

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
August 12, 2019
Media Room**

School District of Albany Mission Statement

In partnership with parents and the community, the School District of Albany provides an innovative learning environment that supports a foundation, which prepares students to achieve their individual potentials.

1. PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER - The meeting was called to order by President Elliott at 7:00 p.m.

3. ROLL CALL

Carrie Anderson	Present	Gary Armitage	Absent	Steve Elliott	Present
Valerie Johnson	Present	Adam Kopp	Present	Student Council Rep.	Absent
Justin Monson	Present	Sherri Seitz	Present		

6 members present

4. OPEN MEETING LAW COMPLIANCE – Upon a request to the Superintendent, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provisions of informational material in an alternative format for a disabled person to be able to attend this meeting.

The Board President will announce, “to comply with the Open Meeting Law, “a tentative agenda was sent to the Hometown Herald newspaper, radio station WEKZ on *August 9, 2019*, which is more than twenty-four hours prior to the meeting date. An up to date agenda is available on the District’s Website: <http://www.albany.k12.wi.us> and at the following locations in the District: the Albany Post Office, Town Bank, on the North and East doors of the school, and on the official notice board in the main hallway near the District Office on *August 9, 2019*.

5. APPROVAL OF AGENDA - Motion made by Kopp, seconded by Seitz to approve the agenda as presented. Motion carried 6-0.

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of July 8, 2019, as printed.

7. CITIZENS' REQUEST TO BE HEARD - None at this time

8. CORRESPONDENCE

- A. **Student Council Report** - None at this time
- B. **FFA Report** - None at this time
- C. **Community Center Report** - None at this time
- D. **Website Update** - None at this time

9. TREASURER’S REPORT

A. Financial Report: All Funds excluding 39, 46 and 60 - July Cash receipts totaled \$115,230.26. July checks processed totaled \$263,421.39. Cash available to pay expenses 6/30/2019 \$1,062,329.56 and as of 7/3/2019 \$914,124.18. July increase in cash available \$148,205.38. In Fund 30, there was no activity this month in the Debt Service Funds. The business office continues to work on the fiscal year and required audit documentation in addition to the 2019-2020 DPI monitoring requirements and budget billing. A more in-depth analysis of 2018-2019 financials will be provided at the September board meeting.

10. ADMINISTRATIVE STAFF REPORTS

A. Elementary Principal’s Report - Summer School Remedial Elementary Classes continued through July and was well attended. Curriculum Resources and orders were completed for K-12. Collaborations and Site teams met and completed handbook revisions. Policy updates were completed. Mrs. Ryan has her pilot for Chemistry and Physics this year. All of her materials will arrive soon. The elementary had a Wonders training on July 25th. All teachers were given 2 to 3 hours with three trainers and delved into the program with great detail. Mr. Doescher received initial training in Wonders. It was decided that we would accept the offer from HMH to have Mr. Doescher pilot 6th-grade materials for next year. Mr. Trow and I went to a planning meeting in Juda where we met with Juda, Monticello, Blackhawk, and Brodhead’s administrative teams. Interviews were completed. Registration went very well this year. We had over 80% registered by the end of the day on the 8th. The Lions’ Club Stuff the Bus school supplies were there. We offered free books from the Library after Mrs. Dillon’s weeding the selection was completed. This year the books were mostly from the middle and high school areas. The left-over books were taken to Goodwill. The Sports Boosters had their chairs and score table there for sale. Lifetouch was there and did an excellent job with photos for the year. Flooring is completed in 4 elementary classrooms. The new stall dividers have been installed. We will be getting the new cabinets next week. Jim installed the gaga pit outside. The janitorial staff has been doing a fantastic job with cleaning and school is sparkling!

B. Superintendent's/Principal Report

- Collaborations were meeting July 22nd - a few staff members attended. Changes were sent for legal consultation and recommendation were sent back to and presenting the final book on August 12 board meeting.
 - Site-level was held July 16th - another is scheduled for August 22nd - our focus will be teacher handbook, and planning for the year. We set surveys for parents and students for parent/teacher conferences at the back to school night on August 29 for grades 5-12. I shared these with the board.
 - Interviewed aides for the elementary and the office/community center.
 - Legal conference in Sturgeon Bay - excellent conference. Ideas related to contracts and hiring were helpful.
 - 1922 Building update. The roof was fixed the week of July 22nd for a cost of \$1452 - with a thousand of deductible and an estimate for work inside the building was provided at \$12,043. Bruce and I walked the representative from Perfection Restoration to direct them on what the district wanted to be addressed. Before work actually begins, Jimmy and I will make it clear what we want to be done and where.
 - Summer School numbers were Camp Comets - 61 Students, Volleyball Camp - 39 Students, SWAT - 34 Students, Basketball Camp - 29 Students
- C. President's Report - None at this time**

11. REGULAR BUSINESS

A. Committee Assignments

Finance/Scholarship Committee

Adam Kopp
Justin Monson
Steve Elliott

Building & Grounds Committee

Adam Kopp
Gary Armitage
Justin Monson

Policy Committee

Sherri Seitz
Gary Armitage
Carrie Anderson

Collaboration Committee

Gary Armitage
Sherri Seitz
Val Johnson

Sunshine Committee

Sherri Seitz
Carrie Anderson
Val Johnson

Tech Committee

Steve Elliott
Adam Kopp
Justin Monson

Curriculum Committee

Gary Armitage
Val Johnson
Carrie Anderson

Strategic Planning

Carrie Anderson
Val Johnson
Steve Elliott

Education Foundation Appointee

Adam Kopp

Village Appointee

Adam Kopp

CESA Representative

Val Johnson

Community Center

Sherri Seitz

- B. Crisis Book Approval** - Motion by Seitz, second by Anderson to approve the Crisis book as resented. Motion carried 6-0
- C. Facility Planning Update** - Facilities Planning met on Monday, August 5th. Plans for exterior commons were shown. Flooring and colors were provided to discuss. There was a discussion about reusing the door as each door is worth about \$4,400.00. Feedback and focus on ideas related to the commons layout were given. No budget update at this meeting. Mike met with Mr. Trow after the meeting to discuss the current office structure and to develop plans for ISS areas in that area. He is providing possible names to do the work.
- D. Registration Update** - As of today, 51 students need to register and there are ten new students to the district. We had over 80% registered by the end of the day on August 8th. The Lion's Club Staff the Bus school supplies were there. We offered free books from the Library after Mrs. Dillon's weeding of the selections was completed. This year, the books

were mostly from the middle and high school areas. The left-over books were taken to Goodwill. The Sports Boosters had their chairs and score table there for sale. Lifetouch was there and did an excellent job with photos for the year. Registration went well families with students in 5-12th grade signed up during registration for conferences on Back to School night.

- E. **Employee Handbook**- Motion by Kopp, second by Monson to approve the Employee Handbook (Professional Staff Members) as presented.
- F. **Faculty Handbook** - The Faculty Procedural Guidelines Handbook was shared with the board. No action was taken.
- G. **Policy for Professional Development Licensure** - Motion by Seitz and second by Kopp to approve the board policy for Professional Development Licensure as presented. Motion carried 6-0
- H. **Neola Policy Update** - Mrs. Gregson update the board of the updates that need revision for the policy books. Motion by Kopp and second by Seitz to approve the changes as presented. Motion carried 6-0
- I. **Baird Model Update** - Mr. Trow and Shari Berget gave a presentation on the Baird Model and explained how the numbers are entered into different parts to form complicated equations. The numbers from the 2018 budget are close to being finalized. No action was needed.
- J. **Halo Vape Detection** - Device Mr. Trow informed the board about the proposal of placing vaping devices in the eight bathrooms in the school. There is a concern about students vaping in the building. Surrounding schools are installing the devices. It was brought to have some type of information or presentation for the student about the health concerns of vaping. Mr. Trow presented one quote he received. No action was taken as more information is needed.
- K. **Hiring / Resignations / Retirement** - Trow proposed the following employee for approval: Lisa Henizen – Nurse; Tyler Bartels - Information Technology Director; Sandra Van Tassel - High School Special Education; Tina Gerber - Elementary Aide; Rhonda Flannery - Community Center Director; Sarah Neuhaus – Yearbook Advisor; Jermaine Ferguson - Middle School Football Coach. Motion by Seitz and second by Johnson to approve the new hires as listed. Motion carried 6-0.

12. BOARD MEMBER COMMITTEES

- A. **Sunshine Committee Report** - Nothing at this time
- B. **Technology Committee** - Will set up a meeting with Tyler and David in the next week.
- C. **Building and Grounds Committee** - Next meeting dates August 19th and September 9th
- D. **Strategic Planning** - Need plan a meeting in September
- E. **Budget & Finance** - September 4, 2019 4:00
- F. **Collaborations** - No meeting needed at this time.
- G. **Policy** - No meeting needed at this time.
- H. **Curriculum** - No meeting needed at this time.

13. BOARD MEMBER COMMUNICATION – Future Agenda Items - None

- A. **Future Meetings –**
 - September 9, 2019 - Regular Monthly Board Meeting
 - October 14, 2019 – Regular Monthly Board Meeting
 - October 21, 2019 – Annual Meeting

14. ADJOURN TO CLOSED SESSION - The Board President will announce, “at this time I will entertain a motion to adjourn to Closed Session under the provisions of Sections 19.85(1) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, under Section 19.85(1) (f) to discuss personnel matters that require a Closed Session.

Motion by Kopp Seconded, by Anderson to adjourn to closed session at 9:13 p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Justin Monson	Yes
Gary Armitage	Absent	Valerie Johnson	Yes		
Sherri Seitz	Yes	Adam Kopp	Yes		

15. RECONVENE IN OPEN SESSION

Motion by Seitz Seconded, by Kopp to adjourn to open session at 10:50 p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Justin Monson	Yes
Gary Armitage	Absent	Valerie Johnson	Yes		
Sherri Seitz	Yes	Adam Kopp	Yes		

- A. **Approval of Minutes:** Motion by Monson, seconded by Anderson to approve Closed Session Minutes of July 8, 2019 and Special Closed Meeting Minutes of July 8, 2019 as printed. Motion carried 6-0.
 - B. **Professional Staff Salary** Motion by Johnson, seconded by Kopp to increase the school psychologist contract time for the 2019/2020 school year. Motion carried 6-0.
Motion by Seitz, seconded by Anderson to approve a teacher salary since completing their master's degree. Motion carried 6-0.
 - C. **Principal Contract** Motion by Seitz, seconded by Monson for intent to extend the Principal's contract until July 3, 2020. Motion carried 6-0
16. **ADJOURNMENT** - Motion made by Kopp, seconded by Monson to adjourn. Motion carried 6-0. Meeting adjourned 10:57p.m.

Submitted by



Valerie Johnson, Board Clerk



Steven Elliott, Board President