

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
December 3, 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 7:00 p.m.

3. **ROLL CALL**

Carrie Anderson	Present	Steve Elliott	Present	Phil Kubesh	Present
Barb Briggs	Present	Valerie Johnson	Present	Student Council Rep	Present
Sherri Seitz	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 **November 30, 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 **November 30, 2018**.

5. **APPROVAL OF AGENDA** - Motion made by Briggs, seconded by Anderson to approve the agenda as amended. Motion carried 7-0.

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of November 12, 2018 as printed.

A. Financial Report

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

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

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

8. **CORRESPONDENCE**

A. Student Council Report – Ivy Horn stated that the movie day they are planning for the ½ day before Christmas will be held at school with 4 different movies shown. They are purchasing gifts for the Assisted Living residents and doing Secret Santa with each other. They have picked themes for the BB games and are giving birthday cards with candy to all the students and staff. They are helping to pack the backpacks sponsored by Second Harvest.

B. FFA Report - None

C. Community Center Report - None

D. Website Update - None

9. **TREASURER’S REPORT**

A. Fund Balance Report – Phil Kubesh reported that the Audit has been completed but they are working on previous errors. When that is complete, he will have the final numbers to present to the Board.

B. Budget Status

C. Budget Notes and Comments

10. **ADMINISTRATIVE STAFF REPORTS**

A. Administrative Report- American Education Week was November 12-16. Students received smarties on their lockers. Support Staff and Substitutes received letters from Administration thanking them for all they do. DARE graduation was held for the 5th graders. Chief Ritter and Connie Gregerson were guest speakers. Officer Pam Tourdot was honored for her years of service to our school. She will be retiring in January. An Albany Alum, Officer Aaron King, will be replacing her. Cake and punch were served. The 3rd and 4th graders and the Albany FFA attending an Alice in Dairyland event at Winterberry Tree Farm. The students rotated through different stations. The FFA ran 2 of those stations.

The students enjoyed meeting Alice in Dairyland and were served a grilled cheese lunch. November 20th was the Elementary PBIS assembly. The character trait for November was respect. Administration has completed the first round of observations of the staff. Shatterproof window film has been installed on all entrance doors. The cameras and new servers are installed. We will have a total of 50 cameras including the older ones. Key fobs are being worked on and should be completed by mid-December. We participated in the School Mall program and received a check for \$474.52 and \$920.00 in gift cards. Thank you to all that participated in this fundraiser. We are having a Caps for a Cure fundraiser for the American Children's Hospital. Students pay \$1.00 to wear hats on certain days. The students are also making craft bags for the patients at the American Children's Hospital.

B. President's Report

11. REGULAR BUSINESS

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

A. Monthly Classroom Update (I, D)

This item was deleted from the Agenda

B. 17-18 Audit Presentation (I, D, A)

The Budget and Finance committee will be meeting with the Auditor later this month. No action taken.

C. Overnight FFA Trip January 11-12, 2019 (I, D, A)

A motion by Kubesh, seconded by Johnson to approve the FFA overnight trip. Motion carried 7-0.

D. Facility Improvement Planning (I, D, A)

Adam Kopp explained the safety issues that have arose in the Elementary gym since replacing the floor. He will approach the JCL for a donation toward this. A motion by Kopp, seconded by Seitz to move forward on these repairs not to exceed the current quote. JP Cullen presented the update on the referendum project. It was decided we would have another public meeting to update the community on what is being proposed. This will be held January 9th at 6:30 p.m.

A motion by Briggs, seconded by Kopp to move onto Item L on the agenda. Motion carried 7-0.

A motion by Kubesh, seconded by Kopp to return to this item. Motion carried 7-0.

The JP Cullen and Bray contracts were discussed. A motion by Briggs, seconded by Seitz to approve the contracts after our Attorney, Bob Butler, has reviewed them. Motion carried 7-0.

E. NFL Play60 Update (I, D)

This item was deleted from the Agenda.

F. Honorary Diplomas (I, D, A)

Sherrri Seitz stated that there are 2 Albany residents who earned their GED while serving in the Armed Forces. She will find out more information on them and make sure they have met all criteria to receive an honorary diploma. The diplomas will be presented during the 2019 graduation ceremony. No action taken.

G. 2019-2020 School Calendar – Monticello/Juda (I, D, A)

Bill Trow has met with JAMB to work on the 2019-2020 school calendar. He will present a preliminary calendar to staff next week. Graduation for 2020 was discussed regarding the calendar. No action taken.

H. State Report Card Update (I, D)

Administration presented a summary of the current State Report Card. We have brought our scores up to meeting expectations. They continue to work towards raising those scores with the staff.

I. School Board Election Notice (I, D, A)

The Election notice has been published. No action taken.

J. WASB Convention Registration (I, D, A)

All Board members were encouraged to attend the WASB convention. Early registration is fast approaching so please get registered if you plan on attending. No action taken.

K. WASB/Statewide Resolutions (I, D, A)

A motion by Briggs, seconded by Kopp to support the resolution to the State regarding an increase in funding for Special Education reimbursement. Motion carried 7-0.

L. Gym Usage Policies (I, D, A)

A discussion was held regarding the use of the gyms and damage to the floor. A motion by Seitz, seconded by Johnson to allow the FFA to hold their donkey BB game on the condition that only soft soled shoes were worn. Motion carried 7-0. The Board would like to thank all the students and parents who attended the meeting tonight.

M. Team Building Activity for Board (I, D, A)

Phil Kubesh presented a program for team building. Insights will send out a survey to be completed and Bob Hagenow will present the results to the Board. A motion was made by Kubesh, seconded by Kopp to proceed with this at the rate of \$100.00 per person. Motion carried 7-0. The Board and Administration will participate in this exercise.

N. Hiring / Resignations / Retirement (I, D, A)

Nothing currently.

12. BOARD MEMBER COMMITTEES

- A. Sunshine Committee Report** - None
- B. Technology Committee**- Cameras are installed and they are working on the key fobs.
- C. Building and Grounds Committee** - This was discussed in Item D of the agenda.
- D. Strategic Planning** - None
- E. Budget & Finance** – They will be meeting with the Auditor soon.
- F. Collaborations** – A date will be set later.
- G. Policy**- The policies are completed.
- H. Curriculum** - None

13. BOARD MEMBER COMMUNICATION –

- A. Future Agenda Items**

School Calendar	Audit
Facility Update	Course Book
Classroom Update	Adolescent Literacy Project
- B. Future Meetings –**
 - January 14, 2019** – Regular Monthly Board Meeting
 - February 11, 2019** – 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 Johnson, seconded by Seitz to adjourn to closed session at 9:38 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 Seitz	Yes	Adam Kopp	Yes		

- A. Approval of Minutes:** Approval of Closed Session Minutes of November 12, 2018 and Special Closed Session Minutes of November 12, 2018 as printed/amended.
- B. Staff Concerns**
- C. Future Staffing Discussion**
- D. Principal Contract**

15. RECONVENE IN OPEN SESSION

Motion by Anderson, seconded by Kopp to adjourn to open session at 10:55 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 Seitz	Yes	Adam Kopp	Yes		

No action taken in closed session

16. ADJOURNMENT - Motion made by Johnson, seconded by Anderson to adjourn. Motion carried 7-0. Meeting adjourned 10:55 p.m.

Respectfully submitted,

Barb Briggs, Clerk

Steve Elliott, President