



## **October 22, 2025 Agenda**

### **Regular Meeting of Trustees**

The regular meeting of the Board of Trustees of School District #35 has been scheduled for **October 22, 2025** at **6:00 P.M. in the library and via Google Meet.**

#### **Call to Order Pledge**

#### **of Allegiance**

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

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

#### **Consent Agenda**

**Minutes:** September 17, 2025

**Finance:** Warrant Cash Transfer Report; Trial Balance with Revenues and Expenditures; Outstanding Claim Warrants

**Personnel:** Personnel Resolution; Substitute List

#### **Superintendent Report**

#### **District Clerk-Business Manager Report**

#### **Old Business**

##### *Discussion Items:*

Committee Meeting Dates

Old Bell Updates

Open Ed Updates

##### *Action Items:*

New Bus Purchase

#### **New Business**

##### *Action Items:*

Permission to complete the Montana Advanced Opportunity Grant

Request to participate in Athletics

Signors for First Security

**Next Meeting: November 5, 2025      Work Study Session**

**November 19, 2025      Regular Board Meeting**

#### **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. Each individual will be given two (2) minutes to speak during public comment. 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



## **September 17, 2025 Minutes Regular Meeting of Trustees *Gallatin Gateway School Library***

### **CALL TO ORDER**

The Governing Board of the Gallatin Gateway School District #35 met at 5:17 PM AND September 17th 2025, in the Gallatin Gateway School Library. Governing Board Chairperson Tim Melton presided and called the meeting to order at 5:17 PM.

### **TRUSTEES PRESENT**

Tim Melton, Aaron Schwieterman, Carissa Maus, Luke Hancox, Brian Nickolay

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

Kelly Henderson- Superintendent

Hannah Hancox- District Clerk

### **PUBLIC**

N/A

### **1. Call to Order**

Meeting was called to order at **5:17 PM**.

### **2. Consent Agenda**

- Approved unanimously.

### **3. Reports**

#### **Superintendent Report**

- Reviewed attendance reports per grade.
- Middle school field trip to West Yellowstone.
- Coalition for Advocates update.

#### **Facilities**

- Walk-through: keep facilities list as is.
- Locker room wall will require engineering.
- Painting exterior – Kelly will discuss with the church.

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## **OpenEd Update**

- Awaiting OPI approval for remote curriculum (no providers approved yet).
- Meeting scheduled for the 23rd to make a decision.

## **Committee Updates**

- Updates shared with members and parents.
- Safety Committee: needs community members and staff.
- Whole Child: needs one additional parent.
- Kelly will begin scheduling committee meetings on Friday.

## **Compensated Absence Report**

- Projection through June 2026 reviewed.
  - Recommendation: revisit leave policy for Master Agreement.
  - Added as a **new agenda item**.
- 

## **4. Old Business**

### **National Register Nomination**

- Recap of Leslie Gilmore's August presentation.
- **Motion (CM):** Recommend Option 2.
- **Second (LH).**
- **Amended Motion:** Approval contingent upon Option 2 maintaining eligibility.
- **Outcome:** Motion passed unanimously.

### **Window Restoration Project**

- Presentation of proposed project reviewed.
- **Motion (CM):** Move forward with Gilmore writing grants for restoration.
- **Discussion:** \$500,000 available; funds do not need to be used within a year.
- **Outcome:** Motion passed unanimously.

- **Motion (BN):** Amend policy.
  - **Discussion held.**
  - **Outcome:** Motion passed unanimously.
- 

## 5. New Business

### ThinkTank Funding

- Reviewed MTSBA Think Tank summary.
- Innovation & Flexibility Fund discussed.
- Program would begin with Class of 2028 (college credits → ANB funding).

### Bus Purchase Discussion

- Reviewed questions from last meeting.
- 27 regular bus riders.
- \$189,000 in bus depreciation available.
- Mini bus estimate: \$70,000.
- Mini activity bus: no estimate available.
- CDL required for >16 passengers.
- Recommendation: Jeffrey drive route bus; mini bus for field trips.
- Liability concerns: MSGIA advises against parents driving students.
- Discussion: whether bus sale proceeds must return to depreciation or can go to general fund.
- **Action:** Move decision to **October agenda** for vote.

### Superintendent's Evaluation

- **Motion (CM):** Review, approve, and discuss superintendent evaluation.
- **Second (LH).**
- **Discussion:** AS suggested making evaluation more user-friendly (SurveyMonkey as an option).
- **Outcome:** Motion passed unanimously.

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### **Leave Payout**

- **Motion (BN):** Approve year-end leave payout.
- **Second (CM):**
- **Discussion:** Staff with >640 hours eligible; staff encouraged to use days.
- **Outcome:** Motion passed unanimously.

### **Translation Stipend**

- **Motion (CM):** Approve translation stipend for Claudia Inman.
- **Outcome:** Motion passed unanimously.

### **August Policy Review**

- **Motion (CM):** Approve first reading of August Policy Review.
  - **Outcome:** Motion passed unanimously.
- 

### **6. Adjournment**

Meeting adjourned at 7:31 PM.

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Comm.
101 GENERAL	7,715.18	139,684.20	1,403,371.00	1,403,371.00	1,263,686.80	10%
110 TRANSPORTATION	915.31	13,798.65	91,322.00	91,322.00	77,523.35	15%
111 BUS DEPRECIATION	0.00	0.00	8,996.00	8,996.00	8,996.00	0%
112 FOOD SERVICE	700.44	9,402.52	56,684.00	56,684.00	47,281.48	17%
113 TUITION	0.00	0.00	246.00	246.00	246.00	0%
114 RETIREMENT	0.00	3,590.53	196,201.00	196,201.00	192,610.47	2%
115 MISC. PROGRAMS	0.00	9,202.46	92,271.00	92,271.00	83,068.54	10%
117 ADULT EDUCATION FUND	915.20	3,681.09	17,559.00	17,559.00	13,877.91	21%
128 TECHNOLOGY FUNDS	1,214.45	29,383.72	29,256.00	29,256.00	-127.72	100%
150 DEBT SERVICE	0.00	0.00	198.00	198.00	198.00	0%
160 BUILDING	0.00	316.53	1,643.00	1,643.00	1,326.47	19%
161 BUILDING RESERVE	0.00	9,064.01	98,235.00	98,235.00	89,170.99	9%
184 STUDENT ACTIVITY/EXTRACURRICUL	0.00	-1,214.03	80,445.00	80,445.00	81,659.03	-2%
<b>Grand total:</b>	<b>11,460.58</b>	<b>216,909.68</b>	<b>2,076,427.00</b>	<b>2,076,427.00</b>	<b>1,859,517.32</b>	<b>10%</b>



### Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
39974	*	S 229 CENTURYLINK	17.89	10/13/25			17.89
39975	S	296 CRIMINAL RECORDS SECTION	30.00	10/13/25		CL 4674	30.00
39976	S	349 DRAKE IRRIGATION	300.00	10/13/25		CL 4679	300.00
39977	S	576 TXL LEARNING	2700.00	10/13/25		CL 4676	2700.00
39978	S	686 MASBO	690.00	10/13/25		CL 4678	690.00
39979	S	1297 MONTANA OPTICOM	6072.25	10/13/25		CL 4677	6072.25
39980	S	666 THOMAS, LORRIE	200.00	10/13/25		CL 4673	200.00
39981	S	420 US FOODS	700.44	10/13/25		CL 4675	700.44
39982	S	2032 US Omnia & TSACG	750.00	10/13/25		CL 4672	750.00

\* denotes missing check number(s)

COURT USE CLAIM CHECKS

Total for Claim Checks  
Count 11460.58

Page: 1 of 2  
Report ID: AP300

GALLATIN GATEWAY ELEMENTARY  
Check Register

Page: 1 of 2  
Report ID: AP300

GALLATIN GATEWAY ELEMENTARY  
Check Register

10/15/25  
10:32:16

GALLATIN GATEWAY ELEMENTARY  
Fund Summary for Claim Check Register  
For the Accounting Period: 10/25

Page: 2 of 2  
Report ID: AP110

Fund/Account	Amount
101 GENERAL 101	7,715.18
110 TRANSPORTATION 101	915.31
112 FOOD SERVICE 101	700.44
117 ADULT EDUCATION FUND 101	915.20
128 TECHNOLOGY FUNDS 101	1,214.45
<b>Total:</b>	<b>11,460.58</b>





# Superintendent's Report

October 22, 2025



## Strategic Goals

### Individual Student Success

- Special Education students - 11
- 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 - 111

### Staff and Volunteers

- PLC meeting topics: Standards based grading and instruction, data compilation and analysis, planning for Fall events.
- MAST Testing Window 1 started October 13th and runs until December 5th

### Student Events

- Volleyball ended and we are getting ready to start Cheer and Boys Basketball
- The Fire Department did a wonderful presentation both in the gym and at the fire house for all of our students.
- MSU Science Students will be coming in throughout the month to provide STEM Science Labs for our students.

### Discussion Points:

- Christmas Program Update
- Music and Art Program Updates
- Close out of AFHK Grant
- JMG and Career Fair Planning
- Evacuation Drill was the September drill we completed.
- Next year the GM Coop and member schools will be monitored through OPI. We have a premonitoring training on the 30th that both Mrs. Phelps and I will be attending.

### Upcoming Events:

- October 31, 2025: Dress like a book character, Primary parade, Reading Buddies in the gym with snacks provided by Student Council
- Parent Teacher Conferences - November 5 & 6 (Half days for students)
- Veteran's Day Celebration - November 6th at 8:30am
- No School - November 7





# Fall Student Count For ANB Summary By District

## October 6, 2025 Enrollment

County: 16 Gallatin

School Year: 2025-2026

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
Kindergarten E1	12
1st Grade E1	11
2nd Grade E1	16
3rd Grade E1	13
4th Grade E1	11
5th Grade E1	13
6th Grade E1	4
<b>E1 Total</b>	<b>80</b>
7th Grade M1	17
8th Grade M1	14
<b>M1 Total</b>	<b>31</b>
<b>District Total:</b>	<b>111</b>

### Student Achievement Gap

American Indian Students Counted For The FY2027 American Indian Achievement Gap Payment

5

\* Used to calculate FY2026-2027 budget limits

Montana Automated Education Financial and Information Reporting System

10/15/2025 8:51:42 AM PRD rptEnrollmentDistrictSummary

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Old Business  
DISCUSSION ITEM

**Committee Meeting Dates**

Presented by: Tim Melton

Background: (Include funding sources as appropriate)

Facilities - Tuesday October 27th or Thursday October 30th - 5pm

Whole Child - Wednesday October 29th or November 4th at 3:15pm

Safety - Tuesday October 27th or Thursday October 30th - 3:30pm

PDAC - no meetings until January



Old Business  
DISCUSSION ITEM

**Old Bell Update**

Presented by: Tim Melton

Background: (Include funding sources as appropriate)



Old Business  
DISCUSSION ITEM

Open Ed Update

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate)

We currently have 184 students enrolled in the Open Ed program. We have run into yet another snag from OPI. They now want us to obtain an agreement from the districts of the students. They refused to count them on our fall count date because of this.



Old Business  
ACTION ITEM

**Bus Purchase**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate)

We have 27 regular bus riders. We reviewed the requirements and information for selling our old 2018 Blue Bird and purchasing a mini-bus with the capacity not to exceed 15 passengers. The revenue from the sale of the 2018 bus will go into transportation. The funds to purchase the mini-bus will come from Bus Depreciation. We will engage in the bidding process by preparing the requirements and scoring rubric and sending them to the companies in Montana or close to Montana to purchase the mini-bus.

Total in Bus Depreciation fund: \$189,000

Regular Bus: Approximate cost of a new bus is \$139,900 for a 77 passenger bus.

[https://nationalbus.com/product/000pyh3791-2026-thomas-c2/?gad\\_source=1&gad\\_campaignid=20930724898&category=school](https://nationalbus.com/product/000pyh3791-2026-thomas-c2/?gad_source=1&gad_campaignid=20930724898&category=school)

We could trade or sell the Blue Bird as it is our oldest bus.

Mini Bus/Activity Bus. Approximate cost is \$70,000 for a 14 passenger bus.

<https://www.model1.com/inventory/2025-trans-tech-ct-aero-activity-bus-1712171/>

Activities/Events/Field Trips:

We could use the mini bus for athletics, field trips such as swimming, end of year class field trips, Butte Mining, Expedition Yellowstone. You may remember that parents driving students to school related activities is not encouraged by MSGIA (insurance provider) as it makes the district liable for accidents or issues. While we are still liable with the mini-bus, the variables are more easily controlled.

CDL Requirements: You need a Commercial Driver's License (CDL) to operate any vehicle weighing over 26,000 pounds (26,001 lbs) or any vehicle designed to carry 16 or more people.

Recommendation: Administration recommends the approval of the sale of 2018 Blue Bird bus and the purchase of a 15 person mini-bus. It is recommended that we utilize the Bus Depreciation fund to purchase the mini-bus and the revenue from the sale of the Blue Bird be deposited into the General Fund.



New Business  
ACTION ITEM

**Montana Advanced Opportunities Grant**

Presented by: Kelly Henderson

Background: (Include funding sources as appropriate) Last month we discussed the Montana Advanced Opportunities Grant (MTAO). We would like permission to apply for this grant to be used for career development focusing on field trips, guest speakers, and hire a career specialist (contracted time) to work with 8th graders on resumes, applications, career/work exploration (to include college, trade, and military programs).

Recommendation: Administration recommends approval to submit an application for the MTAO grant opportunity.





# OPI – Montana Advanced Opportunity Application

## Fiscal Year 2027

**Application Window: Opens December 1, 2025 at 8am MST and closes January 12, 2026 at 5pm MST**

Guidance: The application has the following requirements that you will be required to meet.

1. The application is a fillable form that you can complete and download to your computer.
2. The application checklist must have all the boxes marked to be a complete application.
3. The application must be approved in a board meeting of your trustees and signed by the board chair.
4. The application has two uploaded requirements: (a) the completed application checklist with board chair's signature and (b) your district's strategic plan as it refers to Advanced Opportunities.
5. The application submission will be a digital upload accessed on the OPI Advanced Opportunities webpage using a Qualtrics link. The link becomes live at 8:00am MST on December 1st, 2025.
6. Districts with more than one LEA under a single governing board can submit a single combined application.

**Submitter Name:** Kelly Henderson

**Email:** super@gallatingatewayschool.com

**District Name:** Gallatin Gateway Elem

**LEA Name & Number:** 0364 Gallatin Gateway Elem

**District Name:** Make a Selection

**LEA Name & Number:** Make a Selection

- The district's board of trustees shall submit an application that has been approved by motion of the board of trustees and signed by the board chair to the Board of Public Education, on a form provided by the Office of Public Instruction.
- Develop an Advanced Opportunity plan for each participating pupil.
- Include in your strategic plan: appropriate planning horizons for implementation, measurable objectives to ensure accountability, and planned strategies that:
  - Develop a personalized, advanced opportunity plan for each participating pupil grades 6-12 that fosters student interest pathways for career and postsecondary opportunities that honors individual interests, passions, strengths, needs and culture and is supported through relationships among family, teachers, businesses, peers, post-secondary, and the larger community.
  - Embed community-based, experiential, online and work-based learning opportunities and foster a learning environment that incorporates both virtual and face-to-face connections.
  - Ensure equality of educational opportunity for all pupils of the district.

The school district's board chair signature affirms that the application has been completed and approved by the Board of Trustees. It is acknowledged that the full application will be kept at the district site. The checklist and any attached documents are affirmation that the required elements of SB 278 are part of the applicant's supporting documents.

Tim Melton

School District Board Chair Printed Name

School District Board Chair Signature

Date



New Business  
ACTION ITEM

**Request to Participate In Athletics**

Presented by: Hannah Hancox

Background: (Include funding sources as appropriate)

Parent of CB and JB, not registered with homeschool or in a public school, requested her children be allowed to participate in cheerleading for CB and Boys Basketball for JB. We will establish expectations for paying the \$100 fee for each child before participating before the season begins. Expectations for parent participation in volunteer activities related to the sport will be the same for our student athletes parents. Because the children do not attend our school, parents will be expected to handle all transportation to and from games and practices. These are the standards, practices and expectations for all students and parents.

Questions and clarifications:

How do we determine academic requirements and eligibility for a student who is not registered for school of any type?

Can we write and implement a parent contract for athletics based on the Athletic Handbook?

Enrollment Criteria

Athletes enrolled academically full and/or part-time are eligible to participate in all sports.

Athletes in the Gallatin Gateway School (GGS) district who are not actively enrolled in school can join a team by writing a letter to the Superintendent stating their reasons for wanting to join a team. This request must be made at least seven days before any regular school board meeting. The board shall make the final decision on the student's acceptance.

All students outside the district who are not academically enrolled are not eligible to participate in any sports.

Academic Requirements and Eligibility

All athletes are considered students first, and their responsibility as students takes precedence over their athletic involvement. The Superintendent has the discretion to retain a student from games and/or practices if she/he has not completed assigned work, or if her/his behavior reflects disrespect or dishonesty. Athletes must recognize that participation in athletics is a privilege, and the athletic director and teachers expect all athletes to be model students in and out of the classroom.

Athletic Eligibility

Student eligibility will be determined based on standards-based grade reports, disciplinary issues, and/or report cards. With standards-based report cards, there are no longer GPAs to determine eligibility for athletics. The guidelines for eligibility are as follows:

1. All student-athletes are expected to attend class regularly, complete all assigned work on time, work to the best of their ability, and participate in all classes.
2. Students absent during the school day cannot play, attend a game, or attend any other extracurricular events unless the principal excuses the absence (Family emergency, doctor's appointment).
3. If the event occurs on a non-school day, you must attend school the previous day.
4. Any student-athlete receiving a "1" or an "Incomplete" on their report card will be declared ineligible



- to participate in school-sponsored sports or activities.
5. Athletic academic ineligibility is for one week (5 school days). The ineligibility will begin on the day the athletic director, parents, and student are notified of the ineligibility. If the student does not complete the missing work, another week will be added to the ineligibility to afford the student time to make up work.
  6. Students declared ineligible will not be allowed to practice, participate in games or scrimmages, travel with the team, or do any other team-based activities while ineligible.
  7. Eligibility will be determined before each sport or activity.
  8. All student-athletes are expected to abide by the established behavioral expectations of the school.
    - a. Students will receive a one-game suspension for every lunch or after-school detention
    - b. More serious behavioral issues, including suspensions, will result in a two-week ineligibility period or possible dismissal from the team.
  9. Any student excused from Physical Education class due to a medical excuse from a doctor or parent will not be able to participate in an athletic practice or game on the day of the excuse for the duration of the excuse.
  10. Decisions about whether a student-athlete is eligible or ineligible are final and not open to debate.

Recommendation: Administration recommends approval of CB and JB's participation in athletics.





New Business  
ACTION ITEM

**Signers for First Security**

Presented by: Hannah Hancox

Background: (Include funding sources as appropriate)

Chair: Tim Melton

Primary signers: Kelly Henderson and Hannah Hancox

Secondary signers: Aaron Schwieterman, Brian Nickolay, Carissa Maus, Lucas Hancox

Removals: Mary Thurber

The processes have changed at First Security and the previous Business Manager removed everyone from being a signer except her. We need to reinstate the process within the district through First Security. If you bank at First Security, the process will be easier as they can look up your account.

Recommendation: The Gallatin Gateway Governing Board accepts the signers listed and approves the removal of Mary Thurber from the First Security banking system for the school.

