

**SCHOOL DISTRICT OF ALBANY  
BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
February 11, 2019  
6:15pm  
Media Room**

*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 Elliott at 6:18 p.m.

3. **ROLL CALL**

Carrie Anderson	Present	Valerie Johnson	Present	Sherri Seitz	Absent
Barb Briggs	Present	Adam Kopp	Present	Student Council Rep	Present
Steve Elliott	Present	Phil Kubesh	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.

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 **February 8, 2019**, 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, 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 **February 8, 2019**.

5. **APPROVAL OF AGENDA** - Motion made by Kopp, seconded by Briggs to approve the agenda as presented. Motion carried 6-0.

6. **CONSENT AGENDA - Clerk’s Report** - Approval of the Special Meeting Minutes of January 17, 2019 as printed. A motion by Anderson, seconded by Johnson to approve the minutes as printed. Motion carried 6-0.

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

8. **CORRESPONDENCE**

- A. **Student Council Report**- They are doing Heart Hush and crush cans this week, working on Shamrock Shush and deciding dress up days for the week before spring break.
- B. **FFA Report** -None
- C. **Community Center Report** – January events were a success, Girl Scouts are meeting in the Community Center and Karate, Yoga and Zumba are all taking place currently.
- D. **Website Update**-None

9. **TREASURER’S REPORT**

- A. **Financial Report – Expense, Revenue and Balance Sheet** – In packet  
\$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

Sherri Seitz arrived at 6:43 p.m.

10. **ADMINISTRATIVE STAFF REPORTS**

A. **Administrative Report**

January 21<sup>st</sup> was Professional Development day for the staff. We had an ELL training from CESA 2 for the entire staff in the morning. This training helped teachers understand the difficulties students with English as a second language can face. He brought strategies to help those students in the classroom. It was noted that the strategies would also help struggling learners. In the afternoon teachers in the Middle and High school had time to work on SLO’s, curriculum and the literacy project. The elementary worked through Press groups and Test prep groups for the Forward. Teachers also contributed to a pot

luck lunch and received their fobs for the entrance doors. The north entrance and the shop entrances had some glitches with the cold and the fobs. The company has been back out and have corrected the problem. There was a PBIS/POPS assembly on Jan 11. We honored students who demonstrated kindness. We wrapped up the assembly with a brain break dance. Students with January birthday celebrated their special days with lunch with the principal and cupcakes. Newslea was presented at a Wednesday PD to the Elementary via webcast. Newslea is a program that teachers can use to make non-fiction provided articles different reading levels for students. It could be compared to being able to have different reading levels to teach Weekly Reader. It is a very good program since all students read the same article but at different levels. This software was paid for with the Teach grant. Mrs. Gregerson, Mrs. Heinzen, Mrs. Steck and Mr. Bikowski attended School Threat Assessment Training in Pewaukee on January 23<sup>rd</sup>. It was very informative, and some things will be added to our safety plan regarding threat assessment protocol. This was a required training from the DOJ as part of the 2<sup>nd</sup> safety grant. Report cards were completed and sent out the first week in February. The elementary had four CARE team meetings. CARE is a problem-solving group which focuses on one student at a time. An action plan is developed and shared with all involved. The PTO put on a Valentine's Dance on Feb. 8. It was enjoyed by all! Liz Ponto from Wisconsin PBIS met with administration and the PBIS group on February 11. Superintendent Trow updated the Board on his plan to make up snow days, the progress of next year's budget, his concern on the amount of absences our students have and the schedule for referendum updates.

**B. President's Report**

**11. REGULAR BUSINESS**

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

**A. Acceptance of Gift from Olin Oil for Exxon Mobile Educational Alliance Grant of \$500.00 (I, D, A)**

A motion by Kubesh, seconded by Seitz to accept the Grant from Exxon Mobile. Motion carried 7-0

**B. Acceptance of Gift from PTO for electronic projector screen for high school gymnasium (I, D, A)**

A motion by Seitz, seconded by Johnson to accept the gift from the PTO. Motion carried 7-0. Thank you for all you do for the school and out children.

**C. Athletic Department Report (I, D)**

Derik Doescher updated the Board on the status of Winter Sports. It is difficult to get all the games in because of weather and playoffs starting soon. Softball and Baseball Co-ops are in place for the next 2 yrs. term. We are all set with our Football Coop with Parkview.

**D. Addition of Assistant Softball Coach for Juda-Albany co-op (I, D, A)**

A motion by Johnson, seconded by Anderson to approve an additional Assistant Softball Coach for the upcoming season. Motion carried 7-0.

**E. WASB Convention Update (I, D)**

Bill Trow and Steve Elliott attended the State WASB Convention. It was a very valuable experience and they made contact with some valuable vendors. They encourage all Board members to go next year.

**F. Facility Planning Discussion (I, D)**

A standing meeting has been set up with Bray, public meetings have been set for February 21<sup>st</sup> @7:00 p.m., March 23<sup>rd</sup> at 1:00 p.m. and March 28<sup>th</sup> at 6:30 p.m. News articles will be going into local papers to explain the referendum.

**G. Finance Committee Update (I, D)**

They met on January 30<sup>th</sup>. Discussion took place regarding gifts to the school, capital expenditures and working with our local bank to establish a good relationship. The meeting at the end of February the budget will be reviewed.

**H. HSA Hardship Procedure (I, D, A)**

A discussion was held on how to proceed with this item. A policy will be established after further investigation. No action taken.

**I. Staffing Considerations 2018-19 (I, D, A)**

A motion by Briggs, seconded by Anderson to post a part time aide position for the office and community center. Motion carried 7-0.

**J. Full time Spanish Position 2019-2020 (I, D, A)**

A discussion was held, and a motion made by Seitz, seconded by Kopp to post this position as a full-time position for the upcoming school year. Motion carried 7-0.

**K. Hiring/Resignations. Retirement (I, D, A)**

A motion by Seitz, seconded by Kopp to accept the retirement letter from Craig Seeman. Motion carried 7-0. Thank you, Mr. Seeman, for your years of service.

12. **BOARD MEMBER COMMITTEES**

- A. **Sunshine Committee Report** - None
- B. **Technology Committee**- They have been working on smart boards, network assessment and scanning of software.
- C. **Building and Grounds Committee** - covered during facility update
- D. **Strategic Planning** - None
- E. **Budget & Finance** – covered during Treasurer’s report
- F. **Collaborations** – None
- G. **Policy** - None
- H. **Curriculum** - None

13. **BOARD MEMBER COMMUNICATION –**

A. **Future Agenda Items**

Insight training	Grading system
Summer School	Staffing update
Facility Planning update	Budget

B. **Future Meetings –**

February 27, 2019 - Insight training  
March 18, 2019 – Regular Monthly Board Meeting 7:00 p.m.  
April 8, 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 7:55 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. **Staff Concerns**

B. **Future Staffing Discussion**

15. **RECONVENE IN OPEN SESSION**

Motion by Kopp seconded by Anderson to adjourn to open session at 8:50 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		

No action taken in closed session.

16. **ADJOURNMENT** - Motion made by Kopp, seconded by Elliott to adjourn. Motion carried 7-0. Meeting adjourned 8:50 p.m.

Respectfully submitted,

  
Barb Briggs, Clerk

  
Steve Elliott, President

