

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

MINUTES

July 6, 2015

Organizational Meeting

Court Street Elementary School, 91 Court Street, Lancaster

Brenda Christopher	Marie MacKay
Kelly Depczynski	Michael Sage
Bill Gallagher	Patrick Uhteg
Kenneth Graber	

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.

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

The district clerk administered the oath of office to newly-elected board members Brenda Christopher and Kelly Depczynski. Oath of office cards were signed.

Dr. Vallely announced that nominations were open for president of the board of education for the 2015-2016 school year.

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Dr. Vallely announced that nominations were open for vice president of the board of education for the 2015-2016 school year.

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

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 ELECTED

5.2 VICE PRESIDENT ELECTED

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

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.

MOVED by Graber SECONDED by MacKay 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 2015-2016 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. The oath of office was administered to Mrs. Peck and Mrs. Ulbrich by the district clerk on July 6, 2015.

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

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

MOVED by MacKay SECONDED by Gallagher to approve the dates and times for the 2015-2016 board of education meetings, as amended.

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

MOVED by Graber SECONDED by Gallagher to approve the dates and times on the 2016-2017 budget calendar, as submitted.

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

MOVED by Gallagher SECONDED by MacKay to approve depositories for district funds as submitted for 2015-2016 school year.

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

MOVED by Graber SECONDED by Gallagher to establish the *Lancaster Bee* and the *Depew Bee* as official newspapers for the district for the 2015-2016 school year.

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

5.3 OATH OF OFFICE –
PRESIDENT AND VICE
PRESIDENT

6.0 APPOINTMENT OF
OFFICERS

6.1-6.7 APPOINTMENTS

7.0 OFFICIAL
UNDERTAKINGS
BONDING LIMITS

8.0 DESIGNATIONS
8.1 ESTABLISHMENT OF
DATES OF REGULAR
MEETINGS APPROVED

8.2 BUDGET CALENDAR
APPROVED

8.3 DEPOSITORY BANKS
APPROVED

8.4 OFFICIAL NEWSPAPERS
ESTABLISHED

8.5 OFFICIAL TELEVISION STATION

MOVED by MacKay SECONDED by Sage to designate Time Warner Cable as the official television station for the district.
 VOTE ON THE MOTION: 7 Ayes 0 Nays
 MOTION APPROVED.

8.6 OFFICIAL RADIO STATIONS

MOVED by Sage SECONDED by Gallagher to designate WBEN, WXRL, and WGR as official radio stations for the district.
 VOTE ON THE MOTION: 7 Ayes 0 Nays
 MOTION APPROVED.

9.0 AUTHORIZATIONS
 9.1 SIGNATURE PLATE USAGE APPROVED

MOVED by Christopher SECONDED by Graber to combine agenda items 9.1 through 9.18.
 VOTE ON THE MOTION: 7 Ayes 0 Nays
 MOTION APPROVED.

MOVED by Graber SECONDED by MacKay 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
Director of Food Services	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 2015-2016.

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 \$26.00 per hour for the off-duty security officers for the 2015-2016 school year.

9.12 Authorize Erie 1 BOCES 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.

10.0 OTHER APPOINTMENTS

MOVED by Gallagher SECONDED by Sage to combine agenda items 10.1 through 10.37.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Sage SECONDED by Christopher 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 2015-2016 school year.

10.3 To appoint Miss Phillips as school purchasing agent for the 2015-2016 school year.

10.4 To appoint the following:

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

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

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

To appoint Mrs. Christopher as representative and Mrs. MacKay as alternate for the ECASB legislative team.

10.5 To appoint Mr. Gallagher, Mr. Graber, and Mr. Sage as audit committee members.

10.6 To appoint Mrs. MacKay and Mr. Sage as health insurance committee members and Mrs. Depczynski and Mrs. MacKay as food service committee members.

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

10.8 To approve the appointment of Lancaster-Depew Pediatrics as the district's school physicians and that the attached contract extension for the 2015-2016 school year in the amount of \$43,250.

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 and accept their fee proposal for the 2015-2016 school year.

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 2015-2016 school year.

10.13 To appoint Drescher & Malecki, LLP, for the annual audit of school financial records for the period beginning July 1, 2015 through June 30, 2016, as submitted.

10.14 To appoint Freed & Maxick as internal auditing services for the 2015-2016 school year.

10.15 To appoint Harris Beach PLLC as counsel for the district.

10.16 To appoint Harris Beach PLLC for Taylor Law purposes.

10.17 To appoint Hodgson Russ for ongoing tax certioraris and to provide continued bond counsel, as needed.

10.18 To appoint Bengert & Demarco, LLP as additional district legal counsel for tax certiorari proceedings, as needed.

10.19 To appoint Mr. Walter Foltarz, superintendent of buildings and grounds, as LEA (asbestos) designee for the district.

10.20 To appoint Evans Agency Insurance as the insurance broker for the district.

10.21 To appoint Miss Phillips as the records management officer.

10.22 To appoint Miss Phillips as the appointing officer for civil service functions.

10.23 To appoint Capital Markets Advisors, LLC as the financial advisor for the district.

10.24 To appoint Dr. Vallely as the residency hearing officer for the district.

10.25 To appoint Mrs. Ziegler, Dr. Perini, Dr. Kufel, Miss Phillips and Mrs. Marchioli as Title IX officers.

10.26 To appoint Dr. Perini as census enumerator for the district.

10.27 To appoint the school resource officers as law enforcement units for the district.

10.28 To appoint Dr. Perini as supervisor of attendance.

10.29 To appoint Miss Phillips records access officer.

10.30 To appoint Mrs. Sandra Cammarata as liaison for homeless children and youth.

10.31 To appoint Mr. Walter Foltarz as chemical hygiene officer for the 2015-2016 school year.

10.32 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 2015-2016 school year.

10.33 To appoint Mr. Foltarz as pesticide representative for the 2015-2016 school year.

10.34 To appoint Mrs. Tami Augugliaro, reviewing official and verification official and Miss Phillips hearing official for the Federal Child Nutrition Program for the 2015-2016 school year.

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

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

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

11.0 OTHER ITEMS
11.1 CONFERENCE
REIMBURSEMENT RATES

MOVED by Graber SECONDED by Gallagher to establish conference reimbursement rates for meals at a maximum of \$50 per day with receipts, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

11.2 POLICIES AND CODE OF
ETHICS READOPTED

MOVED by MacKay SECONDED by Sage 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.

11.3 MILEAGE
REIMBURSEMENT RATE
ESTABLISHED

MOVED by Sage SECONDED by MacKay to establish mileage reimbursement rate according to IRS approved rate, currently at \$.575 per mile, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

12.0 PRESENTATION

There are no presentations this evening.

13.0 REGULAR SESSION

Regular session resumed.

14.0 CORRESPONDENCE

No correspondence was received.

MOVED by Graber SECONDED by MacKay to accept the minutes from the regular session held on June 22, 2015.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

15.0 APPROVAL OF MINUTES

Lancaster Administrative and Supervisory Association:

No one present to report.

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.

16.0 STAFF ORGANIZATIONS

There were no board reports.

17.0 BOARD REPORTS

No old business was discussed.

18.0 OLD BUSINESS

MOVED by Sage SECONDED by Gallagher to approve the personnel changes for the period ending July 6, 2015, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

19.0 NEW BUSINESS

19.1.1 PERSONNEL ITEMS

MOVED by MacKay 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.

19.2 EDUCATION ITEMS

19.2.1 COMMITTEE ON SPECIAL EDUCATION

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

19.2.2 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.0 BUSINESS & FINANCIAL ITEMS

20.1 FINANCIAL REPORTS APPROVED

MOVED by MacKay SECONDED by Gallagher to adopt policy# 5341 Post Issuance Compliance for Tax Exempt Bonds for inclusion in the district's policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.2 POLICY ADOPTION #5341 POST ISSUANCE COMPLIANCE FOR TAX EXEMPT BONDS

20.3 POLICY ADOPTION #6411
USE OF EMAIL IN THE
SCHOOL DISTRICT

MOVED by MacKay SECONDED by Sage to adopt policy# 6411 Use of Email in the School District for inclusion in the district's policy manual, as submitted.

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

20.4 POLICY ADOPTION #6470
ACCEPTABLE USE
POLICY

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

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

21.5 POLICY 2ND READING
#5674 DATA NETWORKS
AND SECURITY ACCESS

Policy #5674 Data Networks and Security Access was presented to the board for a 2nd reading. This policy will be placed on the board's next agenda for adoption.

20.6 SCHOOL LUNCH AND
BREAKFAST PRICES

MOVED by MacKay SECONDED by Gallagher to approve the increase in school lunch prices to \$2.00 at the K-3 level, \$2.30 at the 4-6 level, \$2.45 at the 7-12 level, and \$1.25 for breakfast effective September 1, 2015, as submitted.

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

20.7 DECLARE TEXTBOOKS
SURPLUS

MOVED by Sage SECONDED by Graber to declare the attached listing of textbooks surplus and authorize their disposal in accordance to board policy #5250, as submitted.

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

20.8 DECLARE EQUIPMENT
SURPLUS

MOVED by MacKay SECONDED by Sage 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.

20.9 BID AWARD – TIRES

MOVED by Graber SECONDED by MacKay to approve the recommended bid award for tires, as submitted.

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

20.10 CONTRACT – OLMSTED
CENTER FOR SIGHT

MOVED by Christopher SECONDED by Gallagher to approve the agreements between the Lancaster Central School District and the Olmsted Center for Sight, as submitted.

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

20.11 CONTRACTS: ELLEN
COOL, MT-BC, LCAT

MOVED by MacKay SECONDED by Graber to approve the contracts between the district and Ellen Cool, MT-BC, LCAT to provide music therapy services for five students for the 2015-2016 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.12 CONTRACT - YMCA

MOVED by Sage SECONDED by MacKay to approve the agreement between the district and the YMCA Buffalo Niagara for the 2015-2016 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.13 SURPLUS BUSES

MOVED by Graber SECONDED by Gallagher to declare the attached listing of ten (10) school buses as surplus and trade them to Leonard Bus Sales, Inc., at a value of \$75,000 total trade-in value, the proceeds of which will be used toward the purchase of eight new buses approved by the voters in a proposition May 19, 2015, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.14 CONTRACT - SPORT
REHAB PHYSICAL
THERAPY, PLLC

MOVED by Graber SECONDED by MacKay to approve the agreement between the district and Sport Rehab Physical Therapy, PLLC, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

22.0 PUBLIC HEARING

Michele Offhaus, 41 Sagebrush Lane, welcomed Mrs. Christopher and Mrs. Depczynski to the board and spoke about a personnel issue.

Jim Mazurek, 300 Pleasant View Drive, addressed the board regarding a personnel issue.

Pete Staelens, 5137 William Street, addressed the board regarding a personnel issue.

Mike Bulera, no address given, presented Mrs. Christopher and Mrs. Depczynski with bouquets of flowers.

Wendy Buchert, 57 Fifth Avenue, addressed the board regarding the mascot.

Drew Pella, 327 Argus Drive, addressed the board regarding a personnel issue.

Gina Scaglione, 148 Pavement, welcomed Mrs. Christopher and Mrs. Depczynski to the board.

23.0 FUTURE
PRESENTATIONS

There are no presentations scheduled at this time.

24.0 ADJOURNMENT

Mr. Uhteg announced the next board meeting and at 7:41pm MOVED by Graber SECONDED by MacKay to adjourn the regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays

Sandra A. Janik, District Clerk