

Lancaster Central School District  
Lancaster, New York

Board of Education Organizational Meeting  
William Street School, 5201 William Street, Lancaster, New York

July 8, 2024

7:00pm Organizational Meeting  
Live Streamed via LocalLive [www.lancasterschools.org](http://www.lancasterschools.org)

## Agenda

- 1.0 Call to Order – by Temporary Chairman, Michael J. Vallely, Ph.D., Superintendent of Schools
- 2.0 Pledge to Flag
- 3.0 Moment of Silence – for Bernard Carney, a social studies teacher from 1954 through 1986, who passed away on June 26, 2024.
- 4.0 Administration of Oath
  - 4.1 To Superintendent of Schools - Michael Vallely
  - 4.2 To newly-elected board member – David Lyman
- 5.0 Election of Officers
  - 5.1 President of the board for the 2024-2025 school year
  - 5.2 Vice President of the board for the 2024-2025 school year
  - 5.3 Administer oath to above
- 6.0 Appointment of Officers – without additional remuneration
  - 6.1 Clerk of the Board – Sandra Janik
  - 6.2 District Treasurer – Carol Peck
  - 6.3 Deputy Treasurer – Beth Ulbrich
  - 6.4 Tax Collectors (See attached)
  - 6.5 Internal Claims Auditor – Erie 1 BOCES
  - 6.6 Clerk of the Board Pro Tem – Lisa Fanara
  - 6.7 Administer oath to above
- 7.0 Official Undertakings
  - 7.1 Bonding limits (See attached)
- 8.0 Designations
  - 8.1 Establishment of dates of regular meetings (see attached)
  - 8.2 Approval of 2025-2026 budget calendar (see attached)
  - 8.3 Official Bank Depository, all funds (see attached)
  - 8.4 Official Newspapers – Lancaster Bee and Depew Bee
  - 8.5 Official Television Station – Spectrum
  - 8.6 Official Radio Stations – WBEN
- 9.0 Authorizations
  - 9.1 Authorize the designation of signatures on all school district checks with signature plates – District Treasurer and Deputy Treasurer
  - 9.2 Authorize Assistant Superintendent for Business and Support Services for submission of bid notices, as needed, to local newspapers
  - 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 & Support Services or her designated representative will perform this duty
  - 9.4 Authorization to establish petty cash funds (see attached)

- 9.5 Authorization of payment of bills in advance of board approval upon approval of the warrant by the internal claims' auditor
- 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 the prior approval of temporary cash advances from the general fund to the federal aid fund. Warrants for both the general fund and the federal 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 (see attached)
- 9.9 Authorize purchasing based on best value (See attached)
- 9.10 Authorize purchasing through cooperative purchasing organizations (see attached)
- 9.11 Authorize the Assistant Superintendent for Business and Support Services to accept donations of funds for the provision of field trip services and use of district buildings
- 9.12 Authorize use of credit cards (see attached)
- 9.13 Authorize the hourly rate for off-duty security officers at \$55.00/hour (see attached)
- 9.14 Authorize firearm carriers (see attached)
- 9.15 Authorize Assistant Superintendent for Business and Support Services to certify the district's payroll
- 9.16 Authorize processing of all budget transfers on chief school officer's approval per policy #5140
- 9.17 Authorize the Superintendent of Schools to apply for grants in aid (state and federal)
- 9.18 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.
- 9.19 Authorize the Superintendent of Schools to approve contracts under \$2,500.
- 9.20 Authorize the Superintendent of Schools to approve construction change orders in amounts less than \$35,000 prior to board approval.
- 10.0 Other Annual Appointments
  - 10.1 Appoint Assistant Superintendent for Business and Support Services and the Treasurer as agents for the board to oversee the investment of temporarily idle district funds
  - 10.2 Appoint the deputy treasurer as extra classroom activities account
  - 10.3 Appoint the Assistant Superintendent for Business and Support Services as the purchasing agent
  - 10.4 ECASB Team Appointments (see attached)
  - 10.5 Appoint audit committee members (see attached)
  - 10.6 Appoint health insurance committee members (see attached)
  - 10.7 Appoint food service committee members (see attached)
  - 10.8 Appoint building use committee members (see attached)
  - 10.9 Appoint New York State School Boards Association Advocacy Liaison (see attached)
  - 10.10 Appoint two board members to the district-wide health and safety committee (see attached)
  - 10.11 Appoint Forestream Pediatrics as the School Physicians and Dr. Kimberly Prise as the Medical Director
  - 10.12 Appoint Dr. Brennan Brennan as the district's Chief Dental Officer
  - 10.13 Appoint Occustar Workplace Compliance, LLC for employee physician services
  - 10.14 Appoint members of the committee on special education, the committee on preschool special education, and impartial hearing officers (see attached)
  - 10.15 Appoint George Pease as the fire code inspector
  - 10.16 Appoint Drescher & Malecki as the independent auditor for the period beginning July 1, 2024 through June 30, 2025 and accept the engagement letter (see attached)

- 10.17 Appoint Bonadio & Co., LLP as internal auditor and accept proposal and workplan for risk assessment and testing services for the 2024-2025 school year (see attached)
- 10.18 Appoint Harris Beach PLLC as our bond counsel and accept proposal (see attached)
- 10.19 Appoint Webster Szanyi LLP as our school attorney (see attached)
- 10.20 Appoint Roach, Brown, McCarthy & Gruber, P.C. as our school attorney (see attached)
- 10.21 Appoint Bond, Schoeneck & King PLLC as our school attorney (see attached)
- 10.22 Appoint the Director of Facilities II as asbestos (LEA) designee
- 10.23 Appoint Gallagher Insurance as insurance broker and Utica National as Policy Holder
- 10.24 Appoint Assistant Superintendent for Business and Support Services as records management officer
- 10.25 Appoint Assistant Superintendent of Human Resources as appointing officer for civil service functions
- 10.26 Appoint Assistant Superintendent for Business and Support Services as Chief Emergency Officer
- 10.27 Appoint Capital Markets Advisors, LLC as financial advisor
- 10.28 Appoint the Superintendent of Schools as residency hearing officer
- 10.29 Appoint Director of Instructional Technology & Accountability as Data Protection Officer
- 10.30 Appoint Director of Instructional Technology & Accountability, Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services, Assistant Superintendent for Business and Support Services, Director of Secondary Education, and Director of Elementary Education as Title IX officers
- 10.31 Appoint Assistant Superintendent for Human Resources as Title IX Coordinator
- 10.32 Appoint Assistant Superintendent for Human Resources as Civil Rights Compliance Officer
- 10.33 Appoint Assistant Superintendent for Curriculum, Instruction & Pupil Services as census enumerator
- 10.34 Appoint school resource officers as our law enforcement unit
- 10.35 Appoint Assistant Superintendent for Curriculum, Instruction & Pupil Services as the supervisor of attendance
- 10.36 Appoint Assistant Superintendent for Business and Support Services as records access officer
- 10.37 Appoint Assistant Director of Special Education as liaison for homeless children and youth (McKinney Vento)
- 10.38 Appoint Timothy Reed and Stacey Lauck as chemical hygiene officers
- 10.39 Appoint the Superintendent of Schools as designated educational official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings
- 10.40 Appoint Director of Facilities II as school pesticide representative
- 10.41 Appoint Assistant Superintendent for Business and Support Services for post-issuance federal tax requirement compliance monitoring
- 10.42 Appoint the board president and/or vice president to appoint an Impartial Hearing Officer per board policy 7670
- 10.43 Appoint Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services to make all residency determinations
- 10.44 Appoint District Wide School Safety Team (see attached)
- 10.45 Appoint Assistant Superintendent for Human Resources as Workplace Violence Program Coordinator
- 11.0 Other Items
  - 11.1 Establish conference reimbursement rates for meals at a maximum of \$69/day with receipts

- 11.2 Re-adoption of all policies, rules, regulations and procedures, including Code of Ethics in effect during the previous year
- 11.3 Establish mileage reimbursement rate – according to the IRS approved rate currently at \$0.67 per mile
- 12.0 Presentations
- 13.0 Correspondence
  - 13.1 Email from Adrienne Gummo received on June 17, 2024
  - 13.2 Email from Monique Adamo received on June 18, 2024
- 14.0 Approval of Minutes - Regular Session Meeting Minutes – June 17, 2024 – Action Item
- 15.0 Items from Staff Organizations
  - Lancaster Administrative and Supervisory Association
  - Lancaster Central Teachers Association
  - Lancaster Association of Service Personnel
  - Lancaster Association of Substitute Teachers
- 16.0 Board Reports
  - 16.1 Review of the 2023-2024 District Goals
- 17.0 Superintendent’s Administrative Report
- 18.0 Old Business
- 19.0 New Business
  - 19.1 Personnel Items
    - 19.1.1 Personnel Changes – Action Item
  - 19.2 Education Items
    - 19.2.1 Committee on Special Education - Action Item
    - 19.2.2 Committee on Preschool Special Education - Action Item
    - 19.2.3 Textbook Adoption – National Geographic Learning: Lift – Action Item
- 20.0 Business and Financial Items
  - 20.1 Financial Reports - Action Item
  - 20.2 Policy 1<sup>st</sup> Reading #6470 Acceptable Use Policy - Information
  - 20.3 Policy 1<sup>st</sup> Reading #1514 Public Expression at Board Meetings - Information
  - 20.4 Construction Change Order – Action Item
  - 20.5 Bid Award – Printed Forms and Stationery – Action Item
  - 20.6 Proposal Acceptance – Stohl Environmental LLC – Action Item
  - 20.7 AIA Contract – Stohl Environmental LLC – Action Item
  - 20.8 Facility Use Agreement – Lancaster Youth Football and Cheerleading – Action Item
  - 20.9 Storage Unit Agreement – Lancaster Youth Football and Cheerleading – Action Item
  - 20.10 Contract Extension – Erie Bus Inc. – Action Item
  - 20.11 2024-2025 Food Service Operating Budget – Action Item
  - 20.12 2024 Project Proposal – Young + Wright Architectural – Action Item
  - 20.13 2024 Project Proposal – Buffalo Construction Consultants – Action Item
  - 20.14 Partial Payment of Taxes – Action Item
  - 20.15 Food Service Operating Reports – Action Item
  - 20.16 Contract – Sound Transformations Music Therapy Services – Action Item
  - 20.17 Tax Certiorari Settlements – Information
  - 20.18 Surplus Textbooks – Action Item
- 21.0 Public Hearing - Any person, who notified the District Clerk per Policy# 1514, may speak at this time. Speakers must first be recognized by the President and then identify themselves by stating their name and address. The time limit to speak will be limited to 5 minutes per person.
- 22.0 Executive Session – to discuss a student discipline matter.
- 23.0 Adjournment

Next Board Meeting - August 5, 2024 – 7pm  
 William Street School – Multipurpose Room