

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

**January 13, 2020
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 Elliott at 7:00 p.m.

3. ROLL CALL

Carrie Anderson	Present	Steve Elliott	Present		
Valerie Johnson	Present	Adam Kopp	Present	Phil Kubesh	Present
Justin Monson	Present	Sherri Seitz	Present	Student Council Rep	Absent

7 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. 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 *January 10, 2020*, 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 *January 10, 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 – Mr. Trow asked to table H. Support Staff Handbook, and I. Fund 21 Usage. Motion made by Seitz, seconded by Monson to approve the agenda as amended. -Motion carried 7-0.

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of December 9, 2019, as printed/amended.
A. Financial Report Audit

7. CITIZENS' REQUEST TO BE HEARD: Nothing to be heard

8. CORRESPONDENCE

A. Student Council Report: None at this time

B. FFA Report: None at this time

C. Community Center Report: report provided in the board packet

Craft Night big hit again needs to start earlier right after school next time and start planning earlier. 198 Christmas cards went to the VA hospital

Hooked on Fishing is the next big event will be working on. Donation letters to get started sending out in Jan. The event will be June 6th, 9-1 will begin looking for prizes.

Volleyball is going well. We will be getting more dates for Jan After JCL books gym time. Had a parent said she would like to start a chess club if she can find others interested.

D. Website Update: None at this time

9. TREASURER’S REPORT

A. Fund Balance Report: No report

B. Budget Status: No Report

C. Budget Notes and Comments

10. ADMINISTRATIVE STAFF REPORTS

A. Elementary Principal's Report

January 2020

Welcome back to 2020!

The 3rd and 4th-grade concert was held on December 10. The students did a very nice job, and the concert was well attended. Students used instruments sang and even danced a little.

The elementary and high school choir had a Christmas sing-a-long at the PBIS/POPS assembly on December 12. Students of the Month were chosen for Empathy.

January's character's trait is Integrity.

Staff members enjoyed treats in the lounge provided by the administration on December 16th.

Students enjoyed lunch with the Principal if their birthday was in December on December 18th.

We were averaging over 10 students a day out or going home sick with cold and flu-like symptoms throughout December. Mr. Briggs and his team worked on disinfection!

STAR testing took place starting on January 6.

Elementary teachers rearranged WIN groups that began on January 3rd. The 3rd and 4th graders started Forward Test Preparation during WIN time.

The State Testing committee met on January 9th to begin discussions on testing and ways to help Albany students set goals for themselves and to motivate the students to do their very best work.

The Geography Bee was held on January 8th.

Teachers at the elementary level are continuing their book study of the Fundamental 5.

B. Superintendent's/Principal Report

Out of the building

January 14 Principal meeting Belmont

January 15 BTC meeting Monroe - 9:30 - 11:30

January 21 Baird Training - Milwaukee

January 22 & 23 - State Education Convention - Milwaukee

Discipline Report for December 10- January 10th

Endangering Health and Safety 1

Internet Misconduct 1

Interfering with Educational Process 2

Events since last Board Meeting

January 6 - 10 Course presentations by staff during flex to grades 8-11 about courses being offered to high school students for next year. It gives the students a good idea of what courses are like and allows staff to promote areas of study that students may not consider exploring.

January 7, Diane Jensen from CESA 2 met with our Literacy Project team in the morning. Planning was done for the February 12th date when 20 other teachers from other districts will be working in our building doing walkthroughs and curriculum work in the library. The discussion also focused on the walkthroughs that took place on January 9th for our staff. I have attached versions of the tools that will be used during the walkthroughs. The 6 teachers made their rooms available for all staff to come and observe for approximately 20 minutes. The other Secondary Staff used these tools to identify Literacy Project Strategies being used in the classroom. They then met with the teacher after the observation to provide feedback. This project is something I want to move into the entire building next school year. I am looking for these strategies being used during my observations.

January 8 The 4th-8th grade students participated in preliminary rounds of competition for the National Geography Bee in November to determine the top 2 contestants from each grade. These 10 students then competed in the school-wide bee on January 8th to determine our finalists. Brayden Bakken won the Championship Round of the National Geography Bee after several tie-breaker questions! This is the 32nd year for the National Geographic National Geography Bee and Albany's 31st year participating.

Brayden will now take an online test to try and qualify for the state competition to be held on March 27, 2020. The state winner is eligible for the national championship in May in Washington D.C. and its first prize, a \$50,000 scholarship.

January 8 - Informational Meeting for dual credit courses (college/high school) was held at 6 pm in the Media Room. 4 families attended. Good informative conversations took place, and the feedback was positive.

Helping Hands Article - information scanned and placed into the board packet.

The article was in the December 15th Wisconsin State Journal. I wanted to recognize some of our students looking out for others and asking for financial help during the holiday season. We had two different families receive two hundred dollars before the holiday break.

C. President's Report: None at this time

11. REGULAR BUSINESS

- A. **School Board Election Notice & Order of Candidates:** Shawn Roelli picked the candidates' names. The names will appear on the ballot in this order:
Valerie Johnson
Carrie Anderson
Phil Kubesh

- B. **Audit 2018-19 Summary Report:** Shawn Roelli presented the Board with a summary of the audit:
OBSERVATIONS AND COMMENTS from the Summary

➤ As of June 30, 2019, general obligation debt limitation totals \$24,916,307; debt subject to limitation totals \$141,666.

➤ On July 24, 2019, referendum debt was issued for \$2,750,000 with the total principal and interest payments of \$3,102,210. Debt service requirements are shown in Note 11 to the financial statements.

➤ The ETF pension system was funded at 96.45% as of December 31, 2018. The District's proportionate share of the liability was \$592,710. See note 7 to the financial statements for further information. The following is a summary of long-term debt obligations:

Beginning Ending Current Balance Increases Decreases Balance Portion Governmental activities:

General obligation notes \$ 515,000 \$ \$ (390,000) \$ 125,000 \$ 125,000 Notes from direct borrowings

and direct placements 33,333 (16,667) 16,666 16,666 Capital lease 103,380 40,994 (28,351) 116,023 21,129 Vested

employee benefits 50,126 14,515 (9,292) 55,349 13,805 Total governmental activities long-term obligations \$ 701,839 \$

55,509 \$ (444,310) \$ 313,038 \$ 176,600

Business-type activities:

Other liabilities:

Vested employee benefits \$ 2,797 \$ \$ (2,533) \$ 264 \$

The following is a summary of general obligation debt:

Issue	Interest	Date of	Balance	Description	Date	Rate	Maturity	
125,000	Promissory	Note	9/15/2019	0.00%	9/15/2019	\$	125,000	
16,666	Total	governmental	activities -	general	obligation	debt	\$	141,666

➤ Total expenditures increased \$649,807, or 11%. Functions that changed more than 10% are:

➤ DPI changed how technology costs are coded. As a result, instructional staff services and other support costs increased, and central services decreased.

➤ Copiers, printers, and Chromebooks were acquired in 2019, ➤ Non-program expenditures increased \$231,517 or 28%. 19 more regular education FTE and 5 more special education FTE open enrolled/transferred out to other districts.

FFA Overnight Trip to Farm Bureau Farm Forum Conference: The Albany FFA would like to request permission to participate in an overnight trip to the 2020 Farm Bureau Farm Forum on February 21 -22, 2020. We will stay at the Hotel Mead in Wisconsin Rapids, Wisconsin. This is a conference specifically designed to target high school juniors contemplating careers in agriculture. FFA Farm Forum focuses on current and future agriculture issues, preparation for agricultural careers, and an introduction to the Farm Bureau. Due to the nature of the event, each school is limited to 4 high school junior participants. I will be attending as the chaperone from our school. There will also be State FFA Staff, State Officers, and other FFA Advisors if the need for a specific male chaperone arises. We will be requesting a school van for transportation to the event. The conference fees are sponsored by the Green County Farm Bureau. Motion by Seitz, seconded by Johnson to approve the FFA Overnight Trip to Farm Bureau Farm Forum Conference motion carried 7-0.

- C. **Approval of Girls Fury Hockey Team Overnight February 7, 2020:** The Rock County Fury girl's hockey team will be traveling to Somerset, WI, on Friday, February 7th. They will be leaving school at noon on that day. After playing at Somerset, they will be spending the night and playing in Altoona, WI on Saturday, February 8th. This will be a ONE NIGHT athletic trip that affects two of our HS athletes. (Haley & Alyssa Knauf) All supervision will be the responsibility of the hockey coaches & parents/guardians. The Beloit School District has taken appropriate steps to ensure proper supervision and has approved of the trip. Motion made by Seitz and seconded by Kopp to approve the overnight Girls Hockey Trip on February 7,2020 Motion carried 7-0

- D. **Acceptance of Gifts:**

Sarah Nienhaus received a Grant from the Education Foundation of the Albany Community for \$250 for your project, Middle School End of the Year Field Trip.

National Honor Society received a \$5 donation from a woman at their Scoopie Night 12/4/2019

Connie Received \$464.94 from the School Mall Program, "Caring for Classrooms."

ExxonMobil Donation the ExxonMobil Educational Alliance program received a nomination for our school to receive a \$500 grant from your local Exxon/Mobil location; the funds will be used in the Math and Science.

Motion by Monson, second by Kopp to approve the acceptance of gifts presented motion carried 7-0

E. Open Enrollment – Designation of Regular & Special Education Spaces: Recommendation of Open Enrollment Regular Education Students

Elementary

Grade Level OE #

4K	5
KG	8
1	8
2	10
3	8
4	3

Total 42 Regular Education Students

Middle School & High School 60 Regular Education Students

Motion by Kopp, seconded by Monson to approve the Designation of Regular & Special Education Spaces

Recommendation of Open Enrollment Regular Education Students as presented Motion carried 7-0

F. The payoff of Capital Leases: the Finance Dept was looking at paying off the two Capital Leases we have right now. To save a little on Interest Charges.

KS Bank LED Lighting Lease - Last payoff date was 12/12/2019 (it was too late to get another payoff for a January date) was \$73688. We would save Approx. \$6235. This is a 3-year lease with the final payment due on May 1, 2020.

Gordon Flesch Copier & Printer Lease - Approx. The payoff would be \$29580. We would save Approx. \$4329. This is a 5-year lease with the final payment due on Aug 25, 2023. Once the 5 years is up, these Copiers & Printers are out with a "Dollar Buyout." Our worry is, will these actually "live" 5 years with the wear and tear we put on them.

Total of these 2 leases payoff \$103,268 a savings of \$10,564.00

Motion by Monson by to move to pay off the KS Bank LED Lighting Lease and to table the Printer Lease until there is more information, seconded by Kopp. Motion Carried 7-0

G. Support Staff Handbook: No Discussion took place as Item was tabled until the next meeting

H. Fund 21 usage (playground): No discussion took place as the item was tabled until next meeting

I. Building & Grounds Update and Facility Improvement Planning:

The bids are going out before the February meeting; the wall in the weight room and classroom is non load bearing, so that is a cost-effective Budget is looking to be close to the higher end. The parking lot will be a critical factor in the budget. Next meeting is January 20, 2020 at 2:00

J. District Administrative Structure: Mr. Trow presented the board with the following options and information. A discussion was held. Item was then tabled until the closed session.

This year's structure and expense.

This past school year - Business Manager

5/12 principal/superintendent -

PreK - 4 principal/curriculum -

Special Education Director/DAC -

Option # 1

9/12 Principal/Superintendent/Curriculum -

PreK - 8 - Principal/curriculum -

Special ed director/DAC

.5 Business Manager -

Option #2

Superintendent/Business Manager/curriculum -

k/12 Principal/Curriculum

Special Education Director/DAC

Business Manager Consult

Option #3

.5 Superintendent/Curriculum

k/12 Principal/Curriculum full time

Special Education director/DAC full time

Dean of Students/Curriculum full time .5 Business Manager

K. **WASB Convention:** next week Tuesday Steve will be attending, no action took place

L. **Hiring / Resignations / Retirement:** None at this time

12. **BOARD MEMBER COMMITTEES**

- A. **Sunshine Committee:** No meeting needed Still looking candidates for Honorary Diplomas
- B. **Technology Committee:** January 27,2020 at 4:00
- C. **Building and Grounds Committee:** Monday, February 3, 2020, at 2:00
- D. **Strategic Planning:** Need to set a meeting date
- E. **Budget & Finance:** Need to set before the next regular board meeting
- F. **Collaborations:** Monday, February 3, 2020, at 3:00 to go through Support Handbook
- G. **Policy:** Monday, February 3,2020 at 6:00 following Curriculum Meeting
- H. **Curriculum:** No Meeting needed at this time

13. **BOARD MEMBER COMMUNICATION –**

- A. **Future Agenda Items**
 Update on Support Handbook
 Wrestling Co-op
 Printer Lease
 Fund 21 Usage
 Committee Changes
- B. **Future Meetings –**
 February 10, 2020 – Regular Monthly Board Meeting
 March 9, 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 Monson, Seconded by Kopp to adjourn to closed session at 8:28 p.m. Motion carried 7-0 by roll call vote.

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

- A. **Approval of Minutes:** Approval of Closed Session Minutes of December 9, 2019, and December 16, 2019, as printed/amended. No minutes have presented. No action
- B. **Special Administrative Contract**
- C. **Administrative Contract**
 A motion was made by Kubesh to approve option number 3 as the districts administration structure starting July 2020, seconded by Kopp. Motion carried 7-0


15. **RECONVENE IN OPEN SESSION**

Motion by Seitz, Seconded by Kopp to adjourn to open session at 9:47 p.m. Motion carried 7-0 by roll call vote.

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

16. **ADJOURNMENT** - Motion made by Seitz, seconded by Johnson to adjourn. Motion carried 7 - 0.
 Meeting adjourned 9:50 p.m.


 Valerie Johnson, Board Clerk


 Steve Elliott, Board President

