

**SCHOOL DISTRICT OF ALBANY
BOARD OF EDUCATION
REGULAR MEETING-Minutes
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 Elliott at 7:02 p.m.

3. ROLL CALL

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

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 **July 5, 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 **July 5, 2019**.

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

6. CONSENT AGENDA - Clerk’s Report - Approval of the Regular Meeting Minutes of June 10, 2019 and June 24, 2019 as printed.

7. CITIZENS' REQUEST TO BE HEARD- None at this time.

8. CORRESPONDENCE

- A. **Student Council Report-** None at this time
- B. **FFA Report** – None at this time
- C. **Community Center Report** – None at this time
- D. **Website Update** - None at this time

9. TREASURER’S REPORT

A. **Financial Report - Expense, Revenue and Balance Sheet**

10. ADMINISTRATIVE STAFF REPORTS

A. Elementary Principal’s Report

Summer School is in full swing! Camp Comet was successfully completed. We had 62 students participate. They rotated through stations that included Green Thumb, Summer Sensations, Building, and Board Games. All of the students seemed to enjoy the experience. SWAT has been very popular this summer. There are 50 students getting strong. Basketball camp for grades 1-6 was very well attended with 30 students learning Volleyball camp is next week for grades 3-12. 44 students are signed up. Remedial summer school for middle and high school has been taking place in the Library. Eight students have been working on skills and classes they failed using Odesseyware. Elementary Remedial will begin July 8 and will serve 35 students who will be working on skills that they are struggling with as measured by STAR and classroom assessments and observations. There was a site team meeting on June 25th, and teachers worked in teams to update the Student/ Parent handbook. There was an Elementary PBIS meeting on June 27th. The teachers planned the year of activities. Please see the attached plan. Mr. Trow and I have been working hard with interviewing people. We are delighted to have filled all certified staff positions. We are working on the IT position. We have been working on getting registration materials in order. We are working on curriculum and classroom budget needs for the staff. I have been working with Wonders and Renaissance to get Reading materials and training set and to get ready to switch from PALS to STAR Early Literacy for the next school year.

B. Superintendent's/Principal Report

Collaborations meeting June 20th - several staff members attended. Changes were sent for legal consultation and recommendation were sent back to us this past Wednesday. We will be going through these and setting another meeting very soon.

Site Level meeting was held June 25th - another is scheduled for July 16th - our focus will be teacher handbook, and planning for the year. We may need one more before school starts. The group worked on the student/parent handbook. Many procedural changes to improve overall climate were made. You see these changes in the handbook.

Extensive discussions with Paula, Shari and I involving the budget process moving process including the DPI monitoring plan. We will be placing specific/simple in the teacher handbook. It will be made clear the ramifications if the purchasing guidelines are not followed.

Construction Update

Jim Briggs and Bill met with Brian Flannery to discuss the office construction. Jimmy sent an email to Bray/Cullen to get a possible design to work from. Since I did not cut the nursing hours - I will not be hiring two supervisors for an ISS area. Instead, I propose to have spaces to place these students because currently, we do not have an established procedure/location. I am hoping on Monday, July 8th meeting they will have some ideas for us.

Bus Contract - I met with Kobussen last week and it is in the board packet. I will be signing this contract after the board meeting unless directed to look in another direction. Our options are very limited for transportation needs.

Certified Staff Evaluations - All Certified Staff are completed - two staff not meeting criteria for the raise

Telepresence English

David and I met with Peter to discuss details of technical needs to successfully implement classes for his home in Northern Wisconsin. David is looking into webcams that will successfully work with the system. Any of these small additional expenses for a webcam and high-speed internet at his home I have asked Monticello to help with the cost. We will have a more exact cost next week.

Show choir

I was contacted by Parkview Show Choir Director about offering Albany Students the opportunity to be involved in show choir. I think this a great idea. She is getting me details but it should not cost us a tremendous amount of money. She is going to be taking the idea to the Parkview Board as well. This is an after school activity.

C. Presidents Report None at this time

11. REGULAR BUSINESS

- A. **Approval of Student/Parent Handbook** - Motion by Kopp, second by Monson to approve the Student/Parent Handbook with the updates presented with the addition of wording of "to place in the Cell phone" and change of addition to class rank. Motion carried 6-0

Sherri Seitz arrived at 7:44p.m

- B. **Approval of Extra-Curricular Code of Conduct** - Book Motion by Armitage, second by Kopp with the changes of removing family maximum on Page 9 Motion carried 7-0
- C. **Referendum and Facility Planning Update** - Board was updated from the meeting held today that there was the discussion of types of finishing in the common area in one month the colors textures and type will be picked out.
- D. **Summer Facilities Report** - The work has started on the 4 elementary classrooms. This includes new flooring and cabinets. No action was taken.
- E. **Open Enrollment Report** - Mr. Trow has the Open enrollment numbers for the past three years the final will be in after school starts. No Action was needed
- F. **Registration Preparation Update** - Mr. Trow updated the board about the changes at registration starting with having a link online for parents to print off forms at home before registration. Parents will be getting a printed receipt this year instead of a handwritten this is the first step in making registration online in the futures
- G. **Transportation Contract** - Discussion a was held about the contract with Kobussion the cost of services is increasing every year. Motion by Kopp, second by Monson to approve the contract presented in packet. Carried 7-0
- H. **Policy for Professional Development** - Discussion was held about Licensure no action was taken.
- I. **Professional Development Reimbursement** - Board was given a draft of policy and discussion was held. No action was taken as more information is needed before board can create the policy.
- J. **2019-2020 Academic Standards** - Motion by Seitz and second by Anderson to approve the changes as resented in the Academic Standards in Student Handbook. Carried 7-0
- K. **DPI Financial Monitoring Plan for 19/20** - The report was based on the 17-18 Audit. Board was informed of changes and guidelines to be in place for all handling of money in the district. No action was taken.
- L. **Hiring / Resignations / Retirement** - Hiring of Music teacher Cohen-Wichner, High School Special Education Teacher Ward and Ag/FFA Koehn. David Bikowski's resignation was presented to the board. Motion by Kopp and Second by Monson to approve hires and resignation as presented. Motion carried 7-0. Board thanked David for his time at the School.

12. BOARD MEMBER COMMITTEES

- A. **Sunshine Committee Report** - Discussed that if giving an employee a gift card for years of service, the employee pays tax on the gift. Discussion about doing other items such as plaque or pins for years of service.

- B. **Technology Committee** - David Bikowski presented the board with the proposal to replace smartboards five touch panels. Motion by Kopp and second by Monson to give the technology department up to \$32,000 to purchase new touch boards and equipment. Motion carried 7-0
- C. **Building and Grounds Committee** - Discussion took place Referendum and Facility Planning Update and Summer Facilities Report
- D. **Strategic Planning**
- E. **Budget & Finance**
- F. **Collaborations** - Next Meeting set for July 22, 2019 3:00 p.m. in Media room
- G. **Policy** - Nothing at this time
- H. **Curriculum** - Nothing at this time

13. **BOARD MEMBER COMMUNICATION –**

- A. Future Agenda Items Board Policies
Baird Model
Policy for Personal Development Licensure
Teacher Handbook
Assignment of Board Committees with addition of Referendum facility improvement
 - B. **Future Meetings –**
Collaborations - Next Meeting set for July 22, 2019 3:00 p.m. in Media room
August 12, 2019 - Regular Monthly Board
Special Meeting 6:00, Meeting with Community Center
September 9, 2019 - Regular Monthly Board Meeting
- Employee Handbook
Referendum Update
Athletic Director report

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 Anderson to adjourn to closed session at 9:14p.m. Motion carried 7-0 by roll call vote.

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

15. **RECONVENE IN OPEN SESSION**

Motion by Seitz, Seconded by Anderson to adjourn to open session at 10:25 p.m. Motion carried 7-0 by roll call vote.

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

Motion by Kopp, second by Anderson to approve the Extra Curricular Stipends as presented. Motion carried 7-0

Support Staff Wages Motion by Kopp, second by Monson to approve the Support staff wages as presented. Motion Carried 7-0

Professional Staff Wages Motion by Kopp, and second by Monson to approve the support Staff Wages as presented. Motion carried 7-0

Special Education Director Contract Motion by Kopp, second by Anderson to approve Special Education Direction Contract. Motion carried 7-0

16. **ADJOURNMENT** - Motion made by Kopp, seconded by Seitz to adjourn. Motion carried 7-0. Meeting adjourned 10:31p.m.

Respectfully submitted,

Valerie Johnson, Clerk

Steve Elliott, President

