

**Board of Education
LANCASTER CENTRAL SCHOOL DISTRICT
Lancaster, New York**

MINUTES

July 11, 2016

Organizational Meeting

Lancaster Middle School, 149 Aurora Street, Lancaster

Brenda Christopher
Kelly Depczynski
Bill Gallagher
Marie MacKay

Sue Metz
Michael Sage
Patrick Uhteg

Michael Vallely, PhD, Superintendent of Schools
Marie Perini, EdD, Asst. Superintendent for Curriculum, Instruction &
Pupil Services

Jamie Phillips, Assistant Superintendent for Business & Support Services

John Armstrong, Director of Special Education

Karen Marchioli, Director of Elementary Education

Andrew Kufel, PhD, Director of Secondary Education

Michele Ziegler, Director of Instructional Technology & Accountability

District residents, staff members, students, media representatives

The organizational meeting of the board of education was called to order at 7:00pm by Dr. Michael Vallely.

The pledge to the flag was recited.

Dr. Vallely called for a moment of silence for individual reflection and for Betty Gardner, a clerk typist from 1980 through 1996, who passed away on June 22, 2016; for Joanne Malone, an employee in the transportation department from 1974 through 2006, who passed away on July 2, 2016; and for the victims of needless violence this past month.

The district clerk administered the oath of office to Dr. Vallely.

The district clerk administered the oath of office to newly-elected board member, Sue Metz and re-elected member, Bill Gallagher. Oath of office cards were signed.

Dr. Vallely announced that nominations were open for president of the board of education for the 2016-2017 school year.

Mrs. MacKay nominated Mr. Uhteg for president which was seconded by Mr. Sage. No further nominations were made.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MEETING DATE

KIND

PLACE

MEMBERS PRESENT

DISTRICT ADMINISTRATORS

OTHERS PRESENT

1.0 CALL TO ORDER

2.0 PLEDGE OF ALLEGIANCE

3.0 MOMENT OF SILENCE

4.0 ADMINISTRATION OF OATH

4.1 OATH OF OFFICE - SUPERINTENDENT

4.2 OATH OF OFFICE - NEWLY ELECTED BOARD MEMBERS

5.0 ELECTION OF OFFICERS

5.1 PRESIDENT

5.2 VICE PRESIDENT

Dr. Vallely announced that nominations were open for vice president of the board of education for the 2016-2017 school year.

Mrs. MacKay nominated Mr. Gallagher and it was seconded by Mrs. Christopher. No further nominations were made.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**5.3 OATH OF OFFICE –
PRESIDENT AND VICE
PRESIDENT**

The oath of office was administered to Mr. Uhteg and Mr. Gallagher and the oath of office cards were signed. Mr. Uhteg assumed leadership of the meeting.

**6.0 APPOINTMENT OF
OFFICERS**

**6.1 APPOINTMENT OF
DISTRICT CLERK**

MOVED by MacKay SECONDED by Gallagher to appoint Sandra Janik as district clerk for the 2016-2017 school year.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

The oath of office was administered to the district clerk by President Uhteg and the oath of office card was signed.

**6.2-6.7 APPOINTMENT OF
OFFICERS**

MOVED by Gallagher SECONDED by Sage to appoint Carol Peck as district treasurer; Beth Ulbrich as deputy treasurer; Carol Peck as tax collector for the Payment in Lieu of Taxes (PILOT) program; the town clerks/tax receivers for Lancaster, Cheektowaga, and Elma as tax collectors for the district; Erie 1 BOCES for internal claims auditor services; and Lisa Fanara as clerk of the board pro tem for the 2016-2017 school year.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

The oath of office was administered to Mrs. Peck and Mrs. Ulbrich by the district clerk on July 11, 2016.

**7.0 OFFICIAL
UNDERTAKINGS
BONDING LIMITS**

MOVED by Sage SECONDED by MacKay to approve bonding limits, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**8.0 DESIGNATIONS
8.1-8.6 ESTABLISHMENT OF
DATES OF REGULAR
MEETINGS; BUDGET
CALENDAR;
DEPOSITORY BANKS;
OFFICIAL NEWSPAPERS;
OFFICIAL TELEVISION
STATION; OFFICIAL
RADIO STATIONS**

MOVED by Christopher SECONDED by Gallagher to approve the dates and times for the 2016-2017 board of education meetings; to approve the 2017-2018 budget calendar; to approve depositories for district funds for 2016-2017 school year; to establish the *Lancaster Bee* and the *Depew Bee* as official newspapers for the district for the 2016-2017 school year; to

designate Time Warner Cable as the official television station for the district; and to designate WBEN, WXRL, and WGR as official radio stations for the district, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

9.0 AUTHORIZATIONS

MOVED by Sage SECONDED by Depczynski to authorize the following:

9.1 Authorize the designation of signatures on all school district checks with signature plates to Mrs. Peck and Mrs. Ulbrich.

9.2 Authorize submission of bid notices, as needed, to local newspapers to Miss Phillips.

9.3 Authorize the district clerk to open bids at the time and place advertised on behalf of the board; in her absence, the assistant superintendent for business and support services or her designated representative will perform this duty.

9.4 Authorization to establish petty cash funds as follows:

Assistant Superintendent for Business & Support Services	District Office	\$100.00
Asst. Supt. Curriculum, Instruction & Pupil Services	District Office	\$100.00
Director of Special Education	District Office	\$100.00
Superintendent of Buildings & Grounds	Buildings and Grounds	\$100.00
Information Manager	LHS	\$100.00
Principal	LHS	\$100.00
Principal	LMS	\$100.00
Principal	William Street	\$100.00
Principal	Como Park	\$100.00
Principal	Court Street	\$100.00
Principal	Hillview	\$100.00
Principal	J.A. Sciole	\$100.00
Supervisor of Transportation	Transportation	\$100.00
Food Service Director	School Food Service	\$100.00

9.5 Authorize payment of bills in advance of board approval for routine items upon approval of the warrant by the internal claims auditor as past practice has determined.

9.6 Authorize the chief school administrator or his designee to approve attendance and payment of expenses of board members and staff at meetings or conferences in advance of board approval within the limits approved by

the board in the current budget, and within provisions of existing board policy.

9.7 Authorize prior approval of temporary cash advances from the general fund to the federal aid fund. Warrants for both the general fund and the federal aid fund will list each advance; general fund when it is given and federal fund when it is paid back.

9.8 Authorize participation in BOCES cooperative bids for the fiscal year 2016-2017.

9.9 Authorize Miss Phillips to accept donations of funds for the provision of field trip services and use of district buildings.

9.10 Authorize the use of credit cards, as submitted.

9.11 Authorize the hourly rate of \$27.00 per hour for the off-duty security officers for the 2016-2017 school year.

9.12 Authorize Miss Phillips to certify the district's payroll.

9.13 Authorize budget transfers on chief school administrator's approval per policy #5330.

9.14 Authorize the superintendent to apply for grants in aid (state and federal).

9.15 Authorize the district to enter into an agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accept responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

9.16 Authorize payment to non-Lancaster Central Teachers Association members who perform Schedule D and E duties at Schedule D and E rates per the current LCTA bargaining agreement.

9.17 Authorize the superintendent to approve contracts under \$2,500.

9.18 Authorize the superintendent to approve bond issue change orders in amounts less than \$35,000 prior to board approval.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

MOVED by Christopher SECONDED by Gallagher to authorize the following:

10.1 To appoint Miss Phillips and Mrs. Peck agents for the board to oversee the investment of temporarily idle district funds.

10.0 OTHER APPOINTMENTS

- 10.2 To appoint Mrs. Ulbrich as central treasurer for extra class activity accounts for the 2016-2017 school year.
- 10.3 To appoint Miss Phillips as school purchasing agent for the 2016-2017 school year.
- 10.4 To appoint the following:
- Mrs. Metz as voting delegate, and Mr. Gallagher as alternate, for the New York State School Boards Association (NYSSBA) Convention.
- To appoint Mrs. Metz delegate and Mrs. Christopher alternate, for the Erie County Association of School Boards (ECASB) delegate assembly.
- To appoint Mr. Gallagher as representative and Mr. Sage as alternate, for the ECASB budget and finance team.
- To appoint Mrs. Christopher and Mrs. Depczynski as representatives and Mrs. MacKay as alternate for the ECASB legislative team.
- 10.5 To appoint Mr. Gallagher, Mr. Sage, and Mrs. Depczynski as audit committee members.
- 10.6 To appoint Mrs. MacKay and Mr. Sage as health insurance committee members and Mrs. MacKay and Mr. Sage as food service committee members.
- 10.7 To appoint Mrs. Christopher and Mrs. Metz as building use committee members and to appoint Mrs. Christopher as the New York State School Boards Association liaison.
- 10.8 To approve the appointment of Lancaster-Depew Pediatrics as the district's school physicians and that the attached contract effective July 1, 2016 through June 30, 2019 in the amount of \$44,550 per year.
- 10.9 To approve the appointment of Dr. Brennan Brennan as the district's chief dental officer.
- 10.10 To appoint Occustar, Inc. for employee physicals.
- 10.11 To appoint members of the committee on special education; the committee on pre-school special education; the impartial hearing officers as currently listed; and the subcommittee on special education noting that the list may be revised depending on the residency of the hearing officers.
- 10.12 To appoint Mr. Jeff Simme as fire code inspector for 2016-2017 school year.
- 10.13 To appoint Drescher & Malecki, LLP, for the annual audit of school financial records for the period beginning July 1, 2016 through June 30, 2017.

- 10.14 To appoint Freed & Maxick as internal auditing services for the 2016-2017 school year.
- 10.15 To appoint Harris Beach PLLC as counsel for the district.
- 10.16 To appoint Hodgson Russ for ongoing tax certioraris and to provide continued bond counsel, as needed.
- 10.17 To appoint Bengart & Demarco, LLP as additional district legal counsel for tax certiorari proceedings, as needed.
- 10.18 To appoint Mr. Nathan Mason, as LEA (asbestos) designee for the district.
- 10.19 To appoint Evans Agency Insurance as the insurance broker for the district.
- 10.20 To appoint Miss Phillips as the records management officer.
- 10.21 To appoint Miss Phillips as the appointing officer for civil service functions.
- 10.22 To appoint Capital Markets Advisors, LLC as the financial advisor for the district and approve agreement for the 2016-2017 and 2017-2018 school years.
- 10.23 To appoint Dr. Vallely as the residency hearing officer for the district.
- 10.24 To appoint Mrs. Ziegler, Dr. Perini, Dr. Kufel, Miss Phillips, and Mrs. Marchioli as Title IX officers.
- 10.25 To appoint Dr. Perini as census enumerator for the district.
- 10.26 To appoint the school resource officers as law enforcement units for the district.
- 10.27 To appoint Dr. Perini as supervisor of attendance.
- 10.28 To appoint Miss Phillips records access officer.
- 10.29 To appoint Mrs. Sandra Cammarata as liaison for homeless children and youth.
- 10.30 To appoint Mr. Clifford Trapper and Mrs. Stacey Lauck as chemical hygiene officers for the 2016-2017 school year.
- 10.31 To appoint Dr. Vallely designated education official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings for the 2016-2017 school year.

10.32 To appoint Mr. Mason as pesticide representative for the 2016-2017 school year.

10.33 To appoint Mrs. Tami Augugliaro, reviewing official and verification official and Miss Phillips hearing official for the Federal Child Nutrition Program for the 2016-2017 school year.

10.34 To appoint Miss Phillips for post-issuance federal tax requirement compliance monitoring.

10.35 To authorize the board president and/or vice president to appoint an Impartial Hearing Officer per board policy #7670.

10.36 To appoint the assistant superintendent for curriculum, instruction and pupil personnel services to make all residency determinations.

MOVED by Gallagher SECONDED by MacKay to establish conference reimbursement rates for meals at a maximum of \$64 per day with receipts, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Christopher SECONDED by Gallagher to readopt all policies and the code of ethics in effect during previous year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by MacKay SECONDED by Gallagher to establish mileage reimbursement rate according to IRS approved rate, currently at \$.54 per mile, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

There are no presentations this evening.

Regular session resumed.

No correspondence was received. Mr. Uhteg noted he spoke with Dakota Miller.

MOVED by Gallagher SECONDED by Depczynski to accept the minutes from the regular session held on June 20, 2016.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Lancaster Administrative and Supervisory Association:

Mr. Cesar Marchioli congratulated Mr. Gallagher and Mrs. Metz.

Lancaster Central Teachers Association:

No one present to report.

Lancaster Association of Service Personnel:

11.0 OTHER ITEMS
11.1 CONFERENCE
REIMBURSEMENT RATES

11.2 POLICIES AND CODE OF
ETHICS READOPTED

11.3 MILEAGE
REIMBURSEMENT RATE
ESTABLISHED

12.0 PRESENTATION

13.0 REGULAR SESSION

14.0 CORRESPONDENCE

15.0 APPROVAL OF MINUTES

16.0 STAFF ORGANIZATIONS

Mr. Jim Kotarski welcomed Mrs. Metz.
Lancaster Association of Substitute Teachers:
No one present to report.

Mr. Uhteg spoke about the graduation ceremony.

No old business was discussed.

MOVED by Gallagher SECONDED by MacKay to approve the personnel changes for the period ending July 11, 2016, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Sage SECONDED by MacKay to authorize and direct the superintendent of schools to enter into a last chance and settlement agreement with an employee which has been previously executed by the employee, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Christopher SECONDED by Gallagher to approve the recommendations from the Committee on Special Education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Gallagher SECONDED by Depczynski to approve the recommendations from the Committee on Preschool Special Education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by MacKay SECONDED by Gallagher to approve the financial reports, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by MacKay SECONDED by Depczynski to adopt policy #3210 Visitors to the School; #3220 Use of Service Animals; #5720 Transportation of Students; #7220 Graduation Options/Early Graduation/Accelerated

17.0 BOARD REPORTS

18.0 OLD BUSINESS

19.0 NEW BUSINESS

19.1.1 PERSONNEL ITEMS

19.1.2 SUPERINTENDENT
AUTHORIZATION

19.2 EDUCATION ITEMS

19.2.1 COMMITTEE ON
SPECIAL EDUCATION

19.2.2 COMMITTEE ON
PRESCHOOL SPECIAL
EDUCATION

21.0 BUSINESS & FINANCIAL
ITEMS

21.1 FINANCIAL REPORTS
APPROVED

21.2-21.6 POLICY ADOPTION
#3210 VISITORS TO THE
SCHOOL; #3220 USE OF
SERVICE ANIMALS;
#5720 TRANSPORTATION
OF STUDENTS; #7220
GRADUATION
OPTIONS/EARLY
GRADUATION/
ACCELERATED
PROGRAMS; 7270
RIGHTS OF NON-
CUSTODIAL PARENTS

Programs; and #7270 Rights of Non-Custodial Parents for inclusion in the district's policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.7 FOOD SERVICE
OPERATING
STATEMENTS

MOVED by MacKay SECONDED by Gallagher to approve the food service department operating system reports for May 2016, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.8 SCHOOL LUNCH AND
BREAKFAST PRICES

MOVED by Christopher SECONDED by Gallagher to approve the increase in school lunch prices to \$2.10 at the K-3 level, \$2.40 at the 4-6 level, \$2.55 at the 7-12 level, and \$1.25 for breakfast effective September 1, 2016, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nay

MOTION APPROVED.

21.9 DECLARE EQUIPMENT
SURPLUS

MOVED by Gallagher SECONDED by MacKay to declare the attached listings of equipment as surplus and prepare for disposal according to board policy #5250, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.10 BOND ISSUE CHANGE
ORDERS – PHASE IV

MOVED by Sage SECONDED by Gallagher to approve change orders CO-00003 and CO-00004, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.11 BOND ISSUE CHANGE
ORDER – PHASE III

MOVED by MacKay SECONDED by Gallagher to approve change order CO-00071, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.12 BID AWARD –
TRANSPORTATION
PARTS AND SUPPLIES

MOVED by MacKay SECONDED by Gallagher to approve the recommended vendors for transportation parts and supplies, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.13-21.18 CONTRACTS –
SPORT REHAB
PHYSICAL THERAPY,
PLLC; YMCA;
COMPENSATION
CONSULTING SERVICES,
INC.; LANCASTER
JUNIOR REDSKINS
FOOTBALL; LANCASTER
JUNIOR REDSKINS
STORAGE; CRISIS
PREVENTION INSTITUTE
AGREEMENT

MOVED by Depczynski SECONDED by Gallagher to approve the agreement between the Lancaster Central School District and Sport Rehab

Physical Therapy, PLLC; to approve the agreement between the Lancaster Central School District and the YMCA Buffalo Niagara for the 2016-2017 school year; to approve the agreement between the Lancaster Central School District and Compensation Consulting Services, Inc. for review of the district's worker's compensation premium; to approve the facility use agreement between the district and the Lancaster Junior Redskins Football organization; to approve the agreement between the Lancaster Central School District and the Lancaster Junior Redskins; and to approve the agreement between the Lancaster Central School District and Crisis Institute Prevention in the amount not to exceed \$13,078, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.19 EXTRA CLASSROOM
ACTIVITY FUNDS

MOVED by Gallagher SECONDED by Depczynski to approve the formation of the new extra-classroom activity clubs, as proposed.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.20 CONTRACT – YOUNG +
WRIGHT
ARCHITECTURAL

MOVED by MacKay SECONDED by Gallagher to approve the agreement between the Lancaster Central School District and Young + Wright Architectural for the 2016-2017 capital project, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.21 STATE QUALITY
ENVIRONMENTAL
REVIEW (SEQR) FOR
CAPITAL OUTLAY
PROJECT

MOVED by Gallagher SECONDED by Christopher to approve the following:

WHEREAS, the Board of Education (the "Board") of the Lancaster Central School District (the "District") has considered whether the alterations, renovations and improvements to the District's buildings and facilities, as described in the Scope of Work attached to this resolution as Exhibit A (collectively referred to as the "Proposed Action"), individually and collectively constitute a Type II action within the meaning of the New York State Environmental Quality Review Act, constituting Article 8 of the New York Environmental Conservation Law, and the regulations of the New York State Department of Environmental Conservation promulgated thereunder (6 N.Y.C.R.R. 617.1 et seq., including, in particular, 6 N.Y.C.R.R. Section 617.5) and any applicable regulations of the New York State Commissioner of Education (collectively, "SEQRA"); and

WHEREAS, the Board has considered the advice of its architect and counsel concerning the Proposed Action and its status under SEQRA, given the nature and extent of the work to be performed; and

WHEREAS, because the Board finds the Proposed Action involves the replacement, rehabilitation and reconstruction of structures and improvements in kind and does not involve any substantial changes in existing structures, such actions individually and collectively qualify as a Type II Action under SEQRA and are therefore exempt from any further action under SEQRA;

NOW THEREFORE; BE IT RESOLVED, by the Board of Education of the Lancaster Central School District as follows:

- 1. It is hereby determined that the alterations, renovations and improvements and other actions included within the Proposed Action, individually and cumulatively, do not exceed the thresholds established under 6 N.Y.C.R.R. Section 617.5 and as such the Proposed Action constitutes a Type II action under SEQRA.
- 2. No further review of the Proposed Action is required under SEQRA.
- 3. This resolution shall be effective immediately.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

21.22 TAX ASSESSMENT CHALLENGE SETTLEMENT

MOVED by MacKay SECONDED by Depczynski to approve the proposed tax assessment settlement to North Forest Properties, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

22.0 PUBLIC HEARING

No one addressed the board at this time.

23.0 FUTURE PRESENTATIONS

There are no presentations scheduled at this time.

24.0 EXECUTIVE SESSION

MOVED by Sage SECONDED by MacKay to move to executive session to discuss potential litigation.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

25.0 ADJOURNMENT

At 9:02pm MOVED by MacKay SECONDED by Sage to reconvene regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

At 9:03pm MOVED by MacKay SECONDED by Christopher to adjourn the regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

Sandra A. Janik, District Clerk