

March Agenda Special Meeting of Trustees

The Board of Trustees of School District #35 have scheduled a special meeting for **Friday, March 27, 2020 at 10:30am** at the **Gallatin Gateway School Board Room and virtually**. (*All policies can be found at www.gallatingateway.school.com.)*

Call to Order

Presiding Trustee's explanation of procedures

Public Comment- Non Agenda Items- Sign in sheet

NEW BUSINESS:

- Consideration and Action on the District's COVID-19 Plan of Action for Submission to the Governor's Office
- Consideration of adoption of Policies 1900 and 1901 for the purposes of establishing emergency policy framework and implementing OPI guidance on transportation funds.
- Review and consider rescheduling community survey and Board self-evaluation
- Discuss rescheduling District Clerk Evaluation

Next Meetings:

- Special Meeting- April 3, 2020 @ 10am- agenda setting
- Special Meeting- April 3, 2020 @ 11:30- District Clerk Evaluation
- Regular Meeting- April 15, 2020 @ 6pm

Adjournment

Per the CDC recommendations the Board will be limiting the attendance to the meeting to no more than 10 individuals and will also be utilizing an online platform. Please use one of the following options if you wish to participate:

1. *Download the mobile Zoom app from Google Play or Apple Store*
 - a. *Meeting ID: 607 886 475*
2. *Use the following link to access online:*
 - a. *<https://zoom.us/j/607886475>*
 - b. *Meeting ID: 607 886 475*
3. *Call in:*
 - a. *+1 669 900 6833*
 - b. *Meeting ID: 607 886 475*
4. *Attend in-person: limited to 10 total attendees of the meeting (including board and administrative staff)*

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

**MINUTES
SPECIAL MEETING
BOARD OF TRUSTEES, GALLATIN GATEWAY SCHOOL DISTRICT #35**

Call to Order

A committee of the Board of Trustees of the Gallatin Gateway School District #35 met at 10:30am Friday, March 27, 2020 virtually via Zoom. Board Chair Aaron Schweierman presided and called the meeting to order at 10:34am.

Trustees Present

Aaron Schwieterman, Board Chair; Julie Fleury, Board Vice-Chair; Mary Martin, Carissa Paulson, Patti Ringo

Trustees Absent

None

Staff Present

Theresa Keel, Superintendent; and Carrie Fisher, District Clerk
(others may have been present via Zoom)

Others Present

Meeting held virtually- no sign-in sheet available

Presiding Trustee's Explanation of Procedures

Board Chair Aaron Schwieterman explained the public comment process to be followed for addressing the Board in accordance with Gallatin Gateway School policy. He 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

Consideration and Action on the District's COVID-19 Plan of Action for Submission to the Governor's Office

Governor directed that during the mandated school closure beginning March 16, school districts were to plan and begin implementation on the following:

1. Offsite learning instruction and structure;
2. School meals, consistent with what the District regularly provides;
3. Services for students with disability; and
4. Other services customarily provided to students.

In addition, the Governor directed the following conditions must met:

1. The District creates a Plan of Action to address those specific areas identified above;
2. The Board of Trustees approves the District's Plan of Action;
3. The Governor, in consultation with OPI, approves the Board of Trustees' endorsed Plan of Action and waives all requirements for pupil instruction. The Governor's March 19, 2020, directive provides that: "Presumptively, the Governor will approve waiver requests that are approved by school boards."

4. The District will submit periodic reports to the Governor addressing those specific areas identified above.

Motion: Trustee Patti Ringo to approve the Gallatin Gateway School District's COVID-19 Plan of Action and authorize the administration to submit the plan to the Governor's Office and take other necessary actions to execute the plan.

Seconded: Trustee Mary Martin

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Consideration of adoption of Policies 1900 and 1901 for the purposes of establishing emergency policy framework and implementing OPI guidance on transportation funds.

MTSBA developed *Model Policy 1900 – Temporary Covid-19 Policies* to establish a framework for temporary policies required to address the Covid-19 emergency. *Model Policy 1901 - Use of Transportation Funds During Periods of School Closure* outlines the revised OPI transportation guidelines providing additional flexibility regarding the use of transportation funds. The policy states the board authorizes the administration to make expenditures in accordance with OPI guidelines to ensure high quality offsite learning.

Motion: Trustee Mary Martin to adopt policies 1900 and 1901. The purpose of adopting Policies 1900 and 1901 are for establishing an emergency policy framework and implementing OPI guidance on transportation funds.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Review and consider rescheduling community survey and Board self-evaluation

Due to the Design-Build interviews schedule, Spring Break, and COVID-19 crisis the District has not sent out the community survey. The Board discussed how they would like to proceed with the process to ensure the data they obtained was a true reflection of the entire year and not the current crisis.

Motion: Trustee Patti Ringo to postpone conducting the community survey and Board self-evaluation to a later date to be determined at a future meeting.

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

Discuss rescheduling District Clerk Evaluation

The consensus of the Board was to postpone the District Clerk Evaluation until it could be conducted in-person. Final date will be determined at a future meeting.

Next Meetings:

Special Meeting- April 3, 2020 @ 10am- agenda setting

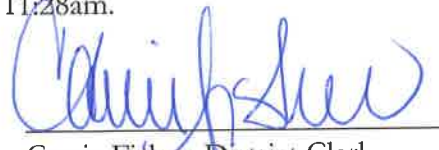
Regular Meeting- April 15, 2020 @ 6pm

Adjournment

Board Chair Aaron Schwieterman adjourned the meeting at 11:28am.



Aaron Schwieterman, Board Chair



Carrie Fisher, District Clerk

MARCH 27, 2020 BOARD MEETING DOCUMENTS:

AGENDA ITEM:

Consideration and Action on the District's COVID-19 Plan of Action for Submission to the Governor's Office

Background Information:

Mar 22, 2020 9:14 PM- Debra Silk, MTSBA

We have been working over the weekend on a MODEL COVID-19 PLAN OF ACTION FOR MONTANA'S PUBLIC SCHOOLS as part of the Governor's March 19, 2020 Directive. You will find the attached in a WORD document so you can fill in the blanks and use this as the framework for your District's Plan for submission to the Governor's Office.

As you can see in the attachment, we are recommending that you develop the Plan, notice a Special Meeting of the Board of Trustees on or before Wednesday (March 25, 2020) at noon giving the required 48-notice for Special Meetings, and hold your Special Meeting of the Board on or before noon on Friday, March 27, 2020, so your Plan can be submitted to the Governor's Office by close of business on Friday, March 27, 2020. You will also see that we have provided a draft Special Meeting Notice at the end of the document.

Thank you.

Debra Silk
Assoc Exec Dir & General Counsel
Montana School Boards Association

Recommended motion:

I move to approve the Gallatin Gateway School District's COVID-19 Plan of Action and authorize the administration to submit the plan to the Governor's Office and take other necessary actions to execute the plan.

PLAN OF ACTION
Gallatin Gateway School
DATE OF INITIAL PLAN : March 30, 2020
REVISION DATES: April 15, May 20

OVERVIEW

On Sunday, March 15, 2020, Governor Bullock ordered all K-12 public schools in Montana closed starting Monday, March 16 through Friday, March 27, 2020. Pursuant to the March 19, 2020, directive of Governor Bullock, requirements for pupil instruction from Monday, March 16 through March 27, 2020, were waived with Montana's public schools receiving full funding, including the state transportation reimbursement. The Governor further directed that during the mandated school closure from March 16-March 27, 2020, school districts were to plan and begin implementation on the following:

1. Offsite learning instruction and structure;
2. School meals, consistent with what the District regularly provides;
3. Services for students with disability; and
4. Other services customarily provided to students.

Through his March 19, 2020, directive, the Governor stated that districts will receive full funding and all requirements for pupil instruction will be waived if the following conditions are met:

1. The District creates a Plan of Action to address those specific areas identified above;
2. The Board of Trustees approves the District's Plan of Action;
3. The Governor, in consultation with OPI, approves the Board of Trustees' endorsed Plan of Action and waives all requirements for pupil instruction. The Governor's March 19, 2020, directive provides that: "Presumptively, the Governor will approve waiver requests that are approved by school boards."
4. The District will submit periodic reports to the Governor addressing those specific areas identified above.

PLAN OF ACTION

The following represents the District's REQUIRED Plan of Action to address pupil instruction, the provision of school meals for students, compliance with IEP's and 504 plans of students with disabilities, and other services the District customarily provides to students:

1. Offsite learning instruction and structure: The District has the following structure in place to ensure off-site learning for students. The District has ensured that continuity plans for educational services can be accessed by all students, regardless of resources available at home. The strategies identified below are, of course, customized to meet the individual needs of each student.

- Certified Staff will be working remotely (off-site) providing instruction to students through the following mechanism:
 - On-line courses via Google Classroom
 - Video chats/tele-tutoring with regularly scheduled times
 - Phone conference calls with parents
 - Hard copy packets of materials for students without internet capability
- Classified Staff will be on-site (at school) providing Title I intervention instruction to students through the following mechanism:
 - Online interventions through Google Meet, tele-tutoring, or other distance learning means.
- In order to ensure that all students have access to on-line or offline coursework, the District is
 - providing those students who do not have the necessary devices with Chromebooks
 - using transportation funds to deliver or receive instructional materials

2. School meals, consistent with what the District regularly provides: The District has implemented the following strategies to ensure that our students are continuing to receive nutritional meals, the same as if the District was open for pupil instruction.

- The District is offering grab-and-go breakfast, lunches, and snack at the regular rate during normal pupil days.
- The District is delivering meals to students through the use of school buses and on-site pick up

3. Services for students with disability: The District has implemented the following strategies to ensure that each student who is on an IEP or 504 Plan continue to receive the educational and related services to make progress towards their individual goals. The strategies identified below are customized and differentiated to meet the individual needs of each IDEA and 504 students.

- The District is providing a Free and Appropriate Education for students with disabilities.
- The District is conducting IDEA and 504 meetings via electronic means and/or meeting in person, but complying with CDC Guidelines, State Guidelines and/or local health guidelines;
- The District is providing educational and related services, in collaboration with parents and staff, through all means available, including
 - Alternative learning sites
 - On-line learning
 - Video chats/tutoring
 - Phone conference calls
 - Hard copy packets of materials

4. Other services customarily provided to students: The District has implemented the following strategies to ensure that our students receive service that we provide the same as if pupils were being educated on-site.

- The District is providing guidance counseling supports and services through video/tele-conferencing by our School Counselor
- The District is providing social and emotional supports and services through video/tele-conferencing by the School Counselor, Special Education Teacher, and related services through the Special Education Cooperative.
- The District is providing limited tele-health medical services once a week through the District Nurse Practitioner.

CHECKLIST

During the planning and implementation of the District's Plan of Action, we have implemented the following processes/mechanisms to ensure compliance with the Governor's March 19, 2020 Directive, ongoing collaboration with all stakeholders and effective communications with our community, staff, parents and students:

Check all that apply:

On Wednesday, March 18, 2020, the Board of Trustees made a Declaration of Unforeseen Emergency pursuant to 20-9-801 through 20-9-806, MCA

At a properly noticed meeting, March 27th, 2020, the Board of Trustees reviewed this Plan of Action, engaged in dialogue and deliberation regarding the same, and prior to approving this Plan, the public had an opportunity to provide input regarding the Plan.

Our administrative staff have taken the lead in coordinating meetings with parents, certified and classified staff while maintaining the social-distancing, self-isolation and other guidance of the CDC, the State and local health officials.

Our certified and classified staff participated in the development and implementation of this Plan using Safe Schools.

All parents/guardians of our students have been informed of our Plan for the continuity of educational and other services to their children through emails, announcements on the Website, and Facebook from the Administration.

We have maintained regular contact, at least weekly, with our community during this time of uncertainty to provide our community that we are providing for the needs of students and families and doing our part to minimize the impact of COVID-19 on our community, staff, parents and students.

The District has adopted the Model Policy 3650 Pupil Online Personal Information Protection on February 19, 2020.

The District has taken measures to ensure that all communications relating to the provision of programs and services for students and families are accessible to individuals with disabilities. This includes ensuring that all messages are available in both audio and visual formats.

The District leadership has reviewed COVID-19 basic information provided by the CDC.

The District has established a point of contact with local and state health authorities to discuss the impact of COVID-19 on their community through Diane Cashell

The District has provided students, staff, and parents with COVID-19 fact sheets from the CDC available at <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf> through the district website

The District has conducted a training for staff through Safe Schools, and students on Monday, March 30, 2020 on common preventative measures for COVID-19 prevention including:

- Washing hands with soap for at least 20 seconds
- Avoiding touching eyes, nose, and mouth
- Covering coughs and sneezes with tissues and throwing away tissues
- Avoiding contact with others when sick

The District has and will continue to comply with FERPA in reference to any student who may be identified as having COVID-19

The District has and will continue to comply with HIPAA Privacy laws in reference to any staff member who may be identified as having COVID-19.

The District has taken safety measures to comply with CDC guidelines on social distancing (6-feet of distance between individuals), limiting large groups of individuals from being together, and provided disinfectant wipes, etc. to regularly sanitize surfaces within the school, including but not limited to: door handles/knobs, restrooms, surfaces and electronic devices shared by staff and others, etc.

The District is contracted with Elite Cleaners who have provided assurance that they have adequately equipped the cleaning staff with personal protective equipment gloves and gowns that are appropriate for the cleaning products used and to minimize having contact with potentially contaminated surfaces.

The District has a cleaning schedule that is updated daily.

The District has educated all staff to recognize the symptoms of COVID-19 in case they become exposed to the virus themselves through Safe Schools.

The District has cancelled school sponsored events/travel of students and staff through April 10, 2020.

The District has a process in place for regular review of and refinement of this Plan to ensure it continues to meet the needs of our students. District teachers and staff meet daily to review and refine the Plan.

The Board of Trustees will review and when necessary approve any updates to this Plan for submission to the Governor's Office.

AGENDA ITEM:

Consideration of adoption of Policies 1900 and 1901 after one reading for the purposes of establishing emergency policy framework and implementing OPI guidance on transportation funds.

Background information:

MTSBA developed Model Policy 1900 – Temporary Covid-19 Policies to establish a framework for temporary policies required to address the Covid-19 emergency. This should help school districts in keeping these temporary policies organized and segregated in a manner that will allow for easy adoption and self-executing dissolution once the emergency is dissolved/resolved.

The first temporary policy is Model Policy 1901 - Use of Transportation Funds During Periods of School Closure. This Model Policy outlines the revised OPI transportation guidelines providing additional flexibility regarding the use of transportation funds. The policy states the board authorizes the administration to make expenditures to in accordance with OPI guidelines to extend internet access and technology to ensure high quality offsite learning.

Clerk information to help with decision and support Superintendent's recommendation:

- The Transportation budget is set and the only way to amend our budget would be to use some of our reserves. Not currently recommended since we are considering going out to bond next year and we want to get the best bond rating as possible.
- Our current budget was developed to operate the transportation program with two drivers running two routes for 177 days-- there is not a lot of wiggle room in the budget to absorb too many other costs.

Recommended motion:

I moved to adopt Policies 1900 and 1901. The purpose of adopting Policies 1900 and 1901 are for establishing an emergency policy framework and implementing OPI guidance on transportation funds.

Introduction

The board of trustees and its staff are operating under unusual, even unprecedented circumstances by virtue of the declaration of a statewide emergency by the Governor and the executive orders related to school closure to address concerns from the COVID-19 Virus. As part of its own concurrent declaration of an unforeseen emergency (community disaster), the board of trustees has found it necessary to adopt temporary policies related to emergency school closure. To ensure clarity and transparency, the board has organized all emergency school closure policies into a temporary chapter. The board has also included this introductory section as a heading for each policy to ensure understanding of the purpose and duration of each policy adopted pursuant to this chapter.

Purpose(s) of Policies

1. Addressing barriers to learning presented by distance.
2. Improvement of instruction in offsite setting during school closure.
3. Ensuring equity in services provided, including special education for exceptional children pursuant to Title 20, Chapter 7, Part 4.
4. Mitigation of digital divides that could otherwise create barriers to effective learning.
5. Ensuring adequate nutrition for students relying on the district's nutrition programs.
6. Ensuring continuity of employment of school district staff and/or continuity of services provided by contract transportation providers.
7. Ensuring accountability to families with children.

Term of COVID-19 Emergency Measures Policies

The term of School District Policies Numbered 1900-1999 shall run concurrent with any emergency related to COVID-19 declared by the President, Congress, Montana Legislature, Governor, Montana Department of Public Health and Human Services, county health department or the board of trustees. This policy shall terminate, unless further extended, on the earlier of June 30, 2020 or the date upon which all emergency declarations related to COVID-19 that apply to the district have lawfully expired or have been dissolved.

Cross Reference: Policy 2221 – 2221P – School Closure
Policy 1400 – Board Meetings
Policy 1310 – Policy and Procedure
Policy 1420 – Meeting Procedure

Legal Reference: Executive Orders – 2-2020 and 3-2020 – Office of the Governor and accompanying Directives
Section 20-9-801-806, MCA – Emergency School Closure
Section 50-1-202-204, MCA – Public Health Laws
Section 10-3-104, MCA – General Authority of Governor

Use of Transportation Funds During Periods of School Closure

Pursuant to guidance issued from the Office of Public Instruction, the board of trustees authorizes the following expenditures of its FY20 budgeted transportation funds that are in addition to traditionally authorized expenditures. The expenditures below are, as noted in OPI guidance, transportation services which provide instructional services to students.

OPTIONS: [Add any or all from the list below]- Superintendent Recommendations in YELLOW

- Transportation of food and meals used in nutritional programs.
- Purchase of equipment to ensure food safety.
- Providing accessibility to student services for remote learning.
- Providing instructional materials to students, including but not limited to internet service adequate to allow students to effectively access curriculum during periods of school closure.
- Cost of instructional materials, supplies, and software licenses.
- Costs of technological equipment needed for offsite instruction/correspondence study purchased by the school district and loaned to students without such equipment.
- Cost of correspondence study.
- Costs of providing services to students with an IEP or a plan adopted pursuant to section 504 of the 1973 Rehabilitation Act.
- Costs of time off or repurposed time for staff normally paid from the transportation fund.
- Costs to contractors of transportation services.

Cost Guidelines

The board of trustees authorizes the Superintendent to exercise his/her professional judgment and discretion as to the necessity, quality and amount of all expenses referenced below. Aggregate costs of items below are to remain within the budget limits adopted by the board of trustees for the FY20 transportation budget, including any budget amendments adopted by the board of trustees prior to the completion of FY20.

- Any costs consistent with costs under normal operation, including costs referenced in any contract to which the district is a party.
- Actual costs of delivering meals to students at locations authorized by any and all waivers of regular rules for school nutrition programs that have been adopted by the United States Department of Agriculture or the Office of Public Instruction.
- Any costs consistent with and necessary to comply with an IEP or section 504 plan.
- Actual costs of equipment, software and service necessary to bridge digital divides or provide a quality learning environment for students, including:
 - Equipment necessary to provide wi-fi in a student's home, including any equipment qualifying for discount under the federal E-Rate program;
 - Equipment necessary to allow students to effectively participate in offsite instruction with an emphasis on ensuring opportunities for real time interactions, collaboration, and effective engagement in the learning process by students.
 - Equipment purchased under this section may include any combination deemed necessary and appropriate by the Superintendent, including but not limited to mobile devices, tablets and laptops.

- Equipment purchased under this section shall become and remain the property of the district and shall be provided to students through a loan/checkout service developed by the Superintendent.
- Software to ensure a safe and appropriate online learning experience by students of the district.
- Internet service at an adequate bandwidth to ensure full and effective use of instruction delivery and interaction methods employed by the district as part of its offsite learning program.
 - § If there are multiple internet service providers in the community, the board authorizes the superintendent to choose either a single provider or to allocate/rotate selection from among all providers in the community meeting minimum bandwidth and other safety and quality standards deemed necessary and appropriate by the superintendent.

Cross Reference: Policy 3612 – District-Provided Access to Electronic Information, Services, and Networks
 Policy 3612P - District-Provided Access to Electronic Information, Services, and Networks Procedure
 Policy 3612F – Internet Access Agreement
 Policy 3650 – Montana Pupil Online Personal Information Protection Act
 Policy 3650F – Montana Model Data Privacy Agreement
 Policy 2168.- Distance Learning
 Policy 2170 – Montana Digital Academy
 Policy 2170P – Montana Digital Academy Procedures

Legal Reference: Section 20-10-101(5), MCA – Transportation

AGENDA ITEM:

Review and consider rescheduling community survey and Board self-evaluation

Background Information:

Due to the Design-build interview schedule, Spring Break and the COVID-19 crisis the District has not sent out the community survey yet. At this point, the Board needs to decide how they would like to proceed with the process. Below is an excerpt from the January 15, 2020 Regular meeting:

The Board reviewed the self-evaluation process utilized last year and agreed that they would like to use the same process for the 19-20 school year.

Motion: Trustee Mary Martin to approve the following process/ schedule to conduct the self-evaluation process:

- 1. Approve using the same tools for the Board and community surveys as last year with no changes*
- 2. Community Survey will be sent to the community via email on March 9, 2020*
- 3. Board self-evaluation survey will be sent to the Board March 9, 2020*
- 4. Community Survey and Board survey will close on April 3, 2020 at noon.*
- 5. Results will be sent to the Board for review on April 3, 2020.*
- 6. The Board will hold a special meeting on Wednesday, April 8, 2020 at 6pm*
 - a. Analyze and discuss the results of the surveys*
 - b. Follow up with the community if needed*
 - c. Discuss any changes needed to the process for next year*

Seconded: Trustee Carissa Paulson

Public Comment: None

For: Fleury, Martin, Paulson, Ringo, Schwieterman

Opposed: None

Motion passed unanimously

AGENDA ITEM:

Discuss and consider rescheduling District Clerk Evaluation

Background Information:

Originally Scheduled- Friday, March 5- rescheduled due to Design-build Interviews

Currently Scheduled- Friday, April 3

The Board should consider one of the following options due to COVID-19:

1. Reschedule to ensure face-to-face
2. Maintain current schedule and complete virtually
3. Maintain current schedule and meet in person since will be closed meeting and under the threshold of 10 individuals