

**May 10, 2016
REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on May 10, 2016, 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
Dennis Kopitzke, Vice-Chair “ “
Gerald Killen, Trustee “ “
Jerry Hagadone, Trustee (7:10 p.m.) “ “
Donald John Cameron “

Absent:

Ginger Roll, Trustee “ “

Also Present:

Dinny Bennett, Superintendent
Robert J. Martelle, District Clerk/Business Manager
Dixie Seleg, K – 6 Principal
Shelly Weight, 7 – 12 Principal
Ryan Gatch, Activities Director

Guests: Craig Knoche, Dylan Sorenson, Shane Cole, Jan Banks, Chaun Scott, Shawn Hollowell, Lane Parr, Scott Weber, Dana Icopini, Justin Ferguson, Maura Gatch, Luke Weber, Tristin Rogers, Steve Pulver, Chad Potts, Erica Bidwell

The Chairman called the meeting to order at 7:00 p.m.

The Chairman led the group in the Pledge of Allegiance.

Public Participation: None

Revise/Review Agenda

It was proposed that Item V.2.a (Business Manager/Clerk Evaluation) be moved to the end of the meeting after Administrative Team Reports. It was further proposed that Items VI.1.1 – m (Handbooks) be moved after Item VI.2.g. It was the consensus of the board to make the changes. The agenda was approved as revised.

Consent Agenda

Gerald Killen moved, seconded by Dennis Kopitzke, to approve the consent agenda consisting of the following:

- May bills in the amount of \$98,503.38 including warrants #44142 through #44192.
- Minutes for the April 12, 2016 regular meeting.
- Warrant lists from 04/01/16 through 04/30/16 including the following:
 - Claims 44073 – 44141 \$ 402,788.46*
 - Payroll 310845– 310889 \$ 62,295.88

[*Includes direct deposit check 44135 \$ 97,990.75]

-Activity Cash Report

-Resignations

- a. Debra Lewandowski – Kindergarten Teacher
- b. Megan Powell – Bus Driver/Kitchen Helper
- c. Heaven Zuehlsdorff – MS Volleyball Head Coach
- d. Jesse Nile – MS Football Asst. Coach

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

Students

FFA Request to Travel Out of State

Jan Banks, Dylan Sorenson and Lane Parr requested permission for the FFA to travel to the 2016 National Conference October 19 – 22 in Indianapolis, IN. They also requested permission to raise funds for the travel. Dennis Kopitzke moved, seconded by Donald John Cameron, to approve the request as presented. All trustees present voted in favor of the motion. Motion carried.

Old Business

District

Out of State Travel – National Conference

The Superintendent discussed Steffani Grogan’s request for permission for Deani Goyette and herself to travel to the Premier Education Technology Conference in Denver, Co. The trip costs are being paid with grant and technology funds. It was recommended that the request be approved. Donald John Cameron moved, seconded by Gerald Killen, to approve the travel request as presented. All trustees present voted in favor of the motion. Motion carried.

Cross Country Co-op with CCDHS

Ryan Gatch, the Activities Director, discussed the potential of a cross country co-op with Custer County District High School in Miles City. An interest survey of students in grades 8 – 11 indicated only one person is currently interested in cross country. Mr. Gatch and Mr. Bennett are not ready at this time to recommend pursuing the issue.

Jerry Hagadone arrived at 7:10 p.m.

Gerald Killen moved, seconded by Dennis Kopitzke, to not pursue a cross country coop with CCDHS at this time. All trustees present voted in favor of the motion. Motion carried.

Audit Contract

The Business Manager reported that three responses had been received regarding the Requests for Proposal for audit services that were sent to twelve Montana audit firms. Proposals were received from the following:

Name/Location	Cost	Start Date
Trip & Associates Billings, MT	\$12,000	Early Fall

Ross R. Stalcup Ashland, MT	\$9,000	Early September
Wipfli, LLP Billings, MT	\$9,500	Mutually Convenient

The Superintendent and Business Manager reviewed all proposals. It was recommended that a one-year contract be issued to Ross R. Stalcup in the amount of \$9,000. In the discussion that followed, it was determined that there may be a conflict of interest between Mr. Stalcup and a trustee. Dennis Kopitzke moved, seconded by Donald John Cameron, to award the one-year contract to Wipfli, LLP in the amount of \$9,500. All trustees present voted in favor of the motion. Motion carried.

K – 6 Student-Parent Handbook – Final Reading

The K – 6 Principal presented the 2016 – 2017 Student-Parent Handbook for final reading. Mrs. Seleg reported that minor adjustments were made to include some staffing movement. She recommended that the handbook be approved on final reading. Jerry Hagadone moved, seconded by Gerald Killen, to approve the handbook on final reading. All trustees present voted in favor of the motion. Motion carried.

Canvass Levy Elections

The District Clerk/Business Manager presented the following election results to the Board of Trustees. He recommended that the Board review the results and accept the elections judges’ tallies.

HIGH SCHOOL GENERAL FUND LEVY			
	Number of Votes		Unreturned
	For	Against	Absentees
High School (\$12,722.51)			
Forsyth/Area	226	119	80
Ingomar	9	11	2
Total	235	130	82
	Voter Turnout		
	Registered	Voted	Percent
Forsyth/Area	1460	345	23.63%
Ingomar	48	20	41.67%

Donald John Cameron moved, seconded by Jerry Hagadone, to accept the judges’ tallies as presented. All trustees present voted in favor of the motion. Motion carried.

Trustee Election by Acclamation

The Business Manager reported that there had only been one candidate for two open trustee positions. That candidate was Jeanette Krueger. It is recommended that the Trustees declare the election of Mrs. Krueger by acclamation. Mrs. Krueger could not be at the meeting due to a prior commitment. She will be sworn in at a later date. Dennis Kopitzke moved seconded by Gerald Killen, to declare the election of Jeanette Krueger by acclamation. All trustees present voted in favor of the motion. Motion carried.

Recess for Recognition of Outgoing Trustee

The Chairman declared a recess at 7:25 p.m. for refreshments and to present Dennis Kopitzke with a plaque of appreciation for his 15 years of service on the Board of Trustees.

Mr. Kopitzke left after the presentation.

The meeting resumed at 7:30 p.m.

New Business

Board Reorganization

Chairman

Gerald Killen nominated Layton Salsbery as Chairman. Jerry Hagadone seconded the nomination. Donald John Cameron moved that nominations close and that a unanimous ballot be cast in favor of Layton Salsbery as Chairman. There being no further action. Layton Salsbery is the Chairman.

Vice-Chairman

Donald John Cameron nominated Gerald Killen as Vice Chairman. Jerry Hagadone seconded the nomination. All trustees present voted in favor of the motion. Motion carried. Gerald Killen is the Vice-Chairman.

Appoint District Clerk/Business Manager

The Superintendent discussed the requirement to appoint a District Clerk/Business Manager and recommended that Robert J. Martelle be appointed to that position. Jerry Hagadone moved, seconded by Gerald Killen, to appoint Robert J. Martelle to the position of District Clerk/Business Manager. All trustees present voted in favor of the motion. Motion carried.

Board Committee Assignments

A list of the current committee assignments was presented to the trustees. The trustees reviewed the list. It was determined that due to the change in members, the committee assignments would be addressed at the next meeting.

Trustee Vacancy

The Superintendent discussed the need for a process to fill the vacant trustee position. It was determined by the Trustees that interested candidates would be asked to submit a letter of interest in the vacant trustee position and that the candidates will be interviewed at the June meeting. The vacancy will be posted on the District's website and advertised in the local newspaper.

Appoint Representative to Big Country Educational Cooperative

The Superintendent recommended that Robert Martelle be appointed as the District's representative to the Big Country Educational Cooperative. Jerry Hagadone moved, seconded by Donald John Cameron, to accept the recommendation. All trustees present voted in favor of the motion. Motion carried.

Accreditation Report

The Superintendent reported on the most recent accreditation report received from the Office of Public Instruction. The report is for the 2015 – 2016 school year and all schools received "Regular Status" accreditation. Mr. Bennett also explained the meaning of the Standard Scores on the reports.

Petition to Remain in Class B

The Superintendent discussed the class size for changing from Class B to Class C. He reported that MHSA is working on revising the enrollment brackets for classification. Various discussion followed during which Mr. Bennett explained the effect of the co-op with Rosebud for football and the effect on other sports if the High School dropped to Class C. The High School is under a current petition that will remain in effect through the 16–17 school year. The new petition will be in effect for the 17–18 and 18-19 school years. Gerald Killen moved, seconded by Donald John Cameron, to petition to remain in Class B for the 17-18 and 18-19 school years. All trustees present voted in favor of the motion. Motion carried.

Updated Background Check Form

The Business Manager presented a new fingerprint and background check form. This form is required by the State Department of Justice. It will replace document 5122F in policy. He recommended that this document be adopted on first and final reading. Jerry Hagadone moved, seconded by Gerald Killen, to adopt the revised form 5122F on first and final reading. All trustees present voted in favor of the motion. Motion carried.

Vocational Rehabilitation Program

The Superintendent discussed a proposed Vocational Rehabilitation Program proposed by State Department of DPHHS. There are advantages for all Forsyth students, but the focus must be on Special Education Students. It is the intent to proceed implementing the program.

Graduation Speaker

The Class of 2016 has asked Randy Durr, a former Forsyth High School Graduate, to speak at graduation. Mr. Durr's family sponsors the Durr memorial scholarship and he has been back to Forsyth several times to present the scholarship. It was requested that Mr. Durr be approved as the graduation speaker. Gerald Killen moved, seconded by Jerry Hagadone, to approve Randy Durr as the graduation speaker as requested. All trustees present voted in favor of the motion. Motion carried.

Reseal Elementary Parking Lot & Playground

Steve Pulver presented a proposal to repair and reseal the elementary parking lot and playground. The quote from Hardrives is in the amount of \$18,638.85. Funding will be from the Interlocal Fund. Jerry Hagadone moved, seconded by Gerald Killen, to approve

the proposal to reseat and repair the elementary parking lot and playground. All trustees present voted in favor of the motion. Motion carried.

Appoint Curriculum Directors

The Superintendent discussed the requirement to have a curriculum director. Dixie Seleg and Shelly Weight have been sharing that duty. He recommended that they be appointed to the position for the 16-17 school year. Donald John Cameron moved, seconded by Jerry Hagadone, to appoint Dixie Seleg and Shelly Weight as curriculum directors as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Certified Staff

The Superintendent presented a list of certified staff and recommended that they be hired for the 16-17 school year. The list is as follows:

Tenured Staff:

Tara Anderson	Deani Goyette	Craig Knoche
Jan Banks	Steffani Grogan	Kim Knoche
Erica Bidwell	Beth Hall	Susan Quinlan
Kathleen Birkle	Karen Harms	Jayne Sievers
Kaybree DeCock	KariLea Hutchins	Susan Treible
Joan Engle	Dana Icopini	Mark Wanner
Molly Fay	Amy Jones	Carolyn Wilson

Non-Tenured Staff:

Kelsey Bird	Tara Derenburger	Kayla Stevens
Andrea Breeze	Ryan Gatch	Tonya Wetherelt
Amanda Bundy	Wendy Killebrew	Cindy Wright
Shane Cole		

No certified staff will receive tenure with this contract.

Gerald Killen moved, seconded by Donald John Cameron, to hire the certified staff for the 16-17 school year as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Social Studies Teacher

The Superintendent presented the recommendation that Kole Passes be hired for the vacant 7 – 12 Social Studies position that resulted from the retirement of Robert Engle. The recommendation is subject to the results of fingerprint and background checks. Donald John Cameron moved, seconded by Gerald Killen, to hire Kole Passes as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Non-Certified Staff

The Superintendent presented a list of non-certified staff and recommended that they be hired for 16-17. The list is as follows:

Office Staff

Terri Brown
Mandy Bonomo
Stephanie Schnug
Michele Ayers

Aides/Paraprofessionals

Lonni Pulver
Lori Lincoln
Mary Kay Bonomo
Debby DeCock

Jan Simmons
Melanie Martens
Patti Holmes
Katherine Smith

Michelle Rafferty
Sarah Polich (.5)

Maintenance

Steve Pulver
Mary Cox
Gary Rudolph

Custodians

Gena Brown
Yvonne Mogle
Salome Antonio

Food Service

Wendy Shreeve
Pauline Rudolph
Sandy James
Geneva Stroud

Bus Drivers

James Dutton
Sandy White
Gary Rudolph
Geneva Stroud

ABLE

Barbara Warner
Shelly Nelson

Community Education

Marlys Lee

Jerry Hagadone moved, seconded by Gerald Killen to hire the non-certified staff for 16-17 as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Coaches & Sponsors

Executive Session - Personnel

The Chairman moved the meeting into Executive Session at 8:26 p.m. to discuss a personnel issue after determining that the right of individual privacy exceeded that of the public's right to know.

The meeting returned to regular session at 9:54 p.m.

The Chairman stated that the position of Head HS Football Coach will be considered separately from the other coaching/sponsor positions. He asked if anyone wanted their name removed from the recommendation.

The Activities Director presented a list of coaches and sponsors and recommended that they be hired for the 16-17 school year. The list is as follows:

High School:

Asst. Football - Shawn Hollowell
Asst. Football - Kole Passes
Head Volleyball - Vacant
Asst. Volleyball - Rob Johnstone
Head Wrestling - Scott Weber
Asst. Wrestling - Vacant
Head Boys' Basketball - Shawn Hollowell
Asst. Boys' Basketball - Craig Knoche
Head Girls' Basketball - Vacant
Asst. Girls' Basketball - Tara Anderson
Head Speech & Drama - Marlys Lee
Head Cheerleading - Michelle Weight
Head Tennis – Melanie Martens
Head Track – Heather Johnstone
Asst. Track – Craig Knoche

Asst. Track – Heaven Zuehlsdorff
Head Golf – Gina Sorenson
Asst. Golf – Rob Sorenson

Middle School: Head Football – Shane Cole
Asst. Football – Steve Pulver
Head Volleyball – Vacant
Asst. Volleyball – Vacant
Head Girls’ Basketball - Vacant
Asst. Girls’ Basketball – Vacant
Head Wrestling – Ben Reilly
Asst. Wrestling – Kyle Fulton
Head Boys’ Basketball – Rian Pinkerton
Asst. Boys’ Basketball – Chris Wester
Head Track – Steve Pulver
Asst. Track – Kaybree DeCock

Sponsors: BPA – Deanette Goyette
FCCLA – Kim Knoche
FFA – Jan Banks
Freshman – Vacant
Sophomores – Tara Anderson
Juniors – Susan Treible
Seniors – Craig Knoche
HS Academic Olympics – Deanette Goyette
Vacant
Annual – Deanette Goyette
Drama – Dana Icopini
National Honor Society – Craig Knoche
Pep Band – Beth Hall
Instrumental Music – Beth Hall
Choir – Susan Wester
MS Academic Olympics – Deanette Goyette
Tara Anderson
Seventh Grade – Steffani Grogan
Eighth Grade – Dana Icopini

Gerald Killen moved, seconded by Jerry Hagadone, to hire the listed individuals as coaches and sponsors as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Head HS Football Coach

Gerald Killen moved, seconded by Donald John Cameron, to retain Ryan Gatch as the Head HS Football Coach for the 16-17 school year. All trustees present voted in favor of the motion except Jerry Hagadone, who voted Nay. Motion carried.

Ten P.M. Rule

The Chairman noted that the time is 10:00 p.m. He asked whether the Trustees wished to continue with the meeting or recess and reconvene the next evening. The consensus of the Trustees was to continue.

Recess

The Chairman moved the meeting into recess at 10:00 p.m. The meeting resumed at 10:05 p.m.

Election Judges Compensation

The Business Manager requested that the Trustees consider increasing the hourly rate for the Election Judges from \$8.50 per hour to \$9.50 per hour and that the rate be tied to the non-certified salary schedule, column L (Certified Subs). He also requested that the increase be retroactive to the 2016 election. The total estimated cost to the District is less than \$100. Donald John Cameron moved, seconded by Jerry Hagadone, to increase the hourly rate for Election Judges as requested. All trustees present voted in favor of the motion. Motion carried.

Hire Summer Weight Room Coach

The Activities Director recommended that Brandon Heberle be hired as the summer weight room coach for the summer of 2016. Jerry Hagadone moved, seconded by Donald John Cameron, to hire Brandon Heberle as recommended. All trustees present voted in favor of the motion. Motion carried.

7 – 12 Student/Parent Handbook

Shelly Weight presented and discussed the proposed changes to the 7 – 12 Student/Parent Handbook for first reading. Donald John Cameron moved, seconded by Gerald Killen, to approve the Handbook on first reading. The second reading will be at the June meeting. All trustees present voted in favor of the motion. Motion carried.

Activities Handbook

Shelly Weight presented and discussed the proposed changes to the Activities Handbook for first reading. Jerry Hagadone moved, seconded by Gerald Killen, to approve the Handbook on first reading. The second reading will be at the June meeting. All trustees present voted in favor of the motion. Motion carried.

Staff/Coaches/Sponsors Handbook

Shelly Weight and Dixie Seleg presented and discussed the proposed changes to the Staff/Coaches/Sponsors Handbook for first reading. Jerry Hagadone moved, seconded by Donald John Cameron, to approve the Handbook on first reading. The second reading will be at the June meeting. 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. The Elementary students and staff are very busy with field trips and other activities.

7 – 12 Principal

Shelly Weight presented the 7 – 12 Principal’s report. Graduation will be Sunday May 22. The sixth graders will be coming to the 7 – 12 building for orientation.

Activities Director

Ryan Gatch presented the Activity Director’s report. The Band and Choir students received “Superiors” at the State Competition. There will be an Activities awards ceremony on Sunday.

District Clerk/Business Manager

Robert Martelle reported that he is working on the Swede Schlesinger and Stella Gol scholarships. Oil and gas revenues are approximately 10% of last year.

Superintendent

Dinny Bennett reported on various items and issues he worked on in the past month.

Executive Session – Personnel

The Chairman moved the meeting into Executive Session at 11:37 p.m. to discuss the Business Manager’s evaluation after determining the right of individual privacy exceeded that of the public’s right to know. The meeting returned to regular session at 11:42 p.m.

Next Meeting

The next regular meeting will be held Tuesday, June 7, 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 11:42 p.m.

Respectfully submitted,

Robert J. Martelle
District Clerk/Business Manager

Layton Salsbery
Chairman of the Board