

August Agenda

Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, August 5, 2015 at 5:45pm** at the Gallatin Gateway School Conference Room.

(All policies mentioned in the agenda can be found at www.gallatingatewayschool.com.)

Call to Order

Presiding Trustee's explanation of procedures (GGS Policy #1070)

Public Comment- Non Agenda Items- Sign in sheet- (GGS Policy #1070)

New Business

Hire: School Administrative Secretary

Adjournment

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

Call to Order

The Board of Trustees of the Gallatin Gateway School District #35 met at 7:00pm on Wednesday, August 5, 2015 in the Gallatin Gateway School Conference Room. Board Chair Donna Shockley presided and called the meeting to order at 5:45pm.

Trustees Present

Donna Shockley, Board Chair; Lyn Morton, Board Vice-Chair; Cheryl Arnaud, Christie Francis, and Aaron Schwieterman

Trustees Absent

None

Staff Present

Travis Anderson, Superintendent; Carrie Fisher, District Clerk

Others Present

Judy Hengel

Presiding Trustee's Explanation of Procedures

Board Chair Donna Shockley 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; and 3) public comment periods are not intended to be a question and answer session.

Public Comment on Non- Agenda Items

None

New Business

Hire: School Administrative Secretary

Motion: Trustee Christie Francis to hire Erica Clark for \$16.00/hour + \$100/month for flex benefits beginning August 17, 2015-June 30, 2016 pending adequate background/fingerprint check.

Seconded: Trustee Aaron Schwieterman

Public Comment: Judy Hengel

For: Arnaud, Francis, Morton, Shockley, Schwieterman

Opposed: None.

Motion passed unanimously

Adjournment

No further business was discussed. Meeting was adjourned at 6:00pm.


Donna Shockley, Board Chair


Carrie Fisher, District Clerk

Special Meeting

August 5, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. <i>Judy Hengel</i>	<i>JH</i>
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**GALLATIN GATEWAY SCHOOL
PO BOX 265, GALLATIN GATEWAY, MT 59730**

Gallatin Gateway School Policy #1070- The agenda must also include a "public comment" item in order to allow members of the general public to comment on any public matter under the jurisdiction of the district that is not specifically listed on the agenda, except that no member of the public will be allowed to comment on contested cases, other adjudicative proceedings, or personnel matters. The Board Chairman may place reasonable time limits on any "public comment" item in order to maintain and ensure effective and efficient operations of the Board. The District shall not take any action on any matter discussed, unless the matter is specifically noticed on the agenda, and the public has been allowed the opportunity to comment.

** Public comment will be asked on each agenda item. Do not sign below for agenda items.*

Public Comment Sign-in

Date: August 5, 2015

**Please sign below for non-agenda items to be heard under New business: Public comment.*

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
1. <i>[Signature]</i>	
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Agenda Item- Hire: School Administrative Secretary

Background Information:

- Position was advertised in the *Bozeman Daily Chronicle* from July 15-24, 2015 and was emailed out the parents/community using the GGS News group on July 14
 - *Gallatin Gateway School is hiring F/T Administrative Secretary. Seeking individual with great people skills to manage a busy elementary school office. Must be detail oriented. PC and phone skills essential. 2+ yrs office experience preferred. Criminal background check required. \$13-\$16/ hour DOE+ benefits*
- 12 applications were received
- 4 individuals were interviewed by Superintendent Anderson, Mr. Coon, and Mrs. Fisher on Thursday, July 30, 2015

Recommendation: Erica Clark

Recommended Salary/Wages: \$16.00 /hour + \$100/month for flex benefits

Rational:

Erica Clark has seven years of administrative, supervisory, and customer service experience. She is a recent MSU graduate with a Bachelor of Science in Sociology. Ms. Clark is proficient in Microsoft Word, Excel, Outlook Power Point, Google Chrome, Internet Explorer, telephone systems, and office equipment.

Recommended Motion: to hire Erica Clark for \$16.00 /hour + \$100/month for flex benefits beginning August 17- June 30, 2015 pending adequate background/fingerprint check.