

Superintendent of Schools

Department Overview

The County Superintendent of Schools provides administrative support, information and organization for the schools and communities of Gallatin County. The office meets the requirements of federal, state, and local codes while providing quality service to the children, families, schools, and taxpayers of the County.

The Superintendent provides administrative services to five rural schools, and for sixteen districts conducts legal hearings of disputes, calculates and correlates county financial information, and acts as record keeper of school information. Home school students register with this office. Information is provided to real estate agents and residents as to the school district in which acreages and homes are located. Also, any property transfers between school districts go through this office.

There are 16 school districts and 35 schools in Gallatin County. Student population is comprised of 11,566 public school students and 1,513 home school and private school students. The Superintendent supervises 5 elementary school districts, with 207 students and 20 full time and part time teachers. The office calculates and reports transportation and retirement mills totaling 41.47 or \$9,932,138 in tax revenues. All school budgets are reviewed and appropriate reporting and recording is provided.

Department Goals

- Operate efficiently within budget by continually realigning job assignments as needed.
- Implement standardized Performance Measurements.
- Set accurate millage for transportation and retirement for Gallatin County schools and distribute payments to schools in timely manner.
- Maintain close association with school district clerks and board members.
- Make the transition to high school easier for rural school children.
- Monitor rural schools for compliance with Adequate Yearly Progress and Accreditation Standards.
- Work with home schools to continue building the necessary trust in this office.
- Provide exceptional service to parents with educational concerns.
- Provide professional development and support for rural school teachers.
- Provide opportunities to students in rural schools: graduation ceremony, spelling bee, musical concerts, declamation contest, science fair, theater opportunities.
- Attend all Individual Education Plan (IEP) and student intake meetings for the five rural schools.
- Sit on state education committees associated with the Office of Public Instruction and School Administrators of Montana and the board of the Gallatin-Madison Special Education Cooperative.
- Attend school board meetings of rural districts & at least one meeting a year for all County districts.

Recent Accomplishments

- Provided fingerprinting services to school personnel as specified by the No Child Left Behind Act.
- Advertised for substitute teachers and provided updated lists to nine schools.
- Increased educational opportunities for rural schools.
- Each of the rural schools achieved adequate yearly progress in compliance with federal law.
- Maintained employment of highly qualified teachers, counselors, and librarians for rural schools.
- Implemented deadlines established in HB123 which was passed in 2011.
- Served 2 years as past president of Montana Association of County School Superintendent Board.
- Maintained support staff at $\frac{3}{4}$ FTE because of superintendent's commitment to help teachers align curriculums to Montana Common Core Standards, adopted by Board of Public Education November 4, 2011.
- Provide election training to school clerks in 16 districts & gave oath of office to 27 school trustees.
- Attended all monthly school board meetings for the five rural districts and attended at least one board meeting for all the other districts in Gallatin County.

GENERAL GOVERNMENT

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Department Budget

Object of Expenditure	Actual FY 2012	BUDGET FY 2013	Actual FY 2013	Request FY 2014	Preliminary FY 2014	BUDGET FY 2014
Personnel	\$ 119,793	\$ 123,428	\$ 122,116	\$ 122,509	\$ 124,547	\$ 125,234
Operations	20,131	23,681	21,388	22,694	22,694	22,694
Debt Service	-	-	-	-	-	-
Capital Outlay	-	-	-	1,600	-	-
Transfers Out	-	-	-	-	-	-
Total	\$ 139,924	\$ 147,109	\$ 143,504	\$ 146,803	\$ 147,241	\$ 147,928
Budget by Fund Group						
General Fund	\$ 139,924	\$ 147,109	\$ 143,504	\$ 146,803	\$ 147,241	\$ 147,928
Special Revenue Funds	-	-	-	-	-	-
Debt Service Funds	-	-	-	-	-	-
Capital Project Funds	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Internal Service Funds	-	-	-	-	-	-
Trust & Agency Funds	-	-	-	-	-	-
Total	\$ 139,924	\$ 147,109	\$ 143,504	\$ 146,803	\$ 147,241	\$ 147,928
Funding Sources						
Tax Revenues	\$ 77,344	\$ 72,869	\$ 72,140	\$ 78,207	\$ 78,226	\$ 81,341
Non-Tax Revenues	63,054	46,141	48,448	45,142	41,755	42,801
Cash Reappropriated	(473)	28,099	22,916	23,455	27,261	23,786
Total	\$ 139,924	\$ 147,109	\$ 143,504	\$ 146,803	\$ 147,241	\$ 147,928

Department Personnel

No. of Positions	FT/PT	Title	FTE 2012	FTE 2013	FTE 2014
1	Full-Time	Elected Superintendent of Schools	1.00	1.00	1.00
1	Part-Time	Secretary	0.75	0.75	0.75
Total Program			1.75	1.75	1.75

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2014 Budget Highlights

Personnel

- Maintain support staff at 3/4 FTE, with the plan to have staff at .50 FTE in FY 2015
- Maintain temporary wages at \$1,000

Operations

- Slight decrease for fixed costs

Capital

-

County Commission Goals/Department Response

The County Commission established a set of overarching goals for the County government. Listed below are the goals, followed by the methods by which Department is striving to fulfill those goals.

Align community needs with budgetary decisions

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Adhere to long-term plans

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Demonstrate exceptional Customer Service

- Provide a sound education for all the school children of Gallatin County.
- Educate school boards as to their legal responsibilities and duties.
- Network students and teachers within the county.
- Work with home school parents in registration and attendance policies.
- Research and courteously answer, in a timely manner, all educational and historical questions of the general public.
- Provide statistical information on public schools in Gallatin County.

Serve as a Model for Excellence in Government

- Support school boards of the five rural schools to make informed decisions.
- Assist all rural schools in meeting and maintaining accreditation.
- Help rural schools to achieve adequate yearly progress.
- Meet all reporting deadlines (OPI reports, trustee reports, school budgets, millage assessment, and joint district reports).

Improve communication within county government, other jurisdictions and our public

- Provide information on enrollment and budget statistics for all sixteen districts.
- Communicate school district boundaries in a clear and concise manner to realtors and the public.

Be an Employer of Choice and improve employee retention

- To insure that the teachers in the rural schools are highly qualified.

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Workload Indicators / Performance Measures

Workload Indicators		Actual	Actual	Estimate	Projected
Indicator		FY 2011	FY 2012	FY 2013	FY 2014
1.	Increase in registered certificates for teachers	10%	1341	1400	1425
2.	Statistical analysis data on rural schools on tests	Posted	Posted	Posted	Posted
3.	Track financial information	Posted	Posted	Posted	Posted

Performance Measures		Actual	Actual	Estimate	Projected
Measure		FY 2011	FY 2012	FY 2013	FY 2014
1.	Public contacts	9,900	10,000	9000	9500
2.	Home school notifications	640	650	675	675
3.	Public school enrollment-Elementary & H.S.	10,950	11,150	11,225	11,600
4.	Private school enrollment	886	900	925	925

Comments