66.60</b>

*\*impacts above are based on certified taxable valuations from the prior fiscal year*

This notice must also document the District’s expected use of its Building Reserve State Major Maintenance levies and associated funding. In FY2026 the District intends to use Building Reserve Fund revenue to address the following items:

- Any facility improvements and repairs identified in the facility inventory completed by the District, as required by 20-9-502, MCA
- Assistance in the replacement of the District’s HVAC system

The District estimates that the State Major Maintenance funding structure will generate a total of \$ 31,720 in FY2026. The total State Major Maintenance levies are expected to be funded with \$26,881 of local revenues and \$4,839 of State revenues. The permissive levy mills necessary to fund the local portion are projected to be \$26,881, which results in a decreased impact of \$653 over FY 2025. This Building Reserve Permissive Levy change is estimated to result in \$ .07 less on a \$100,000, \$.14 less for a \$200,000 home, \$.21 less for a \$300,000 home and \$.42 less for a \$600,000 home.

Forecasting the District’s tax impact for the ensuing fiscal year requires a number of variables and an analysis of projections, historical trends and anticipated projects, therefore the information provided above is strictly an educated estimate. Once the District’s FY 2026 budget is adopted in August, an updated notice will be posted.

Please contact the District Clerk, Mary Thurber, at 406-763-4415 if you have any questions or need any additional information.

New Business  
ACTION ITEM

**Budget Amendment Proclamation**

Presented by: Mary Thurber

Background: (Include funding sources as appropriate). The previous Business Manager inaccurately entered financial information into MT OPI's Montana Automated Education Financial and Information Reporting System (MAEFAIRS); therefore, our spending authority for the school year 2024-2025 is very restricted. There is a high probability that we will have expenditures that exceed our budget authority. Gaining access to additional monies will help alleviate the pressure on our budget.

Our funding options, at this point, are limited. One of these options is a budget amendment, allowing us access to the General Fund Reserves and our Unreserved Transportation Fund Balance Reappropriated. By passing this Budget Amendment Proclamation, we will be able to have access to the following monies:

General Fund Reserves:	\$46,369.67
Unreserved Fund Balance Reappropriated - Transportation Fund:	<u>\$33,907.03</u>
Total	\$80,276.70

Recommendation: To approve the Budget Amendment Proclamation as stated by resolution dated March 26, 2025.

**BUDGET AMENDMENT PROCLAMATION  
GALLATIN GATEWAY SCHOOL DISTRICT #35  
GALLATIN COUNTY, MONTANA**

At a regular meeting of the Board of Trustees of School District No 35, Gallatin County, Montana, held March 26, 2025 at the Gallatin Gateway School, 100 Mill Street, Gallatin Gateway, MT 59730, the following resolution was introduced:

WHEREAS, Trustees of School District No. 35, Gallatin County, Montana, have made a determination that as a result of unforeseen circumstances, the District's budget for the General and Transportation Funds does not provide sufficient financing to properly maintain and support the District for the entire 2024-2025 school year; and

WHEREAS, the Trustees have determined that an amendment to the Gallatin Gateway Elementary School General Fund budget in the amount of \$46,369.67 as well as the Gallatin Gateway Elementary School Transportation Fund budget in the amount of \$33,907.03 is necessary under the provision of Section 20-9-161 [6], MCA; for the purpose of providing funds necessary for the continuation of District operations during the 2024-2025 school year.

WHEREAS, the anticipated source of financing for the budget amendment expenditures shall be the General Fund reserve (\$46,369.67) and the Transportation Fund Unreserved Fund Balance Reappropriated less the On-Schedule and Contingency amounts (\$33,907.03).

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No. 35, Gallatin County, Montana, proclaims a need for an amendment to the Gallatin Gateway Elementary School General Fund budget in the amount of \$46,369.67 as well as the Gallatin Gateway Elementary School Transportation Fund budget in the amount of \$33,907.03 is necessary under the provision of Section 20-9-161 [6], MCA; for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No. 35, Gallatin County, Montana, will meet at 6 p.m. at the Gallatin Gateway School, 100 Mill Street, Gallatin Gateway, MT 59730 on March 26, 2025 for the purpose of considering and adopting the budget amendment.

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Tim Melton, Board Chairperson

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Mary Thurber, District Clerk

New Business  
ACTION ITEM

**Transfer of Funds to the Multi-District Agreement**

Presented by: Mary Thurber

Background: (Include funding sources as appropriate). The previous Business Manager entered financial information into MT OPI's Montana Automated Education Financial and Information Reporting System (MAEFAIRS); therefore, our spending authority for the school year 2024-2025 is very restricted. There is a high probability that we will have expenditures that exceed our budget authority.

Along with the Budget Amendment, another way to access additional resources for the 2024-2025 school year is by transferring monies from the Bus Depreciation Reserve Fund to our Multi-District Agreement. The amount in this Fund totals \$22,892.17. There is no other way to access this money except by transferring it to the Multi-District Agreement. Added to the \$80,276.70, this transfer would increase our spending flexibility to a total amount of \$103,168.87, greatly alleviating the budgetary pressure put on Gallatin Gateway School District #35.

Our focus over the next school year 2025-2026 will be to develop a comprehensible, sensible budget that couples federal, state and local revenues with a tight monitoring of school expenditures. We will work hard to rebuild reserves and to move the District to a much improved financial condition.

Recommendation: To approve the transfer of monies from the Bus Depreciation Reserve Fund to Gallatin Gateway School's Multi-District Agreement.

New Business  
ACTION ITEM

**25-26 School Calendar**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) Each year, the district engages in a committee to review the calendar for next school year. We utilized Bozeman Public School's calendar to develop our calendar. This is the calendar that was accepted by the staff with the caveat that if we do not utilize our two built in snow days that we get out of school two days early. There are a total of 178.5 days and meets the minute

Recommendation: Administration recommends approval of the 25-26 Calendar.

# Gallatin Gateway School 2025-2026

July							August							September								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5						1	2		1	2	3	4	5	6		
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30						
							31					5							21			
October							November							December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4						1		1	2	3	4	5	6			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					
					21		30					15							15			
January							February							March								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
				1	2	3		1	2	3	4	5	6	7		1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28		
25	26	27	28	29	30	31								29	30	31						
					19							19							17			
April							May							June								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4						1	2		1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30						
					21		31					20							7.5			

Holidays and School Closures - No School	
Sept 1	Labor Day
November 26-28	Thanksgiving Break
Dec.22-Jan 2	Winter Break
January 19	MLK Holiday
February 16	President's Day
March 16- 20	Spring Break
May 25	Memorial Day

PIR Dates and Conferences- No School		
August 18-22	PIR Day	No School
October 16-17	MEA Days	No School
November 7	PIR Day	No School
April 10	PIR Day	No School

Midterm		Early Release	
Sept. 26		October 31	Quarter 1 ends
Dec. 5		November 5&6	Parent Teacher Conf
Feb 13		December 19	Winter Break Starts
May 1		January 16	Quarter 2 ends
		March 27	Quarter 3 ends
		April 9	Parent Teacher Conf
		June 10 **	Quarter 4 ends

Special Dates	
August 25	School Starts
Dec. 18	Winter Program 6pm
May. 29	Student Appreciation
Jun. 3	Graduation

Full Days: 175  
Half Days: 6

\*\* This includes 2 snow days. If we do not use them, students will get out on June 5th.

Minute Summary: Total hours 1091

Required Minutes: Pre-K-K 360 hours, 1-3 720 hours, 4-8 1080 hours

Total Number of Days: 178

- First/Last Day of School
- Early Release
- Vacation No School
- End of Quarter
- PIR No School
- Midterm
- Special Dates

New Business  
ACTION ITEM

**District Clerk Updated Job Description**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) To qualify for the STARS Act, we must update the job description for the district clerk position.

Recommendation: Administration recommends approval of the updated job description for the district clerk.

**District Clerk**

**REPORTS TO:** Superintendent

**ESSENTIAL FUNCTIONS :**

- Responsible as the District Clerk for duties, as assigned.
- Advise the Board of Trustees on financial and operational constraints as outlined by law;
- Serve as a member of the administrative team, working closely with the District Superintendent and other administrative staff to align the educational goals and financial stability of the district;
- Assist the Trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record;
- Keep and maintain accurate minutes of meetings of the Board of Trustees;
- Act as the custodian of all documents, records, and reports of the Trustees, including the Trustees' report required under § 20-9-213, MCA;
- Act as custodian of all other records and documents of the District, including but not limited to personnel files, student records, financial records, property records, and meeting minutes;
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required;
- Assist in budget preparation and with audits;
- Keep accurate and detailed accounts of all receipts and disbursements;
- Draw and countersign all warrants for expenditures;
- Process payroll data for all School District employees and prepares payroll checks for distribution and maintain up-to-date files of all payroll information;
- Process all authorized invoices and maintain records of paid/unpaid invoices and purchase orders;
- Process and maintain employment forms related to state and federal taxes and retirement systems;
- Prepare and submit financial reports to the Board and Superintendent as requested;
- Prepare and provide Board packets to the Trustees prior to every Board meeting, and make the Board packets available to the public;
- Prepare all notice for Board meetings and elections;
- Communicate with and respond to requests from governmental agencies, labor organizations, TRS, and PERS to provide information.
- Serve as the election administrator for the district unless the county administers an election at the request of the district.

Responsible as the Human Resources Coordinator for duties, as assigned.

- Responsible for preparation, advertisement, and dissemination of district employment openings.
- Responds to questions regarding employee benefits, credentials, fingerprinting, and other terms and conditions of employment.
- Assists applicants with completing the application for employment packet, as needed.
- Responsible for collection of all employment forms, including but not limited to retirement, IRS, and W-2's.
- Responsible for all HR processes and procedures related to employee complaints, grievances, and Title IX complaints.
- Responsible for all HR processes and procedures within the hiring process (applications, interview processes, background/reference checks).
- Responsible for collection of all employment forms, including but not limited to retirement, IRS, and W-2's.

Responsible as the Transportation Director for duties, as assigned.

- Responsible for preparing and submitting transportation financial reports to the superintendent and the Board, as requested.
- Decision-making regarding cold weather transportation needs and communicating to families and staff.

Responsible as the Foods Services Supervisor for duties, as assigned.

- Responsible for preparing and submitting food services and transportation financial reports to the superintendent and the Board, as requested.

Responsible as the Adult Education Coordinator for duties, as assigned.

Maintain cooperative working relationships with those contacted in the course of work.

Cross train with Business Manager, in case of absence.

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

### **DESIRED MINIMUM QUALIFICATIONS :**

Three years experience in typing and general clerical work; high school diploma or equivalent; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Basic arithmetic, filing, and record-keeping procedures.

Proficiently operate copier, computer (IBM & Mac), word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, FileMaker Pro, Excel, Access, Adobe InDesign, MS Word, and Adobe PhotoShop. Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed. Receive and give information over the telephone or in person in a courteous manner.

Handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.

Able to express himself/herself clearly and concisely in both oral and written communications.

Communicate effectively with students, community, and staff.

Compile and maintain accurate and complete records and reports.

Understand and carry out oral and written instructions.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Prior knowledge of Montana Open Meeting Laws, District Policy and public meeting procedures

### **EQUIPMENT USED :**

Computer, calculator, copier, telephone/voice mail, fax, email, website, digital camera, postal machine, scanner.

Proficiently operate copier, computer, word processor, typewriter, digital camera, flatbed scanner, email, multi-line phone, laser printer, postage machine, etc.

Proficiency in software programs including, Adobe Pro, Excel, Access, MS Word, Infinite Campus and Catapult.

**WORK ENVIRONMENT :**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS :**

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

**MENTAL/MOTOR DEMANDS :**

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

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

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

History

Approved on: October 1, 2021

Revised on: June 30, 2022, March 9, 2023, March 26, 2025