



**FORSYTH ADMINISTRATION
Board of Trustees**

Layton Salsbery Chairman

Clay Redding Trustee

Jeanette Krueger Trustee

Jerry Killen Vice-Chairman

Amy Fulton Trustee

Donald Cameron Trustee

Dinny Bennett Superintendent

Stephanie Schnug District Clerk

Board

Meetings are held the first Tuesday after the fifth of each month.

Meetings are held in Room 9 of the Forsyth Middle School located at 1845 Cedar. All meetings are open to the public.

To request for an item to be placed on the agenda, please contact the Superintendent (346-2796 x 5103) or Board Chair no later than the Tuesday prior to the meeting.

Please see the following information regarding board meeting procedures.

Forsyth Public Schools

School Board Meeting Procedures

The Forsyth School District Board of Trustees is made up of six members elected to three year terms on a staggered basis. Five of the Board members represent both the elementary and high school Districts and the sixth member of the Board represents only the high school District from the Ingomar/Sumatra area.

Regular meetings of the Trustees are scheduled on the 1st Tuesday following the 5th of the month. Meetings are held in the Board Room [#9] of the old middle school which is located at 1845 Cedar Street beginning at 7:00 PM.

The following information is provided as a procedure manual to help patrons understand how to provide input into the operation of the school district by having insight into common Board operation procedures. Thank you for your interest in Forsyth Public Schools.

I) Development of the Board Meeting Agenda

A) Placing Items on the Agenda

- i. The Board Chair may request an item be placed on the agenda
- ii. Other Board members must request to the Chair that items be placed on the agenda
- iii. The Superintendent must request to the Chair, any item he/she wishes to have placed on the agenda and/or requests for items placed on the agenda made by others
- iv. In accordance with Montana open meeting laws, no items will be placed on the agenda once the agenda has been set or in all cases not less than 48 hours in advance of the meeting, except in an emergency as per Montana Code

B) Agenda Items Held in Closed Session

- i. All student and personnel issues must be conducted in an executive session unless specifically required to be held in open session by the Montana Open Meeting Law
- ii. Anything that violates the right to privacy

II) Conduct During a Board Meeting

A) Patrons have two avenues to address the Board

- i. Items not listed on the agenda of an informational nature may be presented to the Board of Trustees. These items will be heard during the Public Participation portion of the agenda. During this time, there will be no discussion of personnel, and there will be no formal action taken on any item. Discussion will be limited to 5 minutes per issue
- ii. The public may comment on any item stated on the agenda during the time it is heard and discussed by the Trustees and administration. When recognized by the chair, the individual shall begin by first stating his/her name. Again this discussion is limited to 5 minutes.

B) Board Response to Patrons Addressing the Board

- i. Board members will hear appropriate comments
- ii. The Chair will recognize Board members wishing to ask questions of the individual(s) providing comment(s)
- iii. Questions addressed to specific Board members from the public will be directed to the Chair for recognition
- iv. The Chair will determine an appropriate total amount of time dedicated to a specific topic
- v. The Chair will then close discussion to just the Trustees, for possible Board action
- vi. The Chair may direct the Superintendent to investigate the topic being discussed and bring further information to the next meeting of the Trustees for further discussion and/or action

C) Discussion of Student and/or Employee Performance (Board/Audience)

- i. The Board will not entertain comments on students in public session
- ii. The Board will not entertain comments on individual personnel in public session

D) Hearings and Open Forums

- i. During hearings and/or open forums, the Board is assembled to gather input only
- ii. The Board will not answer questions or enter into two-way dialogue without recognition from the Chair
- iii. Rules for the open forum will be strictly adhered to:
 1. Board will limit response to 5 minutes per testifier
 2. Board will accept written and/or oral testimony
 3. Board will not accept duplicate testimony
 4. Board will not allow any derogatory comments
 5. The Chair will make all determinations regarding the hearing and open forum process

- E) The Board shall observe the parliamentary procedures in Robert's Rules of Order as a guideline
- F) Discussion of motions will proceed as follows:
 - i. All discussion shall be directed solely to the business currently under deliberation
 - ii. The Board Chair has the responsibility to keep the discussion to the motion at hand and shall halt discussion that does not apply to the business before the Board
 - iii. It is not recommended the Board Chair make or second motions

III) Voting

- A) The Board Chair will vote on all action items
- B) In the event of a tie vote, the motion is considered to have failed

IV) Individual Board Member Request for Information or Report

- A) Board members shall request information and/or reports through the Board Chair and the Superintendent. If the Board Chair questions the request, the request goes to the full Board for a majority vote
- B) If directed to do so, the Superintendent will gather the requested information and disseminate it in a timely manner to the entire Board

V) Citizen Request/Complaint to Individual Board Member (Policy 4310 Public Suggestions and Complaints)

- A) The Board member should ask if the situation discussed is an emergency or a critical safety issue. If the response is affirmative the Board member should immediately assist the patron in contacting the appropriate Administrator
- B) If the issue does not appear to be critical in nature, the Board member shall explain the District chain of command procedure and direct the patron to the respective individual to discuss his/her concern
- C) The Board member should inform the patron that a public concern form is available in all building offices as well as in the central administration office. The form is to be completed fully and returned to the appropriate administrator for processing
- D) The Board member should further inform the patron the concern form indicates specific time lines that must be followed in processing the form by both the citizen and administrator(s)
- E) The Board member should conclude the discussion by explaining the requirements of due process and that Board members must remain impartial in case the issue is brought before the Board as a whole for information and/or action

VI) Employee Request/Complaint to Individual Board Member
(Policy 5240 Employee Uniform Concern Form)

- A) The Board member should ask if the situation discussed is an emergency or a critical safety issue. If the response is affirmative the Board member should immediately assist the employee in contacting the appropriate Administrator
- B) If the issue does not appear to be critical in nature, the Board member shall explain the District chain of command procedure and direct the employee to the respective individual to discuss his/her concern
- C) The Board member should inform the employee that a uniform concern form is available in all building offices as well as in the central administration office. The form is to be completed fully and returned to the appropriate administrator for processing
- D) The Board member should either report the employee concern to the Board Chair or Superintendent within 24 hours if it is at all possible. If the report is made to the Board Chairman, the Chair should in turn notify the Superintendent as soon as possible
- E) The Board member should conclude the discussion by explaining the requirements of due process and that Board members must remain impartial in case the issue is brought before the Board as a whole for information and/or action
- F) The Superintendent shall contact the employee as soon as possible for further discussion and attempt to resolve

VII) Board Member Visit to School Campus

- A) It is recommended that each Board member visit each component of the school campus a minimum of once per school year
- B) Board members are encouraged to attend school events when possible, and will be provided a pass for complimentary admission to home regular season athletic events
- C) Board members should not go unannounced into classrooms or individual buildings for the purpose of evaluation
- D) Board members should notify the building administrator or Superintendent of their intent to visit a building(s)

VIII) Communications

- A) The Superintendent will respond in a timely manner to all Board communication, either individual or collectively
- B) The Superintendent shall notify the Chair of any unique situations that arise that might require special attention
- C) The Superintendent will notify all Board members of either emergency or critical situations that arise

- D) Board members will communicate with the Superintendent regarding concerns and/or other topics they believe are appropriate to discuss
- E) Board members will communicate with the community through public discussions, publications, and regular Board Meetings.
- F) Individual Board members can not speak in an official capacity outside of the Board Room

IX) Evaluation of the Superintendent

- A) The Superintendent will annually distribute evaluation forms to all Board members for the purpose of evaluating the Superintendent
- B) The completed evaluation forms will be returned directly to the Board Chair for compilation and summation
- C) No later than January 31 of each year, the evaluation results will be reviewed with the Superintendent in executive session, by the entire Board. Any questions Board members or the Superintendent might have will be addressed at that time
- D) No later than January 31 of each year, the Board will take a vote in regular Board session, to either renew, non-renew, or extend the Superintendent's contract

X) Evaluation of the Board

- A) The Superintendent will annually distribute evaluation forms to all Board members for the purpose of evaluating the Board
- B) The completed evaluation forms will be returned directly to the Board Chair for compilation and summation
- C) At the regular April Board Meeting the Trustees will review and discuss the results of the Board evaluation

XI) Selecting Board Officers and Filling Committee Assignments

- A) At the first regular Trustee Meeting in May, the Board will re-organize
- B) Nominations are taken from the floor to fill the Board Chair and Vice-Chair positions
- C) Committee assignments are filled according to the list of established permanent committees

XII) Evaluation of the Business Manager/Clerk

- A) The Superintendent will annually distribute evaluation forms to all Board members for the purpose of evaluating the Business Manager/Clerk
- B) The completed evaluation forms will be returned directly to the Board Chair for compilation and summation
- C) No later than April 30 of each year, the evaluation results will be reviewed with the Business Manager/Clerk in executive session, by the entire Board. Any questions Board members or the Business Manager might have will be addressed at that time

- D) The Business Manager/Clerk will be annually appointed by the Trustees at the regular May Meeting of the Board

XIII) Role and Authority of Board Member

- A) Board members have no authority and can take no Board action outside of the Board Meeting
- B) Individual Board Members shall not direct employees in regard to performance of their duties
- C) Duties of the Chairman:
 - i. Shall preside at all Board Meetings
 - ii. Appoint Committees
 - iii. Call Special Meetings
 - iv. Sign all legal documents required by law
 - v. Sign warrants (if not embossed)
 - vi. Approve Meeting Agenda
- D) Duties of the Vice Chair:
 - i. Shall act in the capacity of Chair if Chair is absent
- E) Duties of the Clerk:
 - i. Keep accurate records of Board Meetings
 - ii. Prepare and distribute minutes and budget documents
 - iii. Counter-sign all warrants

XIV) Role of Board in Executive Session

- A) Board can only discuss those items as limited by law
- B) Board must vote in public session
- C) Information and discussion during executive session must remain confidential

XV) Media Inquiries to the Board

- A) The Board Chair shall be the official spokesperson for the Board to the media/press

XVI) Anonymous Phone Calls/Letters

- A) The Forsyth Board of Trustees encourages input; however, anonymous calls or letters will not receive Board attention, discussion, or response and will not result in directives to the administration

Forsyth Public Schools Summary of Annual Business Schedule for Board Meetings

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| <p>July: Review Activity Schedules
Finalize Board Goals and Priorities
Facilities Review/Planning</p> | <p>January: Superintendent Evaluation
Superintendent Contract
Activate Calendar Committee
MHSA Annual Meeting
App. Curriculum 1st Reading</p> |
| <p>August: Final Budget Meeting
Trustees Visit Schools</p> | <p>February: Spring Enrollment Report
App. Curriculum 2nd Reading
Begin Board Evaluations</p> |
| <p>September: Beginning of School Reports</p> | <p>March: Approve Calendar for Next Year
App. Commencement Speaker
Call for Elections
Principal's Contracts
Notify Certified Staff of Poss. RIF
App. Texts for New Curriculum
Renew Inter-District Agreement</p> |
| <p>October: Annual Data Collection Report
Fall Enrollment Report
MSBA Resolutions
MCEL Conference</p> | <p>April: Approve Leave of Absence
Reassign Teachers following L.O.A
Hire Winter Sports Coaches
Evaluate Business Manager/Clerk
Board Evaluation</p> |
| <p>November: Begin Supt. Evaluation</p> | <p>May: Election
Canvass Election
Reorganize Board of Trustees
Appoint Business Manager/Clerk
Board Committee Appointments
Re-hire Certified Staff
Approve Co-Op Agreements
RIF Hearings (if necessary)
Begin Work on Goals Priorities</p> |
| <p>December: AYP Report
Hire Fall Coaches</p> | <p>June: Re-hire Non-Certified Staff
Hire Spring Coaches and Sponsors
Approve Handbooks
Approve Lunch Prices
Approve Bus Routes
Approve Transportation Contracts
Approve Major Expenditures</p> |

Quick Reference Guide to Trustees, Administrators, and Buildings

BOARD OF TRUSTEES

Mr. Layton Salsbery, Chair (2011)
Mr. Jerry Hadagone, (2011))
Dr. Jerry Killen, (2012)

Mr. Donald John Cameron, \,(2013)
Mr. Dennis Kopitzke, Vice Chair (2013)
Ms. Ginger Roll, (2013)

ADMINISTRATORS & SUPERVISORS

Ms. Kelly Anderson, Elementary Principal	(406) 346-2796 xt. 5120
Mr. Doug Roberts, MS/HS Principal	(406) 346-2796 xt. 5140
Mr. Steve Pulver, Maintenance	(406) 346-2796 xt. 5104
Ms. Sheila Smith, Custodial	(406) 346-2796 xt. 5120
Ms. Wendy Shreeve, Food Service	(406) 346-2796 xt. 5123
Mr. Marty Cox, Transportation	(406) 346-2796 xt. 5104
Mr. Robert Martelle, Business Manager	(406) 346-2796 xt. 5101
Mr. Chriss Hess, Activities	(406) 346-2796 xt. 5321
Mr. Dave Shreeve, Superintendent/Curriculum	(406) 346-2796 xt. 5103

SCHOOL OFFICES

Forsyth Elementary School	(406) 346-2796 xt. 5120
Forsyth MS/HS	(406) 346-2796 xt. 5140
Business Office	(406) 346-2796 xt. 5100
Food Service	(406) 346-2796 xt. 5123
Activities Office	(406) 346-2796 xt. 5103
Superintendent's Office	(406) 346-2796 xt. 5103

