

Board of Education  
LANCASTER CENTRAL SCHOOL DISTRICT  
Lancaster, New York

MINUTES

July 8, 2019

Organizational Meeting

Central Avenue School Building, 149 Central Avenue, Lancaster

Shannon Cohen  
Kevin Davenport  
Jill Fecher  
Glenn Jackson  
Michael Sage  
John Talarico  
Patrick Uhteg

Michael Valley, 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, media representatives

The organizational meeting of the board of education was called to order at 7:00pm by Dr. Michael Valley.

The pledge to the flag was recited.

Dr. Valley called for a moment of silence for individual reflection.

The district clerk administered the oath of office to Dr. Valley. Oath of office card was signed.

The district clerk administered the oath of office to newly-elected board members, Kevin Davenport and John Talarico. Oath of office cards were signed.

Dr. Valley announced that nominations were open for president of the board of education for the 2019-2020 school year. Mr. Sage nominated Mr. Uhteg for president which was seconded by Mrs. Fecher. 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

Dr. Vallely announced that nominations were open for vice president of the board of education for the 2019-2020 school year. Mr. Uhteg nominated Mr. Sage which was seconded by Mrs. Cohen. No further nominations were made.

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

The oath of office was administered to Mr. Uhteg and Mr. Sage and the oath of office cards were signed. Mr. Uhteg assumed leadership of the meeting.

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, without additional remuneration for the 2019-2020 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, Mrs. Ulbrich, and Mrs. Fanara by the district clerk on July 8, 2019. Oath of office cards were signed.

MOVED by Sage SECONDED by Jackson to approve bonding limits, as submitted.

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

MOVED by Cohen SECONDED by Fecher to approve the dates and times for the 2019-2020 board of education meetings; to approve the 2020-2021 budget calendar; to approve depositories for district funds for 2019-2020 school year; to establish the *Lancaster Bee* and the *Depew Bee* as official newspapers for the district for the 2019-2020 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.

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

MOVED by Cohen SECONDED by Fecher to authorize 9.1 through 9.20:

9.1 Authorize the designation of signatures on all school district checks with signature plates to Mrs. Peck and Mrs. Ulbrich.

5.3 OATH OF OFFICE –  
PRESIDENT AND VICE  
PRESIDENT

6.0 APPOINTMENT OF  
OFFICERS  
6.1-6.7 APPOINTMENT OF  
OFFICERS

7.0 OFFICIAL UNDERTAKINGS  
BONDING LIMITS

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

9.0 AUTHORIZATIONS

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 \$100.00  
Assistant Superintendent for Curriculum \$100.00  
Director of Special Education \$100.00  
Superintendent of Buildings & Grounds \$100.00  
Information Manager LHS \$100.00  
Principal LHS \$100.00  
Principal LMS \$100.00  
Principal William Street School \$100.00  
Principal Como Park \$100.00  
Principal Court Street \$100.00  
Principal Hillview \$100.00  
Principal John A. Sciole \$100.00  
Supervisor of Transportation \$100.00  
Food Service Director \$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 2019-2020.

9.9 Authorize purchasing based on best value determination for the fiscal year 2019-2020.

9.10 Authorize participation in cooperative purchasing programs for the fiscal year 2019-2020.

9.11 Authorize Miss Phillips to accept donations of funds for the provision of field trip services and use of district buildings.

- 9.12 Authorize the use of credit cards, as submitted.
- 9.13 Authorize the hourly rate of \$29.00 per hour for the off-duty security officers for the 2019-2020 school year.
- 9.14 Authorize Miss Phillips to certify the district's payroll.
- 9.15 Authorize budget transfers on chief school administrator's approval per policy #5140.
- 9.16 Authorize the superintendent to apply for grants in aid (state and federal).
- 9.17 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.
- 9.18 Authorize the superintendent to approve contracts under \$2,500.
- 9.19 Authorize the superintendent to approve bond issue change orders in amounts less than \$35,000 prior to board approval.
- 9.20 Authorize the policy that allows the district to enter into an agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced price meals and/or free milk to eligible children in the schools under its jurisdiction.

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

10.0 OTHER APPOINTMENTS

MOVED by Sage SECONDED by Jackson to authorize 10.1 through 10.40:

- 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 deputy treasurer for extra class activity accounts for the 2019-2020 school year.
- 10.3 To appoint Miss Phillips as school purchasing agent for the 2019-2020 school year.
- 10.4 To appoint the following to Erie County Association of School Boards (ECASB) committees and New York State School Boards Association (NYSSBA) positions:

Mrs. Cohen delegate and Mr. Jackson alternate, for the ECASB delegate assembly.

Mr. Jackson as representative and Mr. Sage as alternate for the ECASB budget and finance team.

Mrs. Cohen as representative and Mr. Jackson as alternate for the ECASB legislative team.

Mr. Talarico as voting delegate, and Mr. Davenport as alternate, for the NYSSBA convention.

Mr. Talarico as the NYSSBA liaison.

10.5 To appoint Mr. Davenport, Mr. Sage, and Mr. Uhteg as audit committee members.

10.6 To appoint Mrs. Fecher and Mr. Talarico as health insurance committee members.

10.7 Mr. Davenport and Mr. Uhteg as food service committee members.

10.8 To appoint Mrs. Cohen and Mr. Sage as building use committee members.

10.9 To appoint Mrs. Fecher as district-wide health and safety committee member and Mr. Talarico as the alternate.

10.10 To approve the appointment of Lancaster-Depew Pediatrics as the district's school physicians; Dr. Michael Terranova the district's chief medical officer; and approve the service agreement.

10.11 To approve the appointment of Dr. Brennan Brennan as the district's chief dental officer for the 2019-2020 school year.

10.12 To appoint Occustar Workplace Compliance, LLC as the district's physician for employees and approve the service agreement.

10.13 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.

10.14 To appoint Mr. George Pease as fire code inspector for 2019-2020 school year.

10.15 To appoint Drescher & Malecki, LLP, for the annual audit of school financial records for the period beginning July 1, 2019 through June 30, 2020.

10.16 To appoint Freed & Maxick as internal auditing services for the 2019-2020 school year.

10.17 To appoint Harris Beach PLLC as counsel for the district.

10.18 To appoint Bengart & Demarco, LLP as additional district legal counsel for tax certiorari proceedings, as needed.

- 10.19 To appoint Mr. Michael Bryniarski, as LEA (asbestos) designee for the district.
- 10.20 To appoint Evans Agency Insurance as the insurance broker for the district.
- 10.21 To appoint Miss Phillips as the records management officer.
- 10.22 To appoint Miss Phillips as the appointing officer for civil service functions.
- 10.23 To appoint Miss Phillips as the chief emergency officer.
- 10.24 To appoint Capital Markets Advisors, LLC as the financial advisor for the district for the 2019-2020 school year.
- 10.25 To appoint Dr. Vallely as the residency hearing officer for the district.
- 10.26 To appoint Mrs. Ziegler, Dr. Kufel, Miss Phillips, Mr. Krazmien, and Mrs. Marchioli as Title IX officers.
- 10.27 To appoint Dr. Kufel as census enumerator for the district.
- 10.28 To appoint the school resource officers as law enforcement units for the district.
- 10.29 To appoint Dr. Kufel as supervisor of attendance.
- 10.30 To appoint Miss Phillips as records access officer.
- 10.31 To appoint Mrs. Sandra Cammarata as liaison for homeless children and youth.
- 10.32 To appoint Mrs. Patricia Burgio as director of communications.
- 10.33 To appoint Mr. Clifford Trapper and Mrs. Stacey Lauck as chemical hygiene officers for the 2019-2020 school year.
- 10.34 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 2019-2020 school year.
- 10.35 To appoint Mr. Bryniarski as pesticide representative for the 2019-2020 school year.
- 10.36 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 2019-2020 school year.
- 10.37 To appoint Miss Phillips for post-issuance federal tax requirement compliance monitoring.

10.38 To authorize the board president and/or vice president to appoint an impartial hearing officer per board policy #7670.

10.39 To appoint the assistant superintendent for curriculum, instruction and pupil personnel services to make all residency determinations.

10.40 To appoint members of the 2019-2020 District-Wide Safety Committee.

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

11.0 OTHER ITEMS  
11.1-11.3 CONFERENCE REIMBURSEMENT RATES, POLICIES AND CODE OF ETHICS READOPTED, MILEAGE REIMBURSEMENT RATE ESTABLISHED

MOVED by Fecher SECONDED by Cohen to establish conference reimbursement rates for meals at a maximum of \$66 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 \$.58 per mile, as submitted.

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

12.0 PRESENTATION- LAUDE SYSTEM VS. VALEDICTORIAN/SALUTATORIAN

Ryan O’Hara and Kacie Voigt, 2019 graduates, presented information to the board regarding recognition of student achievement using the laude system versus valedictorian/salutatorian and numeric ranking.

Regular session resumed.

13.0 REGULAR SESSION

No correspondence was received.

14.0 CORRESPONDENCE

MOVED by Cohen SECONDED by Jackson to accept the minutes from the regular session held on June 24, 2019.

15.0 APPROVAL OF MINUTES

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

16.0 STAFF ORGANIZATIONS

Lancaster Administrative and Supervisory Association:

Mr. Marchioli welcomed Mr. Davenport and Mr. Talarico to the board.

Lancaster Central Teachers Association:

No one present to report.

Lancaster Association of Service Personnel:

No one present to report.

Lancaster Association of Substitute Teachers:

No one present to report.

17.0 BOARD REPORTS

There were no board reports.

18.0 OLD BUSINESS

A conversation took place regarding the date for the board's retreat. It was agreed the retreat would be held on September 14, 2019.

MOVED by Sage SECONDED by Cohen to approve the personnel changes for the period ending July 8, 2019, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

19.0 NEW BUSINESS  
19.1.1 PERSONNEL CHANGES

MOVED by Jackson SECONDED by Sage to approve the recommendations from the Committee on Special Education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

19.2 EDUCATION ITEMS  
19.2.1 COMMITTEE ON SPECIAL  
EDUCATION

MOVED by Cohen SECONDED by Fecher to approve the recommendations from the Committee on Preschool Special Education, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

19.2.2 COMMITTEE ON  
PRESCHOOL SPECIAL  
EDUCATION

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

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.0 BUSINESS & FINANCIAL  
ITEMS  
20.1 FINANCIAL REPORTS  
APPROVED

MOVED by Fecher SECONDED by Jackson to approve the food service department operating system reports for May 2019, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.2 FOOD SERVICE  
OPERATING STATEMENTS

MOVED by Cohen SECONDED by Fecher to approve the amendment to the agreement between the Lancaster Central School District and Buffalo Construction Consultants for additional construction management services for the 2018 capital project, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.3 CONTRACT AMENDMENT  
- BUFFALO  
CONSTRUCTION  
CONSULTANTS

MOVED by Sage SECONDED by Cohen to approve the attached contract extension between the district and Premier Consulting Associates, LLC, in the annual amount of \$92,500, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.4 CONTRACT - PREMIER  
CONSULTING  
ASSOCIATES, LCC

20.5 CONTRACT RENEWAL -  
YMCA BUFFALO  
NIAGARA



MOVED by Cohen SECONDED by Fecher to approve the agreement between the Lancaster Central School District and the YMCA Buffalo Niagara for the 2019-2020 school year, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.6 AMENDED TIRE BID  
AWARD

MOVED by Davenport SECONDED by Fecher to approve the amended bid award for item #2 on the tire bid, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.7 2019-2020 SCHOOL LUNCH  
AND BREAKFAST PRICES

MOVED by Sage SECONDED by Fecher to approve the increase in school lunch prices to \$2.40 at the K-3 level, \$2.70 at the 4-6 level, \$2.85 at the 7-12 level, and \$1.35 for breakfast effective September 1, 2019, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nay

MOTION APPROVED.

20.8 2019-2020 FOOD SERVICE  
DEPT. OPERATING  
BUDGET

MOVED by Cohen SECONDED by Sage to approve the 2019-2020 food service department operating budget, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.9 CONTRACT – U & S  
SERVICES

MOVED by Cohen SECONDED by Fecher to approve the agreement between the Lancaster Central School District and U & S Services, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.10-20.11 CONTRACTS –  
LANCASTER JUNIOR  
REDSKINS FOOTBALL

MOVED by Sage SECONDED by Jackson 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.

20.12 CAPITAL PROJECT  
CHANGE ORDERS –  
PHASE 7B

MOVED by Cohen SECONDED by Sage to approve Phase 7B change orders C726-002 and C722-001, as submitted.

VOTE ON THE MOTION: 7 Ayes 0 Nays

MOTION APPROVED.

20.13-20.14 DECLARE EQUIPMENT  
AND BOOKS SURPLUS

MOVED by Davenport SECONDED by Fecher to declare the attached listings of equipment and books 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 CONTRACT – ELIZABETH  
PIERCE OLMSTED, M.D.  
CENTER FOR THE

MOVED by Cohen SECONDED by Sage to approve the agreement between the Lancaster Central School District and Elizabeth Pierce Olmsted, M.D. Center for the Visually Impaired d/b/a Olmsted Center for Sight, as submitted.

VOTE ON THE MOTION:                7 Ayes                0 Nays

MOTION APPROVED.

20.16 CONTRACT – ELLEN  
COOL, MT-BC, LCAT  
D.B.A. SOUND  
TRANSFORMATIONS  
MUSIC

MOVED by Fecher SECONDED by Cohen to approve the agreement between the Lancaster Central School District and Ellen Cool, MT-BC, LCAT d.b.a. Sound Transformation Music Therapy Services, to provide music therapy services for five students for the 2019 summer and the 2019-2020 school year, as submitted.

VOTE ON THE MOTION:                7 Ayes                0 Nays

MOTION APPROVED.

20.17 CONTRACT – KATHLEEN  
ANN POLLACK

MOVED by Sage SECONDED by Jackson to approve the agreement between the Lancaster Central School District and Kathleen Ann Pollack to provide the sign language interpreting services for the district’s hearing impaired students and parents for the 2019-2020 school year, 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 5, 2019.

22.0 ADJOURNMENT

At 8:02pm MOVED by Sage SECONDED by Fecher to adjourn the regular session.

VOTE ON THE MOTION:                7 Ayes                0 Nays

MOTION APPROVED.

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Sandra A. Janik, District Clerk