

**SCHOOL DISTRICT OF ALBANY  
BOARD OF EDUCATION  
REGULAR MEETING MINUTES**

**April 20, 2020  
7:00pm**

**MEDIA ROOM & Webex**

Joining info    Join Webex meeting  
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*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 7:02 at p.m.

**3. ROLL CALL**

Carrie Anderson	Present	Steve Elliott	Present		
Valerie Johnson	Present	Adam Kopp	Present	Phil Kubesh	Present
Justin Monson	Present	Sherry Seitz	Present	Student Council Rep	Absent

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. Albany School District phone number (608)862-3135. The Board President will announce, “to comply with the Open Meeting Law, “a tentative agenda was sent to the Brodhead Independent Register newspaper, radio station WEKZ on *April 17, 2020*, 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, Albany Mini Mart, on the North and East doors of the school, and on the official notice board in the main hallway near the District Office on *April 17, 2020.*” This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

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

**6. CONSENT AGENDA - Clerk’s Report** - Approval of the Regular Meeting Minutes of March 9, March 17 and March 30, 2020 as printed Seitz motioned to approve, seconded by Monson. Motion carried 7-0

**A. Financial Report** See report in Treasurer’s report

**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** - from Rhonda Flannery: We had to cancel Hooked on Fishing. We donated food back to the school food program

**D. Website Update** - None at this time

**9. TREASURER’S REPORT**

**A. Fund Balance Report**

ALL FUNDS EXCLUDING 39, 46, 49, 60 Cash Basis Only  
MAR Cash Receipts totaled (\$ 997,387.42)

MAR Checks processed totaled (\$ 526,533.23)

Cash Available to Pay Expenses:

2/29/2020 (\$ 2,591,140.36)

3/31/2020 (\$ 2,886,630.55)

MAR Increase in Cash Available (\$ 295,490.19)

\*\*Please note: Cash balances are as of the last day of the month only and do not indicate the daily highs and lows of the month.

B. Fund 39: Referendum Debt Service - March Checks: \$350,365.26

Fund 49: Capital Project Fund - March Checks: \$0.00

C. **Budget Notes and Comments**

GASB 84 requirements are mostly complete with a few remaining issues to finish the transition from Fund 60 and Fund 70 (Scholarships and Trusts).

Progress has been made on account coding and staff access to correct accounts. The Business Office is working on setting up monthly reports for particular groups/staff members.

Staff are working on their 20/21 Budgets and are able to get into the software to enter information so as to be able to push the Order button in July and have items ready for when school starts.

Items being worked on include:

Actuary Study of Benefits is in process.

Membership Audit of 2019-2020 Student Counts was done this past month and close to being finished. The auditors need to submit the report to DPI by May 1st. Thank you to Robin for all her work with this responsibility.

The Support Staff Handbook is in final touches, and the Business Office will continue to monitor and align policies and handbooks.

Our 20/21 Health Insurance Premiums are in discussion. Dental Insurance will not change. Quarterly Payroll Reports are submitted.

Shari attended a Federal Funding Conference in early March to learn more about Grants & Federal Funds (Yay).

The LED Lighting Note/Capital Lease was paid off.

The District made the first payment on the Capital Project Referendum Debt Service Note.

We are looking into a new timesheet process which will replace the time clock.

10. **ADMINISTRATIVE STAFF REPORTS**

A. **Elementary Principal's Report- From Mrs. Gregerson**

School looks different than it ever has. Teachers have changed how they teach and are planning and delivering instruction in new and innovative ways. Each Wednesday we meet as a PLC and discuss how instruction is going and which students we are concerned about. We have had a great response from our parents and have heard from nearly all of our students.

Those that we did not hear from we have taken extra steps to reach out to them and help them get connected to the learning. As Richard Dufour said, "The fundamental purpose of school is learning." Lunches are now being provided for about 58 students. It is more difficult with the challenge of the construction but the lunches and weekend backpacks will continue.

We have increased the number of students needing backpacks to 15. The Albany Comet Easter bunny made an appearance to wave at students in town and through some subdivisions. Thank you, Liz Detra and Jolene Morton, there will be no PTO Carnival but there will be a virtual book fair. IEP's continue through virtual meetings and Special Education Teachers are working extra hard with this population who need our extra support now more than ever. Elementary Teacher put together a special miss you that was on Facebook and are going to put out a video soon. Thank you, Brittney Hanson, Britni C-W and Jill, for their extra work! Special thank you to Jill Schott who is actively keeping up on Facebook. Her work is being noticed and appreciated! We ordered yard signs for seniors and are planning a special event to put them in their yards. Mrs. Freitag came in with very short notice and packed her room. Thank you, Bruce, Liz Detra and Steve Elliott, for helping! Her room is already in the midst of construction. Teachers have a planner that was attached to your packets last week. They continue to fill these out so that Mr. Trow and I can keep abreast of the things they are doing. Teachers are giving students learning activities through Seesaw, google classroom and email. We are sending paper-based materials to younger students and to students who do not have internet access at least every two weeks. They are checking in as groups and with individual students and families. We have had good communication with parents who are working hard to make sure the learning continues. Here are some examples of how our new educational landscape looks: Zoom Meetings are happening daily. Even our youngest learners love seeing each other and interacting on Zoom.

B. **Superintendent's/Principal Report - From Mr. Trow**  
**School Closing - Safer at Home Order - through May 26**

I am sending out an update to the district on Monday regarding instruction/operations for the district for the remaining school year. I will also include an update on instruction. There is no plan to change instructional/operational practices that

we are currently providing; however, we need to make decisions regarding each senior and where they are at regarding credits and graduation requirements. I will update the board when decisions are made for seniors. We will be meeting next week to make these decisions and communicate to families what is expected of each child.

#### Summer School

As of right now I do not think any of the surrounding schools are considering summer school at this time. We will be discussing this next week at our weekly Superintendent meeting. Those Superintendents attending is: Parkview, Monticello, Juda, Blackhawk, New Glarus, Monroe, Brodhead. We will be discussing it again next week now that this announcement has been made about school not opening. There was a discussion about doing something virtually for students regarding credit recovery but no details at this point.

#### Educator Effectiveness

Educator Effectiveness - there is an opportunity for districts to do a waiver through DPI to not complete the evaluation process for teachers. One district out of the group elected to complete the waiver. We communicated with our staff that we are completing evaluations virtually.

#### Food Service

All staff involved in food prep and delivery are now required to wear masks per directive by the health department. We also had to make changes to the way food is being picked up at school because of construction. The food will now be picked up from the east door into the kitchen and east driveway into the parking lot. Extra assistance can and will be provided as necessary.

#### Construction update

Jimmy and I will be meeting each Monday with the foreman to discuss progress/plan for the week. Jimmy, Connie and I will be meeting each Monday to discuss anything that needs to be communicated each week. Jimmy will be sending out a weekly update to the board. We will decide what needs to be communicated to staff during those meetings as well. His update is included in the board packet.

#### Summer/End of the Year Projects

Jimmy and I will be meeting on a plan to coordinate a plan regarding summer projects. We will be starting these soon now that school is officially closed. We will be communicating these schedules with staff. We will need to consider that instruction is still taking place and access to materials/room is a consideration that must happen with each individual teacher.

#### Bus Contract Update

We are still on hold for right now. We have not paid anything further toward any unused services. We did receive a letter from legal that another state/legal team used in regards to unused bus services for a school district. Legal is examining the legality of this letter regarding an administration/board payment of services not rendered on how that potentially could come back to the district.

#### Virtual Instruction

Instruction is continuing as we all learn how to make this work best. We have weekly meetings about student progress or lack of progress. We have a system in place for tracking progress through a Google Doc for secondary students. I am the final contact related to those students who are not completing work for various reasons. Parents for the most part have been very supportive and teachers have been diligent in contacting parent/student when needed. We also have been delivering a handful of paper assignments to a few students. We have the next wave of paper materials to be delivered on Monday, April 21st to elementary students. We have tried to coordinate two weeks at a time. Teachers have been coordinating through the office when they are to come to the building to get materials or instructional prep as necessary.

#### Furniture Proposal

Tonya Zurfluh from Lerdahl will be presenting details of a plan for office and commons furniture and lay out for the new construction. We met two times last week to finalize the details for the presentation on Monday **night**.

#### C. **President's Report** - None at this time

### 11. **REGULAR BUSINESS**

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

- A. **Results of the April 7, 2020 School Board Election** - Valerie Johnson read the certification of the Board of canvassers certificate of determination of persons elected:
  - Carrie Anderson 501
  - Valerie Johnson 488
  - Phillip Kubesh 485
  - Write ins 23
- B. **Oath of Office for newly elected Board members**- Valerie Johnson, Carrie Anderson and Phillip Kubesh were sworn in and took the oath.
- C. **Acceptance of Gifts** - Seitz made a motion to accept the \$500.00-visa gift card from JP Cullen, seconded by Kopp. Motion carried 7-0
- D. **Furniture Purchase for New Building Addition** - Tonya Zurfluh presented the details for the future in the offices, common area and the reception desk shared the designs of all areas. Commons have 3 to 1 tables and round tables and tables are able to be folded. 126 seats cubes are along the windows for seats with half having outlets for students to charge devices. trash and recycle three sets of these. State of Wisconsin discount price will be given to the district. Timeline for ordering is 10 weeks if place in next week Mid-august if ordered in the next week. Discussion was held about the \$69,000

budgeted this is \$84,000 They added the perch which is a total of \$17,000 Furniture will be used daily. Motion was made Kopp to everything except to remove the bench in and go with a round or oval table in Superintendent office not exceed the current bid amount, seconded by Monson. Motion carried 7-0

- E. **Support Staff Handbook Update** - Discussion was held on the proposed changes to the Support Staff Handbook to include the scheduling of breaks, Paid holidays and Vacation. Motion was made by Kopp to approve, seconded Seitz. Motion carried 7-0
- F. **Policy Update** - the Policy committee presented four updated policies to the board: Regular meetings #0164.1, Voting #0167.1, Closed Session #0167.2, Public Participation at Board meeting #0167.3. Motion was made Kubesh by to accept the changes to the four policies and was seconded by Seitz. Motion carried 7-0
- G. **Staffing Discussion and Projected Enrollment** - The administration presented plan for all staff to come back no cuts however some staff maybe be moved in their position depending on the student counts. Motion was made by Seitz, seconded Anderson. Motion carried 7-0
- H. **Facility Planning & Construction Update** - Things are moving fast as they started today. Mr. Trow will send out by weekly emails to the board with updates.
- I. **Approval of Playground Contract** - Board was presented Playscapes bid for Playground with changes. Comment from Kopp about the rocks instead of benches being too short for adults. Discussion was held about reusing benches Motion by Kopp and seconded Monson to approve the playground contract as presented. Motion carried 7-0. The funds for this project are from donations.
- J. **Batterman Contract** - Batterman completed a \$2,400 survey in December 2019 that has been paid. The next step would be \$1,500 to \$2,000 to moving the fire hydrant and curb to add room for parking then \$10,000 to \$12,000 as far slope and grade in the current playground. Motion to approve \$1,500 to \$2,000 to have Batterman develop three concepts for the current playground area by Kubesh, seconded Monson. Motion Carried 7-0
- K. **School Board Seat Process** - Discussion with Phil Kubesh leaving the board due to relocating as of May 4, 2020. Elliott presented that applicates interested in the board seat send a Letter of interest and willing to attend development, Wisconsin School Board Association Board trainings and any interest they have in serving the district to Brenda by deadline of May 8, 2020. This will be a one-year term. Motion by Seitz and seconded by Monson. Motion carried 7-0
- L. **Hiring / Resignations / Retirement** - Discussion was held about hiring process of Principal. No action was taken.

12. **BOARD MEMBER COMMITTEES**

- A. **Technology Committee** - Nothing need at this time, a meeting possible in August
- B. **Building and Grounds Committee** - Construction build will biweekly on Monday Update on summer projects
- C. **Strategic Planning** - Nothing at this time
- D. **Budget & Finance** - Meeting the next week
- E. **Collaborations** - Meeting possible mid-June
- F. **Policy** - June or July meeting needed

13. **BOARD MEMBER COMMUNICATION –**

- A. **Future Agenda Items**  
Buildings And Grounds, Staff Contracts, Playground, Graduation, Administration Staffing, School Update, Milk And Bread Bids, Spring Sports
- B. **Future Meetings –**  
  - May 11, 2020 – Public Hearing on Waiver 6:00
  - May 11, 2020 – Regular Monthly Board Meeting
  - June 8, 2020 – 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 Kopp, seconded by Seitz to adjourn to closed session at 8:51 p.m. Motion carried 7-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Justin Monson	Yes
Phil Kubesh	Yes	Valerie Johnson	Yes		
Sherri Seitz	Yes	Adam Kopp	Yes		

- A. **Approval of Minutes**
- B. **Future Staffing** (I, D)
- C. **Principal Hiring** (I, D)

15. **RECONVENE IN OPEN SESSION**

Motion by Anderson Seconded by Kopp to reconvene to open session at 9:18p.m. Motion carried 7-0 by roll call vote.

Carrie Anderson	Yes	Steve Elliott	Yes	Justin Monson	Yes
Phil Kubesh	Yes	Valerie Johnson	Yes		
Sherri Seitz	Yes	Adam Kopp	Yes		

16. **ADJOURNMENT** - Motion made by Kubesh, seconded by Monson to adjourn. Motion carried 7- 0.

Meeting adjourned 9:19 p.m.

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Valerie Johnson, Board Clerk

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Steve Elliott, Board President