



## **January 15, 2025 Agenda Regular Meeting of Trustees**

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **January 15, 2025** at **6:00 PM** in the library and via Zoom.

### **Call to Order**

### **Pledge of Allegiance**

### **Presiding Trustee's Explanation of Procedures**

### **Public Comment- Non Agenda Items**

**GUESTS:** Mike Coon, Technology and the Classroom

### **Consent Agenda**

**Minutes:** December 19, 2024 - Regular Meeting and January 8, 2025-Special Meeting of Trustees; **Finance:** Warrants; **Personnel:** None

### **Superintendent Report**

### **Business Manager/District Clerk Report**

### **Old Business**

#### Discussion Items:

- Committee Updates
  - Facilities Committee
  - Safety Committee

Discuss budget amendment process and information with the Board  
Review ARP Return to School Plans

#### Action Items:

- Appoint new Chair for the Whole Child Committee
- Superintendent Contract

### **New Business**

#### Discussion Items:

- Board Self-Evaluation
- Collective Bargaining Update
- Out of District information
- Review of Election Calendar and Guidance Discussion

#### Action Items:

- Adult Food Service Prices
- Trustee Resolution Calling for an Election
- Trustee Appointment

### **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

#### ***Zoom procedures:***

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



**12.19.24 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 5:30 P.M. on 12.19.24, in the Gallatin Gateway School Library and via Zoom. Board Chair Mary Thurber presided and called the meeting to order at 5:30 P.M.

**TRUSTEES PRESENT**

Mary Thurber, Board Chair; Tim Melton, Vice Chair; Aaron Schwierman, Carissa Paulson, Brian Nickolay

Zoom: No participants were present

**TRUSTEES ABSENT**

All present

**STAFF PRESENT**

Kelly Henderson, Superintendent

**OTHERS PRESENT**

Darwin Stoner

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PRESIDING TRUSTEE'S EXPLANATION OF PROCEDURES**

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

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

*Action Items:*

**Governing Board Resignation**

Mary Thurber is requesting to resign from the Governing Board to pursue other endeavours. She thanked the Board and the community stating that this has been a great opportunity.

Motion: Trustee Tim Melton recommended the approval of the resignation of Mary Thurber from the Governing Board.

Second: Trustee Brian Nickolay

Public Comment: None  
For: Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 4-0

Upon approval, Ms. Thurber stepped down from the Board and joined in the audience.

#### Reorganization of the Board

With the resignation of Mary Thurber, the board proposed to reorganize the leadership positions. Discussion focused on the new assignment of the Board Chair and Vice Chair. Trustee Schwieterman shared the suggestion that Tim Melton move to Chair from Vice Chair and Aaron Schwieterman volunteered to be Vice Chair until May 2025. Further discussion was had around the posting of this information to Catapult and the News. Superintendent Henderson will send the information to the community and report volunteers at the January 8th Study Session.

Motion: Trustee Schwieterman recommended approval of Tim Melton as the Chair and Aaron Schwieterman as Vice Chair for the remainder of the 24-25 school year.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

#### **CONSENT AGENDA**

Motion: Trustee Schwieterman recommended approval of the consent agenda as presented.

**Minutes:** November 20, 2024-Regular Meeting and December 4, 2024-Special Committee Meeting

**Personnel:** Personnel Resolution - resignations and new hire

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

#### **SUPERINTENDENT REPORT**

Superintendent Kelly Henderson gave the Board an update regarding the finances and student achievement.

#### **ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 5:47 P.M.

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Tim Melton, Board Chair

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Mary Thurber, District Clerk



**1/08/25 MINUTES  
SPECIAL BOARD 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 8:30 AM. on January 8, 2025 in the Gallatin Gateway School Library and via Zoom. Board Chair Tim Melton presided and called the meeting to order at 8:33 AM.

**TRUSTEES PRESENT**

Tim Melton, Board Chair; Aaron Schieterman, Vice Chair; Carissa Paulson, Brian Nickolay  
Zoom: None present

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk  
Zoom: None

**OTHERS PRESENT**

Zoom: None

**PLEDGE OF ALLEGIANCE**

The meeting attendees recited the *Pledge of Allegiance*.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

Agenda Setting for 1.15.2025 Meeting

Superintendent Henderson led a discussion regarding the agenda for the January 15, 2025 regular meeting. The individuals present discussed agenda items to be included on the agenda.

Complete Superintendent's Evaluation

The Board recently concluded the annual evaluation of Superintendent Henderson for 2024. The evaluation was discussed during the meeting; there was consensus across all Board members that Superintendent Henderson not only met but exceeded expectations across all categories of evaluation in 2024. The Board expressed gratitude for Superintendent Henderson's hard work as well as, among other things, the culture of excellence and caring that she has created at Gallatin Gateway School District #35.

Motion: Trustee Aaron Schieterman to approve Superintendent Henderson's 2024 evaluation.

Second: Trustee Brian Nickolay  
Public Comment: None  
For: Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 4-0

Personnel Action - Hiring Basketball Coaches for Boys Basketball Team

Motion: Trustee Carissa Paulson to approve the hiring of Geoffrey Thorstad and Dru Frazier for the 2024-2025 boy's basketball team, effective January 6, 2025.

Seconded: Trustee Aaron Schwieterman  
Public Comment: None  
For: Melton, Schwieterman, Paulson, Nickolay  
Opposed: None  
Motion passed unanimously 4-0

Trustee Consideration

This agenda item was moved to January 15, 2025. The candidate, Lucas Hancox, will be asked to attend the January 15, 2025 regular board meeting.

Next Meetings:

Regular Meeting - January 15, 2025 at 6:00 PM.

**ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 9:28 AM.

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Tim Melton, Board Chair

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Mary Thurber, District Clerk

## Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
40557	S	2049 Best Med Urgent Care	120.00	01/02/25		CL 4390	120.00
40559	S	153 BOZEMAN DAILY CHRONICLE	20.00	01/02/25		CL 4388	20.00
40527	S	1328 BRIDGER ANALYTICAL LAB, INC	90.00	12/03/24		CL 4377	90.00
40563 *	S	198 BUILDING CODES BUREAU	144.00	01/02/25		CL 4383	144.00
40564	S	228 CENTURYLINK	1393.96	01/02/25		CL 4379	696.98
						CL 4396	367.05
						CL 4399	329.93
40528	S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S	11191.00	12/03/24		CL 4376	11191.00
40565	S	377 ENERGY LABORATORIES, INC.	199.00	01/02/25		CL 4406	199.00
40566	S	2048 GALLATIN CANDLE CO. LLC	91.32	01/02/25		CL 4386	91.32
40529	S	1415 GALLATIN COUNTY TREASURER	198.30	12/03/24		CL 4374	198.30
40567	S	441 GALLATIN GATEWAY WATER & SEWER DISTRICT	937.33	01/02/25		CL 4380	937.33
40552 *	S	577 KELLEY CREATE	552.75	01/02/25		CL 4381	25.30
						CL 4400	527.45
40553	S	1563 L&L SITE SERVICES	334.50	01/02/25		CL 4401	334.50
40554	S	1989 LEAF	105.88	01/02/25		CL 4392	105.88
40555	S	686 MASBO	1805.00	01/02/25		CL 4382	862.50
						CL 4404	942.50
40530	S	1297 MONTANA OPTICOM	2427.19	12/03/24		CL 4378	2427.19
40556	S	1297 MONTANA OPTICOM	794.40	01/02/25		CL 4408	794.40
40568	S	794 MREA	1100.00	01/02/25		CL 4397	1100.00
40558	S	856 NORTHWESTERN ENERGY	5468.48	01/02/25		CL 4393	5468.48
40569	S	1990 PITNEY BOWES	195.00	01/02/25		CL 4384	195.00
40570	S	1276 ROCKY MOUNTAIN PRINT SOLUTIONS	52.78	01/02/25		CL 4389	52.78
40571	S	1643 Scripps National Spelling Bee	206.50	01/02/25		CL 4385	206.50
40572	S	1857 SUMMIT FIRE AND SECURITY	583.00	01/02/25		CL 4407	583.00

01/10/25  
10:54:49

GALLATIN GATEWAY ELEMENTARY  
Check Register  
For the Accounting Period: 12/24

Page: 2 of 2  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
40531	S	666 THOMAS, LORRIE	100.00	12/03/24		CL 4372	100.00
40573	S	666 THOMAS, LORRIE	190.00	01/02/25		CL 4398	190.00
40574	S	1195 U.S. POSTAL SERVICE - PO	342.00	01/02/25		CL 4391	342.00

**Total for Claim Checks**

Count for Claim Checks

**28642.39**

25

# of Checks: 25 Total: 28642.39

\* denotes missing check number(s)

# Superintendent's Report

January 15, 2025



## Strategic Goals

### Individual Student Success

- Special Education students - 15
- Students with 504's - 22
- Check In/Check Out - no students on formal check in check out process
- No disciplinary actions to report
- Current Enrollment - 144

### Staff and Volunteers

- PLC meeting topics: Standards based grading and instruction, Diabetes Awareness training

### Discussion Points:

Gifted Testing starts for 2nd grade on January 28th. Information will be sent out to parents for general Gifted Education assessments. This takes place in February for any parents who request for their child to be evaluated.

We start the next MAST assessment window on January 13th.

Boys basketball has started, and we had our first game on the 13th of January. Cheer is up and running for all students K-8 interested in participating. They had their first showcase in December.

Our students in grades 3-5 went to CrossCut for skiing. 6-8 goes to Big Sky on the 17th of January. The Foundation paid for both trips so that everyone could attend. We are so grateful for that.

### Upcoming Events:

Work Session February 5, 2025, 1-3pm

Governing Board Meeting February 19, 2025, 6pm



Kelly Henderson <super@gallatingatewayschool.com>

## Wilson Creek Subdivision Comment Request

1 message

**Connie Dedrick** <cdedrick@dandhc.com>  
To: "super@gallatingatewayschool.com" <super@gallatingatewayschool.com>

Fri, Jan 10, 2025 at 10:46 AM

Hello Ms. Henderson,

On behalf of the Wilson Creek Subdivision Project Team, I am reaching out to you as part of our due diligence and per the Gallatin County Subdivision Regulation (GCSR) process. The GCSR process requires a subdivider to reach out to the school district for comment on a proposed subdivision.

The subject property for the proposed Wilson Creek Subdivision is located at **16949 Wilson Creek Road, Gallatin Gateway, MT**. The subdivision is proposing 15 single family lots. It is anticipated that 5 persons (3, K-8 and 2, 8-12) may be residing within the subdivision at build out. The buildout is anticipated to be 4 years upon approval of the final plat. The proposed subdivision's Pre-Application Map is attached for your review.

Should you have any questions regarding this request, please contact me at your earliest convenience.

Thank you in advance for your time and consideration.

Have a fabulous weekend.

Best Regards,  
Connie



Connie Dedrick  
P.O. Box 182  
Virginia City, MT 59755  
(P) 928-300-7256 - cdedrick@pioplan.com

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 WC Sub PreApp Map.pdf  
881K



# Business Manager/District Clerk Report

- Figuring out my job, role and responsibilities;
- Organizing the office and creating a filing system;
- Learning the various software programs, such as Black Mountain;
- Updating usernames and passwords; and
- Getting to know the Gator Family.

Old Business  
DISCUSSION ITEM

**Committee Updates**

Presented by: Committee Chairs will present updates on:

Facilities Committee

Safety Committee

PDAC

Audit Committee

Background: The Facilities Committee and Safety Committee held meetings during the week of January 6, 2025. Both the PDAC and Whole Child Committee have not met recently; therefore, they will not be providing updates.



## **January 8, 2025 Minutes Special Committee Meeting of Trustees FACILITIES Committee**

### **CALL TO ORDER**

The Facilities Committee of the Gallatin Gateway School District #35 met at 5 pm on January 8, 2025, in the Gallatin Gateway School Commons. Committee Co-Chair Aaron Schwieterman presided and called the meeting to order at 5:02 pm.

### **TRUSTEES PRESENT**

Tim Melton, Committee Co-Chair; Aaron Schwieterman, Committee Co-Chair.

### **NON-COMMITTEE STAFF PRESENT**

Mary Thurber, District Clerk

### **COMMITTEE MEMBERS PRESENT**

Madeline Barry; Mike Coon; Philip Eykelbosch; Kelly Henderson, Superintendent; Darwin Stoner; Marie Welch

### **PUBLIC COMMENT - NON AGENDA ITEMS**

None

### **NEW BUSINESS**

**New Projects or Plans for Improvement:** Important facilities projects that need to be considered during the second half of the 2024-2025 school year were discussed and assigned to various Committee members. They include:

Integrated Pest Management Plan: Mike Coon and Marie Welch will work on creating a Plan.

HVAC: Philip Eykelbosch will write up a scope of work for the replacement of our HVAC system and reach out to various vendors to evaluate interest in providing a budget (and eventually bids) for such work.

Roofing: On hold during the winter.

Rural Improvement District (“RID”): Tim Melton will reach out to County Commissioners to get an update on the status of RID’s in the area.

Old School Window Replacement: Aaron Schwieterman and Madeline Barry will work with Leslie Gilmore to come up with a cost for window replacement in the old building as well as an action plan for conducting the replacement.

Lone Mountain Proposals for Repairs: Tim Melton will serve as point person for the development of funding proposals both to Lone Mountain Land Company as well as other area businesses and organizations.

Grant - Energy Class: Kelly Henderson will continue to take these classes. She will also pass the class links on to Aaron Schwieterman and Tim Melton.

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.

Security Film on Exterior Door Glass: Tim Melton will reach out to vendors to get pricing quotes on adding security film to the glass on Gallatin Gateway School's exterior doors.

Summer Plans for Facility Improvements: Projects that will or may be completed this summer include: 1) the exterior painting of the school; 2) the painting of all the exterior doors; 3) the painting of the gym; 4) the clearing out of the boys and girls locker rooms with potential renovation to follow. The Committee will continue to discuss and prioritize these projects.

Long Range Facility Plan: Kelly Henderson will start reevaluating our Long Range Facility Plan and will make recommendations.

**MEETINGS:**

The Committee will meet the 2nd Wednesday of each month at 5pm in the Library. Next meeting is February 12th.

**ADJOURNMENT:** Co-Chairperson Aaron Schwieterman adjourned the meeting at 5:56 pm.

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Tim Melton, Co-Chair

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Mary Thurber, District Clerk

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Aaron Schwieterman, Co-Chair



## **January 9, 2025 Minutes Special Committee Meeting of Trustees SAFETY Committee**

### **CALL TO ORDER**

The Safety Committee of the Gallatin Gateway School District #35 met at 3:30 pm on January 9, 2025, in the Gallatin Gateway School Library. Committee Chair Brian Nickolay presided and called the meeting to order at 3:35 pm.

### **TRUSTEES PRESENT**

Brian Nickolay, Committee Chairperson

### **NON-COMMITTEE STAFF PRESENT**

Mary Thurber, District Clerk

### **COMMITTEE MEMBERS PRESENT**

Margaret Campbell; Ashley Davis; Kelly Henderson, Superintendent; Carly James; Paige Schladetsch; Darwin Stoner.

### **PUBLIC COMMENT - NON AGENDA ITEMS**

None

### **NEW BUSINESS**

**Review of Emergency Management Plan (EMP):** There was a discussion over the current EMP and whether or not anything needed to be added or deleted from processes and procedures as well as supply lists. Darwin Stoner will review the fire extinguishers in the school and ensure that they are not only up to code but that all certifications are current.

#### **Projects/Processes for the Year Updates (Prioritize and Assign to Members):**

Anonymous Reporting System: This item has been completed. Gallatin Gateway School received a grant from OPI to pay for an anonymous reporting line. There is a form on the District website; this form, when it is filled out, goes to the Superintendent and Counselor.

Pick up/Drop Off Process/Driveline: Carly James and Margaret Campbell will write up suggestions on how to improve the pick up and drop off process. They will include diagrams as well. There is currently not enough parking and no decent flow for traffic during these times.

Critical Incident Response Training: Brian Nickolay will start the initial research into this with Superintendent Henderson following up later.

No Parking Signs: Brian Nickolay will reach out to Gallatin County to inquire about the possibility of getting NO PARKING signs installed along Mill Street in front of the School.

Portable Radios: Superintendent Henderson will reach out to the County Superintendent to see about portable radios. We were promised radios from the County some time ago.

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.

**Sidewalk from the Tunnel:** Ashley Davis will work on this. She plans on reaching out to the Gallatin County engineers for ideas on design, process and cost.

**Windows in the Cafeteria:** There are gaps in these cafeteria windows but no plan for replacement in the foreseeable future. Superintendent Henderson and the Facilities Committee will be looking into this.

**Door Next To Gym:** Currently this door is propped open during sports events and team practice. Superintendent Henderson will follow up on this to see if we can program this door.

**MEETINGS:**

The Committee will meet the 2nd Thursday of each month at 3:30 pm in the Library. Next meeting is February 13, 2025.

**ADJOURNMENT:** Chairperson Brian Nickolay adjourned the meeting at 4:17 pm.

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Brian Nickolay, Chair

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Mary Thurber, District Clerk

Old Business  
DISCUSSION ITEM

**Discuss Budget Amendment Process and Information with the Board**

Presented by: Kelly Henderson

Background: Included in the Board packet is the Budget Amendment Process. We will be engaging in this to correct the levy and carry forward amounts for our adopted budget. This will take place in the coming months.

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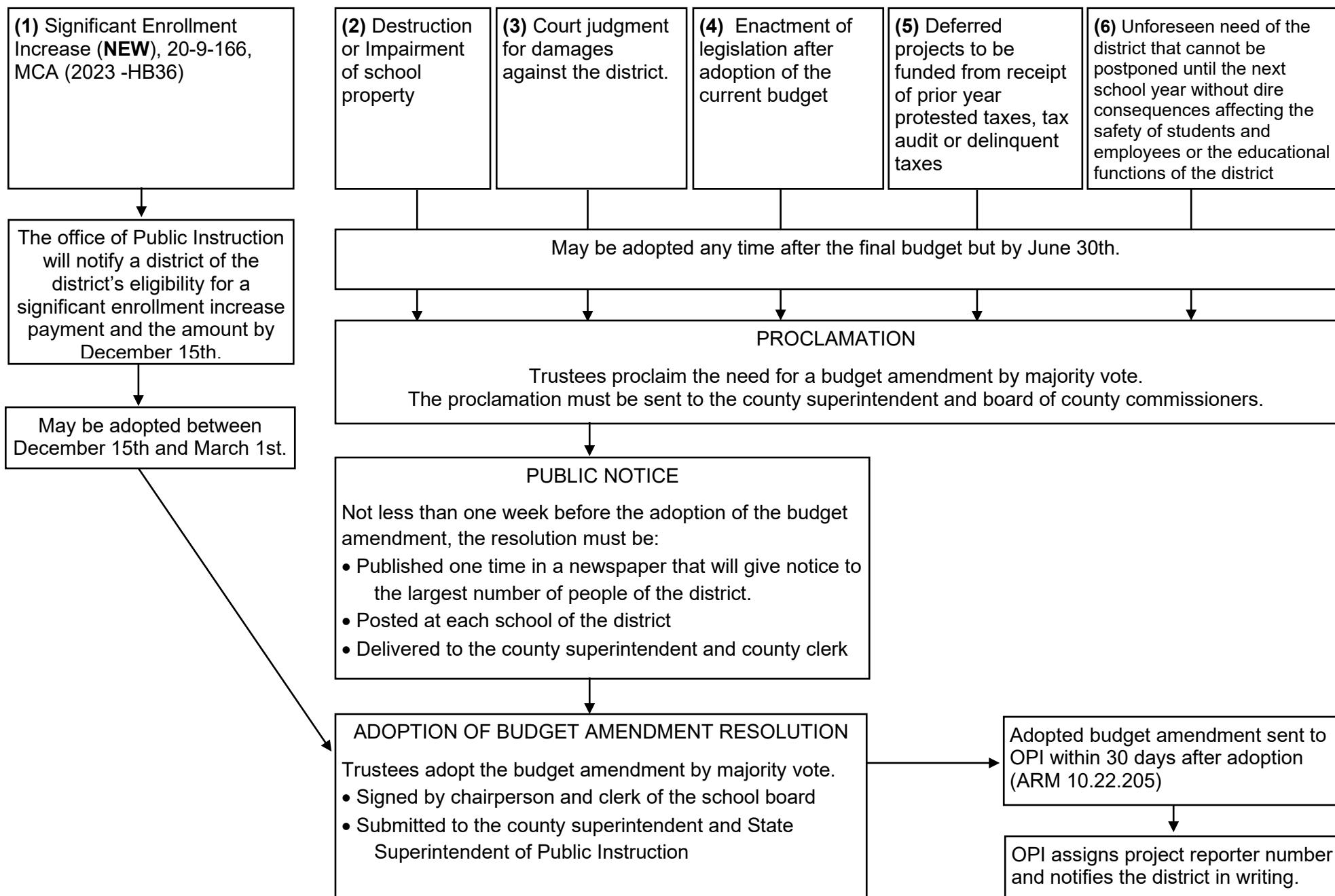
# BUDGET AMENDMENT GUIDANCE



School Finance Division – January 2024

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## BUDGET AMENDMENT PROCEDURES REASONS FOR BUDGET AMENDMENT



## I. IMPORTANT DATES

### (1) Significant Enrollment Increase (reason 1)

**December 1<sup>st</sup>** - Following the October enrollment count, the Office of Public Instruction does the calculation to determine eligible districts for the significant enrollment increase payment (SEI).

**December 15<sup>th</sup>** - The Office of Public Instruction shall notify the eligible districts of their eligibility for a significant enrollment increase payment and the amount.

**December 15<sup>th</sup> - March 1<sup>st</sup>** - The trustees of the eligible districts shall determine at the next scheduled board meeting and no later than March 1<sup>st</sup>, whether to accept the full or a partial amount of the payment. The trustees then must adopt a general fund budget amendment for any accepted amount and provide a copy of the Budget Amendment to the Office of Public Instruction.

### (2) Other Budget Amendments (reasons 2-6)

**After the final budget is adopted** - Trustees of district may adopt an amendment other than an amendment for significant enrollment increase.

**June 30<sup>th</sup>** - Last day to adopt a budget amendment resolution (other than for an SEI) to the current fiscal year's budget.

## II. STATUTORY CRITERIA

A school district may amend a budget for the following reasons (20-9-166 & 20-9-161, MCA):

- (1) a **Significant Enrollment Increase** (NEW) as per 20-9-166, MCA and (2023 HB36)
- (2) the **destruction or impairment of any school property necessary to the maintenance of the school**, by fire, flood, storm, riot, insurrection, or act of God, to an extent rendering school property unfit for its present school use;
- (3) a **judgment for damages against the district** issued by a court after the adoption of the budget for the current year;
- (4) an **enactment of legislation after the adoption of the budget for the current year** that imposes an additional financial obligation on the district;
- (5) the receipt of:
  - (a) a **settlement of taxes protested** in a prior school fiscal year;
  - (b) taxes from a prior school fiscal year as the result of a **tax audit** by the department of revenue or its agents;
  - (c) **delinquent taxes** from a prior school fiscal year; **AND**
  - (d) a determination by the trustees that it is necessary to expend all or a

portion of the taxes received under (5)(a), (5)(b), or (5)(c) for **a project or projects that were deferred** from a previous budget of the district; or

(6) **any other unforeseen need of the district that cannot be postponed** until the next school year without dire consequences affecting the safety of the students and district employees or the educational functions of the district.

### III. THE PROCLAMATION

- (1) When the trustees of a district decide that a budget amendment is necessary,
  - (a) They may proclaim the need for the budget amendment by a **majority vote**.
  - (b) The proclamation **must include**:
    - the **facts** constituting the need for a budget amendment;
    - the budgeted **fund(s)** affected by the amendment;
    - the anticipated **source(s) of financing**;
    - the estimated **amount** of money required to finance the budget amendment in each affected fund;
    - the **time and place** the board will meet for the purpose of considering and adopting the budget amendment for the current school year.
  - (c) Copies of the proclamation must be **sent to** the county superintendent and the board of county commissioners (20-9-162).
  - (d) DO NOT send a copy of the proclamation to the Office of Public Instruction.
- (2) Subsection (1) of 20-9-161, MCA:
  - (a) The **maximum amount of the budget amendment** cannot exceed the lesser of the maximum limitation on the budget amendment or the maximum general fund budget recalculated to reflect the approved enrollment increase.
  - (b) For budget amendments, other than amendments due to significant enrollment increases, the amount of the amendment is limited to the expenditures considered by the trustees to be reasonable and necessary to finance the conditions of the budget amendment.

SEE SAMPLE 1 - PROCLAMATION

### IV. PUBLIC NOTICE OF THE RESOLUTION

- (1) A copy of the budget amendment resolution must be:
  - (a) **published** one time in a newspaper that will give notice to the largest number of people of the district;
  - (b) **posted** at each school of the district; **and**
  - (c) **delivered** to the county superintendent and the county commissioners.

• Steps 1 through 3 above must be completed not less than one week before the date specified in the proclamation for consideration and adoption of the amendment (e.g., minimum amount of time required is eight days).

## V. THE RESOLUTION

- (1) The Trustees may resolve to adopt the budget amendment by a **majority vote of the trustees present** at the meeting.
  - (a) The meeting of the trustees to consider and adopt a budget amendment must be **open to the public**. Any taxpayer in the district has the right to appear and be heard.
  - (b) The budget amendment resolution must **include** the following:
    - the **facts** constituting the need for a budget amendment;
    - the budgeted **fund(s)** affected by the amendment;
    - the anticipated **source(s) of financing**;
    - the estimated **amount** of money required to finance the budget amendment in each affected fund;
    - the **time and place** the board will meet for the purpose of considering and adopting the budget amendment for the current school year.
    - expenditure line item details of the proposed expenditures (20-9-165(3), MCA) and amounts listed; and
  - The adopted budget amendment resolution **must**:
    - 1) **be signed** by the board chairperson and the district clerk;
    - 2) state the **date** the board adopted the budget amendment;
    - 3) be sent to the **county superintendent** and **the county clerk**; and
    - 4) be sent to the **State Superintendent** of Public Instruction.
      - ⇒ A copy of each new **transportation contract** or **amended bus route form**, approved by the county transportation committee and related to an amendment in the transportation fund, must be submitted to OPI with the resolution.

*SEE SAMPLE 2 - RESOLUTION*

## VI. BUDGET AMENDMENT EXPENDITURES GUIDANCE

- Expenditures related to the budget amendment must be accounted for separately using a **project reporter code number assigned by OPI** upon receipt of the budget amendment resolution.
- Line item detail of the budget amendment expenditures must support the purpose for which the amendment was adopted.
- Whenever it appears the amount budgeted for a particular **line item** (i.e., program/function/object) is in excess of the amount needed, the trustees may **transfer** the excess to another line item within the same fund. Transfers **MAY NOT** be made between different funds of the same district, between a district's final budget and a budget amendment, or between budget amendments.

## VII. EMERGENCY TAX LEVY GUIDANCE

- When a budget amendment is adopted under 20-9-161(2) (i.e., because of "the destruction or impairment of any school property necessary to the maintenance of the school, by fire, flood, storm, riot, insurrection, or act of God, to an extent rendering school property unfit for its present school use;") and a district does not have sufficient funds, including insurance proceeds and reserves, to finance the amendment, the district may levy a tax in the ensuing school fiscal year to fund expenditures authorized by the amendment. The amount may not exceed the unfunded amount of the amendment.

**BUDGET AMENDMENT PROCLAMATION  
SCHOOL DISTRICT  
COUNTY**

**SAMPLE 1  
PROCLAMATION**

At a *(state regular or special)* meeting of the board of trustees of School District No. \_\_\_\_\_ County, Montana, held \_\_\_\_\_, at \_\_\_\_\_ p.m. at the \_\_\_\_\_ (location), the following resolution was introduced:

WHEREAS, the trustees of School District No. \_\_\_\_\_ County, Montana, have made a determination that as a result of *(state the reason)*, the district's budget for the \_\_\_\_\_ fund(s) does not provide sufficient financing to properly maintain and support the district for the entire current school fiscal year; and

WHEREAS, the trustees have determined that an amendment to the *(state elementary or high school)* \_\_\_\_\_ fund budget in the amount of \$ \_\_\_\_\_ is necessary under the provision of Section 20-9-161 [*choose one subsection (1) through (6)*], MCA; for the purpose of *(state the purpose for the budget amendment)* and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the \_\_\_\_\_ fund reserve/additional state assistance/other (*list only the applicable sources*);

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No. \_\_\_\_\_ County, Montana, proclaims a need for an amendment to the *(state elementary or high school)* \_\_\_\_\_ fund budget for fiscal year \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ under Section 20-9-161 [*choose one subsection (1) through (6)*], MCA, for the purpose identified above, and;

BE IT FURTHER RESOLVED that the Board of Trustees of School District No. \_\_\_\_\_ County, Montana, will meet at \_\_\_\_\_ p.m. at \_\_\_\_\_ (location) on \_\_\_\_\_ (date) for the purpose of considering and adopting the budget amendment.

**SAMPLE 2  
RESOLUTION**

**BUDGET AMENDMENT RESOLUTION  
SCHOOL DISTRICT  
COUNTY**

At a *(state regular or special)* meeting of the board of trustees of School District No. \_\_\_\_\_, \_\_\_\_\_ County, Montana, held \_\_\_\_\_, at \_\_\_\_\_ p.m. at the \_\_\_\_\_ (location), the following resolution was introduced:

WHEREAS, the trustees of School District No. \_\_\_\_\_, \_\_\_\_\_ County, Montana, have made a determination that as a result of *(state the reasons)*, the district's budget for the \_\_\_\_\_ fund(s) does not provide sufficient financing to properly maintain and support the district for the entire current school year; and

WHEREAS, the trustees have determined that an amendment to the *(state elementary or high school)* \_\_\_\_\_ fund budget in the amount of \$ \_\_\_\_\_ is necessary under the provision of Section 20-9-161 [*choose one subsection (2) through (6)*], MCA; for the purpose of *(state the purpose for the budget amendment)* and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be the \_\_\_\_\_ fund reserve/additional state assistance/other *(list only applicable sources)*;

THEREFORE BE IT RESOLVED that the Board of Trustees of School District No. \_\_\_\_\_, \_\_\_\_\_ County, Montana, proclaims a need for an amendment to the *(state elementary or high school)* \_\_\_\_\_ fund budget for fiscal year \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ under Section 20-9-161 [*choose one subsection (1) through (6)*], MCA, for the purpose identified above.

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Print Chairperson's Name

Signature of Chairperson

Date

---

Print District Clerk's Name

Signature of District Clerk

Date

DATE BUDGET AMENDMENT WAS ADOPTED: \_\_\_\_\_, 20 \_\_\_\_\_

List all budget amendment expenditure line items and amounts:

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Old Business  
DISCUSSION ITEM

**Review the ARP Return to School Plans**

Presented by: Kelly Henderson

Background: The Board must annually review the ARP plans for the ESSER funds. As we are closing out the ESSER funding and regulations, we must review the plans one more time. The last review took place in May 2023.



## **Gallatin Gateway Elem, LE0364**

**Initial Plan Submission ARP ESSER Funding  
2021**

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# Introduction: Plan Basics

State Date	8/23/2021 17:45
End Date	8/23/2021 18:20
Recorded Date	8/23/2021 18:20
Response ID	R_wNRVXiINHFvI9HP
County	Gallatin
District	Gallatin Gateway Elem, LE0364
Submitter Name	Theresa Keel
Submitter Role	Other (Please identify your role in the box below.) Superintendent
Submitter Official Email	keel@gallatingatewayschool.com
Submitter Phone	
Initial or Revised Plan	Initial Plan Submission

# Section 1 - School District Identified Priorities

## Priority 1

Safe and Healthy Face to Face Instruction

## Priority 2

Effectively addressing any learning gap in any of our children

## Priority 3

Providing effective Social/Emotional Learning and support for students and staff.

## Data Points Used to Identify Priorities

SBAC, Interim Assessments, Star assessment, Parent and Staff Surveys, attendance and behavior data

## Student Groups Most Affected

Student groups specifically referenced in ARP ESSER were more affected than others in this district.

Student Group	More affected than others in this district
Economically Disadvantaged (Free and Reduced Lunch)	Yes
White	
Black or African American	
American Indian or Alaska Native	
Multi-Racial	
Migrant	
Homeless	
Foster Youth	
Children with Disabilities	Yes
Male	

Female	
English Language Learners	
Other (please identify in the box below)	<p>Yes</p> <p>Students who were in distance learning due to personal or family member at-risk COVID status</p>

## Section 2 - Meaningful Consultation

### Stakeholders Consulted in Development of Plan

Stakeholder Group	Consulted?
Parents	Yes
Students	
Teachers	Yes
Staff	Yes
Tribal Governments	
Local Bargaining Units	Yes
Educational Advocacy Organizations	
County Health Departments	Yes
Community Members	Yes
Other (please identify in the box below)	

### Methods used to seek stakeholder input

Methods	Used?
Webinars	
Public Meetings	Yes
Website	Yes
Media	
Social Media	Yes
Email	Yes
Other (please identify in the box below)	

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## Section 3: Goals

### Instruments

Instruments or methods that will be used to monitor the progress of the goals and determine if the goals are met are listed here for each goal.

Math Goal	<p>To decrease the number of students in grades k-2 who are near or below normative grade level standard by 5%. Student growth and grade-level standard are measured at least once every six weeks using the Star Early Literacy and Waterford Math. Students below grade-level are monitored weekly with the same tools.</p> <p>To decrease the percent of students in grades 3-8 who were near or below standard on the SBAC Math assessment from 39% to 34%. Student progress is measured through Interim assessments, the Star Math assessment, and as a summative the SBAC assessment.</p>
ELA Goal	<p>To decrease the number of students in grades k-2 who are near or below normative grade level standard by 5%. Student growth and grade-level standard are measured at least once every six weeks using the Star Early Literacy and Waterford Reading. Students below grade-level are monitored weekly with the same tools.</p> <p>To decrease the percent of students in grades 3-8 who were near or below standard on the SBAC ELA assessment from 35% to 31%. Student progress is measured through Interim assessments, the Star Reading assessment, and as a summative the SBAC assessment.</p>
Other Goal	<p>To provide research-based SEL to all grade levels K-8 with specific mental health supports through our Counselor and through the Special Education Cooperative</p>

### Goals

For each goal find the following below:

- Identify what strategies/action steps will be used to support the achievement of the goals.
- Describe a realistic and achievable timeline to achieve the goals.
- Identify who is responsible to ensure the strategies/action steps are achieved. Click the box and provide the text response for each applicable box.

Math Goal	<p>All students have a scheduled 30 minutes intervention/acceleration time built into the daily schedule where targeted intervention/acceleration is provided by a highly qualified paraprofessional, teacher, or research-based computerized instruction. Students who are below grade level in math based on the Star Math/Early literacy or who perform near or below standard on the interim assessments will be provided intensive intervention during the daily "growing gators" time. The goal will be achieved by end of the school year, and the</p>
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	Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on growth data.
ELA Goal	All students have a scheduled 30 minutes intervention/acceleration time built into the daily schedule where targeted intervention/acceleration is provided by a highly qualified paraprofessional, teacher, or research-based computerized instruction. Students who are below grade level in math based on the Star Math/Early literacy or who perform near or below standard on the interim assessments will be provided intensive intervention during the daily "growing gators" time. The goal will be achieved by end of the school year, and the Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on growth data.
Other Goal	The Counselor provides research-based SEL lessons at least once monthly to every grade level and every student during a dedicated time built into the schedule. Additional counseling time is provided for those students who show a need either in a small group setting or individually. Anecdotal, Behavior and attendance data is used to determine need. The Superintendent is responsible to ensure the action steps are taken and the strategies are effective based on data.

## Student Group Goals

For which of the following student groups does the district have a distinct Math Goal, ELA Goal, or Other Goal?

Student Group	Distinct Math Goal	Distinct ELA Goal	Distinct Other Goal
American Indian or Alaska Native			
Black or African American			
Hispanic			
Multi-Racial			
White			
Free and Reduced Lunch	Yes	Yes	
Homeless			
Students with Disabilities	Yes	Yes	
None			Yes

Math Goal for Each Identified Student Group

To increase the district-wide proficiency rate on the SBAC by 5% for economically disadvantaged and for students with disabilities.

ELA Goal for Each Identified Student Group

To increase the district-wide proficiency rate on the SBAC by 5% for economically disadvantaged and for students with disabilities.

Other Goal for Each Identified Student Group

Not applicable

If the District is planning to develop or use approaches that are novel to achieve your Math, ELA, or other goal, and they are willing to share these innovations, the innovation is described here.

## Section 4: Coordinating Funds

Will this district coordinate ARP ESSER funds with other federal funds to address student needs?

Yes

Funding Source	Plan to Coordinate with ARP-ESSER Funds
Title I, Part A of the ESEA (Improving Basic Programs Operated by LEAs)	Yes
Title I, Part A-section 1003 school improvement (Comprehensive and Targeted Supports)	
Title I, Part C of the ESEA (Education of Migratory Children)	
Title I, Part D, Subpart 1 of the ESEA (Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk)	
Title II, Part A of the ESEA (Supporting Effective Instruction)	
Title III, Part A of the ESEA (English Language Acquisition, Language Enhancement, and Academic Achievement)	
Title IV, Part A of the ESEA (Student Support and Academic Enrichment Grants)	
Title IV, Part B of the ESEA (21st Century Community Learning Centers)	
Title V, Part B, Subpart 2 of the ESEA (Rural and Low-Income School Program)	
McKinney-Vento Education for Homeless Children and Youth Program and section 2001(b)(1) of the ARP Act	
Carl D. Perkins Act Career and Technical Education Act	
IDEA, Part B (Excess costs of providing FAPE)	
IDEA, Part B (Coordinated Early Intervening Services)	
Workforce Innovation and Opportunity Act	

# Section 5: Creating a Safe and Healthy Learning Environment

This section addresses the Prevention and/or Mitigation Strategies that the district will fund with ARP ESSER funds..

Evidence Based Practice	Planning to Use
Mental health supports	Yes
Social emotional learning	Yes
Academic support	Yes
Extended learning/enrichment	Yes
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students.	Yes
Locating absent students and re-engaging disconnected youth	
Providing safe, healthy, inclusive learning environments.	Yes
Activities to address the unique needs of at-risk populations.	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes

Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement	Yes
Other (please identify in the box below)	Yes  Providing unique learning spaces to encourage social distancing.

If the District is planning to develop or use approaches that are novel to implement prevention and mitigation strategies, and they are willing to share these innovations, the innovation is described here.

# Section 6: Addressing Lost Instructional Time

## 20% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the required 20% to address lost instructional time.

Evidence Based Practice	Planning to Use
Extended learning time	
Tribal/community engagement	
Wraparound academic/health/social services	
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches:Out-of-school time programs- Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	Yes
Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes

Using data about students opportunity to learn indicators to help target resources and support	Yes
Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	Yes
Other (please identify in the box below)	

## 80% Set Aside

This section addresses the Evidence Based Practices that the district will fund with the remaining 80%. Allowable uses for this funding includes preventing, preparing for, and responding to COVID-19 as required by ESSER I, II, and III. See page 5 of the ARP ESSER Fact Sheet for more information.

Evidence Based Practice	Planning to Use
Extended learning time	
Tribal/community engagement	
Wraparound academic/health/social services	Yes
SEL learning supports	Yes
Evidenced-based curriculum	Yes
Accelerating learning through instructional approaches: In-school acceleration-Certified educators provide support for students within the classroom and grade-level work, using high-quality instructional materials, instructional strategies, and formative assessments.	Yes
Accelerating learning through instructional approaches: Tutoring program-High-dosage tutoring provided consistently by well-trained tutors or educators at least 3 days per week for at least 30 minutes at a time in groups of five or fewer students.	Yes
Accelerating learning through instructional approaches:Out-of-school time programs- Identified students, needing additional support before, and after the regular school days, as well as on weekends, and during school breaks.	Yes
Accelerating learning through instructional approaches: Summer learning and enrichment: Summer learning programs, camps, community partnerships, work-based learning or community service that provide high-quality instruction and are designed to meet the social and emotional needs of students through engaging and enriching experiences.	
Access to and effective use of technology	Yes
Engaging families in digital learning training and effectively using technology and platforms	Yes
Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiating instruction	Yes
Providing information and assistance to parents and families on how they can effectively support students	Yes
Tracking student attendance and improving student engagement provided by the school	Yes
Using data about students opportunity to learn indicators to help target resources and support	Yes

Professional Learning Communities	Yes
Access to advanced coursework, dual enrollment, work-place learning, and/or internships	
Career, Technical, and Agricultural Education expenses (approved under Perkins Act)	
Distance/Remote Learning: connectivity (hot spots, outfitting buildings/buses with WiFi, other wireless, internet service, etc.), devices (laptops, tablets, etc.), printing costs for learning packets, instructional resources/tools, hardware, software, subscriptions, licenses, assistive technology or adaptive equipment, online learning platforms/learning management systems, other distance/remote learning costs	Yes
Mental health supports	
Hiring new staff and avoiding layoffs	Yes
Meeting the nutritional needs of underserved students	Yes
Locating absent students and re-engaging disconnected youth	
Providing safe, healthy, inclusive learning environments	Yes
Activities to address the unique needs of at-risk populations	Yes
Developing and implementing procedures and systems to improve the preparedness and response efforts	
Training and professional development for staff of the local educational agency on sanitation and minimizing the spread of infectious diseases	Yes
Purchasing supplies to sanitize and clean the facilities	Yes
Planning for, coordinating, and implementing activities during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance for carrying out requirements under the Individuals with Disabilities Education Act and ensuring other educational services can continue to be provided consistent with all Federal, State, and local requirements.	Yes
Purchasing educational technology (including hardware, software, and connectivity) that aids in regular and substantive educational interaction between students and their classroom instructors including low-income students and children with disabilities, which may include assistive technology or adaptive equipment.	Yes
School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs.	Yes
Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and nonmechanical heating, ventilation, and air conditioning systems, filtering, purification and other air	Yes

cleaning, fans, control systems, and window and door repair and replacement.	
Other (please identify in the box below)	

If the District is planning to develop or use approaches that are novel to address lost instructional time, and they are willing to share these innovations, the innovation is described here.

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# Section 7: Supporting the Educator Workforce

How ARP funds will be used to support and stabilize the educator workforce.

Option	Planning to Use
Cover costs of offsetting the need to furlough or reduce the salaries of school-based staff	
Cover costs of bonuses for recruiting and retaining educators and support personnel	Yes
Additional pay for additional work	Yes
Class-size reduction	Yes
Technology to support learning: enable students to learn anywhere and teachers to teach essential standards	Yes
Additional professional development for school leaders, teachers, and staff (trainings, extended professional development days, programs, etc.)	
Staffing additional physical and mental health support staff (counselors, social workers)	Yes
Other (please identify in the box below)	Yes
	Additional presence of a Licensed Nurse on campus

The estimated number of jobs (FTEs) that have been or will be created by the school district through the district's planned use of ESSER III Funds.

0

The estimated number of jobs (FTEs) that have been or will be retained by the LEA through the LEA's planned use of ESSER III Funds.

5

If the District is planning to develop or use approaches that are novel to support and stabilize the educator workforce, and they are willing to share these innovations, the innovation is described here.

# Section 8: District Monitoring of Impact

This section of the LEA plan outlines how the District will monitor the impact of the ARP ESSER funded interventions or strategies, including but not limited to the 20% set-aside, to respond effectively to the academic, social, emotional, and mental health needs of all students, and particularly those students disproportionately impacted.

## Description of Monitoring Plan

The superintendent will provide a monthly data report at the monthly Board of Trustees meeting to determine the efficacy of the use of ESSER funds. The report will include, when possible, academic progress monitoring data, discipline and behavior data, and attendance data (students and staff).

Type of Data	Planning to Use
Early Warning System	
Interim Formative Assessment	Yes
Opportunities to Learn surveys	
Summative assessments	Yes
Chronic absenteeism	Yes
Student engagement	
Use of exclusionary discipline	Yes
Advanced coursework	
Access to technology	Yes
Educator PD on technology	
Access to and preparation of high-quality educators	
Access to mental health and nursing staff	Yes
Student, parent, or educator surveys	Yes
Per-pupil expenditures	
Classified and certified staff (numbers of positions or people)	Yes
Summer, Afterschool, and ESY enrollment	Yes
Health protocols	Yes
Student enrollment by Mode of instruction	

Student attendance by Mode of Instruction	
Other (please identify in the box below)	Yes
	Progress Monitoring Assessments

Old Business  
ACTION ITEM

**Appoint New Chair for the Whole Child Committee**

Presented by: Kelly Henderson

Background: With the resignation of Mary Thurber from the Governing Board, the Whole Child Committee now lacks a Chairperson.

Recommendation: To appoint Carissa Paulson as Chairperson of the Whole Child Committee

### **Superintendent Contract**

Presented by: Tim Melton

Background: Superintendent Henderson's 2024 evaluation was satisfactorily completed on January 8th. The Governing Board voted to approve her evaluation.

Recommendation: To discuss and consider additional contract years for Superintendent Henderson.

New Business  
DISCUSSION ITEM

**Board Self-Evaluation**

Presented by: Tim Melton

Background: Each year the Governing Board undergoes a self-evaluation process. We'll review the questions from last year, the format and schedule for this self-evaluation.

The Board welcomes and encourages community involvement at School Board meetings.
The Board values community input.
The Board is approachable and professional with community members.
The Board communicates with each other in a respectful manner.
The Trustees honor Board decisions when a vote is not unanimous.
The Trustees read the Board packet and are well-prepared for meetings.
The Board demonstrates support and respect for the superintendent's role as CEO.
The Board emphasizes the importance of and participates in regular and continual professional development.
The Board fosters open and honest conversation.
The Board meetings are well-publicized.
The Board does its due diligence in ensuring that community members are informed of District matters.
Board meetings are productive.
Board decisions are well-informed and thoughtful.
The Board keeps student success/learning at the center of its decision-making process.
The Board uses data to assess progress and identify areas needing improvement.
The Board operates in a legal and transparent manner and is fiscally responsible.
The Board maintains confidentiality as outlined by law.
The Board fulfills the duties and responsibilities it was elected to do and holds District personnel to a high standard.
The Board adopts a District mission statement and sets/evaluates annual goals.
The Board conducts a comprehensive orientation each year.
The Board evaluates administration based on clearly defined expectations and goals.
The Board regularly evaluates, develops, and assesses District policy.

New Business  
DISCUSSION ITEM

**Collective Bargaining Update**

Presented by: Kelly Henderson

Background: Discussion on timeline and process for 2025-2026 Collective Bargaining with staff. Tim and Aaron are the Board representatives for the process. I have received the requests by MFPE-GGS plus I have some items that I would like to work through with the Association. We need to be completed with this part of the process by the end of February with the salary and wage discussions to come after the legislature decisions and insurance evaluations. Contracts (or letters of intent) should go out in March to ensure that we have ample time to find staff should we need to do so. The negotiated and agreed upon items will come to the Board in March for approval.

New Business  
DISCUSSION ITEM

**Out of District Information**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) We are preparing to send out the non-resident student applications and information. This information will be due to us by April for Board discussion and vote in May. Just as a reminder, the Board approves out of district/non-resident students in May and June. Following those meetings, the Superintendent denies or approves and brings the results to the Governing Board.

**10.55.712 CLASS SIZE: ELEMENTARY**

(1) In single grade rooms, the maximum class size shall be:

- (a) no more than 20 students in kindergarten and grades 1 and 2;
- (b) no more than 28 students in grades 3 and 4;
- (c) no more than 30 students in grades 5 through 8.

(2) In multigrade classrooms, the maximum class size shall be:

- (a) no more than 20 students in grades K, 1, 2, and 3;
- (b) no more than 24 students in grades 4, 5, and 6;
- (c) no more than 26 students in grades 7 and 8.

Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.

An overload of five students per classroom is considered excessive.

Current GGS Enrollment vs Standards

Grade	10.55.712	23-24 Enrollment	Current Out of District Numbers	24-25 Projections	Open Enrollment Allowables
K	20	22	4	15	5***
1	20	16	5	22	0***
2	20	14	0	16	4
3	28	17	3	14	14
4	28	10	2	17	13
5	30	13	2	10	20
6	30	16	4	13	17

7	30	15	2	16	14
8	30	14	2	15	16

This will be updated following the February Count Day.

New Business  
DISCUSSION ITEM

**Review of Election Calendar and Guidance Discussion**

Presented by: Mary Thurber

Background: School elections will be held by mail-in ballot May 6, 2025. The calendar is a tight one; we need to follow strict deadlines for filings before the school elections.

# SCHOOL ELECTION CALENDAR 2025

Days From Election	Deadlines	Event <b>(Special Instances Identified in Green)</b>	MCA Citation
No earlier than 145 days, or later than 40 days before	Thursday, December 12 through Thursday, March 27	<p><b>Trustee candidates file for election.</b> A Declaration of Intent and Oath of Candidacy must be filed with district clerk (regardless of who is running the election). <b>NO CANDIDATE MAY APPEAR ON THE BALLOT UNLESS THE CANDIDATE MEETS THIS DEADLINE.</b></p> <p><i>Candidates must be registered to vote by the filing deadline (exception for candidates turning 18 after the filing deadline and prior to the election).</i></p>	<a href="#">13-10-201</a> <a href="#">20-3-305</a>
At least 70 days before	Tuesday, February 25	<p><b>Trustees call for an election.</b> The trustees must pass a resolution stating: 1) the date of the election; 2) the purpose of the election; 3) whether the election will be by mail or poll; 4) the voting locations and boundaries for each location, if there are multiple locations within a district (if changed from a previous school election the new locations must be specifically noted); and 5) the time the polls will open, if before noon. The trustees do NOT have to set levy amounts at this time; however, they must be set in time for the clerk to certify the ballot (not less than 30 days before the election). The resolution must be delivered to the county election administrator within 3 days of passage, but it need NOT be posted. The trustees must also appoint three election judges per precinct.</p> <ul style="list-style-type: none"> <li>• <b>Bond Elections</b> are subject to additional requirements (see <a href="#">20-9-422</a>, MCA).</li> <li>• <b>Request for a mail ballot election</b> must be sent from trustees to the election administrator. Exception: Even if no request is received, the election administrator could decide to request a mail ballot election.</li> </ul>	<a href="#">13-19-202</a> <a href="#">13-19-203</a> <a href="#">20-9-422</a> <a href="#">20-20-201</a> <a href="#">20-20-203</a>
At least 67 days before (within 3 days of passage of the election resolution)	Friday, February 28	<b>Last day to file resolutions for school election with county election administrator.</b> To assist with the provisions of late registration, include the name and best contact number for the district's election administrator with the resolution.	<a href="#">20-20-201(2)(a)</a>
At least 60 days before	Friday, March 7	<b>Election administrator sends mail ballot election plan/timetable/sample instructions</b> to the Secretary of State's Office so that it is received by this deadline (e.g., fax, mail, or e-mail to SOS office (not post marked)). One plan must be submitted for each election. As soon as the plan (and any amendments are approved), forward a copy of the mail ballot plan to the county election administrator.	<a href="#">13-19-205</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
4 weeks preceding the close of regular registration	Monday, March 10	<b>Notice of close of regular registration.</b> The county election administrator publishes the notice of close of regular registration for school districts at least 3 times in the 4 weeks preceding the close of regular registration. Contact the county election administrator to coordinate that publication.	<a href="#">13-2-301</a>
Not more than 35 days before	Tuesday, April 1	<b>Deadline for mail ballot amendments.</b> The plan may be amended by the election administrator at any time prior to the 35th day before election day by notifying the Secretary of State in writing of any changes. Changes will be approved within 5 days.	<a href="#">13-19-205</a>
Not later than 5pm the day before ballot certification	Thursday, April 3 (by 5 p.m.)	<b>Last day trustee candidates may withdraw from the election.</b> Any candidate that has already filed for election, but wishes to withdraw their name, may do so by sending a statement of withdrawal to the election administrator.	<a href="#">20-3-305(3)(a)</a>
Not later than 5pm the day before ballot certification	Thursday, April 3 (by 5 p.m.)	<b>Deadline for write-in candidate for a trustee position on a school board to file Declaration of Intent</b> (must be filed with the district clerk, regardless of who is running the election).  <i>*Votes only count for write-in candidates who file a Declaration of Intent.</i>	<a href="#">20-3-305(2)(b)</a>
No later than the 30th day before	Friday, April 4	<b>Deadline to notify election judges of appointment.</b>	<a href="#">13-4-101</a>
Not less than 30 days before	Friday, April 4	<b>Election administrator certifies ballot.</b> The election administrator prepares the final ballot form, listing all candidates and propositions to be voted upon. The ballot must then be delivered to the election administrator, if other than the clerk.  <i>Trustees must pass a resolution stating exact levy amounts by this date for the clerk to certify the ballot.</i> This resolution must include the durational limit, if any, on the levy.	<a href="#">20-20-401</a>
Not less than 30 days before	Friday, April 4	<b>Election by Acclamation and Cancellation of Election - Notice.</b> If the number of candidates filing a nomination petition or filing a declaration of intent to be a write-in candidate is equal to or less than the number of open trustee positions to be elected, the trustees cancel the trustee election. They must then give notice that a trustee election will not be held. The trustee election may not be declared by acclamation until all candidate filing deadlines have passed. <b>Send a copy to the county election administrator to aid with the provisions of late registration.</b>  <i>**A trustee election held in single-member or trustee nominating district is considered a separate trustee election for declaring the election by acclamation.</i>	<a href="#">20-3-313</a>
30 days before any election	Monday 7	<b>Close of regular voter registration.</b> Registration forms postmarked by this date and received within 3 days are accepted for regular registration. Late registration must be completed at the county election office.	<a href="#">13-2-301</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 30 days before	Monday, April 7	Contact your county election administrator for the absentee ballot list.	<a href="#">13-13-212</a> <a href="#">20-20-312</a>
Not more than 30 days before	Monday, April 7	<b>Performance Testing and Certification of Voting System.</b> The election administrator must publicly test and certify that the system is performing properly.	<a href="#">13-17-212</a>
Day after Close of Regular Registration	Tuesday, April 8	<b>Start of Late Registration.</b> Late voter registration starts and continues through election day. Late registration must be completed at the office of the county election administrator.	<a href="#">13-2-304</a>
Not less than 10 days, or more than 40 days before	Thursday March 27 Through Saturday April 26	<b>Notice of election is posted.</b> The election notice must be published in a newspaper of general circulation in the district if available, posted in at least three public places in the district AND posted on the district's website for the 10 days prior to the election, if the district has an active website. Notice using any other recognized media may be used to supplement the posting. The notice must include: 1) the date and voting locations for the election; 2) voting location hours; 3) each proposition to be considered by the electorate; 4) the number of trustee positions, if any, subject to election and the length of the terms for those positions; 5) where and how absentee ballots may be obtained; and 6) where and how late registrants may obtain a ballot on election day. <ul style="list-style-type: none"> <li>• If the polling place has changed from the previous school election, that change must be referred to in the notice.</li> <li>• If more than one proposition will be considered in the same district, each proposition must be set apart and identified, or placed in separate notices.</li> </ul>	<a href="#">20-20-204</a>
At least 20 days before	Wednesday, April 16	<b>Absentee ballots available.</b> The election administrator prepares ballots for absentee voters. Remember to enclose four things in the absentee package. <ul style="list-style-type: none"> <li>• The ballot, stamped official ballot (with stub removed);</li> <li>• Instructions for voting and returning the ballot;</li> <li>• A secrecy envelope, free of marks that would identify the voter; and</li> <li>• A self-addressed, return envelope with affirmation printed on the back of the envelope.</li> </ul>	<a href="#">13-13-214</a> <a href="#">20-20-401</a>
Not before the 20 <sup>th</sup> day nor later than the 15 <sup>th</sup> day	Wednesday, April 16 through Monday, April 21	<b>Mail ballots mailed.</b> If mail ballot election is used, all ballots must be mailed on the same day (the day noted in the district's mail ballot plan), except that if an inactive elector reactivates after the ballots are mailed, the elector should be provided with or mailed a ballot. If the elector reactivates after noon on the day before election day, the elector must come in on election day to receive a ballot.	<a href="#">13-19-207</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
Not more than 10 days or less than 2 days before	<b>Saturday, April 26 through Sunday, May 4</b>	<b>Absentee/Mail Ballot Counting Notice.</b> Districts must publish in a newspaper of general circulation in the county a notice indicating the method that will be used for counting absentee/mail ballots and the place and time that the absentee/mail ballots will be counted on election day. <i>If the district publishes their notice of election on the 10<sup>th</sup> day prior to the election, in a newspaper of general circulation in the county, this information may be included in that notice.</i>	<a href="#">13-15-105</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 26 through Sunday, May 4</b>	<b>Polling Location Accessibility Notice.</b> Districts must publish in a newspaper of general circulation in the county a statement of the location of the polling places and whether each location is accessible or inaccessible. <i>This notice may be combined with the notice above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-3-105</a> <a href="#">13-3-207</a>
Not more than 10 days or less than 2 days before	<b>Saturday, April 26 through Sunday, May 4</b>	<b>Publication of Information Concerning Voting Systems.</b> Districts shall broadcast on radio or television or publish in a newspaper of general circulation in the county a diagram showing the voting system to be used by voters and a sample ballot (newspaper only), a statement of location of where the voting system to be used is on public display, and instructions on how to vote. <i>This notice may be combined with the notices above, and with the notice of election if the notice is published on the 10<sup>th</sup> day prior to the election.</i>	<a href="#">13-17-203</a>
Day before (By Noon)	<b>Monday, May 5</b>	<b>Deadline for absentee ballot requests.</b> Voters who wish to vote absentee may request an absentee ballot in writing or in person until noon the day before the election.	<a href="#">13-13-211</a> <a href="#">13-13-214</a>
Day before	<b>Monday, May 5</b>	<b>Deliver certified copy of the lists of registered electors.</b> Before the day of election, the county election administrator shall deliver a certified copy of the lists of registered electors for each voting location to the district. The district shall deliver them to the election judges prior to the opening of a voting location.	<a href="#">20-20-313</a>
Election Day	<b>Tuesday, May 6</b>	<b>ELECTION DAY.</b> The election administrator must prepare the polling places, printed ballots, ensure election judges are present, and conduct a fair and unbiased election.  <b>Notify election judges of the names of write-in candidates</b>	<a href="#">Title 13</a> <a href="#">20-20-105</a> <a href="#">20-20-401</a> <a href="#">20-20-411</a>

Days From Election	Deadlines	Event (Special Instances Identified in Green)	MCA Citation
No sooner than 3pm on the 6 <sup>th</sup> day after the election	Monday, May 12	<b>The first date that provisional ballots may be counted.</b> Following the election, unresolved provisional ballots are sealed. These ballots may not be opened until after 3pm on the 6 <sup>th</sup> day after election. The election judges convene, and a determination is made as to whether the ballots are counted. If there are provisional ballots in a school election, the canvass may not occur until after all provisional ballots are resolved.	<a href="#">13-15-107</a>
Following receipt of the tally sheets from all polls and within 25 days after the election	By Friday, May 30	<b>Trustees canvass the votes, issue certificates of election, and publish results.</b> Trustees review the tally sheets compiled by the election judges to ascertain their accuracy. Recounts are ordered, if necessary. If tally is complete and accurate, trustees issue certificates of election to successful candidates. The canvassed results shall be published immediately in a newspaper that will give notice to the largest number of people in the district.	<a href="#">20-20-415</a> <a href="#">20-20-416</a>
Within 5 days after the official canvass	Monday, May 12 through Wednesday, June 4	<b>Deadline for filing a petition for recount.</b> When a question submitted to a vote of the people is decided by a margin not exceeding ¼ of 1% of the total votes cast for and against the question, a petition for recount must be filed within 5 days after the official canvass.	<a href="#">13-16-201</a>
Within 5 days of receipt of notice from the election administrator	Monday, May 12 through Monday, June 4	<b>Deadline for convening the School Recount Board.</b> When a tie vote has been certified to the election administrator or conditions have been met for filing a recount petition, the board shall convene at its usual meeting place to perform a recount. The recount must be completed within 5 days of receipt of official canvass or recount petition.	<a href="#">13-16-204</a> <a href="#">20-20-420</a>
Within 25 days of election	By Friday, May 30	<b>Deadline for trustees to hold organizational meeting</b> to elect chair and appoint clerk.	<a href="#">20-3-321</a>
By June 1	Friday, May 30	<b>Deadline for trustees to request county election administrator to conduct school elections for next year.</b> The school district clerk/election administrator is designated the election administrator for school elections. However, the trustees of any district may request the county election administrator (EA) to become the election administrator for school elections. The request must be made by a resolution of the board of trustees. If the county EA accepts, then he/she must perform all the duties the school clerk would have. The school district must assume all costs of the election.	<a href="#">20-20-417</a>
Within 15 days after receipt of certificate of election	By Friday, June 13	<b>Candidate completes and files Oath of Office</b> with the County Superintendent.  <i>*Newly elected trustees may not be seated until the oath is filed. The issuance and the oath may be administered at the organizational meeting (below) but must be completed within 15 days of issuance.</i>  <i>**In the event of a recount, the deadline for a candidate to complete and file the oath is 15 days from receipt of the certificate of election.</i>	<a href="#">20-3-307</a> <a href="#">20-1-202</a> <a href="#">1-6-101</a>

[1-1-307](#), MCA. Postponement of day appointed for an action when it falls on a holiday or Saturday. Whenever any act of a secular nature, other than a work of necessity or mercy, is appointed by law or contract to be performed upon a particular day, which day falls upon a holiday or a Saturday, such act may be performed upon the next business day with the same effect as if it had been performed upon the day appointed.

***If the deadline, as read in statute, is phrased "not later than..." the deadline does not move to a later date but an earlier one.***

**Additional References:**

Sample forms can be found at this address: [School Finance Election Webpage](#)

Election Manual: [School Election Handbook](#)

MT Secretary of State's Office: [Secretary of State's Election Webpage](#)

Candidates for trustee positions in 1) a first-class district located in a county with populations of 15,000 or more; or 2) a county high school district with an enrollment of 2,000 or more are required to file a C-1-A Statement of Candidate within 5 days of becoming a candidate. For reporting dates and instructions contact the Montana Commissioner of Political Practices at: [Commissioner of Political Practices Webpage](#).

New Business  
ACTION ITEM

**Adult Food Service Prices**

Presented by: Mary Thurber

Background: It was brought to our attention during our recent food service audit by OPI that we are not charging the correct amounts for adult breakfast and lunch. The difference between what we should have been charging and what we have been charging needs to be moved from the General Fund into our Food Service Fund. Going forward, we will begin charging the USDA minimum price for adult meals: \$2.85 for breakfast and \$5.00 for lunch.

Recommendation: To transfer \$23.36 from the General Fund to the Food Service Fund. To charge \$2.85 for adult breakfast and \$5.00 for adult lunch going forward.

**Calculation - Monies to be Transferred from General Fund to Food Service Fund**  
**Gallatin Gateway School District #35**

Item	2024-2025 YTD #	Current Price	USDA Min Price	Amt to Transfer		Notes
				General Fund	to Food Service	
Adult Breakfast	0	\$ 2.28	\$ 2.85	\$ -		
Adult Lunch	73	\$ 4.68	\$ 5.00	\$ 23.36		

New Business  
ACTION ITEM

**Trustee Resolution Calling for an Election**

Presented by: Mary Thurber

Background: The Gallatin Gateway School Governing Board must pass a resolution calling for an election by February 25, 2025.

Recommendation: To pass the Trustee Resolution Calling for an Election on May 6, 2025.

## **TRUSTEE RESOLUTION CALLING FOR AN ELECTION**

BE IT RESOLVED, the Board of Trustees for School District No. 35, Gallatin County, State of Montana, will hold the Annual Regular School Election by mail ballot on Tuesday, the 6th day of May, 2025, which date is not less than seventy (70) days after the passage of this resolution.

Gallatin Gateway School District #35 has appointed the Gallatin County Clerk & Recorder to conduct the school election by mail ballot.

Voting will end at 8:00 p.m. on Election Day. Voted ballots should be mailed or dropped off at Gallatin County Election Office, 311 W Main Street #210, Bozeman, MT 59715.

The purpose of the election is to:

- Elect one (1) trustee for three-year (3-year) term or as otherwise designated.
- Seek approval of additional levies to operate and maintain the Gallatin Gateway School for the 2025-2026 school year.

If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Mary Thurber, District Clerk, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

The Gallatin County Clerk & Recorder will be conducting this election by mail ballot; he will appoint election judges to tally votes.

BE IT FURTHER RESOLVED that Mary Thurber, District Clerk, is hereby directed to assist the Gallatin County Clerk & Recorder with ballot preparation, voter registration, notification, and any other duties required to complete the election.

No further proceedings were conducted relating to the election.

Tim Melton  
Board Chair

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Signature of Board Chair

Mary Thurber  
District Clerk

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Signature of District Clerk

DATED this 15<sup>th</sup> day of January, 2025.

New Business  
ACTION ITEM

**Trustee Appointment**

Presented by: Kelly Henderson

Background: With the resignation of Mary Thurber in December, the Board is left with one open position. An advertisement was sent to the community soliciting a replacement for the position. We received interest from Lucas Hancox. Lucas is a long-time Gateway community member and alumni of Gallatin Gateway School District. He currently serves our students as the head wrestling coach.

Recommendation: Discuss and consider the appointment of Lucas Hancox to the Governing Board for the remainder of Ms. Thurber's term (until May 2026).