

**BOARD OF EDUCATION MEETING
ALBION CENTRAL SCHOOL DISTRICT
ALBION, NEW YORK 14411
Ronald L. Sodoma Elementary School, Conference Room A
July 07, 2025 SUMMARY
OF THE BOARD OF EDUCATION REORGANIZATIONAL MEETING
7:00 am**

Superintendent Mickey Edwards, called the meeting to order at 7:00 am.

1. Superintendent Mickey Edwards, administered the Oath of Office to District Clerk, Cindy Ishmael who was appointed to serve from 07/01/25 - 06/30/26.
2. District Clerk, Cindy Ishmael, administered the Oath of Office to Mickey Edwards, Superintendent.
3. District Clerk, Cindy Ishmael, administered the Oath of Office to Richard Recckio II, who was appointed as Assistant Clerk.
4. District Clerk, Cindy Ishmael, administered the Oath of Office to New Board Member, Mrs. Lauren Stirk who was elected to a five-year term, at the May 20, 2025 Annual Budget Vote.

District Clerk, Cindy Ishmael, administered the Oath of Office to Board Member, Mr. John Kast who was re-elected to a five-year term, at the May 20, 2025 Annual Budget Vote.

District Clerk, Cindy Ishmael, administered the Oath of Office to Ex Officio Student Board Member, Miss Phoebe Allen.

5. Election of President

Superintendent Mickey Edwards opened the floor for nominations for President.

**BOARD APPROVED the nomination of Mrs. Linda Weller
For President of the Board of Education.**

6. Election of Vice-President

Superintendent Mickey Edwards opened the floor for nominations for Vice-President.

**BOARD APPROVED the nomination of Mr. John Kast for
Vice-President of the Board of Education.**

7. Administration of Oaths to President and Vice-President

District Clerk, Cindy Ishmael, administered the Oath of Office to Mrs. Linda Weller as President and Mr. John Kast as Vice-President. Superintendent Mickey Edwards turned the meeting over to Mrs. Weller, Board President to conduct the remainder of the meeting.

8. Appointment of Treasurer
Name: Laura Simboli
Effective Dates: 07/01/25 - 06/30/26
9. Appointment of Assistant Treasurer
Name: Kristin Ferris
Effective Dates: 07/01/25 - 06/30/26
10. Appointment of Purchasing Agent
Name: Richard Recckio II
11. Appointment of Internal Claims Auditor
Name: Beth Ann Navarra

BOARD APPROVED Items 8-11

12. Appointment of District Tax Collector
Name: Orleans County Treasurer
13. Appointment of School Doctor
Name: Orleans Community Health Center
14. Appointment of Census Enumerator
Name: Rachel Coolbaugh
15. Appointment of Comptroller, Extra-Classroom Activities
Name: Designated Building Principal
16. Appointment of Treasurer, Extra-Classroom Activities
Name: Rachel Coolbaugh
17. Appointment of Assistant Treasurers, Extra-Classroom Activities
Name: Christina Snook
Name: Jill Scharping
18. Appointment of Auditor, Extra-Classroom Activities
Name: Stacey Andrews
19. Appointment of Payroll Certification Officer
Name: Mickey Edwards, Superintendent of Schools
20. Appointment of Custodian of Petty Cash
Name: Laura Simboli
21. Appointment of Chemical Hygiene Officer
Name: Director of Facilities II
22. Appointment of Records Management Officer/Freedom of Information
Name: Rachel Coolbaugh
23. Appointment of Title VI and IX Compliance Officer
Name: Rebecca Manfreda
24. Appointment of Human Rights Officer/Civil Rights Compliance Officer
Name: Rebecca Manfreda
25. Appointment of Workplace Violence Prevention Program Administrators
Name: Mickey Edwards, Superintendent of Schools
Name: Rebecca Manfreda, Alternate

- 26. Appointment of District Chief Emergency Officer
Name: Mickey Edwards, Superintendent of Schools
- 27. Appointment of Attendance Supervisors
Name: Angela Conway, Elementary School Principal
Name: Brad Prichard, Middle School Principal
Name: Jennifer Ashbery, High School Principal
- 28. Dignity for All Students Act Coordinators
Name: Angela Conway, Elementary School Principal
Name: Brad Pritchard, Middle School Principal
Name: Jennifer Ashbery, High School Principal

BOARD APPROVED Items 12-28

- 29. Appointment of Independent Auditor
Name: Mengel, Metzger, Barr, CPA
- 30. Appointment of Internal Auditor
Name: EFPR Group, CPAs PLLC
- 31. Appointment of School Attorneys for the District
 - a. Bond Schoeneck & King
 - b. Webster Szanyi LLP
 - c. Hodgson Russ, LLP
 - d. Kenney, Shelton, Liptak, Nowak, LLP
- 32. Appointment of School Insurance Carriers for the District
 - a. NYSIR - Property and Casualty Insurance
 - b. Pupil Benefits - Student Accident Insurance
- 33. Appointment of School Pesticide Representative
Name: Director of Facilities II
- 34. Appointment of Asbestos Designee
Name: Director of Facilities II
- 35. Appointment of Liaison for Homeless Children & Youth
Name: Kevin Beaumont
Name: Bradley Lehman, Alternate
Name: Rebecca Manfreda, Alternate
- 36. Appointment of Liaison for Students in Foster Care
Name: Bradley Lehman
Name: Rebecca Manfreda, Alternate
- 37. Appointment of Designated Official to receive court notification regarding students' sentence/adjudication and juvenile delinquency proceedings
Name: Mickey Edwards, Superintendent of Schools
- 38. Appointment of Designated Official to apply for Grants in Aid
Name: Mickey Edwards, Superintendent of Schools
- 39. Appointment of Board Designee to determine student residency status per Policy 7130 - Entitlement to Attend - Age & Residency
Name: Mickey Edwards, Superintendent of Schools

40. Appointment of Board Designee to provide Absentee Ballots to Qualified District Voters per Policy 1640 - Absentee Ballots
Name: Cindy Ishmael
41. Appointment of Incarcerated Youth Director
Name: Rebecca Manfreda
42. Appointment of Data Protection Officer
Name: Giuseppe Navarra

BOARD APPROVED Items 29-42

43. Designation that the following are the official depositories of the Albion Central School District, with a maximum amount not to exceed \$70,000,000 in any depository:
- a) Key Bank
 - b) Five Star Bank
 - c) NYCLASS
 - d) Non-checking account investments of District monies will be with qualified commercial NY State chartered financial institutions authorized to do business with municipalities/school districts in the State of New York. Securities on repurchase agreements and certificates of deposit shall be held in a custody account.
44. Authorization for use of a digital check signing facsimile.
45. Appointment of authorized signers of School District funds/checks:
- a) Laura Simboli, Treasurer
 - b) Richard Recckio II, Assistant Superintendent for Finance
 - c) Rachel Coolbaugh, Extra-curricular Treasurer
46. Authorization and approval of Bonds for District of \$1,000,000 for each employee of the District.
47. Designation of THE DAILY NEWS (Batavia, NY) as the official newspaper for the School District.
48. Authorization and approval of petty cash funds of:
- a) School District - \$150.00
 - b) Recreation Change Fund - \$50.00
 - c) Athletic Change Fund - \$300.00
 - d) Cafeteria Start-up Cash Drawers - \$175 (\$35 per drawer)

BOARD APPROVED Items 43-48

49. Designation of regular monthly meeting date and time: First Monday of the month, except when falling on a school holiday or where there is a conflict. Regular meeting to begin at 7:00 pm.

August 04, 2025

September 08, 2025 (2nd Monday)

October 06, 2025

November 03, 2025

December 01, 2025

January 05, 2026

February 09, 2026 (2nd Monday)

March 09, 2026 (2nd Monday)

April 13, 2026 (2nd Monday)

May 11, 2026 (2nd Monday)

June 01, 2026

July 2026 (TBD)

Dates to be published via a legal notice in the official District newspaper.

BOARD APPROVED Item 49

50. Designation of the Chief School Officer, by the Board of Education, as the delegate with authority to act as the Board's agent with regard to Albion Central School's participation in the National School Lunch/School Breakfast/Special Milk Programs and to enter into on its behalf, all contracts and agreements associated with said participation.

51. Establishment of mileage rate for 2025-2026 at current Internal Revenue Service rate.

BOARD APPROVED Items 50-51

52. Authorization to Require Medical Examinations

The Superintendent of Schools is authorized to require any employee to submit to a medical/psychological examination to determine his/her fitness to continue employment. The Superintendent of Schools shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution.

53. Adoption of Check Charge

The Board of Education authorizes the Superintendent to impose a charge not to exceed thirty-five dollars (\$35.00) per check to any account owing the Albion Central School District where a tendered payment of such an account was returned for insufficient funds. Service charges shall be collected in the manner prescribed by law for the collection of the account for which the check was tendered. The Superintendent of Schools may require future payments by individuals to be tendered in cash or by certified or cashier's check.

54. Appointment of Staff on an Interim Basis

The Superintendent is hereby authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

55. Service Agreements

The Superintendent is authorized to enter into service agreements that are consistent with the mission of Albion Central School District, subject to the Board's approval of any agreements requiring an appropriation of funds.

56. Small Claims Actions

The Superintendent is authorized to commence or settle any lawsuits or prospective lawsuits for a sum of money that is or would be within the monetary jurisdiction of the small claims court.

57. Defense of Unemployment Insurance Claims

The Superintendent and/or his/her designee is authorized to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor.

58. Workers' Compensation

The Superintendent and/or his/her designee are authorized to make decisions whether to contest or settle claims before the Workers' Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers' Compensation Consortium, of which Albion is a member. The district Superintendent shall also have standing authority to delegate such responsibility to another Albion Administrator.

BOARD APPROVED Items 52-58

59. Health Plan

The Superintendent and/or his/her designee shall be authorized to vote and otherwise act on behalf of the Albion Central School District with respect to all business pertaining to the Orleans Niagara Health Consortium Plan and the district Superintendent shall also have standing authority to delegate such responsibility to another Albion Administrator.

60. Records Retention

The Board of Education of the Albion Central School District resolves that Records Retention and Disposition Schedule For New York Local Government Records (LGS-1) issued pursuant to Section 185.15, 8NYCRR (Appendix L), and containing legal minimum retention periods of local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed here. In accordance with Section 185.15, 8NYCRR (Appendix L)

- a. only those records will be disposed of that are described in Records Retention and Disposition Schedule For New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

61. Cooperative Purchasing Resolution (authorizing the use of contracts bid and let by other governmental agencies)

The Board of Education authorizes the purchase apparatus, materials, equipment and supplies, and the contracting of services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract will be let in a manner that constitutes competitive bidding consistent with state law, and thus satisfy the requirement to locally bid the item or service. The contracts will include but not

be limited to those filed with US Communities, The Cooperative Purchasing Network, Government Procurement Alliance, National Joint Powers Alliance, and Pennsylvania Education Purchasing Program for Microcomputers.

62. Letters of Reasonable Assurance

The Albion Central School District Board of Education authorizes the Superintendent to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to Albion staff whom Albion intends to employ during the 2025-2026 school year.

63. Real Property Tax Law Sections 556 and 726

Resolved, by the Board of Education of the Albion Central School District, that the authority of the Board of Education pursuant to Real Property Tax Law Section 556 with respect to refunds and credit of real property taxes paid in the case of clerical error, unlawful entry, or error in essential fact, is hereby delegated to the treasurer, upon audit by the Internal Claims Auditor, where the recommended refund or credit is \$2,500 or less: and be it further resolved, that applications for refund of taxes based upon a change in assessment by final order of a court in any tax certiorari proceeding, pursuant to Section 726 of the Real Property Tax Law, is delegated to the treasurer upon audit by the internal auditor, in an amount not to exceed \$2,500.

BOARD APPROVED Items 59-63

64. Correction of Tax Rolls

Resolved, by the Board of Education of the Albion Central School District, the Assistant Superintendent for Finance is hereby authorized to correct errors, on behalf of the Board of Education, on the tax rolls as recommended by Orleans or Genesee County, not to exceed the sum of \$2,500.

65. Authorization for Superintendent Regarding Student Suspensions

Resolved, by the Board of Education of the Albion Central School District, the Superintendent may act on behalf of the Board of Education to reduce suspensions of students when deemed appropriate.

BOARD APPROVED Items 64-65

66. Pay Rates:

TEACHING SUBSTITUTES 2025-2026 School Year

Certified Instructors:.....\$ 130.00 daily

A copy of NYS certification must be on file in the District Office to qualify for payment at the above rate.

Non-Certified Instructors:.....\$ 115.00 daily

Terms: 1 full day = more than four hours
½ day = up to and including four hours

Tutors: Certified Instructors:.....\$ 30.00/hourly
Non-Certified Instructors:.....\$ 25.00/hourly
Preparation Time Included in Hourly Rate

NON-INSTRUCTIONAL SUBSTITUTES:

Nurse.....\$ 30.00/hourly
(copy of Valid License must be on file)
Clerks/Typists.....\$ 16.00/hourly
Aides.....\$ 16.00/hourly
Cleaners.....\$ 16.00/hourly
Lunchroom Monitors.....\$ 16.00/hourly
Teacher Assistants.....\$ 16.00/hourly

SUMMER WORKERS:

Summer Workers (Labor Class).....\$ 15.50/hourly*

LIFEGUARDS

Senior Lifeguards..... \$ 25.00/hourly
Junior Lifeguards..... \$ 16.00/hourly

*Subject to established NYS Minimum Wage Rate

Internal Claims Auditor..... \$ 35.00/hourly
Auditor of Extra-Classroom Activities..... \$ 1,000 stipend
Data Protection Officer..... \$ 2,000 stipend
District Clerk..... \$ 5,150 stipend

BOARD APPROVED Item 66

67. CSE & CPSE Personnel Recommendations

Committee on Special Education for the 2025-2026 school year:

Bradley Lehman, Chairperson
Patrick Brawn (Middle School); Betsy Martel (Elementary School);
Rebecca Manfreda (All Schools; Anne Marie Holland (All Schools);
Alternate Chairpersons
Patrick Brawn, Psychologist
Eric Christiansen, Psychologist
Betsy Martel, Psychologist
Physician - (attends only by parent or Committee request)
Individual student (whenever appropriate)
Individual student's regular education teacher
Individual student's special education teacher and/or related
service provider
Individual student's parent(s)/legal guardian(s)

Individual parent representatives at parental request:

TBD

The Committee should also include an individual who can interpret the instructional implications of evaluation results, who may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may also be included.

Committee on Preschool Special Education for the 2024-2025 school year:

Bradley Lehman, Chairperson/District Representative
Betsy Martel; Rebecca Manfreda; Anne Marie Holland, Alternate Chairpersons
Municipality Appointed Representative
Individual student (whenever appropriate)
Individual student's parent(s)/legal guardian(s)
Individual student's regular education teacher
Individual student's special education teacher and/or related service provider

Individual parent representatives at parental request:

TBD

In addition, an individual who can interpret the instructional implications of evaluation results may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may be included. At an initial recommendation meeting, a professional who participated in the evaluation of the child or an appropriate school district may be included.

For a child in transition from early intervention programs and services, the appropriate licensed or certified professional from the Department of Health's Early Intervention Program will be included at parent request.

Surrogate parent for the 2025-2026 school year:

TBD

Independent Evaluators:

ORLEANS COUNTY:

School District

Lyndonville

Medina

Psychologist

Penny Barry

Ann Marie Martillotta

Shannon Stephenson

Julie Handel

ERIE COUNTY:

Robert Warner Rehabilitation Center
A Unit of Children's Hospital of Buffalo
Psychological Educational Services
219 Bryant Street
Buffalo, NY 14222
716-878-7440

Dr. Lisa A. Jackson PhD
4955 N. Bailey Avenue
Amherst, NY 14226
716-833-0292

MONROE COUNTY:

Andrew J. Kirch Developmental Center
Strong Center for Developmental Disabilities
Golisano Children's Hospital
Box 671, 601 Elmwood Avenue
Rochester, NY 14642

Please note: Evaluators cost should not exceed \$2,500 without prior justification and approval by ACSD CSE.

BOARD APPROVED Item 67

68. Board of Education Committees and Assignments

**ALBION CENTRAL SCHOOL
Albion, New York
BOARD OF EDUCATION COMMITTEES
2025-2026**

A. Finance and Audit Committee

1. John Kast, Chair
2. Linda Weller
3. Kurt Schmitt
4. Kelly Kirby

B. Facility and Safety Committee

1. Kurt Schmitt, Chair
2. John Kast
3. Christopher Kinter
4. Lauren Stirk

C. Designee to Hoag Library Board

1. Allyson DeBoard

D. Code of Conduct Committee

1. Porsche Taylor, Chair
2. Trellis Pore
3. Kurt Schmitt

E. Board Policy, Process and Protocol Committee

1. Linda Weller, Chair
2. Christopher Kinter
3. Porsche Taylor
4. Lauren Stirk

Board President, Mrs. Weller discussed Board Committee assignments with the members present at the meeting. The members agreed on the list of assignments noted above.

69. Adjournment

BOARD APPROVED