

**SCHOOL DISTRICT OF ALBANY  
BOARD OF EDUCATION  
REGULAR MEETING  
MINUTES  
October 14, 2019  
MEDIA ROOM  
7:00pm**

*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 Elliot 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.	Present
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 Brodhead Independent Register newspaper, radio station WEKZ on **October 11, 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 **October 11, 2019.**”

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

**6. CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of September 23, 2019, as printed  
**A. Financial Report**

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

**8. CORRESPONDENCE**

- A. Student Council Report** - Lily Brewer and Katlyn Dunnphy reported on the Homecoming dance and the week activities. The student council just finished with their Butterbraid fundraiser that will help fund a conference in March. They are working on setting dress-up days for the basketball games and planning the December activities, which is usually a movie.
- 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. Fund Balance Report ALL FUNDS EXCLUDING 39, 46, 49, 60 Cash Basis Only**  
**September Cash Receipts** totaled \$599,565.07 \*\*Equalization Aid of \$341,654, or 15%, received from the state in September.  
**September Checks** processed totaled \$450,132.85  
**Cash Available to Pay Expenses:**  
8/31/2019 Balance \$1,646,433.19 09/30/2019 Balance \$1,795,865.41  
September Increase in Cash Available \$149,432.22  
\*\*Please note: Cash balances are as of the last day of the month only and do not indicate the daily highs and lows of the month.  
Fund 39:  
Referendum Debt Service - September Checks: \$0.00  
Fund 49:  
Capital Project Fund - September Checks: \$0.00
- B. Budget Status**

**C. Budget Notes and Comments BUSINESS OFFICE COMMENTS:** The Business Office is currently focused on the 2019-2020 Budget and Annual Meeting Legal Requirements in addition to the 2019-2020 DPI monitoring requirements. The Third Friday in September Student Count and the Open Enrollment students In and Out have been updated for use with the 2019-2020 Budget and Revenue Limit Calculation. 2019-2020 State Equalization Aid and the 2019 Equalized Property Values will be available on October 15, 2019. The newly released information will allow the District to complete the 2019-2020 Budget and Proposed Tax Levy.

## 10. ADMINISTRATIVE STAFF REPORTS

### A. Elementary Principal's Report

On September 24<sup>th</sup> Mrs. Gregerson went to Monroe to Colony Brands. They donated \$714 to the Comet Care Backpack program. Pictures will be used for Swiss Colony PR, and the giant check is hanging on the bulletin board in the office. The money was passed on to Green Cares to continue to provide weekend food for students. Currently, we are sending home food with six children.

Primary teachers had an online coaching session with Renaissance to learn more about the Early Literacy Star assessment that they will be giving the third week of October. Mrs. Becker also gave a hands-on demonstration about how to give the test on the I-Pads.

WIN (What I Need Time) rotation one has begun. These interventions run for six weeks. Next week at PLC, we will discuss how each group is doing and move anyone who may have scored lower due to summer slide and have caught back up and need to be moved to a group that will challenge them and works on areas of need.

On October 1<sup>st</sup> the elementary celebrated Mrs. Everson's clean bill of health and showed support for all those who have been touched by Cancer. Everyone wore pink, and the elementary teachers had a pot luck in her honor. Mrs. Everson surprised everyone by bringing pink frosted cupcakes for every child and teacher in the elementary school. We are hoping to have a school-wide pink day on October 15.

The 4<sup>th</sup> graders went to Food for America on October 1<sup>st</sup> and learned many things about farming in Wisconsin. Some of our High School FFA students demonstrated maple syrup production as part of the day.

NBC 15 came to Albany Elementary and videotaped 3 Good Morning Short Outs. We have been putting dates and time on Facebook for parents and families to watch.

The elementary students enjoyed the Homecoming activities, especially the assembly and parade on Friday, October 4<sup>th</sup>.

Fire Prevention Week was on Oct 7-11. Students in 1<sup>st</sup> and 2<sup>nd</sup> grade walked to the fire station for their learning session. 4K and Kindergarten, 3<sup>rd</sup> and 4<sup>th</sup> grade had the firefighters come to their classrooms to learn about fire safety. The fire truck was here for our younger learners. The Albany firefighters did a great job!

On October 8<sup>th</sup> we had our monthly PBIS assembly. Our theme was Responsibility. The Play 60 kids were there to teach Pound Fitness. The mats and sticks were purchased through a grant written by Linsey Mueller. Linsey led the activity with a routine she created. Teachers and Students gave it a try. Linsey left the teachers wishing she could lead them again in this fitness activity and left the students fired up! The Crazy Comet day was jersey day.

A concerned family that wishes to remain anonymous has set up an account for students in middle school and elementary school that run out of lunch money. The school, along with Mrs. Kauk, Mr. Trow, and Mrs. Gregerson will continue to collect lunch debt and offer families avenues for help as needed. This fund would ensure that the individual students will receive a full lunch if they get to the point where they would only have a cheese sandwich and milk.

### B. Superintendent's/HS/MS Principal Report

**Out of the building** October 30th - Madison - Superintendent Conference - Law and Budgeting

#### Events since last Board Meeting

- September 23-28 - Parkview Homecoming - some of our students participated in the activities, football players and coaches went to the pep rally at the end of the day on Friday, September 27th
- October 8-9 - Three staff members to Whitewater for Adolescent Literacy training
- October 9th - Health Insurance Meeting with Associated Benefits in Brodhead with area schools from Rock/Green County. Comparing costs and details of plans from other districts.
- October 12 - Baertschi Cross Country Meet - event went well; many staff members attended and helped. If you have

not been to this event, I encourage you to attend. This event is a tremendous representation of what a small community can do if everyone pulls together to make it happen. Once again, many comments were made that this is their favorite race of the year.

**Break update** - We are limited on how much change we can make to schedule because of our connection with JAM and the classes we share. The bells have been reset to the schedule of 9:21-9:30, which was the actual schedule, but it is a significant procedure to reset the bells because the system is old. We had a technician come out and reset the schedule this week. This will give students more of a precise time when the break ends and begins.

I have spoken to Deb Kauk, and she is more than willing to give a student a pass if they need more time to finish what they are eating. I have spoken to staff to make them more aware of being considerate of students who are coming into class from eating during the break. We are trying very hard to be consistent with keeping food in the lunchroom. If there is food taken out of the lunchroom, the area for detention, staff eating lunch, or another activity, the area is cleaned to avoid problems with food allergies. The students have been very considerate when regarding keeping food in the lunchroom and cleaning their hands when leaving the lunchroom.

The numbers for breakfast totals are close to last year.

2018--September

Elem. 181

MS/HS 557

2019 --September

Elem: 263

MS/HS: 537

The middle-high school numbers were down twenty total during the actual break, but this number was made up in the early morning breakfast. I planned on commenting on this topic during my administrative report, similar to what I have provided to you now.

**Construction Update** - I will be having a meeting with Tonya Zurfluh this week regarding furniture to begin planning for the new construction. I will have her attend our building and grounds meeting at some point. I will rely on her expertise to coordinate with Bray when necessary. I met with a builder who will be giving me quotes on the cubicles in the office for In-School Suspension areas. I anticipate getting quotes back from him within the next two weeks. **Discipline Report**

Endangering Health and Safety 2

Interfering with the Educational Process 2

Insubordination 2

Absenteeism/Truancy 3

**Open Enrollment Numbers**

	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>
In	13	20	24
Out	108	134	151

In the 17/18 school year, the district had 7 students open enroll out that never attended our school. In the 18/19 school year, the district had 6 new open enrolled out that attended our district. In the 19/20 school year, the district only had one new open enrollment out who attended here. The number of students open enrolling out continues to grow.

Where are our students going?

Evansville 46

Oregon 34

Monticello 15

Monroe 15

Brodhead 13

Bellville 9

Juda 7

New Glarus 3

Medford Area Public 2

Merrill 1

Stoughton 1

Madison 1

McFarland 1

What we can do right now to improve our numbers. Improve our curriculum, instruction, culture, and continue to diversify what we offer (different courses along with co-curricular activities)

I have spoken to other Superintendents about this issue. They had no solid answer to say that money spent extra to combat open enrollment was worth the expense. Some schools use media to promote their school, while others use ideas like fliers and billboards.

### 3rd Friday Count

16/17	17/18	18/19	19/20
337	341	339	338

The numbers this year support last month's student projections for consistent staffing moving forward with the information that we have.

**Professional Development-** I sent three staff members to further training in the Adolescent Literacy Project on October 8th and 9th. I will be having an update to the board in the upcoming months. This training helps with instruction, which improves the overall instruction in the classroom. Improved instruction is the number one indicator of improvement in student achievement.

**Flex time High School -** We have started ACT prep during flex time, and we have divided 9th and 10th grade by STAR scores in math and reading. These students will be using IXL to improve areas they are deficient in. They will have the opportunity to test out of these sessions within a month. All other students are in a study hall where homework completion and reading are the expectations.

**Playground -** Jimmy and I walked through the playground equipment across the street last week to assess the condition of the equipment. There are many areas that need to be addressed now. I directed Jimmy to contact playground installation companies to give us bids on equipment similar to what we have now. We also walked through the lot on the corner, and I directed him to get some bids on what it would cost to get this ready to use. We need to make decisions on this very soon. This topic with costs will be brought to our next building and grounds meeting.

**Donations -** Dairy Farms of Wisconsin provide money to Fuel up to Play 60 - which then donated \$100 and a smoothie bike to make smoothies. The funds can be used to buy the ingredients to make smoothies. You have to pedal the bike to run the blender to make the smoothie.

Albany United Methodist Church donated \$198.21 to be used as the school chooses. The money is from loose change collected from Melodies of love.

The school had an anonymous donor of \$100 to be used for students who are low in their lunch accounts.

Derek Doescher received \$500 from the Albany Sports Boosters to purchase speed and agility equipment.

**C. President's Report** None at this time

## 11. REGULAR BUSINESS

**A. Approval of FFA overnight trip to FFA National Convention -** The Albany FFA Chapter requested permission to travel to Indianapolis for the National FFA Convention. They will stay at the Springhill Suites by Marriott in Indianapolis, Indiana, Ms. Koenh will be attending as the chaperone from our school. There will also be other FFA Advisors from Fennimore, Cassville, Highland, Randolph, and Wauzeka. They will leave on Tuesday, October 29rd and return on Friday November 1st. The cost per person is roughly \$350.00 which will be paid by the students, the FFA Chapter, and the FFA Alumni. Motion by Sietz, second by Johnson to approve the FFA trip to National Convention. Motion passed 6-0

**B. Acceptance of Gifts -** Dairy Farms of Wisconsin provide money to Fuel up to Play 60 - which then donated \$100 and a smoothie bike to make smoothies. The funds can be used to buy the ingredients to make smoothies. You have to pedal the bike to run the blender to make the smoothie.

Albany United Methodist Church donated \$198.21 to be used as the school chooses. The money is from loose change collected from Melodies of love. The school had an anonymous donor of \$100 to be used for students who are low in their lunch accounts.

Derek Doescher received \$500 from the Albany Sports Boosters to purchase speed and agility equipment.

Motion by Monson, second by Steitz to approve the donations. Motion Carried 6-0

**C. Discussion on district lunch policy and snack times -** Report from, Mr. Trow. We are limited on how much change we can make to schedule because of our connection with JAM and the classes we share. The bells have been reset to the schedule of 9:21-9:30, which was the actual schedule, but it is a significant procedure to reset the bells because the system is old. We had a technician come out and reset the schedule this week. This will give students more of a precise time when the break ends and begins. Mr. Trow has spoken to Deb Kauk, and she is more than willing to give a student a pass if they need more time to finish what they are eating. Mr. Trow has spoken to staff to make them more aware of being considerate of students who are coming into class from eating during the break. We are trying very hard to be consistent with keeping food in the lunchroom. If there is food taken out of the lunchroom, the area for detention, staff eating lunch, or another activity, the area is cleaned to avoid problems with food allergies. The students have been very considerate when regarding keeping food in the lunchroom and cleaning their hands when leaving the lunchroom. A discussion was held, and Mr. Trow to monitor the break time producer and policy.

**D. Early graduation policy -** The board was presented with an updated policy and form for students requesting early graduation listed below are the terms that need to meet:

Apply before June 1st at the end of your junior year.

Complete ½ credit of English 12 during summer school before the start of your senior year or extra English credits during junior year.

Complete six semesters of successful high school work.

Secure written verification from his/her parents that they accept the conditions for early graduation.

Secure written verification from his/her counselor that all requirements for graduation can be fulfilled before the date of graduation.

Consult with the principal (re-review of application).

At some point prior to graduation, the ACP portfolio must be presented. The school Administration/Principal, school counselor, student's parents need to sign and approve the request before June 1, st of their Junior year. There was discussion held about the date of the approval being later. Motion by Seitz, second by Kopp to approve the Early graduation policy as presented. Motion carried 6-0

- E. **Approval of snow removal bid** - The board opened the bid from DP Concrete to contract Snow removal. It included \$90.00 per hour for Snow Blade, \$90.00 per hour for Plow truck, \$90.00 per hour for End loader, \$90.00 per hour to remove snow from premise. Motion by Kopp, second Monson to approve the snow bid from DP Concrete, motion carried 6-0.
- F. **Approval of Start College Now Course** - Motion by Seitz, second Kopp to approve a student for 5 credit class at Blackhawk Technical college to take Emergency Medical Technician EMT- B 531-110 in the amount of \$1,207.00. Motion carried 6-0.
- G. **PI-1563 Pupil Count** Mr Trow gave the numbers for the Friday Count to report to DPI The numbers are Motion by Monson second by Seitz to approve the 19/20 count as 338 for the Pupil count. Motion carried 6-0
- H. **Open Enrollment** MrTrow presented the board with the information for the past two years and the current year

	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>
In	13	20	24
Out	108	134	151

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- I. **Fund 21 usage** - Property monies how to spend the \$312,00 from Erica \$370,00
- J. **Building and Grounds update** - Mr. Trow shared the following up update: I will be having a meeting with Tonya Zurfluh this week regarding furniture to begin planning for the new construction. I will have her attend our building and grounds meeting at some point. I will rely on her expertise to coordinate with Bray when necessary. I met with a builder who will be giving me quotes on the cubicles in the office for In-School Suspension areas. I anticipate getting quotes back from him within the next two weeks  
**Playground** - Jimmy and I walked through the playground equipment across the street last week to assess the condition of the equipment. There are many areas that need to be addressed now. I directed Jimmy to contact playground installation companies to give us bids on equipment similar to what we have now. We also walked through the lot on the corner, and I directed him to get some bids on what it would cost to get this ready to use. We need to make decisions on this very soon. This topic with costs will be brought to our next building and grounds meeting.
- K. **Hiring / Resignations / Retirement** - Motion made by Seitz, second by Monson to accept the registration of Kari Rakow and approve the rehire of Debbie Butts as Aide.

## 12. BOARD MEMBER COMMITTEES

- A. **Sunshine Committee Report** Flowers to Mary Shunk has had surgery.
- B. **Technology Committee Notes and updates from Meeting** Computer Lab for next year  
21 junk Chromebooks will be recycled  
Just need to reconfigure seating/room - convert to the telepresence room/collab lab.  
How many Chromebooks needed for testing - estimate 30 required for testing.  
Check with David on the N21's  
Can reuse the Chromebooks that webcams are bad - replace hardware and turn into testing machines  
Tech Lab PC's -in 2020 budget. Order now? Follow up with Mr. Broughton  
Replacing all 3 PC's for Broughton  
Need PC's now to teach the class?  
Tyler is going to do a SmartBoard Assessment. To see who needs replacements - not going to replace. Elementary use the most; therefore, the elementary smart boards are in the worst shape.  
Tyler is talking with Foley about Gimp Free software vs. Adobe PhotoShop @ \$2200/ year - Tyler will look into and give an update, possible convert this year, probably next year.  
The SVPP grant was approved. \$51,000.00 +/- Tyler will contact Securely to get that ball rolling.  
PA System  
Securely - remove the need for Bark and GoGuardian renew for 6 months? - maybe change over Christmas break or 2020  
The committee started talking about Infinite Campus Registration Mode. Look into how much Infinite Campus costs. \$3,500 or \$9,000. Bill will look into. Prefer not to switch mid-year. Skyward?  
\$8250 skyward - payroll, finance, employee management  
\$3000 infinite campus - hosting, Food Service, Messenger.  
Tyler will contact David and find out the process of upgrading components, etc. - life cycle of equipment, when things were purchased, life expectancy, new addition components. Grant money out there to use yet. Lockable room or closet.  
**Next Tech Com. meeting: Nov. 4 at 3:30 immediately following the 2:00 meeting.**

- C. **Building and Grounds Committee** - Monday, October 21, 2:00
- D. **Strategic Planning** - Need to schedule due to November 11, 6:00 Changed due to Special meeting need to schedule
- E. **Budget & Finance meeting**
- F. **Collaborations** - nothing at the time
- G. **Policy** - Need to schedule a meeting in December
- H. **Curriculum** - Math curriculum Mr trow has sent out asking scheduled in November or December

13. **BOARD MEMBER COMMUNICATION –**

- A. **Future Agenda Items**  
 Sub frontline Update e  
 Building Update  
 PA system Update  
 Fund 21  
 Audit  
 Update on food policy  
 Wrestling co -coop
- B. **Future Meetings –**  
 October 21, 2019, Building and Grounds 2:00  
 October 21, 2019 – Annual Board Meeting 6:00,  
 October 21, 2019 - Special Board Meeting following the annual meeting  
 November 11, 2019 - Special Board Meeting 6:00  
 November 11, 2019 – Regular Monthly Board Meeting 7:00  
 December 9, 2019 – Regular Monthly Board Meeting 7:00

Sunshine no meeting needed  
 Budget and Finance will schedule next meeting for November at the October 21<sup>st</sup> meeting  
 Technology Next meeting Nov. 4 at 3:30 immediately following the 2:00 meeting.  
 Collaborations No meet set  
 Policy will set a meeting date for December  
 Curriculum will set a meeting for November or December

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 Seitz, seconded by Johnson to adjourn to closed session at 10:01 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		

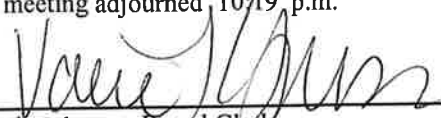
- A. **Approval of Minutes**
- B. **Parent Concern Regarding Discipline**
- C. **Staff Concern**

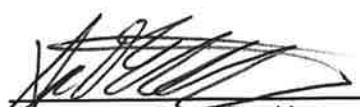
15. **RECONVENE IN OPEN SESSION**

Motion by Kopp Seconded by Seitz to adjourn to open session at 10:18 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		

16. **ADJOURNMENT** - Motion made by Kopp seconded by Monson to adjourn. Motion carried 6 - 0.  
 The meeting adjourned, 10:19 p.m.

  
 Valerie Johnson, Board Clerk

  
 Steve Elliott, Board President