

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING-AGENDA
May 9, 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 President Steve Elliott at 7:02 p.m.

3. ROLL CALL

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

5 members present

Visitors attending: Parents – Deb Karolczak, Wayne & Bonnie Mueller
Staff – Derik Doescher, Dunnell Kendrick, Shari Berget, Paula Glaser, Brenda Uhe
Students – Nathaniel Ross, Haley Mueller, Payton & Kaiya Zurfluh

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 **May 7, 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 **May 7, 2019**.

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

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of April 15, 2019 as printed.

7. CITIZENS' REQUEST TO BE HEARD - None

8. CORRESPONDENCE

- A. **Student Council Report** – Payton & Kaiya Zurfluh reported that the HS Student Council will be going on their end of the year field trip to Madison to a movie, lunch and escape room on May 17th
- B. **FFA Report** – Haley Mueller reported that the plant sale is being held after school until 5:00pm and this Saturday, May 11th from 8:00am-Noon
- C. **Community Center Report** – April report in packet. Deb Karolczak informed the Board that the CC board met last night and they will be having a dance class on June 27th . Movie night will be May 31st. They will sponsor Hooked on Fishing on June 1st. Approved the purchase of one computer that David Bikowski helped them pick out.
- D. **Website Update** - None

9. TREASURER’S REPORT

A. **Financial Report: – Expense, Revenue and Balance Sheet** – In packet and Paula Glaser updated the Board

10. ADMINISTRATIVE STAFF REPORTS

A. **Elementary Principal’s Report** - The last round of PRESS-WIN was begun on April 22. Data was examined and the groups were re-mixed as a new group were formed to work on specific skills. The Forward test was completed by all students. Service-Learning Day was cancelled due to bad weather but the elementary is hoping to go out and pick up trash and hide “happy” rocks prior to field day in June. The K-2 Spring concert was held on April 30 with many parents in attendance. The theme was Campfire songs. The PTO Carnival was held on April 26th. Many elementary staff worked at the carnival. The elementary classes and principal contributed silent auction baskets as part of the fundraising. The Albany fire department and local police were there in support of the carnival. There was a nice turn out. A group of 4 teachers and Mrs. Gregerson went to Lancaster to Winskill Elementary School to observe Wonders Reading in action. We met with

Kindergarten, 1st, 2nd, 3rd, 4th teachers and Reading Specialists and were able to observe in all of their classes. It was an excellent experience for the teachers and they were able to share what they learned with the other Albany teachers at PLC when they returned. On Thursday, May 2nd the Elementary students and staff participated in the Emergency Drill. The rainy weather kept them from going to the Lion's building so after practicing a lock down in their classrooms they went to the community center. Once there they rotated through 5 stations including Safety Bingo, A direction following activity, a safety booklet and discussion, safety skits by the 3rd graders, and listened to I'm not Scared, I'm Prepared. All students have started taking the spring STAR test. Classes are also working on F&P leveling, PALS, and report card testing. The April Crazy Comet Day was Super Hero Day and the character trait was Responsible. The 4th and 5th graders went on their field trip to UW Space Place and the Veterans Museum. Teachers are wrapping up Educator Effectiveness for the year.

- B. Superintendent's/Principal Report – Mr. Trow reported:**
- Civil Rights Report was submitted on time.
 - Senior Class Trip - to Chicago was successful
 - Construction Meeting
 - Safety Drill on May 2nd
 - Prom was successful with no incidents
 - Post Prom - 32 people attended
 - Summer School Discussions for secondary students - establishing criteria
- Construction Update** - We are meeting every two weeks. They will be bringing some plans back to our next meeting to give us an idea of what the commons could look like. Plans were brought at this meeting to give us a visual of space and size. Connie and I will be meeting on Friday to look at office space use and locations for OT/PT and Speech and Language. I will be meeting on Monday with Cara from Bray again prior to the Construction meeting to go through specifics with measurements of spaces in the current office areas. **Bus Contract** - I had a long conversation with Nelson Bus Company and learned the pros and cons of getting involved with owning buses in general. In the long run it could save us some money but he also said you have to consider the management part of it. Our options are limited for providers. Kobussen was the lowest bid when Parkview went out for bid. I will be speaking to Bob and Darrell about possibly driving our noon routes with vans for our 4k students. We may also need to buy car seats for these students. The use of vans would save us money by not paying for noon bus routes. We would still have the cost of the driver and fuel for the vans. My recommendation is we sign the contract next week. We will explore the idea regarding the school providing transportation for the 4k students at noon.

Safety Drill for Thursday May 2nd - • Students in Grades 5-12 will be called down to the High School Gym at 8:30. Please sit with your class. • Presentation by Deputy King will take about 45 minutes. • Teachers will take students back to their 1st hour classrooms. I will say before each announcement - This is a drill ■ Scenario 1: This is a drill - Situation inside the building - teachers please secure your room and move to soft lockdown - (I will say again) - This is a drill. We will move about the building to make sure everyone has complied with our directives. Then a second announcement will be made that - the soft lockdown is over you may resume normal instruction. ■ Scenario 2: This is a drill - There is a gas leak in the building please evacuate the building - (I will say again) - This is a drill. When you evacuate please go to your regular spot for a fire drill and we will bring you back into the building. Please wait for instructions before returning to the building with your students - Normally we would go to the Lions Club - please reinforce this with your students upon return to your classrooms and during the drill. ■ Scenario 3: This is a drill - There is an active shooter in the Office - (I will say again) - This is a drill. When you evacuate please go to your regular spot for a fire drill and we will bring you back into the building. Please wait for instructions before returning to the building with your students - Normally we would go to the Lions Club - please reinforce this with your students upon return to your classrooms and during the drill. When returning to your classrooms - please organize - by grade in the following rooms • 5th grade - Mrs. Brewer's Classroom • 6th grade - Mr. Doescher's Classroom • 7th grade - Mr. Bakken's Classroom • 8th grade - Mrs. Neinhaus's Classroom • 9th grade - Mr. Campbell's Classroom • 10th grade - Mrs. Ryan's Classroom • 11th grade - Mr. Schwab's Classroom • 12th grade - Mrs. Russell's Classroom ○ Any Staff member not with a class - please connect yourself up with a grade level and classroom for this next drill. ■ Scenario 4: This is a drill - There is an active shooter in the high school hallway (I will say again - This is a drill. Purpose of this drill is for staff and students to determine how to secure your classroom as quickly as possible. We will be moving from room to room and coming into the rooms if possible. ■ I will announce when all rooms have been checked and we will reconvene in the gym with your grade levels. A short debriefing will take place and then students will be dismissed to their 4th hour class. Day of drill comments and notes. Notice of the drill was sent out to the parents and students in the newsletter the week of the drill. An all-district communication was sent out the day before as notice to all parents/guardians/students of the drill. Day began with a power point presentation by Deputy Aaron King of the Green County Sheriff's Department. Grades 5-12 were present in the gym. He presented. To assist in the drill 5 law enforcement officers from the county and local police were present. All students were called down to the gym at 8:35 and the presentation lasted until 9:15. Student were sent back to classrooms to begin the 4 emergency drills of soft lock down, gas leak, active shooter in the office, and active shooter in the high school hallway. Student and staff had to make decisions on what the appropriate action was to be taken. The drill was excellent in all aspects. Students and staff reacted in a quick appropriate manner. Law enforcement critiqued what actions were taken during the drill. Officers moved about the room and checked rooms if staff and students locked down and hid. Rooms were checked for barricades and ability to enter. Staff and students were given seconds to make a decision on how to react to each situation. Officers also were outside to observe and critique students and staff during the evacuation. Once the four drills were complete, all staff and students reconvened in the gym to debrief about all the drills. Students were released back to their classes at 10:40. Improvements to be made • Some students came out of the building with cell phones in their raised hands. Law enforcement officers reminded them after they came out. • Some of our speakers in our building need to be improved. And replaced. • We are working on a safety grant to improve our speakers.

C. President's Report – None

11. REGULAR BUSINESS

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

A. Election of School Board Officers (I, D, A)

President Elliott opened the floor for nominations for President. Kopp nominated Steve Elliott, motion seconded and approved 5-0. Nominations opened for Vice President – Monson nominated Adam Kopp, seconded and approved 5-0. Nominations opened for Treasurer. Kopp nominated Monson who declined. Kopp nominated Carrie Anderson who declined. With no other nominations, President Elliott stated that the Board does not have to have a specific person designated as a Board Treasurer so this office was tabled. Nominations opened for Clerk. Kopp nominated Valerie Johnson, motion seconded and approved 5-0.

Results: President Steve Elliot

Vice President Adam Kopp

Treasurer: Unfilled, Tabled to later date

Clerk Valerie Johnson

Sherri Seitz arrived 7:22pm

B. Appointment of CESA 2 representatives (I, D, A)

Annual meeting is in Whitewater on May 21, 2019. Johnson will continue as CESA 2 representative and if unable Justin Monson will be alternate representative.

C. 2020 Senior Class Trip Proposal (I, D, A)

Nathaniel Ross and Haley Miller were in attendance for the 2020 class trip. The class would like to go to St. Louis for an overnight trip in May 2020 and they presented an itinerary and cost per student including chaperones. They reported that 14 of the 19 classmates would be going. The class would like approval so they can finalize the plans. They will bring the finalized itinerary to the board three month before the trip. It would be for a Friday/Saturday and Mr. Trow stated they would need to make sure all school policies are adhered to. Motion by Johnson to approve trip to St. Louis in May 2020. They will continue to work on having the plan and cost so they can book hotels and have everything ready, seconded by Anderson. Motion approved 6-0.

D. Resolution Awarding the Sale of \$2,750,000 General Obligation Promissory Notes (I, D, A)

No action was taken on the Resolution as Administration is working on getting all required forms. They have the forms but did not have enough time to process the form before the contracted date. Tabled to next month or a special meeting with Baird.

E. WIAA Membership renewal (I, D, A)

Mr. Doescher informed the board the school will be receiving the paperwork in June for the WIAA contract that Mr. Trow and himself need to sign. Motion made by Kopp, seconded by Anderson to except the 2019-2020 annual WIAA membership when received. Motion approved 6-0.

F. Request for Boys Golf Co-op (I, D, A)

Mr. Doescher sated he was approached by a parent in regards to adding a boy's golf co-op. Discussion took place in regards to having a co-op for boy's golf. Mr. Doescher is not recommending at this time due to low numbers in boys spring track and baseball and if a third boys sport was added it might open up the discussion of providing a third girls sport. No action was taken at this time.

G. Frontline Sub Calling (I, D, A)

Shari Berget informed us it would be a \$2600 for start up and that the normal price is \$4000. After the first year, it would be \$3800 yearly. She will make sure the payments are separated into two fiscal years. Administrator stated this will help the problem but it will not solve the entire picture due to the low number of subs available but will give us more of a pool as more substitute teachers are using this program and also other school districts in the area. Subs can sign up and decide in advance if they want to accept. Subs are currently paid \$125 per day. Motion by Kopp, seconded by Johnson to approve the Frontline sub calling for next year. Motion approved 6-0. Mr. Trow said we will receive training this summer and that he will see how it works and re-access after the first year.

H. Opening and Awarding of Milk Bids for 2019-20 (I, D, A)

One milk bid was received and opened from New Glarus Dairy. Motion by Seitz, second by Kopp to accept. Motion approved 6-0.

I. Opening and Awarding of Bread Bids for 2019-20 (I, D, A)

One bread bid was received and opened from Alpha Bakery. Motion by Kopp, second by Monson to accept. Motion approved 6-0.

J. Approval of CESA 2 Contract for 2019-2020 (I, D, A)

The contract is the same rates as 2018-19. Motion by Elliott, second by Kopp to accept. Motion approved 6-0.

K. Approval of Health Insurance Contract for 2019-20 (I, D, A)

Shari Berget informed the board two options for insurance. The option of 6.9% would equal an overall increase amount of \$33,000. Employee currently pays 12% and School pays 88%. Family rate is currently \$150 per month. Motion to approve the contract with 6.9 percent increase by Kopp, second by Seitz. Motion approved 6-0.

L. Template of Faculty Contracts for 2019-20 (I, D, A)

Mr. Trow stated that he had compared contracts from Juda and other schools and recommended changing the 2019-2020 faculty contracts to simplify the language. These contracts do not state the subjects or grade levels they will be teaching. Discussion was that the start and end dates need to be added and the number of days of work required but Mr. Trow felt it could state "according to the district calendar." There is a 30 day notice to lay off faculty. Attorney Butler has not yet approved. Motion to table approval of Line P by Seitz, second by Kopp.

M. Approval of Professional Staff Handbook (I, D, A)

Paula from CESA 2 went over the possible staff handbook. The Collaborations Committee has been reviewing it. After the faculty handbook is completed, they will work on the hourly support staff handbook. Mr. Trow stated that daily procedures need to be removed from this employment handbook and a staff procedural guideline handbook created. Paychecks are being changed from 26 pays to 24 for 2019-2020. If a person works more than 6 hours per day, they are eligible for benefits. There is a 30 day delay for insurance benefits to start for new employees due to the paperwork that needs to be completed. Looking into adding funds into the employee HSA accounts monthly instead of quarterly. Employer pays term life 100% and long term disability. If an employee wants short term disability, they must purchase it. No 457 plan. Emergency leave days are for unforeseen health issue not a planned surgery. Those who retire currently get \$10 per day for unused sick leave days. Discussed cash in lieu of taking insurance and possible per day stipend for unused personal days. Discussion on payment of sick days at the rate of \$10 in a person retires. Looking at these payments going into a TSA at \$125 per day up to \$15,000 but would have to be 57 years old, 20 years at Albany and retiring. Motion by Monson to approve changes as presented with the understanding of the contract, second by Kopp. Possibly review at June Board meeting after meeting with faculty. Motion approved 6-0.

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

12. BOARD MEMBER COMMITTEES

- A. Sunshine Committee Report** - Board will be providing lunch on Friday from Gabriella for Teacher appreciation week. Sherri made cupcakes for the staff also.
- B. Technology Committee** – David has selected which brand of new Smart boards will be used for replacements. Smart board has been replaced in Mrs. Freitag’s classroom.
- C. Building and Grounds Committee** – Will be meeting Monday, May 13th at 2:00. Committee has three different possible layouts. Surveyor will be here to contract surveys of all properties. They are working on Budget for possible updates in three classrooms in the elementary. Working on a grant to replace the bell system.
- D. Strategic Planning** – None, need to set date
- E. Budget & Finance** – Need to set meeting in May
- F. Collaborations** – Meeting needs to be set for Staff Survey
- G. Policy** - None
- H. Curriculum** - None

13. BOARD MEMBER COMMUNICATION – Future Agenda Items

- A. Future Agenda Items** –
 Frontline Sub update
 Contract update
 Staff Handbook
 District Superintendent’s Evaluation
 Update on 2019-2020 Courses
 Board members attending Class Night will be Carrie Anderson and Steve Elliott
 Those members attending High School Graduation will be Carrie Anderson and Adam Kopp, Mrs. Gregerson will hand out diplomas as Mr. Trow reads the names.
 Board member attending 8th Grade Celebration will be Sherri Seitz
- B. Future Meetings** –
June 10, 2019 – Regular Monthly Board Meeting
July 8, 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 Seitz, Seconded, by Monson to adjourn to closed session at 9:58p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Gary Armitage	Absent	Steve Elliott	Yes
Valerie Johnson	Yes	Adam Kopp	Yes	Justin Monson	Yes
				Sherri Seitz	Yes

- A. **Approval of Minutes: Approval of Closed Session Minutes of April 15, 2019 as printed.** Motion by Kopp, second by Seitz to approve the minutes as printed. Motion approved 6-0
- B. **Contract for High School College English Instructor 2019-2020**
- C. **Increase in Faculty Compensation for 2019-2020**
- D. **Approval of Faculty Contracts for 2019-20 (I, D, A)**
- E. **Proposal of salary changes/recommendations of Coaching Contracts for 2019-20 (I, D, A)**

15. RECONVENE IN OPEN SESSION

Motion by Kopp, Seconded by Seitz to adjourn to open session at _____p.m. Motion carried 6-0 by roll call vote.

Carrie Anderson	Yes	Gary Armitage	Absent	Steve Elliott	Yes		
Valerie Johnson	Yes	Adam Kopp	Yes	Justin Monson	Yes	Sherri Seitz	Yes

A. Increase in Faculty Compensation (I, D, A)

Motion made by Seitz, second by Kopp to approve that all teachers who have met all points will have a \$900.00 increase.

B. Proposal of salary changes/recommendations of Coaching Contracts for 2019-20 (I, D, A)

Motion by Anderson, second by Monson to increase salary as recommended by Administration and Athletic Director.

C. Approval of Faculty Contracts for 2019-20 (I, D, A)

Motion by Kopp second by Monson to approve the contract with changes.

16. ADJOURNMENT - Motion made by Kopp, seconded by Seitz to adjourn. Motion carried 6-0. Meeting adjourned at _____p.m.

Respectfully submitted,



Valerie Johnson, Clerk



Steven Elliott, President