

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
September 10, 2018
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 called to order by Elliott at 7:03 p.m.

3. **ROLL CALL**

Carrie Anderson	Present	Steve Elliott	Present	Phil Kubesh	Present
Barb Briggs	Present	Valerie Johnson	Present	Student Council Rep	Present
Sheri Sietz	Present	Adam Kopp	Present		

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.

The Board President will announce, “to comply with the Open Meeting Law, “a tentative agenda was sent to the Hometown Herald newspaper, radio station WEKZ on *September 7, 2018*, 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 *September 7, 2018*.

5. **APPROVAL OF AGENDA** - Motion made by Kopp seconded by Sietz to approve the agenda as presented. Motion carried 7-0.

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of August 13, 2018 as printed.

A. Financial Report

- CESA 5 has been working on the following with Albany SD Staff:
- Preparing and correcting the financial records of the School District for the 2017-18 Annual Audit and for DPI Reporting. This includes Medicaid, debt service, reclassifying transactions, identifying unrecorded deposits, journal entries, balancing payroll accruals, identifying unpaid tax/ins payments, cash reconciliation, grants, aids register, auditor requests. Establishing Fund 21 for Donations/Gifts and moving the Estate Gift to Fund 21 will increase the District's state aide for next year.
- Obtaining On-Line Access to DPI portals, state and federal websites, banking information, etc. to determine what has and has not been completed for Albany SD. District records have not always matched what has been completed such as tax payments, bank withdrawals, etc. which requires additional work to reconcile the District records with the other entity's records (bank, insurance co, State of WI, IRS EFTPS, etc.).
- Determining corrections to be made and training/discussing with Albany SD staff to stop the mistakes from continuing. This is being done predominantly in payroll, cash receipts, bank reconciliations, and accounts payable areas at this time.
- Reviewing District processes, handbooks, etc. to ensure changes align with policy.
- Updating the account numbers used for coding transactions. Invalid account coding has been used which requires corrections to be recorded. Setting up the correct account coding and inactivating the incorrect codes will prevent future mistakes and allow uploads to DPI to be more efficient.
- Establishing a "To Do" List of issues for the District to be addressed after the Audit and DPI Reporting for 2017-18 is completed and the 2018-19 Budget substantially started/completed. For example, one item is review of Fund 60 Activity Accounts to move inappropriate accounts/activities to Fund 21 Donations which was established this year.
- Processing a correction payroll for over collected and uncollected deductions and benefits for 2017-18.
- Training Shari in Skyward software on best practices and procedures. Creating new deductions and benefits for incorrectly classified codes. Standardizing the payroll set up for employees. Creating payroll consolidation fund for deductions and benefits to be paid. Calculating revisions to payroll amounts, insurance, retirement hours, time off entries, correspondence with employee, etc. for FMLA leaves.

Approval of Expenditures - Monthly Check Report

August Receipts - All Funds \$

August Expenditures -All Funds \$

Checking Account Balance as of 8/31/18) \$
Investment Account (Max Safe-Repo) (as of 6/30/18) \$880,282.48
State Investment Pool (as of 5/30/18) \$8.30

Voided Checks: #

Expenditure Comments

Short Term Loans

\$600,000 Operating= \$300,000 Principal due Matures 10-30-18

Long Term Loans

\$50,000 Computer= \$33,333.33 Principal (next payment due November 2018, final payment November 23, 2019)

\$715,000 GO Qualified School Construction Note= \$250,000 Principal due Matures 9-15-19

Motion by Briggs, seconded by Kopp to approve the Consent Agenda. Motion carried 7-0.

7. **CITIZENS' REQUEST TO BE HEARD- None**

8. **CORRESPONDENCE**

- A. **Student Council Report** – Brandon Janes reported that they had their first meeting today and made plans for the year and who would oversee the different events
- B. **FFA Report**- Haley Mueller updated the Board on the activities planned for the school year. They will be attending various contests, trap shooting, trick or treating for the Food Pantry and attending the National Convention in Indianapolis.
- C. **Community Center Report** - None
- D. **Website Update**- None

9. **TREASURER'S REPORT**

- A. **Fund Balance Report**- Phil Kubesh stated that we have a payment due on the computers in November.
- B. **Budget Status**
- C. **Budget Notes and Comments**

10. **ADMINISTRATIVE STAFF REPORTS**

- A. **Administrative Report**- Principal Gregerson reported that several staff have been trained in Nonviolent Crisis Intervention, the entire staff attended Trauma Informed Care in Monroe. Back to School Night was a huge success with a great attendance. A special thank you to Albany Community First for the excellent meal they provided. Teachers went through Star Training; Elementary Teachers will be receiving Wonders Training and the first week of school went smoothly although very hot. Superintendent Trow then reported that he and Shari are working hard on getting the Audit completed and working with CESA 5 and Baird on training. He has been working on learning all the software systems. He and Connie have been working together to completing the PD and PLC trainings for the year. He stated that we received an additional \$18,000.00 for the second half of the Safety Grant. He also gave the Board upcoming dates he will be out of the office.
- B. **President's Report**- None

11. **REGULAR BUSINESS**

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

- A. **Approval of Field Trip - FFA Convention, Indianapolis, IN October 23-26, 2018 (I, D, A)**
A motion by Kubesh, seconded by Johnson to approve the FFA trip. Motion carried 7-0.
- B. **Elementary Gym Floor Update (I, D)**
Kopp updated the Board on the status of the floor. They are in the process of sealing it and it should be complete by next week. No action taken.
- C. **Strategic Planning Update (I, D)**
This will be worked on in the upcoming weeks. No action taken.
- D. **Facility Improvement Planning (I, D, A)**
Kopp gave an overview of the Building and Grounds meeting. A discussion was held. Kopp will meet with JP Cullen on some items that need to be addressed. No action taken.
- E. **Hiring / Resignations / Retirement (I, D, A)**
 - 1. **Hiring** – Business Teacher, Patrick Foley; MS Cross Categorical Teacher, Joseph Koopmans; Classroom Aide, Carrie Schiro
A motion by Seitz seconded by Anderson to approve the above contracts.

12. **BOARD MEMBER COMMITTEES**

- A. **Sunshine Committee Report**- None
- B. **Technology Committee**- Printers are done, laptops are getting out to staff, accounts are up to date and the Safety Grant security cameras and locks will be completed by November.
- C. **Building and Grounds Committee**- The 1922 Telepresence room has been moved to the Business Ed room.

- D. Strategic Planning- None
- E. Budget & Finance- None
- F. Collaborations- None
- G. Policy- A meeting as scheduled for 9/25 at 6:00 p.m.
- H. Curriculum- None

13. **BOARD MEMBER COMMUNICATION**

- A. **Future Agenda Items** -- Policy, Superintendent Evaluation, Strategic Plan, Personality Testing, Open Enrollment, Bldg. and Grounds, Audit
- B. **Future Meetings** –
 - October 8, 2018 – Regular Monthly Board Meeting
 - October 22, 2018 – Annual Board Meeting
 - November 12, 2018 – 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 Kubesh to adjourn to closed session at 9:07 p.m. Motion carried 7-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Phil Kubesh	Yes
Barb Briggs	Yes	Valerie Johnson	Yes		
Sherri Sietz	Yes	Adam Kopp	Yes		

- A. **Approval of Minutes:** Approval of Closed Session Minutes of August 13, 2018 as printed.
- B. **Co-curricular Contract**
- C. **Evaluation Process for District Administrator**

15. **RECONVENE IN OPEN SESSION**

Motion by Anderson, seconded by Sietz to adjourn to open session at 9:29 p.m. Motion carried 7-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Phil Kubesh	Yes
Barb Briggs	Yes	Valerie Johnson	Yes		
Sherri Sietz	Yes	Adam Kopp	Yes		

Closed session minutes were approved.

16. **ADJOURNMENT** - Motion made by Anderson, seconded by Kubesh to adjourn. Motion carried 7-0. Meeting adjourned at 9:29 p.m.

Respectfully submitted,


Barbara Briggs, Clerk


Steven Elliott, President