

October Agenda Special Meeting of Trustees

The special meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, October 20, 2014 at 6:00pm** 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

Pledge of Allegiance

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

- Review Policies 1000-1050

New Business

Trustee Work Session- Discussion Only

- Review Policies 1055-2025
- Strategic Plan: Proposed Revisions for Goals One, Two, Three, Four, and Five
- Review Student and Parent Handbook
<http://www.gallatingatewayschool.com/media/bin/Forms/Student-Parent%20Handbook-14-15.pdf>

Set Date and Topics for Discussion for Next Work Session

Adjournment

Excerpt from GGS Policy #1070- School Board Meeting Procedure

Public Participation

The Board recognizes the value of public participation and encourages the public to attend and participate in its meetings. In order to permit the orderly and fair expression of such participation, the Board will solicit oral and/or written comments prior to a final decision on a matter of significant interest to the public. The Chair may place reasonable time limits on public comment, and may interrupt or terminate any statement that is out of order, personally directed, abusive, obscene, or too lengthy. +

Members of the public are encouraged to make comments during the public comment section of the agenda on matters that are of public concern and that are not on that particular agenda. The Chair will recognize individuals or groups for public comment on agenda items after the Board has discussed the issue. Comments may be presented orally or in writing for the Board's consideration.

Legal Reference:	§ 2-3-101, MCA	Public participation
	§ 2-3-301, MCA	Agency to accept public comment electronically -- dissemination of electronic mail address and documents required -- prohibiting fees

**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 6:00pm on Monday, October 20, 2014 in the Gallatin Gateway School Multipurpose Room. Board Chair Ann Prescott presided and called the meeting to order at 6:03pm.

Trustees Present

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

Trustees Absent

None

Staff Present

Kim DeBruycker, Superintendent; Carrie Fisher, District Clerk; Mike Coon, Teacher

Others Present

None

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

Old Business

Board Chair Prescott moved the agenda item "Strategic Plan: Proposed Revisions for Goals One, Two, Three, Four, and Five" to the first item on the agenda. The Board discussed the proposals provided in the Board packet. Trustee Scott proposed making Goal #3 in the current Strategic Plan the District's #1 goal. In addition, he noted that he felt that the proposal increases the demands on the District's current resources too much. Trustee Morton felt the proposal provided clear action points and intended outcomes and felt the Board should move forward. Trustee Curtis would like to revisit the entire strategic plan and noted that he was not comfortable moving forward with the current proposal. Vice Chair Donna Shockley noted that she does not see anything in the proposal hard to accomplish and feels it will be easy to implement. She also noted that she does not feel that the District should start over on the Strategic Plan, which she felt would be a waste of taxpayer funds. Board Chair Ann Prescott recommended moving forward with the proposal presented and would like to adopt it at the November regular meeting. Trustees Scott, Morton, and Curtis will work on revising the current proposal prior to the next work session. Board Chair Prescott stated that she will add it to the November work session and regular meeting agendas.

New Business

Motion: Trustee Peter Scott made motion to table the remaining agenda items until the November work session.

Second: Trustee Lyn Morton

Public Comment: None

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

Opposed: None.

Motion passed unanimously

Adjournment

Motion: Trustee Dan Curtis to adjourn the meeting at 6:56pm.

Seconded: Trustee Peter Scott

Public Comment: None

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

Opposed: None.

Motion passed unanimously



Ann Prescott, Board Chair



Carrie Fisher, District Clerk



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: October 20, 2014

**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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Special Meeting- Work Session

October 20, 2014

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Mike Coon	<i>Mike Coon</i>
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Old Business:

Review Policies 1000-1050

Please see Board Packet information from September 15, 2014 Special Meeting.

These policies can be found at the following website addresses:

1. ***School Board Policy Manual***

http://www.gallatingatewayschool.com/media/bin/Board_Policies/GGS%20Policy%20Book%20Adopted%20Aug2012.pdf

2. ***Board Packet- September 15, 2014***

<http://www.gallatingatewayschool.com/media/bin/board/September15-WorkSession.pdf>

Current Strategic Plan- Adopted July 8, 2013

Strategic Plan Goal #1: GGSB will demonstrate excellence in governance

- 1) Establish and provide orientation for new trustees.
 - a) Annual work sessions;
 - b) Training.
- 2) Establish procedures for effective and transparent board meetings. Including:
 - a) How public participates in board meetings;
 - b) Written procedures for accessing board.
- 3) Board will annually approve a line item budget and make available to the public by the website.
- 4) Board will explore options for becoming a paperless board.
- 5) Board will foster positive relationships with its staff.
 - a) Establish communication in negotiations and policy development;
 - b) Monthly designate a board member to visit a classroom and report back to the board;
 - c) Establish ground rules for respecting the participants in a forum/meeting;
 - d) Address retaliation;
 - e) Quarterly agenda Item called School/Board discussion.

Proposal of Strategic Plan Revisions from May 29, 2014 Work Session Discussion

Strategic Plan Goal #1: GGSB will demonstrate excellence in governance.

1. Establish and provide orientation for new trustees.
 - a) ~~Annual Work Sessions~~ **Establish practices and procedures following reorganization of the board and update of strategic plan.**
 - b) ~~Training~~ **Offer introductory meeting with Superintendent and Board Chair, set up school email, provide policy manuals and handbooks.**
 - c) **Inform new trustee of training opportunities and MTSBA membership.**
2. Establish procedures for effective and transparent board meetings. ~~Including:~~
 - a) ~~How public participates in board meetings;~~
 - b) ~~a) Written Procedures for accessing board.~~ **Establish procedures for regular/special meetings, work sessions, and forums.**
 - c) ~~b) Set up configuration of board meetings so board / administration team are all seated at the table.~~
 - d) ~~c) Establish annual agenda.~~
 - e) ~~d) Establish set date/time for monthly agenda setting; establish agenda format; email all agendas to board members and staff.~~
 - f) ~~e) Plan 1-hour work sessions preceding business meetings as needed for reorganization, budgeting, strategic plan; schedule other work sessions as needed.~~
 - g) ~~f) Review and revise board policies on a monthly basis.~~
 - h) ~~g) Determine best practice for minutes.~~
 - i) ~~h) Determine best practice for board packet content.~~
 - j) ~~i) Provide board access to master calendar and superintendent's calendar.~~
 - k) ~~j) Create procedures for accessing board.~~
 - l) ~~k) Present summaries of trustee trainings at board meetings.~~
3. ~~Board will annually approve~~ **Adopt** a line item budget annually and make available to the public by **on** the website.
4. ~~Board will~~ **Explore** options for becoming a paperless board.
5. ~~Board will~~ Foster positive relationships with its staff.
 - a) Establish communication ~~in negotiations~~ **in continuing Interest Based Bargaining (IBB) annually** and **with** policy development.
 - b) ~~Monthly designate a board member to visit a classroom and report back to the board;~~
 - c) ~~Establish ground rules for respecting the participants in a forum/meeting;~~
 - d) ~~Address retaliation;~~
 - e) ~~Quarterly agenda Item called School/Board Discussion~~
 - f) ~~b) Create a forum with teachers/staff at least annually.~~
 - g) ~~c) Create a forum with community at least annually.~~

Clean copy of Proposal from May 29, 2014 Work Session Discussion

Strategic Plan Goal #1: GGSB will demonstrate excellence in governance.

1. Establish and provide orientation for new trustees.
 - a) Establish practices and procedures following reorganization of the board and update of strategic plan.
 - b) Offer introductory meeting with Superintendent and Board Chair, set up school email, provide policy manuals and handbooks.
 - c) Inform new trustee of training opportunities and MTSBA membership.
2. Establish procedures for effective and transparent board meetings
 - a) Establish procedures for regular/special meetings, work sessions, and forums.
 - b) Set up configuration of board meetings so board /administration team are all seated at the table.
 - c) Establish annual agenda.
 - d) Establish set date/time for monthly agenda setting; establish agenda format; email all agendas to board members and staff.
 - e) Plan 1-hour work sessions preceding business meetings as needed for reorganization, budgeting, strategic plan; schedule other work sessions as needed.
 - f) Review and revise board policies on a monthly basis.
 - g) Determine best practice for minutes.
 - h) Determine best practice for board packet content.
 - i) Provide board access to master calendar and superintendent's calendar.
 - j) Create procedures for accessing board.
 - k) Present summaries of trustee trainings at board meetings.
3. Adopt a line item budget annually and make available to the public on the website.
4. Explore options for becoming a paperless board.
5. Foster positive relationships with its staff
 - a) Establish communication in continuing Interest Based Bargaining (IBB) annually and with policy development.
 - b) Create a forum with teachers/staff at least annually.
 - c) Create a forum with community at least annually.

GGG Strategic Plan 2013-2018
Action Points and Intended Outcomes
October 2014

Strategic Plan Goal #1-GGSB will demonstrate excellence in governance:

Action Point 1: Establish and provide orientation for new trustees.

Intended Outcomes:

Prior to their first Board meeting, new trustees will be provided with:

- Policy manual
- GGG Strategic Plan
- Online links to GGS Handbooks
- Budget manual
- Preparing for Successful year: Essential Guidance for Trustees handout
- Trustee Orientation Manual Montana School Boards Association handout
- MTSBA's 8 Characteristics of an Effective School Board handout
- Training opportunities and informed of MTSBA membership
- Email address and password
- Office mailbox
- Name plaque

Action Point 2: Establish procedures for effective and transparent board meetings:

Intended Outcomes:

Within two weeks of reorganizational meeting, new Chair and Vice Chair meet with Superintendent, Business Manager and Clerk to discuss procedures and information related to their office and duties:

- Signature letter
- OPI updated
- Signing warrants and payroll
- Signing contracts and minutes
- Agenda setting
- Preferred communication practice for Chair and Superintendent
- Meeting room set up

Annual reorganizational work session will be held in June or July to revisit and evaluate:

- Information presented in Board packets and meeting minutes
- Progress on the Strategic Plan
- Effectiveness and continuation of:
 - Work sessions
 - Annual agenda
 - Posting of agendas and packets
 - Monthly review of Board policy and GGS handbooks
 - Superintendent reporting to Board of Superintendent's schedule and school happenings

Review process of:

Board referring concerns to Superintendent
Inactivating former trustees

Discuss:

Membership with MTSBA and Independent Elementary Caucus Board
Trustees attending a minimum of one training per year
Trustee's reports to the board on trainings attended
Administrative Team attending MCEL

Action Point 3: Board will annually approve a line item budget and make available to the public by the website.

Intended Outcomes:

Board will be part of the priority and budget setting process, annually
After approving the annual budget, the Board will review the budget versus actual report monthly,
with specific focus on end of year spending beginning in February
Board will be part of the expenditure process for the Building Reserve Fund

Action Point 4: Board will explore options for becoming a paperless board

Action Point 5: Board will foster positive relationships with its staff

Intended Outcomes:

Develop a format for board and classified staff forums/meetings
Develop a format for board and certified staff forums/meetings
Continue with IBB--Labor/Management Committee
Review and familiarize all Trustees of the Superintendent evaluation process and tools

GGSB Strategic Plan 2013-2018
Action Points and Intended Outcomes
October 2014

Strategic Plan Goal# 2: GGSB will develop and maintain a safe and secure school facility and grounds.

Action Point 1: Board will establish a buildings and grounds committee to determine priorities over next five years.

Intended Outcomes:

Establish Facility Advisory committee to:

Identify short- term, mid- term and long -term planning

Identify a priority based maintenance plan

Identify areas for making GGS handicap accessible

Build up a reserve in the Building Reserve Fund for specific projects

Change Action Point 1 to "over next 20 years"

Action Point 2: Develop and Monitor District Safety Plan

Intended Outcomes:

Safety Plan implemented

Monthly reports - Safety Update

Action Point 3: Standing agenda item on the monthly meetings-Safety Update

Intended Outcomes:

See above Action Point 2

Additional Action Point-- Establish Growth committee.

Intended Outcome:

Develop a short-term, mid-term and long-term growth plan

GGG Strategic Plan 2013-2018
Action Points and Intended Outcomes
October 2014

Strategic Plan Goal # 3: GGS will maintain and provide high quality educational services:

Action Point 1: Attract and maintain high quality staff.

Intended Outcomes:

Continue to improve salary/benefit package for certified and classified staff, to be comparable to similar area schools.

Continue staff forums, IBB, Labor/management discussions to contribute to staff morale (Also see goal #1, action point 5)

Reconfigure administrative staffing team where needed to best support all educational services.

Action Point 2: Consider Expansion of foreign language options and if so how do we pay for it.

Action Point 3: Consider expansion of fine arts programs.

Action Point 4: Consider inclusion of vocational prep opportunities.

Intended Outcomes:

Action point 2, 3 & 4 moved to Goal #4-Whole Child Action Point 2

Action Point 5: Develop instructional coach program

Intended Outcome:

Evaluate current mentoring handbook and program

Explore options for instructional coach program

Review of evaluation tools used for Superintendent, certified staff and classified staff positions

Superintendent reports on formal and informal evaluations completed

Action Point 6: Support for implementation and mastery of common core curriculum.

Intended Outcomes:

Establish professional development plan

GGs Strategic Plan 2013-2018
Action Points and Intended Outcomes
October 2014

Strategic Plan Goal #4: GGSB will promote the development of the whole child.

Action Point 1: Staff will report to the Board on implementation of the RTI model

Intended Outcomes:

Administration will report to the Board on the GGS RTI model

GGs's RTI committee will make presentations to the Board

Action Point 2: Board will appoint a committee to establish procedures to develop the whole child.

Intended Outcomes:

Consider expansion of foreign language options

Consider expansion of fine arts programs

Consider inclusions of vocational prep opportunities

Explore more middle school opportunities at GGS

Collect and evaluate data on:

GG students after leaving GGS

Current Kindergarten program

Current Special Education program

Current Title 1 program

Current Common Core curriculum

Current Classroom management practices and resources

Explore options for:

5-day Kindergarten

Universal Pre-K program

GGSB Strategic Plan 2013-2018
Action Points and Intended Outcomes
October 2014

Strategic Plan Goal # 5 GGSB will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.

Action Point 1: Discuss administrative staff increase or administrative office reconfiguration.

Intended Outcomes:

See Goal 3, Action Point #1

Action Point 2: Establish a community relations group to promote the District.

Intended Outcomes:

Made up of members from all stakeholder groups

Consider use of ongoing surveys to seek input

Promote students and student achievement at GGS

Build support for the GGS Foundation

Develop an action plan to improve communication with parents and community

Action Point 3: Community Forums to bring information to the Board.

Intended Outcome:

See above Action Point 2

Action Point 4: Develop community outreach program to promote Gallatin Gateway

Intended Outcome:

See above Action Point 2

GGs STRATEGIC PLAN
ACTION POINTS 2014 -2015

GOAL #1-EXCELLENCE IN GOVERNANCE

A. INFORMED AND ENGAGED BOARD

1. Establish and provide orientation for new trustees
 - a. New trustee meets with Superintendent and Board Chair within one month of being sworn in and seated on the Board
 - Provided with policy manual, handbooks, budget manual
 - Informed of training opportunities and MTSBA membership
 - Set up with school email address and password
 - b. New Chair and/or new Vice Chair meets with Superintendent and Business Manager within two weeks of reorganizational meeting
 - Provided with all information and procedures related to their office and duties
 - c. Annual reorganizational work session in June or July
 - Discuss what the Board wants for information in the Board packets
 - Evaluate progress on the Strategic Plan
 - Discuss committees and possible needs for developing new committees to continue to address goals prioritized in the Strategic Plan
 - Discuss effectiveness and continuation of monthly work session

B. TRANSPARENCY AND ACCOUNTABILITY

1. Annually approve and post line item budget for current fiscal year on the website
2. Annually evaluate transparency of information in agendas, minutes and on website
3. Explore options for becoming a paperless board
4. Board/Superintendent relationship
 - a. Board referring concerns and/or information to Superintendent
 - b. Superintendent reporting to Board
 - Weekly email report to Board about the week's events and the Superintendent's calendar
5. Develop procedure to assess and discuss administrative staffing and configuration

C. FOSTERING POSITIVE RELATIONSHIPS WITH STAFF

1. Establish continuation of Interest Based Bargaining sessions and/or Labor/Management meetings between Board and Teacher's Association
2. Establish bi-annual or quarterly Staff/Board discussion forums

Proposal #2

Strategic Plan Goal II GGSB will develop and maintain a safe and secure school facility and grounds.

1. Establish a school facilities advisory committee. (See Scope.)
2. Develop and monitor District Safety Plan.
3. Establish a school growth committee. (Scope being developed)

Strategic Plan Goal III GGSB will maintain and provide high quality educational services.

1. Attract and maintain high quality staff.
 - a. Improve salary/benefit package to be comparable to similar area schools.
 - b. Contribute to morale and a supportive teaching environment by communication with staff via forums, Interest-Based Bargaining, and labor/management discussions.
2. Develop an instructional coach program.
 - a. Review current mentoring and evaluation procedures/tools.
3. Support implementation of common core curriculum.
 - a. Establish professional development plan
4. Consider expansion of fine arts, foreign language, and middle school opportunities.
5. Assess and review the configuration of the GGS administration staffing team, i.e. Superintendent/Principal, Clerk, Business Manager, and Office Staff

Strategic Plan Goal V GGSB will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.

1. Develop community outreach program to promote Gallatin Gateway School.

Proposal #1

GOAL #2 – DEVELOP AND MAINTAIN A SAFE AND SECURE SCHOOL FACILITY AND GROUNDS

A. FACILITIES AND MAINTENANCE

1. Facilities Advisory Committee
 - a. Determine short term and long term priorities for maintenance of current facility
 - b. Prioritize projects and report recommendations to the Board
2. Gallatin Gateway School Growth Committee
 - a. Review current facilities needs assessment
 - b. Provide Board with short term, mid-term and long-term growth options
3. Build up Building Reserve
 - a. Establish procedure or policy for spending from the Building Reserve Fund
 - b. Develop a strategy for accumulating a reserve in this fund for specific facility priorities
4. District Safety Plan
 - a. Monthly safety update
 - b. Annual review of Safety Plan

GOAL #3 – MAINTAIN AND PROVIDE HIGH QUALITY EDUCATIONAL SERVICES

A. ATTRACT AND MAINTAIN HIGH QUALITY STAFF

1. Teacher evaluations
 - a. Superintendent reports concerning formal and informal evaluations completed
 - b. Board review of adopted evaluation model
2. Certified staff evaluations
 - a. Superintendent reports annually concerning evaluations completed
 - b. Board review of evaluation instrument
3. Professional Development
 - a. Review 10.55.714 concerning Board's role in professional development
 - b. Support for implementation of Common Core

B. DEVELOP INSTRUCTIONAL COACH PROGRAM

1. Explore options for instructional coach program
2. Review Mentoring handbook

GOAL #4 – PROMOTE DEVELOPMENT OF THE WHOLE CHILD

Proposal # 3 pg. 1 of 2

- A. APPOINT A COMMITTEE TO ESTABLISH PROCEDURES TO DEVELOP THE WHOLE CHILD
 - 1. Explore more middle school opportunities at GGS
 - a. Consider expansion of foreign language options
 - b. Consider expansion of fine arts programs
 - c. Consider inclusion of vocational prep opportunities
- B. RTI – RESPONSE TO INTERVENTION MODEL
 - 1. Superintendent report to Board on current RTI program at GGS
 - 2. Staff RTI Committee report to the Board
- C. OTHER PROGRAMS AT GGS
 - 1. Kindergarten program
 - a. Evaluate current Kindergarten program
 - b. Revisit 5-day Kindergarten
 - 2. Universal Pre-K Program
 - a. Explore options
 - 3. Gifted and Talented Program
 - a. Report on program currently at GGS and how it is integrated with RTI

GOAL #5 – COMMUNITY OUTREACH

- A. BUILDING TRUST
 - 1. Establish a Community Relations Group
 - a. Made up of members from all stakeholder groups
 - Use Community Forums
 - Consider use of ongoing surveys to seek input
 - Promote students and student achievement at GGS
- B. COMMUNICATION
 - 1. Establish a Community Relations Group (above)
 - Develop an action plan to improve communication with parents and community