

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

**July 13, 2020
6:00pm**

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 potential

1. PLEDGE OF ALLEGIANCE

2. MEETING CALLED TO ORDER - The meeting was called to order by Elliot at 6:18p.m.

3. ROLL CALL

Carrie Anderson	Present	Steve Elliott	Present
Valerie Johnson	Present	Adam Kopp	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 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 **July 10, 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 **July 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 Motion made by Anderson seconded by Seitz to approve the agenda as presented. Motion carried 6-0

6. CONSENT AGENDA - Clerk’s Report - Motion by Monson second by Seitz to approve of the Regular Meeting Minutes of June 8 & 29, 2020 as printed. Motion carried 6-0

A. Financial Report

7. CITIZENS’ REQUEST TO BE HEARD presentation from Amanda Ryan and James Schwab about their concerns and other staff in regards to COVID 19 opening school in person.

Erica Roth addressed the board with her concerns of COVID 19 and school reopening.

8. CORRESPONDENCE

A. Student Council Report No report at this time

B. FFA Report No report at this

C. Community Center Report None at time

D. Website Update None at this time

9. TREASURER’S REPORT

A. Fund Balance Report Funds excluding 39, 46, 49, 60, June cash receipts total \$121,168.91 June checks processed totaled \$771,747.03. June saw a decrease in cash available. Fund 39 the referendum debt service June checks none. Capital project fund June checks totaled \$388,703.50

B. Budget Status

C. Budget Notes and Comments. Starting on the 19\20 audit the first day and House is July 24 discussion regarding the 2021 budget continues as information becomes available July 1 general aid estimate from DPI for the 2020/2021. the dpi must provide an estimated date estimate by lock the amount is expected to change.

the support staff received their letters of acceptance showing their pay increases more staff members have earned the 2021 Students and chaperones percent refunds for the Bob Rogers trip to New Orleans

Scholl receive the payments for the DOJ security grant of \$1503.00 received the last payment for the FYI 19 teach grant of \$1309.00

2019/2020 contacts were paid out as of 6/30 2020

We continuing to report to dpi in the manner in compliance

All curricular contacts went out to the coaches and staff

We continuing to work with the community center to finalize their new area
 Town Bank charging us monthly that we are looking at possible changing banks
 Open enrollment for employee insurance went out to staff forms are due back by July 20 for changes effective September 1
 still working on updating account coding and staff access to correct accounts and setting up monthly reports for particular
 groups and staff in the process of making new timesheets that are usually are friendly for a staff almost there and will ask
 new staff test and part Sherri continues to train with Paula is ongoing

10. ADMINISTRATIVE STAFF REPORTS

A. **Principal's Report**

B. **Superintendent's/Principal Report** Mr. Trow gave the following report in regards to the community center they're setting up protocols for keeping grade levels in designated areas such as possible when in the building as an administrator team they are working feeling it's very difficult to manage the protocol within the community center when it opens going to look at contact tracing in the building if there's a positive test regarding a staff member in the building this is a very difficult with a guide very grade levels in contact with each other and the community center the high school students will be mixing with the unstructured time will be limited and high school students and students will not attend they can center through the safety of our students and staff with a mansion concerned we are recommending the community center be closed until further notice this information will be sent out to parents on infinite campusIf the community center is closed for the foreseeable future the district will not love your property tax for the fund 80 community service this file. Mr. Trow informed the board back to school night is canceled different due to COVID-19 eighth grade celebration was to be in hell that night at back to school and now it's canceled homecoming for Albany this year was to be held in the winter season as of right now we have no decision for the dance and other activities and ministration will monitor decision as the schoolyard moves forward at this time all sports are still scheduled to occur but it would change at any moment as well due to COVID-19 all field trips and large assemblies are canceled until further notice for the district activities like FFA can have meetings but mask must be worn and social distancing along with other safe safety protocols will be followed these would be the same high school students who would be in contact with each other during the day. The district is still required to comply with dpi monitoring rules the mothering is moderating requires a business officer to submit additional documentation when the claims are submitted to provide bank regulations we can start when requested by D PA and the updated procedures for financial processes in addition to other requirements the district has placed on monitoring as rest of the 2017 2018 audited which identified significant in insufficient financial procedures in the internal control procedures the administration has been made progress we are hopeful that this year's audit will allow us to come off of monitoring. At this time we expect to remain on the DPA monitoring doing due to staff noncompliance in some areas registration preparation three additional questions must be answered within the registration process to help us plan for the school year do you have reliable Internet access to what grade is your child and are you sending your child to school three do you plan on sending your child to school on the bus with COVID-19 safety protocols being followed Tyler will demonstrate the forms in process. Updates from Mr. Trow since last board meeting the classrooms organization has started to prepare for school superintendent meetings with Green County Health Department are ongoing tech meetings have been held to discuss what is needed any type of hybrid virtual model the dean and fire Ed interviews are taking place village meetings to discuss what type of support might be needed as the school opens with new entry and drop off locations graduation preparation meetingsMr. Trow also discussed restructuring 4K the plan in place is to have one section of 4K moving into the next school year the number is 15 students which is a lot for one section with COVID-19 situation we are this makes higher numbers for difficult to manage if receive more students the 4K would be put into two section groups Mr. Trow's recommendation is to wait until after registration and reassess the numbers for 4K and make a final decision in early August we would reach out to the parents to get a preference of morning or afternoon if we had to split into two groups. Mr. Trow gave a cleaning procedures schedule for the building

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

11. REGULAR BUSINESS

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

- A. **Oath of Office of School Board Member** New board member Lori motor for sworn in by clerk Valerie Johnson. No vote needed Modaff marked present (I, D, A)
- B. **Building Project Payment Update** Report was given and financials of the construction so far Bray has been paid 100,000 \$86,745.00 Cullen has been paid \$590,780.70 we have accumulated \$278.45 in Bank fees. Other payments include \$6673.94 to CGC parking lot soil test and \$6480.56 to betterman for the boundary surveys so grand total to date is 790,958.65 No action was needed (I, D)
- C. **Revise grade level for Fees for 2020-2021** In the area of general fees change would be kindergarten through fourth students middle school is grade 5 through 12 students. Motion by Seitz a second by Monson to approve the updated grade levels for lunch fees for the 2020 2021 school year motion carried 7-0 (I, D, A)
- D. **Approval of Student/Parent Handbook** Discussion was held in regards to parent handbook not all information was available and board packet motion was made by Seitz second by Kopp to table this item D approval of student handbook to close session motion carried 7-0 (I, D, A)
- E. **Approval of Extra Curricular Code of Conduct Book** Discussion was held in regards to approval of extracurricular code of conduct in changing GPA for athletic ability eligibility to a 2.0 versus 1.5. Motion was made by Monson seconded by Seitz to approve extra curricular code of conduct book as presented motion carried 5-2 Kopp and Johnson voting against (I, D, A)
- F. **Annual Notice of Academic Standards 2020-2021** Mr. Trow informed theOf the school district I'll open it and you'll notice of academic standards included in the packet this notice is issued for the state statute 120.13 requires that annually parents and guardians of students residing in the school districts are notified of the board approval of academic standards standards that will be utilized during the school year and this content area that covered are early childhood is 4K English including reading and writing mathematics science social studies and addition core areas Albany Schools has adopted the Wisconsin state standards for electives electivesMotion was made by Anderson and seconded by Kopp to approve the notice of academic standards for 2021 school year as presented to the board motion carried 7-0 (I, D, A)
- G. **Registration Preparation** Mr. Trow informed the board they're still working on online registration for the website working on making user-friendly payment section is not working as as this afternoon parents would be able to access from the website and go to infinite campus would also work on having appointments ,if families need to come in to use internet or support with the registration packet they should call to schedule an appointment. No action was needed (I, D)

- H. **Restructuring of 4K** Mr. Trow again informed the board in regards to numbers 15 children are in suspects it in 4K looking at making both morning and afternoon sessions will have more information at after registration no action took place (I, D, A)
- I. **Summer School Procedures** Administration had provided in the packet summer school procedures for staff and children to follow for summer school items included staff will conduct daily self monitoring students were required to wear mask students will be in groups less than 10 any students isolation Ariel for L students will be provided scheduled handwashing will occur can't sanitizer will be available upon request of entering the building Hanson a Tyser will be available in your classroom social distancing will be practiced one possible mixing of students will be limited water fountains will be shut off and water bottle units will use questions using their own water bottles staff will be required to wear a mask and less on an authorized by ministration to where she'll during instruction regular sanitizing of bathrooms will be conducted limited space and shared supplies should curriculum related and it will be sanitize regularly areas utilized during the day will be sent.Motion was made by Kopp seconded by Monson to approve summer school procedures as presented in board packet motion carried 5 to 2 Anderson mode off casting the two ballots(I, D, A)
- J. **Summer School Contracts** administration provided summer school 2020 update elementary remedial would be August 3-14 from 8:30 to 11:30 there would be three third-graders six second graders 1/4 grader there will also be tutoring house during this time one hour a day for one first grade student one kindergarten camp 5K and camp 4K would be have August 17-20 from 8:30 to 1130 camp 4K at this time has 15 students there would be two staff members and camp 5K would be August 17-20 Monday through Thursday to teachers remedial in middle school would be August August 3-14 98 to 10 map eight to noon three students for math and reading reading only would be to fifth grade students and to seventh and eighth grade students Johnson asked the question in regards to any high school for credit recovery Mr. Trow responded that there was only one and would not be feasible.Motion was made by Kopp seconded by Monson to approve summer contracts as stated in board packet motion carried 7-0 (I, D, A)
- K. **Construction/Summer/Playground Projects Update** Report was given and construction for the summer at the flooring projects are now complete. Cabinets have been installed sinks and Fossetts and rooms will be installed on the week of the 13th boys locker rooms and girls locker rooms are getting gnu the PO and Bill system are complete and will return to install additional speakers to the system playground update to start July 20 with demolition and grading with a finish date July 24 for final insulation summer cleaning has been going on deep cleaning all area of the building. No action was needed (I, D)
- L. **Survey Results Update**Discussion was held in regards to theThe board held discussion in regards to survey that had gone out to our families and the district 161 responses we discussed discussion on precautions and comfortable procedures in sending children back to school in person there is questions in regards toConcerns for coming back to school in person with the discussion Board asked administration for another survey to be sent out to families and staff to be completed Early August no action was taken(I, D)
- M. **Draft of District Level Reopening Plan** The Board presented the Reopening plan and discussion was held. No action was taken.(I, D)
- N. **Hiring / Resignations / Retirement** Motion made by Kopp seconded by Munson to approve resignation of Tyler Witt And James Swab as football coach

MEMBER COMMITTEES

- A. **Technology Committee** Committee will need to meet before August 10 board meeting
- B. **Building and Grounds Committee** Biweekly meetings continue
- C. **Strategic Planning** No meeting scheduled at this time
- D. **Budget & Finance** Will meet before August 11's
- E. **Collaborations Wednesday, July 29 at 6:00**
- F. **Policy Wednesday, July 29 at 7:00**
12. **BOARD MEMBER COMMUNICATION –**
- A. **Future Agenda Items Bank reopening plan school procedures staffing update sports update**
- B. **Future Meetings –**
August 10, 2020 – Regular Monthly Board Meeting
 Monday, August 3,2020 6 PM special board meeting
September 14, 2020 - Regular Monthly Board Meeting
13. **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 9:51 p.m. Motion carried 7-0 by roll call vote.

Carrie Anderson Present Steve Elliott Present Lori Modaff Present
 Valerie Johnson Present Adam Kopp Present
 Justin Monson Present Sherri Seitz Present
 7 members present

- A. **Approval of Minutes: Approval of Closed Session Minutes of June 8 & 29, 2020 as printed/amended.**Motion by Seitz seconded by Anderson to approve minutes from June 8 and 29th 2020 as printed
- B. **Staff Concerns** no action took place (I, D, A)
- C. **Staffing Plans** Discussion was held about staffing for 2020/2021 school year. No action took place . (I, D, A)
- D. **Dean of Students Update** Discussion was held no action was taken (I, D, A)
- E. **Superintendent's Contract** Discussion was held and no action took place. (I, D, A)

F. **Approval of student/parent handbook** Motion was made by Kopp and seconded by Monson to approve the draft handbook as presented. Motion carried 7-0

14. **RECONVENE IN OPEN SESSION**

Motion by Kopp Seconded by Monson to reconvene to open session
at 10:43 p.m. Motion carried 7-0 by roll call vote.

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

15. **ADJOURNMENT** - Motion made by Kopp, seconded by Monson to adjourn. Motion carried 7 - 0 .
Meeting adjourned 10:45 p.m.


Valerie Johnson, Board Clerk


Steve Elliott, Board President