

# May Agenda

## Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, May 18, 2015 at 6:00pm** at the Gallatin Gateway School Multipurpose.

### **Call to Order**

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

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

### **Old Business**

Trustee Work Session- Discussion Only

- Administrative Assessment
- GGS Policy #1085- Grievance Procedure
- GGS Policy #1085F- Uniform Grievance Procedure- Complaint Form

Set Date and Topics for Discussion for Next Work Session

### **Adjournment**

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

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**Call to Order**

The Board of Trustees of the Gallatin Gateway School District #35 met at 6:00pm on Monday, May 18, 2015 in the Gallatin Gateway School multipurpose room. Board Chair Ann Prescott presided and called the meeting to order at 6:05pm.

**Trustees Present**

Ann Prescott, Board Chair; Donna Shockley, Board Vice-Chair; Lyn Morton; and Dan Curtis

**Trustees Absent**

Peter Scott

**Staff Present**

Kim DeBruycker, Superintendent and Carrie Fisher, District Clerk

**Others Present**

Aaron Schwieterman, Christie Francis, Cheryl Arnaud, Holly Pippel

**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**

Administrative Assessment

Board Chair Ann Prescott led discussions with administrative team regarding tasks reported during the requested collection period. In addition, the Board requested feedback from the team regarding tasks/duties they felt could be delegated to other employees within the district.

**Adjournment**

Motion: Vice Chair Donna Shockley to adjourn the meeting at 6:58pm.

Seconded: Trustee Lyn Morton


Public Comment: None

For: Curtis, Morton, Prescott, and Shockley

Opposed: None

Motion passed unanimously

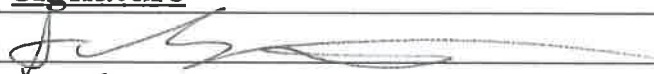



  
\_\_\_\_\_  
Donna Shockley, Board Chair

  
\_\_\_\_\_  
Carrie Fisher, District Clerk

# Special Meeting

May 18, 2015

## Sign-in Sheet

| <u>Name- please print</u>    | <u>Signature</u>   |
|------------------------------|--|
| 1. Aaron Schwieterman        |  |
| 2. <del>Christa FURMAN</del> |  |
| 3. Cheryl Arnaud             |  |
| 4. Holly Pippel              |  |
| 5. <del>Scott</del>          |  |
| 6.                           |  |
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| 28.                          |  |
| 29.                          |  |



**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: May 18, 2015**

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

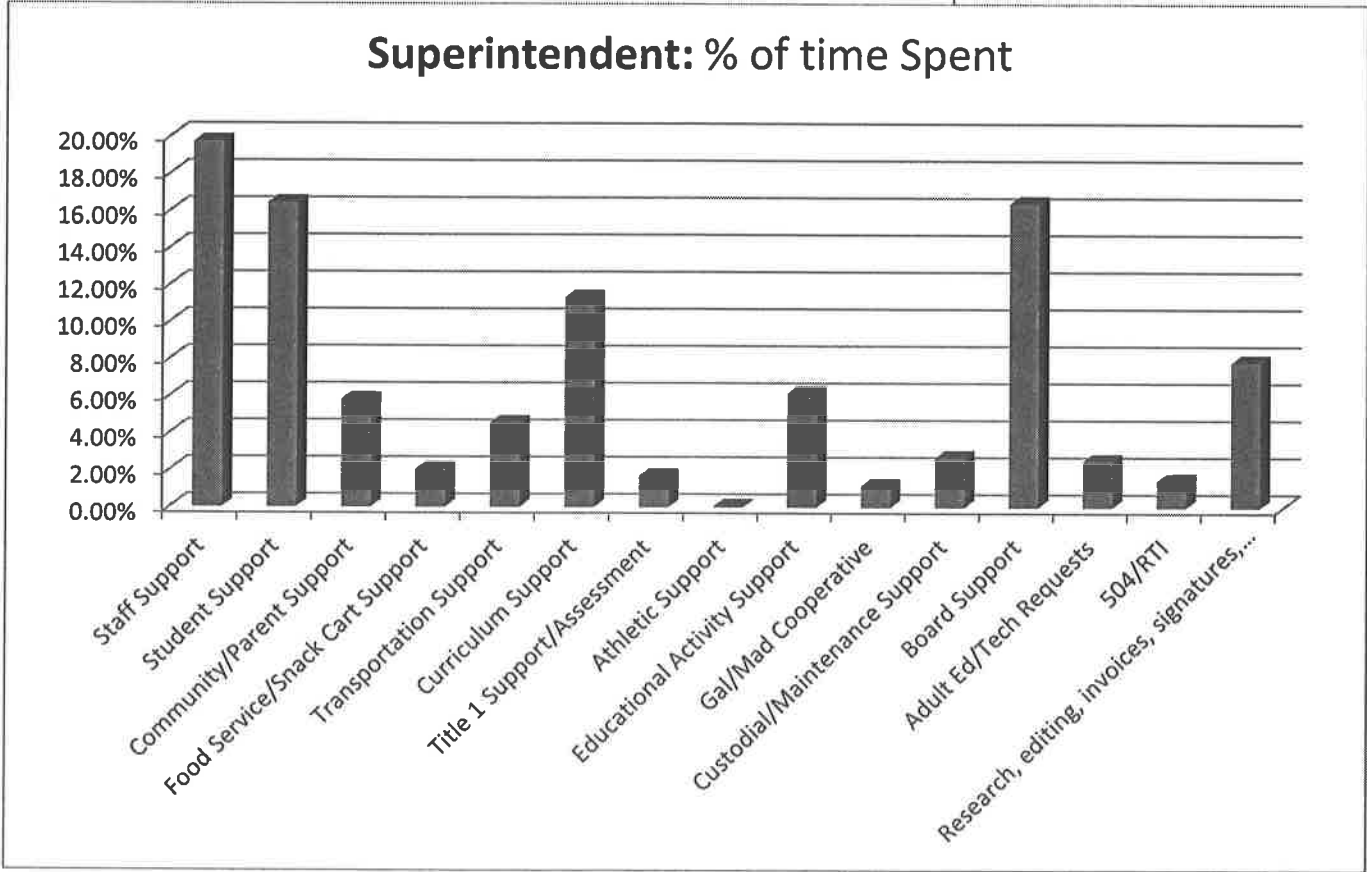
| <b>NAME</b><br>(Please Print Clearly) | <b>TOPIC</b><br>(Please Print Clearly) |
|---------------------------------------|--|
| 1.                                    |  |
| 2.                                    |  |
| 3.                                    |  |
| 4.                                    |  |
| 5.                                    |  |
| 6.                                    |  |
| 7.                                    |  |
| 8.                                    |  |
| 9.                                    |  |
| 10.                                   |  |

# Administrative Team Data

## Superintendent Data

February 9, 2015 - March 4, 2015

| TASKS  | % of time Spent |
|--|-----------------|
| Staff Support  | 19.72%          |
| Student Support  | 16.43%          |
| Community/Parent Support                                   | 5.83%           |
| Food Service/Snack Cart Support                            | 2.05%           |
| Transportation Support                                     | 4.57%           |
| Curriculum Support   | 11.34%          |
| Title 1 Support/Assessment                                 | 1.70%           |
| Athletic Support   | 0.07%           |
| Educational Activity Support                               | 6.17%           |
| Gal/Mad Cooperative  | 1.18%           |
| Custodial/Maintenance Support                              | 2.70%           |
| Board Support  | 16.42%          |
| Adult Ed/Tech Requests                                     | 2.51%           |
| 504/RTI  | 1.47%           |
| Research, editing, invoices, signatures, leave forms, etc. | 7.84%           |



**Hours worked:**

|                       |       |                            |       |
|-----------------------|-------|----------------------------|-------|
| February 9- 15, 2015  | 78.51 | February 23-27, 2015       | 63.16 |
| February 16- 22, 2015 | 65.05 | February 28- March 4, 2015 | 30.85 |

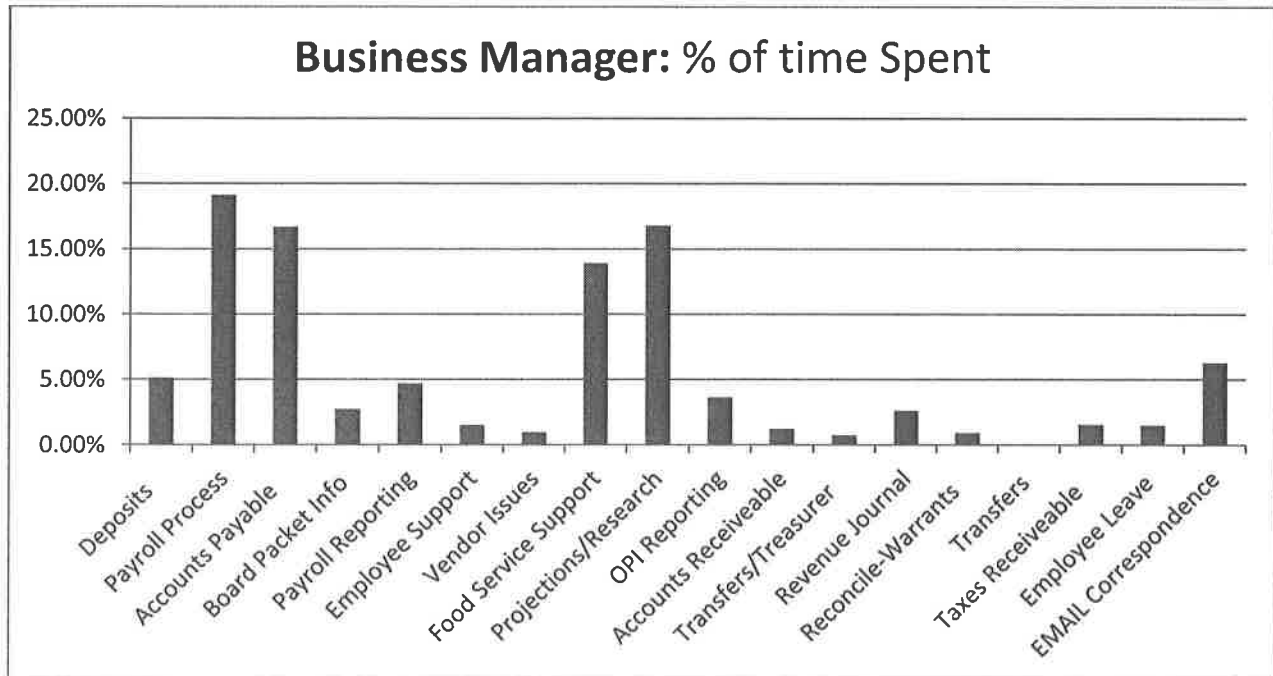
## Business Manager Data

*February 25 - March 19, 2015*

| TASKS                | % of time Spent |
|----------------------|-----------------|
| Deposits             | 5.13%           |
| Payroll Process      | 19.12%          |
| Accounts Payable     | 16.68%          |
| Board Packet Info    | 2.75%           |
| Payroll Reporting    | 4.69%           |
| Employee Support     | 1.51%           |
| Vendor Issues        | 0.97%           |
| Food Service Support | 13.91%          |
| Projections/Research | 16.79%          |
| OPI Reporting        | 3.64%           |
| Accounts Receivable  | 1.22%           |
| Transfers/Treasurer  | 0.73%           |
| Revenue Journal      | 2.63%           |
| Reconcile-Warrants   | 0.90%           |
| Transfers            | 0.00%           |
| Taxes Receivable     | 1.56%           |
| Employee Leave       | 1.49%           |
| EMAIL Correspondence | 6.29%           |

**Hours worked:**

|                      |       |                   |       |
|----------------------|-------|-------------------|-------|
| February 25-28, 2015 | 18.78 | March 9- 15, 2015 | 24.37 |
| March 1-8, 2015      | 29.92 | March 16-19, 2015 | 25.28 |



## District Clerk/Secretary Data

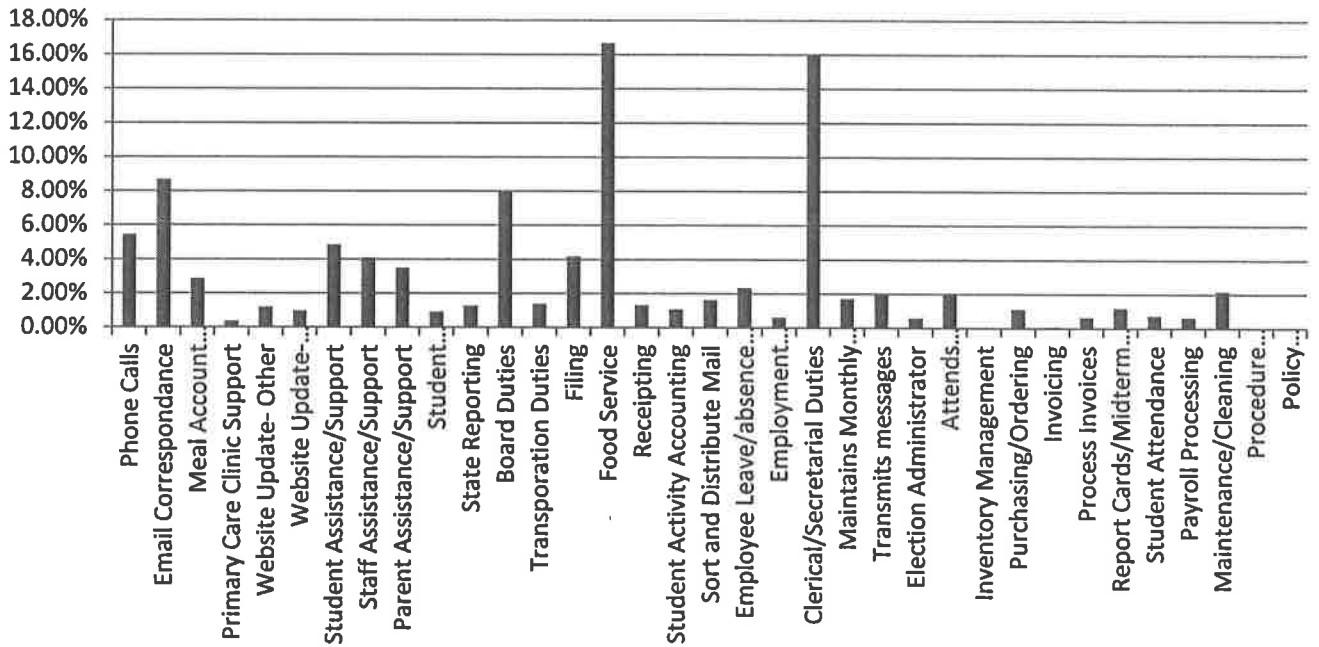
February 23- March 19, 2015

| TASKS                                  | % of time Spent |
|--|-----------------|
| Phone Calls                            | 5.44%           |
| Email Correspondence                   | 8.68%           |
| Meal Account Deposits/Invoices         | 2.86%           |
| Primary Care Clinic Support/Scheduling | 0.37%           |
| Website Update- Other                  | 1.18%           |
| Website Update- Board/Committees       | 0.96%           |
| Student Assistance/Support             | 4.85%           |
| Staff Assistance/Support               | 4.10%           |
| Parent Assistance/Support              | 3.49%           |
| Student Enrollment/Scheduling          | 0.91%           |
| State Reporting                        | 1.26%           |
| Board Duties                           | 7.96%           |
| Transportation Duties                  | 1.38%           |
| Filing                                 | 4.19%           |
| Food Service                           | 16.67%          |
| Receipting                             | 1.33%           |
| Student Activity Accounting            | 1.07%           |
| Sort and Distribute Mail               | 1.62%           |
| Employee Leave/absence Tracking        | 2.34%           |
| Employment Records/Contracts           | 0.61%           |
| Clerical/Secretarial Duties            | 15.96%          |
| Maintains Monthly Calendar             | 1.72%           |
| Transmits messages                     | 1.96%           |
| Election Administrator                 | 0.59%           |
| Attends Meeting/Conferences            | 1.94%           |
| Inventory Management                   | 0.00%           |
| Purchasing/Ordering                    | 1.11%           |
| Invoicing                              | 0.09%           |
| Process Invoices                       | 0.65%           |
| Report Cards/Midterm Reports           | 1.18%           |
| Student Attendance                     | 0.73%           |
| Payroll Processing                     | 0.65%           |
| Maintenance/Cleaning                   | 2.17%           |
| Procedure Development/Revisions        | 0.00%           |
| Policy Development/Revisions           | 0.00%           |

**Hours worked:**

|                           |       |                   |       |
|---------------------------|-------|-------------------|-------|
| February 25-March 1, 2015 | 48.08 | March 9- 15, 2015 | 6.85  |
| March 2-8, 2015           | 46.33 | March 16-19, 2015 | 34.47 |

## District Clerk/Secretary: % of time Spent



### Secretary Data

February 19 - March 20, 2015

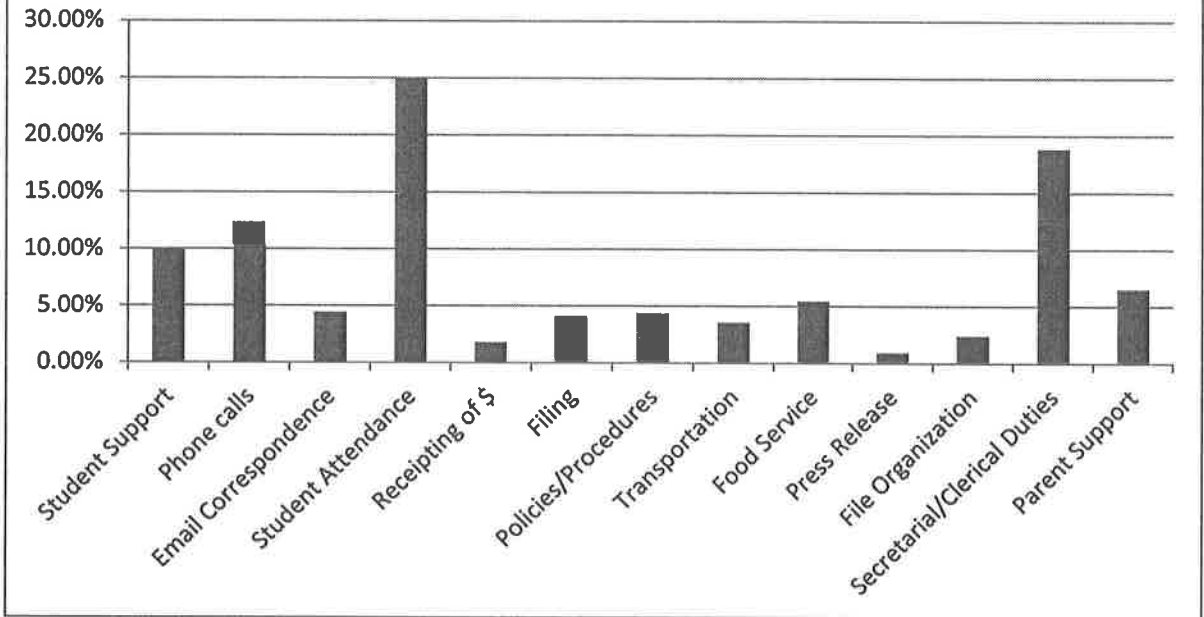
| TASKS                       | % of time Spent |
|-----------------------------|-----------------|
| Student Support             | 10.05%          |
| Phone calls                 | 12.38%          |
| Email Correspondence        | 4.44%           |
| Student Attendance          | 24.93%          |
| Receipting of \$            | 1.79%           |
| Filing                      | 4.21%           |
| Policies/Procedures         | 4.44%           |
| Transportation              | 3.58%           |
| Food Service                | 5.45%           |
| Press Release               | 0.93%           |
| File Organization           | 2.41%           |
| Secretarial/Clerical Duties | 18.85%          |
| Parent Support              | 6.54%           |

**Hours worked:**

|                            |       |                   |              |
|----------------------------|-------|-------------------|--------------|
| February 18-22, 2015       | 23.75 | March 9-15, 2015  | Spring Break |
| February 23- March 1, 2015 | 12.17 | March 16-20, 2015 | 34.67        |
| March 2- 8, 2015           | 36.42 |                   |              |



## Secretary: % of time Spent



## SCHOOL DISTRICT ORGANIZATION

Uniform Grievance Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. These procedures do not apply to complaints for discrimination on the basis of sex (including sexual harassment) under Title IX of the Education Amendments of 1972 or disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. Separate procedures apply for complaints arising from these laws.

District officials will endeavor to respond to and resolve all complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

*Filing a Complaint*

The Complainant may file a complaint with the Superintendent. The Complainant must file the complaint within thirty (30) calendar days of the alleged violation of his or her rights guaranteed by the State or federal constitutions, State or federal statutes, or Board policy. If the complaint contains allegations against the Superintendent, the Complainant may ask for assistance from the Board Chair in identifying the appropriate manner in which to file a complaint. Any individual receiving a complaint may request the Complainant to provide a written statement regarding the nature of the complaint.

*Investigation*

Within 15 calendar days of the date the complaint was filed, the individual receiving the complaint will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant. The Superintendent or investigator shall issue a written decision at the completion of the investigation. If the complaint contains allegations involving the Superintendent, the Board shall address the complaint in writing.

*Decision and Appeal*

Within 7 calendar days of receipt of the written decision, a District official shall notify the Complainant of the determination regarding the complaint. If the Complainant is not satisfied with the determination of the Superintendent, the matter may be appealed to the Board if the Complainant is alleging a violation of Board policy, or state or federal law. Within 30 calendar days, the Board shall meet to affirm, reverse, or amend the decision or direct the gathering of additional information.

This meeting shall not be a de novo hearing, but a review of the written decision in the matter. Within 7 calendar days, the Complainant shall be informed of the Board's decision by mail. The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

*Retaliation*

Any individual participating in an investigation or proceeding under this policy shall notify the appropriate building administrator or Superintendent if he or she believes that he or she is being retaliating against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints under this policy and participating in any investigation that may ensue. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

Legal Reference: § 20-3-210, MCA Controversy appeals and hearings

Cross Reference: 2050 Section 504 Procedural Safeguards  
Gallatin Gateway School: Student Access Section 504/ADA Handbook  
Title IX Grievance Procedure  
Section 504 and ADA Grievance Procedure

Policy History:

Date Adopted: August 20, 2012

Revised on: October 20, 2014

## SCHOOL DISTRICT ORGANIZATION

### Uniform Grievance Procedure

Students, parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board, its employees or agents have violated their rights guaranteed by the state or federal constitutions, state or federal statutes, or Board policy. These procedures do not apply to complaints for discrimination on the basis of sex (including sexual harassment) under Title IX of the Education Amendments of 1972 or disability under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act. Separate procedures apply for complaints arising from these laws.

District officials will endeavor to respond to and resolve all complaints informally without the need to resort to the formal grievance procedure outlined below and, if a complaint is filed, to address the complaint promptly and equitably. Complaints filed informally will be considered to be as serious as complaints handled under formal procedures. Informal procedures are only possible if the parties voluntarily agree. Formal procedures may be initiated at any time during informal procedures, or initiated without taking informal procedures.

#### **Filing a Complaint: Informal**

An individual with a complaint is encouraged to first discuss the complaint with the teacher or Superintendent, with the objective of resolving the matter promptly and informally. If the complaint is not resolved at this level, or the complaint contains allegations against the Superintendent, the Complainant may file the complaint with the Board. The Complainant may be requested to provide a written statement regarding the nature of the complaint and the remedy or resolution requested. The Board Chair will schedule a meeting with the Complainant, the Superintendent and the Board with the intent of resolving the complaint informally.

#### **Filing a Grievance: Formal**

##### **Level 1: Filing the Grievance**

The complainant may file a formal written complaint using Uniform Grievance Form 1085F with the Superintendent within thirty (30) calendar days of the alleged violation or from the date the Complainant could reasonably become aware of the violation of their rights guaranteed by (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy. If the complaint contains allegations against the Superintendent, the Complainant may file Uniform Grievance form 1085F with the Board within thirty (30) calendar days of the alleged violation or from the date the Complainant could reasonably become aware of the alleged violation of their rights guaranteed by (1) Montana constitutional, statutory, or administrative law; (2) United States constitutional, statutory, or regulatory law; or (3) Board policy.

The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

##### **Level 2: Investigation**

Within fifteen (15) calendar days of the date the complaint was filed, either the Superintendent, or in the case the complaint contains allegations involving the Superintendent, the Board will contract with an independent investigator to investigate the complaint. The complaint or identity of the Complainant will not be disclosed

except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The investigator shall issue written findings at the completion of the investigation. The Superintendent will respond in writing to the Complainant with a decision concerning the complaint within seven (7) calendar days of the completion of the investigation. In the case the complaint contains allegations involving the Superintendent, the Board will call a special meeting to deliberate in executive session on the findings from the investigation and address the complaint in writing with their decision to the Complainant within seven (7) calendar days of that meeting.

### **Level 3: Decision and Appeal**

If the Complainant is not satisfied with the determination and decision of the Superintendent, the matter may be appealed to the Board. Within thirty (30) calendar days of the appeal, the Board shall meet to affirm, reverse, or amend the decision or to direct the gathering of additional information. This meeting shall not be a de novo hearing, but a review of the written decision and information provided by the investigator. If the Board directs the gathering of additional information, Level 2 will go into effect. If the Board makes a decision concerning the complaint, they will inform the Complainant of that decision by mail with seven (7) calendar days of the meeting.

The Complainant may appeal the Board's decision to the Gallatin County Superintendent as provided by law.

### **Retaliation**

Any individual participating in an investigation or proceeding under this policy shall notify the Superintendent, or in the case the allegation involves the Superintendent, the Board if they believe they are being retaliated against for participating in the investigation or proceeding. The District prohibits retaliation against individuals making complaints under this policy and participating in any investigation that may ensue. The District may discipline students or staff members determined to have retaliated against any individual for participating in an investigation or proceeding under this policy.

**Legal Reference:** 20-3-210, MCA      Controversy appeals and hearings

**Cross Reference:** 2050      Section 504 Procedural Safeguards  
Gallatin Gateway School: Student Access Section 504/ADA Handbook  
Title IX Grievance Procedures  
Section 504 and ADA Grievance Procedure

**Policy History:**

**Date Adopted:** August 20, 2012

**Revised on:** October 20, 2014

**Revised on:** date

Uniform Grievance Form – Policy 1085F

Gallatin Gateway School District #35 Complaint Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Who or what is your complaint against:

2. Has this been discussed with them?

Yes \_\_\_\_\_ No \_\_\_\_\_

Dates: \_\_\_\_\_

DESCRIPTION OF COMPLAINT: Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.

What remedy, resolution, or action do you request? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Received by the District \_\_\_\_\_

# Current

16M

## District Complaint Form

|          |        |
|----------|--------|
| Name:    | Date:  |
| Address: | Phone: |
| Email:   |        |

|  |  |     |    |
|--|--|-----|----|
| <b>1. Who or what is the complaint against?</b>  |  |     |    |
|  |  |     |    |
| <b>2. Has this been discussed with him/her directly?</b>   |  | Yes | No |
| Dates:   |  |     |    |
| <b>3. Description of Complaint:</b> <i>Please include all important information such as location, names, dates, who was present, and to whom it was reported. Please use additional paper if more space is needed.</i> |  |     |    |
|  |  |     |    |
| What remedy or action do you suggest?  |  |     |    |
|  |  |     |    |
| Best meeting date(s) and time(s) for you:  |  |     |    |
|  |  |     |    |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|                    |                                      |
|--------------------|--------------------------------------|
| District Use Only: | Date received by the District: _____ |
|--------------------|--------------------------------------|