

AMSTERDAM SCHOOL DISTRICT
MINUTES
School Board Meeting
May 12, 2022

A regular meeting of the Board of Trustees, Amsterdam School District #75, was held in the lobby, Amsterdam School, at 7:00 P.M., April 11, 2022, for the purpose of considering business to come before the Board of Trustees. Board Chairman Brandon Bailey presided.

1. CALL TO ORDER

Brandon Bailey called the meeting to order at 7:04 P.M.

Trustees present: Ryan Mattick, Kristy Sullivan, Racquel Skillman, and Brandon Bailey

Trustee excused: Todd Graham

Administration in attendance: Katherine Dawe, Principal/Superintendent

Staff in attendance: Sharon Roe, Mike Swanson, Andria Rogers, and Linda Skelton

Public in attendance: Alana Edwards, Matt Cope, and Matthew Henry

2. PUBLIC COMMENT

None

3. APPROVAL OF MINUTES

Ryan Mattick motioned to approve the regular meeting minutes of April 11, 2022, seconded by Racquel Skillman. The vote was unanimous 4-0.

4. APPROVAL OF WARRANTS & JOURNAL ENTRIES

Ryan Mattick motioned to approve payroll and ACH payments 612387-612404, \$83,389.82; claim warrants 22797-22801, 22803-22823 \$18,661.58; Total: \$102,051.40.

Voids: 22802 JVs: None, seconded by Kristy Sullivan. The vote was unanimous 4-0.

5. REPORTS AND COMMUNICATION

A. Audit Review Report

Holmes and Turner Accountant Matt Cope presented the 2020-21 Audit Report. They are happy to report an unmodified clean opinion in all funds. There were no instances of non-compliance in their review. The only deficiency reported is, "Segregation of Duties." This is a common finding due to the size of school and office staff. Due to recent GASB changes, a 2nd report had to be completed regarding compliance. This too was issued a clean opinion, but took additional time to complete, thus the delay in reporting to the board and increased cost.

B. Parent Group Report

Alana Edwards advised rubber floor mats are needed for the new GaGa ball pit. They have authorized spending \$500 once the location is finalized. Whooo's Reading carnival is set for May 18th. Field day lunch is set for June 2nd. Teacher appreciation week went really well; she thanked all the families for their support of the teachers and staff. T-shirts for the 6th graders

have been purchased. They are looking to expand the inventory of Spirit Wear, and the PAC agreed to pay for the shipping of the gymnasium acoustics, along w/ renting a lift for installation.

C. Business Manager Report

Sharon advised 78% of the General Fund is spent—we are on track if we are between 75-92%. By June she will have estimates for year-end spending. Cash reconciliation is through March.

D. Principal/Superintendent Report

STUDENTS AND FAMILIES

Head lice was reported in two classes but was limited to just a few students. SBAC testing is almost complete; talent show is May 27th; Spring Concert is May 25th; Field Day is June 2nd; Manhattan 6th grade visitation day is May 24th; maturation classes started May 2nd; field trips are planned for 3-6th grades on May 26th at Gates of Mountains; and K-2 field trip is May 31st at Drinking Horse Trail and Story Mill Park

STAFF

End-of-year assessments are in progress along w/end-of-year ordering. Report cards go home on June 2nd, and several IEP, 504, and RTI meetings are scheduled for year end.

ADMINISTRATIVE

Katherine Dawe reviewed estimated class sizes w/the board, expecting 174 with all out-of-district approvals. Several resignations: Ms. Beckman, Ms. Carter, Ms. Marx, and Linda Skelton. Planning continues on next year's class sizes and teacher placements, SPED Co-op is looking for a psychologist and physical therapist. OPI has reviewed special education student records and determined that Amsterdam School meets the standards of compliance. The Special Education Division found no issues of non-compliance during their review process. The State of Montana has issued regular accreditation status to Amsterdam. PayneWest did their annual walk through to help limit insurance risks. They did suggest several corrections which were shared w/the board. The annual report card from the State was issued and posted as required. Katherine provided comments regarding a new minor subdivision and the impact on the school district. Interviews are scheduled for the special education teacher and office manager. Finally, she has provided a letter of support to MT Opticom Network to provide fiber optics to Amsterdam School

E. Board Enrichment

Reviewed MSTBA training available for current and new trustees.

6. BUILDING MAINTENANCE

A. Building/Project Updates

Mike Swanson reported replacing several leaking faucets, trying to cut lawn in between rain and snow, starting outside painting when weather permits, and continuing work on cubbies. Katherine is recommending the removal of the playground monkey bars. According to the insurance company, they do not meet current standards due to new height requirements. PAC is

considering purchasing a new piece of playground equipment next spring and will try to incorporate monkey bars. A discussion ensued as to removal of the monkey bars; many in attendance were in favor of keeping them. If they are removed, the Gaga Pit can then be moved further east to provide more space between playground equipment (additional safety). Racquel Skillman made a motion to remove the monkey bars since it was an insurance company request for safety, seconded by Kristy Sullivan. The vote was unanimous 4-0.

B. Facility Inventory Report

No updates to report.

7. OLD BUSINESS

None

8. NEW BUSINESS

A. Sub Teacher List Additions

Ryan Mattick motioned to approve the sub-teacher additions, seconded by Racquel Skillman. The vote was unanimous 4-0.

B. Salary Schedule & Principal/Supt Salary

Sharon Roe presented updated salary schedules for all staff members for the 2022-23 school year. She presented a line-item spreadsheet/budget to show the proposed increases will fit in with next year's budget. Ryan Mattick made a motion to approve the proposed salary and pay schedules, seconded by Kristy Sullivan. The vote was unanimous 4-0. Ryan Mattick made a motion to approve the principal/superintendent contract as agreed, seconded by Kristy Sullivan. The vote was unanimous 4-0.

C. Longevity Pay

Previous precedent for longevity pay increases are typically 1-2 percent. Since the salary schedule base is being updated, it is recommended this year's increase be 4%. Racquel Skillman made a motion to approve the 4% increase, seconded by Kristy Sullivan. The vote was unanimous 4-0.

D. Health Insurance

Katherine is recommending increasing the health insurance offering from \$800 to \$850 per month. This is a 6% increase and was incorporated into Sharon's line-item budget presentation, approximately \$10,200 for a 1 FTE, prorated accordingly. Ryan Mattick made a motion to approve the recommended increase, seconded by Racquel Skillman. The vote was unanimous 4-0.

E. Renewal /non-renewal of non-tenure staff

Martha Schneider has been offered a 1.0 FTE tenured contract for the 2022-2023 school year. When that contract was offered, the intention was for a classroom position. She will now be teaching Special Education; there will be no change to her contract, only her teaching placement. **Recommend** offering of a non-tenured contract for the 2022-2023 school year for Mrs. Becky Pipal 0.73 FTE. (third contract offering.) Racquel Skillman motioned to approve the contract offering, seconded by Ryan Mattick. The vote was unanimous 4-0.
Recommend offering of a non-tenured contract for the 2022-2023 school year for Ms. Shelby

Carpenter 1 FTE. (second contract offering). Kristy Sullivan motioned to approve the contract offering, seconded by Raquel Skillman. The vote was unanimous 4-0.

Recommend offering of tenured contract for the 2022-2023 school year for Mrs. Brandie Elfland 0.6 FTE. Kristy Sullivan motioned to approve the contract offering, seconded by Ryan Mattick. The vote was unanimous 4-0.

Recommend offering of non-tenured contract for the 2022-2023 school year for Mrs. Michelle Haag 1.0 FTE (first contract offering). Racquel Skillman motioned to approve the contract offering, seconded by Kristy Sullivan. The vote was unanimous 4-0.

F. Classified & Certified Staff

Recommend offering of classified Office Manager contract for the 2022-2023 school year for Mrs. Holly Boers (first contract offering). Ryan Mattick motioned to approve the contract offering, seconded by Kristy Sullivan. The vote was unanimous 4-0.

Recommend offering of classified Office Manager contract for the remainder of the 21-22 school year (June 5-June 30) for Mrs. Andria Rogers to support summer office hours. Racquel Skillman motioned to approve the contract offering, seconded by Kristy Sullivan. The vote was unanimous 4-0.

Recommend Offering of Braille and Orientation & Mobility contract for the 22-23 school year for Ms. Shelley Danaher for approximately 4 hours per week at \$70/hour for contact time, \$60/hour for paperwork time, and mileage reimbursement the same as the state rate. Ryan Mattick made a motion to approve the contract offering, seconded by Kristy Sullivan. The vote was unanimous 4-0.

G. Manhattan Tuition Agreement

Only changes to the 2022-23 contract are the updated dates. Ryan Mattick made a motion to approve the tuition agreement, seconded by Racquel Skillman. The vote was unanimous 4-0.

H. Interview Hiring Committee

Katherine needs a few board members to volunteer for the upcoming interviews for the PE and counseling positions. Kristy, Alana, and possibly Todd will be available to assist.

I. Summer Cleaning Hires

Katherine advised herself and daughter Isabelle will complete the summer deep cleaning of the school. Kristy Sullivan made a motion to approve the summer cleaning, seconded by Racquel Skillman. The vote was unanimous 4-0.

J. 2nd Semester Transportation Claim

Ryan Mattick made a motion to approve the second semester transportation claim submission to the state. Routes were approved earlier, this is to claim reimbursement mileage, seconded by Racquel Skillman. The vote was unanimous 4-0.

K. Policy Correction

1st and 2nd policy readings in January and February indicated we reviewed policy 8211, when actually it was policy 8210. Racquel Skillman made a motion to correct policy 8211 to read 8210, seconded by Kristy Sullivan. The vote was unanimous 4-0.

L. Curriculum Adoption

Katherine is recommending the purchase of a new ELA curriculum from Collaborative Classrooms. The price is \$49,743.00. Several curriculums were reviewed, but Katherine and the teachers felt this was a good fit for the school. Both Kristy and Racquel also reviewed the curriculum. Kristy mentioned a few concerns, but Katherine felt the teachers were well aware of the school and community climate and that this curriculum will work. Ryan Mattick made a motion to purchase the curriculum, seconded by Kristy Sullivan. The vote was unanimous 4-0. Katherine noted we would be using COVID funds to purchase the new curriculum and teacher training is set for August.

M. Job Descriptions

Katherine presented job descriptions for board review including elementary teacher, school counselor, maintenance, custodian, physical education teacher, and school district clerk. Ryan Mattick motioned to approve the descriptions as presented, seconded by Racquel Skillman. The vote was unanimous 4-0. Katherine did note they would be revising the district clerk description once Sharon, Andria, and Katherine finalize the duties.

9. ELECTION 2022

A. The 2022 Trustee election was by acclamation, appointing Ryan Mattick and Alana Edwards as the new trustees for a three-year term. Racquel Skillman motioned to accept the acclamation appointments/results, seconded by Kristy Sullivan. The vote was unanimous 4-0.

B. Oath of Office

County Superintendent Matthew Henry administered the Oath of Office to Ryan Mattick and Alana Edwards. Katherine presented Racquel Skillman with a gift and the Board thanked Racquel for her service.

C. Board Reorganization

- a.** Ryan Mattick motioned to appoint Brandon Bailey as board chair, seconded by Kristy Sullivan. The vote was unanimous 4-0.
- b.** Kristy Sullivan motioned to appoint Ryan Mattick as vice-chairman, seconded by Brandon Bailey. The vote was unanimous 4-0.
- c.** Kristy Sullivan motioned to appoint Andria Rogers as district clerk, seconded by Alana Edwards. The vote was unanimous 4-0. Kristy Sullivan motioned to appoint Sharon Roe as Business Manager, seconded by Ryan Mattick. The vote was unanimous 4-0.

10. ADJOURNMENT

Alana Edwards made a motion to adjourn the meeting at 8:20 P.M., seconded by Kristy Sullivan. The next regularly scheduled meeting is Thursday, June 9, 2022. The vote was unanimous 4-0.

Signed:

Attest:

Brandon Bailey

Linda Skelton

Brandon Bailey
Board Chairman

District Clerk

Approved:

Note: Public Comment is requested for each agenda item.