

**May 8, 2018**  
**REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on May 8, 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, “ “  
Amy Fulton, Trustee “ “  
Clay Redding, Trustee “ “  
Donald John Cameron, Trustee “ “  
Jeanette Krueger, Trustee “ “

Absent:

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: Tim Fulton, Jan Banks, Michaela Long, Adaline Reilly, Madeline Montgomery, Jazmen Brown, Mariska Fulton, Erika Blais, Elise Reilly, Ryan Tooke, Beth Hall, Nate Cardwell, Katy Cardwell, Katie Tooke, Brandon Schnug, Paul Fisher, Mike Stevenson

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

The Chairman led the group in the Pledge of Allegiance.

**Public Participation:**

Mr. Tooke gave an update on the Lil’ Bud’s Daycare progress. All the necessary applications have been submitted. The plans are moving forward nicely.

Trustee, Donald John Cameron expressed his concern with the lack of male teachers and staff in the Elementary School for the next school year. Discussion followed.

**Revise/Review Agenda:** None

**Consent Agenda**

Gerald Killen moved, seconded by Jeanette Krueger, to approve the consent agenda consisting of the following:

- May bills in the amount of \$325,110.29 including warrants #45771 through #45844.
- Minutes for the April 12, 2018 Regular Meeting.
- Warrant lists from 04/01/2018 through 04/30/2018 including the following:
  - Claims 45715-45779 \$ 318,004.73\*

-Payroll	311754-311794	\$ 61,891.33
	[*Includes direct deposit check 45774	\$ 101,848.09]

- Activity Cash Report

-Correspondence

- a. Johanna Tooke Resignation- 7-8 Social Sciences Teacher
- b. Pauline Rudolph Resignation- Kitchen Assistant
- c. Steve Pulver Resignations- HS Assistant Football Coach and JH Head Track Coach
- d. Craig Knoche Resignation- HS Assistant Boys Basketball Coach
- e. Kayla Fulton Resignation- HS Assistant Volleyball Coach
- f. Ryan Tooke Resignations- JH Head Boys Basketball Coach and JH Head Girls Basketball Coach
- g. Easton Sikes Resignation- JH Assistant Boys Basketball Coach
- h. Kyle Fulton Resignation- JH Assistant Football Coach
- i. AnnaLea Engle Resignation- JH Assistant Volleyball Coach
- j. Thank You Card

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

**Old Business**

**Students**

**FFA Report and Request to Travel**

Mrs. Banks and her Forsyth FFA Chapter provided a report on conferences and contests that they have attended this past year to the Board of Trustees. The Junior Code of Conducts team gave a mini presentation of their accomplishments. Mrs. Banks and the Forsyth FFA Chapter are requesting permission to travel to the National Leadership Convention. The Forsyth FFA traditionally attends the National Leadership Convention every other year. This year the conference is in Indianapolis, Indiana in October 2018. Members do not have to qualify to attend however, they must be in High School. There will be no cost to the district. The chapter will pay for all travel, registration, rooms and meals through fund raising efforts. It is recommended the Board of Trustees approve travel to the 2018 National FFA Convention and allow the chapter to begin their fundraising. Clay Redding moved, seconded by Donald John Cameron to allow Mrs. Banks and the Forsyth FFA Chapter to travel to Indianapolis, IN for the 2018 National Leadership Convention and begin their fundraising for the trip. All trustees present voted in favor of the motion. Motion carried.

**Student Issue**

The Chairman moved the meeting into Executive Session at 7:21 p.m. to discuss the Student 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 7:33 p.m.

Gerald Killen moved, seconded by Amy Fulton to accept the administrative recommendation on the matter. All trustees present voted in favor of the motion. Motion carried.

## **Personnel**

### **District**

#### **Middle School Roof – Bid Opening**

At the April 12, 2018 meeting the Board of Trustees to action to call for bids for the Middle School Roof Restoration project. It was published that the bid opening would be on May 8, 2018 at 4:45 p.m. in the Superintendent’s office. Three bids were received and opened at 4:45 p.m. on May 8, 2018. Mike Stevenson with Stevenson Design, Inc. presented the bid details to the Board of Trustees. Mr. Stevenson recommended the Board of Trustees hire Empire Roofing as the winning bid with a price of \$296,375.00 for the Middle School Roof Restoration project. Discussion followed regarding the bid details. Clay Redding moved, seconded by Gerald Killen to accept Mike Stevenson’s recommendation to hire Empire Roofing for the Middle School Restoration project with the bid price of \$296,375.00. All trustees present voted in favor of the motion. Motion carried.

#### **Business Manager/Clerk Evaluation**

The Chairman moved the meeting into Executive Session at 7:46 p.m. to discuss the Business Manager/Clerk Evaluation after determining that the right of individual privacy exceeded that of the public’s right to know.

The meeting returned to regular session at 7:55 p.m.

#### **Trustee Election by Acclamation**

At the February regular board meeting, the Board of Trustees authorized the trustee election. Two trustees were to be elected. The number of candidates filing a “Declaration of Intent and Oath of Candidacy” is equal to the number of open trustee positions to be elected and no write-in candidates were received. Gerald Kellen and Donald John Cameron filed for another three-year term with the Forsyth Board of Trustees. There was no Trustee Election held. It is recommended that the Trustees declare the election of Mr. Killen and Mr. Cameron by acclamation. The Board of Trustees confirm the election by acclamation. Mr. Killen and Mr. Cameron were sworn in by Charly Bermes, Notary Public.

## **New Business**

### **District**

#### **Board Reorganization**

##### **Chairman**

Once the new Board members are sworn in, it is necessary to reorganize the Board. Clay Redding moves to recommend Layton Salsbery as Chairman of the Board, Amy Fulton seconded the recommendation. There being no further action. All trustees present and voted in favor of Layton Salsbery as Chairman of the Board.

##### **Vice-Chairman**

Clay moves to recommend Gerald Killen as Vice-Chairman of the Board, Amy Fulton seconded the recommendation. Discussion followed on the option for Co-Vice-Chairman. Gerald Killen amends the motion to recommend Donald John Cameron as Co-Vice-Chairman of the Board, Jeanette seconded the recommendation. All trustees present and voted in favor of Gerald Killen Co-Vice-Chairman, and Donald John Cameron Co-Vice-Chairman. Motion carries.

### **Appoint District Clerk/Business Manager**

The Superintendent discussed the requirement to appoint a District Clerk/Business Manager and recommended that Stephanie Schnug be appointed to that position. Donald John Cameron moved, seconded by Amy Fulton, to appoint Stephanie Schnug to the position of District Clerk/Business Manager. All trustees present voted in favor of the motion. Motion carried. Stephanie Schnug was sworn in by Charly Bermes, Notary Public.

### **Board Committees**

A list of the current committee assignments was presented to the trustees. The trustees reviewed the list. It was determined the committee assignments would be addressed at the next meeting.

### **Appoint Representative to Co-op**

It was recommended that Dinny Bennett be appointed as the District's representative to the Big Country Educational Cooperative. Clay Redding moved, seconded by Jeanette Krueger, to accept the recommendation. All trustees present voted in favor of the motion. Motion carried.

### **MTSBA Dues**

The Business Manager reported that the dues for the Montana School Boards Association are \$4,014.00 plus \$10.20 for Trustee Insurance or a total of \$4,024.20 for the 2018- 2019 fiscal year which is \$110.00 higher than the current year. Mr. Bennett recommended that the dues be paid. Donald John Cameron moved, seconded by Gerald Killen, to pay the MTSBA dues for 2018 – 2019 fiscal year. All trustees present voted in favor of the motion. Motion carried.

### **MHSA Dues**

The Business Manager discussed the Montana High School Association Dues for 2018 – 2019. The dues consist of a \$250.00 fee for each MHSA activity sponsored, catastrophic insurance premium in the amount of \$285.00 and concussion insurance premium in the amount of \$65.00. The total amount of the dues and premiums is \$3,850.00 which reduced by \$130.00 from the current year. Mr. Bennett recommended that the dues be paid. Amy Fulton moved, seconded by Clay Redding, to pay the MHSA dues as recommended. All trustees present voted in favor of the motion. Motion carried.

### **MQEC Dues**

The Dues for the Montana Quality Education Coalition for the 2018-2019 year have been received. The price of the dues remained the same at \$2,000.00. Mr. Bennett recommended the Board of Trustees approve the payment of \$2,000.00 for MQEC dues. Discussion followed on the benefits of the affiliation with MQEC. Gerald Killen moved, seconded by Clay Redding, to approve payment of \$2,000.00 for MQEC dues. All trustees present voted in favor of the motion. Motion carried.

### **Health Insurance Rate Increase**

The Business Manager presented the new rate information to the Board of Trustees on the increase for the 2018-2019 Blue Cross Blue Shield Health Insurance. This was presented for informational purposes only.

**K-6 Student/Parent Handbook – First Reading**

Mrs. Seleg presented the changes and updates for the 2018-2019 K-6 Student/Parent Handbook. It is recommended that it be approved on the first reading. Gerald Killen moved to approve the handbook on first and final reading, seconded by Amy Fulton. All trustees present voted in favor of the motion. Motion carried.

**7-12 Student/Parent Handbook – First Reading**

Shelly Weight reviewed the changes and updates made to the 2018-2019 7-12 Student/Parent Handbook. It is recommended that it be approved on the first reading. Second reading of the handbook and its changes will be at the regular June meeting. Donald John Cameron moved, seconded by Clay Redding, to approve the handbook on first reading. All trustees present voted in favor of the motion. Motion carried.

**Activities Handbook – First Reading**

Craig Knoche presented the Activities handbook with the proposed changes for the 2018-2019 school year. Discussion followed regarding Board recommendations. Clay Redding moved, seconded by Gerald Killen, to approve the handbook on the first reading. All trustees present voted in favor of the motion. Motion carried. Second reading will be at the regular June meeting.

**Coaches/Sponsors Handbook – First Reading**

Craig Knoche presented the Coaches/Sponsors handbook for the 2018-2019 school year. Discussion followed proposed changes. Gerald Killen moved, seconded by Donald John Cameron, to approve the handbook on the first reading. All trustees present voted in favor of the motion. Motion carried. Second reading will be at the regular June meeting.

**Professional Learning Community Travel Request**

The administration and staff are moving forward to integrate Professional Learning Communities (PLCs) into their processes. The building administrators are asking permission to take their team of teachers to a professional development training on PLCs. These teams would be able to bring information back to the staff and assist the administrators in the implementation of the PLC process. The training is in Minneapolis, MN on June 18-20. The cost for each person is estimated at \$1,516.00. Each building principal would like to take 3 staff members with them to the training. It is recommended that the Board of Trustees approve travel to the Professional Learning Community Workshop as presented. Discussion followed on which staff members would attend. Amy Fulton moved, seconded by Donald John Cameron, to approve travel to attend the Professional Learning Community Workshop as presented. All trustees present voted in favor of the motion. Motion carried.

**Personnel**

**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 2018-2019 school year. Gerald Killen moved, seconded by Clay Redding, 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 for 2018-19 School Year**

The Superintendent presented a list of certified staff and recommended that they be hired for the 2018-2019 school year. The list is as follows:

Tenured:

Jan Banks	Deani Goyette	Kim Knoche
Erica Bidwell	Steffani Grogan	Jayme [Nelson] Sievers
Kelsey Bird	Beth Hall	Susan Quinlan
Kaybree Cole	Karen Harms	Dana [Sievers] Icopini
Shane Cole	KariLea Hutchins	Kayla [Stevens] Stephenson
Joan Engle	Amy Jones	Susan Treible
Molly Fay	Wendy Killebrew	Cindy Wright
Craig Knoche		<del>Tonya Wetherelt</del>

Non-Tenure

Ty Baumeister  
Shelly [Friez] Nelson  
Janell Mischel

The resignation of Tonya Wetherelt came in after the printing of the board packet and it was accepted at the beginning of this board meeting.

Donald John Cameron moved, seconded by Jeanette Krueger, to hire the certified staff, with the exception of Tonya Wetherelt, for the 2018-2019 school year as recommended. All trustees present voted in favor of the motion. Motion carried.

**Hire Classified Staff for 2018-2019 School Year**

The Superintendent presented a list of non-certified staff and recommended that they be hired for 2018-2019. The list is as follows:

**Office Staff**

Terri Brown  
Mandy Bonomo  
Michele Ayers

**Aides/Paraprofessionals**

Andrew Buck	Mindy Macioroski
Lori Lincoln	Melanie Martens
Debby DeCock	Patti Holmes
Erika Marshall	Lynda Montgomery

**Maintenance/  
Transportation**

Mary Cox

**Custodians**

Lonni Pulver  
Yvonne Mogle  
Aaron Dresbach

**Food Service**

Wendy Shreeve  
Lisa Yazzie  
Ruth Smith

**Bus Drivers**

Roy Brown  
Jim Green  
Cherri Potts  
Dave Potts  
Amy Quinlan

**ABLE**

Barbara Warner  
Shelly Nelson-Friez

Jeanette Krueger moved, seconded by Gerald Killen to hire the non-certified staff for 2018-2019 as recommended. All trustees present voted in favor of the motion. Motion carried.

**Hire Coaches/Sponsors for 2018-2019**

Craig Knoche presented the list of staff that is being recommended for rehire for positions for the 2018-2019 school year as Activity/Athletic Coaches and Sponsors:

High School:

Head Football – *Vacant*  
Asst. Football – Ty Baumeister  
Asst. Football – *Vacant*

Head Volleyball – *Vacant*  
Asst. Volleyball – *Vacant*

Head Wrestling – Scott Weber  
Asst. Wrestling – Kyle Fulton

Head Boys Basketball – *Vacant*  
Asst. Boys Basketball – *Vacant*

Head Girls Basketball – Rian Pinkerton  
Asst. Girls Basketball – Stephanie Gambill

Head Speech & Drama - Marlys Lee  
Asst. Speech & Drama – ~~Tonya Wetherelt~~

Head Cheerleading – *Vacant*

Middle School:

Head Football – *Vacant*  
Asst. Football – *Vacant*

Head Volleyball – *Vacant*  
Asst. Volleyball – *Vacant*

Head Girls Basketball – *Vacant*  
Asst. Girls Basketball – Lynda Montgomery

Head Boys Basketball – *Vacant*  
Asst. Boys Basketball - *Vacant*

Head Wrestling – Ben Reilly  
Asst. Wrestling – Chad Potts

Summer Weight Room:        Tanner Gambill

BPA:	Deanette Goyette
FCCLA:	Kim Knoche
FFA:	Jan Banks
Frosh Advisor:	Shane Cole
Sophomore Advisor:	Wendy Killebrew
Jr. Class Advisor:	Susan Treible
Concessions:	Diane Bell
Sr. Class Advisor:	Craig Knoche
HS Academic Olympics:	Deanette Goyette Wendy Killebrew
Annual Advisor:	Deanette Goyette
Drama:	<del>Tonya Wetherelt</del>
National Honor Society:	Craig Knoche
Pep Band:	
Instrumental Music:	
Choir:	
MS Academic Olympics:	Deanette Goyette Andrew Buck
7 <sup>th</sup> Grade Class Advisor:	Steffani Grogan
8 <sup>th</sup> Grade Class Advisor:	Dana [Sievers] Icopini

Discussion followed on the order that Head and Assistant coaches should be hired. Gerald Killen moved, seconded by Donald John Cameron to hire the Coaches and Sponsors, with the exception of Tonya Wetherelt due to resignation, for 2018-2019 as recommended. All trustees present voted in favor of the motion. Motion carried.

#### **Hire Central Office Administrative Assistant**

The Business Manager reported that three applications were received for the Central Office Administrative Assistant position that will be vacant with the resignation of Charly Bermes. Two candidates were chosen for interview. The interview committee recommended Rachel Heberle be hired for the position. Clay Redding moved, seconded by Amy Fulton, to hire Mrs. Heberle as recommended. All trustees present voted in favor of the motion. Motion carried.

#### **Hire Substitute**

It is necessary to hire substitutes for certified and non-certified positions. Tina Edgerly has applied and completed all necessary paperwork and requirements for various substitute positions. Mr. Bennett recommended that the Board of Trustees hire Tina Edgerly as a substitute for the remainder of the 2017-2018 school year. Gerald Killen moved, seconded by Jeanette Krueger, to hire Tina Edgerly as a substitute for the remainder of 2017-2018 school year. All trustees present voted in favor of the motion. Motion carried.

#### **Hire HS Assistant Football Coach**

Mr. Knoche has received a letter of interest from Shane Cole for the vacant HS Assistant Football Coach position. Mr. Knoche recommended the Board of Trustees approve Shane Cole for the HS Assistant Football Coach for 2018-2019 season. Clay Redding moved, seconded by Amy Fulton, to approve Shane Cole for the HS Assistant Football Coach for



2018-2019 season. Five trustees present voted in favor of the motion, one trustee abstained. Motion carried.

### **Payroll/AP Stipend Payment**

In the absence of an experienced Payroll/AP Clerk; those specific duties will need to be completed by the Business Manager, Stephanie Schnug. Due to the extended hours that will be needed to complete these tasks, a Payroll/AP Extra Duty Stipend is recommended. Mr. Bennett recommended the Board of Trustees approve the Payroll/AP Extra Duty Stipend to Mrs. Schnug until the new Central Office Administrative Assistant is trained on those duties. Discussion followed on the anticipated length of time for the training. Amy Fulton moved, seconded by Jeanette Krueger to approve the Payroll/AP Extra Duty Stipend as recommended. 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. Smarter Balance testing has been completed. The Farm to School discussions have begun between Mrs. Seleg, Mrs. Shreeve, and Mrs. Jean Dahlman. The district PIR day planning meeting has taken place. May 4<sup>th</sup> the elementary students participated in Arbor Day activities. The Elementary Band and Choir concerts will be performed throughout the next week. Muffins for Moms was held on May 11<sup>th</sup>. The Forsyth PTSA sponsored the swim days at the pool for the elementary students. On May 25<sup>th</sup> the Public Health Department will be having a Safety Carnival for the children.

#### **7– 12 Principal**

Shelly Weight presented the 7 – 12 Principal’s report. The AdvancEd review went very well. ACT Aspire testing for grades 6-10 is taking place. The Technology Safety Committee is setting their goals. Semester testing has been scheduled for the middle school and high school students. The different organizations have scheduled fundraisers. Mrs. Weight attended the MSU Education Fair with Mrs. Seleg, they were able to hold one interview while they were there. The Community Clean-up was on April 27<sup>th</sup>, 80 bags of trash were filled by the students. A big “Thank You” to the Montana Department of Transportation. Mrs. Weight attended the Mental Health Workshop. IEP meeting have been completed. Forsyth High School Graduation will be on May 20, 2018.

#### **Activities Director**

Craig Knoche presented the Activity Director’s report. Four different events have been cancelled or postponed due to the weather. The High School Band and Choir attended regional music festivals. Congratulations to Katie Friez, she placed 2<sup>nd</sup> at Divisional Golf Tournament. Divisional Tennis will be hosted by Forsyth in Baker starting May 11<sup>th</sup>. District Track will be in Baker on May 12<sup>th</sup>. Seven of our high school senior football players will be playing in the All-Star Game in Butte on June 2<sup>nd</sup>.

#### **District Clerk/Business Manager**

Stephanie Schnug presented the Business Manager’s report. Mrs. Schnug and the administration office held interviews for the Central Office Administrative Assistant position. The district insurance renewals are complete. Mrs. Schnug and Mrs. Bonomo are preparing the administration office for the time of limited staff due to the resignation of the payroll clerk.

**Superintendent**

Dinny Bennett presented the Superintendent’s report. Meat and Cheese trays were distributed to the buildings for Teacher Appreciation Day, “Thank you so much for your work and dedication”. Mr. Bennett was busy working on the bid process for the Middle School Roof Restoration Project. Mr. Bennett along with Mr. Salsbery met with the OPI Accreditation Team.

**Next Meeting**

The next regular meeting will be Tuesday, June 12, 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 9:52 p.m.

Respectfully submitted,

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Stephanie Schnug  
District Clerk/Business Manager

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Layton Salsbery  
Chairman of the Board