



SEPTEMBER BOARD MEETING

Wednesday, September 7, 2022
7:00 PM

MIDDLE SCHOOL BUILDING
BOARD ROOM



2022-23 SCHOOL YEAR
FORSYTH PUBLIC SCHOOLS

JULY 2022

SUN	MON	TUE	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

AUGUST

SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	PIR 22	PIR 23	24	25	26	27
28	29	30	31			

SEPTEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
4	Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

SUN	MON	TUE	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	PIR 20	PIR 21	22
23 30	24 31	25	26	27	28	29

NOVEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	PIR 11	12
13	14	15	16	17	18	19
20	21	22	Thanksgiving	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Christmas 25	26	27	28	29	30	31

JANUARY 2023

SUN	MON	TUE	WED	THUR	FRI	SAT
New Year's 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	PIR 23	24	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	Presidents Day 20	21	22	23	24	25
26	27	28				

MARCH

SUN	MON	TUE	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	PIR 20	21	22	23	24	25
26	27	28	29	30	31	

APRIL

SUN	MON	TUE	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
Easter 9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

MAY

SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	Memorial Day 29	30	31			

JUNE

SUN	MON	TUE	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

PIR DAYS: Aug. 22 & 23, Oct. 20 & 21, Nov. 11
 Jan. 23, March 20

Holidays: Sept. 5 - Labor Day; November 24 - Thanksgiving; Dec. 25 - Christmas
 Jan. 1 - New Years Day; April 9 - Easter; May 29 - Memorial Day

Vacation Days: Nov. 23 & 25, Dec. 22, 23, 26-30 March 17, April 7 & 10

FORSYTH SCHOOL DISTRICT BOARD OF TRUSTEES
Wednesday, September 7, 2022
6:00 P.M.

*****BOARD MEETING*****
Middle School Building Board Room

I **Welcome and Call to Order (6:00 p.m.)**
Pledge of Allegiance
Roll Call

II. **Public Participation**

At this time, the public may address any item not listed elsewhere on the agenda. There will be no discussion of personnel. The Trustees will take no formal action at this point in the agenda. The public should limit their discussion to 3 to 5 minutes per issue.

Revise/Review Agenda

The items listed below do not necessarily indicate the order in which they may be addressed.

IV. **Consent Agenda**

V. **Administration Team Reports**

1. Elementary Principal
2. 7-12 Principal
3. Activities Director
4. Business Manager
5. Superintendent

VI. **Student**

VII. **Personnel**

1. Old Business

2. New Business
 - a. Consider Approving HS Volunteer Coach
 - b. Consider Approving Pep Band Volunteers
 - c. Consider Hiring Junior High Coaches

VIII. **District**

1. Old Business
 - a. Consider Approving K-6 Student/Parent Handbook -
Second and Final Reading

- b. Consider Approving 7-12 Student/Parent Handbook – Second and Final Reading
 - c. Consider Approving K-12 Staff Handbook – Second and Final Reading
2. New Business
- a. Consider Declaring Trustee Vacancy
 - b. Consider Approving English Curriculum
 - c. Consider Approving Attendance Agreements (Non-Forsyth District Students)
 - d. MTSBA Strategic Planning
 - e. Football Field Water Reel - Update

IX. Next Meeting Date

October 11, 2022

X. Adjournment

NOTICE

It is the intention of the Chairman that in the event that all business on this agenda is not concluded by 10:00 p.m., the meeting will be recessed and reconvened at 6:00 p.m., Thursday, September 8. The meeting will reconvene in the Middle School Building Board Room.

Citizens may comment on items appearing on the agenda when invited to participate during that agenda item by the Board Chair. Citizens may comment on items related to School District business not appearing on this agenda during the public comment portion of the meeting as noted in the public comment form.

The Board Chair is authorized to adjust the order of agenda items to accommodate scheduling needs of interested parties.

Information about this agenda, including the Board packet and supplemental documents, is available at the School District office. Please contact the office if you have any questions.

ZOOM info

Please log in using your first and last name. You will be placed in a waiting room until the host opens and admits you to the meeting.

Meeting ID: 220 508 6901

Password: Dogies

Video Link: <https://us02web.zoom.us/j/2205086901>

Audio: 253-215-8782 or 346-248-7799

Password: 401527

TITLE: CONSENT AGENDA
CATEGORY: INFORMATION/ACTION
ORIGINATED BY: CHRIS HESS, SUPERINTENDENT
STACY MONTGOMERY, BUSINESS MANAGER
IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL
DISCUSSION:

The following items should be considered for the consent agenda:

1. September (a list will be provided at the meeting).
2. Minutes for the August 9, 2022 regular meeting.
Minutes for the August 25, 2022 special meeting
3. Warrant Lists from 08/01/21 through 08/31/21. These are provided on recommendation of the Auditor to show the warrant number (issued in sequence), payee, amount paid and date paid.
4. Activity Cash Report

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the Consent Agenda as submitted.

TITLE: CONSIDER APPOINTING VOLUNTEER HS FOOTBALL COACH

CATEGORY: ACTION

ORIGINATED BY: CHRIS HESS, SUPERINTENDENT/ACTIVITIES DIRECTOR

IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

Scott Weber has previously been a coach for Forsyth Schools and has expressed interest in being a volunteer coach for the High School Football program.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve Scott Weber as a volunteer HS Football coach for the 2022-23 season.

TITLE: CONSIDER APPROVING PEP BAND VOLUNTEERS
CATEGORY: ACTION
ORIGINATED BY: CHRIS HESS, SUPERINTENDENT/ACTIVITIES DIRECTOR
SHELLY WEIGHT, PRINCIPAL
IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

Based on a request from the Pep Band director, the following are being recommended as volunteers to help with the Pep Band program for 2022-23 school year.

Jeff Aasland
Andrew Buck
Jason Forberg
Beth Hall
Mindy Macioroski
Riley Paris
Rachel Radue
Gail Rainey
Keith Raymond
Joe Wilson

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the Pep Band volunteers as listed for the 2022-23 school year, subject to the results of a fingerprint and background check.

TITLE: CONSIDER HIRING JUNIOR HIGH COACHES

CATEGORY: ACTION

ORIGINATED BY: CHRIS HESS, SUPERINTENDENT/ACTIVITIES
DIRECTOR
SHELLY WEIGHT, 7-12 PRINCIPAL

IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

Some of the Junior High Coaches need to be hired for the 2022-23 season.

Recommendation for coaches and sport will be presented at the meeting.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve hiring the preceding Junior High coaches as presented for the 2022-23 season.

TITLE: CONSIDER APPROVING K-6 STUDENT/PARENT HANDBOOK – SECOND AND FINAL READING

CATEGORY: ACTION

ORIGINATED BY: DIXIE SELEG, K-6 PRINCIPAL

IMPLEMENTATION: ELEMENTARY SCHOOL

DISCUSSION:

The K-6 Student/Parent Handbook for the 2022-23 school year was presented at the regular June Board meeting. With the language changes completed, the handbook is being presented for second and final reading.

Final changes will be presented at the meeting.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the K-6 Student/Parent Handbook on second and final reading.

TITLE: CONSIDER APPROVING 7-12 STUDENT/PARENT HANDBOOK – SECOND AND FINAL READING

CATEGORY: ACTION

ORIGINATED BY: SHELLY WEIGHT, 7-12 PRINCIPAL

IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

The 7-12 Student/Parent Handbook for the 2022-23 school year was presented at the regular June Board meeting. With the language changes completed, the handbook is being presented for second and final reading.

Final changes will be presented at the meeting.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the 7-12 Student/Parent Handbook on second and final reading.

TITLE: CONSIDER APPROVING K-12 STAFF HANDBOOK –
SECOND AND FINAL READING

CATEGORY: ACTION

ORIGINATED BY: DIXIE SELEG, K-6 PRINCIPAL
SHELLY WEIGHT, 7-12 PRINCIPAL

IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

The K-12 Staff Handbook for the 2022-23 school year was presented at the regular June Board meeting. With the language changes completed, the handbook is being presented for second and final reading.

Final changes will be presented at the meeting.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the K-12 Staff Handbook on second and final reading.

TITLE: CONSIDER DECLARING TRUSTEE VACANCY
CATEGORY: ACTION
ORIGINATED BY: JENNIFER ANDERSON, BOARD CHAIRMAN
CHRIS HESS, SUPERINTENDENT
IMPLEMENTATION: HIGH SCHOOL

DISCUSSION:

The Trustees will need to consider declaration of a vacancy on the Board of Trustees for Trustee ____'s failure to attend three consecutive meetings without good excuse in accordance with Section 20-3-308, MCA and District Policy 1113.

Policy 1240 requires each trustee to be prepared for and attend meetings and give advance notice for absences. For each of these absences, there was no contact made with the Board Chair, the District Clerk, or the Superintendent to provide notice or excuse for these absences. As such, it is my interpretation, that these absences are without good excuse as noted in the statute.

Policy 1240 states a majority of the board may excuse a trustee's absence if requested to do so. During the meeting on September 7th, 2022, the Board will determine if each of these absences was without good excuse. If the Board determines that the absences were without good excuse, the Board may then consider declaring the position on the board vacant in accordance with the law. If declared vacant, the Board will then proceed to fill the vacancy in a manner permitted by Section 20-3-309, MCA.

The meeting will be held in open session. Elected officials do not have the right of privacy as to their absences from official duties. They have the right to attend the meeting and present explanation or excuse regarding each of these meetings.

2 motions are required:

If the trustee member is in attendance, it is in the district's interest to accept that excuse and not declare the vacancy and attempt to work with the trustee. Motion will be (a) or (b).

- a) *I move the board of trustee find Trustee ____ was absent without good excuse for meetings held on April 7th, May 10th, June 7th, July 12th, and August 9th, 2022.*
- b) *I move the board of trustee find Trustee _____ was absent with good excuse.*

If the trustee member is not in attendance motion will be (a).

- a) *I move the board of trustee find Trustee ____ was absent without good excuse for meetings held on April 7th, May 10th, June 7th, July 12th, and August 9th, 2022.*

If the trustee member is absent without good excuse, motion will be (a).

- a) I move the board of trustees declare the position on the board of trustees held by _____ to be vacant due to failure to attend three consecutive meetings without good excuse in accordance with Section 20-3-308, MCA and District Policy 1113.*

ADMINISTRATIVE RECOMMENDATION:

Recommendation will be based on attendance of trustee member and pass/fail of good excuse by Board of Trustees.

TITLE: CONSIDER APPROVING ENGLISH CURRICULUM

CATEGORY: ACTION

ORIGINATED BY: SHELLY WEIGHT, PRINCIPAL

IMPLEMENTATION: HIGH SCHOOL

DISCUSSION:

The Creative Writing standards are being updated to meet the expectations of a one-semester class. Also presented, are the standards for a new elective entitled “Literary Studies.” Both of these classes take components of the state English standards to cover within these courses. Both will be one-semester in length, and offered as electives.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the English Curriculum as presented.

TITLE: ATTENDANCE AGREEMENT
(NON-FORSYTH DISTRICT STUDENTS)

CATEGORY: ACTION

ORIGINATED BY: STACY MONTGOMERY
BUSINESS MANAGER

IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

The attached list of attendance agreements are presented for out-of-district students who wish to attend the Forsyth Schools.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve the attendance agreements as presented.

TITLE: MTSBA STRATEGIC PLANNING
CATEGORY: INFORMATION
ORIGINATED BY: CHRIS HESS, SUPERINTENDENT
IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

Attached is some information regarding the MTSBA Strategic Planning Services. The Board will need to discuss the option of participating in the services. Pending discussion and any additional information received, the Trustees can make their decision at the regular October meeting.

ADMINISTRATIVE RECOMMENDATION:

Provided for informational purposes.



MTSBA Strategic Planning Services

Helping our members lead with excellence

Planning strategically is an important and effective undertaking that every school board should take to further its ability to positively impact the potential of each child in every public school. MTSBA is here with experienced (and nationally recognized) staff to help guide your board through the necessary steps in the strategic planning process.

MTSBA staff have been recognized nationally and are experienced in providing quality facilitation services to our members. We have a comprehensive understanding of the opportunities available and the challenges facing elected school boards seeking to improve governance and find more meaningful roles in increasing student achievement.

MTSBA's systematic and sustainable approach to district strategic improvement planning engages the community and all stakeholders in addition to creating universal ownership and support for local school districts and school improvement. The process can take six to eight months to complete and is divided into the following phases:

Phase 1

Community engagement: The process includes stakeholder surveys and other strategies to gather vital input and engagement from the community.

Phase 2

Establishing the core: Armed with the input from the community, we help a board identify its core ideology (core purpose and core values), and consistent with that core ideology, develop a long-term envisioned future for the district to provide a comprehensive and inspiring goal toward which the district can strive.

Phase 3

Measuring the distance from the present to the envisioned future: Once the board identifies where it wants to go, MTSBA helps the board identify the barriers to success, establish interim "base camp objectives" and develop operational techniques (including alignment with district procedure and processes and using knowledge-based decision making).

Phase 4

Transitioning to board and staff: Once we help you establish your plan, we help transition the effort to the board and staff to complete the transition to a new, more productive way of operating with a strategic focus on the interests of children.

Phase 5

Annual Update: To assist districts with a discussion about the progress made and developing next steps, we facilitate and annual review and update of the District's Strategic Plan. This ensures your district's strategic plan never goes stale, but stays contemporary with the long-term and short-term goals, strategies and objectives on an on-going basis.



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Strategic Planning Team Leaders



Debra Silk
Associate Exec.
Director/General
Counsel



Jule Walker
Field Services
Specialist



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Advocacy



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**MONTANA SCHOOL BOARDS ASSOCIATION
STRATEGIC PLANNING AGREEMENT**

THIS AGREEMENT is entered into by and between Montana School Boards Association (“MTSBA”) and the Forsyth School District (“the District”).

At the request of the District, MTSBA agrees to conduct the following Strategic Planning sessions with the District and in-house work according to the terms and conditions set forth hereinbelow:

Date and Time of Strategic Planning Session(s):
Number of Anticipated Hours: 12
Fee (not including time spent on in-house drafting and travel expenses): \$2,000

The Fee referenced above includes the following services:
• Three (3) facilitated sessions with the District of up to 4-hours

The District has the option of choosing to have MTSBA staff travel to the District for in-person facilitation or having MTSBA staff conduct the facilitation via virtual means. In addition to the fee (set forth above), in-person facilitation requiring MTSBA staff to travel will be billed according to the rate set forth below for travel time to/from the District. Please select your option:

In-person training (additional travel time billed at hourly rate of \$160/hr)
 Virtual training (no additional fee for travel time)

In addition to the fees referenced above, the District agrees to pay for the travel expenses of staff, including mileage, meals, hotels, etc. The District further agrees to pay an hourly fee of \$160 per hour for any in-house work as a result of or in preparation for strategic planning sessions with the Board, including but not limited to, media analysis, compiling the work of the District, preparing a draft Strategic Plan for the District review and finalization. It is understood between the parties, that MTSBA acts as a consultant and facilitator during this process and that the Strategic Plan and its components are the work of the District, not MTSBA.

Other Services offered at a Flat Rate:

These services are offered at a flat rate of \$750.00 per service. (Please check the services you would like to utilize):

- 1. Prepare and administer school culture/climate survey
- 2. Prepare graphic strategic planning brochure

Maintenance Services. Commencing with the execution of this Agreement, the District will automatically become a member of MTSBA’s Strategic Planning Maintenance Program for an initial period of five (5) years. As part of MTSBA’s Strategic Planning Maintenance Program, the District will be provided with an annual on-site visit of up to four (4) hours for the purpose of assisting the District with reviewing the progress made under the Plan and updating the District’s Strategic Plan. The initial annual fee for MTSBA’s Strategic Planning Maintenance Program is \$750.00. The annual maintenance fee will be adjusted periodically. At the conclusion of the five-year period, the District and MTSBA may extend the maintenance part of this agreement for another five (5) years and beyond if agreed to between the parties.

The District further agrees that should the total number of hours that MTSBA staff members meet with the board of trustees, administration and/or staff exceed that as anticipated and stated above, the

District will pay for the total number of hours that the MTSBA staff members actually meet with the District based upon the above-referenced fee schedule.

The District further agrees that in the event the MTSBA presenter(s) incur travel expenses (i.e. mileage, meals, hotel, etc.) but are unable to present as scheduled due to unforeseen circumstances beyond the control of MTSBA, the District agrees to pay any and all such expenses.

The District agrees to pay for all costs and expenses within thirty (30) days of the date the District is billed.

Dated this ____ day of _____, 20__.

MONTANA SCHOOL BOARDS ASSOCIATION

By _____
Authorized Representative

By _____
Forsyth Public Schools

TITLE: FOOTBALL FIELD WATER REEL - UPDATE
CATEGORY: ACTION
ORIGINATED BY: CHRIS HESS, SUPERINTENDENT/ACTIVITIES
DIRECTOR
IMPLEMENTATION: ELEMENTARY/HIGH SCHOOL

DISCUSSION:

The well was initially tested at 32 gallons a minute. The water reel requires at least 24 gallons a minute to operate. When troubleshooting the installation of the reel it was found that the well was only pumping 17 gallons a minute. A new well must be drilled for additional water to operate the water reel. The cost will be approximately \$9,200, funds will be taken out of the interlocal fund. I approved the request to drill another well to get access to the water reel as soon as possible.

ADMINISTRATIVE RECOMMENDATION:

It is recommended that the Board of Trustees approve drilling of the new well.