

November Special Committee Meeting Agenda

Labor/Management Committee

The special committee meeting of the Labor/Management Committee has been scheduled for **Monday, November 30, 2015 at 4:00pm** in the Gallatin Gateway Technology Room.

(All policies mentioned in the agenda can be found at www.gallatingatewayschool.com)

Call to Order

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

I. Introductions/Mission Statement/Comments

- a. Revise Charter Document—Notes/Minutes Recorder

II. Approve previous meeting report

III. Old Business

- **Cleanliness of School/Staff Responsibilities**
 - *Common Interest:* Effective and efficient ways to keep the 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
- **Scheduling for the 2015-16 School Year**
 - *Common Interest:* Develop an efficient schedule that supports the learning and teaching environment.
- **Health Insurance Plan for 2015-16**
 - *Common Interest:* Understanding the plan options and rate comparisons
- **Transitioning to New Administration**
 - *Common Interest:* Discussion of how new administration will address the needs of students and staff
- **School Climate/Morale**
 - *Common Interest:* Building a thriving school climate and culture of trusting relationships to raise staff morale and support greater student achievement

IV. New Business

- IBB process
 - *Common Interest:* Discussion of initiating the IBB process and how it will affect LMC meetings

V. Set next meeting date

Adjournment

**NOVEMBER 30, 2015 MINUTES
SPECIAL COMMITTEE MEETING
LABOR/MANAGEMENT COMMITTEE**

Call to Order

Meeting was called to order at 4:11pm in the Gallatin Gateway School Technology Lab.

Management Team Present

Travis Anderson, Superintendent; Donna Shockley, Trustee; and Lyn Morton, Trustee

Labor Team Present

Mike Coon and Deb Tysse

Others Present

Carrie Fisher; District Clerk; and Ashley Davis, Teacher

Public Comment- Non-Agenda Items- None

Approve previous meeting report

The committee approved the minutes from the July 13, 2015 meeting.

Revise Charter Document- Notes/Minutes Recorder

The Management team proposed revising the Charter Document to address District needs and accurately reflects the practices and procedures of the committee. The following changes were approved by the committee:

5. Agenda

Co-Chairs will jointly develop and distribute the following meeting's agenda one week prior to the meeting. **The District Clerk will be responsible for posting the agenda in accordance with District policy.** 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~~ **A member of the LMC will be** responsible to document meeting notes and minutes and distribute to LMC members. Approved minutes will be posted to the District website **by the District Clerk.**

The committee intends to alternate the note taking responsibilities between the labor team and management team at each meeting. The District Clerk will provide Lyn Morton with a jump drive with all of the LMC documents to date.

OLD BUSINESS

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

Management received an update from the labor members regarding the new cleaning service. The consensus was that the new cleaning company has been positive and the company has been very flexible with the schedule of the school.

Issue(s) to be discussed: Discipline Policy/Implementation.

An update was provided to management regarding discipline implementation. It was noted the positive improvement that has been noticed within the school. The Superintendent will lead discussions in the spring while revising the handbooks to incorporate staff input and implement two (or three) different student/parent handbooks. The Superintendent's goal is to have all handbook revisions completed and in place by July 1 of each year.

Issue(s) to be discussed: Scheduling for the 2015-2016 School Year

Members discussed scheduling concerns and issues for the 2015-2016. Further discussions, research, and considerations will be conducted in preparation for scheduling for 2016-2017. The Superintendent will research what other rural schools do for scheduling.

Issue(s) to be discussed: Health Insurance Plan for 2015-2016

An update was provided to the committee regarding the progress of gaining information and having the MUST representative available to certified staff members to ask questions in July 2015 during open enrollment. In the future,

the District plans to have a MUST Representative present information to the staff prior to open enrollment and allow for individual appointments with the MUST Representative to answer questions.

Issue(s) to be discussed: Transitioning to New Administration

Members discussed the transition to the New Administration. Continued discussion will occur prioritizing technology needs and ways to maximize instructional time.

Issue(s) to be discussed: School Climate/Morale

Members discussed ways to foster positive and trusting relationships among the staff. A climate survey will be developed by the labor team of the LMC and sent out to all staff in the building to obtain data regarding the climate of the school.

No further discussions were held and the committee agreed to discuss New Business at the next meeting. Next meeting will be held Tuesday, January 19, 2016 at 4pm.

Adjournment

The meeting was adjourned at 12:18pm.



Deb Tysse, LMC Co-Chair



Lyn Morton, LMC Co-Chair

Carrie Fisher, District Clerk



Special Committee Meeting (LMC)

November 30, 2015

Sign-in Sheet

<u>Name- please print</u>	<u>Signature</u>
1. Lyn Morton	Lyn E. Morton
2. Deb Tusse	Deb Tusse
3. Mike Coon	Mike Coon
4. Ashley Davis	Ashley Davis
5. Donna Shockley	Donna Shockley
6. Travis Anderson	Travis Anderson
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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: November 30, 2015

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

NAME (Please Print Clearly)	TOPIC (Please Print Clearly)
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10.	<i>Lyn Morton</i>