

**October 9, 2018
REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on October 9, 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, “ “
Clay Redding, Trustee “ “
Donald John Cameron, Trustee “ “
Jeanette Krueger, Trustee “ “

Absent:

Amy Fulton, Trustee “ “

Also Present:

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

Guests: Wendy Killebrew, Jayme Nelson, Kelsey Bird, Steffani Grogan, Kim Knoche, Jude Cauble, Susan Quinlan, Danae Pinkerton, Jessica Heberle

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

The Chairman led the group in the Pledge of Allegiance.

Public Participation:

Mrs. Knoche, FCCLA Advisor, and FCCLA members, McKenzie Mork, Shay Donely, and Katie Friez, gave report of last years' accomplishments and their trip to Nationals to the Board of Trustees. In July 2018 the Forsyth FCCLA Chapter traveled to Atlanta, GA to compete at the National Convention, 100% of the Forsyth FCCLA Chapter qualified and competed at Nationals.

Revise/Review Agenda: None

Consent Agenda

Gerald Killen moved, seconded by Clay Redding, to approve the consent agenda consisting of the following:

- October bills in the amount of \$438,867.27 including warrants #46128 through #46182.
- Minutes for the September 6, 2018 Regular Meeting.
- Warrant lists from 09/01/2018 through 09/31/2018 including the following:
 - Claims 46079-46138 \$ 299,488.30*
 - Payroll 311933-311961 \$ 26,253.34

[*Includes direct deposit check 46131 \$ 100,265.38]
- Activity Cash Report

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

Personnel

Old Business

New Business

Hire Coaches

Applications had been received for HS Assistant Girls' Basketball Coach and JH Assistant Girls' Basketball Coach. After having met with Craig Knoche, Activities Director, Mr. Knoche recommended David Bierlein as for HS Assistant Girls' Basketball Coach and Trisha Payer as JH Assistant Girls' Basketball Coach for the 2018-19 season. It is recommended that the Board of Trustees approve hiring the coaches as presented for the 2018-19 season. Jeanette Krueger moved, seconded by Donald John Cameron to approve hiring David Bierlein as for HS Assistant Girls' Basketball Coach and Trisha Payer as JH Assistant Girls' Basketball Coach for the 2018-19 season. All trustees present voted in favor of the motion. Motion carried.

Hire Substitute Staff

It is necessary to hire substitutes for certified and non-certified positions. Kassandra Ferguson has applied and completed all necessary paperwork and requirements for classified and certified substitute positions. Mr. Bennett recommended that the Board of Trustees hire Kassandra Ferguson for the 2018-2019 school year. Gerald Killen moved, seconded by Jeanette Krueger, to hire the above mentioned substitute for the 2018-2019 school year. All trustees present voted in favor of the motion. Motion carried.

Hire Community Education Director

Dinny Bennett discussed the need to hire the Community Education Director. He recommended that Susan Treible be hired as the Community Education Director for the 2018-2019 school year. Clay Redding moved, seconded by Donald John Cameron, to hire Mrs. Treible as recommended. All trustees present voted in favor of the motion. Motion carried.

Hire Kitchen Assistant/ Bus Driver

An application was received from Amanda Fisher for the vacant Kitchen Assistant and Bus Driver positions. The interview was conducted by the Transportation and Nutrition Departments. The positions will consist of a three-hour Bus Route Driver and a five-hour Kitchen Assistant. Mr. Bennett recommended to hire Amanda Fisher for the three-hour Bus Route Driver and a five-hour Kitchen Assistant positions for the 2018-2019 school year. Donald John Cameron moved, seconded by Jeanette Krueger, to hire Amanda Fisher for the positions as recommended. 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 the Lil' Buds Day Care, Inc. The daycare is up and running has between thirteen and fifteen children enrolled per week. The daycare is beginning to show income. Discussion followed of the food program. Updates will be presented as they become available. Provided for information purposes only.

Middle School Roof – Update

Mr. Bennett provided an update to The Board of Trustees on the progress of the Middle School Roof. Empire Roofing has dropped off materials and begun work on the roof. Mike Stevenson, Chad Sutter and Mr. Bennett are in contact with Empire Roofing in regards to colors. Updates will be presented as they become available. Provided for information purposes only.

Policy Review-First Reading

In efforts to update and keep current district policies, the bullying policy was provided to the Board of Trustees for review at the Regular September Board Meeting. Policy number 3225 and 3225F were revised by Mr. Bennett following the Board of Trustee recommendations and presented for First Reading. The Billings School District Policy was used for reference for updated information. Gerald Killen moved, seconded by Clay Redding, to approve the revisions and review to Policy 3225 and 3225F on the first reading. All trustees present voted in favor of the motion. Motion carried

Professional Development Request to Travel Out of State

Wendy Killebrew and Steffani Grogan are requesting to attend the *National Council of Teachers of Mathematics* regional conference in Seattle, Washington November 28 – 30, 2018. This comes before the board since it is a request to travel out of the state. Mrs. Weight reviewed the request for travel and the cost of the trip including registration. Mileage to the airport, airline tickets, shared lodging and meals is \$937.27 per person for a total of \$1,874.54. The faculty committee has suggested that \$1,000 of Professional Development funds be used toward the travel and the rest be paid by the teachers. Discussion followed on how fund use is determined. Mr. Bennett recommended the district agree to pay the entire amount for the Professional Development trip. Discussion followed on the need for Professional Development and how the district will maintain continuity with the staff. Donald John Cameron moved, seconded by Gerald Killen, to approve Mr. Bennett's recommendation for out of state travel for Mrs. Killebrew and Mrs. Grogan and to allow the district to pick up the entire cost of the travel. All trustees present voted in favor of the motion. Motion carried.

Fall Enrollment

The Business Manager presented the results of the Fall Enrollment Count that was held Monday, October 1, 2018. The enrollment was as follows:

K – 6	176
7 – 8	43
9 – 12	<u>107</u>
Total	323

Presented for informational purposes only.

Extracurricular Fund Account

Each year, with the incoming 7th grade class, it becomes necessary to request the addition of a new fund account to account for the transactions for the incoming class. The Business Manager recommended the Board of Trustees approve the establishment of the fund account for the 2018-2019 7th grade class titled, Class of 2024- Seventh Grade. Clay Redding moved, seconded by Donald John Cameron, to approve Mrs. Schnug’s recommendation to approve the establishment of the fund account for the 2018-2019 7th grade class titled, Class of 2024- Seventh Grade. All trustees present voted in favor of the motion. Motion carried.

New District Fund Account

With the rental agreement we have with Lil’ Buds Daycare, it is necessary to open a new fund to account for the rental payments to the district. The Business Manager recommended the Board of Trustees approve the establishment of the above fund account for the purpose of Lease-Rental Agreements. Gerald Killen moved, seconded by Jeanette Krueger, to approve Mrs. Schnug’s recommendation to approve the establishment of the fund account for Lease/Rental Funds. 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. September was busy with the Patriot’s Day Luncheon on the 11th, the Huntley Lions Club provided vision screening on the 19th, and interviews for the vacant kitchen position. Mrs. Treible worked with the Sonata Club and the 5th and 6th grades as well. October started with the review of the Classified Handbook with Mrs. Weight, Fire Prevention Week activities, Annual Preschool Find screening and Walk to School day. Mrs. Seleg has been working on IEP’s, 504 meetings, and School Improvement Plan. Walkie-Talkies have been purchased and put in place to assist with outdoor communication.

7-12 Principal

Mrs. Weight presented the 7-12 Principal’s report. Mrs. Weight has completed the Exit Survey of OPI, Satisfaction Survey for 2013 and 2014 graduates, and Carl Perkins Survey for 2018 graduates. In September the Juniors and Seniors attended a College Fair at Colstrip High School, and students attend the Elementary School for the Reading Buddy Program. The ACT and ACT Aspire Data is complete and the goals for 2018-2019 are complete. The Advance Ed Report is uploaded to the district website. Teachers attended the PLC PIR day in Colstrip on September 24th. Student Council reports a successful

Homecoming. Congratulations to Homecoming King, Michael Weber and Homecoming Queen, Heather Blackwell. The Student Council Penny War will benefit the Make a Wish Foundation, along with the Car Smash/Bonfire Fundraiser. Pack the Place in Pink will be October 16th, with proceeds going to TJ Brewer. We will have a national assembly, Todd Becker Foundation on October 24th, there will be a student assembly and a nighttime public assembly. Mrs. Weight and Mr. Lentsch have completed five IEP Meetings so far, Mr. Lentsch is doing very well.

Activities Director

Craig Knoche presented the Activity Director's report. Junior High Football has finished their season. Junior High Volleyball has one more game in their season. High School Football has endured many injuries this season. High School Volleyball will attend the District Tournament at Baker High School October 25-26. Mr. Knoche held a Coach's Meeting on September 19th. Forsyth BPA hosted the Regional Advisors Meeting. Mr. Knoche will attend the South Central AD Meeting on October 10th. The Winter Activity Schedule will be available soon.

District Clerk/Business Manager

Stephanie Schnug presented the Business Manager's report. Mrs. Schnug has completed the 2018 Fall Student Count and TR-1 Transportation Student Count. Mrs. Schnug is working with the software company on some issues regarding the Budget input to the computer system. The Administration Office is attempting to increase the use of Procurement Cards for vendor payments. The district will receive an Annual Rebate based on the total amount spent on P-cards. Last year we received a rebate of \$923.38. These funds are deposited into the Building Fund Accounts. Mrs. Schnug attended the Nutrition Administrative Update in Miles City. There will be a Workman's Comp Audit on October 23rd.

Superintendent

Dinny Bennett presented the Superintendent's report. Mr. Bennett attended the PLC PIR day in Colstrip with the Teachers. The front door securities are coming along. Technical difficulties have slowed the process in all buildings. Mr. Bennett attended the MASS Fall Conference in Bozeman, the main topic was "Mental Health." Mr. Bennett will attend MCEL in Missoula October 18-19.

Next Meeting

The next regular meeting will be Tuesday November 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 8:10 p.m.

Respectfully submitted,

Stephanie Schnug
District Clerk/Business Manager

Layton Salsbery
Chairman of the Board

