

**BOARD OF EDUCATION MEETING  
ALBION CENTRAL SCHOOL DISTRICT  
ALBION, NEW YORK 14411  
November 06, 2023 SUMMARY  
OF A REGULAR BOARD OF EDUCATION MEETING  
7:00 pm**

**MEETING CALL TO ORDER**

Board President, Mr. Wayne Wadhams, called the meeting to order at 7:00 pm.

**PLEDGE TO THE FLAG**

**Moment of Silence**

Board Member, Mr. John Kast, shared "Former Albion Central School Physical Education Teacher and Coach, Lawrence Hazzard, passed away on Friday, October 13, 2023.

Mr. Hazzard graduated in 1969 from SUNY Brockport with degrees in Physical Education and Health. He was welcomed to the Albion Central School District in September of that same year as an Elementary School Physical Education teacher and coach for various sports including JV Girls' Soccer, Varsity Girls' Basketball, Tennis, JV Boys' Soccer and Varsity Boys' Soccer.

As his obituary notes, 'Larry was known as Coach Hazzard to thousands of students and parents throughout his three-decade career in the Albion Central School District. His love for athletics carried over into his hobbies which included tennis, golf, fishing and enthusiastic armchair participation in televised Syracuse University athletic events.'

On June 19, 2001, Superintendent Ronald L. Sodoma noted in his retirement acceptance letter; 'With regret the Board of Education accepted your notice of retirement...since September of 1969 you have been an important part of the teaching staff of our school district.'

Please join me in a moment of silence to honor the dedication and commitment Mr. Lawrence Hazzard shared with our community, staff and students of our Purple Eagle Family. He will be missed!"

Board President, Mr. Wayne Wadhams read the Board Meeting Norms; "The Board Will: Be Respectful and Professional - Be Prepared - Honor Confidentiality - Follow the Chain of Command - Avoid Surprises - Assume Positivity."

## RECOGNITION

**Middle School Student Awards**  
Maya Coley - Character Award  
Makenzie Cook - Leadership Award

### 1. **APPROVAL OF AGENDA**

#### **BOARD APPROVED**

##### A. Public Forum

Ms. Jaime Allport thanked the Board on behalf of AYSAP Football. She shared that use of the turf field was very well received; that the players loved being here. She hoped that everything was cleaned up and acceptable to the District; she had not heard anything to the contrary. She provided the Board with a thank you card and photo of the team. It wasn't shared with the team until after the regular season ended that they would be playing on the turf field. They were excited to play where their big brothers play!

### 2. **BUSINESS ITEMS**

- A. Minutes of October 03, 2023 Regular Board Meeting
- B. Treasurer's Report June 2023  
Treasurer's Report July 2023
- C. Extra-Classroom Activity Fund Report for July 2023  
Extra-Classroom Activity Fund Report for August 2023
- D. CSE & CPSE Recommendations
- E. Committee on Special Education Referral Information
- F. Fundraiser Requests
- G. Building Use Requests
- H. Textbook Request
- I. Budget Transfer Requests
  - \$ 5,000 - Unemployment Insurance Premium
- J. - \$ 300-Large Order/Permanent Record Folders

**BOARD APPROVED, Items 2 (A-I) and Item (J) provided for information only.**

### 3. **CORRESPONDENCE**

An invitation to Senior Tea on November 16, 2023 was shared with Board Members.

### 4. **PRESENTATIONS**

- A. Fall Athletics - Ms. Mariah LaSpina and fall athletes

Ms. Mariah LaSpina, Athletic Director, expressed her gratitude to the Board for their continued support of the athletic program. She shared that there were challenges this season with the project but

the turf field is absolutely beautiful, the coaches were phenomenal and they can't wait for the soccer fields to be completed!

Student representatives for each of the fall sports; cheerleading, cross-country, boys' soccer; girls' soccer; football and volleyball shared highlights, records of wins and losses; and favorite memories of the season with the Board. Some of the students shared that it was their best season; cheerleaders had a new coach that provided them with the motivation to keep going; cross-country shared that they were better this year than last; boys' soccer earned their best record this school season; girls' soccer enjoyed a lot of fun and team bonding noting their fundraising efforts for Maddox Pearl, Byron Neal and the Tough Together charity; football battled low numbers and injuries but were able to play new positions on the turf field; volleyball noted improvement as a team and that their season had finished on a positive note.

Ms. LaSpina thanked the Board again and applauded the efforts of the group of awesome fall athletes!

#### B. Academic Focus - Special Education - Mrs. Jessica Beal

Mrs. Jessica Beal, CSE Chairperson shared a Special Education presentation with the Board. She started the presentation highlighting celebrations. The Eagle Express Breakfast Café has been serving breakfast to the High School, District Office and now the Elementary School providing breakfast sandwiches and potatoes to staff. This is a great work-based opportunity for students. Work-Based Learning Class enables students to work at PAWS, the library and offers the opportunity to explore their talents post-high school. Behavioral Consultant Services are now provided by our full-time Behavioral Specialist; she is very busy and is working on creating behavior plans which promote positive behavior. The District had previously contracted this service through BOCES. Really Great Reading meetings students at individual needs and has been very positive. The dedication of our staff with a focus on students is very impressive.

In an effort to be committed to continuous improvement, the District is working in collaboration with West Regional Partnership. The focus at the Middle School is Specially Designed Instruction (SDI) offering training for teachers and strengthening documentation of SDI in the IEP. The focus at the High School is Transition Planning which offers continued work on preparing students for after high school and with increasing student voice in the IEP process. There are regular meetings and staff member response is positive. The District is also receiving consultant services with Mrs. Linda Johnson. She is reviewing our current forms and previewing the Frontline IEP system with staff as the District transitions from use of Clear Track. She offers support for the newly hired CSE secretary and is reviewing processes for efficiency and accuracy.

The District is looking ahead to additional athletic opportunities for students with disabilities including Special Olympic events and Unified Sports which will open a coaching position; the transition to Frontline for IEP Management which is how IEP's are written and will put the District in line with other districts who use Frontline; and work will continue with West Regional Partnership for IEP processes.

Mrs. Beal will return in the spring to update the Board.

## **5. COMMITTEE REPORTS**

### **A. Annual NYSSBA Convention - Buffalo October 26-28, 2023**

Board President, Mr. Wayne Wadhams, shared that he and Superintendent Edwards attended the Pre-Law Conference on Thursday. Mr. Wadhams went to the Conference in Buffalo on Friday and Saturday attending seminars on Board practices; managing conflict; and Board of Education and Superintendent relationships. The seminars were interesting and he encouraged everyone to go. The Convention offers the opportunity to network with others and is a good experience.

### **B. Finance and Audit Committee Report**

Board Member, Mr. Kast shared that the Finance Committee had met and reviewed the Audit Report and the Internal Control Audit that would be shared during the Board meeting. The draft calendar was reviewed for the budget cycle. The Audit provides a ten-thousand-foot view of the District's finances and indicates we are in a strong financial position.

### **C. Health and Safety Committee Report**

Board Member, Mr. Schmitt shared that fire drills are almost completed and lockdown drills continue. Signage was discussed at the meeting and hinges on the need for doors. A large part of this process in the project is affixing numbers and signage for rooms to be easily identified by emergency responders. He applauded SRO Prawel and the Superintendent for reaching out to other districts regarding mutual aid and their forward thinking for the future.

## **6. OLD BUSINESS - None**

## **7. NEW BUSINESS**

### **A. Personnel**

#### **1. Resignations:**

- a. Hillary Fiegl
  - Position: Science Teacher @ MS
  - Effective: 11/09/23

- b. Alexandra Collister  
     Position: 4<sup>th</sup> Grade Special Education  
             Teacher  
     Effective: 12/23/23 (end of day)
- c. Ashleigh Walls  
     Position: Monitor @ HS  
     Effective: 10/27/23
- d. Emily Keeler  
     Position: Long-Term Substitute Teacher  
             @ ES  
     Effective: 10/02/23
- e. Hillary Fiegl  
     Position: MS Academic Challenge Bowl  
             Coach/Advisor  
     Effective: 11/09/23
- f. Melody Beecher  
     Position: Physical Education 6-12  
             Department Chair  
     Effective: 12/30/23
- g. Melody Beecher  
     Position: Assistant Track (Female) Coach  
     Effective: 12/30/23
- h. Alex Smith  
     Position: Substitute Cleaner  
     Effective: 10/05/23

2. Retirement:

- a. Tammorah Neal  
     Position: Teacher Aide @ ES  
     Effective: 06/30/24

3. Retirement Amendment:

- a. Melody Beecher  
     Position: HS Physical Education Teacher  
     Effective: 12/30/23

4. 2023-2024 Appointments:

- a. Stacey Andrews  
     Position: Payroll Clerk  
     Start Date: 11/07/23  
     Civil Service Classification: Competitive  
     Probationary Period: 11/07/23 - 01/02/24  
     Salary: \$44,075

- b. Necole Rotthoff
  - Position: RPN
  - Certification: Registered Professional Nurse, AED/CPR
  - Start Date: 10/30/23 \*Retroactive Appointment
  - Civil Service Classification: Non-Competitive
  - Probationary Period: 10/30/23 - 10/29/24
  - Salary: \$45,000 plus \$1,000 RN Stipend
  
- c. Anna Symons
  - Position: Monitor @ HS
  - Start Date: TBD
  - Civil Service Classification: Non-Competitive
  - Probationary Period: TBD - \*Pending
  - Fingerprint Clearance, Drug Test, TB Test and Physical
  - Salary: \$14.20 per hour
  
- d. Tanya Bjornstad
  - Position: Monitor @ ES
  - Start Date: TBD
  - Civil Service Classification: Non-Competitive
  - Probationary Period: TBD - \*Pending
  - Fingerprint Clearance, Drug Test, TB Test and Physical
  - Salary: \$14.20 per hour
  
- e. Wendy O'Hearn
  - Position: Long-Term Substitute Teacher @ ES
  - Certification: Nursery, Kindergarten & Grades 1-6, Permanent
  - Effective: 11/27/23 (anticipated) - TBD
  
- f. Gary Simboli
  - Position: Piano Accompanist, as needed
  - Effective: 11/07/23 - 06/30/24
  - Salary: TBD

5. 2023-2024 Middle School Structured Homework Support Program: the following individual be appointed to provide supervision after school for Structured Homework Support at a rate of \$25 per hour - 62 sessions, Tuesdays and Thursdays, 2:35 pm-3:20 pm from October 05, 2023 to May 30, 2024:

- a. Jennifer Bennett

6. 2023-2024 High School After-School Advisory Positions:  
the following individuals be appointed to provide supervision during the after-school sports study hall at a rate of \$25 per hour, Monday-Friday, 2:35 pm-3:35 pm, beginning November 13, 2023 to the end of the winter athletic season:
  - a. Jennifer Burden
  - b. Rich Gannon
  - c. Mike Fahy
  - d. Sara Koppenhaver
  - e. Chad Owen
  - f. Jessica Allen
  - g. William Dambra
  
7. 2023-2024 Extra-Curricular Appointments:
  - a. Marcella Quintana  
Position: HS Spanish Club Advisor
  - b. Amber Marvin  
Position: MS Academic Challenge Bowl
  
8. 2023-2024 Extra-Curricular Athletic Appointments:
  - a. Sarah McCormick  
Position: Winter Athletic Ticket Manager
  - b. Cassidy Wolcott  
Position: JV Girls' Basketball Coach
  
9. 2023-2024 Lifeguard Recommendations:  
for the 2023-2024 school year and the 2024 Summer Swim Lessons:  
Senior Lifeguards @ \$20.00 per hour
  - a. Madison Pratt
  - b. Matthew Kovalski
  - c. Clara Bolton
  
9. Substitutes:
  - Certified Substitute Teachers
    - None
  - Non-Certified Substitute Teachers
    - Sebastian Erakare
  - Non-Instructional: Clerical, Teacher Aide, Monitor and Cleaner Substitutes
    - None

**BOARD APPROVED**

- B. Acceptance of Annual Audit by Mengel Metzger  
Barr & Co., LLP

**BOARD APPROVED**

- C. Acceptance of the Control Cycle Audit of  
Purchasing for the 2022-23 School Year and  
Corrective Action Plan

**BOARD APPROVED**

- D. Creation of Temporary Clerk - Registrar Position

**BOARD APPROVED, the creation of a Temporary Clerk Registrar position for two (2) months from December 6, 2023 to January 31, 2024 for the purpose of training.**

- E. Creation of Temporary Custodian-Grounds Position

**BOARD APPROVED, the creation of a Temporary Custodian Grounds position for two (2) months from November 1, 2023 to December 30, 2023 for the purpose of training.**

- F. Tenure Appointments

**BOARD APPROVED, granting of tenure for Josefino Paz.**

- G. 2024 New York State School Boards Association -  
Membership Dues

**BOARD APPROVED**

- H. Purchase for American Education Week -  
November 13-17, 2023

**BOARD APPROVED**

- I. Sunday Activity Request - Albion Community Holiday  
Concert

**BOARD APPROVED**

- J. FFA Trip Request - Winter Leadership Retreat  
November 17-18, 2023

**BOARD APPROVED**

- K. Textbook Approval - Retroactive

**BOARD APPROVED**

- L. Approval for Materials Discards

**BOARD APPROVED**

M. 2023-2024 Mentor Teacher Recommendations - Updated

With a \$500 stipend for each Formal Mentor and  
\$250 stipend for each Informal Mentor:

Formal Mentor Teachers

Kelly Kovaleski	Mike Thaine
Mindy Kenward	Jenn Blanchard
Stephanie Krull	Shelly Daggs
Meghan Kania	Kristin Roche
Amanda Flager	Holly McNair
Shani Faraci	Cathy Hryhorenko
Kelly Uderitz	William Dambra
Deb Perry	Jennifer Rowe
Maggie Orbaker	Kamie Feder
Shari Berg	Robin Bower
Sarah Jones	Rich Gannon

Informal Mentor Teachers

Sheryl LeBaron	Tina Burgett (2 Informal Mentees)
Gena George	Eric Christiansen
Tina Burgett	Suzanne Newton
Karen Conn	Dr. Athena Nichols
Erin Kozerski	Janice Scott
Cathy Galbreth	

**BOARD APPROVED**

N. ES Math Curriculum Work

Elementary School Math Curriculum and Programming

Purpose: In the Elementary School, we will be working to evaluate and enhance, the math programming/curriculum. With a committee of teachers and administration, we will develop systems to enhance classroom and intervention instruction (through the use of assessments, data, and strategies), while also educating teachers on high leverage and best practices for mathematics instruction.

Individuals: Julie Keller  
Meghan Kania  
Sheryl LeBaron  
Cathy Galbreth  
Shani Faraci  
Stephanie Hack  
Melanie Uderitz  
April Patti  
Jennifer Simpson  
Joan Mrzywka  
Robert Epperson  
Samantha Flansburg  
Stephanie Krull

Time: Up to 10 hours (September 5 - June 30, 2024)

## BOARD APPROVED

O. 2023-2024 Field Placement Notifications

**BOARD APPROVED, the 2023-2024 Field Placement Notifications and the addition of William Millechia as a 2023 Student Teacher.**

P. 2023-2024 ARP After School (Elementary School Family Fun Nights) Event Approval

Event: Family Fun Nights 2023-2024  
*To engage families in school-based activities surrounding academics and social emotional learning.*

Individuals:

Sharah Demena	April Patti
Sheryl LeBaron	Jaime Beach
Kelly Kovalski	Tracy Monell
Giovaneth Kirsch	Cathy Hryhorenko
Stephanie Hack	Alexandra Collister
Katie Reith	Kailey Winans
Julie Keller	Sue Dick
Alexandra Bradshaw	Janice Scott
Jennifer Manley	Dana Martin
Angela Conway*	Kevin Beaumont*

Rate: \$25/ hour

Timeline: September 1, 2023 - June 30, 2024

*Various events will be planned throughout the year based on family feedback and subsequent needs.*

## BOARD APPROVED

Q. 2023-2024 School Year Programming Approval Through ARP Grant

Before & After School 2023-2024

- Allyson DeBoard (program/see rate below)
- Josefino Paz (program/event/see rate below)
- Kamie Feder (program/see rate below)
- Mike Jones (program/\$25 per hour)

For before/after school work - teachers are paid at a rate of \$30 per hour plus a half hour of planning (equaling \$15) for every day a session is held.

## BOARD APPROVED

R. Donation(s):

- Donation of winter coats, boots and gloves; Girls' clothing, pajamas, etc. to the Ronald L. Sodoma Elementary School
- Donation of bird house, assorted fun sunglasses and two National Geographic kids' books to the Ronald L. Sodoma Elementary School

## BOARD APPROVED

S. Volunteers

A list of volunteers was submitted for Board Members' information.

### 8. ADMINISTRATORS' REPORTS

A. Building Principal Reports

Building Principal Reports were submitted for Board Members' review.

Mrs. Ashbery, High School Principal noted that she did not include on her Board Report information regarding Mr. Thaine's band trip. The Board had previously given preliminary approval to plan a trip to Virginia Beach in April. Ms. Mitzy Peglow of the Orleans Travel Bureau has provided information to Mr. Thaine that there is a shortage of coach buses and drivers which has halted planning for the trip. He is currently working with Mitzy and looking at the possibility of a High School Band trip to Toronto. Additional information will be provided to the Board at next month's meeting with plans and an itinerary for a trip in May. It is hoped there will be buses and drivers at that time.

B. Attendance Report

The Attendance Report for September 2023 was provided for Board Members' review.

C. Assistant Superintendent for Instruction Report

Assistant Superintendent for Instruction, Mrs. Rebecca Manfreda shared information with the Board about numbers of parentally placed students and the regulations and oversight required by the District. A chart of parentally placed students and the schools they attend were shared with the Board. For the Albion Central School District, this can be broken down into three larger categories: homeschooled, attending another public school and attending a private school outside the district of residence.

Parentally placed students in another public school district commonly occurs when a parent/guardian is an employee at that district and their contracts and/or Board policy allows this. Other

districts may also accept tuitioning students with some open to all and some specific to employees. There is no financial requirement for ACS and involvement only if the student is referred to the Committee on Special Education.

Students can be parentally placed at a private school outside the district of residence. Under NYSED Regulations, law and policy, these students are entitled to transportation and the schools are entitled to Title and textbook funds. School districts that the private schools are contained within are allowed to bill ACS for health-related services and special education services. Additional criteria are required to bill for special education services.

Students can be homeschooled by parents/guardians. They are required to submit an annual letter of intent, individualized home instruction plan (IHIP), quarterly reports and an annual assessment. Forms are available electronically to families on our website. Many families request access to district resources, such as textbooks, band instruments, participating in extracurriculars/sports and they are directed to Policy #8440 which prohibits this.

Other student populations the District occasionally works with are students who are incarcerated, hospitalized and those placed in residential facilities by the county or court system. Mrs. Manfreda shared additional information with the Board related to these circumstances.

#### D. Athletic Director's Report

The Athletic Director's Report was submitted for Board Members' review.

#### E. ACS Music Report

The ACS Music Report was submitted for Board Members' review.

#### F. Superintendent's Report

Superintendent Edwards shared the 2022 Capital Improvement Project Progress Report #8 with the Board. There is a lot of sitework taking place which will slow with the change of weather. Most interior work has moved to second shift so that there's no interference with instruction.

Superintendent Edwards thanked the Board for allowing him to attend the Pre-Law Conference at the NYSSBA Convention. He has shared the Power Point slides with the Board members and finds the updates beneficial.

**9. BOARD DATES**

<b>DAY</b>	<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>
Monday	December 04, 2023	Regular Board of Education Meeting	7:00 pm
Monday	January 08, 2024 (2 <sup>nd</sup> Monday)	Regular Board of Education Meeting	7:00 pm
Monday	February 05, 2024	Regular Board of Education Meeting	7:00 pm

**BOARD APPROVED**

**11. EXECUTIVE SESSION WITH THE SUPERINTENDENT**

**BOARD APPROVED**

**12. OPEN SESSION**

**BOARD APPROVED**

**13. ADJOURNMENT**

**BOARD APPROVED**