

# May Agenda

## Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Thursday, May 28, 2015 at 6:00pm** at the Gallatin Gateway School multipurpose room.

### **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**

Accept letter of retirement - Superintendent, Dr. Kimberly DeBruycker

Discussion and decisions related to filling the position of superintendent/principal

School community survey

### **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 Thursday, May 28, 2015 in the Gallatin Gateway School Multipurpose Room. Board Chair Donna Shockley presided and called the meeting to order at 6:06pm.

**Trustees Present**

Donna Shockley Board Chair, Lyn Morton, Board Vice-Chair; Dan Curtis, Christie Francis, and Aaron Schwieterman

**Trustees Absent**

None

**Staff Present**

Kim DeBruycker, Superintendent; Carrie Fisher, District Clerk; Kim McCauley, Counselor; Neal Krogstad, Teacher; Ashley Davis, Teacher; Jacki Yager, Teacher; Mike Coon, Teacher; Kacee Krob, Teacher; Deb Tysse, Teacher; Joe Mohr, Teacher; and Elizabeth Matthews, Teacher.

**Others Present**

Heidi Hart, Cheryl Deats, David Cohenour, Judy Thompson, Jim Thompson, Doug Marshall, Sheri Franham, Dick Shockley, Chris Francis, Peter Scott, Rod Brenden, Crystal Brenden, Misti Richardson, Shawna Brenner, Brad Parsch, Megan Nowlin, Lynn Nowlin, Seth Nowlin, Jeff Krogstad, Alison Slayton, Cassandra Elwell, Allison Bos, Morgan Stuart, Steve Lantz, Shelly Berezay, Christina Edgcomb, Lisa Curtis, Kathy Umbaugh, Laurie Neal, Margaret Ryder, Gerald Ryder, Dan Hourigan, Wayne Thiem, Kristie Donaghey, Crystal Spring, Mary Katherine Erwin, George Cobb, Erik Yager, Jared Black, Jessica Black, Lauri Olsen, Cheryl Arnaud, John Baden, Cindy Nelson, Matt Elwell, Tricia Hilliard, Ty Spring, and Liz Robb

**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. Board Chair Shockley also explained that due to the number of individuals present at the meeting she would limit each person to one comment per agenda item and limit each comment to two minutes.

**Public Comment on Non- Agenda Items**

Dan Curtis made the following statement to Board Chair Donna Shockley, "I would just like to serve you with this letter right here and notify the board this my formal resignation from the board. I no longer wish to be a part of this board. I'm ashamed that what I have witnessed my last two years on this board, the personal attacks of the administration. I'm ashamed to be, ah, know that I'm a part of this board when I've heard that new board members have personally requested a meeting to attack the administration. I've witnessed and been part of slanderous comments from you, yourself in open meetings and I've witnessed numerous violations of state law as far as agenda items and, and, ah, I just can't take it anymore and so I would no longer want to be a part of any vote this board would take from this day forward. And I'm done."  
*(as tape recorded and transcribed by Cheryl Deats, community member)*

**Old Business**

Accept letter of retirement- Superintendent, Dr. Kimberly DeBruycker

Motion: Vice Chair Lyn Morton to accept retirement of Dr. Kimberly DeBruycker and terminate all contracts between Dr. Kimberly DeBruycker and the Gallatin Gateway School District #35 effective June 30, 2015.

Seconded: Board Chair Donna Shockley

Public Comment: Doug Marshall, David Cohenour

For: Francis, Morton, Schwieterman, and Shockley

Opposed: None

Motion passed unanimously

Discussion and decisions related to filling the position of superintendent/principal

The Board reviewed FTE requirements for superintendent and principal required by OPI. Trustee Schwieterman suggested putting together a committee to make a recommendation to the Board regarding administrative needs of the District.

Motion: Trustee Christie Francis to search for a full-time Principal.

Seconded: Vice Chair Lyn Morton

Public Comment: Jared Black, Doug Marshall, David Cohenour, Cassandra Elwell, Morgan Stuart, Erik Yager, Kathy Umbaugh

For: None

Opposed: Francis, Morton, Schwieterman, and Shockley

Motion passed unanimously

Motion: Trustee Aaron Schwieterman to create and appoint a search committee to make recommendations to the board regarding whether to hire a principal or superintendent with principal duties.

Seconded: Trustee Christie Francis

Public Comment: David Cohenour, Jeff Krogstad, Erik Yager, Doug Marshall, Jared Black, Megan Nowlin, Heidi Hart, Seth Nowlin, Ashley Davis, Joe Mohr, Cassandra Elwell, Cheryl Arnaud, Lauri Olsen, Wayne Thiem

For: Morton

Opposed: Francis, Schwieterman, and Shockley

Motion fails 3-1.

Motion: Trustee Christie Francis to search for an administrator for the District.

Seconded: Vice Chair Lyn Morton

Public Comment: Doug Marshall, David Cohenour, Erik Yager, Morgan Stuart, Liz Robb, Cheryl Deats,

For: Morton, Francis, Schwieterman, and Shockley

Opposed: None

Motion passes unanimously

Motion: Trustee Lyn Morton to enlist the services of the Gallatin County Superintendent's Office to advertise for the administrator position.

Seconded: Trustee Christie Francis

Public Comment: Ty Spring, David Cohenour

For: Morton, Francis, Schwieterman, and Shockley

Opposed: None

Motion passes unanimously

School Community Survey

Vice Chair Lyn Morton presented information regarding the development and administration of a survey to the District's community, parents, and staff. The Board discussed establishing a deadline for the survey, adding a section

for individuals to make comments, changing the ranking system, and ways to distribute the survey to the entire community.

Motion: Trustee Christie Francis to use the survey information presented as a draft to develop and administer an online survey.

Seconded: Trustee Aaron Schwieterman

Public Comment: David Cohenour, Kathy Umbaugh, Robert Donaghey, Brad Parsch

For: Morton, Francis, Schwieterman, and Shockley

Opposed: None

Motion passes unanimously

### Adjournment

Motion: Trustee Christie Francis to adjourn the meeting at 7:21pm.

Seconded: Trustee Aaron Schwieterman

Public Comment: Morgan Stuart, Megan Nowlin, Seth Nowlin

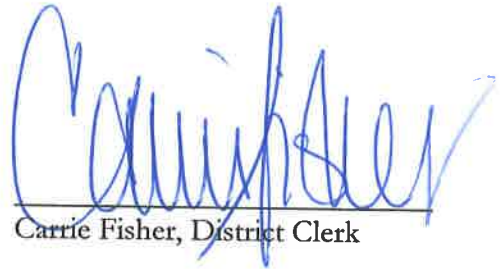
For: Morton, Francis, Schwieterman, and Shockley

Opposed: None

Motion passed unanimously



Donna Shockley, Board Chair








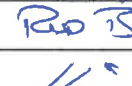
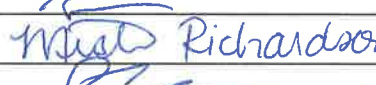
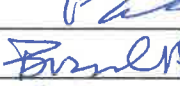





Carrie Fisher, District Clerk

# Special Meeting

May 28, 2015

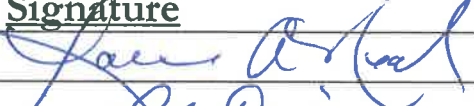


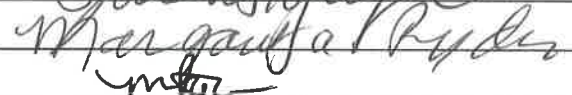
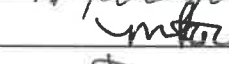
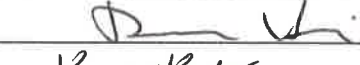
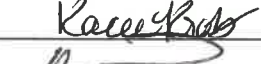









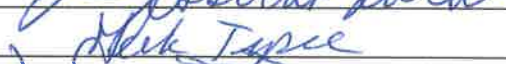
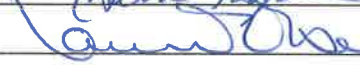

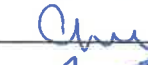


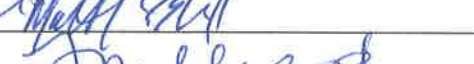



## Sign-in Sheet

Name- please print	Signature
1. Heidi Hart	
2. Cheryl Deate	
3. DAVID COHENOUR	
4. <del>Jim Thompson</del>	JIM THOMPSON
5. <del>Lucy Thompson</del>	
6. <del>Joan Marshall</del>	JOAN MARSHALL
7. SHERI Farnham	
8. Dick Shockley	DICK SHOCKLEY
9. CHUCK J FRANCIS	
10. Peter Scott	
11. Ros Crystal Brewer	ROS BREWER
12. Kim McCauley	
13. Misti Richardson	MISTI RICHARDSON
14. Shawna Drenne	
15. Brad Parsch	BRAD PARSCH
16. Megan Nowlin	MEGAN NOWLIN
17. LYNN NOWLIN	LYNN NOWLIN
18. Seth Nowlin	
19. JEFF KROGSTAD	JEFF KROGSTAD
20. Alison Slayton	ALISON SLAYTON
21. Cassandra Elwell	CASSANDRA ELWELL
22. Allison Bos	ALLISON BOS
23. Morgan Stuart	
24. <del>Steve Lanz</del>	
25. Shelly Berezay	SHELLY BEREZAY
26. Christina Edgeland	CHRISTINA EDGELAND
27. Neal Krogestad	NEAL KROGSTAD
28. Lisa Centa	
29. Kathy Umbaugh	KATHY UMBAUGH

# Special Meeting

May 28, 2015

## Sign-in Sheet

Name, please print	Signature
30. Laurie Neal	
31. Ashley Davis	
3. Jacki Yager	
4. M. Ryden	
5. Mike Cron	
6. Dan Hourigan	
7. Kacee Krob	
8. 	
9. Kristie Donaghey	
10. Robert Donaghey	
11. Crystal Spry	
12. Mary Katherine Erwin	
13. GEORGE COBB	
14. Eric Yager	
15. Jared Black	
16. Jessica Black	
17. Deb Tysse	
18. Lauri Olsen	
19. JOE MOHR	
20. Elizabeth Mauro	
21. Cheryl Arnaw	
22. John Baden	
23. Cindy Nelson	
24. Matt Ellwell	
25. Tricia Hilliard	
26. Ty Spry	
27.	
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 28, 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. Dan Curtis	?
2. Laurie Heg	
3.	Shookley
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Dan Curtis  
PO Box 266  
Gallatin Gateway, MT 59718

May 28, 2015

Gallatin Gateway School Board  
Donna Shockley  
Board Chair

Donna,

Please accept this letter as notice of my formal resignation as Trustee from the Gallatin Gateway School Board.

Sincerely,  
Dan Curtis

A handwritten signature in black ink, appearing to be 'Dan Curtis', with a long, sweeping horizontal line extending to the right.



## **Agenda Item: Accept Letter of Retirement- Superintendent, Dr. Kimberly DeBruycker**

### **Background:**

Letter from Dr. Kimberly DeBruycker to the School Board dated May 15, 2015 is enclosed.

### **Motion:**

to accept retirement of Dr. Kimberly DeBruycker and terminate all contracts between Dr. Kimberly DeBruycker and the Gallatin Gateway School District #35 effective June 30, 2015.



**GALLATIN GATEWAY SCHOOL  
PO BOX 265, GALLATIN GATEWAY, MT 59730**

May 15, 2015

Dear Gallatin Gateway School Board,

I have elected to retire effective June 30, 2015.

According to Section 16. Retirement, Death, Disability of the current Gallatin Gateway School Superintendent Contract, "this agreement shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. Retirement shall mean cessation of services as a superintendent or other administrator in a position requiring certification."

All contracts between Kimberly M. DeBruycker, Ed.D. and the Gallatin Gateway School District #35 will terminate effective June 30, 2015.

Sincerely,

A handwritten signature in blue ink that reads "Kim DeBruycker". The signature is written in a cursive style.

Kimberly DeBruycker, Ed.D.

**Agenda Item:** Discussion and decisions related to filling the position of superintendent/principal

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**Background:**

Information from MTSBA and Laura Axtman, Gallatin County Superintendent of Schools is enclosed.

Discussion will be held at meeting.



May 19, 2015

Donna Shockley, Chair  
Gallatin Gateway Elementary School District  
[shockley@gallatingatewayschool.com](mailto:shockley@gallatingatewayschool.com)

Dear Donna:

Thank you for attending our Spring Workshops in Bozeman today. On behalf of MTSBA, we appreciate the opportunity to provide the Board with information relating to our Superintendent Search Process. As you can see from the information contained below, we offer a full search process where we provide assistance to the District every step of the way. We also offer a partial search process that provides the District with services on a limited basis. The District can choose the level of service that best meets your needs.

We have over 45 years of collective experience devoted to assisting Montana K-12 public schools with their superintendent search process. We are well-versed in Montana school law, Montana statutes and administrative rules applicable to the necessary qualifications of Montana superintendents as well as laws, rules and regulations that are applicable to the Gallatin Gateway Elementary School District and can assist the Board in promoting your District to potential candidates on a statewide and national basis.

The following sets forth the components of the two services we offer:

**MTSBA'S FULL SUPERINTENDENT SEARCH SERVICES**

- Step 1      Gathering Information on Specific Needs of District  
The MTSBA consultant will work with the District to develop the advertisement for the opening, including establishing a salary range.
  
- Step 2      Advertise the Position  
MTSBA will advertise the position in the appropriate venues, as agreed upon by the Board, and for the length of time determined by the Board. MTSBA's application materials, which have undergone extensive legal review, will be utilized for the process.
  
- Step 3      Collection of Applications  
MTSBA will collect application materials, prepare a matrix of applicants' qualifications, and prepare application packets for the Board's screening process. MTSBA consultant will attend and guide the Board through the screening process.
  
- Step 4      Online Survey/Focus Groups (Board Choice)

In order to solicit input from district staff, parents, students, and the community about the qualities they would like in a superintendent, MTSBA will provide the district with the following options:

Option 1--MTSBA will develop an online survey link unique to the District, which may be posted on the district website, published in the local paper, or made readily available in another manner (Option 1 is included in the full search contract).

Option 2--MTSBA consultant will facilitate focus groups in the District with various stakeholders (Option 2 is available to the district for an additional half day or full day charge, plus expenses).

Option 3- MTSBA consultant will assist the District with a combination of Option 1 and Option 2 (Option 3 is available to the district for an additional half day or full day charge, plus expenses).

Step 5

Screening Candidates

MTSBA consultant will bring all applications to the Board screening and guide the Board through the screening process.

MTSBA will share the results of either the online survey or Focus Group sessions with the Board at this time.

MTSBA will provide a list of sample interview questions and assist the Board in selection or development of interview questions.

MTSBA will coordinate the interview schedule and the candidate's visits to the community in conjunction with the District contact person.

Step 6

Post-Screening; Logistics for Interviews

MTSBA consultant will contact finalists to secure interviews.

MTSBA will assist finalists with travel arrangements.

MTSBA consultant will develop a press release and send to the local newspaper.

Step 7

Reference Checks

MTSBA consultant will conduct thorough reference checks for up to four finalists prior to the interviews.

Step 8

Interview Candidates

MTSBA consultant will attend the candidate interviews and will guide the Board through the interview process.

At the conclusion of interviews, MTSBA consultant will provide the Board with a verbal summary report of the finalists' reference checks.

- Step 9            Offer and Negotiation of Contract  
MTSBA consultant will contact and officially offer the position to the successful candidate, conveying all terms of the Board's motion.
- MTSBA consultant will negotiate and finalize the contract, in conjunction with the appointed district contact person.
- MTSBA legal staff will review the current Superintendent contract, to ensure it meets legal standards.
- MTSBA will contact candidates not selected by the Board.
- MTSBA will provide the successful candidate with instructions for getting a fingerprint background check.
- Step 10          Getting off on the Right Foot  
MTSBA will discuss with the Board the development of a meaningful Superintendent evaluation.

### **MTSBA'S PARTIAL SUPERINTENDENT SEARCH SERVICES**

- Step 1            Advertise the Position  
MTSBA will advertise the position in the appropriate venues, as agreed upon by the Board, and for the length of time determined by the Board. MTSBA's application materials, which have undergone extensive legal review, will be utilized for the process.
- Step 2            Collection of Applications  
MTSBA will collect application materials, prepare a matrix of applicants' qualifications, and prepare application packets for the Board's screening process.
- Step 3            Reference Checks  
MTSBA consultant will conduct thorough reference checks for up to four finalists prior to the interviews. MTSBA consultant may make one visit to the District, to provide a verbal summary report of the reference checks.

Based upon our experience, the approximate timeframe from the start of the process through execution of a contract is around 10 weeks.

### **MTSBA FEE SCHEDULE:**

The fee for our Full Search Process is \$5,500 + expenses. Included in this fee structure are up to 3 visits to your District by the MTSBA Consultant(s).

The fee for our Partial Search Process is \$3,500 + expenses. Included in this fee structure is 1 visit to your District by the MTSBA Consultant(s).

Expenses typically include mileage and lodging. Postage and copying fees will only be assessed when excessive. Additional days (visits) at the request of the District will be charged in accordance with MTSBA's fee structure at \$500 for a half day or \$1,000 for a full day. In-depth background/reference checks beyond the four finalists included in the contract for services are charged at \$500 per background/reference check.

MTSBA's Superintendent Search Process is a great value for any District. Our services are designed to save trustees a significant amount of time. With our full-service search process, we assist the Board throughout each phase of the search. This allows the Board to focus on deliberations and decisions in the selection of finalists and ultimately choosing the best candidate to lead the District.

Again, thank you for considering MTSBA for your superintendent search services. If you desire, an MTSBA consultant can be available during your meeting to answer any questions about our processes. In the meantime, please do not hesitate to contact me if you have questions.

Sincerely,

Debra A. Silk  
Associate Executive Director / General Counsel  
Montana School Boards Association

## Search services provided by County Superintendent's Office

Donna,

Here is the info you requested. This is the info we posted for the Amsterdam principal opening. It was posted on the OPI website for educational job openings, the SAM (school administrators), newspaper, and school website. We will take your draft of this and shorten it for the newspaper. You can tweak with the information you think necessary. The only cost to do this process would be the newspaper ad. Amsterdam's ran about \$400 for two weeks at 3'x a week.

**Salary:** DOE

**Ad Placed On:**  
**Closing Date:**

### Job Description:

Gallatin Gateway Elementary, a small independent public K-8 school (approx. 160 students) twelve miles southwest of Bozeman, MT, is seeking a full-time Elementary Principal. The principal will provide instructional leadership and professional development to staff and is responsible for day-to-day building administration.

### Academic Qualifications:

Applicant must be able to meet the qualifications for appropriate Montana Certification and endorsement.

**Benefit package** includes .... or to be negotiated

### Supplemental Information:

To apply send district application, a letter of intent, resume, three current letters of recommendation, three references, and a copy of your Montana K-8 teaching and principal certifications to the attention of the Gallatin County Superintendent of Schools, 311 West Main Room 107, Bozeman, MT 59715. See Gallatin Gateway's school website for district application. All questions should be directed to the Gallatin County Superintendent. Do not call the school.

**Contact:** Laura Axtman Gallatin Co. Supt. of Schools

**Email:** [laura.axtman@gallatin.mt.gov](mailto:laura.axtman@gallatin.mt.gov)

**Phone:** 406-582-3090

**Fax:** 406-582-3093



**Agenda Item: School Community Survey**

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**Background:**

Information will be provided at the meeting.

**Administrator Search Survey for Gallatin Gateway School District**

This is a survey conducted by the County Superintendent of Schools on behalf of the Gallatin Gateway School Board to assist in the hiring of a new administrator. The School Board appreciates your time and assistance in completing this important survey. The results will help the Board as they review applications for the administrative position.

**SURVEY DEADLINE:**

I am responding to this survey primarily as

- Teacher
- Classified Staff Member
- Parent
- Community Member
- School Board Trustee

**Please rank the relative importance of each of the following responsibilities in considering a successful administrator of Gallatin Gateway School.**

(Ranking:      1st      2nd      3rd      4th      5th      6th      7th      8th      9th)

Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees(including the Strategic Plan) and the Office of Public Instruction

Acts as instructional leader, visits classrooms regularly, assesses strengths and weaknesses, offers feedback and advice, evaluates performance of certified staff, provides for professional development

Supervises and evaluates performance of classified staff to maintain quality support services

Carries out supervisory responsibilities in accordance with Board policies and procedures, regulations and directives, manages daily operations

Maintains a visible presence in the building and playground to enforce safety and discipline standards

Supervises preparation of attendance reports, test results, and other reports as required by the Office of Public Instruction and other agencies

Collaborates with the business manager and Board to develop and maintain the school budget

Is responsible for control and discipline of students, assists in classroom management

Maintains effective communication with parents, community members, and all stakeholders

Provides information, recommendations and support for decision making by the Board of Trustees

Works collaboratively with the staff and community in problem solving and conflict resolution

Keeps community informed of school activities by providing information through the media and by involvement in community activities

Represents the school at professional meetings, trainings, and networking opportunities

**I want an administrator who:**

(Ranking: I consider this to be not important.

I have no strong view on the matter.

I consider this to be somewhat important.

I consider this to be very important.

I consider this absolutely necessary.)

Has a vision for the future of Gallatin Gateway School and the ability to communicate that vision.

Is an articulate leader who presents a positive presence that will increase parental involvement and community support.

Is skilled in leadership that offers trust, compassion, stability, and hope.

Provides an atmosphere dedicated to teaching, allowing time to prepare and focus on teaching.

Strives to retain the best personnel.

Supports and communicates with teachers and staff, emphasizes teamwork in decision making.

Establishes a welcome environment to families and community members.

Communicates a spirit of excellence to all stakeholders.

Develops a relationship with all students.

Has an active and supportive role in the discipline of students.

Has experience in developing, implementing, and evaluating curriculum.

Is a person who will, above all other qualities, commit and defend what is ultimately best for students

# Ranking format examples (Survey Monkey)

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Oversee and facilitate the District's day-to-day operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## \*3. I want a Superintendent who:

	I consider this to be not important.	I have no strong view on the matter.	I consider this to be somewhat important.	I consider this to be very important.	I consider this absolutely necessary.
Has experience in school law and policy development.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>