



## **June 22, 2022 Agenda Special Meeting of Trustees**

A special meeting of the Board of Trustees of School District #35 has been scheduled for **Wednesday, June 22, 2022 at 4:30 P.M.** in the District Boardroom. (All policies can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### **Call to Order**

### **Presiding Trustee's explanation of procedures**

### **Public Comment - Non Agenda Items - Sign in sheet**

### **New Business**

Discuss & Consider Strategy and Approach for Filling Superintendent Position

- Appoint members of Search Committee
- Discuss & consider hiring outside firm to lead search
- Discuss & consider hiring timeline
- Discuss & consider Superintendent salary & description

Discuss Stay Interviews

Review & Update Goals & Strategic Plan

### **Adjournment**

*"The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens."*

### Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the “public comment” section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual’s statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. 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 Chairperson.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation  
Article II, Section 10, Montana Constitution – Right of privacy  
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

### **ZOOM MEETING INFORMATION:**

1. *Login details are on the district website-- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the Committee Chair*
3. *Public Comment is accepted two times during the meeting:*
  - a. *During non-agenda public comment for items not on the agenda*
  - b. *When the Committee Chair opens it for public comment as determined appropriate*
4. *To participate from a mobile device or computer:*
  - a. *Please use the “Raise Hand” button under “Participants” button at the bottom of your screen*
  - b. *Once called on please unmute yourself to provide comments*
5. *To participate from a phone when dialed in:*
  - a. *\*9 to raise and lower hand for public comment*
  - b. *Once called on please press \*6 to unmute yourself to provide comment*

*“The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens.”*

# Community Members of Superintendent Search Committee 2022

## Interested Community Members:

Brad Parsch  
Jessica Black  
Alison Ulrich  
Michelle Immenschuh  
Lessa Racow  
Ashley Schwader

## Interested Staff Members:

Rochelle Dierenfeldt  
Maddy Downs  
Missy Schultz  
Jamie Hetherington  
Neal Krogstad  
Erica Clark  
Brittney Bateman  
Diane Belcourt



June 15, 2022

Brittney Bateman, Clerk  
[district-clerk@gallatingatewayschool.com](mailto:district-clerk@gallatingatewayschool.com)

Dear Brittney and the Gallatin Gateway Elementary Board of Trustees:

Thank you for reaching out to MTSBA regarding information on our Superintendent Search processes. We would welcome the opportunity to assist the Board through the transition of a search for a successor superintendent and in this regard, wanted to be sure to provide you with detailed information on our Superintendent Search Process. As you can see from the information contained below, our search process is designed to provide assistance to the Board every step of the way while ensuring that the Board makes all of the decisions along the way.

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 employment of Montana Superintendents and open meeting laws as they pertain to the hiring process. We also assist the Board in promoting your District to potential candidates on a statewide and national basis. In summary, the level, quality and value of MTSBA's Superintendent Search Services are unmatched.

The following sets forth the components of the service we offer:

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

- Step 1      Gathering Information on Specific Needs of District and Promotion of your District and your community
- The MTSBA consultants will work with the District to develop the advertisement for the position. As part of this process, we develop a customized brochure promoting the positive attributes of your District and your community.

- Step 2      Advertise the Position  
MTSBA will advertise the position in the appropriate venues in-state and nationally 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 of Candidates  
MTSBA consultant will provide all applications to the Board for screening and will guide the Board through the screening process.
- MTSBA will share the results of either the online survey or focus group sessions with the Board prior to screening.
- 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 on the finalists selected by the Board.
- Step 7      Employment Reference Checks  
MTSBA consultant will conduct comprehensive employment reference checks on up to four (4) finalists prior to the interviews.
- Step 8      Fingerprint and Criminal Background Checks  
MTSBA will process and collect criminal background checks on finalist(s) selected by the District at the District's request. *(Note: this is an additional option fee service and the District must sign the Addendum to Superintendent Search Contract.)*
- Step 9      Interview Candidates  
MTSBA consultant will attend the candidate interviews and will guide the Board through the interview process.
- After interviews, MTSBA consultant will provide the Board with a reference summary report of the finalists' comprehensive employment reference checks.
- Step 10     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 the terms of an employment contract, in conjunction with the appointed district contact person.
- MTSBA legal staff will prepare a Superintendent contract to ensure it meets legal standards and reflects the employment terms agreed upon between the Board and the successful candidate.
- MTSBA will contact candidates not selected on behalf of the Board.
- Step 11     Getting off on the Right Foot  
MTSBA will discuss with the Board the development of a meaningful Superintendent evaluation.

## **MTSBA FEE SCHEDULE:**

The fee for our Full Search Process is \$5,500 + expenses. Included in this fee structure are up to three (3) consultations with your District/Board by the MTSBA Consultant(s). This typically includes meeting with the Board to discuss details relating to the advertisement, participating in the screening process, and assisting the Board with the interviews of finalists.

Postage and copying fees will only be assessed when excessive. Additional consultations at the request of the District will be charged in accordance with MTSBA's fee structure at \$750 for a half day or \$1,500 for a full day. In-depth reference checks beyond the four finalists included in the contract for services are charged at \$500 per reference check.

MTSBA's Superintendent Search Process is a great value for any District. As a member benefit, we offer this service at significantly reduced rates that are designed to save trustees a significant amount of time and money (estimated to be in the \$20,000-\$30,000 range). Our Superintendent Search Services is designed to 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, we welcome the opportunity to assist your District with its search for a successor superintendent. If you desire, I can be available during your meeting(s) 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

## Superintendent Salaries - Gallatin County

### Gallatin Gateway

Superintendent \$77,900 210 Days  
February 7, 2022 ANB K-8 160 students

### Willow Creek

Superintendent \$67,729 240 Days  
February 7, 2022 ANB K-8 52 students 9-12 9 students

### Anderson

Superintendent \$93,000 250 Days  
February 7, 2022 ANB K-8 205 students

### Lamotte

Superintendent/ Principal \$77,233 176 Days  
February 7, 2022 ANB K-8 68 students

### West Yellowstone

Superintendent \$84,500 251 Days  
Principal \$67,000 203 Days  
February 7, 2022 ANB K-8 186 students 9-12 81 students

### Ophir

Superintendent \$100,000 260 Days  
February 7, 2022 ANB K-8 297 students

### Amsterdam

Superintendent (0.2 FTE) \$13,396  
Principal (0.8 FTE) \$53,474 210 Days  
February 7, 2022 ANB K-6 164 students



**ELEMENTARY PRINCIPAL  
(combined position with Superintendent)**

**REPORTS TO:** Superintendent

**ESSENTIAL FUNCTIONS:**

Develops and administers a quality educational program within the guidelines and standards developed by the Board of Trustees and the Office of Public Instruction.

Monitors classroom instruction and evaluates performance of teachers and professional staff.

Supervises, oversees, and evaluates performance of clerical, cafeteria, janitorial staff, and other classified employees to maintain quality support services.

Carries out supervisory responsibilities in accordance with Board policies and rules, regulations, and directives.

Develops and maintains good working relations with community organizations and leaders.

Holds frequent meetings and conferences with teachers, students, and parents to deal with educational and discipline problems.

Acts as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.

Maintains a visible presence in the building and playground to enforce safety and security standards for students and faculty.

Works with staff to prepare yearly budget requests and monitors spending to conform to budget restrictions.

Supervises allocation of equipment, educational material, and supplies in conformance with approved expenditures.

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

Responsible for control and discipline of students.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Valid Class 3 Montana teacher certificate with principal's endorsement.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from staff, parents, and the general public.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to communicate clearly and concisely in both oral and written form.

Excellent organizational skills to provide effective administration.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Demonstrated leadership ability and general knowledge of issues and problems in all aspects of the elementary school.

**EQUIPMENT USED:**

Computer (IBM & MAC), calculator, copier, fax, telephone/voice mail, email, website, digital camera, postage machine, scanner, multi-line phone, and two-way radio system

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

History

Approved on: February 11, 2003

Revised on:

## **DISTRICT SUPERINTENDENT**

**REPORTS TO:** Board of Trustees

### **Summary**

The superintendent shall have responsibility for and charge of the administration of the school under the direction of the Board of Trustees and consistent with the laws of Montana. He/she shall be the chief executive officer of the District; shall assign and direct teachers, and other employees of the school district under his/her supervision within the scope of the Board's policies and strategic plan for the District; shall organize, reorganize and/or arrange the administrative and supervisory staff relative to both instruction and business affairs as best serves the district, subject to approval of the Board; shall appoint all personnel subject to the approval of the Board; shall suggest regulations, rules, procedures and policies deemed necessary for the effective operation of the District; shall perform all duties attendant to the office of the Superintendent; and shall perform such other professional duties as may be prescribed by the Board of Trustees.

The Superintendent will also have the duties of School Principal and supervisory responsibilities required for Transportation, Food Service, Facility Maintenance, Curriculum and Education, Assessment, Special Education, Title I, School 504 Program, School Homeless Liaison (McKinney-Vento Act), Adult Education, After School Program and Athletic Program. These duties and responsibilities are listed individually below. *Only minimum duties are listed. Other functions may be required as given or assigned.*

### **ESSENTIAL FUNCTIONS-SUPERINTENDENT**

- Attend Board Meetings.
- Establish and present items for consideration by the Board of Trustees in collaboration with the District Clerk/Business Manager, Board Chair and Board Vice-Chair. Respond to inquiries from the Board before, during and after the regular monthly school board meeting.
- Keep the Board informed through sharing timely and accurate information.
- Review policies with Board on an ongoing basis, making recommendations for additions, deletions, or revisions as deemed necessary.
- Collaboratively lead the Board, staff and community in implementing and monitoring progress of the District strategic planning process, developing district-wide goals, annual objectives, and problem solving.
- Recommend policy and program decisions to the Board and develop procedures to implement Board Policy.
- Provide leadership for the continuous improvement process for program evaluation, student performance and staff accountability.
- Ensure the interpretation and communication of Board decisions and requests to staff.
- Ensure the efficient management of the District's day to day operations.
  
- Ensure compliance with appropriate State and Federal Constitutional and statutory rules and regulations.
- Interview candidates for positions of employment and make hiring recommendations to the Board of Trustees.
- Respond to staff and community regarding questions or problems about District operations.
- Model leadership that embraces respectful listening and consensus building with a variety of community groups.

- Understand, effectively articulate, and strongly advocate for District resources at the local, state and federal level.
- Serve as advisor to Board during collective bargaining between District and Gallatin Gateway Teachers Association.
- Work with staff to prepare yearly budget requests and monitor spending to conform to budget restrictions.
- Supervise purchasing and allocation of equipment.
- Analyze financial condition of the District, oversee the preparation of the annual budget and proposes budget item priorities and long-range financial needs to maintain a financially sound district.
- Ensure adherence to Board policy in dealing with employer/employee issues and for dealing with concerns and complaints from the public.
- Attend and participate in various Board committee meetings and organizational meetings inside and outside the district.
- Keep community informed of school activities by providing accurate and timely information through the media and by involvement in community activities.
- Responsible for reporting pupil attendance, absence, and enrollment of the District and other pupil information to the county superintendent.
- Enforce compulsory attendance laws, and has authority to suspend any student for good cause.
- Make recommendations to the Board regarding employment, promotion, nonrenewal, or cessation of employment.

#### **ESSENTIAL FUNCTIONS - SCHOOL PRINCIPAL DUTIES**

- Develop and recommend course of instruction and submit textbook selections to the Board for approval.
- Administer quality educational program within the guidelines and standards developed by the Board and the Office of Public Instruction.
- Maintain a visible presence inside and outside the building to enforce safety and security standards for students and staff.
- Monitor classroom instruction and complete fair and accurate performance evaluations for teachers and professional staff.
- Supervise, oversee, and evaluate performance of classified employees to maintain quality support services.
- Responsible for the control and discipline of students.
- Hold frequent meetings and conferences with teachers, students, and parents to deal with educational and disciplinary problems.
- 
- Act as liaison between parents and professional staff in operating programs for students with learning disabilities, physical or psychological limitations, and other special needs.
- Make recommendations to the Board for the annual school calendar.
- Prepare class schedules and staff work schedules.
- Ensure the district benefits from appropriate professional development activities.

#### **ESSENTIAL FUNCTIONS - TRANSPORTATION SUPERVISOR**

- Develop and implement a pupil transportation program in accordance with Board policy and state and federal law.
- Responsible for the recruitment, screening and recommendation for hire of bus drivers.

- Supervise and evaluate district bus drivers.
- Maintain and oversee personnel records and submit time cards for purposes of payroll.
- Conduct periodic meetings with and provide training to transportation personnel.
- Comply with Board policies, rules, regulations, and directives.
- Assist in the development of specifications, and make recommendations for the purposes of updating and purchasing new transportation.
- Assist law enforcement in the investigation of all accidents as requested.
- Oversee the District's transportation budget.

### **ESSENTIAL FUNCTIONS - FOOD SERVICES SUPERVISOR**

- Oversee the daily operation of the District's food services program.
- Monitor the Federal Free and Reduced Lunch Program in accordance with federal requirements.
- Provide training to food services staff in the area of sanitation.
- Supervise and evaluate the food service employees including cook and assistant cook.
- Conduct periodic meetings with food service personnel.
- Evaluate meal costs and make recommendations.
- Make recommendations for updating and purchasing new kitchen equipment and for repairs.

### **ESSENTIAL FUNCTIONS - MAINTENANCE SUPERVISOR**

- Plan, schedule, and direct work of assigned maintenance personnel.
- Schedule and coordinate maintenance and repair of buildings, equipment and other District property.
- Maintain current and accurate records of maintenance operations, including time spent, resources utilized and total costs experienced by the District.
- Recommend repairs, refurbishing needs and new equipment purchases and obtains estimates of equipment, materials, and labor costs.
- Oversee the maintenance budget.
- Perform minor repairs and emergency maintenance and cleaning.
- Keep operational records and prepare routine reports.
- Acts as the EPA AHERA Compliance Coordinator for the District.

### **ESSENTIAL FUNCTIONS - DIRECTOR OF CURRICULUM AND INSTRUCTION**

- Commit to continued professional development.
- Orientation of new staff members.
- Lead the development, organization, implementation, coordination, and evaluation of grades K- 8 instructional programs to ensure all students meet and exceed the State Core Curriculum Content Standards.
- Provide opportunities for effective staff development that address the needs of the instructional program, including workshops, conferences, visitations, demonstration lessons and sessions.
- Provide leadership and coordination in the development of curriculum and the implementation of instructional programs of the district.
- Conduct meetings as necessary to keep staff informed and seek ideas for improvement of instruction and ensure proper functioning of the instructional programs.
- Responsible for planning, coordinating and monitoring of curriculum development, program evaluation and financial management.
- Assist in setting grade level goals and objectives and recommend textbook adoption.

**ESSENTIAL FUNCTIONS - ASSESSMENT COORDINATOR**

- Coordinate all federal, state and district testing
- Receive, sort and pack all testing materials to be mailed through the year.
- Provide training for teachers and paraprofessionals to administer tests according to state regulations.
- Coordinate and monitor appropriate IEP and 504 accommodations.
- Create assessment schedule for all state and district testing.
- Coordinate with OPI on matters related to state assessment.
- Coordinate with various vendors on matters related to District assessment.
- Attend training required to stay current on best practices in assessment administration and data analysis.

**ESSENTIAL FUNCTIONS - SPECIAL EDUCATION DIRECTOR**

- Responsible for the overall direction, coordination, and evaluation of the special education program.
- Supervise and evaluate special education personnel.
- Consult with staff, parents, and outside agencies regarding special education programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budget and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the special education budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of special education personnel.
- Develop and maintain complete and cumulative individual records of all children receiving special services or enrolled in special classes.
- Keep apprised of all legal requirements governing special education.

**ESSENTIAL FUNCTIONS - TITLE I SUPERVISOR**

- Responsible for the overall direction, coordination, and evaluation of the Title I program.
- Supervise and evaluate Title I personnel.
- Carry out GGS Policy #2160-Title I Parent Involvement and 2160P- Title I Parent Involvement.
- Carry out supervisory responsibilities in accordance with Board policies, rules, regulations, and other directives.
- Consult with staff, parents, and outside agencies regarding Title I programs offered.
- Respond to parents regarding the evaluation and placement of their children.
- Assist in obtaining funding from state and federal programs. Submit program documentation for approval, apply for grants, submit budgets and financial reports, and prepare and submit program reports to agencies.
- Develop and administer the Title I budget.
- Ensure compliance with local, state, and federal guidelines.
- Monitor staff caseloads and student progress.
- Responsible for the recruitment, selection, and recommendation for hiring of Title I personnel.
- Develop, maintain, and oversee complete and cumulative individual records of all children receiving Title I services.
- Keep apprised of all legal requirements governing Title I.

**ESSENTIAL FUNCTIONS - SCHOOL 504 COORDINATOR**

- Facilitate the implementation of the school board approved Section 504/ADA policy.
- Develop, continually revise and ensure the implementation of consistent Section 504 procedures.
- Provide ongoing training and support to District staff regarding Section 504 and the implementation of the Section 504 procedures.
- Collect and maintain all Section 504 data (Section 504 plans, lists of eligible students, discipline records) for future reference. (coordinator or designee)
- Continually monitor the reduction of architecture barriers for individuals with disabilities.
- Facilitate the provision of reasonable accommodations for District employees with disabilities.
- Serve as a daily resource to building staff and community members regarding Section 504/ADA issues.
- Coordinate Section 504 /ADA grievance procedures.
- Serve as the school District's liaison to the Office for Civil Rights. (OCR complaint resolution and corrective action plan implementation).
- Advise the school board regarding Section 504/ADA compliance issues and needs.
- Keep apprised of all legal requirements governing school 504 coordination.
- Review forms and data as needed with designated 504 Case Manager.

**ESSENTIAL FUNCTIONS - SCHOOL HOMELESS LIAISON**

- Ensure that each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education.
- Ensure that children enroll in and have a full and equal opportunity to succeed in school.
- Ensure that homeless families receive educational services for which such families and children are eligible, including Head Start, referrals to health care services, dental services, mental health services and other appropriate services.
- Ensure that parents and guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Ensure that a public notice of the educational rights of homeless children is disseminated where such children receive services, such as schools, family shelters, and soup kitchens.
- Ensure parent and guardian of a homeless child and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and assists in accessing transportation to the school.
- Ensure enrollment disputes are mediated in accordance with the McKinney-Vento Act.
- Raise awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness.
- Coordinate with other local educational agencies on inter-district issues, such as transportation or transfer of school records.
- Coordinate the provision of the services with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act.
- Act as an advocate for homeless children and their families or guardians or unaccompanied youth who are enrolled or entitled to be enrolled in the District, as required by the McKinney-Vento Act.
- Identify homeless children and youth through coordination activities with other entities and agencies.
- Keep apprised of all legal requirements governing the McKinney-Vento Act.

**ESSENTIAL FUNCTIONS - ADULT EDUCATION PROGRAM SUPERVISOR**

- Responsible for the overall direction, coordination, and evaluation of the Adult Education program.
- Recruit, interview, and recommend for hire Adult Education Director.
- Supervise and evaluate the Adult Education Director.
- Coordinate with the Adult Education Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the Adult Education program and provide budgetary oversight.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with Adult Education Director to refine program offerings and overall program improvement.

**ESSENTIAL FUNCTIONS - AFTER SCHOOL PROGRAM SUPERVISOR**

- Responsible for the overall direction, coordination, and evaluation of the After School program.
- Recruit, interview and recommend for hire After School Program personnel.
- Supervise and evaluate the After School Program personnel.
- Coordinate with the After School Program Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Monitor the fiscal progress of the After School Program and provide budgetary oversight, including possible grant writing.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with the After School Program Coordinator to refine program offerings and overall program improvement.

**ESSENTIAL FUNCTIONS - ATHLETIC PROGRAM SUPERVISOR**

- Responsible for the overall direction, coordination, and evaluation of the Athletic Program.
- Recruit, interview and recommend for hire Athletic Program personnel.
- Supervise and evaluate the Athletic Program personnel.
- Coordinate with the Athletic Director on matters related to policy implementation, which includes the construction of policies and procedures.
- Coordinate with the Athletic Director in recruiting, screening and recommending for hire all coaches and assistant coaches.
- Coordinate the use of facilities on various programs to make sure all are provided adequate space.
- Work with the Athletic Director to refine and improve the Athletic Program.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

Master's degree in Education. Must have strong leadership and communication skills.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Ability to obtain an appropriate Montana Superintendent's endorsement within two years of contracting with the District.



**LANGUAGE SKILLS**

Ability to read, analyze, and interpret educational, scientific and technical journals, financial reports and legal documents. Ability to respond to inquiries or complaints from employees, community members, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to public groups and/or Board of Trustees.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**OTHER SKILLS AND ABILITIES**

Must be able to speak effectively to large groups of people. Must be able to transport between school buildings, districts and cities. Must possess the ability to apply knowledge of current research and theory in specific field, to establish and maintain effective working relationships with students, staff and the school community.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, talk and hear. The employee is frequently required to stand or sit. The employee is occasionally required to use hands to operate office equipment and to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level may be loud, in the office quiet and at meetings moderate.

**History:**

Adopted on: February 11, 2003

Revised on: July 20, 2015, February 20, 2019

**GALLATIN GATEWAY SCHOOL DISTRICT #35  
SUPERINTENDENT CONTRACT**

1. **Term.** The Board, by and on behalf of the District, employs Theresa Keel, the Superintendent, and the Superintendent accepts employment as District Superintendent for a term of two (2) years, from February 17, 2021 to June 30, 2023.
2. **Record of Authorization for Contract.** This contract was approved by the Board at a properly noticed regular meeting dated February 17, 2021. Such approval shall be reflected in the official minutes of such meeting, which shall be available for review by the public upon request.
3. **Duties.** The Superintendent is the chief executive officer of the District and shall perform the duties of the District Superintendent for the District as prescribed in the job description and such other duties as may be assigned by the Board. The Superintendent shall comply with legal Board directives, § 20-4-402, MCA, other applicable state and federal laws, and District policies as they exist or may hereafter be adopted or amended. Said District policies are incorporated in and made a part of this Contract as though fully set forth herein, except to the extent that any district policy directly conflicts with a specific provision of this contract, in which case, the contract language shall control. The Superintendent agrees to devote her time and energy to the performance of these duties in a competent manner.

In addition to the duties set forth above, the Superintendent shall perform building administrator duties in accordance with the accreditation standards found in the Administrative Rules of Montana. The Superintendent agrees that under no circumstance, nor with respect to any portion of this Contract, shall the Superintendent acquire tenure as provided in § 20-4-203, MCA, or any statutory provision governing the employment of a principal. The Superintendent shall serve as a full-time Superintendent with assigned building administrator duties, and not as a part-time superintendent and part-time principal.

4. **Professional Activities.** The Superintendent may attend and participate in appropriate professional meetings at the local, state and national levels with the reasonable expenses for such attendance to be borne by the District, including membership fees and dues of the Superintendent in such organizations. "Appropriate" and "reasonable" shall include those meetings and expenses incorporated into the budget or otherwise pre-approved by the Board.
5. **Professional Certification and Records.** This contract is specifically conditioned upon the Superintendent providing the necessary certification and experience records and other records required for the personnel files or for payroll purposes. Failure to provide documentation of current and valid certification necessary and required to be employed as and perform the duties of Superintendent shall render this contract automatically void. Suspension, revocation, or lapse of said certification at any time for any reason shall render this contract automatically void. Any material misrepresentation related to or arising from said certification, or related to or arising from the application materials relied upon by the Board in offering employment to the Superintendent shall constitute good cause for termination of employment. The term "material" as used herein means any misrepresentation other than minor or insignificant deviations that would not have a bearing on the veracity of the Superintendent or the decision of the Board to extend an offer of employment to the Superintendent.

**6. Reassignment.** The Superintendent shall not be reassigned from the position of Superintendent to another position during the term of the Contract without the mutual written consent of the parties. Reassignment shall not be construed, however, as the assignment of additional administrative duties to the Superintendent as part of a reduction in the number of administrators in the district. In the event that additional duties and responsibilities are required of the Superintendent beyond those anticipated by the parties at the time of execution of the contract, the salary of the Superintendent may be renegotiated commensurate with said additional duties and responsibilities.

**7. Compensation.** The Board agrees to pay the Superintendent an annual salary of seventy- seven thousand nine hundred dollars (\$77,900.00), paid in equal monthly installments unless otherwise agreed to by the parties. Superintendent shall be present and available on school grounds for any day claimed as a work day unless the Superintendent is absent from District property while conducting business on behalf of the District. The Board and Superintendent agree the work year for the Superintendent is two-hundred and ten (210) days.

The parties agree that the Superintendent will be present on District property and on duty during all Pupil Instruction (PI) and Pupil Instruction Related (PIR) days falling within the academic school year, and on all business days falling outside of the academic school year, unless the Superintendent is utilizing vacation leave or sick leave as provided for herein, or unless the Superintendent is absent from District property while conducting business on behalf of the District. The parties agree further that the Superintendent's duties also include conducting school business as needed or necessary when situations requiring immediate attention or action arise on holidays, weekends, or during such other times when the Superintendent is not actively on duty.

**8. Salary Adjustment.** The Board will review the Superintendent's salary on an annual basis in conjunction with the evaluation of performance referenced in section 9, and in its discretion increase the salary.

**9. Evaluation.** The Board may evaluate and assess in writing the performance of the Superintendent at the Board's discretion, and shall conduct at least one formal evaluation annually, prior to January 15. Participation in the written evaluation process shall not preclude the Board from engaging in informal evaluation processes with the Superintendent throughout the term of the contract, nor shall the Board be prohibited from discussing with the Superintendent the performance of the Superintendent's duties at any time the Board shall in its discretion determine that such discussions are beneficial to the District.

**10. Holidays.** The Superintendent is entitled to days off with pay on those holidays specified in § 20-1-305, MCA, subject to the provisions of that section.

**11. Vacation Leave and Accrual.** The Superintendent is entitled to vacation leave benefits and subject to the cap on accumulation of annual vacation leave under Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the District Clerk and Board Chairperson in advance of the use of vacation leave or any absences from the District. Absence from the District in excess of two (2) days must be approved by the Board Chair or the Board. Vacation days taken by the Superintendent shall be taken at such time or times as will least interfere with the performance of the Superintendent's duties as set forth in this contract.

12. **Sick Leave and Accrual.** The Superintendent is entitled to sick leave benefits in accordance with Title 2, Chapter 18, Part 6, MCA. The Superintendent shall inform the District Clerk and the Board Chair in advance or upon the use of sick leave from the District for any length of time.
13. **Professional Dues.** The Board shall pay the Association dues of the School Administrators of Montana, the Montana Association of Elementary and Middle School Principals as well as other appropriate affiliations, and civic and social memberships as approved by the Board.
14. **Travel Reimbursement.** The Board shall reimburse the Superintendent for the use of her automobile in conducting business on behalf of the District in accordance with § 2-18-503, MCA.
15. **Major Medical and Flexible Benefits Plan.** The District shall offer the Superintendent the same health insurance plan and flexible benefits provided to the certified employees in Article 19 of the Certified Master Agreement. (\$584.00 per month toward the health insurance plan and \$25.00 per month towards the flexible benefit plan).
16. **Consultation Activities.** The Superintendent shall be permitted to undertake writing, teaching, speaking engagements, and personal investment activities, provided these activities are not deemed by the Trustees to be in conflict with the performance of the Superintendent's duties for the School District. Any consulting work undertaken by the Superintendent for compensation, must be accomplished on the Superintendent's annual leave days, holidays or other non-duty days and/or at times that are considered non-business hours.
17. **Professional Liability.** The Board shall provide for the immunization, defense, and indemnification of the Superintendent as provided in § 2-9-305, MCA.
18. **Termination by Mutual Agreement.** This Contract may be terminated by mutual agreement of the Superintendent and the Board in writing.
19. **Retirement, Death, Disability.** This contract shall be terminated upon the death of the Superintendent or upon the Superintendent's retirement. "Retirement" shall mean cessation of services in all states as an administrator or superintendent in a position requiring certification. If the Superintendent becomes unable to perform the essential functions of the job with reasonable accommodation by the District for a period of time in excess of the Superintendent's accrued vacation and sick leave, this contract may be terminated by the Board of Trustees.
20. **Termination for Cause.** The Board may terminate the employment of the Superintendent during the term of this Contract for good cause. For purposes of this Agreement, "good cause" is defined as reasonable job-related grounds for dismissal based on a failure to satisfactorily perform job duties, disruption of the employer's operation, or other legitimate business reason. Placing the Superintendent on paid administrative leave does not constitute termination of employment, and is within the discretion of the Board of Trustees during the term of this contract.
21. **Controlling Law.** This Contract will be governed by the laws of the State of Montana.
22. **Complete Agreement.** This Contract embodies the complete agreement of the parties hereto, superseding all oral and written previous and contemporary agreements between the parties. No

alteration or modification of this Contract shall be valid unless evidenced by a writing signed by the parties to this Contract.

**23. Savings Clause.** In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held invalid, illegal, or unenforceable, such invalidity, illegality, or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**24. Successors and Assigns.** This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and assigns, including any change of membership of the Board.

**25. Acceptance.** This offer shall expire unless signed and returned to the Board or its authorized representative by 5:00 pm, February 18, 2021.

GALLATIN GATEWAY SCHOOL DISTRICT #35

  
\_\_\_\_\_  
Theresa Keel, DISTRICT SUPERINTENDENT

2/18/2021  
DATE

  
\_\_\_\_\_  
Aaron Schwieterman, BOARD CHAIR

2/18/2021  
DATE

ATTEST:

  
\_\_\_\_\_  
Carrie Fisher, DISTRICT CLERK

2/18/2021  
DATE