

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

MINUTES

November 5, 2018

Regular Session

Court Street Elementary School, 91 Court Street, Lancaster, NY

Patrick Uhteg, President

Bill Gallagher, Vice President

Shannon Cohen, Trustee

Jill Fecher, Trustee

Glenn Jackson, Trustee

Sue Metz, Trustee

Mike Sage, Trustee

Michael Vallely, PhD, Superintendent of Schools

Jamie Phillips, Asst. Superintendent for Business & Support Services

Andrew Kufel, PhD, Asst. Superintendent for Curriculum, Instruction and Pupil Personnel Services

John Armstrong, Director of Special Education

Andrew Krazmien, Director of Secondary Education

Karen Marchioli, Director of Elementary Education

Michele Ziegler, Director of Instructional Technology & Accountability

District residents, staff members, students, and media representatives.

The regular meeting of the board of education was called to order at 7:00pm by President Uhteg. The pledge to the flag was recited and Mr. Uhteg asked for a moment of silent reflection for Mary J. Moffett, a physical education teacher from 1965 to 1990, who passed away on July 18, 2018; and for Emily Was, who worked in food service and buildings and grounds from 1973 through 1998, who passed away on October 28, 2018 at 99 years of age.

Mrs. Jacqueline Clinard, principal of Court Street Elementary School, welcomed everyone to the board meeting and introduced Mr. Michael Shamrock, a music teacher at Court Street. Mr. Shamrock presented a typical day in his music room with videos of Court Street students performing their musical talents.

Ms. Jamie Phillips, Mrs. Carrie Greene, principal at John A. Sciole Elementary School, Mrs. Jacqueline Bull, principal at William Street School, School Resource Officer William Loewer, and Detective Lieutenant James Robinson of the Lancaster Police Department, updated the board on the district's safety, security, and emergency procedures.

MEETING DATE

KIND

PLACE

MEMBERS PRESENT

DISTRICT ADMINISTRATORS

OTHERS PRESENT

1.0 CALL TO ORDER

2.0 PLEDGE TO FLAG

3.0 MOMENT OF SILENCE

4.0 PRESENTATIONS

**4.1 IN THE SPOT LIGHT – THE
MUSIC ROOM**

4.2 SAFETY PRESENTATION

5.0 CORRESPONDENCE

**5.1 LETTER FROM LANCASTER
ASSOCIATION OF
SUBSTITUTE TEACHERS**

A letter from Lancaster Association of Substitute Teachers was received on October 22, 2018.

A thank you note from Amy Cole, Kelly Eckler, and Judy Zitzka was received on October 22, 2018.

MOVED by Sage SECONDED by Fecher to accept the minutes from the regular session held on October 1, 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Gallagher SECONDED by Cohen to accept the minutes from the special session held on October 18, 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Lancaster Administrative and Supervisory Association:

Mrs. Clinard had no items to report.

Lancaster Central Teachers Association:

Mr. Kirsch thanked Mr. Shamrock and those who presented about safety. Mrs. Jacqueline Marks spoke about clubs and programs happening throughout the district.

Lancaster Association of Service Personnel:

No one present to report.

Lancaster Association of Substitute Teachers:

No one present to report.

Mr. Uhteg spoke about the NYSSBA Convention he attended at the end of October and different events happening in the district. Mr. Uhteg also spoke about Section VI football.

Dr. Vallely presented his administrative report.

No old business was discussed.

MOVED by Metz SECONDED by Fecher to approve the personnel changes for the period ending November 5, 2018, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Cohen SECONDED by Sage to approve recommendations of the committee on special education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

5.2 THANK YOU NOTE

6.0 APPROVAL OF MINUTES

6.1 REGULAR SESSION –
OCTOBER 1, 2018

6.2 SPECIAL SESSION –
OCTOBER 18, 2018

7.0 STAFF ORGANIZATIONS

8.0 BOARD REPORTS

9.0 SUPERINTENDENT’S
ADMINISTRATIVE REPORT

10.0 OLD BUSINESS

11.0 NEW BUSINESS

11.1 PERSONNEL ITEMS

11.1.1 PERSONNEL CHANGES

11.2 EDUCATION ITEMS

11.2.1 COMMITTEE ON
SPECIAL EDUCATION

11.2.2 COMMITTEE ON
PRESCHOOL SPECIAL
EDUCATION

MOVED by Sage SECONDED by Cohen to approve recommendations of the committee on preschool special education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Cohen SECONDED by Gallagher to adopt policy #7513 Medication and Personal Care Items for inclusion in the district’s policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Sage SECONDED by Metz to adopt policy #5551 Allocation of Title I, Part A Funds in the District for inclusion in the district’s policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Cohen SECONDED by Jackson to adopt policy #6220 Temporary Personnel for inclusion in the district’s policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

MOVED by Gallagher SECONDED by Sage to adopt policy #7320 Alcohol, Tobacco, Drugs, and Other Substances for inclusion in the district’s policy manual, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Policy #6121 Prevention of Sexual Harassment of District Personnel was presented to the board for a second reading. This policy will be placed on the next board agenda for adoption.

12.0 BUSINESS & FINANCIAL ITEMS

12.1 FINANCIAL REPORTS

12.2 POLICY ADOPTION #7513 MEDICATION AND PERSONAL CARE ITEMS

12.3 POLICY ADOPTION #5551 ALLOCATION OF TITLE I, PART A FUNDS IN THE DISTRICT

12.4 POLICY ADOPTION #6220 TEMPORARY PERSONNEL

12.5 POLICY ADOPTION - #7320 ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES

12.6 POLICY 2ND READING - #6121 PREVENTION OF SEXUAL HARASSMENT OF DISTRICT PERSONNEL

12.7 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.

12.8 POLICY 1ST READING – 7522 CONCUSSION MANAGEMENT

Policy #7522 Concussion Management was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

12.9 POLICY 1ST READING – 7260 DESIGNATION OF PERSON IN PARENTAL RELATION

Policy #7260 Designation of Person in Parental Relation was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

12.10 POLICY 1ST READING – 7222 DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

Policy #7222 Diploma or Credential Options for Students with Disabilities was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

12.11 POLICY 1ST READING – 5140 ADMINISTRATION OF BUDGET

Policy #5140 Administration of Budget was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

12.12 POLICY 1ST READING – 6213 REGULATION AND PROFESSIONAL DEVELOPMENT

Policy #6213 Registration and Professional Development was presented to the board for a first reading. This policy will be placed on the next board agenda for a second reading.

12.13 POLICY REMOVAL - #5330 BUDGET TRANSFERS

MOVED by Fecher SECONDED by Metz to remove policy #5330 Budget Transfers from the district’s policy manual, as submitted.

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

12.14 APPOINT ELECTION WORKERS

MOVED by Cohen SECONDED by Gallagher to approve the appointment of a chief election inspector, chairperson, and election inspectors for December 11, 2018, as submitted.

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

12.15 CONTRACT: KENMORE-TOWN OF TONAWANDA UFS

MOVED by Fecher SECONDED by Sage to approve the agreement between the Lancaster Central School District and Kenmore-Town of Tonawanda Union Free School District, as submitted.

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

MOVED by Jackson SECONDED by Cohen to approve the expenditure of \$500 to support the Erie-Niagara School Superintendents Association’s Annual Scholastic Achievement Recognition Ceremony, as submitted.

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

12.16 SCHOLASTIC
ACHIEVEMENT
RECOGNITION DINNER

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

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

12.17 FOOD SERVICE
DEPARTMENT
OPERATING SYSTEM
REPORTS – SEPTEMBER
2018

MOVED by Cohen SECONDED by Fecher 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.

12.18 SURPLUS EQUIPMENT

MOVED by Gallagher SECONDED by Metz to approve Allgaier Construction for general trades for the 2018-19 Court Street Elementary School capital outlay project in the amount of \$70,700, as submitted.

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

12.19 BID AWARD – CAPITAL
OUTLAY PROJECT

MOVED by Gallagher SECONDED by Metz to approve the recommended bid award for publication printing to D & D Printing, as submitted.

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

12.20 BID AWARD –
PUBLICATION PRINTING

MOVED by Metz SECONDED by Gallagher to approve Phase 6C change order CO-00020, as submitted.

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

12.21 CHANGE ORDERS

MOVED by Sage SECONDED by Gallagher to approve the agreement between the Lancaster Central School District and Freed Maxick CPAs, P.C. at a cost not to exceed \$7,500, as submitted.

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

12.22 CONTRACT: INTERNAL
AUDIT RISK TESTING

12.23 CONTRACT: GUEST
ARTIST - MICHAEL
BLOCK

MOVED by Cohen SECONDED by Fecher to approve the agreement between the Lancaster Central School District and Michael Block to provide guest artist services for the 2018-2019 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

12.24 TAX CERTIORARI – 6335
TRANSIT ROAD, LLC

MOVED by Gallagher SECONDED by Jackson to approve the Settlement Agreement and Proposed Order and authorize the attorney for the district to execute the said agreement, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

12.25 TAX CERTIORARI –
TOPS MARKETS, LLC

MOVED by Fecher SECONDED by Cohen to authorize the proposed tax assessment challenge settlement to Tops Markets, LLC, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

13.0 PUBLIC HEARING

No one addressed the board at this time.

Mr. Uhteg announced the date of the next board meeting and the capital project vote on December 11, 2018.

14.0 ADJOURNMENT

At 8:45pm MOVED by Sage SECONDED by Fecher to adjourn the regular session.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

Sandra A. Janik, District Clerk