



## **FEBRUARY 19, 2025 Agenda Regular Meeting of Trustees**

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **FEBRUARY 19, 2025** at 6pm in the library and via Google Meet.

Google Meet joining info

Video call link: <https://meet.google.com/mwg-nzgo-mvb>

**Call to Order**

**Pledge of Allegiance**

**Presiding Trustee's Explanation of Procedures**

**Public Comment- Non-Agenda Items**

**GUESTS:**

John Nielson - Swearing in of New Board Member

**Consent Agenda**

**Minutes:** JANUARY 15 – Regular Meeting and FEBRUARY 5 – Agenda Setting and Special Committee

Meeting: **Finance:** Warrants; **Personnel:** Personnel Report

**Superintendent Report**

**Business Manager Report**

**Old Business**

Discussion Items:

Committee Updates

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

Action Items:

Board Meeting Date Change

**New Business**

Action Items:

Contracts - Certified and Classified

Butte and DC/NYC Field Trip Dates

Change Reduced Breakfast and Lunch Prices

District Clerk Confirmation of Appointment

**Adjournment**

## Excerpt from GGS Policy #1441- Audience Participation

### Audience Participation

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

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

Cross Reference: 1420 School Board Meeting Procedure

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

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

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



**1.15.25 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 January 15, 2025, in the Gallatin Gateway School Library and via Zoom. Board Chair Tim Melton presided and called the meeting to order at 6:00 P.M.

**TRUSTEES PRESENT**

Tim Melton, Board Chair; Carissa Paulson, Brian Nickolay  
Zoom: Aaron Schwieterman, Board Vice Chair

**TRUSTEES ABSENT**

None

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk; Mike Coon, Math and Tech  
Zoom: None

**OTHERS PRESENT**

Lucas Hancox; Lane Harrison; Max Harrison; Chloe Rodriguez; Carlos Santamaria; Patricia Santamaria;  
Darwin Stoner;  
Zoom: 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**

None

**GUEST REPORT**

Math Teacher, Mike Coon, and two students, Chloe Rodriguez and Lane Harrison, showed how Google sheets could be used to make math more pertinent to our everyday lives.. They demonstrated algebraic and geometric concepts; and, they described how calculators and equations can be embedded into Google sheets to help students become more proficient at math operations and procedures.

## **CONSENT AGENDA**

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

**Minutes:** December 19, 2024 - Regular Meeting - and January 8, 2025 - Special Meeting of Trustees.

**Finance:** Warrants/Check Register Report

**Personnel:** None

Seconded: Trustee Nickolay

Public Comment: None

For: Melton, Paulson, Nickolay

Opposed: None

Motion passed unanimously 3-0

## **SUPERINTENDENT REPORT**

Superintendent Kelly Henderson gave the Board an update regarding what happened over the last month in the District. Current enrollment in the District is 144: there were no disciplinary issues to report and the District has 15 special education students as well as 22 students with 504's.

Gifted testing for second graders will begin on January 28th; other Gifted Education assessments will begin in February. The MAST assessment window opens up on January 13th.

Ms. Henderson made special mention of Mr. Coon and the success of his Math Fun with Mr. Coon elective. Mr. Coon has seen a tremendous upward progress in math scores in these classes. His students have also become more confident in their math skills. Mr. Coon's students in the Math Fun classes are mostly caught up to grade level standards, a tremendous accomplishment in just a short period of time.

Our boys basketball season has begun. District students in grades 3-5 went cross-country skiing at CrossCut while 6-8 grade students will head up to Big Sky on January 17, 2025.

The Wilson Creek Subdivision Project Team reached out to Gallatin Gateway School to get our feedback on a proposed new development. It is anticipated that this subdivision will add approximately 5 students to District enrollment. Any comments, questions or concerns should be directed to this Project Team.

## **DISTRICT CLERK REPORT**

District Clerk, Mary Thurber, has been on the job for two weeks. She has been working on updating usernames and passwords, gaining a better understanding of the responsibilities of the Business Manager/District Clerk position, organizing her office and creating a new filing system as well as learning all the software programs that come with the District Clerk role.

## **OLD BUSINESS**

*Discussion Items:*

Committee Updates

An update regarding the following committees was given by the assigned Board Trustee. For a summary of comments, please see attached minutes for the Facilities and Safety Committee, respectively.

*Facilities Committee* - Aaron Schweiterman and Tim Melton

*Safety Committee* - Brian Nickolay

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

The District will be doing a budget amendment for SY 2024-2025 because levy amounts were not included in the original budget that the Governing Board approved. Once we have completed the budget amendment, the levy amounts will be included in our spending authority.

**Review ARP Return to School Plan**

Gallatin Gateway School's initial ARP Return to School Plan was submitted in 2021. This is the Governing Board's last and final chance to approve the Plan, which focuses on the safe return to schools during the COVID pandemic. The Governing Board last reviewed this Plan in May, 2023.

*Action Items:*

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

With the resignation of Mary Thurber from the Governing Board, a new Chair of the Whole Child Committee must be chosen. Carissa Paulson agreed to fill the Chair position.

Motion: Trustee Nickolay to appoint Trustee Paulson as Chair of the Whole Child Committee

Seconded: Trustee Schwieterman

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

**Superintendent Contract**

Superintendent Henderson's 2024 evaluation was satisfactorily completed on January 8, 2025. The Governing Board voted to approve her evaluation. Superintendent Henderson's current contract expires at the end of the 2024-2025 School Year.

Motion: Trustee Schwieterman to approve a new 2 year contract for Superintendent Henderson

Seconded: Trustee Paulson

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

**NEW BUSINESS**

*Discussion Items:*

**Board Self-Evaluation**

Each year the Governing Board undergoes a self-evaluation process. The Governing Board is happy with the questions that were used last year. These questions are presented in the current Board packet. The survey will be sent to the Governing Board in mid-March, 2025 with the discussion of the results to be held during the April Work/Study Session.

### Collective Bargaining Update

The Association has submitted an original proposal for a few minor changes to the Master Agreement. Some discussion will have to wait until both 2025-2026 Gallatin Gateway School budget projections are finished and the current Montana Legislative session is over.

### Out of District Information

We are preparing to send out the non-resident students applications and information. This information will be due to Gallatin Gateway School by April for Board discussion and a vote in May. The Board approves out of district/non-resident students in May and June. Following those meetings, the Superintendent denies or approves applications and brings the results to the Governing Board in August..

### Review of Election Calendar and Guidance Discussion

School elections will be held by mail-in ballot May 6, 2025. The calendar for this election is very full; filings and disclosures will need to be made on a timely basis.

#### *Action Items:*

##### Adult Food Service Prices

According to the Montana Office of Public Instruction, we have been undercharging for adult breakfasts and lunches. We will begin charging the USDA minimum price for adult meals: \$2.85 for breakfast and \$5.00 for lunch. We will also need to transfer \$23.36 from the General Fund to the Food Service Fund to account for the monies that have not been going into the Food Service Fund because of undercharging.

Motion: Trustee Nickolay to begin charging \$2.85 for breakfast and \$5.00 for lunch as well as to move \$23.36 from the General Fund to the Food Service Fund.

Second: Trustee Paulson

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

### Trustee Resolution Calling for an Election

The Governing Board must pass a resolution officially calling for an election in May, 2025. This election will encompass the election of two trustees and a levy election.

Motion: Trustee Paulson to pass the Trustee Resolution Calling for an Election

Seconded: Trustee Schwieterman

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

### Trustee Appointment

With the resignation of Mary Thurber in December, 2024, the Board is left with one open position. An advertisement was sent to the community soliciting a replacement for this position. Lucas Hancox, a long-time Gateway community member and alumni of Gallatin Gateway School, was the only person who expressed interest. He currently serves our students as head wrestling coach.

Mr. Hancox expressed enthusiasm for being on the Board. He has two young children at Gallatin Gateway School and, subsequently, would like to be more involved in the current and future administration of Gallatin Gateway School. Superintendent Henderson briefed Mr. Hancox on the Board meeting schedule.

Mr. Hancox will be appointed until May, 2025 and then will have to run in the May 6, 2025 election for a one year term (to finish up Mary Thurber's term).

Motion: Trustee Nickolay to appoint Lucas Hancox to the Governing Board of Gallatin Gateway School for a period beginning today, January 15, 2025 until May 6, 2026, on which date Mr. Hancox will run for re-election for a one year term.

Seconded: Trustee Paulson

Public Comment: None

For: Melton, Schwieterman, Paulson, Nickolay

Opposed: None

Motion passed unanimously 4-0

Next Meeting Regular Board Meeting: February 19, 2025 at 6:00 PM.

### **ADJOURNMENT**

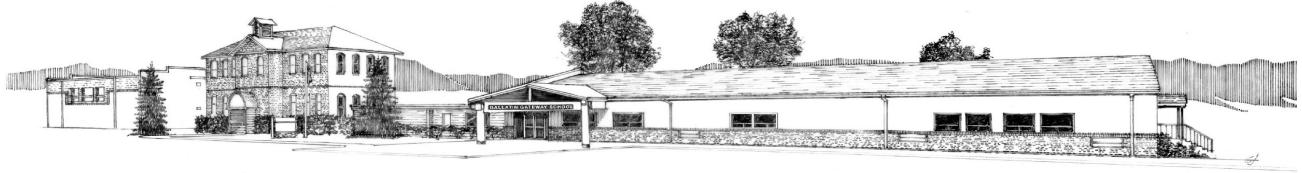
Board Chair Tim Melton adjourned the meeting at 7:19 P.M.

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Tim Melton, Board Chair

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Mary Thurber, District Clerk



**2/05/25 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 1:15 PM on February 5, 2025 in the Gallatin Gateway School Library. Board Chair Tim Melton presided and called the meeting to order at 1:34 PM.

**TRUSTEES PRESENT**

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

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk

**OTHERS PRESENT**

None

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**DISCUSSION**

Personnel

In reviewing the budget for SY 2025 -2026, we anticipate a 6.4% increase in salary expenditures. Ms. Henderson shared a variety of strategies for keeping salary costs down, including a review of all electives at Gallatin Gateway School. Certified and classified positions and corresponding FTE's were discussed.

Contract Review: Salary, Benefits and Budget

We reviewed the Classified staff contract with a focus on insurance benefits (basic insurance vs life insurance vs flex benefits). The Certified staff contract will stay the same.

Ms. Henderson also gave a briefing on HB 252 (the STARS - Student and Teacher Advancement for Results and Success - Act). She discussed the STARS calculator; there was a brief discussion on what the STARS Act would mean for Gallatin Gateway School.

Ms. Henderson, Mr. Coon and Ms. Thurber will continue to work on the STARS calculator by incorporating it into our current and future salary matrix. Findings will be presented at the next Board Work/Study session on March 5, 2025.

Next Meetings:

Regular Meeting - February 19, 2025 at 6:00 PM.

**ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 2:59 PM..

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Tim Melton, Board Chair

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Mary Thurber, District Clerk



**2/05/25 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 1:00 PM on February 5, 2025 in the Gallatin Gateway School Library. Board Chair Tim Melton presided and called the meeting to order at 1:22 PM.

**TRUSTEES PRESENT**

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

**STAFF PRESENT**

Kelly Henderson, Superintendent; Mary Thurber, District Clerk

**OTHERS PRESENT**

None

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**NEW BUSINESS**

Agenda Setting for 02.19.2025 Meeting

Superintendent Henderson led a discussion regarding the agenda for the February 19, 2025 regular meeting. The individuals present discussed agenda items to be included on the agenda.

Next Meetings:

Regular Meeting - February 19, 2025 at 6:00 PM.

**ADJOURNMENT**

Board Chair Tim Melton adjourned the meeting at 1:33 PM..

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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
39770	S	46 AMAZON.COM	1206.22	01/15/25		CL 4409	1206.22
39782	S	46 AMAZON.COM	97.53	01/21/25		CL 4425	97.53
39795	C	1994 BARK TECHNOLOGIES, INC.	0.00	02/04/25		CL 4438	
39800	*	1994 BARK TECHNOLOGIES, INC.	750.00	02/04/25		CL 4443	750.00
39771	S	1322 BLACK MOUNTAIN SOFTWARE	13048.00	01/15/25		CL 4410	13048.00
39796	C	1328 BRIDGER ANALYTICAL LAB, INC	0.00	02/04/25		CL 4437	
39801	S	1328 BRIDGER ANALYTICAL LAB, INC	60.00	02/04/25		CL 4444	60.00
39788	S	1499 CENGAGE LEARNING	50.00	01/28/25		CL 4432	50.00
39789	S	228 CENTURYLINK	330.21	01/28/25		CL 4429	330.21
39772	S	1337 CORE CONTROL	2039.51	01/15/25		CL 4411	2039.51
39797	C	1928 Crisis Prevention Institute	0.00	02/04/25		CL 4419	
39802	S	1928 Crisis Prevention Institute	667.59	02/04/25		CL 4445	667.59
39790	S	1330 DENNING, DOWNEY & ASSOCIATES CPA'S	426.60	01/28/25		CL 4433	426.60
39783	S	335 DIAMOND PRODUCTS INC	3.67	01/21/25		CL 4422	3.67
39773	S	1396 ECKROTH MUSIC	29.83	01/15/25		CL 4413	29.83
39774	S	377 ENERGY LABORATORIES, INC.	199.00	01/15/25		CL 4412	199.00
39784	S	1909 Global Travel Alliance	15411.00	01/21/25		CL 4424	15411.00
39775	S	1816 INFINITE CAMPUS	716.67	01/15/25		CL 4414	716.67
39776	S	577 KELLEY CREATE	8.95	01/15/25		CL 4415	8.95
39791	S	1563 L&L SITE SERVICES	334.50	01/28/25		CL 4430	334.50
39785	S	1989 LEAF	161.34	01/21/25		CL 4420	161.34
39777	S	686 MASBO	800.00	01/15/25		CL 4416	800.00
39798	C	1297 MONTANA OPTICOM	0.00	02/04/25		CL 4436	
39803	S	1297 MONTANA OPTICOM	794.40	02/04/25		CL 4446	794.40

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
39799	C	799 MSU- SCIENCE/MATH RESOURCE CENTER	0.00	02/04/25			
39804	S	799 MSU- SCIENCE/MATH RESOURCE CENTER	275.00	02/04/25		CL 4439	275.00
39792	S	856 NORTHWESTERN ENERGY	1046.85	01/28/25		CL 4447	
39778	S	895 PEARSON EDUCATION	173.20	01/15/25		CL 4431	1046.85
39786	S	2021 Poms Tire Service	67.00	01/21/25		CL 4417	173.20
39779	C	1524 RAINTREE SEAMLESS GUTTERS, INC	0.00	01/15/25		CL 4423	67.00
39781	*	1524 RAINTREE SEAMLESS GUTTERS, INC	5500.00	01/15/25		CL 4358	
39793	S	1276 ROCKY MOUNTAIN PRINT SOLUTIONS	81.78	01/28/25		CL 4418	5500.00
39805	S	1117 TEACHERS' RETIREMENT SYSTEM	1816.22	02/05/25		CL 4428	81.78
39794	S	666 THOMAS, LORRIE	100.00	01/28/25		CL 4448	1816.22
39787	S	1254 WILSON LANGUAGE TRAINING CORP	5372.44	01/21/25		CL 4434	100.00
						CL 4421	5372.44
<b>Total for Claim Checks</b>							
<b>51567.51</b>							

\* denotes missing check number(s)

# of Checks: 35 Total: 51567.51

Total for Claim Checks  
Count for Claim Checks



To Whom It May Concern,

I am writing to formally resign from my position as the 5th-grade teacher at Gallatin Gateway School, effective at the end of the current school year. This decision comes as I will be relocating to Alaska, necessitating my departure from this wonderful community.

I want to express my gratitude for the chance to be a part of Gallatin Gateway School. Teaching here has been an incredibly rewarding experience, and I have cherished the opportunity to work with such talented students and supportive colleagues. The memories and relationships I have built during my time here will always hold a special place in my heart.

I am committed to ensuring a smooth transition for my students and fellow teachers as I prepare for my move. Please let me know how I can assist during this time of transition.

Thank you once again for the support and opportunities you have given me. I wish the school continued success.

Warm regards,

Lilly Thorstad  
5th-Grade Teacher  
1/24/25

January 16, 2025

Michael "Dru" Frazier  
67 Alena Court  
Bozeman, Montana 59718  
January 16, 2025

Ms. Kelly Henderson  
Superintendent  
Gallatin Gateway School  
100 Mill St.  
Gallatin Gateway, Montana 59730

Superintendent Henderson:

Per our discussion, please accept this letter as my official notice of resignation from my position teaching Study Skills. I appreciate the opportunity I have had teaching this wonderful group of students, and I value the time spent collaborating with the wonderful teachers and staff members working for the students here at Gallatin Gateway School.

I look forward to my continued involvement with the Gallatin Gateway School through substitute teaching, coaching, and any academic support positions that may become available. I also would be honored to be considered for future full-time teaching positions at the school.

My last day instructing Study Skills will be Friday, January 31, 2025. Of course, I am happy to meet with my successor to discuss the transition, and will remain available to assist the students for the remainder of the school year, if needed. Thank you again for this opportunity.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. D. Frazier".

Michael "Dru" Frazier

# Superintendent's Report

February 19, 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 - 144

## Staff and Volunteers

- PLC meeting topics: Standards based grading and instruction, data compilation and analysis

## Discussion Points:

Our Students are on the second round of MAST assessments. The window closes on February 21st.

I'm a little behind from the evaluation schedule but will get back on track within the month.

Spring ANB numbers are down from the fall.

We are starting to send out the non-resident district applications for next school year.

BSD 7 will be at our April Board Meeting to review their current state of the district.

## Upcoming Events:

Work Session	March 5, 2025, 1-3pm
Spring Break	March 17-21, 2025
Governing Board Meeting	March 26, 2025, 6pm



# Spring Student Count For ANB Summary By District

## February 3, 2025 Enrollment

County: 16 Gallatin

School Year: 2024-2025

District: 0364 Gallatin Gateway Elem

Budget Unit: E1 M1

### SCHOOLS IN THIS DISTRICT

0486	Gallatin Gateway School
1702	Gallatin Gateway 7-8

### TOTAL STUDENT COUNT FOR ANB BY GRADE - DISTRICT

Grade	Fall Students	Spring Students
Kindergarten Full E1	12	10
1st Grade E1	17	17
2nd Grade E1	16	15
3rd Grade E1	13	12
4th Grade E1	15	15
5th Grade E1	9	9
6th Grade E1	14	14
<b>E1 Total</b>	<b>96</b>	<b>92</b>
7th Grade M1	18	15
8th Grade M1	15	14
<b>M1 Total</b>	<b>33</b>	<b>29</b>
<b>District Total:</b>	<b>129</b>	<b>121</b>

### FY2025-26 BASIC & PER-STUDENT ENTITLEMENTS

Budget Unit	Based on Current Year ANB			Based on 3-Year Avg ANB		
	ANB	Basic Entitlement	Per ANB Entitlement	ANB	Basic Entitlement	Per ANB Entitlement
E1	98	58,963.00	617,135.40	109	58,963.00	686,285.80 *
M1	33	117,928.00	266,211.00	33	117,928.00	266,211.00 *
<b>EL Level Total</b>		176,891.00	883,346.40		176,891.00	952,496.80 *

\* Used to calculate FY2025-2026 budget limits

Montana Automated Education Financial and Information Reporting System

2/12/2025 10:24:08 AM PRD rptEnrollmentDistrictSummary

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# Spring Student Count For ANB Summary By District

## February 3, 2025 Enrollment

### FY2025-26 INDIAN EDUCATION FOR ALL(\$24.63/ANB)

Level	Based On Current Year ANB		Based On 3-Year Avg ANB	
	ANB	Entitlement	ANB	Entitlement
EL	131	3,226.53	142	3,497.46 *

### DETERMINING ANB USED TO CALCULATE FY2025-26 BUDGET LIMITS

Below is the calculation used to determine whether the FY2025-26 budget limits are based on the current year ANB or the 3-year average ANB. The ANB that generates the highest ANB-based funding will be used for most FY2025-26 budgeting purposes.

ANB-Based Funding - Current Year ANB				ANB-Based Funding - 3-Year Avg ANB				
	Basic Entitlement	Per ANB Entitlement	Ind Ed For All		Basic Entitlement	Per ANB Entitlement	Ind Ed For All	
EL	176,891.00	883,346.40	3,226.53	1,063,463.93	176,891.00	952,496.80	3,497.46	1,132,885.26 *
Highest ANB-Based Funding				1,132,885.26				
ANB for FY2026 budget				E1 109				
				M1 33				

### FY2025-26 PAYMENTS

**DSA** 504,836.34

**Indian Education For All** 3,497.46

### Student Achievement Gap

American Indian Students Counted For The FY2026 American Indian Achievement Gap Payment 5

\* Used to calculate FY2025-2026 budget limits

# **BUSINESS MANAGER/CLERK REPORT**

## Payroll

- Submitting and mailing W2/1099/Form 941 Reporting (Tax Bandit)
- Cleaning up Payroll Liabilities with Superintendent Henderson
- Updating employee participant lists with benefits companies
- Initiating a review of Marsh McLennan and all of our benefit companies
- Creating a Employee Termination Checklist

## Accounting

- Catching up with revenue vouchers in BMS
- Paying warrants on a regular basis
- Completing weekly deposits to County and bank
- Beginning to work with MASBO on reconciliation and budget preparation

## Food Service

- Finishing up audit items
- Re-initiating Food Service surveys (0 response)
- Updating prices and reviewing outstanding balances
- Preparing Food Service Revenue and Expenditures for March Board meeting

## General

- Updating website
- Competing necessary Election filings
- Continuing to take MASBO trainings to help me get up to speed
- Managing agenda, minutes and handouts for Whole Child, Safety and Facilities committees.

Old Business  
DISCUSSION ITEM

**Committee Updates**

Presented by: Tim Melton

Background: (Include funding sources as appropriate)

Facilities

Safety

Whole Child

Negotiations

PDAC



## **February 12, 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 February 12, 2025, in the Gallatin Gateway School Commons. Committee Co-Chair Tim Melton presided and called the meeting to order at 5:07 pm.

### **TRUSTEES PRESENT**

Tim Melton, Committee Co-Chair

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

Mary Thurber, District Clerk

### **COMMITTEE MEMBERS PRESENT**

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

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

None

### **APPROVAL OF MINUTES - JANUARY 8, 2025**

Motion: Mike Coon moved to approve the minutes from the January 8, 2025 meeting

Second: Philip Eykelbosch

In Favor: All

Opposed: None

### **OLD BUSINESS**

#### Update on Projects/Plans for Improvement

***Integrated Pest Management Plan*** - Mike Coon and Marie Welch. We reviewed the first draft of a plan. Although we haven't had a problem with pests in the past, this plan will document what we use to combat pests as well as the location of specific pest elimination products at Gallatin Gateway School. We will also include Safety Data Sheets for any of the substances included in this plan. Mr. Stoner will be responsible for filling in the information necessary to make the plan complete.

***HVAC*** - Philip Eykelbosch. Mr Eykelbosch has prepared a draft request for estimates for a new HVAC system at Gallatin Gateway School. Ms. Henderson will review the draft, finalize it, place it on letterhead and send it out to various subcontractors throughout the Gallatin Valley.

***The Hartford Steam Boiler Inspection*** - Darwin Stoner. There were a few findings in the inspection of our boilers. Mr. Stoner will remedy them.

***Rural Improvement School District ("RID")*** - Tim Melton. In 2023, during conversations around zoning changes, a situation assessment regarding the possibility of creating a RID in Gallatin Gateway was completed. It appears, at this point, that nothing more will be done regarding a RID in this area; however, Mr. Melton is waiting for confirmation from the Gallatin County Planner.

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.

***Old School Window Replacement*** - Aaron Schwieterman and Madeline Barry. Ms. Welch gave us an update since Mr. Schwieterman and Ms. Barry were not at the meeting. Leslie Gilmore is coming on Thursday, February 13, 2025 to conduct a walk-thru. Ms Gilmore will then give us a quote on how much it will cost to do a complete window replacement in the old building. We hope to be able to get Community donations to help with the project.

***Lone Mountain Proposals for Repair*** - Tim Melton. Mr. Melton has been in discussions with Lone Mountain Land Company ("LMLC). They are willing to work with Gallatin Gateway School on financing some projects; however, LMLC would like to see us take a systematic approach to project replacement and repair. Mr. Melton is also looking at other Community resources for fundraising.

***Security Film on Exterior Door Glass*** - Tim Melton. Local vendor, Clearview Solutions West, has given us a \$4,812.50 quote (good for 90 days) to put 8 mm security film on our front glass doors, exterior doors and windows. This security film is not bulletproof but it is shatterproof. It slows down someone's entrance. Mr. Melton will get at least one other quote.

***Long Range Facility Plan*** - Kelly Henderson. Ms. Henderson has reviewed the Long Range Facility Plan (it was updated in SY 2024-2025). She needs to make some changes to dates and numbers; otherwise, the current plan looks fine.

***Fire Alarm Inspection*** - Summit Fire & Security recently conducted their annual review of the fire alarms at Gallatin Gateway School. Two alarms were found to be dirty; Mr. Stoner will work with Summit to ensure that they are cleaned to meet code requirements.

## **NEW BUSINESS**

Next Meeting: Because of Spring Break, the next Facilities Committee meeting will be at 5 pm on April 9, 2025.

**ADJOURNMENT:** Co-Chairperson Tim Melton 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



## **February 13, 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 February 13, 2025 at Gallatin Gateway School. Committee Chair Brian Nickolay presided and called the meeting to order at 3:36 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; Darwin Stoner.

### **GUESTS PRESENT**

Jeremiah Hillier, Gallatin Gateway Fire Chief; Dan Mayland, Gallatin County Sheriff's Office (SRO)

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

None

### **GUESTS REPORT ON PUBLIC SAFETY**

#### Dan Mayland

1. The key fob system needs to be changed at Gallatin Gateway School so that it is no longer encrypted, allowing rapid first responder entry during an emergency. The Sheriff's Department should be able to use their RFID cards to enter. Ms. Henderson is working with TEST to get the card readers changed to accommodate this request.
2. A dashcam should be installed onto the two school buses so that traffic violations can be videoed and tickets issued as necessary. Dashcams do not need to be expensive. Jeremiah Hillier has contact names of people that can help us choose the right dashcam and place it in the perfect location on the school buses.
3. It has been a few years since Gallatin Gateway School has had Active Intruder Training. We should schedule it for this Fall.
4. We should walk through the recently completed EMP reunification plan.

#### Jeremiah Hillier

1. There is a lightswitch on the east side of the Fire Department building that will turn on a light and provide additional illumination around the crosswalk
2. Chief Hillier hasn't received any Catapult communication messages lately. We need to ensure that he is still in the system.

## **OLD BUSINESS**

Emergency Management Plan: Mr. Stoner gave us an update on recent inspections. Summit Fire & Security inspected our fire extinguishers, fire alarms and kitchen hood. We will need to replace two fire alarms; otherwise, everything else seems to be in order

Pick up/Drop off Process/Driveline: Ms. James and Ms. Campbell reported that they are focusing on three areas of improvement for the pick up/drop off/and driveline: 1) blocking off certain areas of the parking lot to stop traffic from entering or exiting these areas; 2) assigning staff throughout the area to help direct traffic; and 3) handing out materials to parents, better outlining the pick up/drop off process and driveline. Sheriff Mayland also suggested that pick up times be staggered by the student's last name to lower the number of cars in the parking lot at any given time.

Critical Incident Response Training: Mr. Nickolay researched staff training options at the FEMA Emergency Management Institute. Gallatin Gateway School staff currently take two classes every Fall from FEMA on critical incident training; these classes mostly focus on administration and may not be that useful. Sheriff Mayland recommended that we undertake our own table top exercises every month with a rotating group of staff members. He suggested we call Kevin Larsen, the Gallatin County Operations and Training Manager, to see if he could provide resources in this regard.

No Parking Signs: State law says that anyone can park their vehicle in the right-of-way. Any signs that we would like to place on the side of Mill Street must be at least 26 feet off the center of the road. Any No Parking signs must include the following verbiage: "No Parking on the Pavement."

Portable Radios: Chief Hillier has a box of radios that he will give away to Gallatin Gateway School.

Sidewalk from Tunnel: Ms. Davis continues to work on this project. She will connect up with the County Engineer to get some additional information on cost and engineering plans.

Door Next to Gym: Ms Henderson is working with TEST to order a portable option for door control so that we can manage all door access remotely. It's an additional upgrade on our current system.

## **NEW BUSINESS:**

Because of Spring Break in March, the Committee decided to move the next Safety Committee meeting to April 10 at 3:30 pm.

**ADJOURNMENT:** Chairperson Brian Nickolay adjourned the meeting at 4:35 pm.

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Brian Nickolay, Chair

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Mary Thurber, District Clerk

## DISCUSSION ITEM

### **Board Self-Evaluation Reminders**

Presented by: Tim Melton

Background: (Include funding sources as appropriate)

Here is the timeline for the Board Self-Evaluation:

Survey Tool sent to members: March 14th

Deadline to complete survey: March 31st

Work Study Session to review results: April 2

Regular Board Meeting to share results: April 16th (This meeting we will share the results and start planning for goals for the Board and Superintendent).

Old Business  
ACTION ITEM

**March Board Meeting Change**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate). Currently, the March Governing Board meeting is scheduled for Wednesday, March 19, 2025, in the middle of Gallatin Gateway School Spring Break. This might make it very hard to achieve a quorum at the March Board meeting.

Recommendation: Administration recommends changing the date for the March, 2025 Board meeting to March 26, 2025 at 6 pm.

New Business  
ACTION ITEM

**Certified and Classified Staff for 25-26**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) Contracts are scheduled to be sent out to our staff at the beginning of March. This contract will not have the salary and insurance negotiations until after the legislature has completed their work. As discussed at the work study session, we will continue with our current staff with the exception of one specials/elective teacher being reduced to a .5 FTE position.

Recommendation: Administration recommends the approval of the certified and classified staff for 25-26.

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

New Business  
ACTION ITEM

**Overnight Field Trip Dates**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) 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.

Recommendation: Administration recommends the approval of the Butte Mining and DC/NYC trips.

New Business  
ACTION ITEM

**Lunch Prices**

Presented by: Mary Thurber

Background: (Include funding sources as appropriate). Montana Office of Public Instruction 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.

Recommendation: Administration recommends 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.

New Business  
ACTION ITEM

**District Clerk Confirmation**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate). 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.

Recommendation: Administration recommends appointment of Mary Thurber to the District Clerk position.