

ALBION CENTRAL SCHOOL DISTRICT
ALBION, NEW YORK 14411
FEBRUARY 04, 2019 SUMMARY
OF THE ANTICIPATED MEETING FOR AN EXECUTIVE SESSION
OF THE BOARD OF EDUCATION AT 6:00 PM AND THE
REGULAR BOARD OF EDUCATION MEETING AT 7:00 PM

MEETING CALL TO ORDER

Board President, Mrs. Margy Brown, called the meeting to order at 6:00 pm.

PLEDGE TO THE FLAG

1. EXECUTIVE SESSION WITH THE SUPERINTENDENT

BOARD APPROVED

(Mrs. Elissa Nesbitt arrived at 6:04 pm)

Mr. Derek Vallese joined Executive Session at 6:08 pm.

2. OPEN SESSION

BOARD APPROVED

(Mrs. Wendy Kirby arrived at 6:55 pm)

After a brief recess, the Board reconvened for the Regular Session of the Board of Education Meeting.

MEETING CALL TO ORDER

PLEDGE TO THE FLAG

RECOGNITION

ELEMENTARY SCHOOL STUDENT AWARDS

Heidi Roberts - Leadership Award
Josiah Schofield - Character Award

High School Student Awards

Loren Beam - Leadership Award
(Absent from January and February Meetings)

1. APPROVAL OF AGENDA

BOARD APPROVED

PUBLIC FORUM

Mr. Christopher Rice updated the Board of Education on the progress being made on the Clay Target League. Mr. Rice indicated that he is waiting on the last piece of the insurance puzzle. The Barre Sportsman's Club has reviewed everything and all looks good. Last Thursday the insurance company contacted Mr. Rice requesting dates that the club begins. The insurance certificate is the only remaining item.

Registration started on February 1st and ends on March 22nd.

Mrs. Margy Brown thanked Mr. Rice and Mr. Bonnewell for all of their hard work and effort with regard to the club formation.

2. APPROVAL OF BUSINESS ITEMS

- A. Minutes of January 7, 2019 Regular Board Meeting
- B. Treasurer's Report December 2018
- C. Extra-Classroom Activity Fund Report December 2018
- D. CSE & CPSE Recommendations
- E. Committee on Special Education Referral Information
- F. Budget Transfer Requests
- G. Textbook Request
- H. Fundraiser Requests
- I. Building Use Requests

BOARD APPROVED

3. CORRESPONDENCE - None

4. PRESENTATIONS - None

5. COMMITTEE REPORTS

- A. Finance and Audit Committee Report

Mr. Shawn Liddle, Assistant Superintendent for Business, reported that the Finance and Audit Committee had met. Mr. Liddle indicated that the Governor's proposed budget included a \$293,000 Foundation Aid increase, 1.4% over last year.

- B. NOSBA Breakfast

Mr. Wadhams attended the Niagara Orleans School Boards Legislative Breakfast held on Saturday, January 26, 2019. Mr. Wadhams reviewed with the Board that the breakfast was held in the same format and same information shared as last year. Legislators spoke and expressed interest in various areas such as the tax cap and Smart Bond. Mr. Wadhams found the breakfast to be informative and recommended that any Board members who could should consider attending.

Mrs. Margy Brown thanked Mr. Wadhams for the information and for his attendance at the breakfast.

6. OLD BUSINESS

A. Additional 2019 Field Experience Teachers and Observers

Board Members reviewed a list of additional Field Experience Teachers and Observers.

B. Special Meeting of the Board of Education Thursday, January 31, 2019 Follow-Up

Mr. Bonnewell reiterated to the Board that Ms. Nellie Brown of Cornell University and Mr. Jim Bowers of the New York State Health Department had presented at a Special Meeting of the Board of Education on Thursday, January 31, 2019. The presentation was based on ATA health concerns at the Elementary School in particular and generically for all schools on campus. Mr. Bonnewell reviewed with the Board that Ms. Nellie Brown had offered assistance with regard to the EPA "Tools for Schools" survey of the Elementary School. Mr. Bonnewell indicated that it seemed sensible to use Ms. Brown's services for this if the Board agreed.

Mr. Bonnewell additionally reviewed with the Board that Mr. Bowers could also be of assistance in conducting a study of the data the ATA shared. Preliminary information shared had already been provided to him.

Mr. Bonnewell requested the Board's direction on how to proceed.

The Board discussed the fee structure involved in Ms. Brown's survey and the option of the free Health Department data review that Mr. Bowers could provide. The Board decided that they wished to proceed with Ms. Nellie Brown conducting a survey at the Elementary School building. The Board also agreed the District will reach out to Mr. Bowers to follow up on the data review he said his office could perform. Mr. Bonnewell will pursue this matter further with Ms. Brown and Mr. Bowers.

7. NEW BUSINESS

A. Personnel

1. Appointments:

a. Derek Vallese

Position: School Business Official
(subject to successful contract negotiation)

Certification: School District Business Leader
(Certificate of Internship)

Probationary Period: 4 years, beginning on
First date available

Tenure Area: School Business Official

Salary: TBD

2. Resignations:

- a. Erica Miller
Position: Monitor @ ES
Effective: 01/14/19
- b. Divina Brown
Position: Monitor @ MS
Effective: 01/31/19

3. 2019 Elementary School Additional Duties:

- a. Jessica Lang
Position: Elementary School Girls Group
Combination Grades 4 & 5 Supervisor
Dates: 02/26/19 - 03/28/19
(10 Sessions - Tuesdays/Thursdays)
Plus one additional field trip
Time: 3:40 pm - 4:40 pm
Salary: STIPEND provided by Title I Grant
\$25 per hour - 10 Sessions
\$10 planning ½ hour - 2 Sessions
- b. Julie Keller
Position: Elementary School Girls Group
Combination Grades 4 & 5 Supervisor
Dates: 02/26/19 - 03/28/19
(10 Sessions - Tuesdays/Thursdays)
Plus one additional field trip
Time: 3:40 pm - 4:40 pm
Salary: STIPEND provided by Title I Grant
\$25 per hour - 10 Sessions
\$10 planning ½ hour - 2 Sessions
- c. Melissa Prince
Position: Elementary School Boys Group
Combination Grades 4 & 5 Supervisor
Dates: 02/26/19 - 03/28/19
(10 Sessions - Tuesdays/Thursdays)
Plus one additional field trip
Time: 3:40 pm - 4:40 pm
Salary: STIPEND provided by Title I Grant
\$25 per hour - 10 Sessions
\$10 planning ½ hour - 2 Sessions
- d. Lucian Price
Position: Elementary School Boys Group
Combination Grades 4 & 5 Supervisor
Dates: 02/26/19 - 03/28/19
(10 Sessions - Tuesdays/Thursdays)
Plus one additional field trip
Time: 3:40 pm - 4:40 pm
Salary: STIPEND provided by Title I Grant
\$25 per hour - 10 Sessions
\$10 planning ½ hour - 2 Sessions

e. Tammorah Neal
Position: Elementary School Boys Group
Combination Grades 4 & 5 Supervisor
Dates: 02/26/19 - 03/28/19
(10 Sessions - Tuesdays/Thursdays)
Plus one additional field trip
Time: 3:40 pm - 4:40 pm
Salary: STIPEND provided by Title I Grant
\$25 per hour - 10 Sessions
\$10 planning ½ hour - 2 Sessions

4. Substitutes:

Certified Substitute Teachers

- None

Non-Certified Substitute Teachers

- Coby Albone

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

- Crystal Jaczynski

BOARD APPROVED

B. Single Audit Report

BOARD ACCEPTED, on the recommendation of Shawn Liddle, Assistant Superintendent for Business, the Independent Auditors' Report regarding the Single Audit Report for the year ended June 30, 2018, as prepared by Raymond F. Wager, CPA, P.C.

C. Extra-classroom Activities Fund Report

D. Corrective Action Matrix - Basic Financial Statements, Single Audit Report and Extra-classroom Activity Funds Audit

BOARD ACCEPTED, on the recommendation of Shawn Liddle, Assistant Superintendent for Business, the Independent Auditors' Report regarding the Extra-classroom Activities Fund, as prepared by Raymond F. Wager, CPA, P.C. and the Corrective Action Matrix regarding the audit of Basic Financial Statements, the Single Audit Report and Extra-Classroom Activities Fund Audit for the year ended June 30, 2018.

E. 2019 Spring/Fall Athletic Bid

Vendor	Items	Amount
AdPro Sports	40 items	\$ 408.00
BSN Sports	590 items	\$ 7,777.78
Jim Dalberth Sporting Goods	388 items	\$ 3,244.22
Healy Awards	216 items	\$ 894.75
Laux Sporting Goods	750 items	\$ 8,149.14
M-F Athletic	2 items	\$ 62.00
Medco Sports Medicine	213 items	\$ 2,209.92
Riddell	28 items	\$ 5,795.94
Sportsman's	248 items	\$ 2,092.38
TOTAL BID	2,474 items	\$ 30,634.13

(18 companies received bid packets, 11 responded, 1 no bid)

BOARD APPROVED, on the recommendation of Shawn Liddle, Assistant Superintendent for Business, the vendors listed above as the low bidders for the 2019 Spring/Fall Athletic Bid.

F. Transportation Request for Proposal

BOARD APPROVED, as recommended by Assistant Superintendent for Business, Mr. Shawn Liddle, Student Transportation of America (dba Ridge Road Express) as the low responsible proposal for:

- Main Student Contract (estimated annual expense \$1,199,928)
- Student Charter Contract (estimated annual expense \$105,000)
- Out of District Contract (estimated annual expense \$923,612)
- Summer School Contract (estimated annual expense \$97,740)

and authorized Mrs. Margy Brown, Board President and Michael S. Bonnewell, Superintendent to execute contracts for the same.

G. Jury Duty - Policy 6460 - First Read

BOARD APPROVED

H. Sunday Trip Request - Middle School Science Olympiad

I. Sunday Trip Request - Albion Varsity Football

BOARD APPROVED

J. Volunteers

Board Members reviewed a list of volunteers.

K. 2019 NYSSBA Capital Conference

BOARD APPROVED, Mr. David Sidari and Mr. Wayne Wadhams attending the 2019 NYSSBA Capital Conference to be held on February 10th and 11th in Albany, New York and authorized payment of expenses related to the registration and attendance at the same.

8. ADMINISTRATORS' REPORTS

A. Building Principal Reports

Board Members reviewed the building principals' monthly reports.

B. Attendance Report

Board Members reviewed the Attendance Report for September through December 2018.

C. Superintendent's Report

o Internship Program

Mrs. Susan Starkweather Miller shared with the Board that she has been the Coordinator of the High School Internship Program since January 2011. The program was started at ACS over 20 years ago. It was created with a focus toward connecting school to real-world experience, embracing one of our value statements - "Learn Today, Lead Tomorrow."

Mrs. Starkweather Miller shared that students are informed of the program through a variety of sources including the counseling office when openings in their schedules are found. In addition, the program is offered in the High School Course Handbook. Juniors are introduced to the program in the spring when they are able to attend the Internship Breakfast that offers interns the ability to share their likes, dislikes and duties performed at their internship locations. Students are approached as early as 10th grade and even as early as 8th grade when a visit to Doug Mergler's Technology class offered an opportunity for students to ask questions about the program. Students talking with friends and sharing with younger siblings get information about the program out by word of mouth.

The Internship Program teaches work skills and offers career exposure. Students spend one day a week at school in Seminar Class with Mrs. Starkweather Miller and guidance counselors and spend four days a week at their placement. Students are interviewed by Mrs. Starkweather Miller the semester prior to beginning the program. They are required to apply, submit references, provide skills and answer the

questions why they want to participate in an internship and what they would like to do. Several businesses in the Albion community partner with ACS in this program along with others in Medina, Kendall, Holley, Batavia and Rochester. Community response is great.

Students are taught professionalism in the workplace; communication skills; how to manage conflict resolution; how to adapt to various work styles of others; time management; ethics; and the importance of confidentiality. They are taught how to create resumes, cover letters and the use of references. Students go through an entry-level mock interview and are taught what to wear and how to display proper behavior. When the interview is complete, students are told what they've done well, what could change and how to improve. Students prepare work applications; visit on-line job outlook sites and learn how to submit on-line applications. In the spring, they review local scholarships and determine what to apply for as they pursue work and college.

Evaluations are done mid-term and at the end of the year. The mid-term evaluation offers what is being done well and the expectations of the placement. At the end of the year, a student reflection assignment is added to drive a deeper understanding. Some students have had great experiences in their internships while others have learned, before committing to a lengthy preparation for a career, that it is not the right choice for them. The program offers valuable experience and the opportunity to try a career on for size.

The Board commended Mrs. Starkweather Miller on her work with the Internship Program.

- o Poppy Poster Contest
Mr. Bonnewell shared with the Board that the district will be participating again in the Poppy Poster Contest.
- o Orleans Niagara Wrestling
Mr. Bonnewell shared with the Board that Albion was well represented at the Section 6 Divisional competition on Saturday at Cheektowaga. The team placed in the upper half of Class B - Amilcar Morales 6th; Bryce Kelly 6th; Ellwood Hafner 5th; Cody Wilson 4th; and Jessy Cruz 3rd.
- o Music Faculty Recital
Mr. Bonnewell shared with the Board that the Music Faculty Recital was enjoyed by many. It gave the music staff the opportunity to share their talents with students and the community. A

number of the staff spoke to preparing their music and performing it.

- o School Resource Officer
Mr. Bonnewell reviewed with the Board that the contract for the school Resource Officer is with the Village for their attorney's review. The district may have someone beginning in this position as early as February 15, 2019.
- o High School Principal Vacancy
Mr. Bonnewell reviewed with the Board that on January 14th, he began covering the High School Principal vacancy. He shared with high school staff at their faculty meeting that day how the position would be handled until an interim placement was made. Mr. Bonnewell expressed to the Board his enjoyment of being around the students and that his day is spent in the high school and he returns to end his evening in District Office.

Mr. Wayne Wadhams shared that certain staff members in the high school have commended Mr. Bonnewell on the great job he has been doing in the building. The Board also commended Mr. Bonnewell and thanked him for the work he is doing at the high school.

- o Active Incident Drill
Mr. Bonnewell reviewed with the Board that March 12th has been scheduled for the Active Incident Drill. Students will not attend school that day. He indicated that this drill will be the largest county-wide drill that will include law enforcement, medical and fire personnel along with Homeland Security Officers responding. There has been a great deal of preparation in the past four meetings held. Meetings are now being held each week until the drill is held.
- o Remind
Mr. Bonnewell reviewed with the Board the dispute between Remind and Verizon regarding the charges to be imposed to deliver texts to customers of Verizon. Remind indicated Verizon was treating the texts as they would spammers intending to charge those who send large volumes of messages. Verizon noted they do not authorize spammers at any price. After some time, Remind has decided at this point not to impose this charge and enable Verizon customers to get the messages. Mr. Bonnewell has informed staff of the information as it has been provided to him.
- o Sectional Contests
Mr. Bonnewell reviewed with the Board that the weather issues have caused delays and closings affecting Section 6 Swim Contests. The Swim Contests have been rescheduled to Thursday and Friday of this week. Other Sectional Contests

will be held beginning over February break.

o Basketball Sectionals

Mr. Bonnewell reviewed with the Board that the Basketball Sectionals will be held over February break with a possibility of Sunday competition. Mr. Bonnewell reminded the Board of the practice that provides a blanket approval of Sunday Sectional competition.

o Bus Drivers' Breakfast

Mr. Bonnewell reviewed with the Board that past practice would have scheduled the annual Bus Drivers' Breakfast on Tuesday, March 12th. However, that is the emergency drill day. The Board requested information from Lea Olles as to what works best to allow participation by most of the drivers. The Board will be updated at a later date on the tentative scheduling of the breakfast.

9. BOARD DATES

DAY	DATE	EVENT	TIME
Monday	February 25, 2019	Audit Finance Committee Meeting	7:00 pm
Monday	March 4, 2019	Regular Board of Education Meeting	7:00 pm
Monday	March 11, 2019	Audit Finance Committee Meeting	7:00 pm
Tuesday	March __, 2019	Bus Drivers' Breakfast HS Café	10:00 am
Monday	March 18, 2019	Audit Finance Committee Meeting	7:00 pm
Monday	April 1, 2019	Regular Board of Education Meeting	7:00 pm
Tuesday	April 23, 2019	Annual BOCES Budget Vote & Election	TBD

BOARD APPROVED

10. EXECUTIVE SESSION WITH THE SUPERINTENDENT

BOARD APPROVED

11. OPEN SESSION

BOARD APPROVED

Mrs. Brown shared that Dr. Godshall sent out information regarding the date of the BOCES Budget Vote. The date is set by the state and will be April 23, 2019. A Special Board Meeting will be set for that date with the specific time to be determined by Board member availability.

Mrs. Brown distributed the Superintendent Evaluation and requested that it be returned at the March 4th Board Meeting.

12. ADJOURNMENT

BOARD APPROVED