

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

**MINUTES**

July 13, 2017

Organizational Meeting

Central Avenue School Building, 149 Central Avenue, Lancaster

Brenda Christopher	Glenn Jackson
Bill Gallagher	Michael Sage
Sue Metz	Patrick Uhteg

Kelly Depczynski

Michael Valley, 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

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 Valley.

The pledge to the flag was recited.

Dr. Valley called for a moment of silence for individual reflection.

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

The district clerk administered the oath of office to newly-elected board member, Glenn Jackson and re-elected members, Patrick Uhteg and Bill Gallagher. Oath of office cards were signed.

Dr. Valley announced that nominations were open for president of the board of education for the 2017-2018 school year.

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

VOTE ON THE MOTION:           6 Ayes           0 Nays

MOTION APPROVED.

Dr. Valley announced that nominations were open for vice president of the board of education for the 2017-2018 school year.

Mr. Uhteg nominated Mr. Gallagher and it was seconded by Mr. Sage. No further nominations were made.

VOTE ON THE MOTION:           6 Ayes           0 Nays

**MEETING DATE**

**KIND**

**PLACE**

**MEMBERS PRESENT**

**MEMBERS EXCUSED**

**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**

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.

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

**6.0 APPOINTMENT OF  
OFFICERS**

**6.1-6.7 APPOINTMENT OF  
OFFICERS**

MOVED by Christopher SECONDED by Metz to appoint Sandra Janik as district clerk; 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 2017-2018 school year.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

The oath of office was administered to Mrs. Janik by President Uhteg. The oath of office was administered to Mrs. Peck and Mrs. Ulbrich by the district clerk on July 14, 2017.

**7.0 OFFICIAL  
UNDERTAKINGS  
BONDING LIMITS**

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

VOTE ON THE MOTION:           6 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 Metz SECONDED by Sage to approve the dates and times for the 2017-2018 board of education meetings; to approve the 2018-2019 budget calendar; to approve depositories for district funds for 2017-2018 school year; to establish the *Lancaster Bee* and the *Depew Bee* as official newspapers for the district for the 2017-2018 school year; to designate Spectrum 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:           6 Ayes           0 Nays  
MOTION APPROVED.

**9.0 AUTHORIZATIONS**

MOVED by Gallagher SECONDED by Sage 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 2017-2018.

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 2017-2018 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 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.

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

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

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

Mr. Uhteg noted that Mrs. Depczynski was excused from the meeting.

#### **10.0 OTHER APPOINTMENTS**

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.

10.2 To appoint Mrs. Ulbrich as central treasurer for extra class activity accounts for the 2017-2018 school year.

10.3 To appoint Miss Phillips as school purchasing agent for the 2017-2018 school year.

10.4 To appoint the following:

Mr. Jackson as voting delegate, and Mrs. Christopher as alternate, for the New York State School Boards Association (NYSSBA) Convention.

To appoint Mr. Jackson delegate and Mrs. Metz alternate, for the Erie County Association of School Boards (ECASB) delegate assembly.

To appoint Mr. Gallagher as representative and Mr. Uhteg as alternate, for the ECASB budget and finance team.

To appoint Mrs. Christopher and Mrs. Depczynski as representatives for the ECASB legislative team.

To appoint Mrs. Christopher as the NYSSBA liaison.

10.5 To appoint Mrs. Depczynski, Mr. Gallagher, and Mr. Jackson as audit committee members.

10.6 To appoint Mr. Gallagher and Mr. Sage as health insurance committee members; Mr. Uhteg and Mrs. Metz as food service committee members; and Mrs. Christopher as district-wide health and safety committee, with Mrs. Depczynski as alternate.

10.7 To appoint Mrs. Christopher and Mrs. Metz as building use committee members.

10.8 To approve the appointment of Lancaster-Depew Pediatrics as the district's school physicians effective July 1, 2017 through June 30, 2018.

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. George Pease as fire code inspector for 2017-2018 school year.

10.13 To appoint Drescher & Malecki, LLP, for the annual audit of school financial records for the period beginning July 1, 2017 through June 30, 2018.

10.14 To appoint Freed & Maxick as internal auditing services for the 2017-2018 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 for the 2017-2018 school year.
- 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 as 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 2017-2018 school year.
- 10.31 To appoint Dr. Vallely as designated education official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings for the 2017-2018 school year.
- 10.32 To appoint Mr. Mason as pesticide representative for the 2017-2018 school year.
- 10.33 To appoint Mrs. Tami Augugliaro, as reviewing official and verification official and Miss Phillips as hearing official for the Federal Child Nutrition Program for the 2017-2018 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 Christopher SECONDED by Gallagher to establish conference reimbursement rates for meals at a maximum of \$64 per day with receipts; to readopt all policies and the code of ethics in effect during previous year; and to establish mileage reimbursement rate according to IRS approved rate, currently at \$.535 per mile, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

There are no presentations this evening.

Regular session resumed.

A letter from the Village of Depew dated June 16, 2017.

MOVED by Gallagher SECONDED by Metz to accept the minutes from the regular session held on June 19, 2017.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

Lancaster Administrative and Supervisory Association:

Mrs. Jacqueline Bull congratulated Mr. Uhteg, Mr. Sage and Mr. Jackson on their election to the school board.

Lancaster Central Teachers Association:

No one present to report.

Lancaster Association of Service Personnel:

No one present to report.

Lancaster Association of Substitute Teachers:

No one present to report.

Mr. Uhteg and Mrs. Christopher spoke about the graduation ceremony.

No old business was discussed.

MOVED by Gallagher SECONDED by Metz to approve the personnel changes with the addendum for the period ending July 13, 2017, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

MOVED by Christopher SECONDED by Gallagher to approve the appointment of Stacy Conti as Assistant Principal effective August 1, 2017, at an annual salary of \$85,000 (prorated), as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

**11.0 OTHER ITEMS**  
**11.1-11.3 CONFERENCE**  
**REIMBURSEMENT**  
**RATES, POLICIES AND**  
**CODE OF ETHICS**  
**READOPTED, MILEAGE**  
**REIMBURSEMENT RATE**  
**ESTABLISHED**

**12.0 PRESENTATION**

**13.0 REGULAR SESSION**

**14.0 CORRESPONDENCE**

**15.0 APPROVAL OF MINUTES**

**16.0 STAFF ORGANIZATIONS**

**17.0 BOARD REPORTS**

**18.0 OLD BUSINESS**

**19.0 NEW BUSINESS**

**19.1.1 PERSONNEL ITEMS**

**APPOINTMENT OF**  
**ASSISTANT PRINCIPAL**  
**- STACY CONTI**

19.2 EDUCATION ITEMS  
 19.2.1 COMMITTEE ON  
SPECIAL EDUCATION

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

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

19.2.2 COMMITTEE ON  
PRESCHOOL SPECIAL  
EDUCATION

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

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

19.2.3 TEXTBOOK FIRST READING  
- WORLD HISTORY, 2017  
EDITION

Information on the textbook, *World History, 2017 Edition*, an AMSCO publication, was distributed to the board members for review. Consistent with past practice, the approval of this textbook will be placed on the board's next agenda.

21.0 BUSINESS & FINANCIAL  
ITEMS  
 21.1 FINANCIAL REPORTS  
APPROVED

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

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.2 POLICY ADOPTION:  
#6470 ACCEPTABLE USE  
POLICY

MOVED by Christopher SECONDED by Gallagher to adopt policy #6470 Acceptable Use Policy for inclusion in the district's policy manual, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.3 POLICY ADOPTION:  
#8271 CHILDREN'S  
INTERNET PROTECTION  
ACT: INTERNET  
CONTENT  
FILTERING/SAFETY  
POLICY

MOVED by Christopher SECONDED by Gallagher to adopt policy #8271 Children's Internet Protection Act: Internet Content Filtering/Safety Policy for inclusion in the district's policy manual, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.4 CONTRACT - WESTERN  
NEW YORK PHYSICAL &  
OCCUPATIONAL  
THERAPY GROUP, PLLC

MOVED by Sage SECONDED by Metz to approve the extension of the service agreement between the Lancaster Central School District and Western New York Physical and Occupational Therapy Group, PLLC for the 2017-2018 school year, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.



21.5 CONTRACT – SPORT  
REHAB PHYSICAL  
THERAPY, PLLC

MOVED by Gallagher SECONDED by Metz to approve the agreement between the Lancaster Central School District and Sport Rehab Physical Therapy, PLLC, as submitted.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.6-21.7 CONTRACTS –  
LANCASTER JUNIOR  
REDSKINS FOOTBALL

MOVED by Christopher SECONDED by Gallagher to approve the agreement for facility use and the agreement for placing a storage unit on the William Street School premises between the Lancaster Central School District and Lancaster Junior Redskins Football organization, as submitted.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.8 FOOD SERVICE  
OPERATING  
STATEMENTS

MOVED by Gallagher SECONDED by Christopher to approve the food service department operating system reports for May 2017, as submitted.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.9 DECLARE EQUIPMENT  
SURPLUS

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

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.10 ACCEPT AUCTION  
RESULTS – SURPLUS  
BUSES

MOVED by Christopher SECONDED by Gallagher to approve the results of the auction for buses that were previously surplused by the board of education, as submitted.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.11 CONTRACT –  
INDEPENDENT HEALTH  
CORPORATION

MOVED by Gallagher SECONDED by Christopher to approve the agreement between the Lancaster Central School District and Independent Health Corporation, as submitted.

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.12 BID AWARD –  
TRANSPORTATION  
PARTS AND SUPPLIES

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

VOTE ON THE MOTION:           6 Ayes           0 Nays  
MOTION APPROVED.

21.13 BID AWARD – ATHLETIC  
EQUIPMENT, UNIFORMS,  
AND SUPPLIES

MOVED by Gallagher SECONDED by Christopher to approve the recommended bid award for athletic equipment, uniforms, and supplies to multiple vendors, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.14 BID AWARD – PHASE 6C  
ABATEMENT

MOVED by Gallagher SECONDED by Christopher to approve the recommended bid to Nichter Construction Inc., as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED. MOTION APPROVED.

21.15 DECLARE SURPLUS  
TEXTBOOKS

MOVED by Sage SECONDED by Gallagher to declare the attached listings of textbooks surplus and authorize their disposal in accordance with Board of Education Policy # 5250, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.16 CONTRACT – PSA  
HEALTHCARE

MOVED by Gallagher SECONDED by Metz to approve the agreement between the Lancaster Central School District and PSA Healthcare, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.17 SCHOOL LUNCH AND  
BREAKFAST PRICES

MOVED by Christopher SECONDED by Sage to approve the increase in school lunch prices to \$2.20 at the K-3 level, \$2.50 at the 4-6 level, \$2.65 at the 7-12 level, and \$1.25 for breakfast effective September 1, 2017, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nay

MOTION APPROVED.

21.18 TAX ASSESSMENT  
CHALLENGE  
SETTLEMENT – 5828  
BROADWAY, LLC

MOVED by Gallagher SECONDED by Sage to authorize the tax assessment challenge settlement to 5828 Broadway, LLC, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

21.19 TAX ASSESSMENT  
CHALLENGE  
SETTLEMENT – SKY  
HARBOR PROPERTY,  
LLC

MOVED by Gallagher SECONDED by Christopher to authorize the tax assessment challenge settlement to Sky Harbor Property, LLC, as submitted.

VOTE ON THE MOTION: 6 Ayes 0 Nays

MOTION APPROVED.

22.0 PUBLIC HEARING

No one addressed the board at this time.

23.0 FUTURE  
PRESENTATIONS

Mr. Uhteg noted the work session to discuss reserve funds on July 31, 2017 at 6pm at Central Avenue.

24.0 ADJOURNMENT

At 7:34pm MOVED by Gallagher SECONDED by Metz to adjourn the regular session.

VOTE ON THE MOTION:           6 Ayes           0 Nays

MOTION APPROVED.

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Sandra A. Janik, District Clerk