

Lancaster Central School District
Lancaster, New York

Board of Education Organizational Meeting
Central Avenue School Building, 149 Central Avenue, Lancaster

July 12, 2021

7:00pm Organizational Meeting
Regular Session to follow

Agenda

- 1.0 Call to Order – by Temporary Chairman, Michael J. Valley, Ph.D., Superintendent
- 2.0 Pledge to Flag
- 3.0 Moment of Silence
- 4.0 Administration of Oath
 - 4.1 To superintendent, Dr. Michael Valley
 - 4.2 To newly-elected board members ~ Jill Fecher and Shannon Cohen
- 5.0 Election of Officers
 - 5.1 President of the board for the 2021-22 school year
 - 5.2 Vice President of the board for the 2021-22 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 2022-2023 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, WXRL, and WGR
- 9.0 Authorizations
 - 9.1 Authorize the designation of signatures on all school district checks with signature plates – Carol Peck and Beth Ulbrich
 - 9.2 Authorize submission of bid notices, as needed, to local newspapers – Jamie 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 & 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 Authorization to accept donations of funds for the provision of field trip services and use of district buildings – Jamie Phillips
- 9.12 Authorize use of credit cards (see attached)
- 9.13 Authorize the hourly rate for off-duty security officers at \$30.00/hour
- 9.14 Authorize firearm carriers (see attached)
- 9.15 Authorize Jamie Phillips to certify the district’s payroll
- 9.16 Authorize processing of all budget transfers on chief school officer’s approval (per attached policy #5140)
- 9.17 Authorize the Superintendent 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 to approve contracts under \$2,500.
- 9.20 Authorize the superintendent to approve bond issue change orders in amounts less than \$35,000 prior to board approval. (See attached)
- 9.21 Authorize policy for free and reduced price meals and free milk (see attached)
- 10.0 Other Annual Appointments
 - 10.1 Appoint agents for the board to oversee the investment of temporarily idle district funds – Jamie Phillips and Carol Peck
 - 10.2 Appoint the deputy treasurer of extraclassroom activities account – Beth Ulbrich
 - 10.3 Appoint the purchasing agent – Jamie Phillips
 - 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 school physician (see attached)
 - 10.10 Appoint district-wide health and safety committee members (see attached)
 - 10.11 Appoint chief dental officer – Brennan Brennan (see attached)
 - 10.12 Appoint Occustar Workplace Compliance, LLC for employee physicals (see attached)
 - 10.13 Appoint members of the committee on special education, the committee on preschool special education, and impartial hearing officers (see attached)
 - 10.14 Appoint fire code inspector – George Pease
 - 10.15 Appoint independent auditor for the period beginning July 1, 2021 through June 30, 2022 - Drescher & Malecki (see attached)
 - 10.16 Appoint risk assessment and testing services – Freed & Maxick (see attached)
 - 10.17 Appoint school attorney – Harris Beach PLLC (see attached)
 - 10.18 Appoint school attorney – Webster Szanyi LLP (see attached)
 - 10.19 Appoint school attorney – Roach, Brown, McCarthy & Gruber, P.C. (see attached)
 - 10.20 Appoint Bengart & DeMarco, LLP as additional district legal counsel for tax certiorari proceedings as needed (see attached)
 - 10.21 Appoint asbestos (LEA) designee – Michael Bryniarski
 - 10.22 Appoint insurance broker – Evans Agency Insurance and Policy Holder – Utica National
 - 10.23 Appoint records management officer – Jamie Phillips
 - 10.24 Appoint appointing officer for civil service functions – Jamie Phillips
 - 10.25 Appoint Chief Emergency Officer – Jamie Phillips
 - 10.26 Appoint financial advisor – Capital Markets Advisors, LLC (see attached)
 - 10.27 Appoint residency hearing officer – Michael Vallely
 - 10.28 Appoint Data Protection Officer – Michele Ziegler
 - 10.29 Appoint Title IX officers – Michele Ziegler, Andrew Kufel, Jamie Phillips, Andrew Krazmien and Karen Marchioli

- 10.30 Appoint Civil Rights Compliance Officer – Andrew Kufel
- 10.31 Appoint census enumerator – Andrew Kufel
- 10.32 Appoint school resource officers as our law enforcement unit
- 10.33 Appoint supervisor of attendance – Andrew Kufel
- 10.34 Appoint records access officer – Jamie Phillips
- 10.35 Appoint liaison for homeless children and youth – Erin Gannon
- 10.36 Appoint chemical hygiene officer – Clifford Trapper and Stacey Lauck
- 10.37 Appoint designated educational official (DEO) to receive court notification regarding a student’s sentence/adjudication in certain criminal cases and juvenile delinquency proceedings - Michael Vallely
- 10.38 Appoint school pesticide representative – Michael Bryniarski
- 10.39 Appoint reviewing official, hearing official and verification official for the participation in the Federal Child Nutrition Program – Reviewing Official – Tami Augugliaro, Hearing Official – Jamie Phillips, and Verification Official – Tami Augugliaro (see attached)
- 10.40 Appoint post-issuance federal tax requirement compliance monitoring – Jamie Phillips
- 10.41 Appoint the board president and/or vice president to appoint an Impartial Hearing Officer per board policy 7670
- 10.42 Appoint Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services to make all residency determinations
- 10.43 Appoint District Wide School Safety Team (see attached)
- 11.0 Other Items
 - 11.1 Establish conference reimbursement rates for meals at a maximum of \$66/day with receipts
 - 11.2 Re-adoption of all policies and code of ethics in effect during previous year
 - 11.3 Establish mileage reimbursement rate – according to IRS approved rate currently at \$0.56 per mile
- 12.0 Regular Session begins with a Public Hearing – District-wide Safety Plan
<https://www.lancasterschools.org/Domain/1927>
- 13.0 Correspondence
 - 13.1 Email from a concerned citizen received on June 17, 2021
 - 13.2 Email from a concerned citizen received on June 17, 2021
 - 13.3 Email from a concerned citizen received on June 18, 2021
 - 13.4 Email from Debbie Kerl received on June 20, 2021
 - 13.5 Email from a concerned citizen received on June 23, 2021
 - 13.6 Email from a concerned citizen received on June 25, 2021
 - 13.7 Email from a concerned citizen received on June 28, 2021
 - 13.8 Email from a concerned citizen received on June 30, 2021
 - 13.9 Email from a concerned citizen received on July 6, 2021
- 14.0 Approval of Minutes
 - Regular Session Meeting Minutes – June 21, 2021 – 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
- 17.0 Superintendent’s Administrative Report
- 18.0 Old Business
- 19.0 New Business
 - 19.1 Personnel Items
 - 19.1.1 Create Position for Civil Service – Action Item
 - 19.1.2 Appoint Assistant Superintendent for Human Resources – Action Item
 - 19.1.3 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

- 20.0 Business and Financial Items
 - 20.1 Financial Reports - Action Item
 - 20.2 Policy Adoption #3310 Public Access to Records – Action Item
 - 20.3 Policy Adoption #1330 Appointments and Designation by the Board – Action Item
 - 20.4 Policy Adoption #6213 Registration and Professional Learning – Action Item
 - 20.5 Policy Adoption #5681 School Safety Plans – Action Item
 - 20.6 Policy 2nd Reading #3420 Non-Discrimination and Anti-Harassment in the District - Information
 - 20.7 Policy 2nd Reading #3421 Title IX and Sex Discrimination - Information
 - 20.8 Policy 2nd Reading #6120 Equal Employment Opportunity - Information
 - 20.9 Policy 2nd Reading #6121 Sexual Harassment in the Workplace – Information
 - 20.10 Policy 2nd Reading #8250 Animals in the School (Instructional Purposes) - Information
 - 20.11 2020-2021 Food Service Operating Budget – Action Item
 - 20.12 Auction Results #21587 – Buses – Action Item
 - 20.13 Auction Results #25353 – Buses – Action Item
 - 20.14 Auction Results – Equipment – Action Item
 - 20.15 Bid Award – Athletic Equipment, Uniforms and Supplies – Action Item
 - 20.16 Partial Payment of Taxes – Action Item
 - 20.17 Food Service Operating Reports – May 2021 – Action Item
 - 20.18 Surplus Equipment – Action Item
 - 20.19 Surplus Textbooks – Action Item
 - 20.20 Contract – Clarence Central School District – Action Item
 - 20.21 Contract – Kenmore-Town of Tonawanda Union Free School District – Action Item
 - 20.22 Contract – Amherst Central School District – Action Item
 - 20.23 Contract – Young + Wright Architectural – Action Item
 - 20.24 Tax Certiorari – Sonwil Properties – Action Item
 - 20.25 Tax Certiorari – Prybylski – Action Item
 - 20.26 Tax Certiorari – Oakridge et al. – Action Item
 - 20.27 Bid Rejection – Capital Project – 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 particular personnel issue.
- 23.0 Adjournment

Next Board Meeting

August 9, 2021 – 7pm
Central Avenue Elementary School