

# Amsterdam School Board Meeting Agenda

A regular meeting of the Board of Trustees, Amsterdam School District #75, was held in the lunch room, Amsterdam School, at 7:00 P.M., **January 18, 2024**, for the purpose of considering business to come before the Board of Trustees. Board Chairman Ryan Mattick presided.

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## 1. Call to Order and Roll Call

Ryan Mattick called the meeting to order at 7:00 pm

Trustees present- Ryan Mattick, Todd Graham, Kristy Sullivan, Alana Edwards

Trustees absent- Brandon Bailey

Staff present- Marisa Stewart, Sharon Roe, Martha Schneider, Holly Boers

Public present- N/A

## 2. Public Comments

N/A

## 3. Approval of Previous Minutes December 13, 2023

Kristy Sullivan moved to approve the minutes of the previous meeting held on December 13, 2023. Todd Graham seconded the motion. The vote was unanimous 4-0.

## 4. Approval of Warrants and Journal Entries Warrants                      Claims/PR Checklist

Todd Graham moved to approve the Payroll and ACH payments 612750-612769, \$117,454.78 and claim warrants 523492-523536, \$66,842.16 totaling \$184,296.96. Voids- 612749 and no journal entries this month. Kristy Sullivan seconded the motion. The vote was unanimous 4-0.

## 5. Reports and Communications

### a. Business Manager Report

#### i. Review of monthly budget; revenue and expenditures; Working GF Budget and Cash Reconciliation

Sharon Roe reported the General Fund should be between 42-58% during this time of year. Amsterdam's GF is at 44%. The payment of the new copier will push our GF percentage higher.

#### ii. OSHA 300 Log

Sharon Roe shared that this needs to be posted for the next 3 months.

### b. Parent Group Report

Alana Edwards shared that the Santa store was a success and PAC will be more selective with donations in the future. PAC will plan for more candy canes during our winter concert next year. Missoula Children's Theatre is scheduled for the end of February. Whoo's Reading is being organized a little differently this year with dividing duties. Field trips for all students are being scheduled for winter/spring activities.

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### **c. Principal/Superintendent Report (Informational)**

Marisa Stewart shared that enrollment is still at 167 students. Little Apple internet services were installed over winter break. The staff has an Infinite Campus training coming up. Boys' basketball is in full swing. There is a substitute teacher boot camp coming up in Manhattan. We will be part of the boot camp. Teachers are completing winter benchmark assessments. Marisa also shared that she is researching transportation options for the future. The school's strategic plan is due in March. Greg Hohn will be on call until a replacement is found. Opticom returned the registered letter; the envelope was labeled 'return to sender.'

### **d. Board Enrichment Election Calendar Candidate Documents**

There will be a call for election during the February school board meeting. There will be two positions available. Necessary documents will be posted for candidates interested in running for the upcoming available positions. Last day to file is Thursday, March 28.

### **e. Policy Committee Report**

The policy committee met and is beginning to work on a strategic plan. The strategic plan needs to be finished before the out-of-district policy 3141 can be completed.

## **6. Building/Grounds Maintenance (Action)**

### **a. Project Updates**

N/A

### **b. Facility Inventory Review**

Air Controls discovered a conduit was damaged. They fixed it and the 3rd-grade classroom is regulating its heat now. The boiler needed a zone valve replaced in the older building. In February, Marisa Stewart will start collecting painting bids for spring/summer projects.

## **7. Old Business**

### **a. Safe Return to Schools**

[Safe Return to School](#) UPDATED [Model Safe Return to Schools and Continuity of Services Plan\(1\).docx](#)

The Safe Return to Schools emergency plan needs more current dates added and posted on the website with new information.

## **8. New Business**

### **a. E-rate**

We have zero bids. Nothing needs to be reported.

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**b. Required Policies (1st Reading) required policies part 1 required policies part 2**

**1000- Board of Trustees**

**Policy 1400- Board Meetings**

Recommend adding that meetings will take place in the lunchroom

Todd Graham moved to approve Policy 1400 with the change of the board meeting being held in the lunchroom from now on. Kristy Sullivan seconded the motion. The vote was unanimous 4-0.

**Policy 1420- Board Meeting Procedures**

Recommend no streaming and keeping the clerk's written record as the official meeting minutes.

Todd Graham moved to approve Policy 1420 while removing optional language lines 11-18 along with lines 32-48. Alana Edwards seconded the motion. The vote was unanimous 4-0.

**Policy 1511- Code of Ethics**

**2000- Instruction**

**Policy 2151F- Assumption of Risk Form**

**Policy 2320- Field Trips and Excursions**

**3000- Students**

**Policy 3410- Student Health and Examinations**

**Policy 3410F- Medical Consent Form**

**Policy 3413F2- Immunization Religious Exemption Form**

**Policy 3431- Emergency Treatment**

**Policy 3600F1- Student Records- Student Records Notification**

**Policy 3600F2- Student Records- Student Directory Information**

**Notification**

**Policy 3600P1- Student Records- Student Records Procedure**

**5000- Personnel**

**Policy 5121- Applicability of Personnel Policies and Professional**

**Development**

**Policy 5223- Personal Conduct**

**Policy 5330- Maternity and Paternity Leave**

**7000- Financial Management**

**Policy 7320- Purchasing**

**8000-Noninstructional Operations**

**Policy 8110- Bus Routes and Schedules**

**Policy 8125- School Bus Emergencies**

**Policy 8132 Activity Trips**

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### **Policy 8210- Procurement Policy for School Food Purchases and Use of Federal Funds**

Alana Edwards moved to approve the remaining policies as presented excluding Policy 1400-1420 per language above. Todd Graham seconded the motion. The vote was unanimous 4-0.

The school board decided to wait on policies 1610 and 3141 until a new school strategic plan is finished.

#### **c. Sub Approval List**

No changes.

#### **d. Bids Blinds Pest Barriers**

The blinds need to be replaced in the paraprofessional classroom close to the office. Marisa will look into any warranties having to do with the existing blinds.

Todd Graham moved to approve renewing the contract with Savatree for pest control services. Paying early will discount the yearly services. Alana Edwards seconded the motion. The vote was unanimous 4-0.

#### **e. Retirement Letter**

Jamie Wubben turned in her letter of intent to retire after this academic year.

#### **f. Substitute Handbook**

Kristy Sullivan moved to approve the substitute handbook. This handbook provides guest teachers with guidelines and expectations to work in Amsterdam School. Todd Graham seconded the motion. The vote was unanimous 4-0.

### **9. Adjournment**

The next meeting will be held on February 8, 2024 at 7:00 p.m.

Todd Graham motioned to adjourn the meeting. Alana Edwards seconded the motion. The vote was unanimous. The meeting was adjourned at 8:13 p.m.

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**Approved:**

Signed:

Attest:

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Ryan Mattick  
Board Chairman

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Martha Schneider  
District Clerk

Note: Public Comment is requested for each agenda item.