

# August Agenda

## Special Work Session Meeting of Trustees

The special work session meeting of the Board of Trustees of School District #35 has been scheduled for **Monday, August 15, 2016 at 4:30pm** at the **Gallatin Gateway School Board Room**.

*(All policies mentioned in the agenda can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)*

### 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

Discuss Strategic Goals and Action Plans

Review and Discuss FY17 Line-item Budget

### 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."*

**MINUTES**  
**SPECIAL MEETING- WORK SESSION**  
**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 4:30pm on Monday, August 15, 2016 in the Gallatin Gateway School Board Room. Board Chair Donna Shockley presided and called the meeting to order at 4:32pm.

**Trustees Present**

Donna Shockley, Board Chair; Lyn Morton, Board Vice-Chair; Julie Fleury, and Aaron Schwieterman

**Trustees Absent**

Christie Francis

**Staff Present**

Travis Anderson, Superintendent and Carrie Fisher, District Clerk

**Others Present**

None

**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.

**Public Comment on Non- Agenda Items**

None

**NEW BUSINESS**

Discuss Strategic Goals and Action Plans

The Board reviewed and discussed the draft goals and action plans developed by Superintendent Anderson. In addition to discussing the proposed goals and action plans the individuals present also discussed the needed financial resources that would likely be required for the 16-17 school year to implement the goals and action plans. Through the discussion the following wording, grammar, and punctuation changes were proposed for the document such as:

- Adding consistent punctuation at the end of each Action Step.
- Rewording the final Action Step under Goal III to read: "Information gleaned from professional development plans and the mentor teachers will be presented to the Professional Development Advisory Committee to assist in the planning of professional development during the 2017-18 academic year."
- Removing the word "To" at the beginning of the first Action Step in Goal IV.
- Removing the wording "at the school" under the fourth Action Step in Goal IV.
- Rewording the fourth Action Step in Goal V to read: "Discuss high interest topics as appropriate in one board meeting, but vote on the topic at a following meeting to increase opportunity for community input."

The final document will be adopted at the regular meeting following the work session.

Review and Discuss FY17 Line-item Budget

Business Manager, Carrie Fisher reviewed a preliminary General Fund line-item budget with the Board. The Board, Superintendent, and Business Manager worked together to integrate the Board's Goals into the final line-item budget. The Business Manager will continue to do research and finalize the General Fund line-item budget and will provide the Board with another proposal at the regular meeting in September. In addition, the Business Manager will also develop line-item budgets for the other budgeted funds. The Board will also review those proposals at the regular meeting in September. After adoption, these documents will be posted on the District's website for the Public to access.

**Adjournment**

Board Chair Donna Shockley adjourned the meeting at 6:17pm.

  
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Donna Shockley, Board Chair

  
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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: August 15, 2016**

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

<b>NAME</b> (Please Print Clearly)	<b>TOPIC</b> (Please Print Clearly)
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# Special Meeting

August 15, 2016

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
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**2016 – 2017 Gallatin Gateway School District Goals DRAFT #1**

<b>I. Gallatin Gateway School Board will demonstrate excellence in governance.</b>			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
The Board will continue with procedures and action plans previously in effect	- None	- Ongoing	- Superintendent - School Board
The Board will continue attending appropriate MTSBA and/or other relevant training	- Fees associated with registration	- Ongoing	- Superintendent - School Board
	-	-	-
<b>II. Gallatin Gateway School Board will develop and maintain a safe and secure school facility and grounds.</b>			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
The Board will continue with procedures and action plans previously in effect	- Knowledge of facilities and financial priorities	- Ongoing	- Superintendent - School Board - Facilities Advisory Committee
Board, Superintendent, and Counselor will work together to address bullying issues related to Gallatin Gateway School	- Time to meet and discuss	- Ongoing	- Superintendent - School Board - Counselor
	-	-	-
<b>III. Gallatin Gateway School Board will maintain and provide high quality educational services.</b>			
<u>Action Steps</u>	<u>Resources Needed</u>	<u>Timeline</u>	<u>Position(s)</u>
Assign veteran teachers to serve as mentor teachers for new staff members.	- \$300 stipend per mentor teacher - There will be 4 mentor teachers this year	- August 2016	- Superintendent - Business Manager
Meet with mentor teachers prior to the start of the year to analyze program needs and establish a	- No additional resources needed	- August 2016	- Superintendent - Mentor Teachers

meeting schedule.			
Conduct a monthly meeting with all teachers working in the mentor program.	- Time	- September 2016	- Superintendent - Mentor Teachers - Mentee Teachers
Work with mentor teachers to revise the teacher mentor program to insure that all of the needs are being met. This will also require necessary adjustments to the program.	- Time	- Ongoing	- Superintendent - Mentor Teachers - Business Manager - School Board
Conduct training on the Montana Educator Performance Appraisal System (EPAS). This will include a training in August, regular discussion during staff meetings, and book study.	- 20 copies of "A Framework for Teaching" 2 <sup>nd</sup> Edition - EPAS resources from OPI	- Training and book study will be conducted according to schedule - All needed resources have been obtained from OPI	- Superintendent - Certified Staff
All teachers will work with administration to develop a professional development plan	- Online EPAS resources	- October 2016	- Superintendent - Certified Staff
Professional development plans and information gleaned from the mentor teachers will be taken to the Professional Development Advisory Committee to assist in the planning of professional development during the 2017-18 academic year.	- Time - Understanding of district resources available	- Spring 2017	- Superintendent - Certified Staff - School Board - Business Manager
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<b>IV. Gallatin Gateway School Board will promote the development of the whole child.</b>			
<b><u>Action Steps</u></b>	<b><u>Resources Needed</u></b>	<b><u>Timeline</u></b>	<b><u>Position(s)</u></b>

<p>To develop and improve the Multi-Tiered Systems of Support (MTSS) within the district. This concept is a combination of Response to Intervention (RTI) and Montana Behavioral Institute (MBI).</p>	<ul style="list-style-type: none"> <li>- Time</li> <li>- Understanding of district resources available</li> <li>- Prioritizing district resources to accomplish the goal established in 2013.</li> </ul>	<ul style="list-style-type: none"> <li>- Spring 2017 update</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul>
<p>Take a team of teachers to the MBI Conference at MSU in June of 2017. A minimum of 8 staff members will attend in 2017.</p>	<ul style="list-style-type: none"> <li>- The cost of the institute is roughly \$250/person. Therefore we will need \$2,000 to \$2,500 to support the staff attending.</li> <li>- The institute is located on campus at MSU, therefore travel costs will not be associated with this institute.</li> </ul>	<ul style="list-style-type: none"> <li>- 10 GGS staff members attended in June of 2016</li> <li>- June 2017</li> <li>- Discussion of the institute and sign ups will begin in April 2017.</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- School Board</li> <li>- Business Manager</li> </ul>
<p>Designate a staff member to lead the data collection process as well as organize those materials.</p>	<ul style="list-style-type: none"> <li>- No additional needs</li> </ul>	<ul style="list-style-type: none"> <li>- Cheryl Curry has agreed to serve as the lead teacher on the schools RTI committee</li> <li>- Complete</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> </ul>
<p>Analyze the Tier I instruction at the school to insure a guaranteed and viable curriculum.</p>	<ul style="list-style-type: none"> <li>- Time to analyze current curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- April 2017</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> </ul>
<p>Compile a complete list of available interventions within the district to determine intervention needs.</p>	<ul style="list-style-type: none"> <li>- Time to analyze and discuss interventions</li> </ul>	<ul style="list-style-type: none"> <li>- November 2016</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Business Manager</li> </ul>
<p>Establish a district RTI/MBI leadership team. The team will meet at least twice a month to</p>	<ul style="list-style-type: none"> <li>- One teacher from each team (K-2, 3-5, 6-8)</li> <li>- One teacher from specials</li> </ul>	<ul style="list-style-type: none"> <li>- October 2016</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>- Classified Staff</li> </ul>



discuss program direction, needs, and student needs.	<ul style="list-style-type: none"> <li>- SPED</li> <li>- Counselor</li> <li>- Classified</li> <li>- Administration</li> </ul>		
Schedule Paula Schultz to conduct professional development during an August PIR day and April 7.	<ul style="list-style-type: none"> <li>- There are resources through OPI that are available to pay Paula for her time.</li> </ul>	<ul style="list-style-type: none"> <li>- August 2016</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Business Manager</li> </ul>
Create goals for the exploration and early implementation of MTSS. This will be conducted with Paula Schultz in August and analyzed in April.	<ul style="list-style-type: none"> <li>- No additional needs</li> </ul>	<ul style="list-style-type: none"> <li>- August 2016</li> </ul>	<ul style="list-style-type: none"> <li>- Superintendent</li> <li>- Certified Staff</li> <li>-</li> </ul>
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Appoint a Whole Child Committee to establish priorities and actions plans to recommend to the Board.	<ul style="list-style-type: none"> <li>- No additional resources needed</li> </ul>	<ul style="list-style-type: none"> <li>- September 2016</li> </ul>	<ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>
Write a comprehensive scope to establish the purpose of the Whole Child Committee.	<ul style="list-style-type: none"> <li>- Time to meet and discuss</li> </ul>	<ul style="list-style-type: none"> <li>- November 2016</li> </ul>	<ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> <li>- Whole Child Committee</li> </ul>
Provide Monthly presentations to the Board for the purpose of educating the Board and public on the five tenets of Whole Child Education.	<ul style="list-style-type: none"> <li>- Time to meet and discuss</li> </ul>	<ul style="list-style-type: none"> <li>- November 2016</li> </ul>	<ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> <li>- Whole Child Committee</li> </ul>
	-	-	-
Recruit a core of volunteers from the community.	<ul style="list-style-type: none"> <li>- Time</li> <li>- Knowledge of community</li> </ul>	<ul style="list-style-type: none"> <li>- November 2016</li> </ul>	<ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>
Enlist a Volunteer Coordinator to recruit volunteers as well as	<ul style="list-style-type: none"> <li>- Time</li> <li>- Knowledge of community</li> </ul>	<ul style="list-style-type: none"> <li>- November 2016</li> </ul>	<ul style="list-style-type: none"> <li>- School Board</li> <li>- Superintendent</li> </ul>

interface between school and volunteers to organize time and tasks.			
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<b>V. Gallatin Gateway School will develop and implement effectiveness of building trust and communicating with the Gallatin Gateway community.</b>			
<b><u>Action Steps</u></b>	<b><u>Resources Needed</u></b>	<b><u>Timeline</u></b>	<b><u>Position(s)</u></b>
Continuation of Superintendent's Community Outreach Committee	- Complete a scope to establish the purpose of committee	- November 2016	- Superintendent - School Board
Hold quarterly parent meetings to discuss ideas and concerns	- Time	- October 2016	- Superintendent
Conduct open forums as needed at the beginning of a Board Meeting when particular concerns or topics come to the forefront prior to setting agenda	- Time - Knowledge of community	- Ongoing	- School Board - Superintendent - Business Manager
Discuss "hot-button" issues in one board meeting, but don't vote on the issue until the next regular meeting to give community more opportunity to express their opinion.	- Time - Knowledge of community	- Ongoing	- School Board - Superintendent - Business Manager
Conduct free adult education classes on school finance in the spring of each year.	- Time - Knowledge of school finance	- March 2016	- Superintendent - Business Manager
	-	-	-