

July 14, 2017
REGULAR MEETING

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on July 14, 2017, at 7:00 p.m. in Room 9 of the Middle School Building with the following in attendance:

Layton Salsbery, Chairman, School District #4 & Forsyth High School District

Jeanette Krueger, Trustee “ “

Clay Redding, Trustee “ “

Amy Fulton, Trustee “ “

Absent:

Gerald Killen “ “

Donald John Cameron, Trustee “ “

Also Present:

Dinny Bennett, Superintendent

Stephanie Schnug, District Clerk/Business Manager

Dixie Seleg, K – 6 Principal

Shelly Weight, 7-12 Principal

Craig Knoche, Activities Director

Guests: Erica Bidwell, Steve Pulver, Rian Pinkerton

The Chairman called the meeting to order at 7:04 p.m.

The Chairman led the group in the Pledge of Allegiance.

Public Participation: None

Revise/Review Agenda: None

Consent Agenda

Clay Redding moved, seconded by Amy Fulton, to approve the consent agenda consisting of the following:

- July bills in the amount of \$290,951.25 including warrants #45132 through #45236.
- Minutes for the June 6, 2017 regular meeting.
- Warrant lists from 06/01/17 through 06/30/17 including the following:
 - Claims 45071-45186 \$ 543,734.79*
 - Payroll 311416-311456 \$ 32,279.48
 - [*Includes direct deposit check 45132 \$ 25,711.89]
- Activity Cash Report
- Correspondence

- a. Thank You Card
- b. Diane Bell Resignation- Concessions Manager
- c. Tara Anderson Resignation- JH/HS Teacher

Upon call for a vote, all trustees present voted in favor of the motion. Motion carried.

Student

None

Personnel

New Business

Hire K-6 Paraprofessional

After reviewing applications and conducting interviews; Dixie Seleg recommended the Board of Trustees hire Erika Marshall as the K-6 Paraprofessional for the 2017-2018 school year. Jeanette Krueger moved, seconded by Amy Fulton, to hire Erika Marshall as the K-6 Paraprofessional for the 2017-2018 school year. All trustees present voted in favor of the motion. Motion carried.

Hire HS Head Girls Basketball Coach

Interviews were conducted to fulfill the HS Head Girls Basketball Coach position for the 2017-2018 school year. Craig Knoche recommended Rian Pinkerton for HS Head Girls Basketball Coach for the 2017-2018 school year. Jeanette Krueger moved, seconded by Amy Fulton, to hire Rian Pinkerton as HS Head Girls Basketball Coach for the 2017-2018 school year. All trustees present voted in favor of the motion. Motion carried.

District

Old Business

Activities Handbook-Final Reading

Craig Knoche presented the Activities handbook with the proposed changes discussed at the regular June 2017 Board Meeting for the 2017-2018 school year. Discussion followed regarding fees, meal costs, and activity pass prices. Clay Redding moved, seconded by Amy Fulton, to approve the Activities Handbook with the proposed changes on the final reading. All trustees present voted in favor of the motion. Motion carried.

Coaches/Sponsors Handbook- Final Reading

Craig Knoche presented the Coaches/Sponsors handbook with the proposed changes discussed at the regular June 2017 Board Meeting for the 2017-2018 school year. Discussion followed proposed changes. Clay Redding moved, seconded by Amy Fulton, to approve the handbook on the first reading. All trustees present voted in favor of the motion. Motion carried.

New Business

Staff Handbook- First and Final Reading

Shelly Weight and Dixie Seleg reported the changes that were made to the handbook. It is recommended that it be passed on final reading. Amy Fulton moved, seconded by Jeanette Krueger, to approve the handbook on first and final reading. All trustees present voted in favor of the motion. Motion carried.

Purchase Copier

Peterson Quality Office conducted their annual servicing on all the copiers in the district, and while most of them checked out fine, the one in the High School copier room is in need of extensive repairs. This is a very high use machine that has produced more than 1,100,000 copies in the four years that we have owned it. At the direction on Peterson Quality Office, it was suggested that purchasing a new copier for this location was the most economical choice.

The BizHub 458- 45 page per minute, black and white copier, printer, scanner

Retail	\$	17,042.93
Discount	\$	<u>-9,2036.93</u>
Total	\$	7,839.00

It is recommended that the Board of Trustees approve the purchase of the copier as presented. Clay Redding moved, seconded by Jeanette Krueger, to purchase the copier at the presented price. All trustees present voted in favor of the motion. Motion carried.

2017-2018 PIR Day Schedule

Shelly Weight and Dixie Seleg me with the Professional Development Committee and provided a schedule of activities and trainings for the 2017-2018 PIR days.

August 22:

- Staff meetings and room preparation
- FEA meeting – 1 hour
- Coaches meeting

September 25:

- PLC Training

October 19-20:

- MEA Conference
- Other Conferences – i.e. music, reading conference, local teacher trainings (i.e. MCC, Glendive, Sidney)
- On-site Options – If staff members wish to remain on-site, they need to present a professional development proposal to the Superintendent no later than September 15. Proposals will be approved based on content, district needs and availability of qualified presenters.

Replacement Days – Staff members who attend Professional Development outside the regular school week or school calendar year (weekends or summer) may exchange these days for the MEA days with prior approval of the superintendent. The exchange is a 1-1 exchange. The staff member must be physically present at the training; online classes will not be accepted.

November 3:

- Parent-Teacher Conferences

January 22

Project Based Activities/Assessments

March 12

Google Classroom

**In the event a qualified presenter could not be found for any of these days, a motivational speaker would be a replacement option.

**All on-site training days will consist of ½ day of training and ½ day of implementation.

It was recommended the Board of Trustees approve the Professional Development schedule as provided. Jeanette Krueger moved, seconded by Amy Fulton, to approve the Professional Development schedule as provided. All trustees present voted in favor of the motion. Motion carried.

Science Curriculum Review

Shelly Weight and Dixie Seleg have met and worked very hard with their staff to review and update the Science Curriculum. The curriculum committee has presented the reviewed/revised Science Curriculum to the Trustees on first reading. It is recommended that the Board of Trustees approve the Science Curriculum on first reading. Amy Fulton moved, seconded by Clay Redding, to approve the Science Curriculum as presented. All trustees present voted in favor of the motion. Motion carried.

Purchase Science Textbooks/Materials

Due to the State and consequently the District updating the science curriculum, we need to update our science books/program to match the new curriculum. We are recommending the purchase of the Pearson program for the K-4 grades and the McMillan/McGraw Hill program for the 5-12 grades.

PEARSON (K-4) TOTAL COST \$24,696.16

MCGRAW/HILL (5-12) TOTAL COST \$38,390.63

It was recommended that the Board of Trustees approve the purchase of the new science program. Clay Redding moved, seconded by Amy Fulton, to approve the Purchase of Science Textbooks/Materials as presented. All trustees present voted in favor of the motion. Motion carried.

MQEC Dues

The Superintendent reported that the dues for the Montana Quality Education Coalition are \$2,000 for the 2017 – 2018 fiscal year which have increased from \$1,250 from the previous year. Mr. Bennett recommended that the dues be paid. Amy Fulton moved, seconded by Jeanette Krueger, to pay the MQEC dues for 2017 -2018. All trustees present voted in favor of the motion. Motion carried.

Property Insurance Renewal

Information has been received from the Montana Schools Property & Liability Insurance Program, the District's property and liability insurance carrier.

The premium, \$47,280.00, is approximately 11.125% lower than last year. Last year the premium was \$53,187.00. The billing for this policy arrived late in the month and due to the effective date of the policy being July 1, 2017, the premium has been paid. This is presented for informational purposes only.

High School Door Replacement

Steve Pulver presented that the south door going into the high school multipurpose room is experiencing several modes of failure. The panache hardware is worn to a point where the doors are becoming difficult to secure. Several staff members have difficulty getting the door lock. The right hand door is delaminating on the inside and both doors are showing signs of rust. A quote from Dale & Jax has been received to replace the door similar to the method used to replace the two sets of door on the east end of the high school last year. Cost for the work is \$8,800.00. We have had no problems with the replacements door.



536 Moore Lane – P.O. Box 80385 – Billings, MT 59108-0385

(406) 252-8990 Fax (406) 252-0051 Toll Free 888-837-5107

June 13, 2017

Forsyth School

Attention: Steve

Re: South entrance - New steel doors and hardware

Quote:

Remove existing pair of doors and hardware; Replace w/ new –

- 1 - Pair of 3'0" x 6'8" steel doors
Pair to have narrow lite kits w/ 1" clear insulated tempered glass
- 2 - Von Duprin 98 rim exit devices w/ keyed lever handles
- 1 - Von Duprin keyed removable mullion
- 2 - LCN 4041 door closers
- 2 - Select continuous hinges
- 1 - Set of weather-stripping, sweeps
Re-use maglocks

Supply and Install - \$8,800.00

Note: Doors will be primed only

Should you have any questions concerning the above, please feel free to telephone me at 406-252-8990 or on my cell phone at 406-698-4940.

Jeremy M. Hein – Vice President
Dale & Jax Door and Glass, Inc.

It was recommended that the Board of Trustees approve the hiring of Dale & Jax to replace the south door to the Multi-Purpose Room and salvage any usable parts off the old doors. Jeanette Krueger moved, seconded by Amy Fulton, to approve the hiring of Dale & Jax to replace the south door to the Multi-Purpose Room and salvage any usable parts off the old doors. All trustees present voted in favor of the motion. Motion carried.

Administrative Team Reports

K – 6 Principal

Dixie Seleg presented the K – 6 Principal’s report. Mrs. Seleg has been busy developing the new Science Curriculum. The Leadership Team Goal Report has been completed. A huge Thank You to Mr. Pulver, Mrs. Pulver and their crews for all the changes and cleaning that have been done in the Elementary Building, it looks great.

7– 12 Principal

Shelly Weight presented the 7 – 12 Principal’s report. Letters to all 7-12 parents have been sent with information including test results, and scheduling for the upcoming school year. The Special Education report has been completed. Mrs. Weight attended the Delegate Assembly for SAM and the AdvancEd Conference. The Student Handbook and Science Curriculum have been completed. Mrs. Weight has posted our open Teacher positions on college sites.

Activities Director

Craig Knoche presented the Activity Director’s report. Activity scheduling has been completed and sent to the printer. The HS gym floor update and MS Volleyball post hole has been completed. Work is being done to change the football field to meet the new 8 man standards. Mr. Knoche will have a booth at the Rosebud/Treasure County Fair again this year to answer any questions. High School Football and Volleyball Practice will begin August 11. Mr. Knoche will attend MCA in Great Falls. Volleyball camp will be held in the high school.

District Clerk/Business Manager

Stephanie Schnug presented the Business Manager’s report. Mrs. Schnug attended the MASBO Summer Conference in June at Fairmont Hot Springs Resort. The first three days was the New Clerk Workshop and the remaining days were very helpful information. The end of year wrap up and new year Budget has begun. Mr. Martelle is graciously donating his time and expertise to train and assist in this process. Mr. Pulver’s Lighting Retrofit is almost complete and everything looks great.

Superintendent

Dinny Bennett presented the Superintendent’s report. Work is being done to move from Fiscal Year 2017 to Fiscal Year 2018. The Administration Office will be closed from July 26-28, 2017 for the cleaning and maintenance crew to get in there to complete their work. There will be a special meeting in August to discuss and adopt the Fiscal Year 2018 Budget.

Next Meeting

The next regular meeting will be held Tuesday, August 8, 2017. The meeting will be held in Room 9 of the Middle School Building at 7:00 p.m.

Adjournment

The Chairman declared the meeting adjourned at 8:47.m.

Respectfully submitted,

Stephanie Schnug
District Clerk/Business Manager

Layton Salsbery
Chairman of the Board