

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
May 11, 2020
7:00pm**

MEDIA ROOM & Webex

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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 President Elliott at 7:00 p.m.

3. **ROLL CALL**

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

6-0 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 **May 8, 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 **May 8, 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 Monson to approve the agenda as presented. Mr. Trow informed that no action is needed on items M Staffing Discussion and N Construction Update. Motion carried 6-0. Also per Brenda please update to 2020/2021 in bid items and contract J, K, L. Motion was made by Anderson and seconded by Anderson to correct the dates on items J, K, L to reflect 2020/2021 school year. Motion carried 6-0

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of April 20, 2020 as printed. Motion by Anderson. seconded by Monson, motion carried 6 -0

A. Financial Report – In packet

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** - No events at this time
- D. **Website Update** - None at this time

9. **TREASURER’S REPORT**

- A. **Fund Balance Report** - None at this time
- B. **Budget Status** - None at this time

- C. **Budget Notes and Comments** - Paula Glaser presented the board with two different reports about the possible revenue limit scenario for the district. The reports had six scenarios based on possible funding and cuts that may take place with funding.

10. **ADMINISTRATIVE STAFF REPORTS**

Elementary Principal's Report from Mrs. Gregerson:

The Elementary has suspended their search for new Math Textbooks. We examined 6 different series and listened to 5 presentations on the books. The top ones were Bridges and Eureka. Bridges has been very successful in Evansville and Parkview. We will be using Go Math next year and piloting the following year. This decision was made because a change for next year would be difficult for both students and staff. Everyone is familiar and comfortable with the format and content, including the virtual parts of Go Math. In order to pilot we need to keep as many variables consistent to see if the series gives us better results than our old series.

April 2- May 3rd Mrs. Dillon had the Scholastic Book Fair virtually

I had a virtual birthday table in March that was fun. We will have a May one soon.

Mrs. Kendrick sent out things for families to do to celebrate Earth Day.

Teachers are reporting that participation from some students and families are starting to lag. However, virtual sessions are increasing and they are becoming more teaching centered. The teachers are also working in smaller groups and even one on one as necessary. One exciting new thing that is happening is that teachers are working on using a website to help them do running records with students at home.

Teachers are continuing lesson planning and giving students virtual, paper, pencil and activities that can be completed at home. Teachers reach out via phone or email to students as needed, especially the students who we are not hearing from.

We did a paper packet delivery on May 4th. We will do one last one for the year on May 18th.

I was pleased to listen and score senior presentations.

The Senior signs and parade was fantastic with 36 cars, 2 firetrucks and an ambulance!

Special teachers Mrs. Heinzen, Ms. Schulz, Mrs. Everson and Mrs. Gregerson have been joining zoom/webex class meetings as guests.

We had a Screening meeting to talk about how to improve our Child find and bring more families in. Nurse Lisa is working on contacting every family on our census to find out what their status is and if they are interested in 4K or other services. We did locate one family through this that we will be able to work on getting appropriate services for.

IEP's have continued and parents are making webex meetings from home work so they can continue.

The Comets Care food backpacks will continue through the summer. Starting next week we will give them out on Thursdays from 2:30-3:30 near the north door of the school. The lunch ladies will be distributing lunches Mondays and Wednesdays (packing multiple days for families) starting next week. The backpack program will be taken over by Lisa Heinzen after August 3rd and will continue to run through August and next school year. I received a check for \$350 from the Monroe Morning Optimist Club for the program that we will send on to the food bank.

Nurse Lisa had a staff step challenge. Participating staff logged 11.5 MILLION STEPS!

Mrs. Searls delivered a May Basket to each of her students' porches.

The elementary teachers put together a video for the kids. Please view it!

<https://youtu.be/u54TH9krkQ>

Examples of Homebound Educational Activities:

4K: Mrs. Ude reading a story to her class. Show and Tell

Second Grade Science is studying Brail.

Music Class Dance Video

Several teachers have sent out "flat" versions of themselves!

Mrs. Becher's phonological videos

Physical Education

Example of a Kindergarten Activity:

Fun Friday Scavenger Hunt!

Find something with three syllables

Find something in your home that starts with the digraph /th/ (example: thumb)

Find something that is as long as your foot

Find objects to make this number sentence $3 + 7 = 10$

Find something that has numbers and letters on it

Find something that is shaped like a triangle

Example from Mrs. Everson's Homebound Reading lesson

Vocabulary Page 367. Sentence 27

The squid wriggled it's tentacles.

A squid is a sea animal that looks like an octopus that has ten tentacles. Some squids are larger than an elephant.

When something wriggles, it squirms and moves in all directions. Puppies are wriggly.

What are the long arms of a squid called? How many tentacles does a squid have?

What word means squirmed around in all directions? ART

B. Superintendent's Report

Graduation/Class Night/Underclassmen Awards:

A survey was sent out providing two options related to graduation. I have included the survey questions in the packet. Results overwhelmingly supported potentially having a ceremony in late summer and if this is not a possibility, coordinate with the families to provide some type of virtual ceremony. An update to senior families has been sent electronically and by mail. An update was sent out to the district as well.

On May 20th at 7:00 pm, a virtual Class Night ceremony is being organized to recognize Seniors for scholarships and other academic honors. Details have been sent out to High School families. The district will post the date and time of the event. Per DPI guidelines we cannot post the link to the event publicly. I will direct families to share the link to anyone they choose to do so. I will explain this to the families through Infinite Campus. We will post the date and time of the event on our website and Facebook. This event will be live and recorded so they can be viewed at another time

On May 27th at 7:00 pm, a High School Awards ceremony is being organized as well. Details have been sent out to district families. Details have been sent out to High School families. The district will post the date and time of the event. Per DPI guidelines, we cannot post the link to the event publicly. I will direct families to share the link to anyone they choose to do so. I will explain this to the families through Infinite Campus.

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Dean Hiring Update: I have met with Doug to discuss creating a posting for the position. We will finalize the posting next week and get the position posted by the end of the week. I will create a committee of staff to be involved in the hiring process. We have a few options in this process.

Doug will come on board as an employee beginning on July 1.

Option 1 - post the position, screen applicants, interview and offer the position in June. Doug needs to be a part of the process so we will need to offer Doug a stipend/addendum contract in June.

Option 2 - Not fill the position now and wait until we know for sure what the beginning of the year looks like. The positions primary duties would involve discipline, attendance, supervision.

The disadvantage to option 2 - lose out on potential candidates, advantage potentially saving money depending on the beginning of the year.

Summer School:

There is no summer school being held in June and July. A potential core subject based summer school is being discussed with staff for the first two weeks of August prior to school starting in the fall. This would possibly involve small group instruction of students. Also, online credit recovery classes for students will also be offered during this time prior to school starting. The requirements/guidelines for summer school are still not clear from the state. I learned last week that more information regarding reimbursement for attendance should be coming to schools very soon. Much of this programming depends on guidelines provided by the governor and our health department officials.

Food Service:

The decision to provide free meals for students through June 30th was made by the state. As a district, I feel it necessary to explore continuing to provide meals through the beginning of school next year. We will be asking families prior to the end of the school year if they would be interested in receiving meals through August. We will ask if it makes a difference for the family if it is free or reduced or charged at full cost. We have a grant that we have applied for that can bring in as much as \$3000 for various items needed for the COVID 19 program including the salary of workers. It is also possible that the reimbursable food being provided will also continue. We will get information out to families regarding meals once we have more details of how this will happen. We should know more from the state in the next few weeks.

Construction update from Mr. Trow:

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.

Week of 5/4

Monday - Wednesday

- Strip walls and remainder of footings
- Form and pore front footings and walls
- Backfill with gravel

Wednesday - Friday

- Excavate for masonry
- mobilize block walls

5-11-20

Masonry interior partitions

Possibly Friday or following Monday brick windows.

As of today we are on schedule even with the rain day.

Next Construction meeting - May 18th at 2:00

Summer/End of the Year Projects:

We had a Building and Grounds meeting on May 7th. Jimmy put together a plan of action for projects that will be completed and when.

The carpet projects will begin the week of May 18th.

The cabinets have been ordered and he will be visiting the school. Only bottom cabinets. Cabinets will start the week of June 15th to be completed by June 28th.

Boys locker room partitions are started but not complete. Lockers to be shipped to shop in June, potentially installed the 1st week in August.

Gym Floor - yearly resurfacing - week of July 14th.

Regular Summer Cleaning - a head of schedule -

Guidelines were given to staff on scheduling days to organize rooms prior to custodial cleaning.

Relocating DPI Files and Records - big project to sort through student files and financial records. Materials being moved will be stored in the storage room in the new elementary classroom on the lower level.

Discussion of Parking Lot options from Batterman.

Items not spoken about at the meeting:

Wooden Tractor in the front along with the playground in the front

We did not talk about the removal of the old playground

I will follow up with Jimmy to get any information regarding either one of these areas and get some information to the building and grounds meeting the next time we meet.

Bus 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.

Virtual Instruction/beginning of next school year:

Starting in a few weeks, there will be think tanks with CESA 2, with groups of Superintendents working on various scenarios related to school starting next year. We will be breaking down areas such as budget, instruction, busing, schedules, staffing, custodial needs, nursing needs, cleaning supplies, PPE equipment, class size, lunchroom procedures and many other unknowns at this time.

We will begin to discuss what a possible virtual beginning to next year will look like for our building during our PLC times once I know more about next year. I will be presenting a plan to the board for instruction to begin the year virtually during the July board meeting. Much of our staff development prior to the school year at this point will be spent on Google classroom to establish this as a virtual platform for the district.

Support Staff Letters of Assurance:

No changes to support staff for next year and letters of assurance will be sent out to support staff next week. This does not need board action.

Band Lessons:

Our band director will be providing virtual band lessons with our students through the summer. We will be paying her per hour stipend as last year.

Registration:

Registration is scheduled for August 5th and 6th next school year. We need to be prepared for the possibility that we may not be able to hold registration as we have in the past. Many of the forms are already online already. We will be working with Tyler and Amanda Dillon to get forms coordinated to make this happen. We are hoping to avoid using online Infinite Campus for registration because of the expense. I will bring the board a decision once I have more information in the July board meeting.

Senior/Staff Car parade:

Wednesday, April 29th a car parade was held by the staff for the Seniors. Staff meeting at the Albany United Methodist Church at 4:45pm to start lining up. Signs were made to be placed in yards as the parade went by.

National Honor Society at awards night and hopefully do a ceremony in the fall on the May 27, 2020

Elliot commented Staff is doing a great job and Mr. Trow agreed and stated the staff is doing a really good job with distance learning.

A big thank you to Mr. Doescher, Albany Fire Department and everyone who was involved in making the senior parade happen

C. President's Report

11. REGULAR BUSINESS

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

Resignation of School Board Member

- A. Mr. Kubesh is no longer living in the district. Next meeting board will discuss and review applications for board positions. Applications are due to Brenda by Friday, June 5, 2020. The board thanked Mr. Kubesh for his service. No Action taken.

B. Election of School Board Officers

(I, D, A)

President Elliott opened the floor for nominations for President. Johnson nominated Elliott, seconded by Seitz. Final call for president. Motion carried 6-0. Elliott accepted the President position.
Elliott called for nominations for Vice President. Monson nominated Kopp and seconded by Anderson. Final call for Vice president. Motion carried 6-0. Elliott made final call for nominations for Vice president. Motion carried 6-0. Kopp accepted Vice president position.
Elliott called for nominations for Treasurer. Johnson nominated Monson, seconded by Anderson, final call for Treasurer was made. Motion carried 6-0. Monson accepted Treasurer position.
Elliott open floor for clerk nominations. Seitz nominated Johnson, seconded by Anderson, final call for nominations. Motion carried 6-0. Johnson accepted clerk position.

C. Appointment of CESA 2 representatives

(I, D, A)

The annual CESA meeting will be held on June 16, 2020, the meeting will be held by zoom instead in Whitewater. Seitz made the motion to have Johnson continue as district representative with Kopp to be the alternate. Seconded by Kopp, motion carried 6-0.

D. Acceptance of Gifts

(I, D, A)

Mr. Doescher informed the board that the sports boosters would like to donate \$1,000 towards the purchase of new volleyball nets as the current ones are over thirteen years old and in need of fixing. Motion was made by Kopp and seconded by Monson to approve the \$1,000 donation from sports boosters toward the volleyball nets, motion carried 6-0.

E. Athletic Update for Spring and Summer 2020

(I, D)

Mr. Trow and Mr. Doescher provided the board with the following information: Since our meeting last month the WIAA made the decision to cancel all spring sports. The Six Rivers Conference, along with many others, decided against locally governed opportunities in the month of July. At this point, if regulations are lifted by July, sports for each school district in the Six Rivers Conference will be traditional off-season opportunities with restricted coaching contact days. (Normal summer for sports. NO WIAA games or mandatory practices)

F. Spring Sports Coaching Payments

(I, D, A)

With those decisions being made, I fully recommend and support that we pay our spring contracted coaches their full amounts of due contracts. They have done a great deal to support our student-athletes in recent weeks & will continue to this summer.

Other Districts and Information Gathered At This Point

Juda ~ Pay all spring sports coaches full contract amounts.
Monticello ~ Pay all spring sports coaches full contract amounts.
Brodhead ~ Pay all spring sports coaches full contract amounts.
Black Hawk ~ Pay all spring sports coaches full contract amounts.
Parkview ~ Pay all spring sports coaches full contract amounts.
Evansville ~ Pay all spring sports coaches full contract amounts.

****According to a WADA poll state-wide, 74% of the WIAA schools are paying the full contracted amounts to their coaches for spring sports.*

Reasons Districts Would Pay Full Contract Amounts Regardless of Decision on Spring Sports

If seasons are cancelled, the decision would entirely be out of the control of coaches. (Not because of lack of players, or reasons that coaches/athletes have a part in.)

Coaches have rearranged work schedules, vacations, commitments, with the expectations of coaching their sport.

Cooperating schools that we coop with are paying their coaches in full. (Baseball ~ Monticello & Softball ~ Juda)

Opportunity to show commitment to Albany coaches that go above and beyond with their commitments to our student-athletes.

Coaches put in many hours of open gyms, weight room, season plans, parent/player meetings, fundraisers, youth camps, and many other things in anticipation of being organized and prepared for their seasons.

With current suspension of sports, coaches continue to communicate with players and parents, organize & plan in case seasons continue.

Money for full payment was already budgeted into the athletic budget for 2019-2020. There will still be a great deal of savings due to cancelled transportation, equipment, entry fees, umpire & official fees.

Current Coop Contract Financial Set-Up

Monticello-Albany HS Baseball (Monticello is host school)

Finances are based on the percentage of athletes from each school. End of the year bill is based on athletes percentages off of the following things: Equipment, uniforms, transportation, umpire fees, coaching contracts. (Two coaches are paid. Both are contracted by host school Monticello, but then split on final bill between Monticello & Albany) Normal year total bill for Albany is approx.. \$5,000-\$7,000.

Juda-Albany HS Softball (Juda is host school)

Finances for this coop have always been a flat rate of \$1,000 to Juda for equipment, entry fees, umpires, etc.... We pay our two coaches in full and Juda pays their two coaches in full. After paying our coaches and \$1,000 to Juda a normal year total bill is approx.. \$4,300

Current Albany MS/HS Coaching Contracts for Spring Athletics

HS Baseball Head Coach ~ Approx. \$2,300

Contracted by Monticello HS

Asst. Baseball Coach ~ Approx. \$1,600

Contracted by Monticello HS

MS Boys Basketball Coach ~ \$1,300

Season was 1/2 completed

MS Track & Field Coach ~ \$1,300

HS Track & Field Head Coach ~ \$3,000

HS Track & Field Asst. Coach ~ \$1,800

HS Softball Asst. ~ \$1,800

HS Softball Asst. ~ \$1,800

Amounts listed above are full contract amounts that were assigned last summer. Amounts are gross amounts. Elliott asked about refunding fees to families , Mr. Trow stated all High school fees will be returned to families that paid. No Action was needed.

G. Approval of 2020-2021 Coaching Contracts (I, D, A)

Mr. Trow and Mr. Doescher presented the board with their recommendations for coaches for the 2020-2021 school board. Discussion was held and motion by Seitz, seconded by Anderson to approve all the contracts as resented. Motion carried

H. WIAA Membership renewal (I, D, A)

The WIAA membership renewal is due, motion by Seitz, seconded by Monson to renew for the 2020/2021 year, motion carried 6-0

I. Graduation Update & Suspension of Policy #5460 for 2020 (I, D, A)

Mr. Trow presented the policy states a student needs 26 credits to graduate. Motion was made by Kopp, seconded by Johnson to suspension of policy 5460 for this year's senior students. Motion carried 6-0

J. Opening and Awarding of Milk Bids for 2020 /2021 (I, D, A)

Elliott open three bids for milk contract for 2020/2011 school year. Bid one was 22 cents and 24 cents. Bid two was 36 cents and 29 cents. Bid three was 26 cents and 29 cents. Discussion was held and Motion was made by Seitz, seconded by Anderson to contract with Bid one. Motion carried 6-0

K. Opening and Awarding of Bread Bids for 2020/2021 (I, D, A)

Elliott opened the one and only bid for bread for the 2020/2021 bread contract. Seitz motioned and seconded by Monson to accept bid one for bread. Motion carried 6-0

L. Approval of CESA 2 Contract for 2019-2020 (I, D, A)

Motion by Seitz, seconded by Anderson to approve the CESA contract for 2020/2021 school year. Motion carried 6-0

M. Staffing Discussion (I, D)

No Action was taken and item was table per motion by Monson, seconded by Seitz, motion carried 6-0

N. Facility Planning & Construction Update (I, D)

No action needed Administration report for update by Mr. Trow

We had a Building and Grounds meeting on May 7th. Jimmy put together a plan of action for projects that will be completed and when.

The carpet projects will begin the week of May 18th.

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Discussion of Parking Lot options from Batterman.

Items not spoken about at the meeting:

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We did not talk about the removal of the old playground

I will follow up with Jimmy to get any information regarding either one of these areas and get some information to the building and grounds meeting the next time we meet.

O. Professional Staff Contracts for 2020/2021

(I, D, A)

The board was informed that the staff contracts were sent out and support contracts will be going out this week. Motion was made by Seitz, seconded by Johnson to approve the increase as presented to the board for 2020/2021 contracts. Motion carried 6-0

P. Hiring / Resignations / Retirement **(I, D, A)**

Motion by Kopp, seconded by Seitz to accept the registration of Chelsea Windmoeller-Schmit from student council position. Motion carried 6-0

12. BOARD MEMBER COMMITTEES

- A. **Technology Committee** - need to set a meeting before the end of June
- B. **Building and Grounds Committee** - Monday May 18, 2020 at 2:00
- C. **Strategic Planning** - No meeting set
- D. **Budget & Finance** - meeting before June regular meeting
- E. **Collaborations** - June 15, 2020 at 2:30
- F. **Policy** - June 22, 2020 at 5:30

13. BOARD MEMBER COMMUNICATION –

A. Future Agenda Items

- Playground Equipment and update\
- Summer school update
- Food Services
- Camp Comet August 2020
- Registration August
- Graduation update
- Material turn dates
- Bus contract
- Open board position

B. Future Meetings –

- June 8, 2020** – Regular Monthly Board Meeting
- June 29, 2020** 6:00 Special Meeting
- July 13, 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 9:22 p.m. Motion carried 6-0 by roll call vote.

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

6-0 members present

A. Approval of Minutes: Approval of Closed Session Minutes of April 9, and April 20, 2020 as printed/amended.

B. Staff Concerns and Future Staffing **(I, D)**

C. Principal Contract **(I, D)**

15. RECONVENE IN OPEN SESSION

Motion by Kopp, Seconded by Anderson to reconvene to open session at 10:35 p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Justin Monson	Yes
Phil Kubesh	Yes/No	Valerie Johnson	Yes		
Sherri Seitz	Yes	Adam Kopp	Yes		

16. ADJOURNMENT - Motion made by Kopp, seconded by Anderson to adjourn. Motion carried 6-0.

Meeting adjourned 10:36 p.m.