

**February 13, 2018
REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on February 13, 2018, 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
Gerald Killen, Vice Chairman, “ “
Jeanette Krueger, Trustee “ “
Amy Fulton, Trustee “ “
Clay Redding, Trustee “ “

Absent:

Donald John Cameron, Trustee “

Also Present:

Dinny Bennett, Superintendent
Stephanie Schnug, District Clerk/Business Manager
Shelly Weight, 7-12 Principal
Dixie Seleg, K-6 Principal
Craig Knoche, Activities Director

Guests: Amy Jones, Steve Pulver, Susan Treible, Molly Fay

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: None

Consent Agenda

Jeanette Krueger moved, seconded by Amy Fulton, to approve the consent agenda consisting of the following:

- January bills in the amount of \$358,014.39 including warrants #45588 through #45645.
- Minutes for the January 9, 2018 Regular Meeting.
- Warrant lists from 01/01/2018 through 01/31/2018 including the following:
 - Claims 45546-45598 \$ 350,119.91*
 - Payroll 311617-311655 \$ 44,870.81
 - [*Includes direct deposit check 45592 \$ 98,646.34]
- Activity Cash Report

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

Student

Personnel

New Business

Lane Movement Request

Susan Treible asked the Board of Trustees to consider her request for lane change movement on the Salary Schedule after completing her Master's in Education Degree in the Fall of 2017. Mrs. Treible presented the current Master Contract language and asked for an amendment to the deadline for submission of necessary documentation. Discussion followed regarding the current deadlines set forth and the difficulties to meet that deadline. A recommendation was made to make an exception to the contract language and allow Susan Treible to move a lane on the Salary Schedule retroactively to the start of second semester. Clay Redding moved, seconded by Amy Fulton, to make an exception to the contract language and allow Susan Treible to move a lane on the Salary Schedule and pay retroactively to the start of second semester. All trustees present voted in favor of the motion. Motion carried.

Hire 3rd Grade Teacher

With the large number of students and the dynamics of the class, it would be advisable to hire an additional teacher and split the 3rd grade class into two classrooms. Alzada Drane, a certified teacher, was hired as a substitute to cover while Mrs. Jones was on maternity leave. Mrs. Seleg recommended to hire Ms. Alzada Drane, effective February 19, 2018, as a 3rd grade teacher for the remainder of the 2017-2018 school year. Clay Redding moved, seconded by Gerald Killen, to hire Ms. Alzada Drane, effective February 19, 2018, as a 3rd grade teacher for the remainder of the 2017-2018 school year. All trustees present voted in favor of the motion. Motion carried.

Hire Substitutes

It is necessary to hire substitutes for certified and non-certified positions. The following individuals have applied for substitute positions in the district. Jennifer Pinkerton and Cory Taylor have completed the necessary paperwork to be hired as substitutes for the district. Dinny Bennett recommended the Board of Trustees hire the listed individuals for certified and non-certified substitute positions, pending receipt of an acceptable background check, for the 2017-2018 school year. Gerald Killen moved, seconded by Amy Fulton, to hire the listed individuals for certified and non-certified substitute positions, pending receipt of an acceptable background check, for the 2017-2018 school year. All trustees present voted in favor of the motion. Motion carried.

District

Old Business

Group Day Care Center - Update

Mr. Bennett provided an update to the Board of Trustees on the progress of a possible day care center. In the February meeting Mr. Bennett and the day care center's Board of Directors discussed the costs of the possible repairs and updates that would need to be made to the building and of those costs what would the district be responsible for. The Board of Directors are working on developing bylaws for a 501c3 status. The Rosebud

Healthcare Center has advertising for a person to act as a manager/director for the center. Updates will be presented as they become available. Provided for information purposes only.

New Business

MHSA Proposals and Votes

Mr. Knoche and Mr. Bennett updated the Board of Trustees on the proposal results from the at the 2018 MHSA Annual meeting that was held on January 15, 2018 in Bozeman. Provided for informational purposes only.

MTSBA- Call for Resolutions

The Business Manager reported that no resolutions will be submitted to the Montana School Boards' Association for consideration during its Delegate Assembly.

Draft Audit and Findings

The Business Manager reported to the Board of Trustees that the draft of the annual audit of the District 2016-2017 fiscal year has been received from WIPFLi CPA's and Consultants. The findings were discussed and Mrs. Schnug presented to the Board of Trustees her response to the audit findings. It is recommended the Board of Trustees approve the proposed responses as presented. Clay Redding moved, seconded by Amy Fulton, to accept the responses as recommended. All trustees present voted in favor of the motion. Motion carried.

Copy Paper Purchase

The district is in need to purchase copy paper. The Business Manager presented the Board of Trustees with a list of quotes for 200 cases of copy paper delivered. Mrs. Schnug recommended that the Board of Trustees approve the purchase of 200 cases of copy paper from Boss Office Products for the price of \$5,590.00 delivered. Clay Redding moved, seconded by Amy Fulton, to approve the purchase of 200 cases of copy paper from Boss Office Products for the price of \$5,590.00 delivered. All trustees present voted in favor of the motion. Motion carried.

Hire Architect- Middle School Roof

A meeting with Mr. Bennett, Mrs. Schnug, Mr. Pulver and the Middle School Committee was held to discuss the replacement of the middle school roof. Mr. Bennett updated The Board of Trustees with details of the meeting and the conversation with Jeff Weldon, Forsyth Schools Attorney. To begin the process of re-roofing the middle school building, according to MCA 20-6-631, any construction project over \$150,000.00 needs an architect to oversee the project. Mr. Bennett recommended The Board of Trustees allow the district to look for an architect for the project. Discussion followed regarding the cost of hiring an architect. Clay Redding moved, seconded by Gerald Killen Trustees to allow the district to look for an architect for the project. All trustees present voted in favor of the motion. Motion carried.

Graduation Speakers

Craig Knoche presented the following list of individuals for approval to serve as graduation speakers for the 2018 Commencement Proceeding:

- 1) Shane Cole
- 2) Craig Knoche

Mr. Knoche updated The Board of Trustees that Shane Cole had withdrawn his name from the list and Shawn Hollowell and Steve Pulver were being added to the list. The 2018 senior class will vote on the candidates if the Board of Trustees approves the list of speakers. Gerald Killen moved, seconded by Jeanette Krueger to approve the updated list of speakers for 2018 Graduation. All trustees present voted in favor of the motion. Motion carried.

Attendance Agreements (Non-Forsyth District Students)

The Business Manager presented the following attendance agreement for students that are not residents of the Forsyth District but wishes to attend the Forsyth Schools and recommended that it be approved.

Brooklyn Butell	Grade 9	Hysham
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Gerald Killen moved, seconded by Clay Redding, to approve the attendance agreement as recommended. All trustees present voted in favor of the motion. Motion carried.

Spring Enrollment

The Business Manager reported that the Spring Enrollment Count date was on Monday, February 5, 2018. The enrollment numbers were collected, the data was reported to the Office of Public Instruction on Thursday February 8, 2018. These results were discussed with the Board of Trustees.

Trustee and Levy Elections

The date for the general school election is the first Tuesday after the first Monday in May. This year, that date will be May 8, 2018.

The trustee positions up for election this year are those held by Gerald Killen representing the Elementary and High School Districts and Donald John Cameron from Ingomar, MT representing the outlying High School District only. These are three year positions. It may be necessary to run a mill levy election in both the Elementary and High School Districts. The preliminary data sheets are not expected until March 1, therefore, the amount of the voted levies and mills required is not known at this time.

The following actions were taken by the trustees:

**RESOLUTION TO CALL FOR TRUSTEE ELECTION
FOR SCHOOL DISTRICT NO. 4, ROSEBUD COUNTY**

BE IT THEREFORE RESOLVED that on Tuesday, May 8, 2018, a School Election is called.

Trustee Gerald Killen introduced the following resolution and moved its passage and adoption.

WHEREAS, this school board has determined that an election of the registered electors for School District No. 4, Rosebud County will be done by a mail ballot only for the purpose of electing one (1) trustee, for a three (3) year term.

The following voting location will be used for the election. Ballots may be deposited at this location only until 8:00 p.m. on May 8, 2018.

Voting Location and Address: Forsyth Public Schools Administration office,
425 N. 10th Ave, Forsyth, MT 59327

The following electors of this district who are qualified to vote at such election are appointed to act as judges at the election.

Name	Address
Mrs. Tracy Heberle	Box 1333; Forsyth, MT
Mrs. Collene Hill	Box 588; Forsyth, MT
Mrs. Jane Deering	Box 1055; Forsyth, MT

BE IT FURTHER RESOLVED, that the Clerk of this school district is hereby directed to notify said election judges of their appointment not less than 30 days before the election.

BE IT FURTHER RESOLVED, that the Clerk of this school district is hereby directed to prepare ballots to be used in the election.

BE IT FURTHER RESOLVED, that the Clerk of this school district is hereby directed to notify the Rosebud County Clerk & Recorder of this election, the date of holding said election, and request her to close registration, and prepare poll books.

BE IT FURTHER RESOLVED that if it is later determined that any portion of the election is not required; the Board of Trustees authorizes the Clerk of this school district to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

Trustee Jeanette Krueger seconded the motion for the adoption of the resolution. All trustees present voted in favor of the motion. Motion carried.

Attest:

Layton Salsbery
Chairman, Board of Trustees
School District #4 and
Forsyth High School District #4

Stephanie Schnug
District Clerk/Business Manager
School District #4 and
Forsyth High School District #4

**RESOLUTION TO CALL FOR TRUSTEE ELECTION
FOR HIGH SCHOOL DISTRICT NO. 4, ROSEBUD COUNTY**

BE IT THEREFORE RESOLVED that on Tuesday, May 8, 2018, a School Election is called.

Trustee Amy Fulton introduced the following resolution and moved its passage and adoption.

WHEREAS, this school board has determined that an election of the registered electors for High School District No. 4, Rosebud County will be done by a mail ballot only for the purpose of electing one (1) trustee, for a three (3) year term.

The following voting location will be used for the election. Ballots may be deposited at this location until 8:00 p.m. on May 8, 2018.

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Mrs. Collene Hill	Box 588; Forsyth, MT
Mrs. Jane Deering	Box 1055; Forsyth, MT
Mrs. Patti Erickson	Ingomar, MT
Mrs. Johnna Newman	Ingomar, MT
Mrs. Susan Webber	Ingomar, MT

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Trustee Jeanette Krueger seconded the motion for the adoption of the resolution. All trustees present voted in favor of the motion. Motion carried.

Attest:

Layton Salsbery
Chairman, Board of Trustees
School District #4 and
Forsyth High School District #4

Stephanie Schnug
District Clerk/Business Manager
School District #4 and
Forsyth High School District #4

**RESOLUTION TO CALL FOR ELEMENTARY GENERAL FUND ELECTION
FOR SCHOOL DISTRICT NO. 4, ROSEBUD COUNTY**

BE IT THEREFORE RESOLVED that on Tuesday, May 8, 2018, a School Election is called.

Trustee Amy Fulton introduced the following resolution and moved its passage and adoption.

WHEREAS, this school board has determined that an election of the registered electors for School District No. 4 will be done by a mail ballot only for the purpose of voting on the question of whether the Board of Trustees of School District No. 4, shall be authorized to make the following special levy for the purpose:

Of providing funds to support the General Fund for the proper maintenance and operation of the school programs for the 2018 - 2019 school year beginning July 1, 2018.

The following voting location will be used for the election. Ballots may be deposited at this location only until 8:00 p.m. on May 8, 2018.

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Mrs. Collene Hill	Box 588; Forsyth, MT

Mrs. Jane Deering

Box 1055: Forsyth, MT

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Trustee Jeanette Krueger seconded the motion for the adoption of the resolution. All trustees present voted in favor of the motion. Motion carried.

Attest:

Layton Salsbery
Chairman, Board of Trustees
School District #4 and
Forsyth High School District #4

Stephanie Schnug
District Clerk/Business Manager
School District #4 and
Forsyth High School District #4

**RESOLUTION TO CALL FOR TRUSTEE ELECTION
FOR HIGH SCHOOL DISTRICT NO. 4, ROSEBUD COUNTY**

BE IT THEREFORE RESOLVED that on Tuesday, May 8, 2018, a School Election is called.

Trustee Amy Fulton introduced the following resolution and moved its passage and adoption.

WHEREAS, this school board has determined that an election of the registered electors for High School District No. 4, Rosebud County will be done by a mail ballot only for the purpose of electing one (1) trustee, for a three (3) year term.

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Trustee Jeanette Krueger seconded the motion for the adoption of the resolution. All trustees present voted in favor of the motion. Motion carried.

Attest:

Layton Salsbery
Chairman, Board of Trustees
School District #4 and
Forsyth High School District #4

Stephanie Schnug
District Clerk/Business Manager
School District #4 and
Forsyth High School District #4

Administrative Team Reports

K-6 Principal

Dixie Seleg presented the K – 6 Principal’s report. Mrs. Seleg has met with the School Improvement Team. Dibels Benchmarking was completed in January. The safety Committee is working with the staff on the Clear the Room Drills. The elementary school celebrated the 100th day of school. February is “I Love to Read” month. The next staff meeting will be centered around the discussion of “Childhood Trauma”.

7– 12 Principal

Shelly Weight presented the 7 – 12 Principal’s report. First Semester testing was completed in January. Congratulations to James Fisher for placing 1st in the Geography Bee, and Chase Ash-Gerber for placing 2nd. Currently there are seven student enrolled in college core classes. Pat Goldhahn visited on January 15th and gave a moving presentation on Safe Driving. The parent survey is available, letters were sent home and notices were included in sports programs with information. The PIR day on January 22nd was a training on Google for Education. The Belt Event for this month was a team work exercise that entailed a snow sculpture contest, judges from the Administration office braved the cold and snow. The Carl Perkins Grant was amended to allow for more purchases for the FCS classes. Student Council is developing a DOGIE acronym, they are trying to instill “The Dogie Way”.

Activities Director

Craig Knoche presented the Activity Director’s report. Mr. Knoche attended the MHSA meeting in Bozeman. Speech and Drama attended the State competition in Huntley. Due to snow and weather conditions in the area, High School Boys and Girls Basketball teams had to cancel their last three games with St. Labre, Roundup, and Lame Deer. The Seniors for the Winter Sports Season will be presented on February 14th. The High School Basketball teams will be traveling to Colstrip to play in the District Competition. High School Wrestling participated in the State Competition in Billings, four young men attended with three coming home as State Champions. Mr. Knoche will be attending the 3B District Activities Director Meeting and Division meetings next month.

District Clerk/Business Manager

Stephanie Schnug presented the Business Manager’s report. The 2017 W-2’s, 1099’s, and 1095 forms have been completed and mailed to all past and current employees. The Compensation Report has been completed for OPI. Election preparations have begun for the May 8, 2018 Trustee and Levy elections. The secretaries and I have completed the 2018 Spring Enrollment Count. Tr-5 and Tr-6 transportation claims have been completed. Mr. Bennett and Mrs. Schnug will have a meeting with PayneWest, the insurance broker, on February 27th. Mrs. Schnug will be attending the MASBO Region meeting and the Budget Meeting on 2/28-3/1/18.

Superintendent

Dinny Bennett presented the Superintendent’s report. Mr. Bennett attended the MHSA meeting in Bozeman. Mr. Bennett ran and was elected to the MHSA Board, it is a 4 year position, he will be resigning from the MQEC Board in March. Due to weather conditions, Mr. Bennett cancelled 2 school days for the safety of our students and staff. There will have to be 2 make-up days for this school year, they will be April 27 and May 25. Mr. Bennett received a call from OPI regarding the preliminary accreditation report, it appears the district has made accreditation in all areas. Rosebud County proudly produced 7 out of the 13 weight class State Champions at the High School Wrestling Competition in Billings.

Next Meeting

The next regular meeting will be March 6, 2018. 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 8:19 p.m.

Respectfully submitted,

Stephanie Schnug
District Clerk/Business Manager

Layton Salsbery
Chairman of the Board