

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
November 11, 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 Elliot 7:01 p.m.

3. ROLL CALL

Carrie Anderson	Present	Gary Armitage	Absent	Steve Elliott	Present
Valerie Johnson	Present	Adam Kopp	Absent	Student Council Rep.	Present
Justin Monson	Present	Sherri Seitz	Present		

5 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 **November 8, 2019**, which is more than twenty-four hours prior to the meeting date. Due to this fact, the agenda that was published in the newspaper may have been altered. An up to date agenda is available on the District’s Website: <http://www.albany.k12.wi.us> and at the following locations in the District: the Albany Post Office, Town Bank, on the North and East doors of the school, and on the official notice board in the main hallway near the District Office on **November 8, 2019**.

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

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of October 14, 2019, as printed.

A. Financial Report No report given

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

8. CORRESPONDENCE

A. Student Council Report - Payton Wachholz and Kaiya Zurfluh gave the board an update. Student council is planning a Secret Santa week for the members in December. They are planning to purchase Christmas gifts for the people in the area nursing home. They are also looking into either going to watch a movie or having a movie day the week before Christmas break.

B. Community Center Report - None at this time

C. Website Update - None at this time

9. TREASURER’S REPORT

A. Fund Balance Report - No report was given

B. Budget Status - No report was given

C. Budget Notes and Comments - No report was given

10. ADMINISTRATIVE STAFF REPORTS

A. Elementary Principal’s Report - The Elementary invited the whole school to Pink Out Day on October 15. We took a picture in the Gym because it was too windy for our students to take the picture with a drone. We got a nice pink picture in the shape of a heart for breast cancer awareness month.

Teacher observations for Educator Effectiveness are progressing. Teachers have completed their Personal Professional Goals and Student Learning Objectives and given out their student surveys.

On October 25th, we had in-service. In the morning, we listened to a presentation on ELL. In the afternoon, the teachers interacted with a STAR webinar training to learn more about STAR reports that they have available. The website has been updated, and the webinar familiarized the teachers with the new format. The MS/HS teachers also had presentations on the Literacy Project.

On October 26th, we had 2 trunks decorated and manned by teachers at the Community Center’s Trunk or Treat.

The Kindergarten teachers (4K and 5K) attended a Learning Without Tears conference. We currently incorporate Handwriting Without Tears curriculum, and the teachers were excited to see the expansion into reading and math. They came back with lots of ideas.

On October 31st, the Elementary students enjoyed Halloween parties and a Halloween parade, which was also enjoyed by parents. There were many parents in attendance and it was great to see the costumes without their winter gear over the top.

On November 6 and 7, Parent/Teacher conferences were held. We had good attendance at all levels.

The playground committee had a meeting on November 5th. After going over several bids that Jim Briggs gathered, it was decided that we would not accept the matching funds for \$55,000 because the other bids gave us more for the money even without the match. We began discussing some ideas and wishes for the playground and created an action list.

B. Superintendent's/Principal Report

Out of the building

November 12th - Six Rivers Principal Meeting

November 19th - Six Rivers Superintendent Meeting

December 5th - Baird Model training - Madison

Events since last Board Meeting

On October 22, the Parkview/Albany football team won their first game ever against Living Word Luthern 60-32. Nice to see the team get their first win. The relationship with Parkview has been great. The 7th and 8th-grade teams also have had a positive experience. Each team had several wins. In some of the games, they had to combine teams because of the low number of players on the other team.

October 25th Professional Development - The day was broken down into three parts - STAR Testing training to gain a better understanding of reports that can be run and how to access the data from our students. Further ELL training from CESA with a focus on math but also discussions on how to grade and assess student progress of those students we currently have in our building. The last part of our day was the training provided by our staff for grades 5-12. The six staff members organized and then presented instruction on how to utilize Literacy Project strategies. Staff members moved through classrooms as students while staff presented mock lessons. The staff utilized peer assessment/feedback tools, while the other staff members presented lessons and strategies. Feedback received from the professional development was positive.

Kopp was marked Present at 7:10

October 29th - November 1st, nine students attended the National Convention in Indianapolis.

Blood Drive

November 4th, the blood drive was held in the Elementary Gym. The drive fell just short of the goal of 32 pints with a donation total of 30 pints. Great job, everyone!

Math Meet

On November 6th, 14 high school students grade 9-12 traveled to UW-Platteville to compete in math meet against 11 other teams. For the first time in over eight years for sure (Mr. Schwab has never brought a team to the meet and won), the Albany team came in 1st place. Mr. Schwab and his students should be proud of their accomplishments. My wife was thrilled being a former math teacher here in Albany.

English Update

I am in the process of assessing the English classes being taught by Mr. Diedrich. We will be getting feedback from other JAM schools along with our students. I am meeting with JAM next week to begin discussing options. I will be meeting with Mr. Diedrich after Thanksgiving. I have spoken to UW-Rock County to explore options related to telepresence provided by the college. The school is now affiliated with UW-Whitewater as well, so this is a positive for our students. I will provide my recommendation at the December/January board meeting once information has been gathered. Mr. Diedrich can not teach these courses past the 2022-23 school year because of requirements for dual credit courses for the state.

Tree Removal

Information is in the board packet. Jimmy and I both recommend to move forward and schedule the tree work on the corner lot to be completed. Both Adam and Justin have sent emails in support of having this completed. Regardless if we place the playground on that lot, we need to create a usable and safe space.

C. President's Report - None at this time

11. REGULAR BUSINESS

- A. **FFA National Convention Presentation** - Eight of the nine students were in attendance to report on the National convention they attended. They toured Fair Oaks Dairy, a Candy factory, a fishery, and the Basketball Hall of Fame. They attended the FFA convention with many different workshops. They also attended a concert and Rodeo as part of the convention. The FFA started their food drive for November - the food will be donated to local food pantries. The Fruit and Meat Sale finished up today. Next week, four members will be attending the 212 and 360 leadership conference in Wisconsin Dells.
- B. **Acceptance of Gifts** - Mr. Trow informed the board of three separate gifts to the school: Albany FFA Received a \$750 donation from the Green County Ag Chest for helping out at the banquet at the end of the year and hosting Alice in Dairyland for maple syrup. S. Malkuch donated \$20 to the Scholarship fund. Albany HS boys' basketball will be using the \$500 donation from Albany Sports Booster towards their bill for the HUDL stats/recording software that they have used in the past. Motion by Seitz, second Anderson to accept the three gifts to the school. Motion carried 6-0
- C. **Appointment of New School Board Member** - Through a letter, Gary Armitage informed the board that due to medical issues, he stepped down from his position on the Albany School Board effective immediately. The board thanked Mr. Armitage for his service. A motion was made by Kopp and seconded by Johnson to appoint Phil Kubesh to serve on the board.

- D. **Election of Treasurer** - Item was tabled until next meeting
- E. **Wrestling co-op** - Mr. Doescher was there to report on the future of the Evansville Albany wrestling co-op. At this time, there are no high school students out for Wrestling. The co-op is through the end of this season. Mr. Doescher's suggestion is to continue to talk with Parkview School District about co-oping for the 2020-2021 season. He stated the co-op went very well with Parkview for football. Many schools have football and wrestling co-ops. He has had discussions with the Parkview Athletic Director and will continue if the board feels this is a possibility. There was discussion about the coaching and transportation of middle school and high school wrestlers in the future. At the high school level, there would need to be a certain number of students for transportation; this would be similar to the girls' hockey co-op. The board asked Mr. Doescher to continue talks with Parkview and more discussion will be held at a future meeting.
- F. **Approval of JV Boys Basketball Coach** - This item moved to letter M in Regular business as no separate vote is needed.
- G. **Update on Frontline Sub Calling System** - Mr. Trow gave a report which serves to verify the benefits of the Frontline Sub Calling System.
- Efficiency - The system immediately notifies all qualified subs of job openings when an absence is entered by a staff. This is much faster than one-by-one phone calls. We have, as of 11/7/2019, not had a day uncovered by a teacher sub. When this did happen, as it did MANY times last year, teachers lose prep time because they have to fill in.
- Frontline saves time and physical resources as teachers can attach sub plans in the system, and subs can leave feedback, all in a paperless format. In addition, I can electronically verify that a sub job has been completed, and transmit that accurate information to the payroll department, again saving time and paper.
- Teachers - Teachers like that they can enter five favorite subs, as those subs get a 20% lead time on jobs before they are visible to other qualified subs. This ensures the likelihood that the class will get a sub that fits the position best. A convenience to note is that staff do not have to wait until 5:30 am to phone the sub coordinator when they are calling at the last minute. They can enter their absence in Skyward and Frontline any time day or night.
- Substitutes - We have lost substitutes in the past because they enjoyed the automated systems and did not need to accept jobs from us. We have acquired new, highly qualified subs through word of mouth from other multidistrict users. The subs that serve multiple districts love the system as it automatically creates a calendar, so they always know where they need to be. Elliott asked that the Frontline information be added to the school's website so subs know the information.
- H. **Fund 21 usage** - The school has \$312,00 from the sale of property last year that was gifted to the school. Discussion was held about what ways to use these monies. Mrs. Gregerson informed the board of updates from the playground committee held a meeting on November 5th. After going over several bids that Jim Briggs gathered, it was decided that we would not accept the matching funds for \$55,000 because the other bids gave us more for the money even without the match. We began discussing some ideas and wishes for the playground and created an action list. A discussion was held on the possibilities of how to utilize the three different playground areas. Mr. Trow has a meeting with Mr. Lapointe and another vendor next week for possible layouts. It was suggested that someone go to the Olson Elementary school on Madison's west side as they have just updated their playground. At this time, no action was taken, and Connie will report back with updates. Seitz asked about her past idea of using the money for teachers to have a way to earn a classroom remodel each year with a certain amount of the year. Mr. Doescher brought up the need for lockers in the boys' locker room and the need to update flooring in both locker rooms. The board will look into quotes for lockers. No action was taken on Fund 21.
- I. **2020-2021 School Calendar** - Discussion was held about the start on the 2020/2021 calendar; there were questions about the start date of the due the construction. The end date for construction is August 25, 2020. A discussion was also held on PD for staff and the calendars impact of scheduling with JAMB. A motion was made by Kopp and seconded by Seitz to approve the 2020/2021 school calendar as presented in the board packet. Motion carried 6-0
- J. **PA System Update** - Mr. Trow gave the following report on the PA system - a new PA system has been ordered from Mastercom for \$18,270 to be installed this summer. An additional cost for 4 analog clocks at cost of \$160 and 1 digital clock at cost of \$360. We had an assessment of the system done and everything is working as of right now. The issues we were having were related to how the controls were labeled not the physical wiring. Over time, when areas of the building have moved, the labeling of areas did not stay accurate, so when an area was paged, it did not broadcast in this area of the building. This has been corrected.
- K. **Building & Grounds Update and Facility Improvement Planning** - There was a discussion about the Emergency Exit on the cafeteria that needs to be addressed to ensure that it is up to code with the construction. A conversation about the roof type and style of the commons area took place about if the design would be two roofs versus the three-roof design. The committee informed the board of the next two meetings. Trow shared a quote for tree removal and gave his report. Information is in the board packet. Jimmy and I both recommend to move forward and schedule the tree work on the corner lot to be completed. Both Adam and Justin have sent emails in support of having this completed. Regardless if we place the playground on that lot, we need to create a usable and safe space. The quote was from Kubly Tree service for \$3,040.00.
- L. **Selection of WASB delegate and alternate for January 22, 2020 Convention** - Discussion was held about the WASB convention Wednesday, January 22, 2020 to Friday, January 24, 2020. Motion by Johnson, seconded by Seitz to select Steve Elliott has our district delegate with Kopp as alternate to the WASB Convention. Motion carried 6-0
- M. **Hiring / Resignations / Retirement** - Motion was made by Seitz and seconded by Monson to hire Mitchell Trow as the JV Boys Basketball coach. Motion carried 6-0

12. **BOARD MEMBER COMMITTEES**

- A. **Sunshine Committee Report** - Nothing at this time
- B. **Technology Committee** - Need to set a date for a meeting
- C. **Building and Grounds Committee** - Monday, November 25, 2019, and Monday December 2, 2019 at 2:00
- D. **Strategic Planning** - Wednesday, December 4, 2019, 5:45
- E. **Budget & Finance** - Need to set a meeting
- F. **Collaborations** - Nothing at this time
- G. **Policy** - Nothing at this Time
- H. **Curriculum** - Nothing at this time

13. **BOARD MEMBER COMMUNICATION –**

- A. **Future Agenda Items**
 Wrestling Co-op Information
 Support Staff Handbook (A)
 Fund 21 (playground)
 Facility Planning
 Election of Treasurer
- B. **Future Meetings –**
 November 25, 2019, 2:00 Building and Grounds
 December 2, 2019, 2:00 Building and Grounds
 December 4, 5:45 Strategic Planning
 December 9, 2019 – Regular Monthly Board Meeting
 January 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 Anderson, seconded by Seitz to adjourn to closed session at 9:13p.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:** Motion by Anderson, seconded by Seitz to approve the Closed Session Minutes of October 14, 2019 as printed. Motion carried 6-0.
- B. **Administrative Contracts** - No Action took place


15. **RECONVENE IN OPEN SESSION**

Motion by Anderson by Johnson to adjourn to open session at 9:32 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 Monson, seconded by Kopp to adjourn. Motion carried 6-0.
 Meeting adjourned at 9:34 p.m.


 Valerie Johnson, Board Clerk


 Steve Elliott, Board President