

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING MINUTES
January 14, 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 called to order by Elliott at 7:00 p.m.

3. **ROLL CALL**

Carrie Anderson	Present	Valarie Johnson	Present	Sherri Seitz	Present
Barb Briggs	Present	Adam Kopp	Present	Student Council Rep	Present
Steve Elliott	Present	Phil Kubesh	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 *January 11, 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 *January 11, 2019*.

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

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of December 3, 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

Motion by Anderson seconded by Seitz to approve the minutes and financial report. Motion carried 7-0.

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

8. **CORRESPONDENCE**

A. Student Council Report – They distributed gifts to the Assitive Living at Christmas, the Holiday movie day was a big success, they had a Christmas party, set up the dress up days for sports and are gearing up for Heart Hush Day and canned Crush Day. They are also starting to help with the planning of the PTO Carnival held in May.

B. FFA Report - None

C. Community Center Report – They held a craft day before Christmas with 50 kids participating. The PTO, Big Brothers/Big Sisters and some High School students helped with this event. They handed out candy canes the last day before Christmas break to the entire school. There are several groups renting the center in January.

D. Website Update- None

9. **TREASURER’S REPORT**

A. Fund Balance Report – Phil Kubesh reported that they are tracking the Budget very closely and cleaning up errors from the past years. He stated that we need to establish a policy that our fund balance will remain in the 15- 20% range. We are currently at 19%. They are also working hard to correct the procedures stated in the audit.

B. Budget Status

C. Budget Notes and Comments

10. **ADMINISTRATIVE STAFF REPORTS**

A. Administrative Report

The elementary students enjoyed a Sing-along with Mrs. Henschel during the POPS/PBIS assembly in January. The character trait was responsible. The Crazy comet day was inside out day. Students enjoyed a polar bear movie as a reward for good citizenship just prior to Christmas. Mrs. Gregerson shared A Snowy Nap which is Jan Brett's new book. Mrs. Gregerson shared pictures of Jan Brett's bus and of Jan Brett that she got at the book signing. The book will be available for students to check out soon. All students in the elementary participated in the filming of NBC 15 Shout Out. The good morning shout outs are aired on NBC 15 and are also on their website. Links were sent out on Social Media. CARE team was re-established. CARE team is a teacher request system that allows them to schedule a meeting with a team to problem solve for specific students. CARE team will meet each Wednesday during the teachers' lunch period. WIN: Win re-grouping happened last week. Students in 2-5th grade will be working on test preparation for the Forward. STAR assessment for 1st-10th grades took place January 7-11. ACCESS tests are being given to all district ELL students. A Geography Bee was held for 5-8th grade students. The winner was Alex Steinfeld. All work has now been completed with ESG with the DOJ grants.

Thank you everyone who was involved with input/feedback putting this together. The night went well from my perspective and the feedback I received back has been positive. I spoke to several people at the basketball game this week regarding the meeting and ideas as well. Several commented the getting a front entrance into the courtyard was a good idea. Our Smartboards are getting old and will need to be replaced in some way. David is getting information together for options moving forward. To replace a smartboard can cost up to \$3500 a piece. We are working to transition the employee handbook into the new format. Intervention Groups Specific reading and intervention groups should be starting at the beginning of 2nd semester. These groups will be based on STAR/FORWARD scores. We are focusing on students on the bubble between levels. This will give us the biggest amount of improvement on our report card. We were identified as a school that needs assistance for school improvement from the state performance plan determination. There are four levels possible - Meets Requirements, Needs Assistance, Needs Intervention, Needs Substantial Intervention. Albany is in the second level which will require us to work with our CESA to improve our overall school performance. A score of 80 is needed to be at the meets expectations and Albany scored a 73. This assessment is like our district report card. There are other schools within our CESA 2 district who also fell into this rating who will be working on similar concerns within their district.

B. President's Report

11. **REGULAR BUSINESS**

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

A. Monthly Classroom Update (I, D)

Sara Nienhaus presented the Global Read Aloud program. She has been doing this with her 7th and 8th grade English classes. She stated that the students contacted other students around the world and really enjoyed the experience.

B. Adolescent Literacy Project (I, D)

Sara Nienhaus and Brandon Bakken explained the Adolescent Literacy Project. They have been sent for training on this project and are training the staff on what they have learned.

C. Overnight Music Trip to New Orleans (I, D, A)

Rachel Henschel and Jacob Lupa presented their plans for the music trip to take place during the 2019-2020 school year. They are planning to go to New Orleans in the spring for 3-4 days. A motion by Kubesh, seconded by Kopp to approve this trip. Motion carried 7-0.

D. Overnight FFA Trips (I, D, A)

A motion by Johnson, seconded by Seitz to approve the overnight trips for the 2019 Farm Bureau Farm Forum and the EDGE /212 Leadership Conference. Motion carried 7-0.

E. Open Enrollment – Designation of Regular and Special Education Spaces (I, D, A)

Motion by Seitz, seconded by Briggs to approve the Open enrollment as presented. Motion carried 7-0.

F. FOB distribution procedures (I, D, A)

Motion by Seitz, seconded by Briggs to approve the distribution procedure as presented. Motion carried 7-0.

G. Facility Planning Discussion (I, D, A)

Nothing currently

H. Initial Resolution Authoring General Obligation Bonds in an Amount Not to Exceed \$2,750,000 (I, D, A)

After some discussion, a motion was made by Kubesh, seconded by Kopp to approve the resolution with the amendment of adding the 8-year duration to the resolution. Motion carried 7-0.

- I. Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authoring the Issuance of General Obligation Bonds in an Amount Not to Exceed \$2,750,000 (I, D, A)**
A motion by Briggs, seconded by Kopp to approve the resolution. Motion carried 7-0.
- J. Course Guide 2019-2020 (I, D, A)**
Bill Trow updated the Board on the course guide for the 2019-2020 school year. We thank Megan Schultz for all the hard work she did on this. All students and parents will have access to the guide. No action taken.
- K. Pros & Cons Weighted Grading (I, D)**
This is going to the Curriculum Committee to discuss along with parent and student input. No action taken.
- L. 2019-2020 School Calendar – Monticello/Juda (I, D, A)**
A motion by Seitz, seconded by Johnson to approve the 2019-2020 calendar. Motion carried 6-1 with Elliot casting the declining vote.
- M. TV Service for the Community Center (I, D)**
There is no longer a cable service in town, so the school has no access for the TV’s in the Community Center. It was referred to the Community Center Board to come up with a solution.
- N. School Board Election Notice & Order of Candidates (I, D, A)**
The names have been drawn for the ballot. Steve Elliott’s name will appear first, followed by Gary Armitage. No action taken.
- O. Cell Phone Stipend (I, D, A)**
There was a discussion held on this. Bill Trow and Shari Berget will investigate a Corporate plan and adding phones to it. It will be brought back to the Board next month. No action taken.
- P. Board, Administration, and Staff Roles during a Referendum Election (I, D, A)**
Steve Elliott updated the Board on their roles during the referendum election. All Board members can speak on both sides of the issue if they are not using school resources. No action taken.
- Q. Hiring / Resignations / Retirement (I, D, A)**
 - 1. Resignation of Webmaster
A motion by Briggs, seconded Anderson to accept the resignation of Amanda Dillon as Webmaster at the end of the school year. Motion carried 7-0.

12. **BOARD MEMBER COMMITTEES**

- A. Sunshine Committee Report** - None
- B. Technology Committee-** There will be a meeting scheduled within the next month.
- C. Building and Grounds Committee** -A meeting will be scheduled for next week regarding the referendum.
- D. Strategic Planning** - None
- E. Budget & Finance-** They will be meeting the last Wednesday of every month at 6:00 p.m.
- F. Collaborations** – They will be meeting on February 7th at 3:30 p.m.
- G. Policy-** None
- H. Curriculum** – They will meet on February 20th at 6:00 p.m.

13. **BOARD MEMBER COMMUNICATION –**

- A. Future Agenda Items**

2020-2021 School calendar	Cell phones
BOE Convention update	Facility Planning
- B. Future Meetings –**
 - February 11, 2019** – Regular Monthly Board Meeting 6:15p.m.
 - February 27, 2019** - Insight training
 - March 18, 2019** – Regular Monthly Board Meeting 7:00 p.m.

- 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 Johnson to adjourn to closed session at 9:40 p.m. Motion carried 7-0 by roll call vote.

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

- A. Approval of Minutes:** Approval of Closed Session Minutes of December 3, 2018 as printed/amended.
- B. Principal Contract**

C. Staff Concerns

D. Future Staffing Discussion

15. **RECONVENE IN OPEN SESSION**

Motion by Kopp, seconded by Anderson to adjourn to open session at 10:20 p.m. Motion carried 7-0 by roll call vote.

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

The Principal's contract was approved.

16. **ADJOURNMENT** - Motion made by Seitz, seconded by Johnson to adjourn. Motion carried 7-0.

Meeting adjourned 10:20 p.m.

Respectfully submitted,

Barb Briggs, Clerk

Steve Elliott, President