

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
March 18, 2019
7:00pm
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 Elliott at 7:00 p.m.

3. **ROLL CALL**

Carrie Anderson	Present	Steve Elliott	Present	Phil Kubesh	Present
Barb Briggs	Present	Valerie Johnson	Absent	Student Council Rep	Present
Sherrri Seitz	Present	Adam Kopp	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 **March 8, 2019**, which is more than twenty-four hours prior to the meeting date. Due to this fact, the agenda that was published in the newspaper may have been altered. 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 **March 8, 2019**.

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

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of February 11, 2019 as printed. Motion by Anderson, seconded by Seitz to approve the consent agenda. Motion carried 6-0.

7. **CITIZENS' REQUEST TO BE HEARD**- None

8. **CORRESPONDENCE**

- A. **Student Council Report**- They just completed shamrock shush, will be working at the PTO Carnival, visiting the 8th grade class to encourage them to participate in Student Council and planning their end of year trip.
- B. **FFA Report** - None
- C. **Community Center Report** – Lori Modaff reported they discussed having Homework Club again in the coming school year. They will try to have one member of their Board at each Board Meeting.
- D. **Website Update**- None

9. **TREASURER’S REPORT**

- A. **Financial Report – Expense, Revenue and Balance Sheet**
Phil Kubesh reported that work is being done on the Chart of Accounts and Activity Funds. The 2018 ACA report was completed, and Shari is working on the bank reconciliations.

10. **ADMINISTRATIVE STAFF REPORTS**

A. **Elementary Principal’s Report**

The elementary had a PBIS challenge in February in order to reinforce our expectations: Be Respectful, Be Responsible, Be Safe and Be Kind. Students were given special Snow Wonderful tickets when they were observed doing the skills that were taught during mini lessons. All students attended a very snowy sledding trip at the Evansville Country Club. Students with 5 tickets got to have a special cookie and students with 10 tickets were able to leave 15 minutes early for the trip. Liz Ponto from the Wisconsin PBIS Network came and met with Mr. Trow. Alice in Dairyland visited the elementary on February 21st and talked about agriculture in Wisconsin. Parent/Teacher Conferences were held on February 21st in the evening. WIN group data was discussed, and the WIN groups were rearranged for the next 6-week intervention period. All teachers who will be proctoring the Forward Exam were trained on February 27th. Mrs. Steck gave a presentation to the Elementary staff about the Special Education Referral process surrounding SLD.

We celebrated Dr. Seuss week the last week in February. There were dress up days, contests and many readings of Dr. Seuss books. The week culminated with a 4k-12 Read in in the Gym in which older students read with younger students. The Elementary also got to watch a preview of Seussical Jr. FFA Week was also the last week in February. The elementary attended the FFA assembly on March 1st. Elementary Teachers had a Wonders Training on March 5th. They had individual sessions throughout the day and then met as a large group after school. Child Find occurred on March 7th and 8th. We screened a total of 24 students during the day. We had 1 student who was screened privately ahead of time due to a health issue. Two other students were previously identified through Birth to 3 and are already receiving services. Currently, we are anticipating 24 4K students although that number tends to change at registration. The Brugger family applied for a Monsanto Grant and the school received \$2500.00 for the FFA.

B. Superintendent's/Principal Report-

Girls Basketball Season ended with a loss in regional semifinal 56-50 vs. Rio, however it was a very successful season. Record 16-8 3rd place in the conference, best record since 2001.

I met with my Advisor from Educate Wisconsin last week and I am on track to getting my licensure in May. I will be meeting with my mentor/cooperating administrator (Traci Davis) on March 25th.

Highlights - Cost of our current structure of printers is expensive - right now costing us \$1400 - \$1700 a month - this includes ink and the actual machine maintenance, no paper. This is something we need to keep watching, we had no baseline to start, so this gives us an idea of where we are at.

We talked about an insurance plan for student machines for next year. This would replace the technology fee for students. We talked about options for future teacher laptops - are we going to move to desk tops for them, chrome books - laptops are getting older and slower. David felt he could make last longer if they did not go back and forth from home to school. I will contact Bob Butler related to policy access to our cameras - do we need something signed/policy for this to be happening.

We discussed expiring maintenance contracts that decisions need to be made on what direction we need to move going forward.

We also discussed the plan David has moving forward to replace the Smartboards. He has a committee for input regarding the touch panels he will be looking at. Some smart boards are beginning to have issues now, so we need to move forward soon with some replacements.

Shari and I spent half a day with Diane to show us how to manipulate the model. It was very helpful. We are gathering as much information we can to plug in projected numbers moving forward for future years. We will be meeting to get the big budget items as close as possible using the spreadsheet Shari and I created. We shared this spreadsheet with the finance committee. It will be a living document that we continue to update and then include in our model. This document will be passed down to other administrators/bookkeepers to help with any transitions in this position. In this way, they will not be starting with limited information regarding how budgeting was constructed.

Referendum - We have business cards, mailers, and inserts all created. There was a mistake on the mailer on the March 23 date the time is written as 10:00 instead of 1:00. I am open to doing both times if there is confusion for people. I will be recording my radio spot this week to be broadcast next week 4x's a day throughout that week up until the vote on April 2nd. I have social media clips to provide to Brian Adams to place on Facebook and twitter. I also will have Amanda Dillon place these on our webpage as well. The foam board is up in the hallway near the office, bank and public library. I have a large 11 x 14 sheet up at the mini mart. The power point was run at the last home basketball game and at all three presentations of the musical. We used the portable telepresence unit, a big thank you to David for getting this set up for us.

Informational Meetings on March 23 - 1:00 Informational Meetings on March 28- 6:30

We held an informational meeting on February 21 after parent teacher conferences. Low attendance. We had two community members in attendance. One of the members had several questions on how we were going to utilize the commons for the community. Good questions to consider moving forward once the commons is constructed. I had a good conversation with her after the meeting and thanked her for attending.

We had three presentations of the Musical, Seussical Jr. which was very well attended. The students and staff involved did a great job and we should be proud of the effort put in to bring this to our school and the community. I did have a concern with the sound system, and I spoke with Jimmy Briggs about this afterward and I will be following up with him to see how this was addressed. He says prior to the musical the sound system was working fine. He believes it was how the system was adjusted prior the presentation of the musical.

Upon return from break, scheduling for next year should be in full swing for secondary students. Ms. Schulz is meeting with grade levels to get classes selected and the building of the schedule will begin soon. The goal to have schedules in hand before they leave for the summer.

Shari went to a meeting with our Health Insurance Provider Associates, regarding renewal, we will be bringing this information to the finance meeting next week to discuss the financial implications of each option.

C. President's Report-None

11. **REGULAR BUSINESS** (I=Information, D=Discussion, A=Action)
- A. **Senior Class Trip (I, D, A)**
This item was removed from the agenda due to lack of information.
 - B. **Summer School (I, D, A)**
Connie Gregerson and Bill Trow updated the Board on the planned summer school for 2019. A motion by Briggs, seconded by Kopp to approve summer school. Motion passed 6-0.
 - C. **Acceptance of Dam Near Home Donations of \$500 a piece Totaling \$3000 (I, D, A)**
Motion by Seitz, seconded by Kopp to accept the donation thanking them for their gracious gift. Motion carried 6-0.
 - D. **Finance Committee Update (I, D)**
Paula Glaser from CESA 5 explained how reports are read. They are working hard on the budget for next year. The next Budget meeting will be April 3rd @6:00 p.m.
 - E. **Budget (I, D)- None**
 - F. **Neola Board Policy updates ((I, D, A)**
Connie Gregerson updated the Board on some wording changes and additional items that needed to be addressed. Motion by Kopp, seconded by Briggs to approve the policies with an amendment to tie breaking procedures for class rank. Motion carried 6-0.
 - G. **Referendum and Facility Planning Update (I, D)**
The time error on the flyers was discussed. It was decided to hold a presentation at 10:00 and 1:00 on March 23rd.
 - H. **Staffing Updates (I, D, A)- None**
 - I. **Hiring / Resignations / Retirement (I, D, A)**
 - 1. Resignation of Aide - Stephanie Gill
A motion by Seitz, seconded by Anderson to approve the resignation of Stephanie Gill. Motion carried 6-0.
 - 2. Hiring of Spanish Instructor – Stephanie Swise
Motion by Briggs, seconded by Seitz to approve the contract for Stephanie Swise. Motion carried 6-0.
12. **BOARD MEMBER COMMITTEES**
- A. **Sunshine Committee Report- None**
 - B. **Technology Committee- Addressed earlier in meeting**
 - C. **Building and Grounds Committee- Addressed earlier in meeting**
 - D. **Strategic Planning - None**
 - E. **Budget & Finance- Addressed earlier in meeting**
 - F. **Collaborations – Meeting set for April 10th at 6:00 p.m.**
 - G. **Policy-Addressed earlier in meeting**
 - H. **Curriculum- Done**
13. **BOARD MEMBER COMMUNICATION –**
- A. **Future Agenda Items**
Senior Class Trip
Referendum
Budget Amendment
 - B. **Future Meetings –**
 - March 23, 2019 – Community Referendum meeting 1:00 p.m.
 - March 28, 2019 - Community Referendum meeting 6:30 p.m.
 - April 15, 2019 - Regular Monthly Board Meeting 7:00 p.m.
 - May 6, 2019 – Regular Monthly Board Meeting 7:00 p.m.
 - April 3, 2019 -Finance meeting 6:00 p.m.
 - April 10, 2019 – Collaborations meeting at 6:00 p.m.
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 Seitz to adjourn to closed session at 9:04 p.m. Motion carried 6-0. by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Phil Kubesh	Yes
Barb Briggs	Yes	Valerie Johnson	Absent		
Sherri Seitz	Yes	Adam Kopp	Yes		

- A. Approval of Closed Session Minutes of February 11, 2019 as printed.
- B. Student Concern
- C. Future Staffing Discussion

15. **RECONVENE IN OPEN SESSION**

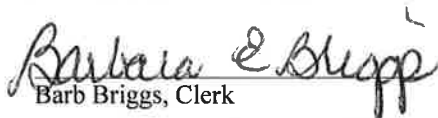
Motion by Anderson, seconded by Seitz to adjourn to open session at 10:05 p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Phil Kubesh	Yes
Barb Briggs	Yes	Valerie Johnson	Absent		
Sherri Seitz	Yes	Adam Kopp	Yes		

The resignation of a Special Ed Teacher was accepted by the Board.

16. **ADJOURNMENT** - Motion made by Kopp, seconded by Briggs to adjourn. Motion carried 6-0.
Meeting adjourned 10:05 p.m.

Respectfully submitted by


Barb Briggs, Clerk


Steve Elliott, President