

Lancaster Central School District  
Lancaster, New York

Board of Education Organizational Meeting  
Via Zoom Live Videoconference

July 13, 2020

7:00pm Organizational Meeting  
Regular Session to follow

## Agenda

- 1.0 Call to Order – by Temporary Chairman, Michael J. Vallely, Ph.D., Superintendent
- 2.0 Pledge to Flag
- 3.0 Moment of Silence
- 4.0 Administration of Oath
  - 4.1 To superintendent, Dr. Michael Vallely
  - 4.2 To newly-elected board members ~ Glenn Jackson, Mike Sage, Patrick Uhteg, Jr.
- 5.0 Election of Officers
  - 5.1 President of the board for the 2020-21 school year
  - 5.2 Vice President of the board for the 2020-21 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
  - Bonding limits (See attached)
- 8.0 Designations
  - 8.1 Establishment of dates of regular meetings (see attached)
  - 8.2 Approval of 2021-2022 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

Organizational Meeting Agenda - July 13, 2020 - Page 2

- 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 (see attached)
- 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 extra-class activity accounts – 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 district-wide health and safety committee members (see attached)
  - 10.10 Appoint chief dental officer – Brennan Brennan (see attached)
  - 10.11 Appoint Occustar Workplace Compliance, LLC for employee physicals through August 3, 2020 (see attached)
  - 10.12 Appoint members of the committee on special education, the committee on preschool special education, and impartial hearing officers (see attached)
  - 10.13 Appoint fire code inspector – George Pease
  - 10.14 Appoint independent auditor for the period beginning July 1, 2020 through June 30, 2021 - Drescher & Malecki (see attached)
  - 10.15 Appoint risk assessment and testing services – Freed & Maxick (see attached)
  - 10.16 Appoint school attorney – Harris Beach PLLC (see attached)
  - 10.17 Appoint school attorney – Webster Szanyi LLP (see attached)
  - 10.18 Appoint school attorney – Roach, Brown, McCarthy & Gruber, P.C. (see attached)
  - 10.19 Appoint Bengart & DeMarco, LLP as additional district legal counsel for tax certiorari proceedings as needed (see attached)
  - 10.20 Appoint asbestos (LEA) designee – Michael Bryniarski
  - 10.21 Appoint insurance broker – Evans Agency Insurance and Policy Holder – Utica National
  - 10.22 Appoint records management officer – Jamie Phillips
  - 10.23 Appoint appointing officer for civil service functions – Jamie Phillips
  - 10.24 Appoint Chief Emergency Officer – Jamie Phillips
  - 10.25 Appoint financial advisor – Capital Markets Advisors, LLC
  - 10.26 Appoint residency hearing officer – Michael Vallely
  - 10.27 Appoint Data Protection Officer – Michele Ziegler
  - 10.28 Appoint Title IX officers – Michele Ziegler, Andrew Kufel, Jamie Phillips, Andrew Krazmien and Karen Marchioli
  - 10.29 Appoint census enumerator – Andrew Kufel
  - 10.30 Appoint school resource officers as our law enforcement unit

## Organizational Meeting Agenda - July 13, 2020 - Page 3

- 10.31 Appoint supervisor of attendance – Andrew Kufel
- 10.32 Appoint records access officer – Jamie Phillips
- 10.33 Appoint liaison for homeless children and youth – Sandra Cammarata
- 10.34 Appoint Director of Communications – Patricia Burgio
- 10.35 Appoint chemical hygiene officer – Clifford Trapper and Stacey Lauck
- 10.36 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
- 10.37 Appoint school pesticide representative – Michael Bryniarski
- 10.38 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)
- 10.39 Appoint post-issuance federal tax requirement compliance monitoring – Jamie Phillips
- 10.40 Appoint the board president and/or vice president to appoint an Impartial Hearing Officer per board policy 7670
- 10.41 Appoint Assistant Superintendent for Curriculum, Instruction and Pupil Personnel Services to make all residency determinations
- 10.42 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 \$0.575 per mile
- 12.0 Presentations
  - 12.1 Public Hearing – Update to the Lancaster Central School District Code of Conduct
  - 12.2 New York State School Boards Association Recognition Awards
- 13.0 Regular Session
- 14.0 Correspondence
  - 14.1 Email received from Carolyn Procknal on June 22, 2020
  - 14.2 Email received from Angele Delevoye on July 7, 2020
- 15.0 Approval of Minutes
  - Annual Budget Hearing Minutes – June 1, 2020 – Action Item
  - Regular Session Meeting Minutes – June 1, 2020 - Action Item
  - Regular Session Meeting Minutes – June 22, 2020 – Action Item
- 16.0 Items from Staff Organizations
  - Lancaster Administrative and Supervisory Association
  - Lancaster Central Teachers Association
  - Lancaster Association of Service Personnel
  - Lancaster Association of Substitute Teachers
- 17.0 Board Reports
- 18.0 Old Business
- 19.0 New Business
  - 19.1 Personnel Items
    - 19.1.1 Appoint Principal (7-12) – Action Item
    - 19.1.2 Tenure Recommendation – Scott Bindemann – Action Item
    - 19.1.3 Tenure Recommendations – Action Item
    - 19.1.4 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 1<sup>st</sup> Reading - #7313 Suspension of Students - Information
  - 20.3 Bid Award – 2015 Capital Project – Central Avenue Boiler – Action Item
  - 20.4 Contract - Independent Health – Action Item
  - 20.5 Contract – Visually Impaired Advancement d/b/a VIA – Action Item

Organizational Meeting Agenda - July 13, 2020 - Page 4

- 20.6 Contracts - Buffalo Hearing & Speech Corporation – Action Item
- 20.7 Contract – Sound Transformations Music Therapy Services – Action Item
- 20.8 Contract – Aspire of Western New York – Action Item
- 20.9 Contract – Associated Physical and Occupational Therapists, PLLC – Action Item
- 20.10 2020-2021 School Lunch Program Prices – Action Item
- 20.11 2020-2021 Food Service Operating Budget – Action Item
- 20.12 Surplus Equipment – Action Item
- 20.13 Food Service Operating Reports – May 2020 – Action Item
- 20.14 AIA Contract – Young + Wright Architectural – Action Item
- 20.15 AIA Contract – Willett Builders, Inc. – Action Item
- 20.16 Contract – Amherst Central School District – Action Item
- 20.17 Contract – Kenmore – Town of Tonawanda Union Free School District – Action Item
- 20.18 Partial Payments of School Taxes – Action Item
- 20.19 Code of Conduct – Action Item
- 20.20 Tax Certiorari – Lancaster Commons – 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 Adjournment

Next Board Meeting  
August 3, 2020 – 7pm