

**BOARD OF EDUCATION MEETING  
ALBION CENTRAL SCHOOL DISTRICT  
ALBION, NEW YORK 14411  
December 04, 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**

**RECOGNITION**

**High School Student Awards**

Joshua Schoeberlein - Leadership Award  
McKenlynn Stowell - Character Award

**1. APPROVAL OF AGENDA**

**BOARD APPROVED**

A. Public Forum - None

**2. BUSINESS ITEMS**

- A. Minutes of November 06, 2023 Regular Board Meeting
- B. Treasurer's Report August 2023
- C. Extra-Classroom Activity Fund Report for September 2023
- D. CSE & CPSE Recommendations
- E. Committee on Special Education Referral Information
- F. Building Use Requests
- G. Fundraiser Request

**BOARD APPROVED**

**3. CORRESPONDENCE - None**

**4. PRESENTATIONS**

A. Academic Focus - Mentor Program - Mrs. Toni Stark

Mrs. Stark introduced herself to the Board indicating she had previously taught Health in the District and has been serving as Mentor Coordinator for the past two years.

The Mentor Program currently has sixteen first year teachers, eleven second year teachers, thirteen third year teachers and seven fourth year teachers. There are thirty mentors and a total of seventy-seven people who are part of the program.

First year teachers receive formal mentors and these teachers go through orientation over the summer. Professional Development is provided on Google and PowerSchool upgrades; a community tour of Albion is taken; and they learn how to work as a team and what ACS is like as many come from other districts. They attend monthly meetings as a group after school where Professional Development is offered on different topics by administrators or staff members. They receive two release days with their mentor and three peer observations where they visit another classroom. They each receive three walk-throughs; two by Mrs. Stark and one by their mentor. New teachers receive four observations per year which provide ongoing reports and reflection on their progress. Over the four years up to their tenure year, they will complete their portfolio to present to administration and reflect on what they've learned. At the end of their first year, they participate in an end of year celebration.

Second year teachers receive an informal mentor who provides infrequent visits to see what is needed when they reflect on their own growth. They receive up to two release days with their mentor and two peer observations. Mrs. Stark does one walk-through. Second year teachers have an instructional goal to meet. Service-learning is required to reach tenure. This is introduced in the second year to be completed by the end of the third year. Professional Development is ongoing.

Third year teachers are no longer provided with a mentor unless they need or want one. Every other month they meet as part of Professional Development, they instruct the group on what they're doing such as engaging students or classroom management. They complete their service-learning at the end of the third year. They collaborate with each other across the disciplines. Mrs. Stark does a walk-through.

Fourth year teachers have reached the last part of their mentor program before tenure. They meet every other month only until March. The goal for their fourth year is to submit a domain project. The District has used the APPR/Danielson Domain 4 but this will be replaced with the portfolio. At this point, these teachers are able to reflect on growth over the four years; what they contribute; why they should stay in Albion and why they should receive tenure.

Formal mentors train in the summer and meet with Mrs. Stark. They participate outside of the content area so they get to know everyone working in the department and learn to work together as a team. The formal mentors attend the end of the year celebration.

Informal mentors were already formal mentors and change if the teacher area changes, such as retirements. They meet with Mrs. Stark four times per year.

Mrs. Stark meets with administrators once a month to discuss what might need to be changed.

Mrs. Stark thanked the Board and welcomed any questions.

5. **COMMITTEE REPORTS** - None

6. **OLD BUSINESS**

A. 2023-2024 Field Placement Notifications

A list of 2023-2024 Field Placement Notifications were provided to Board Members with updated information on placements.

7. **NEW BUSINESS**

A. Personnel

1. Resignations:

a. Linda Scurry

Position: Monitor @ ES  
Effective: 12/01/23 (end of day)

b. Rachel Coolbaugh

Position: Teacher Aide @ MS  
Effective: 12/06/23, upon appointment  
to the Clerk position  
(Registrar)

c. Sarah McCormick

Position: Winter Ticket Manager  
(for 2023-2024 school year)  
Effective: 11/27/23

2. Resignation Amendment:

a. Alexandra Collister

Position: 4<sup>th</sup> Grade Special Education  
Teacher @ ES  
Effective: 12/31/23

3. Retirements:

a. Valerie Daniels

Position: Cleaner @ HS  
Effective: 06/24/24

b. Susan Dick  
Position: Teacher Aide @ ES  
Effective: 06/30/24

4. 2023-2024 Appointments:

a. Kimberly Beaton  
Position: Kindergarten Teacher @ ES  
Certification: Early Childhood Education,  
(Birth-Grade 2), Initial  
Childhood Education,  
(Grades 1-6), Initial  
Probationary Period: 01/02/24 - 01/01/28  
Tenure Area: Elementary Education  
Salary: Step 1

b. Peter Gaylard  
Position: Custodian (Grounds)  
Start Date: 11/01/23, retroactive  
Civil Service Classification: Competitive  
Probationary Period: 11/01/23 - 10/31/24  
Salary: \$38,603

c. Rachel Coolbaugh  
Position: Clerk (Registrar)  
Start Date: 12/06/23  
Civil Service Classification: Competitive  
Probationary Period: 12/06/23 - 12/05/24  
Salary: \$32,000

d. Kristin Ferris  
Position: Clerk (Accounts Payable)  
Start Date: 12/06/23  
Civil Service Classification: Competitive  
Salary: \$39,000

e. Rachel Patten  
Position: Clerk (Buildings & Grounds)  
Start Date: 12/06/23  
Civil Service Classification: Competitive  
Salary: \$32,000

f. Laura Becht  
Position: Cleaner  
Start Date: 12/06/23  
Civil Service Classification: Non-Competitive  
Probationary Period: 12/06/23 - 12/05/24  
Salary: \$32,760

- g. Jacob Delamarter
  - Position: Custodial Worker
  - Start Date: 12/19/23, \*pending Physical, TB Test and Drug Test
  - Civil Service Classification: Non-Competitive
  - Probationary Period: 12/19/23 - 12/18/24
  - Salary: \$32,760
  
- h. Brittani Messmer
  - Position: Long-Term Substitute  
Science Teacher @ MS
  - Effective: 12/11/23 (anticipated) - TBD
  
- i. Emily Keeler
  - Position: Long-Term Substitute  
Teacher @ ES
  - Certification: Early Childhood Ed. (B-Gr. 2),  
Initial  
Childhood Ed. (Grades 1-6),  
Initial  
Students w/Disabilities  
(Grades 1-6), Initial
  - Effective: 01/02/24 (anticipated) - TBD
  
- j. Brylie Hapeman
  - Position: Long-Term Substitute  
Teacher @ ES
  - Certification: Students w/Disabilities,  
Grades 1-6, Initial  
Childhood Education,  
Grades 1-6, Initial
  - Effective: 01/26/24 (anticipated) - TBD

5. 2023-2024 Amended Organizational Business Appointment,  
of Designated Personnel for the 2023-2024  
school year:

- a. Diane Stirk
  - Position: Temporary Accounts Payable,  
Per Diem
  - Effective: 11/13/23 - 06/30/24
  - Rate: \$35 per hour

6. Updated Department Chairpersons for 2023-2024 School Year,  
updated Department Chairperson appointments with a  
\$2,000 stipend each:

High School Department Chairpersons

- High School English - Sawyer Green
- High School Mathematics - Shelly Daggs
- High School Science - Ben DeJonge
- High School Social Studies - Rich Gannon

Middle School Department Chairpersons

Middle School English - Lee Sheehan  
Middle School Social Studies - David Skrip  
Middle School Science - Elizabeth Marquette  
Middle School Mathematics - Lisa Castricone

Multi-Building Department Chairpersons

Arts & CTE (6-12) - Kamie Feder  
Counseling (6-12) - Eric Christiansen  
Physical Education (6-12) - Melody Beecher (50%)  
Sara Koppenhaver (50%)  
World Languages & ELL (K-12)- Josefino Paz (50%)  
Alicia Wigmore (50%)

7. 2023-2024 Extra-Curricular Athletic Appointments:
  - a. Christine Capstick  
Position: Winter Athletic Ticket Manager
  
8. 2023-2024 Extra-Curricular Athletic Appointment,  
for Non-ACS Employee at Athletic Events:
  - a. Tim Archer  
Position: Paid Supervisor Varsity & JV  
Basketball Games
  
9. 2023-2024 Student Appointment @ \$14.20 per hour:
  - a. James Michael Beach  
Position: Tech Support Assistant  
Effective: 12/20/23 - 01/12/24
  
10. Leave Request:
  - a. Stacey Napierala  
Position: 4<sup>th</sup> Grade Teacher @ ES  
Leave: Child-Rearing Leave (follows  
Maternity Leave)  
Dates: 11/27/23 - 06/12/24
  
11. Substitutes:
  - Certified Substitute Teachers
    - Jenna Franck
  - Non-Certified Substitute Teachers
    - None
  - Non-Instructional: Clerical, Teacher Aide,  
Monitor and Cleaner Substitutes
    - Jeffrey Casillo
    - Jessica Grimes
    - Linda Scurry

**BOARD APPROVED**

B. Reserve Plan

**BOARD APPROVED**

C. 2023 School Tax Collection

Mr. Rick Recckio II, Assistant Superintendent for Finance provided Board Members with the 2023 School Tax Collection information. Tax collection began with a combined library and school tax levy of \$9,103,549. The District was responsible for \$8,449,039 and the Hoag Library was responsible for \$654,510. The Hoag Library has been paid in full and the outstanding balance of \$463,218 has been remitted to Orleans and Genesee Counties. The District is anticipated to receive the outstanding payments in full from the counties no later than May 2024.

D. 2023-2024 Programming Approval Through ARP Grant

The following individuals are recommended to be approved as teachers and/or substitute teachers for programming:

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/ hour)
- Tina Burgett (program/ see rate below)
- Athena Nichols (program/ see rate below)
- Bruce Pritchett (program/ see rate below)
- Janice Scott (program/ see rate below)
- Julie Keller (program/ see rate below)
- Brooke Beatty (program/ see rate below)
- Joan Mrzywka (program/ see rate below)
- Jaime Beach (program/ see rate below)
- Kelly Kovaleski (program/ see rate below)
- Cheryl Rightmyer (program/ see rate below)
- Megham Kania (program/ see rate below)

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Historical information:

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

For summer work - teachers are paid \$500 per week (4 hours per day and 4 days per week), or at a rate of \$125/ day.

**BOARD APPROVED**

- E. 2024 Albion High School Band Trip - Toronto  
May 10-12, 2024

**BOARD gave First Approval for the 2024 Albion High School Band Trip to Toronto, Ontario, May 10-12, 2024.**

- F. Donation(s):

- Donation of instrument start kit and flute book to the Ronald L. Sodoma Elementary School
- Donation of Miscellaneous items for the Nurse's Office at the Ronald L. Sodoma Elementary School
- Trumpet to the Ronald L. Sodoma Elementary School
- Monetary donation of \$1,200 to the Albion Central School District from the Elks Club and Greater Albion Community Recreation and Events Board
- Monetary donation of \$500 to the Albion High School FFA from Leadership Orleans
- Monetary donation of \$233.45 to the Albion High School FFA from Zoetis

## **BOARD APPROVED**

- G. 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. Conway, Elementary School Principal shared with the Board that the Albion Lions Club had provided over 360 vision screenings to students. This was not included in her Board Report but she wanted to share the information with the Board.

Mrs. Jennifer Ashbery, High School Principal invited the Board to participate in the FFA Food Drive being held on Saturday, December 9<sup>th</sup>.

- B. Attendance Report

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

### C. Assistant Superintendent for Instruction Report

Assistant Superintendent for Instruction, Mrs. Rebecca Manfreda shared that literacy has been a major focus over the past three school years. She provided an overview of the current programs in use, assessment tools and ways students are being supported with intervention. Building Principals will report specifically on the progress of their building goals in the middle and at the end of the school year.

The District's approach to literacy instruction is two-fold; to have students reading, writing and achieving on grade level through Tier 1 instruction (general classroom instruction) and to help students make gains, subsequently reducing gaps in reading, writing, and spelling instruction through targeted intervention programs.

Teachers have been provided professional development to deepen their understanding of literacy development from preschool through high school. Teachers have participated in professional development targeted at early literacy skills in elementary school and how to provide support and interventions to older students. Training has also been provided to support and meet the needs of diverse learners such as English language learner students and students with disabilities.

As students and faculty continue to grow, opportunities will continue to be provided for future learning and professional development.

### D. Athletic Director's Report

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

Board President, Mr. Wadhams noted that all of the fall sports teams are being recognized as Scholar Athletes. Superintendent Edwards added that it is the second year in a row this achievement has been earned.

### F. Superintendent's Report

Superintendent Edwards provided the Board with the Blue Ribbon Commission on Graduation Measures Executive Summary. He shared that in 2019, the Board of Regents created a Blue Ribbon Commission to examine and rethink New York's graduation requirements. The initiative was developed to address two critical needs: 1) to create equity in New York State Public Education; and 2) to ensure New York's students gain the knowledge and skills necessary to succeed in future endeavors.

The Commission identified four priority areas to re-envision a system that provides an equitable opportunity for all New York State students to achieve high-level skills, knowledge areas, and competencies that holistically reflect successful outcomes of P-12 education.

1. Consideration of Multiple Pathways Leading to One Diploma
2. Review of Assessment Flexibility
3. Understanding of Meaningful Life-Ready Credentials
4. Culturally Responsive Curriculum, Instruction and Assessment

This work was concluded last month. Now the Regents will begin policy discussions related to any future changes.

Superintendent Edwards shared the 2022 Capital Improvement Project Progress Report #9 with the Board. The Executive Summary provides information on progress in the Elementary, Middle and High Schools with photos of projects through the month of November.

**9. BOARD DATES**

<b>DAY</b>	<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>
Monday	January 08, 2024 (2 <sup>nd</sup> Monday)	Regular Board of Education Meeting	7:00 pm
Tuesday	January 30, 2024	Finance and Audit Committee Meeting	6:00 pm
Monday	February 05, 2024	Regular Board of Education Meeting	7:00 pm
Tuesday	February 13, 2024	Finance and Audit Committee Meeting	6:00 pm
Tuesday	March 05, 2024	Regular Board of Education Meeting	7:00 pm
Tuesday	March 12, 2024	Finance and Audit Committee Meeting	6:00 pm
Tuesday	March 26, 2024	Finance and Audit Committee Meeting	6:00 pm

**BOARD APPROVED**

**13. ADJOURNMENT**

**BOARD APPROVED**