

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES**

**June 8, 2020
7:00pm**

MEDIA ROOM & Webex

<u>Join Webex meeting</u> ID: 1468250329 Password: yAP7mmgg	Join using SIP <u>1468250329@monticellosd.webex.com</u>
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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 Elliot at 7:02 p.m.

3. ROLL CALL

Carrie Anderson Present	Steve Elliott Present	Valerie Johnson Present
Adam Kopp Present	Justin Monson Present	Sherri Seitz Present
Student Council Rep Absent		
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 at a social distance. Albany School District phone number (608)862-3135.

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 ***June 5, 2020***, 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, Albany Mini Mart, on the North and East doors of the school, and on the official notice board in the main hallway near the District Office on ***June 5, 2020.***” This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

5. APPROVAL OF AGENDA Motion made by Seitz, seconded by Kopp to amend the agenda as to reflect removing line A. Resignation of school board member, B. appointment of new school board member and I. Support Staff pay increases. Motion carried 6-0.

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of May 11, 2020 as printed/amended. Seitz motioned to approve, seconded by Kopp. Motion carried 6-0. Need to amend closed minutes from May 11, 2020.

7. CITIZENS' REQUEST TO BE HEARD – None

8. CORRESPONDENCE – None

9. TREASURER’S REPORT

- A. Fund Balance Report** - ALL FUNDS EXCLUDING 39, 46, 49, 60 Cash Basis Only MAY Cash Receipts totaled (\$66,015.37); MAY Checks processed totaled (\$ 414,876.64); Cash Available to Pay Expenses: 4/30/2020 (\$2,529,779.90); 5/31/2020 (\$ 2,180,918.63); MAY Decrease in Cash Available (\$348,861.27)
Fund 39: Referendum Debt Service - MAY Checks: \$0.00 Fund 49: Capital Project Fund - MAY Checks: \$306,072.98
- B. Budget Status**
- C. Budget Notes and Comments** - Several 2020-2021 Budget scenarios have been developed. Discussions between the Business Office and Bill will continue as new information becomes available. GASB 84 requirements have been

completed with the transitions from Fund 60 and Fund 70 (Scholarships and Trusts) to Fund 21 (Donations and Fundraising). Progress has been made on account coding and staff access to correct accounts. The Business Office is working on setting up monthly reports for particular groups/staff members. Staff are working on their 20/21 Budgets and are able to get into the software to enter information so as to be able to push the Order button in July and have items ready for when school starts. The Security Grant has been completed and monies received. Items being worked on include: Actuary Study of Post Employment Benefits is in process and almost complete. Due to the fees Town Bank is charging us monthly, we are looking at other possible banks. Town Bank indicated they are giving us the lowest rates possible. Other Banks we have spoken to will not charge any fees. Our 20/21 Health Insurance Premiums were finalized with a 3.9% increase. We negotiated from an initial 5.9% increase, Dean was willing to only go 3.9%. Our District is still paying lower premiums than other Districts around us. Dental Insurance did not change. Open Enrollment info for Insurance will be ready to go out to staff within the week. In the process of making the "NEW" Time Sheets user friendly for our staff. Almost there and will ask a few staff to test Teacher Contracts were sent out with All Board Signatures. Support Staff Reasonable Assurance Letters were sent out. Started looking at 19-20 Budget for June 29th Board Amendment. Working with RevTrak to setup Online Payments through Infinite Campus for School Registration Adding New E-Commerce Vendors to Skyward besides Staples & Amazon. I've added or fixed School Specialty so Staff would be able to use the vendors. Shari continues to train with Paula when we can meet.

10. ADMINISTRATIVE STAFF REPORTS

- A. Elementary Principal's Report** - The weekend packet program will continue throughout the summer. Jolene Morton is assisting with distribution. Lisa Heinzen will take over the program in the fall I am personally using up the snacks that here experiencing later this summer. I am still packing food as well receiving boxes from the food pantry. A retired couple new to community called to let me know they will be donating to program through Green County. Drop off pick will be June 8-12 8:00-4:00. We plan to greet people at the entrance on the north side of the building. The families will pull up in their cars and come to the tables one t time. We will be collecting everything from textbooks to uniforms. We will be handing children back anything the still had in the building. The academic material packets where delivered to elementary families on May 12th. Many thanks to Bruce Jolene for their help. . The last weeks of lesson plans where completed. The teachers finished the year with Zoom meetings and virtual oinincs. Many Teachers delivered end of the year bags to families homes. Mrs. Becher created an excellent happy summer video.
- B. Superintendent/Principal Report - Graduation Update** –Mr. Trow included several documents regarding the graduation ceremony meeting/discussion with families. Another meeting will be held on Tuesday June 9th at 7:00 to make more decisions and hopefully make final decisions.
- On May 20th at 7:00 pm, a virtual Class Night was held and went very well. Megan Schultz did an outstanding job of organizing the event. We received many compliments on the ceremony. Megan and Mr. Trow presented the awards along with other staff and community members who presented from their homes. The final editing of this event was completed last week. It will be available for families. There will be posting this on our Facebook and website if there are no objections from families. Mr. Trow did check with legal to clear any concerns for posting the video.
- On May 27th at 7:00 pm, a High School Awards ceremony was held and went well except for a technical issue at the very beginning. After that was corrected, the rest of the event went perfect. Staff presented awards for various students.
- Seniors picked up graduation items on May 28th and dropped off all books and Chromebooks.
- Dean Hiring Update – Mr. Trow has a committee set to begin to review candidates. Mr. Trow will be calling candidates next week to prescreen people. We have several strong candidates on paper. The plan is to begin interviewing the week of June 15th. The position actually closes on June 19th.
- Summer School - We do have a meeting with the Green County Health Department June 17th which will help give more guidance as well. Connie, Doug and Mr. .Trow will be meeting in the next two weeks to make some decisions on how we want to move forward with summer school now that school has ended and grades are completed Mr. Trow would like to get information to families in early July by the latest. Mr. Trow plans on sending out a general update including a general statement about summer school in the coming weeks.
- Food Service - The number of families picking up meals continues to drop. We will continue to supply meals through June 30th. I am putting together a notice to all families regarding the possibility of providing meals beyond June 30th. The district needs hard numbers on how many meals will be prepared and picked up. The district has to have close to 50 meals in order to break even including the reimbursements for the meals. Juda and Monticello are looking at the same situations as Albany. If we do not get enough meals we will let families know that the program will be ending at the end of June.
- Virtual Instruction/beginning of next school year - Green County Superintendents will be having meetings with the Green County Health Department starting on June 17th which will help guide what decisions we make regarding

school next year. DPI is also coming out with more guidelines next week. Districts should have a better idea of what to order for PPE for next school year. Mr. Trow has been talking with Nurse Lisa as well. We will have to get as much information as possible regarding PPE before ordering. We do need to order supplies very soon in order to ensure they arrive before next school year. Mr. Trow also stopped the purchase of touch screens for the classrooms to spend those allocated funds for 40 chromes books and 20 I-pads. This would provide enough devices for every student in the district if we have to do something virtual to start next year.

Registration - We are moving to complete online registration next year. We will get this information out to the community soon. July 20th - August 13th will be open on our website for registration. We will be using Revtrack for payment of fees which will connect with Infinite Campus. Monticello and Juda currently use this software and are very happy with it. All forms for registration will be fillable PDF forms. We have another meeting scheduled in the coming weeks to work out more details. The infinite Campus portal for online registration is \$9,000 so we are doing our version of online registration which still requires the information from the forms to be entered on our end once we receive them. We will have computer access for families if they do not have internet access or need help with filling out forms. New families will need to make an appointment to come into the district office to complete paperwork. We do not have all the details worked out yet but we have many of the forms ready to implement.

Bob Rogers (Trip Update) - Mr. Trow received information from Mr. Brokopp that the refund for the trip to New Orleans was final. Students from Albany, Juda, Blackhawk, Monticello all were impacted by the cancelation and waiting for a refund. This email was sent to families late last week.

Hello District Families,

Bob Rogers travel has secured and sent a refund check to us for 81.06% of our trip. They claim this is a very good percentage of refund comparatively. Personally, I am still very disappointed in this company and the way this was handled. We will be processing and mailing these checks to our families in the next two weeks. Thanks for your patients. This was a very unfortunate and disappointing experience for us all. If you feel you need more information or a more detailed explanation of the how's and whys of the refund process, please feel free to contact me.

Pick up and Drop off - scheduled the week of the 8th (8-4) Families can drop off materials and pick up anything from the building that is still here at the front door. We have several staff committed to helping with this process.

Community Center Update - Some cleaning has happened in the community center and a list of items was provided to post on the district Facebook to sell. Jimmy in charge of taking pictures and posting these items a few at a time. They are to contact Jimmy if they are interested in the item. A list of needed items was also provided. We did order a few things but we are looking for a few of the items within our building. Jimmy and Mr. Trow provided a diagram and dimensions of the room and I am waiting for a proposed layout of items in the room. The layout and items in the room will be approved by me. Jimmy will help Mr. Trow decide if the items will reasonably fit into the space.

July Building Access - The building will be open per Health Department guidelines once we get these but we will still monitor the number of people in the building.

Staff Travel - Mr. Trow will inform staff that the travel ban is lifted as of this board meeting. It is not practical to limit this when the state is open and many of our employees are no longer working.

C. President's Report – None

11. REGULAR BUSINESS

(I=Information, D=Discussion, A=Action)

A. Resignation of School Board Member – Removed from agenda

B. Appointment of School Board Member – Removed from agenda

C. Acceptance of Gifts - The school received a check for \$6000 from someone who wishes to be unnamed, to support scholarships for the alumni association. The alumni association could not have the annual basketball tournament and alumni banquet. This person felt it was important to continue to support our graduates with these scholarships so the donation was made. This was coordinated through Mr. Trow, Shari, and Jim Runass. Motion by Kopp, seconded by Monson to accept. Motion carried 6-0

D. Food Service Update- Mr. Trow reported that the number of families picking up meals continues to drop. We will continue to supply meals through June 30th. I am putting together a notice to all families regarding the possibility of providing meals beyond June 30th. The district needs hard numbers on how many meals will be prepared and picked up. The district has to have close to 50 meals in order to break even including the reimbursements for the meals. Juda and Monticello are looking at the same situations as Albany. If we do not get enough meals we will let families know that the program will be ending at the end of June. No action needed at the time

E. Kobussen Contract Update - From Boardman and Clark attorneys: In the contract, it references The District's school calendar from year to year. The current contract is based upon 177 days of transportation. If the district has less than 177 days, the district will be invoiced at 65% of the daily base rate per bus per day charge for the difference in days. That expression of intent of the 65%, coupled with section 10.3 of the contract which clearly states that payment shall not be made for services not rendered, coupled with the fact that the CARES Act funds have not been received, coupled with the DOE guidance that interprets paying contractors "to the greatest extent practicable" within the context of the "unique

financial circumstances” of the district, all lead me to advise that any payment at this time is premature. If payment will be made, it will be after due diligence in terms of all of the factors involved.

An addendum to the current contract was created by legal and sent to Kobussen. Mr. Trow sent the proposal/addendum to the current contract to Kobussen on May 26th. The response from Joe Kobussen is below:

We have read this addendum and our contract over and currently our contract states that the District is required to pay Kobussen 65% of route costs for all days less than 177 days per year. We do not feel that there is a need to change our contract at this time. Mr. Trow responded back to him with an explanation if anything like this happens again, we need something in our contract to address this. In summary, the addendum sticks with 65% payment up to 20 days and after that we will need to discuss what happens after that. Mr. Trow included Addendum in the packet. After discussion that the school has a bill to pay for services for bus services for March, April, May, and June, motion by Kopp, seconded by Monson to pay the bill. Motion carried 6-0

- F. **Establish Fees for 2020-2021** - The proposed fee schedule was included in the packet, motion was made by Kopp, seconded by Monson to approve the fee as presented to stay the same as the 2019-2020 school year
- G. **Resolution of Intergovernmental Agreement with Parkview School** - Motion by Seitz and seconded by Anderson to approve the Intergovernmental Agreement with Parkview school for a 40% time Nurse. Motion carried 6-0
- H. **Co-Curricular Contracts** - The proposed contracts where include in the packet the staff would stay the same with the open spot for Student Council to be filled. Discussion was held and Elliott ask for clarification to have language updated as far as pro-rated paid in situation similar to COVID 19 closures and add more about duties to be performed. Seitz motion to accept the contracts as presented, seconded by Monson. Motion carried 6-0
- I. **Support Staff Pay Increase** - Mr. Trow is working on this no action taken
- J. **Construction Update** - Mr. Trow reported of all the construction taking place:

Communication has been great with Jimmy and Josh with Cullen. Jimmy and I meet daily to get an update on progress or any possible setback/changes to work schedule.

Here is our progress starting 6/1/20 and going to 6/12/20: We have had a few rain days but seem to still be on schedule for the most part. There has been only a few hiccups in the project, nothing bad.

Monday - Thursday

- Excavate and pour Cafeteria retaining wall and footings
- Masons finishing interior walls and window infills

Monday - Friday

- Steel Decking/Canopy set in place and welded

Monday - Friday 6/8/20

- Steel Studs delivered start layout of interior walls
- Layout of roof drains
- Roof Blocking and Mechanical curbs at roof

Masons begin on the front wall.

Secure entrance and Commons The addition is going really well. The crew has lost only 2 days to weather and looks like they should get back those days lost with extra crews on site starting tomorrow the 16th. Steel walls started last week and throughout this next week.

Metal Roof deck is installed and will begin the tie-in of the roof drains. Roofing companies will follow within the next 2 weeks. Roof replacement over the tech area will begin right after the new addition.

Our flooring projects are complete.

- New media room / old computer lab has new carpet and cove base
- 4k room has new VCT tile to match the existing we will finish wax coats beginning of next week.
- Elementary work room has new gravity flooring installed, same as last year's style and cove base.
- 5e (Nettessheim) has new flooring and cove base installed, same as last year's style.

Cabinets are to be delivered and installed in a two week period beginning next week of the 15th and hoping to be complete on the 26th of the month of June. Rooms included are 1E , 11E, 6E, 5E and 9E.

Lockers for the boys and girls locker rooms and the lockers for the library hallway are to be delivered and the start of install Thursday or Friday of this week June 11th or 12th.

PA and Bell system is being installed by Master Com starting last week Wednesday, June 3rd and should be complete by this week.

Playground update

GRG sounded like the month of July is the start of the demo. they had planned on this beginning in June but with some setbacks it got pushed to July. CRS will be shipping their equipment to us and we will store it in the bus barn in coming weeks.

They still feel as though the project will be completed in time before school starts.

Phil, the foreman of the project, will have the time line layout for me this week.

Summer cleaning

We are almost complete in middle school cleaning with just a few floors left to wax.

The crew has begun cleaning in the HS rooms. We look to be done in the HS at the end of this month.
We will go around to the tech, band, choir and shop after the HS.

Elem. rooms will follow. No timeline yet as we are waiting for cabinets to be completed. No action taken

- K. **Playground Update** - Covered in Mr. Trow's report. The start of the construction is delayed until the end of June. No action taken
- L. **Hiring / Resignations / Retirement** – None

12. **BOARD MEMBER COMMITTEES**

- A. **Policy** – Meeting June 22 at 4:30pm
- B. **Building & Grounds** – Meetings June 15, 2020 2:30 and June 15, 2020 3:30
- C. **Collaborations** – June 29, 2020 5:30pm
- D. **Technology** – Need to set a date prior to June 29, 2020

13. **BOARD MEMBER COMMUNICATION –**

- A. **Future Agenda Items**
 - Building and Grounds Update
 - Appointment of School Board Member'
 - Budget Amendment
 - Registration Update
 - Student Parent Handbooks
 - Code of Conduct
 - Personal and Support Handbook
 - Summer School Update
 - Comet Camp
 - Update of Hiring of Dean of Students
 - Summer Food Service
 - Staff Contracts
 - Playground
 - Graduation
- B. **Future Meetings –**
 - July 13, 2020** - Regular Monthly Board Meeting
 - August 10, 2020** – Regular Monthly Board 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 Seitz to adjourn to closed session at 8:17 p.m. Motion carried 6-0 by roll call vote.

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

- A. **Approval of Minutes:** Motion by Seitz, seconded by Anderson to approve the amended minutes from May 11, 2020 Closed session. Motion carried 6-0. Approval of Closed Session Minutes of May 11, 2020 as amended.
- B. **Staff Member Salary**
- C. **Superintendent Contract**

15. **RECONVENE IN OPEN SESSION** - Motion by Anderson, Seconded by Kopp to reconvene to open session at 9:31p.m. Motion carried 6-0 by roll call vote.

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

16. **ADJOURNMENT** - Motion made by Seitz, seconded by Anderson to Adjourn. Motion carried 6 - 0. Meeting adjourned 9:32 p.m.



Valerie Johnson, Board Clerk



Steve Elliott, Board President

