

**November 7, 2023**  
**REGULAR MEETING**

The Board of Trustees of School District #4 and Forsyth High School District held a Regular Meeting on November 7, 2023, at 6:00 p.m. in Room 9 of the Middle School Building with the following in attendance:

School District #4 & Forsyth High School District

Jennifer Anderson, Chairman	“	“
David Sorenson, Vice Chair	“	
Doug Roberts, Trustee	“	“
Kyle Fulton, Trustee	“	“
Donald John Cameron, Trustee		“
Ethan Bell, Trustee	“	“

Also Present:

Chris Hess, Superintendent – Via Zoom  
Stacy Montgomery, District Clerk/Business Manager  
Dixie Seleg, K-6 Principal  
Aaron Morgenstern, 7-12 Principal

Guests present: Wendy Killebrew, Jan Banks, and Rian Pinkerton

Guests present via ZOOM meeting:

Jayne Nelson, Beth Hall, and Ann White

The Chairman called the meeting to order at 6:00 p.m.

The Chairman led the group in the Pledge of Allegiance.

**Public Participation:** none

**Revise/Review Agenda:** none

**Consent Agenda**

Doug Roberts moved, seconded by David Sorenson, to approve the consent agenda consisting of the following,

1. October bills in the amount of \$356,611.77 including warrants #49355 through #49394
2. Minutes for the: October 10, 2023 Regular Meeting
3. Warrant lists from 10/01/2023 through 10/31/2023 including the following:
  - Claims 49319 - 49368 \$ 416,389.27\*
  - Payroll 313645 - 313657 \$ 25,664.52
  - [\*Includes direct deposit check 49300 \$ 131,926.36]
4. Activity Cash Report

Upon call for a vote, 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.**

- ❖ Town Pump Grant - \$500
  - To be used for science or math
  - Science assembly - Out of the World
    - About the solar system
- ❖ Cyber Security
  - Homeland Security gave presentation to our 4-6 grades
- ❖ Earthquake drill on Oct. 18
  - Part of the Great Shakeout
- ❖ Student of the Month was held on Oct. 25
  - Sheriff Fulton was the community guest speaker
- ❖ Red Ribbon Week was held on Oct. 23-27
- ❖ Students visited the Rosebud County Nursing Home on Halloween
- ❖ Parent/Teacher Conferences
  - Nov. 6 and 8
  - Also invited parents to stop by the office to visit about our Title I and Homeless programs
- ❖ Working on the new state reporting program
- ❖ Virtually attended some trainings
  - Nuts and Bolts of Special Education
  - SAM webinar on the new accreditation program

### **7-12 Principal**

#### **Aaron Morgenstern presented the 7-12 Principal's Report**

Enrollment

JH/44

HS/100

Total/144

Had a joint PIR active shooter training with Rosebud and the Billings Police Department.

Put out new PBIS rewards system into effect

New banners are here just need to be installed

Got to travel via helicopter to visit Dillon to visit the Montana Youth Challenge program.

Students attended an assembly on internet safety.

Report cards for the first quarter are going out and are available for parents attending parent-teacher conferences.

Non-tenured teacher evaluations have started

### **Activities Director -**

**Chris Hess**

Fall Sports wrapped up with the HS Volleyball team losing out at the 2C District Tournament and the HS Football team losing in the 1<sup>st</sup> round of the playoffs. The volleyball team graduates 1 senior so they will be a force next year. The football team graduates a talented senior class but has great numbers coming up, including 10 freshmen, so the future is bright for them as well. Speech and Drama had their 1<sup>st</sup> meet this past weekend in Glasgow (Results) and they have 6 students participating this year.

JH Basketball –Has a 3-game home stretch this week followed by the tourney at Sacred Heart next week 11/17-11/18 to wrap up their season.

**JH Boys BB:**

6 <sup>th</sup> Grade participants:	4
7 <sup>th</sup> Grade Participants:	5
8 <sup>th</sup> Grade Participants:	7
TOTAL:	16

**JH Girls BB:**

6 <sup>th</sup> Grade participants:	6
7 <sup>th</sup> Grade participants:	5
8 <sup>th</sup> Grade participants:	5
TOTAL:	16

JH Wrestling – 1 participant

**FCCLA report from Ms. Knoche:**

Annika Sorenson, State VP of Finance, ran the District 4 FCCLA regional conference this fall in Colstrip along with Meryssa Price- activities director, and Jasmine Robinette- Historian. At the meeting we had Addy Purkett and Brynna Schacht elected as 23-24 district officers. At this meeting, Annika also ran a Financial Fitness workshop.

FCCLA assisted PTSA in the elementary Walk to School Day and we are holding our monthly traveling bake sale. Annika Sorenson is also organizing the FCCLA weekend backpack program where we have 46 students receiving meals. Meals are created with donated funds and grant money.

The Halloween Trunk or Treat was a huge success. Due to the weather, we moved the event indoors. We hosted 8 community organizations in the building and distributed candy for several others. The turnout was incredible with a steady stream of students from 6-7:30.

The Culinary class is busy making 60 pies for the Samaritan Pantry Thanksgiving baskets and another 40 for staff and students. The kitchen is a busy assembly line.

The Creative Living Class made signs for the football field and is beginning work on collaboration with the administration to make reflective numbers for the building windows and doors.

The Connections Service group made Draft Dodgers for the elementary classroom doors and will be delivering those in the upcoming weeks.

We are currently rehearsing for the 2023 Hee Haw event to be held November 19. There are 28 students participating and it looks to be another fun event.

**FFA from Ms. Banks:**

We had a great District Leadership Conference in Miles City in early September. Students interacted with 4 of the State Officers and learned skills in selecting CDEs/LDEs and Chapter leadership.

Fall Districts in Baker on Sept 25th - FFA Members competed in Livestock, Range, and Horse Judging. There were personal records in each event.

NILE Livestock, Sales, Horse, Meats, and Vet Science - Many FFA Members competed in these events for the first time. The NILE hosts collegiate competitors, as well as competitors from Montana, Wyoming, and Idaho.

National FFA Leadership Convention - Forsyth FFA Members represented our school extremely well in conduct and in character. We participated in the National Day of Service, Talent program, and leadership opportunities.

We plan to give a full report on the National Leadership Convention at the December Board Meeting, after compiling thoughts and photos.

**The Junior High and High School band and choir fall concert** was held on October 17<sup>th</sup> and was well attended with a great display of talent from our Forsyth students. Mr. Radue did an outstanding job running the event, and even had a special guest appearance from our HS Principal Mr. Morgenstern which earned a roar of applause from the crowd. We are hosting the District 10 Honor Band and Choir Nov 13<sup>th</sup> & 14<sup>th</sup> with a concert at 5:00 pm in the Auditorium on the 14<sup>th</sup>.

### **BPA From Ms. Hess:**

I have 3 members who will be competing at Regionals in Podcast Production and Prepared Speech. Regionals will be in December at Baker, MT. Those students will be competing to qualify for State BPA in Billings March 10-12. The National Convention is in Chicago, IL May 10 - 14.

### **Speech and Drama:**

Participants: 6

Speech and Drama had their 1<sup>st</sup> competition this past week at Glasgow.

Ryleigh Seleg – 4<sup>th</sup> Place Humorous Oral Interpretation

Hayden Ackerman – 3<sup>rd</sup> Place in Dramatic Oral Interpretation

Jacob Fay, Evan Weber & Alana Sandmeier – 7<sup>th</sup> Place Humorous Theater

### **All Conference:**

HS Football –

Offense had 6 1<sup>st</sup> team players and 2 2<sup>nd</sup> team All-conference players

Defense had 7 1<sup>st</sup> team players and 1 2<sup>nd</sup> team All-Conference Players

4 All state Players

5 Players selected for the Bob Cleverly All-star game

4 Academic All state

**HS Volleyball** – Volleyball had 1 1<sup>st</sup> team all-conference selection, 1 2<sup>nd</sup> team all-conference selection, and 5 Academic All-state

### **MHSA:**

I will be in Helena on November 20<sup>th</sup> to present to the MHSA Board about 8 Man football realigning back to 4 divisions. This is to create equity among teams in each division and playoff spots. There is so much movement up and down in the 11 man/8 man/and 6-man ranks this will likely be a 2-year alignment.

Winter schedules have been sent to the Miles City Star newspaper to print pocket and poster schedules sponsored by Yellowstone Pharmacy. Practice starts on the 16th for HSBB and Wrestling.

Lastly, I am happy to report the HS weight room is finally completed, we received all the correct parts, and are fully functional again. A giant thanks to all the donors, the booster club for organizing, and all the work they put into this and of course the late Monte Haselhuhn and his family.

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

#### **Stacy Montgomery presented the Business Manager's report**

- Attended MCEL in Billings
- Completed TOES Report and Compensated Expenditure
- ESSER II grant has been finalized and all reports submitted to OPI

### **Superintendent-**

#### **Chris Hess presented the Superintendent's report**

Been another action-packed month, we are already through a quarter of the school year, and I think thus far has been a great fall.

I want to touch on the new accreditation process briefly as it will be a constant discussion in the coming months as well as some safety items.

Accreditation – as I've mentioned the Accreditation process has changed. The new accreditation process includes 5 components all scored on a rubric. The good news is we are already doing most of this and our current strategic planning will also aid in completing the new accreditation.

1) Integrated Strategic Action Plan – This component requires the district to provide a list of the identified areas of need and the improvement priorities generated from the needs assessment.

-Detail the gaps between your current outcomes and your desired state.

-Demonstrate evidence of meaningful stakeholder engagement to complete your comprehensive needs assessment, such as meeting dates, agendas, sign-ins, and other ways to show that stakeholders were equal partners.

(Much of this will be completed from the strategic planning surveys, and past and future strategic planning meetings.)

2) Graduate Profile Planning – I handed out an example of a Graduate profile –

The process is outlined by organizing a graduate profile working group (Committee), creating guiding questions, outreach within the community, compiling main attributes identified through community outreach, and narrowing the list down to 5 or 6 skills. Review that list with the Community. And have a finalized version complete with a visual representation.

3) Family and Community Engagement Plan-

\* Provide evidence of family and community engagement opportunities that support families' understanding of how to support their child's academic progress.

\* Identify the ways in which families and school staff collaborate with members of the community to connect students, families, and staff to expand learning opportunities, community service, and civic participation.

\* Provide measurable evidence that families and school staff collaborate with members of the community to connect students, families, and staff to post-secondary education opportunities.

4) Provide evidence of how your district's education program recognizes the distinct and unique cultural heritages of American Indians.

-Both buildings already have systems for this, we will need to make sure we are documenting.

Evidence: Student lessons, class assignments, classroom tasks, class projects, assessments, writing prompts, and performance tasks.

5) Student performance-

\*How is the school ensuring all students are learning in Math? (MS and ELEM)

\*How is the school ensuring all students are learning in ELA? (MS and ELEM)

\*How is the school ensuring that students graduate and are college and career ready? (HS)

Elementary uses ESGI – Kindergarten through 2<sup>nd</sup> grade – 3<sup>rd</sup> – 6<sup>th</sup> uses star 360.

Currently, the HS uses Pre-ACT and ACT.

**Safety Meeting-** On November 2<sup>nd</sup>, the Safety committee met and went over current and needed projects. This past year the district updated its camera system in the HS and some of the Elem cameras, the Elementary main doors were replaced and connected to the new camera system, the East Middle School door was replaced as it was a fire hazard, and a privacy fence was put up at the Elementary school.

Upcoming scheduled projects – HS Main Doors should be installed around January – The down payment has been sent – Dale and Jax thought it would take about 6-8 weeks to receive parts.

Mrs. Knoche and her FCS class will make numbers and letters to mark the classrooms and doors. This was recommended by the Billings SWAT team when they did our professional development. These will be shared with the Sheriff's Department to update their map for easier access points.

The maintenance crew will repaint all parking lot lines. The elementary parking lot will reduce the number of parking spots and allow for more room for pick up and drop off.

Lil Buds had another combination lock installed on the west entrance of the middle school. Now parents can use that parking lot to pick up and drop off their children. We requested this to lessen traffic on the main road and reduce interaction.

Marty has lined up Bug Out to spray the interiors of all school buildings.

#### NEEDED Projects:

-Possible HVAC system in the Elem Kitchen.

-MS Main doors – is on our list of replacements – however this is not a priority, we will revisit in 2025 if no issues.

-Fence the remaining areas of the Elem Playground – the south side of the road being the highest priority – Mrs. Seleg is reaching out to get a quote for this and I will pursue grant opportunities as would like this completed as soon as possible.

-Marty will demolish the old white visitor bleachers, these have become a liability and need to be destroyed. Will look at purchasing aluminum bleachers

**Student - none**

#### **Personnel**

**Old Business - none**

#### **New Business**

##### **Consider Hiring Paraprofessional/District Substitute**

An Interview was conducted for a Paraprofessional/District substitute for the 2023-24 School year. It was recommended that Ann White be hired as a Paraprofessional/District Substitute for the 2023-24 school year.

Ethan Bell moved, seconded by Kyle Fulton to hire Ann White as a Paraprofessional/District Substitute for the 2023-24 school year. All trustees present voted in favor of the motion. Motion carried.

### **Consider Approving Volunteer Coaches**

Based on a recommendation from the head coach the following were being recommended as volunteer coaches for the 2023-24 season:

HS Boys Basketball – Coaly Huckins  
HS Girls Basketball – David Bierlein  
Roxanne Keefer

Kyle Fulton moved, seconded by Ethan Bell to appoint Coaly Huckins, David Bierlein, and Roxanne Keefer as volunteer coaches for the 2023-24 season. All trustees present voted in favor. Motion carried

### **District**

#### **Old Business**

#### **Strategic Planning Update**

Results from the Staff and students' surveys have been compiled. Big thanks to Wendy Killebrew for creating the survey and compiling the results. They have been sent off to MTSBA to put into an executive summary along with the parent/community survey results. Mr. Hess has reached out to Debra Silk to have her look into scheduling the next strategic planning meeting.

Presented for informational purposes.

### **Consider Approving MTSBA Policies – Second and Final Reading**

The following required MTSBA policies were presented for first reading at the regular October Board Meeting. They were then presented for second and final reading

#### **Policies**

1005FE, 1006FE, 1007FE, 1009FE, 1010FE, 1110, 1400, 1650, 1700, 2050, 2132, 2140, 2158, 2167, 2168, 2170/2170P, 2332, 2450, 2600, 3100, 3110, 3120, 3121/3121P, 3141, 3150, 3226, 3233, 3235, 3310, 3413, 3510, 3550, 4410, and 8301.

It was recommended that the Board of Trustees approve the policy changes on second and final reading.

Doug Roberts moved, seconded by Kyle Fulton to approve the policy changes as presented on first reading. All trustees present voted in favor. Motion carried

### **New Business**

#### **Consider Approving Audit Contract**

An Engagement Letter and Contract has been received from WIPFLI CPA's and Consultants for auditing services for a term of two years. 2022-2024 fiscal years.

The fees for the years are as follows:

\$27,000.00 for initial audit covering 7/1/2022-6/30/2023

\$32,402.00 for subsequent audit covering 7/1/2023-6/30/2024

WIPFLI CPA and Consultants were contracted for the 7/01/2021-6/30/2022 fiscal year and the fee was \$22,500.00

It was recommended that the Board of Trustees approve the quoted contract price for WIPFLI CPA's and Consultants to provide audit services for the 2022-23 and 2023-24 fiscal years.

Doug Roberts moved, seconded by Kyle Fulton to approve the quoted contract price for WIPFLI CPA's and Consultants to provide audit services for the 2022-23 and 2023-24 fiscal years. All trustees present voted in favor. Motion carried

### **Consider Approving Obsolete Equipment**

To effect proper disposal the trustees shall pass a resolution stating their decision concerning property disposal. The resolution will not become effective until fourteen days after the resolution is published in a newspaper of general circulation in the District. Once the resolution is effective or if appealed, the decision has been upheld, the trustees shall sell or dispose of the real or personal property in a reasonable manner determined to be in the best interests of the district. The equipment included in this resolution are as follows:

Polaris 4-Wheeler, Nordic Track Cross Country Ski Machine, RCA Stereo, 4 speakers, Bench Press x2, NordiFlex Weight Machine, Sport Craft Treadmill, Wesco Treadmill, Decline Bench x2, Preacher Bars x2, Straight Bars (not regulation) x6, DB Bars x2, Bongo Board x2, Leg Sled

It was recommended that the Board of Trustees approve the resolution for the disposal and sale of the presented school district property.

Ethan Bell moved, seconded by David Sorenson to approve the resolution for the disposal and sale of the listed school district property. All trustees voted in favor of the motion. Motion carried.

### **Consider Approving Plasma Cam**

Jan Banks came to the board for approval of purchasing a used Plasma Cam System. The Plasma Cam would be purchased from a local business for \$6000.00. Funds to purchase the Plasma Cam System would come from the CTE money. It was recommended that the Board of Trustees approve the purchase of the Plasma Cam System.

Doug Roberts moved, seconded by Donald John Cameron to approve the purchase of the Plasma Cam System. All trustees present voted in favor of the motion. Motion carried.

### **Consider Approving Emergency Guidelines**

Board policy requires an annual review of the Emergency Guidelines and Safety Procedures.

Updates to the manual included: contact information, the intruder in the building plan (The Sheriff's department recommended in the event of an intruder in the building that evacuation points be held at the Forsyth Municipal Pool and the old Wells Fargo Bank Building). It was recommended that the Board of Trustees approve the updated information and approve the Emergency Guidelines as presented.

Ethan Bell moved, seconded by Kyle Fulton to approve the Emergency Guidelines as presented. All trustees present voted in favor of the motion. Motion carried.

### **Superintendent Evaluation**

Chairman, Jennifer Anderson, distributed the Superintendent Evaluation Form to the Board of Trustees with instructions that the completed evaluation form be returned to Jennifer no later than Tuesday, December 12th, 2023. A compiled review of the evaluations will be presented to the Superintendent at the regular January 2024 meeting.

For informational purposes.



**Next Meeting**

The next Regular Meeting will be Tuesday, December 12<sup>th</sup>, 2024. The meeting will be held in Room 9 of the Middle School Building at 6:00 p.m.

**Adjournment**

The Chairman declared the meeting adjourned at 6:55 p.m.

Respectfully submitted,

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Stacy Montgomery  
District Clerk/Business Manager

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Jennifer Anderson  
Chairman of the Board