

**July 12, 2016**  
**REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on July 12, 2016, at 7:00 p.m. in Room 9 of the Middle School Building with the following in attendance:

Gerald Killen, Vice-Chairman, School District #4 & Forsyth High School District

Jeanette Krueger, Trustee “ “

Doug Roberts, Trustee “ “

Donald John Cameron, Trustee “ “

Absent:

Layton Salsbery, Chairman “ “

Jerry Hagadone, Trustee “ “

Also Present:

Dinny Bennett, Superintendent

Robert J. Martelle, District Clerk/Business Manager

Dixie Seleg, K – 6 Principal

Shelly Weight, 7 – 12 Principal

Guests: Steffani Grogan

In the absence of the Chairman, the Vice-Chairman called the meeting to order at 7:00 p.m.

The Vice-Chairman led the group in the Pledge of Allegiance.

**Public Participation:** None

**Revise/Review Agenda**

The agenda was accepted as presented.

**Consent Agenda**

Donald John Cameron moved, seconded by Jeanette Krueger, to approve the consent agenda consisting of the following:

- End of June and July bills in the amount of \$278,355.22 including warrants #44283 through #44370.
- Minutes for the June 7, 2016 regular meeting.
- Minutes for the June 22, 2016 special meeting.
- Warrant lists from 06/01/16 through 06/30/16 including the following:
  - Claims 44222 – 44326 \$ 395,369.87\*
  - Payroll 310961– 310993 \$ 25,864.50
  - [\*Includes direct deposit check 44286 \$ 33,103.97]
- Activity Cash Report
- Thank You card from the family of Dennis White
- Thank You card from the Community Foundation

- Resignations

- a. Marlys Lee, Community Education Director
- b. Shawn Hollowell, HS Asst. Football Coach
- c. Steffani Grogan, Concessions Sponsor

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

**Personnel**

**Old Business**

**Hire Teachers**

The 7 – 12 Principal discussed the two open teaching positions. Individuals had been interviewed and the following individuals were recommended by the interview committee:

- Tammy Raymond – 7 – 12 Special Education
- Ty Baumeister – 7 – 12 Health & Physical Education

The Superintendent concurred with the recommendation. Jeanette Krueger moved, seconded by Donald John Cameron, to hire the individuals as recommended subject to the results of fingerprint and background checks. All trustees present voted in favor of the motion. Motion carried.

**Increase Paraprofessional FTE**

The 7 – 12 Principal discussed the need to increase the FTE of Sarah Polich, the Paraprofessional who provides academic assistance to 9 – 12 students. The position had been hired as .5 FTE. Ms. Polich may also teach one section of Algebra. Doug Roberts moved, seconded by Jeanette Krueger, to increase the position to 1.0 FTE as recommended. All trustees present voted in favor of the motion. Motion carried.

**New Business**

**Hire HS Assistant FB Coach**

The Superintendent discussed the two vacant HS Asst. Football Coaching positions. He recommended that Ty Baumeister be hired to fill one of them. Donald John Cameron moved, seconded by Jeanette Krueger, to hire Ty Baumeister as recommended. All trustees present voted in favor of the motion. Motion carried.

**Hire Bus Route Driver**

The Superintendent discussed the need to hire a bus route driver to fill the vacancy created by the resignation of Megan Powell. He recommended that Roy Brown be hired for the position. Mr. Brown previously served as a substitute driver for the District. The results of the fingerprint and background checks are satisfactory. Jeanette Krueger moved, seconded by Doug Roberts, to hire Roy Brown as recommended. All trustees present voted in favor of the motion. Motion carried.

**District**

**Old Business**

**Board Committees**

This item had been deferred until all vacant trustee positions had been filled. Individual trustees discussed committee assignments they would like. Appointments were made according to the discussion.

**Policy – Bring Your Own Device – Final Reading**

The Superintendent reported that there were no changes to this policy since the first reading. The Trustees noted inconsistencies and requested some changes to correct them. The Superintendent recommended that the policy with the requested changes be passed on second and final reading. Doug Roberts moved, seconded by Jeanette Krueger, to approve Policy 3612 and attachments and Policy 3620 and attachments as amended on second and final reading. All trustees present voted in favor of the motion. Motion carried.

**Fund Closure – Self Insurance Fund**

The Business Manager discussed the Self Insurance Fund. This fund was utilized at a time when the District provided a dental insurance package that was self-insured. That program is no longer in place. The balance in the fund is approximately \$7,681. It was recommended that the fund be closed and that the balance be used to off-set the 2015 – 2016 health insurance costs for district employees at a ratio of 2/3 Elementary General Fund and 1/3 High School General Fund. It was recommended that the fund be closed effective Jun 30, 2016. Donald John Cameron moved, seconded by Doug Roberts, to close the Self Insurance Fund as recommended. All trustees present voted in favor of the motion. Motion carried.

**Records Destruction**

The Business Manager presented the following list of records and recommended that they be disposed of in accordance with the State Record Retention Guidelines.

**Records Scheduled for Destruction**

<b>Record Series</b>	<b>Inclusive Dates (Usually Fiscal Year)</b>	<b>Retain Per Schedule</b>
<b>FINANCE RECORDS</b>		
Accounts Payable Approval Lists	2004 to 2008	8 years
Budget Reports	2004 to 2008	8 years
Claims/Purchase Orders	2004 to 2008	8 years
County Treasurer Statements	2004 to 2008	8 years
Disbursement Registers	2004 to 2008	8 years
Journal Voucher Registers	2004 to 2008	8 years
Payable Registers	2004 to 2008	8 years
Purchase Order Registers	2004 to 2008	8 years
Receipt Registers	2004 to 2008	8 years
Trial Balances	2004 to 2008	8 years
Warrant Registers - Claims	2004 to 2008	8 years
Outstanding Warrant Lists	2004 to 2008	8 years
Petty Cash Bank Statements	2004 to 2008	8 years
Transportation Contracts	2004 to 2008	8 years
Transfer Letters to Co. Treasurer	2004 to 2008	8 years

**PAYROLL RECORDS**

Distribution Registers	2004 to 2008	8 years
Earnings & Deductions Registers	2004 to 2008	8 years
Journal Voucher Registers	2004 to 2008	8 years
Transactions Journals	2004 to 2008	8 years
Warrant Registers - Payroll	2004 to 2008	8 years
Absence Reports	2004 to 2008	8 years
Enrollment Forms	2004 to 2008	8 years
- Health Insurance (prior carrier)		
- Payroll Signup Sheets		
Health Insurance Bills/Reports	2004 to 2008	8 years
Time cards/Sub claims	2008 & Prior	8 years
Applications – not hired	2008 to 2012	3 years
Workers Compensation Claims	2010 & Prior	1 yr. after settled
Unemployment Claims	201 & Prior	1 yr. after settled

**EXTRACURRICULAR RECORDS**

Purchase Orders	2004 to 2008	8 years
Bank Statements	2004 to 2008	8 years
Receipts	2004 to 2008	8 years
Ledgers	2004 to 2008	8 years
Duplicate Checks	2004 to 2008	8 years

**TRANSPORTATION RECORDS**

Individual Contracts	2004 to 2008	8 years
Bus Inspections	2007 to 2011	5 years
TR-1 (Fall count)	2007 to 2011	5 years
TR-2 (Student lists)	2007 to 2011	5 years
TR-5 (Claim for Ind. Contr.)	2007 to 2011	5 years
TR-6 (Claim for Routes)	2007 to 2011	5 years
Drug and Alcohol Testing	2010 and prior	5 years

**LUNCH RECORDS**

Accounting Records	2004 to 2008	8 years
Daily Participation		
Account Balances		
Food Allocation Notices		
Free & Reduced Lunch Records	2004 to 2008	8 years
Deposit Slips	2004 to 2008	8 years
Duplicate Tickets	2004 to 2008	8 years
Food Inventory Records	2004 to 2008	8 years
Monthly Lunch Reports	2004 to 2008	8 years
Receipts	2004 to 2008	8 years
Yearly Contract	2004 to 2008	8 years
Health Inspections	2012 and prior	3 years

Doug Roberts moved, seconded by Donald John Cameron, to approve the destruction of the listed records as recommended. All trustees present voted in favor of the motion. Motion carried.

**Science Curriculum – Course Sequence**

The 7 – 12 Principal discussed the need to revise the order in which several of the science courses are presented in order to coordinate with the information that is covered in the various standardized tests. There will be some adjustments needed in order to be sure that students are not left behind or with gaps in their knowledge. Doug Roberts moved, seconded by Jeanette Krueger, to approve the science course sequence changes. All trustees present voted in favor of the motion. Motion carried.

**2016 – 2017 Activities Schedules**

The Superintendent presented the 2016 – 2017 Activities Schedules for the Trustees’ review. There are some areas that are not yet confirmed, but will be in the near future.

**Administrative Team Reports**

**K – 6 Principal**

Dixie Seleg presented the K – 6 Principal’s report. She discussed the recent MBI training in Bozeman. The Forsyth Team received “Silver” certification status.

**7 – 12 Principal**

Shelly Weight presented the 7 – 12 Principal’s report. All of her recent work was included in the packet.

**District Clerk/Business Manager**

Robert Martelle reported that work is being done on closing the prior fiscal year and opening the new one. Training was received on the new lunch program.

**Superintendent**

Dinny Bennett reported on the various summer maintenance projects (painting, storage sheds, cleaning, new doors and gym floors).

**Next Meeting**

The next regular meeting will be held Tuesday, August 9, 2016. 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 7:45 p.m.

Respectfully submitted,

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Robert J. Martelle  
District Clerk/Business Manager

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Gerald Killen  
Vice-Chairman of the Board