

Gallatin Gateway School District #35
**Standard Operating
Procedures**
Board of School Trustees
GGs Policy #1312

Gallatin Gateway School's five member board is elected on a staggered basis to three year terms. Regularly scheduled board meetings are held on the second Monday of each month at 7:00 p.m. in the Gallatin Gateway School multipurpose room. Regular meetings may be rescheduled occasionally due to conflicts. Meeting times and places are posted 48 hours in advance on the school's front door.

The following information is provided as a procedure manual to help citizens understand how to provide appropriate input into the operation of the school district by understanding common Board operating procedures.

Thank you for your interest in our school district.

THE BOARD OF TRUSTEES MANAGEMENT RIGHTS (GGs Policy #1513)

A. The Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Direct employees;
2. Employ, dismiss, promote, transfer, assign, and retain employees;
3. Relieve employees from duties because of lack of work, or funds under conditions where continuation of such work would be inefficient and non-productive;
4. Maintain the efficiency of District operations;
5. Determine the methods, means, job classifications; and personnel by which District operations are to be conducted;
6. Take whatever actions may be necessary to carry out the missions of the District in situations of emergency;
7. Establish the methods and processes by which work is performed; and
8. Delegate authority to the Superintendent for the on-going direction of all District programs.

DEVELOPING BOARD MEETING AGENDA (GGs Policy #1420)

A. Who can place items on the agenda:

1. Items submitted by Board members to the Superintendent shall be placed on the agenda.
2. The Superintendent, with input from the Board Chair, will formulate the monthly agenda.
3. In accordance with Montana open meeting laws, no Board member can place an item on the agenda less than 48 hours in advance of the meeting, except in an emergency as per Montana Code (MCA 20-3-322).

B. Items that cannot be on the agenda:

1. Personnel issues dealing with performance and/or complaints must be conducted in an executive session, unless specifically required by the Montana Open Meeting Law.
2. Anything that violates right to privacy, i.e., Montana Open Meeting Act, Montana Open Record Act, cannot be placed on the agenda.

CONDUCT DURING BOARD MEETINGS

A. Citizens addressing the Board (GGS Policy #1420, #1420F, #1441)

It is important for all participants to remember that Board meetings are held in public, but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Board Chair.

B. Citizens have three avenues to address the Board:

1. Suggest items for the agenda by filing a request in writing to the Superintendent at least five (5) working days before the Board meeting according to Board Policy #1420.
2. Comment on any item that is specifically listed/identified on the agenda when the item comes up for discussion and action.
3. Provide a general comment regarding an item that is not specifically listed on the agenda by using the "Public Comment" sign-in sheet provided at each meeting.

C. Board response to citizens addressing the Board:

1. Board members may enter into dialogue with the audience when a citizen speaks to an item that is on the agenda.
2. Board members may during the public comment portion of the meeting, hear comments, however, should not answer questions or enter into two-way dialogue with the audience.
3. At the discretion of the Board Chair, Board members shall be recognized by the Chair prior to asking clarifying questions.
4. Board Chair can designate time limits for citizens.
5. Comments to individual Board members will be directed through the Board Chair.

D. Discussion of student and/or employee performance by Board/audience:

1. The Board will not entertain comments on individual personnel in public session.
2. The Board will not entertain comments on individual students in public session.
3. The Board Chair may interrupt or terminate an individual's statement when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant.

E. Hearings and Open Forums

1. During hearings and/or open forums, the Board is assembled to gather input only.
2. The Board will not answer questions or enter into two-way dialogue, except with their attorney, in the case of an employee hearing.
3. Rules for the open forum will be strictly adhered to:
 - a) Board can limit response time.
 - b) Board will accept written and/or oral testimony.
 - c) Board will not allow duplicate testimony.
 - d) Board Chair and/or their attorney is sole judge.
 - e) Board will not allow any derogatory comments.

F. General rules of parliamentary procedure are used for every Board meeting (GGS Policy #1420)

Roberts Rule of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda.

G. Discussion of Motions: (GGS Policy #1420, #1420F & #1441)

1. All discussion shall be directed solely to the business currently under deliberation.
2. The Board Chair has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board.

3. It is not recommended the Board Chair make or second motions.
4. Public comment will be allowed on each agenda item prior to the final vote by the Board.

H. Voting (GGS Policy #1210, #1420, & #1425)

1. Each trustee should vote on all issues; however, there are times when it is appropriate to abstain from voting.
2. The Board Chair will vote on all action items.
3. The Board Chair may not make a motion, but may second motions.
4. Voting shall be by acclamation or show of hands.
5. In case of a tie vote, the item has been defeated. An alternate motion can be brought up at that meeting.
6. Minutes from each Board meeting include the voting records of each trustee present.

CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS (GGS Policy #1120 & #1210)

1. Nominations are taken from the Board to fill the Board Chair and Vice-Chair positions during the annual organizational meeting each May.
2. Clerk is appointed to the Board annually during the annual organizational meeting each May.
3. Election is held the first Tuesday after the first Monday in May of each year.

ROLE AND AUTHORITY OF BOARD MEMBER AND/OR BOARD OFFICERS (GGS Policy #1105 & 1240)

1. No Board member or officer has authority outside the Board meeting.
2. No Board member can direct employees in regard to performance of their duties.
3. Any time three or more board members are gathered, it is considered a meeting.

A. Chair (Job Description: Board-002)

1. shall preside at all Board meetings
2. appoint committees
3. shall call special meetings
4. close Board meetings as authorized by law
5. sign all legal documents required by law
6. sign warrants
7. act as a spokesperson for the Board

B. Vice-Chair (Job Description: Board-003)

1. shall act in capacity of president in absence of Chair
2. sign warrants (if necessary)

C. Clerk (Job Description: Clas-02)

1. keep accurate record of Board meetings
2. holds custody of the records, books and documents of the Board
3. make the preparations legally required for the notice and conduct of all District elections
4. keep accurate and detailed accounts of all receipts and disbursements made by the District

D. Business Manager (Job Description: Clas-01)

1. shall draw and counter-sign all warrants
2. keep accurate and detailed accounts of all receipts and disbursements made by the District

CLOSED OR EXECUTIVE SESSION MEETINGS (GGS Policy #1400)

1. The Board may hold closed or executive session meetings to consider matters of individual privacy. The Board Chair must declare that: 1) the matter before the Board is a matter of individual privacy; 2) such privacy demands protection of the individual and that little if

- anything, would be gained by publicly disclosing the information to be discussed, and; 3) the demand of individual privacy clearly exceeds the merits of public disclosure in this matter.
2. The Board may close a meeting to discuss a strategy with respect to litigation when an open meeting would have a detrimental effect on the litigating position of the District.
 3. Board can only discuss those items listed on the executive agenda and as limited by law.
 4. No formal action shall take place during closed session and the Board must vote in public session.
 5. Information during executive session must remain confidential.
 6. The Superintendent's Evaluation shall be conducted during closed or executive session.

PUBLIC ACCESS TO DISTRICT RECORDS (GGS Policy #1401, #1420 & #4340)

All District records except those restricted by state and federal law shall be available to citizens for inspection at the Clerk's office. A file of permanent minutes of Board meetings shall be maintained in the office of the Clerk, to be made available for inspection upon request.

1. A written copy of the Board's minutes shall be available to the general public within five (5) working days following approval of the minutes by the Board.
2. If requested, one free copy of Board minutes shall be provided to local press within five (5) working days following approval by the Board.
3. Copies of the Board packet can be requested twenty-four (24) hours in advance of Board meetings.
4. A fee will be charged for any copies requested. Time spent researching a copy project will also be charged.
5. Copies will be available within a reasonable amount of time following the request.

COMMUNICATIONS (GGS Policy #1520 & #1105)

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

1. Superintendent will meet with Board Chair on a routine basis to discuss issues of the district.
2. Superintendent will communicate information in a timely fashion to all Board members.
3. Requests to Superintendent from Board Chair will be distributed to all Board members.
4. Board will keep Superintendent informed via voice mail, e-mail, telephone and fax.
5. All official communications or reports to the Board from teachers or other staff members shall be submitted through the Superintendent.
6. All official communications, policies, and directives of staff interest and concern will be communicated to the staff members through the Superintendent.
7. Board will communicate with its community through public hearings, regular board meetings, and regular publications.
8. Individual Board members cannot speak in an official capacity outside the Board meeting.

PUBLIC COMPLAINTS (GGS Policy #4310 & #4310P)

A. The Board is interested in receiving valid complaints and suggestions.

1. Board members must avoid being placed in a position of conflict of interest and be particularly cognizant of the limitations of his/her authority when communicating with constituents. School Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.
2. Public complaints and suggestions shall be submitted using the Uniform Grievance Procedure to the appropriate-level staff member or administrator.

Level 1- Informal- An individual with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the objective of resolving the matter promptly and informally.

Level 2- Principal- If the complaint is not resolved at level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The written grievance must be submitted to the principal within sixty (60) days of the event or incident.

Level 3-Superintendent- The Superintendent shall schedule a meeting between the parties if the complaint is not resolved at Level 2. The Superintendent shall decide the matter within ten (10) days of the meeting and shall notify the parties in writing of the decision.

Level 4- The Board- If either party is not satisfied with the decision of the Superintendent, the Board is the next avenue for appeal. A written appeal must be submitted to the Board within fifteen (15) days of receiving the Superintendent's decision.

Level 5- County Superintendent- The decision by the Board may be appealed to the County Superintendent if the case falls within the County Superintendent's jurisdiction. This appeal must be submitted in writing within thirty (30) days after her final decision of the Board.

ANONYMOUS PHONE CALLS/LETTERS

The Gallatin Gateway School Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion or response, and will not result in directives to the administration.

MEDIA INQUIRIES TO THE BOARD (GGS Policy #1401)

The Board Chair shall be the official spokesperson for the Board to the media/press on issues of media attention.

1. All Board members who receive calls from the media should direct them to the Board Chair and inform the Superintendent of the call.
2. If requested, one free copy of Board minutes shall be provided to local press within five (5) working days following approval by the Board.

EVALUATION OF SUPERINTENDENT (GGS Policy #6110 & #6110F)

The Board will evaluate the performance of the Superintendent, using standards and objectives developed by the Superintendent and the Board which are consistent with the District's mission and goal statements. The evaluation form should be completed by the end of January each year by individual Board members and results discussed during an executive session Board meeting. A "Superintendent Overall Performance" form shall be completed by the Board Chair, signed by all Board members and placed in the Superintendent's personnel file.

BOARD MEMBER VISIT TO THE SCHOOL CAMPUS (GGS Policy #1520)

1. It is recommended that each Board member visit the campus. All Board members are encouraged to attend any school events as their time permits.
2. Board members interested in visiting the school should, out of courtesy, make arrangements for visitations through the Superintendent.

Gallatin Gateway School District #35

Summary of Annual Business Schedule for Board Meetings

July

1. Review current board policy. Make revisions, changes and deletions (as necessary)
2. Disposal of District records in accordance with retention schedule
3. Resolution to dispose of obsolete district equipment/property (if necessary)

August

1. Adoption of final budget
2. Hire any unfilled positions
3. Adopt Trustee's Report
4. Student/Parent and Staff Handbook review
5. Review current board policy. Make revisions, changes and deletions (as necessary)

September

1. Approve bus routes
2. Tour buildings
3. Board sets annual goals
4. Review current board policy. Make revisions, changes and deletions (as necessary)

October

1. MCEL
2. Review current board policy. Make revisions, changes and deletions (as necessary)

November

1. Fall Report
2. Review current board policy. Make revisions, changes and deletions (as necessary)

December

1. Board Self-Evaluation
2. Board receives and completes Superintendent's Evaluation Form.
3. Review current board policy. Make revisions, changes and deletions (as necessary)

January

1. Decide which grades to standardize test
2. Superintendent's evaluation
3. Superintendent's contract negotiation
5. Certified Teacher Negotiation with MEA/MFT (as necessary)
4. Review current board policy. Make revisions, changes and deletions (as necessary)

February

1. Budget work session
2. Approve requests for salary step-up for certified teachers
3. Review current board policy. Make revisions, changes and deletions (as necessary)

March

1. Budget work session
2. Set nonresident tuition rate
3. Resolution to call for school election
4. Adopt academic calendar (if necessary)

5. Review current board policy. Make revisions, changes and deletions (as necessary)

April

1. Certification of election ballot
2. Superintendent's Annual Report (policy #2000)
3. Review current board policy. Make revisions, changes and deletions (as necessary)

May

1. Annual school election (if necessary)
2. Canvas election
3. Reorganize the Board
4. Offer teacher contracts
5. Approve discretionary Nonresident Student Attendance Agreements
6. Review current board policy. Make revisions, changes and deletions (as necessary)

June

1. Offer classified contracts (as necessary)
2. Review current board policy. Make revisions, changes and deletions (as necessary)
3. Superintendent contract signing

QUICK REFERENCE PHONE DIRECTORY

SCHOOL BOARD

		Home #
Erik Yager	Chair	763-4143
Jess Holloway	Vice-Chair	763-4113
Celia O'Connor	Trustee	763-4520
Nikki Robbins	Trustee	763-4869
Cheryl Thiem	Trustee	763-5624

SCHOOL/BUILDING

Gallatin Gateway School		763-4415
School Fax		763-4886
Superintendent	Kim DeBruycker	763-4415 x13
District Clerk	Carrie Fisher	763-4415
Business Manager	Ken Mosby	763-4415

OTHER

County Superintendent	Mary Ellen Fitzgerald	582-3090
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All Board policies mentioned can be found at www.gallatingatewayschool.com.