

# February Special Meeting Agenda

## Labor/Management Committee

The special committee meeting of the Labor/Management Committee has been scheduled for **Wednesday, February 25, 2015 at 5:15pm** at the Gallatin Gateway School Technology Room.  
(All policies mentioned in the agenda can be found at [www.gallatingatewayschool.com](http://www.gallatingatewayschool.com).)

### Call to Order

### Public Comment- Non-Agenda Items (GGs Policy #1070)

- I. Introductions
- II. Mission Statement
- III. Announcements/Comments/Review Ground Rules
- IV. Approve previous meeting report and review old business
- V. Issue(s) to be discussed  
Cleanliness of School /Staff Responsibilities- continued  
*Common Interest:* Effective and efficient ways to keep environment clean and healthy  
  
Discussion of Discipline Policy/Implementation  
*Common Interest:* Consistent discipline/classroom management support of teachers and students for an optimal learning environment
- VI. Set next meeting date

### Adjournment

**FEBRUARY 25, 2015 MINUTES  
SPECIAL COMMITTEE MEETING  
LABOR/MANAGEMENT COMMITTEE**

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**Call to Order**

Meeting was called to order at 5:27pm in the Gallatin Gateway School Technology Lab by Donna Shockley.

**Management Team Present**

Kim DeBruycker, Superintendent; Donna Shockley, Trustee; and Lyn Morton, Trustee

**Labor Team Present**

Mike Coon, Elizabeth Matthews, and Deb Tysse

**Others Present**

Max Hallfrisch, Labor Mediator/Trainer, Montana Department of Labor & Industry; William Smith, Labor Mediator/Trainer, Montana Department of Labor & Industry; Brian Ehli, MEA-MFT Representative; and Carrie Fisher; District Clerk

**Public Comment- Non-Agenda Items- None**

**New Business**

Mr. Max Hallfrisch and Mr. William Smith facilitated the labor/management committee meeting.

Mission/Vision Statements

The following Mission Statement was approved by the committee:

To participate in a creative problem solving process to maintain a healthy environment for students, enhance the quality of work life for employees, and increase the overall effectiveness of the School District. We will focus on issues, not personalities, and interests, not positions, to create options to satisfy mutual and separate interests.

Announcements/Comments/Review Ground Rules

Ground rules were reviewed and no changes were proposed.

Approve previous meeting report and review old business

The committee approved the minutes from the February 18, 2015 meeting. The committee discussed and developed the charter document. The final charter document was approved by committee members.

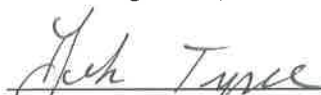
Issue(s) to be discussed: Cleanliness of School /Staff Responsibilities

Members discussed their interests in cleanliness of the school and who is responsible for cleaning. Discussions will continue at the April 1, 2015 meeting. Administration/Management team will meet with cleaning service to share interests and research budget impact of implementing options discussed by the committee.

The next meeting will be held on April 1, 2015 at 4:45pm in the Gallatin Gateway School Technology Lab.

**Adjournment**

The meeting was adjourned at 7:22pm.

  
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Deb Tysse, LMC Co-Chair

  
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Lyn Morton, LMC Co-Chair

  
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Carrie Fisher, District Clerk

# Labor/Management Committee Meeting

February 25, 2015

## Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Deb Tysse	<i>Deb Tysse</i>
2. Lyn Morton	<i>Lyn Morton</i>
3. BRIAN R. EHLE	<i>Brian R. Ehle</i>
4. Donna Shockley	<i>Donna Shockley</i>
5. Elizabeth Matthews	<i>Elizabeth Matthews</i>
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**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: February 25, 2015**

*\*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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## **LABOR-MANAGEMENT COMMITTEE**

### **GROUND RULE SUGGESTIONS**

Be on time – let facilitator know if you are going to be late or leave early

Avoid scheduling conflicts – stay committed – stick to scheduled meeting times

Be honest with each other

No sidebar conversations or passing notes

Maintain confidentiality as per consensus agreement

Be respectful of others

Don't interrupt

Be mindful of saying too much or too little

No beating dead horses

When annoyed, go directly to the person after the meeting – be respectful and private

Use business-like approach to reporting

Be prepared and avoid repetition

Turn cell phones off or on stun

If addicted to your "crackberry", please stare at it during break.

All decisions made by consensus

Caucuses allowed?...if so, time allowed?

Be hard on the issue, soft on people

Be open to new ideas and concepts

No retaliation!

**LABOR MANAGEMENT COMMITTEE**  
**Gallatin Gateway School Charter**  
**February 25, 2015**

The purpose of the Charter is to conduct fair and effective Labor Management Committee (LMC) meetings.

**Mission:** To participate in a creative problem solving process to maintain a healthy environment for students, enhance the quality of work life for employees, and increase the overall effectiveness of the School District. We will focus on issues, not personalities, and interests, not positions, to create options to satisfy mutual and separate interests.

**1. Membership**

The parties agree that the LMC will consist of three (3) members from both the union and management

It is mutually agreed that, during the first year of the LMC, the primary designees will attend meetings with no substitutes allowed. In the event that any of the individual members vacate, a representative will be selected by the appropriate party to fill the position.

**2. Quorum**

In order to conduct meetings, there must be a minimum of two (2) members present consisting of both the co-chairs (mandatory) and at least one (1) additional member from each side. Guest presenters are allowed to attend the meetings on a case-by-case basis subject to the mutual agreement of both co-chairs.

**3. Chair**

The two co-chairs may alternately conduct meetings, each chairing the session ever other time on a rotational basis.

**4. Meeting Frequency**

LMC will strive to meet monthly initially or as later agreed to within the LMC. The proposed date, time, location and duration of the next meeting will be confirmed during each meeting.

**5. Agenda**

Co-Chairs will jointly develop and distribute the following meeting's agenda one week prior to the meeting. If there are materials for read-ahead, those with responsibility for the material will also attempt to distribute information to LMC members on the same schedule.

**6. Notes/Minutes**

The District Clerk is responsible to document meeting notes and minutes and distribute to LMC members. Approved minutes will be posted to the District website.

**7. Decision Making**

LMC decisions will be reached by consensus. The decisions, actions, and recommendations from the LMC belong to the LMC and not to the union or management.

## **8. LMC and Labor Agreement**

Negotiations and grievances will be addressed through procedures identified in the Collective Bargaining Agreement. In these areas, the LMC will not impose itself or act as a substitute to the Collective Bargaining Agreement.

Nothing stated in the meetings or minutes will be used by either party in a grievance or arbitration hearing or an Unfair Labor Practice (ULP) proceeding.

## **9. LMC Performance**

The LMC will evaluate the effectiveness of its work at least annually.

## **10. Withdrawal of Process**

Both the union and management are committed to the LMC and will strive to make the LMC productive. Should either party choose to withdraw from participation in the LMC, they shall provide written notice to the other party. Prior to any final decision on withdrawal, both sides can call for a 60-day cooling off period and/or use of mediation to try and resolve issues.

## **11. Rules of Operation**

- All members are responsible to review and commit to the “rules”.
- Enhanced and effective communications is the #1 objective.
- Full and equal participation by all members.
- Be punctual; come prepared.
- Maintain an atmosphere of mutual respect at all times.
- We will concentrate on issues within our control.
- Confidentiality will be identified and respected.
- Individuals will not be identified with a specific statement or issue.
- Everyone will be allowed to voice opinions and concerns.
- One person speaks at a time. No sidebar conversations.
- Maintain a committee perspective, not only a personal perspective.
- Cell phones, pagers or similar devices will be turned off or placed in a non-ringing mode during the conduct of the meetings. If cell phones, pagers, etc. ring in the silent mode during a LMC meeting, the person receiving the call will exit the meeting room to answer the call.