

June Committee Meeting Agenda

Administrator Hiring Committee

The Administrator Hiring Committee has scheduled a committee meeting for **Wednesday, June 24, 2015 at 5:30pm** at the **Gallatin Gateway School Technology Lab**.

(All policies can be found at www.gallatingateway.school.com)

Call to Order

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

Old Business

Adopt Desired Qualities Rubric

Adopt Interview Questions and Format

New Business

Approve June 18, 2015 Minutes

Screen Candidate Applications

Identify Candidates for Interview

Interview Procedures:

- Adopt Interview Date and Time - Monday June 29, 2015 at 1:00pm at GGS Technology Lab
- Contact Candidates for Interview
- Discuss and Adopt Reference Call Procedure

Adjournment

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; Dick Shockley, Community Member; Misty Richardson, Community Member/Parent, Jacki Yager, Teacher

1. Meeting called to order by: Trustee Schwieterman at 5:36 pm.
2. Public comment: none

Old Business

1. Adopt *Desired Qualities Rubric*:
 - a. Superintendent Axtman recommended using the matrix specifically as a checklist rather than with weighted scoring.
 - b. Trustee Morton moved to accept the proposed matrix for use in hiring.
 - c. Krogstad seconded.
 - d. Motion passed unanimously.
2. Adopt Interview Questions and Format
 - a. Superintendent Axtman recommended the use of scoring only for personal reference in relation to interviewees.
 - b. Trustee Morton moved to accept the interview questions and formatting deleting the "Candidate Summative Score" section.
 - i. Public Comment: Dick Shockley clarified the use of the scoring suggestion to be meant for personal reference throughout the interview process.
 - ii. Davis seconded the motion.
 - iii. Motion passed unanimously.

New Business

1. Approve June 18, 2015
 - a. Motion to approve June 18 meeting minutes by Davis
 - b. Trustee Morton seconded.
 - c. Motion passed unanimously
2. Screen Candidate Applications

- a. Superintendent Axtman explained screening process as applicants are labeled by a single letter in a blind process for review. While committee is reviewing applications, Axtman will begin the hiring matrix to identify minimum requirements.
 - b. Committee reviewed Superintendent's matrix entries for licensure and education required.
 - c. Committee reviewed all (8) application packets to select interview candidates.
 - d. Motion to deny any applicants who did not complete the entire application or were received via email by Davis.
 - i. Hyde seconded the motion.
 - ii. Motion passed unanimously.
3. Hyde moved to interview:
- iii. Kristen Lonergan
 - iv. Travis Anderson
 - v. Matt Kleinsasser
 - vi. Eric Gustafson
- e. Taylor seconded. Motion passed unanimously.
4. Interview Procedures: Monday 29, 2015 at 1:00 pm at
- a. Trustee Schwieterman will contact candidates for interview scheduling.
 - b. Candidates will participate in performance-based question to analyze data.
 - c. Candidates will receive interview questions 10 minutes prior to interviews.
 - d. Questions are divided among committee members.
 - e. Superintendent Axtman will escort candidates in and out of building.
 - f. Reference calls will be made following selections of successful candidates.
 - g. Carrie Fisher will provide tours to successful candidates.
 - h. Meet and greet event will be scheduled for Wednesday, July 1, 2015.
 - a. Staff will meet with candidates at 5 pm.
 - b. Community will be meeting with candidates at 6 pm.
5. Motion: Davis moved to adjourn.
- a. Hyde seconded.
 - b. Motion passed unanimously.
 - c. Committee Chairman Schwieterman adjourned the meeting at 9:32 pm.

of Davis
7/10/15

Axtman
7/20/2015

Special Committee Meeting

June 24, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Neal Krogestad	Neal Krogestad
2. Aaron Schwieterman	Aaron Schwieterman
3. Laura Axelman	Laura Axelman
4. Ashley Davis	Ashley Davis
5. Dick Shockley	Dick Shockley
6. Carrie Fisher	Carrie Fisher
7. Brett Hyde	Brett Hyde
8. Misti Richardson	Misti Richardson
9. Gabe Taylor	Gabe Taylor
10. Jackie Yager	Jackie Yager
11. Lyn Morton	Lyn Morton
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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 24, 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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