

# May Special Committee Meeting Agenda

## Interest-Based Bargaining

The special committee meeting of the IBB Committee has been scheduled for **May 31, 2016**, at **4:00pm** in 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)

### **Introductions/ Comments**

### **Approval of Minutes**

### **Old Business**

Further discussion on Articles 8.2, 12.1, 20, and Article 11- Evaluations

### **New Business**

Article 13 - Annual Leave, Article 14 - Professional Leave, time permitting

Choose topics for next meeting.

Confirm/schedule next meeting date(s).

### **Adjournment**

**May 31, 2016 MINUTES  
SPECIAL COMMITTEE MEETING  
INTEREST- BASED BARGAINING COMMITTEE**

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**Call to Order**

Meeting was called to order at 4:00 pm in the Gallatin Gateway School Technology Room.

**Board Team Present**

Donna Shockley and Lyn Morton

**Gallatin Gateway Education Association Team Present**

Elizabeth Matthews, Mike Coon and Deb Tysse

**Others Present**

Kim McCauley and Ashley Davis

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

**INTRODUCTIONS/MISSION STATEMENT/COMMENTS**

Approval of May 17, 2016 Minutes.

**OLD BUSINESS**

The Board Team and the Association tentatively agreed upon Articles 8.2, 11, and 12.1.

**ARTICLE: 8.2** If a laid-off teacher has displaced another, the teacher will remain eligible for recall in accordance with the provisions of this article.

**ARTICLE: 12.1** A grievance is a teacher complaint regarding alleged violation of any provisions in this Agreement or other Board policy. A grievant is a teacher filing a grievance.

1. Within twenty (20) working days of the knowledge of the occurrence of an incident giving rise to a grievance, the grievant shall speak to the Administration informing the Administration of the grievance. Complaints must be declared as a grievance when that is the intent. The Administration shall arrange an initial grievance resolution meeting within five (5) working days. The grievant, and if **desired**, a representative of their choosing, shall meet with the Administration. Following the meeting, the Administration will provide the grievant and Association with a written answer to the grievance within two (2) working days.
2. If the grievant is not satisfied with the Administration's action or a written a response has not been received after two (2) working days, the grievant shall present a written grievance to the Administration within five working days. The Administration shall act upon the written grievance and provide the grievant and Association with a written response within five (5) working days.
3. If the grievant is not satisfied with the Administration's action or has not received a written response after five (5) working days, the grievant shall present a written grievance to the School Board. The School Board shall act upon the grievance and provide the grievant and Association with a written response within ten (10) working days.

**ARTICLE: Article 11- Evaluations** - The District evaluation program is designed to provide an opportunity for staff to set goals and objectives, including plans for professional growth and career opportunities,

and to receive administrative responses to them; to have formal and/or informal observations of the teaching of licensed staff; to receive verbal and written comments and suggestions for improvement from their supervisor and to have clear opportunities to make improvement within the specific timelines.

- 11.1 Formal Observation-** An observation by the Administration to an instructional or performance activity that has been pre-scheduled at the request of the Administration or the teacher. This includes a pre-observation conference, a scheduled observation, a written feedback report, and a post-observation conference between the evaluator and the teacher. The post-observation conference shall occur within fifteen (15) working days of the formal observation.
- 11.2 Informal Observation-** Any non-scheduled visit or observation by the Administration to an instructional or performance activity. This includes a written feedback report and may include a post-observation conference between the Administration and the teacher. If the Administration has a concern with any observation, a post-observation conference shall be scheduled and completed within ten (10) working days.
- 11.3 Pre-Observation Conference-** A conference conducted between the teacher and the administration before each formal observation so that the administration can be apprised of the teacher's objectives, methods, and materials for the activity to be observed.  
  
The administration will announce the time period for- formal observations.
- 11.4 Post-Observation Conference-** A conference held to provide an opportunity for feedback, identification of strengths, and directions for areas to be developed. This conference is documented by a written summary signed and retained by the teacher and the Administration.
- 11.5 Evaluation-** A written cumulative document of teacher performance based on at least one formal observation and one informal observation. The evaluation may include all aspects of employee performance, including what has been directly observed and/or what has been investigated and substantiated. This written summary shall be discussed with the teacher and signed by the teacher and the Administration, with one copy to the teacher and one copy to the teacher's personnel record. This evaluation discussion may also serve as a post-observation conference for the final observation.
- 11.6 Notification of Evaluation-** Teachers will be advised of the District's evaluation procedures at the beginning of each school year. Teachers joining staff after the commencement of the school year will be advised of the evaluation procedures by the Superintendent.
- 11.7 Evaluation of Non-tenured Staff-** At least two (2) written cumulative evaluations shall be made for all non-tenured teachers each year. These evaluations will include classroom observations as defined above. The first evaluation shall be completed by January 1. The second evaluation shall be completed prior to issuing of teaching contracts for the following year.
- 11.8 Evaluation of Tenured Staff-** At least one written cumulative evaluation shall be made for all tenured teachers each year. These evaluations will include classroom observations as defined above. The evaluations shall be completed by May 1.

- 11.9** Should concerns arise regarding a teacher's performance; the teacher will be advised by the administration that corrective measures are called for. A written plan of improvement will be made by the administration to point out weaknesses and corrective measures necessary to overcome them. Within thirty (30) working days, follow-up observations will be made, including a formal observation addressing written recommendations by the administration. If adequate measureable progress is not demonstrated, the administration will take additional action.
- 11.10 Right to Respond-** A teacher may submit a written response within fifteen (15) working days to any part of the evaluation procedure. This response shall be attached to the copy of the observation or evaluation in the teacher's personnel file.

Further discussion was held on **Article 20- Salary Schedule**.

Articles 13, 14, and 20 will be discussed at the next meeting.

Ongoing discussion will also continue on Articles 21, 23, and 33 at following meetings.

The next IBB meetings are scheduled on June 9, 2016 at 11:00 and June 13, 2016 at 11:00.

#### **Adjournment**

The meeting was adjourned at 6:05pm.

  
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Deb Tysse, IBB Co-Chair

  
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Lyn Morton, IBB Co-Chair

# Special Committee Meeting

May 31, 2016

## Sign-in Sheet

| Name- please print    | Signature          |
|-----------------------|--------------------|
| 1. Lyn Morton         | Lyn Morton         |
| 2. Donna Shockey      | Donna Shockey      |
| 3. Mike Coon          | Mike Coon          |
| 4. Elizabeth Matthews | Elizabeth Matthews |
| 5. Deb Tysse          | Deb Tysse          |
| 6. Kim Wynne McCarty  | Kim Wynne McCarty  |
| 7. Ashley Davis       | Ashley Davis       |
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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: May 31, 2016

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

| <b>NAME</b><br>(Please Print Clearly) | <b>TOPIC</b><br>(Please Print Clearly) |
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| 10.                                   | Lyn Morton                             |