

**BOARD OF EDUCATION MEETING
ALBION CENTRAL SCHOOL DISTRICT
ALBION, NEW YORK 14411
November 04, 2024 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.

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."

PLEDGE TO THE FLAG

RECOGNITION

Elementary School Student Awards

Gabriella Pritchard - Leadership Award

Middle School Student Awards

Rigoberto Baltazar, Jr. - Character Award

Traper Croft - Leadership Award

1. APPROVAL OF AGENDA

BOARD APPROVED

2. PUBLIC FORUM - None

3. BUSINESS ITEMS

- A. Minutes of October 07, 2024 Regular Board Meeting
- B. Treasurer's Report June 2024
Treasurer's Report July 2024
- C. Extra-Classroom Activity Fund Report September 2024
- D. CSE & CPSE Recommendations
- E. Building Use Requests
- F. Fundraiser Request(s)
- G. Budget Transfer Request
 - \$ 8,700 - After-School Advisory Salaries and
Additional Leader in Me Materials

BOARD APPROVED

4. CORRESPONDENCE

An invitation to Senior Tea was provided for Board Members' review.

5. PRESENTATIONS

A. 2024-2025 Capital Outlay Exception Project (COEP) Kory Hunsinger & Jason Benfante

Mr. Jason Benfante, introduced himself as an architect with the CPL Architecture team. He began the presentation by explaining that a Capital Outlay Project is a small, \$100,000 project completed annually to address maintenance items. This year's Capital Outlay Project will be work at the Bus Garage as it meets the scope and schedule of the project. CPL is a firm with 500+ employees established in 1975 with 135 clients nationwide.

Ms. Kory Hunsinger, a K12 design architect with CPL, explained that their team reviews the building condition survey to identify easy, eligible items. After the review was completed it was determined that the bus garage needs interior and exterior door replacement; LED lighting and ceiling removal and replacement. Once all data is collected, the design team goes through and prepares a 3D scan which provides a 360 spin of the interior of the building. This determines what future projects might look like and whether they are eligible for a Capital Outlay project or a Capital project. Ms. Hunsinger demonstrated on the presentation touch screen that when the icon for each of the doors is touched, a message box indicates the work to be completed. The interior and exterior doors will be this year's Capital Outlay Project. The ceiling and lighting did not fit into this Capital Outlay Project. The \$100,000 will be broken down into \$13,476.89 for incidental expenses; \$81,523.11 for construction; and \$5,000 for contingencies. The work will be scheduled to begin in the Spring of 2025 with completion no later than June 30, 2025. It is anticipated the lighting and ceiling replacement may be the 2025-2026 Capital Outlay Project.

B. 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 when she started working at ACS, some of the athletes were just Freshmen and now are seniors. She indicated that there were no football representatives present. She thanked Mr. and Mrs. Kast for their assistance on the field during the season.

Student representatives for each of the fall sports; girls' soccer, boys' soccer, cheerleading, volleyball, cross country and golf shared highlights, records of wins and losses; and favorite memories of the season with the Board. Some of the students shared that they had seen growth on their respective teams; others enjoyed events such as Senior Nights, Homecoming and competitions; making friends, forming bonds and looking forward to next season.

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

C. Academic Focus - Moving from ClearTrack to Frontline

Mrs. Rebecca Manfreda, Assistant Superintendent for Instruction, shared that in the Spring of last year, the District switched from ClearTrack to Frontline. There was a shift in ClearTrack which proved to be not as efficient as Frontline. Mrs. Jessica Beal, Director of Special Education, brought this to light and encouraged the transition to Frontline. Work is being conducted to eliminate any data discrepancies which has been an interesting process. There is some information not syncing with PowerSchool. Work continues to ensure that all of the contacts are in sync. There has been good feedback. It is easy to receive and send IEP's with other districts that use Frontline providing a secure site for sharing information.

Mrs. Manfreda also provided Mentor Program updates. With the retirement of Toni Plummer, Mrs. Manfreda now has a direct role in the program. She shared samples of the Annual Glow and Grow Meeting form for New-Teacher/Mentee Teacher and the New Teacher Inducting & Mentoring Program Four-Year Overview. When teachers are recommended for tenure, this document shows their progress. Service learning has continued to be part of the requirement. It is part of the District's core values; we believe in it. Teachers are encouraged to have students present the project to join in celebrating this success.

Mrs. Manfreda also shared Reading Diagnostic Updates and Growth for UPK through grade 8 students. UPK students are now taking the STAR Assessment, a measure approved on the UPS Grant. Graphs were shared with the Board indicating percentages of students reading at grade-level for each grade. In the Fall of 2024, 58% of UPK students; 66% of Kindergarten students; 41% of 1st Grade students; 37% of 2nd grade students; 39% of 3rd grade students; 48% of 4th Grade students; 37% of 5th grade students; 37% of 6th grade students; 40% of 7th grade students and 35% of 8th grade students were reading at grade level. Student growth comparisons were provided for Spring 2024 and Fall 2024 for students in 1st through 8th grade.

Mrs. Manfreda shared information on Newsela, an instructional technology resource for teachers, students and administrators to enhance student learning and growth. Newsela is an online platform that provides new articles and education resources for students in order to help improve reading, critical thinking, and media literacy skills. This year is the first for all three buildings to have access (previously only middle and high schools had unlimited access).

Newsela offers teachers a variety of options to enhance student learning and customize instruction. Teachers print or assign students a digital article and can adjust the readability of a text in order to meet the needs of the learners in their classroom. This enables teachers to teach the same content while providing access to texts for all students in their classroom. Teachers can also add an

assessment, create a student poll question, add annotations and highlight key vocabulary words. Many of the District's intervention and special education teachers utilize this platform to provide supplemental instruction in reading and writing while also tying it to the course/subject area curriculum. Articles are developed to include current events, as well as historical events or past developments in the world, and are age appropriate topics for the age of the students. Articles can be translated into Spanish to not only help multilingual learners but also support literacy in the middle and high school Spanish classes.

6. COMMITTEE REPORTS

A. Health and Safety Committee

Board Member, Mr. Kurt Schmitt, shared that the Health and Safety Committee met. The location of the out of district bus at the Middle School has long been a topic of discussion. This bus has jammed up parking lots in the past but a resolution has been made. The bus is now the first in the lineup so that it is no longer causing any traffic jams. Drills are all going fine.

B. Finance and Audit Committee Report

Board Member, Mr. John Kast, shared that the Finance and Audit Committee met on October 22nd. John Rynkiewicz of Mengel Metzger & Barr reviewed the Audit with the committee. The Audit Report provided that the District has done an excellent job with financial management. Mr. Rynkiewicz reviewed the Executive Summary and Balance Sheet indicating the District has done a good job building reserves. The Internal Control Related matters indicated two comments; the unassigned fund balance is over the 4% legal limit; and piggybacking on bid contracts does not have a formal procedure. The Corrective Action Plan provides for resolution of these items.

Mr. Kast also noted the Budget Preparation Calendar provided to each Board member. It details what the District does for the committee, Board and public in preparing the budget for the annual vote. Mr. Kast thanked Superintendent Edwards and Mr. Recckio for their work in the budget process.

7. OLD BUSINESS

- A. 2025 Marching Band Trip - Pittsburgh, PA
May 2-4, 2025 (Destination Change)

BOARD APPROVED

- B. 2024-2025 Fall Field Placement and Student
Teacher Notifications

Board members were provided with an updated list of the 2024-2025 Fall Field Placement and Student Teacher Notifications.

8. NEW BUSINESS

A. Personnel

1. Resignations:

- a. Eddie English
Position: Monitor @ ES
Effective: 10/04/24 (end of work day)
- b. Stephanie Keller
Position: Teacher Aide @ ES
Effective: 11/05/24 (end of work day)
and upon appointment to
a full-time Clerk position
- c. Tanya Bjornstad
Position: Monitor @ ES
Effective: 11/05/24 (end of work day)
and upon appointment to
a full-time Teacher Aide position
- d. Deborah Patchin
Position: Non-Certified Substitute
Teacher
Effective: 10/23/24

2. 2024-2025 Appointments:

- a. Stephanie Keller
Position: Clerk
Start Date: 11/06/24
Civil Service Classification: Competitive
Probationary Period: 11/06/24 - 11/05/25
Salary: \$29,750
- b. Dominic Tiberio
Position: Cleaner
Start Date: 11/06/24
Civil Service Classification: Non-Competitive
Probationary Period: 11/06/24 - 11/05/25
Salary: \$32,760
- c. Colby Allport
Position: Cleaner
Start Date: 11/06/24
Civil Service Classification: Non-Competitive
Probationary Period: 11/06/24 - 11/05/25
Salary: \$32,760
- d. Tanya Bjornstad
Position: Teacher Aide
Start Date: 11/06/24
Civil Service Classification: Non-Competitive
Probationary Period: 11/06/24 - 11/05/25
Salary: \$15.60/hr.

e. Kathy Same
Position: Piano Accompanist, as needed
Effective: 11/05/24 - 06/30/25
Salary: TBD

3. 2024-2025 High School After-School Advisory Positions,
to provide supervision during the after-school
sports study hall at a rate of \$25 per hour, from
November 18, 2024 to the end of the winter athletic
season:

- a. Keith Akers
- b. Jessica Allen
- c. Kevin Bovanizer
- d. Jennifer Burden
- e. Shelly Daggs
- f. Rich Gannon
- g. Sara Koppenhaver
- h. Dr. Athena Nichols

4. 2024-2025 Community Schools Program Club/Event and Advisors:

Event: College Trip for Multilingual Learner
Students

Individual(s): Wynter Dumont
Marcella Quintana
Josefino Paz

Rate: \$25/hour

Timeline: November 5, 2024 - June 30, 2025

5. 2024-2025 Extra-Curricular Athletic Appointments:

a. Christine Capstick
Position: Winter Athletic Ticket Manager
for 2024-2025 season

b. Sam Recco
Position: Volunteer Wrestling Coach,
*pending all coaching
requirements are met for
issuance of a Temporary
Coaching License

c. Alexandra Reigle
Position: Volunteer Girls' Basketball
Coach, *pending all coaching
requirements are met for
issuance of a Temporary Coach
License

d. Chase Hall
Position: Asst. Boys' Varsity Basketball Coach, *pending all coaching requirements are met for issuance of a Temporary Coach License

6. Leave Request Extension:

a. Allison Wells
Position: 5th Grade Teacher @ ES
Leave: Child-Rearing Leave (follows Maternity Leave - unpaid)
Dates: 10/21/24 - 11/22/24
(return on Monday, 11/25/24)

7. Substitutes:

Certified Substitute Teachers

- Brooke Miller

Non-Certified Substitute Teachers

- Caitlin Uhelsky

Non-Instructional: Clerical, Teacher Aide, Monitor and Cleaner Substitutes

- Staci Palmer

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

C. Letter Communicating Internal Control Related Matters Identified in an Audit and Corrective Action Plan

BOARD APPROVED

D. Hemlock Ridge Solar - ECA/PILOT Agreement

BOARD APPROVED

E. Approval to Create Additional Aide (1.0 FTE) Position

BOARD APPROVED

F. Purchase for American Education Week - November 18-22, 2024

BOARD APPROVED

- G. 2024 Sunday Activity Request - Albion Community
Holiday Concert - December 1, 2024

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H. Donations:

- Donation of Tractor and Implements to the Albion High School FFA Chapter
- Donation of table-top easels to the Albion Central School District

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I. Volunteers

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

9. ADMINISTRATORS' REPORTS

A. BOE President Report

Board President, Mr. Wadhams shared that on October 10th he attended the NYSSBA Annual Business Meeting. It started at 4:00 pm and he attended until 6:30 pm. Mrs. Linda Weller attended the meeting from 6:30 pm until 9:00 pm. When she left the meeting, there were two items left to vote on. Most of the items had passed.

Mr. Wadhams attended the Day of the Dead celebration at the Middle School on October 30th.

Mr. Wadhams reported that at the NYSSBA Convention, a big item of discussion was Artificial Intelligence (AI). This is something that is coming that the Board will need to address. Mr. Wadhams has discussed with Superintendent Edwards the need for a District Policy; assigning a District person to lead the efforts to address AI; and an AI presentation for the Board and one for the entire faculty. Mr. Wadhams expressed that the Board and District should start addressing AI now, the sooner the better.

Superintendent Edwards added that articles were provided to each Board Member regarding AI. It is brand new and changes rapidly. It can be used for good or bad. He noted that we have received a Draft Policy from Erie 1 that will be reviewed with the Policy Committee within the next couple of weeks. He also asked Mrs. Manfreda to reach out to the Instructional Technology Committee to address AI tools being used in the classroom to get a base idea on where we are. He indicated he will also check with Erie 1 BOCES to do a presentation and loop the Board into it.

Mr. Wadhams noted an additional topic at the convention was Attendance. The Schenectady School District has hired an attendance specialist, someone whose main function is to address chronic absenteeism. This person was hired through Civil Service.

Mr. Wadhams will be attending a BOCES meeting next week. They are anticipating three contracts will be settled within the next week and a half. Mr. Wadhams also shared that Wayne Van Vleet, a Labor Relations attorney at BOCES, known to some of the ACS staff, had retired last October but due to some issues, was brought back as a per diem employee. He was anticipating full retirement at the end of October but suddenly passed away. A scholarship is going to be made in his name. Mr. Wadhams shared the information in case any of the Board wished to contribute toward the scholarship.

B. Building Principal Reports

Building Principal Reports were submitted for Board Members' review.

Mrs. Ashbery, High School Principal, thanked the Board and High School physical education staff. Since April 1st, they have used the LGI in their physical education classes to create active, engaging lessons collaborating with the Middle School until they could get back into the High School gym. She noted that their incredible efforts embody what it means to be a Purple Eagle!

Mr. Pritchard, Middle School Principal, gave a shout out to the middle school staff who assisted with the marigolds for the Day of the Dead Celebration. While marigolds had been ordered for the event it became necessary to make flowers instead. Mrs. Feder led the initiative that included staff and students. Next year the middle school will be partnering with the High School FFA to grow marigolds for the event.

C. Attendance Report

Board Members were provided with the Attendance Report for review.

D. Assistant Superintendent for Instruction Report

Assistant Superintendent for Instruction, Mrs. Rebecca Manfreda had covered the Newsela material earlier in her presentation piece but welcomed any questions the Board might have.

E. Athletic Director's Report

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

Ms. LaSpina, Athletic Director, shared information with the Board regarding Unified Bowling that will begin its season in January. Unified Sports is an inclusive sports program that combines an approximately equal number of athletes (students with intellectual disabilities) and partners (students without intellectual disabilities) on teams for training and competitions. She indicated that a formal memo will be coming to the Board appointing coaches. She recently attended a Unified Sports event and it was an unbelievable experience. It is a great program. She will be meeting with Ms. Jessica Beal to gain an understanding of the student needs. She has been working with Mr. Randy Hanks at the Oak Orchard Bowl where home matches will be held. She expressed her excitement to have this program.

F. Superintendent's Report

Superintendent Edwards shared the Capital Project Update #18 with the Board. The project is still on schedule but behind in completing the locker rooms. There have been some issues with tiling contractors, getting people to show up, which delays other work from being completed in the locker rooms. The project is back on schedule with an anticipated completion date in early December.

Superintendent Edwards shared with the Board that discussion continues regarding electric buses. A feasibility study will be conducted. Mr. Recckio added that discussion is in the early stages with Erie 1 BOCES. An engineering firm has been hired under the NYSEDA umbrella to conduct a study regarding the process of transitioning to an electric fleet on all routes, to and from; the number and sizes of buses; the infrastructure; utility capacity; floor plans and parking of buses at the Bus Garage and maintenance records. Once this has been completed, reviewed and all questions addressed, a plan will be made. Superintendent Edwards reminded the Board that 2027 is the timeline for EV buses after which time, schools will not receive aid on gas or diesel buses.

Superintendent Edwards shared that he has been working on Regionalization information. Every district must complete the strength and weakness tool survey. He thanked his team for their assistance in collecting data related to student access to program offerings and student performance information. He submitted the report today and will await next steps from the BOCES District Superintendent.

10. BOARD DATES

DAY	DATE	EVENT	TIME
Monday	December 02, 2024	Regular Board of Education Meeting	7:00 pm
Monday	January 13, 2025 (2 nd Monday)	Regular Board of Education Meeting	7:00 pm

Tuesday	January 28, 2025	Finance & Audit Committee Meeting	6:00 pm
Monday	February 03, 2025	Regular Board of Education Meeting	7:00 pm

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11. EXECUTIVE SESSION WITH THE SUPERINTENDENT

BOARD APPROVED

Board Member, Mr. Ocie Bennett, was excused from the remainder of the meeting.

12. OPEN SESSION

BOARD APPROVED

January 2025 Board Meeting Date Change

BOARD APPROVED, moving the January 2025 Board Meeting date to January 13, 2025 (2nd Monday).

13. ADJOURNMENT

BOARD APPROVED