

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

MINUTES

July 9, 2018

Organizational Meeting

Central Avenue School Building, 149 Central Avenue, Lancaster

Shannon Cohen
Jill Fecher
Bill Gallagher
Glenn Jackson

Sue Metz
Michael Sage
Patrick Uhteg

Michael Vallely, PhD, Superintendent of Schools
Jamie Phillips, Assistant Superintendent for Business & Support Services
John Armstrong, Director of Special 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 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. Oath of office card was signed.

The district clerk administered the oath of office to newly-elected board members, Shannon Cohen and Jill Fecher. Oath of office cards were signed.

Dr. Vallely announced that nominations were open for president of the board of education for the 2018-2019 school year.

Mr. Sage 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 2018-2019 school year.

Mr. Uhteg nominated Mr. Gallagher and it was seconded by Mrs. Metz. 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

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
6.1-6.7 APPOINTMENT OF OFFICERS

MOVED by Sage SECONDED by Jackson 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 2018-2019 school year.

VOTE ON THE MOTION: 7 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 9, 2018. Oath of office cards were signed.

7.0 OFFICIAL UNDERTAKINGS BONDING LIMITS

MOVED by Sage SECONDED by Jackson 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 Cohen SECONDED by Metz to approve the dates and times for the 2018-2019 board of education meetings as amended; to approve the 2019-2020 budget calendar; to approve depositories for district funds for 2018-2019 school year; to establish the *Lancaster Bee* and the *Depew Bee* as official newspapers for the district for the 2018-2019 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.

The June 17th meeting will be changed to June 24, 2019 and work sessions will begin at 6:30pm.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

9.0 AUTHORIZATIONS

MOVED by Sage SECONDED by Gallagher to authorize 9.1 through 9.10:

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 2018-2019.

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.

MOVED by Cohen SECONDED by Fecher to authorize 9.11 through 9.18:

9.11 Authorize the hourly rate of \$29.00 per hour for the off-duty security officers for the 2018-2019 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 MOTIONS: 7 Ayes 0 Nays
MOTION APPROVED.

10.0 OTHER APPOINTMENTS

MOVED by Jackson SECONDED by Sage to authorize 10.1 through 10.36:

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 2018-2019 school year.

10.3 To appoint Miss Phillips as school purchasing agent for the 2018-2019 school year.

10.4 To appoint the following:

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

To appoint Mrs. Cohen 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. Fecher as representative and Mrs. Cohen as alternate for the ECASB legislative team.

To appoint Mrs. Fecher as the NYSSBA liaison.

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

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

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

10.8 To approve the appointment of Lancaster-Depew Pediatrics as the district's school physicians effective July 1, 2018 through June 30, 2019.

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 2018-2019 school year.

10.13 To appoint Drescher & Malecki, LLP, for the annual audit of school financial records for the period beginning July 1, 2018 through June 30, 2019.

10.14 To appoint Freed & Maxick as internal auditing services for the 2018-2019 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 2018-2019 school year.

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

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

10.25 To appoint Dr. Kufel 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. Kufel 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 2018-2019 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 2018-2019 school year.

10.32 To appoint Mr. Mason as pesticide representative for the 2018-2019 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 2018-2019 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.

VOTE ON THE MOTIONS: 7 Ayes 0 Nays

MOTION APPROVED.

CODE OF ETHICS
READOPTED, MILEAGE
REIMBURSEMENT RATE
ESTABLISHED

MOVED by Gallagher SECONDED by Jackson 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 \$.545 per mile, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

There are no presentations this evening.

Regular session resumed.

An email from Jennifer Powell was received on June 9, 2018

An email from Laurie Patsalides was received on June 24, 2018

An email from Jessica Conlon was received on June 27, 2018

MOVED by Metz SECONDED by Jackson to accept the minutes from the regular session held on June 18, 2018.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Lancaster Administrative and Supervisory Association:

No one present to report.

Lancaster Central Teachers Association:

Mr. Kirsch congratulated Mrs. Fecher and Mrs. Cohen on being elected to the board of education. Mr. Kirsch spoke about a benefit being planned for the family of Mr. Eric Przykuta.

Lancaster Association of Service Personnel:

No one present to report.

Lancaster Association of Substitute Teachers:

No one present to report.

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

No old business was discussed.

MOVED by Gallagher SECONDED by Sage to approve the appointment of Andrew Krazmien as Director of Secondary Education (7-12) commencing August 13, 2018, at an annual salary of \$118,125 (prorated), as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Fecher SECONDED by Metz to approve the personnel changes for the period ending July 9, 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

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 APPOINTMENT OF
DIRECTOR OF
SECONDARY
EDUCATION

19.1.2 PERSONNEL CHANGES

19.2 EDUCATION ITEMS

19.2.1 COMMITTEE ON
SPECIAL EDUCATION

MOVED by Metz 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.

19.2.2 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

MOVED by Cohen SECONDED by Jackson to approve the recommendations from the Committee on Preschool Special Education, as submitted.
VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

SUPERINTENDENT'S ADMINISTRATIVE REPORT

Dr. Vallely presented his administrative report.

20.0 BUSINESS & FINANCIAL ITEMS
20.1 FINANCIAL REPORTS APPROVED

MOVED by Gallagher SECONDED by Sage to approve the financial reports, as submitted.
VOTE ON THE MOTION: 7 Ayes 0 Nays
MOTION APPROVED.

20.2 POLICY 2ND READING: #8240 INSTRUCTION IN CERTAIN AREAS

Policy #8240 Instruction in Certain Areas was presented to the board for a second reading. This policy will be placed on the next board agenda for adoption.

20.3 POLICY 2ND READING: #6212 CERTIFICATION AND QUALIFICATIONS

Policy #6212 Certification and Qualifications was presented to the board for a second reading. This policy will be placed on the next board agenda for adoption.

20.4 POLICY 2ND READING: #7242 MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Policy #7242 Military Recruiters and Institutions of Higher Education was presented to the board for a second reading. This policy will be placed on the next board agenda for adoption.

20.5 POLICY 1ST READING: #7512 STUDENT PHYSICALS

Policy #7512 Student Physicals was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

20.6 POLICY 1ST READING: #7131 EDUCATION OF HOMELESS CHILDREN AND YOUTH

Policy #7131 Education of Homeless Children and Youth was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

20.7-20.8 CONTRACTS – LANCASTER JUNIOR REDSKINS FOOTBALL

MOVED by Sage 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: 7 Ayes 0 Nays

MOTION APPROVED.

20.9 CONTRACT – PLAYWORKS EDUCATION ENERGIZED

MOVED by Metz SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Playworks Education Energized for the 2018-2019 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.10 CONTRACT – ASPIRE OF WNY (SUMMER – TWO STUDENTS)

MOVED by Fecher SECONDED by Jackson to approve the agreements between the Lancaster Central School District and Aspire of WNY to provide educational/therapy services for specific students for the summer of 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.11 CONTRACT – ASPIRE OF WNY

MOVED by Fecher SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Aspire of WNY to provide educational/therapy services for a specific student, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.12 CONTRACT – ASPIRE OF WNY

MOVED by Fecher SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Aspire of WNY to provide educational services for a specific student for the 2017-2018 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.13 FOOD SERVICE OPERATING STATEMENTS

MOVED by Fecher SECONDED by Gallagher to approve the food service department operating system reports for May 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.14 DECLARE EQUIPMENT SURPLUS

MOVED by Cohen 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: 7 Ayes 0 Nays

MOTION APPROVED.

20.15 DECLARE SURPLUS TEXTBOOKS

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.16 CONTRACT – AUCTIONS
INTERNATIONAL**

MOVED by Gallagher SECONDED by Metz to approve the agreement between the Lancaster Central School District and Auctions International for on-line auction services for the district's surplus items, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.17 ACCEPT AUCTION
RESULTS – SURPLUS
EQUIPMENT**

MOVED by Fecher SECONDED by Sage to approve the results of the auction for buses that were previously surplus by the board of education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.18 BID AWARD –
TRANSPORTATION
PARTS AND SUPPLIES**

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.19 SCHOOL LUNCH AND
BREAKFAST PRICES**

MOVED by Sage SECONDED by Cohen to approve the increase in school lunch prices to \$2.30 at the K-3 level, \$2.60 at the 4-6 level, \$2.75 at the 7-12 level, and \$1.25 for breakfast effective September 1, 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.20 CONTRACT – ARRIC
CORPORATION**

MOVED by Gallagher SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Arric Corporation in the amount of \$240,000 for Phase 7b.1 of the bond issue, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.21 CONTRACT – SIENNA
ENVIRONMENTAL
TECHNOLOGIES**

MOVED by Cohen SECONDED by Fecher to approve the agreement between the Lancaster Central School District and Sienna Environmental Technologies for project and air monitoring during asbestos abatement activities at the high school for Phase 6C of the capital improvement project, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.22 CONTRACT – NYCLASS
MUNICIPAL
COOPERATION
AGREEMENT**

MOVED by Metz SECONDED by Gallagher to approve the agreement between the Lancaster Central School District and New York Cooperative Liquid Asset Securities System for investment of district funds, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

**20.23 CONTRACT – CLINICAL
& FORENSIC
PSYCHOLOGY
SERVICES, PLLC**

MOVED by Cohen SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Clinical & Forensic Psychology Services, PLLC, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.24 CONTRACT – WESTERN
NEW YORK PHYSICAL &
OCCUPATIONAL
THERAPY GROUP, PLLC

MOVED by Gallagher SECONDED by Jackson 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 2018-2019 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.25 CONTRACT – SOUND
TRANSFORMATIONS
MUSIC THERAPY
SERVICES

MOVED by Sage SECONDED by Cohen to approve the agreement between the Lancaster Central School District and Sound Transformations Music Therapy Services, to provide music therapy services for five students for the 2018-2019 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.26 CONTRACT – SPORT
REHAB PHYSICAL
THERAPY, PLLC

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

21.0 PUBLIC HEARING

No one addressed the board at this time.

Mr. Uhteg noted the next board meeting on August 6, 2018.

22.0 EXECUTIVE SESSION

At 7:47pm MOVED by Sage SECONDED by Gallagher to move to executive session to discuss pending litigation.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

At 8:34pm MOVED by Sage SECONDED by Gallagher to reconvene regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

23.0 ADJOURNMENT

At 8:35pm MOVED by Sage SECONDED by Gallagher to adjourn the regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.