

## June Committee Meeting Agenda Administrator Hiring Committee

The Administrator Hiring Committee has scheduled a committee meeting for **Thursday, June 18, 2015 at 5:30pm** at the Gallatin Gateway School Technology Lab.

*(All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)*

### **Call to Order**

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

### **New Business**

Establish committee chairperson and recorder

Explanation of hiring practices and procedures- Laura Axtman, County Superintendent of Schools

Review administrator's job description and roles

Establish key needs of school district

Establish job expectations

Establish desired qualities for the position

Discuss and establish interview questions

Set date for next committee meeting

### **Adjournment**

“The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.”

Present


Committee Members: Trustee Lyn Morton; Trustee Aaron Schwieterman; Ashley Davis, Teacher; Gina Taylor, Community Member/Parent; Brett Hyde, Community Member/Parent; Neal Krogstad, Teacher

Others: Laura Axtman, Gallatin County Superintendent; Carrie Fisher, District Clerk; Mike Coon, Teacher; Jacki Yager, Teacher; Dick Shockley, Community Member

1. Trustee Lyn Morton opened the meeting at 5:37 pm
2. County Superintendent Laura Axtman provided an explanation of the hiring procedures.
  - a. Montana Code Annotated descriptions of the role of superintendent and principal.
3. Trustee Morton nominated Trustee Aaron Schwieterman to serve as committee chair throughout the hiring process.
  - a. Ashley Davis seconded the motion.
  - b. Motion passed
4. Neal Krogstad nominated Ashley Davis as recorder.
  - a. Brett Hyde seconded the motion.
  - b. Motion passed
5. Discussion of job descriptions of superintendent and principal.
  - a. Maintain current job descriptions as listed in the Board Policy.
  - b. Reviewed areas of need:
    - i. Davis: discipline expectations and experiences
    - ii. Schwieterman: possibly reassign clerical tasks to other staff members
    - iii. Taylor: understanding of Montana School Law, collaboration with parents and students, communication with stakeholders
    - iv. Krogstad: building trust; what is best for students; transition
    - v. Axtman: understanding change, determining what is needed
    - vi. Taylor: relationship with the Board, role of the Board in the school
    - vii. Schweiterman: financing and budget communication and responsibility
      1. Axtman: experiences with budgeting and passing a mill levy
    - viii. Davis: Gallatin- Madison Special Education Co-Op suggested question, committee agrees to the value of questions based on budgeting, allocation of staff, communication, and knowledge
    - ix. Krogstad: Team concept
    - x. Hyde: Performance-based questions
      1. Axtman: question two based on mentor philosophies of candidate

6. Axtman: suggested developing a list of 8-10 critical needs
  - a. Schweiterman referenced ISLLC COSCC standards of educational leaders
    - i. committee will use as guidance in creating rubric
    - ii. develop to align with District
7. Dick Shockley: suggested use of a matrix in the process of interviewing candidates
  - a. Committee will establish matrix and interview questions prior to reviewing applications
  - b. Focus: Standards and expectations set by the committee rather than available candidates driving the criteria
    - i. Awareness of the possibility of not finding a qualified applicant
8. Interview question discussion continued
  - a. Taylor and Hyde: encourage communication among stakeholders
  - b. Morton: tapping into community resources and students giving back to the community
    - i. Fisher: Maintaining community service traditions
    - ii. Coon: Big Sky service learning experience and tie to GGS traditions
9. Taylor: requested rough draft of interview questions
  - a. Axtman will provide compiled selected interview question draft to email by Friday, June 19, 2015
  - b. Committee will make notes and adopt final set of interview questions at next meeting
10. Axtman: suggested a brief preparation period to review questions prior to interview
  - a. suggested school tour with applicants with possibility of having Carrie Fisher guide tours
  - b. determine whether or not "meet and greet" will occur before or after interviews
11. Hyde: participating in the Gallatin Gateway community important
  - a. Fisher: suggested removing "community" from the interview question requesting information driving candidates' interests
12. Davis: Simulation activity analyzing data of student achievement and providing recommendations
13. Taylor: clarification of requirement to select an applicant despite not meeting qualifications
  - a. Axtman: suggested reopening position if needed
14. Davis: will develop application screening tool/matrix to provide to committee
15. Axtman will develop interview questions and matrix
16. Davis will provide specific ISLLC educational leader national standards for committee
17. Next meeting scheduled for June 24, 2015 at 5:30 pm.
18. Interview date scheduled for June 29, 2015 beginning at 1 pm.
19. Public Comment: Dick Shockley, "Good work."
20. Axtman clarified the possibility of going into a closed session to preserve privacy rights of applicant.
21. Will decide on use of reference checks at the next scheduled meeting.
22. Committee spokesman will be Committee Chair Aaron Schwieterman.
  - a. Direct media questions to contact Committee Chair Schwieterman.

- 23. Davis moved to adjourn.
  - a. Hyde seconded.
  - b. Motion passed.
- 24. Meeting adjourned at 7:13 pm.



6/24/2015

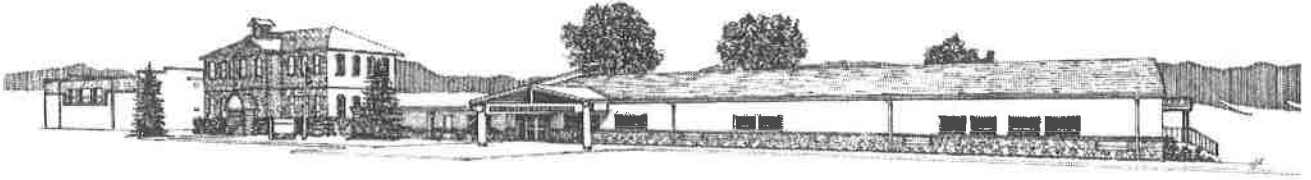
by Davis  
6/24/2015

# Special Meeting

June 15, 2015

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Dick Shockey	RH Shockey
2. Brett Hyde	Brett Hyde
3. Ashley Davis	Ashley Davis
4. Neal Krogstad	Neal Krogstad
5. Aaron Schwieterman	Aaron Schwieterman
6. Lyn Morton	Lyn Morton
7. CAROL FISHER	Carol Fisher
8. LAURA AXTMAN	Laura Axتمان
9. Jackie Yager	Jackie Yager
10. Mike Coon	Mike Coon
11. Gina Taylor	Gina Taylor
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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: June 18, 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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