

February Agenda Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, February 16, 2015 at 5:00pm** at the Gallatin Gateway School Multipurpose Room. All policies can be found at www.gallatingatewayschool.com -- Information pertaining to the agenda can be found at www.gallatingatewayschool.com or at the District office.

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

Guest: Upstart Advisors- Discuss Board Goal #2- *GGS Board will Assess and review configuration of the GGS administrative staffing team, i.e. Superintendent/ Principal, Clerk, Business Manager, and Office Staff.*
FY16 Budget Discussion

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 5:00pm on Monday, February 16, 2015 in the Gallatin Gateway School Library. Board Chair Ann Prescott presided and called the meeting to order at 5:05pm.

Trustees Present

Ann Prescott, Board Chair; Donna Shockley, Board Vice-Chair; Dan Curtis (arrived at 6:00pm); Lyn Morton; and Peter Scott

Staff Present

Kim DeBruycker, Superintendent Carrie Fisher, District Clerk; and Kacee Krob, Teacher.

Others Present

Kiki Huls, Upstart Advisors; and Christie Francis

Presiding Trustee's Explanation of Procedures

Board Chair Ann Prescott 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

Guest: Upstart Advisors- Discuss Board Goal #2- GGS Board will assess and review configuration of the GGS administrative staffing team, i.e. Superintendent/Principal, Clerk, Business Manager, and Office Staff

Kiki Huls, Upstart Advisors, facilitated discussions regarding methods to assess and review the configuration of the GGS administrative staffing team.

FY16 Budget Discussion

Discussed information provided by Business Manager Ken Mosby regarding the 2015-2016 budget.

Adjournment

Motion: Vice Chair Donna Shockley to adjourn the meeting at 6:55pm.

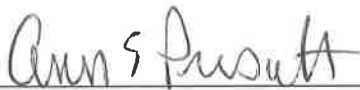
Seconded: Trustee Lyn Morton

Public Comment: None

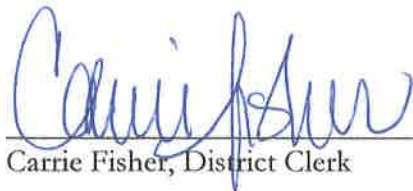
For: Curtis, Morton, Prescott, Scott, and Shockley

Opposed: None

Motion passed unanimously



Ann Prescott, Board Chair



Carrie Fisher, District Clerk

Special Meeting (Work Session)

February 16, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Kacee Krab	Kacee Krab
2. Christie Francis	Christie Francis
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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: February 16, 2015

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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January 17, 2015

Gallatin Gateway School Board

Thank you for inviting me to meet with you on January 26th at 4 pm. In preparation for our meeting, I would like to introduce myself and my approach to you in more detail.

My primary focus is as a business consultant, therefore I approach your challenges from that perspective. I interpret your issue of "staff overwhelm" in terms of time budget and priorities. Your time budget is currently over-drawn and your priorities are unclear.

My first point of inquiry would therefore be what is the current situation? How is the time budget being allocated right now? The only way to know this is to have those who are "overwhelmed" record and submit their activities throughout the day. How much time is being spent doing what? Is the staff able to focus on a reasonable set of priorities, or is their focus constantly shifted, causing efficiency to fall? Without this basic data, it is impossible to make any intelligent decisions to resolve the issue.

My second point of inquiry would be, what are the priorities set by the public through the elected Board? What are the most important outcomes the Board expects the staff and faculty to achieve? Obviously there are basic requirements set forth by the State. Beyond that are there any goals the Board has asked the School to focus on? Additionally, I would inquire what the staff recognizes as their objectives, and if they feel they are meeting those or not?

Out of the above, meaningful job descriptions should become apparent. When staff has a clear understanding of what should be done and why, job satisfaction and productivity both increase, in my experience. Without clear direction and a sense of teamwork, people end up just going through the motions or worse. It is the Board's job, as I understand it, to give that direction.

When starting up a company, the founders articulate a vision, an outcome worth striving to create. The leaders buy-into this vision, committing themselves to its completion. From there, the steps to reach the goals are outlined, delegated and tracked or measured. Everyone is held accountable for their part. When challenges arise, everyone uses their creativity and talents to overcome them.

It's no different with any endeavor that involves a group of people. We must all work together to create a worthy vision, contribute to the success of that vision, and to overcome the inevitable obstacles that arise. I'm assuming now that everyone involved is fully committed to working together towards a viable, sensible solution.

The hardest task any organization undertakes is measuring, whether it's financials, efficiencies, or customer service. But what gets measured gets improved. An honest look at the reality of the situation is imperative. Without knowing where you are, the most detailed map

is useless in reaching your destination. Gathering meaningful data is the only way to know for sure.

That is my approach. I am a master strategist, adept at finding solutions and a way forward. I welcome the opportunity to assist you in moving your school towards a brighter future. For me, school was a haven, a place I could excel through hard work. I have always loved learning and the opportunities knowledge and skill bring. Your children deserve the best opportunities you can offer them.

If anyone has an alternate solution to the present staff overwhelm, I suggest it be brought forward now so the Board can discuss it. I'm sure we can all agree that we want everyone to be effective and happy in their jobs, and to meet the outcomes set by the Board and the community.

Respectfully,

Kiki Huls, Founder
UpStart Advisors, PLLC
601 Nikles Dr #11
Bozeman, MT 59715

406-599-2452

Gallatin Gateway School

"Educating the Future"

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MEMO

TO: Gallatin Gateway Board of Trustees

FROM: Ken Mosby

SUBJECT: Work Session Request Info

DATE: February 11, 2015

We will need the budget reports in the packets, ahead of time!

The most current budget report is part of the Consent Agenda.

Estimate #1. Spreadsheet showing a worst case scenario for FY2016 general fund using -as you stated- "last year's funding levels, but still including the movement on the salary schedule for the staff and using an average of ANB counts." Use the FY2015 staffing for the general fund salary estimate.

By updating the Certified Staff (current employees, updated matrix, and step increase) and using the best scenario as reported on the February 2015 count document which indicates GGS's ANB will be based on a 3 year average (Elem = 127, M1 = 37). The General Fund FY16 estimate will be \$ 1,062,681.40. The General Fund payroll cost taking into account the Certified increase and no Classified increase, but same population level, would increase by about \$19,000.00.

Estimate #2. Estimate for the end of year discretionary spending dollar amount and a date for when this number will be confirmed.

An estimate for the end of year discretionary spending dollar amount is \$75,000.00 and a date for when this number will be confirmed is no later than June 23.

Estimate #3. An estimated dollar amount with rationale that is anticipated to be needed from the building reserve fund.

At this time I am not aware of any projects/needs for use of these funds.

Thank you.