

Lancaster Central School District  
Lancaster, New York

Board of Education Organizational Meeting  
Lancaster High School, One Forton Drive, Lancaster, New York

July 14, 2025

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

## Agenda

- 1.0 Call to Order – by Temporary Chairman, Andrew P. Kufel, Ph.D., Superintendent of Schools
- 2.0 Pledge to Flag
- 3.0 Moment of Silence – for Daniel Clifford, a social studies teacher from 1969 through 2013, who passed away on May 18, 2025; for Carol Majka, an elementary teacher from 1986 through 2006, who passed away on June 18, 2025; and for Kevin Carriero, a physical education teacher from 1969 through 1999, director of community education from 2001 through 2003; a teacher assistant from 2004 through 2017, and track coach from 1973 through 2019, who passed away this morning.
- 4.0 Administration of Oath
  - 4.1 To Superintendent of Schools – Andrew Kufel
  - 4.2 To newly-elected board members – John Talarico, Melissa Payne Smith and Jon VanNortwick
  - 4.3 To Student Ex Officio Board Member – Michaela Innus
- 5.0 Election of Officers
  - 5.1 President of the board for the 2025-2026 school year
  - 5.2 Vice President of the board for the 2025-2026 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 – Beth Ulbrich
  - 6.3 Deputy Treasurer – Lisa Fanara
  - 6.4 Tax Collectors (See attached)
  - 6.5 Internal Claims Auditor – Erie 1 BOCES
  - 6.6 Clerk of the Board Pro Tem – Teresa Irish
  - 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 2026-2027 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 Station – 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 \$60.00/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, Treasurer, and Deputy 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, 2025 through June 30, 2026 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 2025-2026 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 Lippes Mathias LLP 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 and approve Services Agreement (See attached)
- 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 \$80/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 \$0.70 per mile
- 12.0 Presentations
- 13.0 Correspondence
- 14.0 Approval of Minutes - Regular Session Meeting Minutes – June 23, 2025 – 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 Appoint Assistant Principal – Action Item
    - 19.1.2 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 #6470 Acceptable Use Policy – Action Item
  - 20.3 Policy Adoption #7316 Use of Internet-Enabled Devices During the School Day – Action Item
  - 20.4 Policy Adoption #5685 Maximum Temperature for School Building and Indoor Facilities – Action Item
  - 20.5 Policy Adoption #5672 Information Security Breach and Notification – Action Item
  - 20.6 Policy Adoption #5673 Employee Personal Identifying Information– Action Item
  - 20.7 Policy 1<sup>st</sup> Reading #7317 District Technology Device Student Agreement Policy - Information
  - 20.8 Partial Payment of Taxes – Action Item
  - 20.9 Food Service Operating Reports – Action Item
  - 20.10 2025-2026 Food Service Department Budget – Action Item
  - 20.11 Lancaster Association of Service Personnel – Memorandum of Agreement – Action Item
  - 20.12 Tax Certiorari Settlement - Information
  - 20.13 Construction Change Orders – Action Item
  - 20.14 Surplus Books – Action Item
  - 20.15 AIA Contract – Young + Wright Architectural – Action Item
  - 20.16 AIA Contract – Watts Architectural & Engineering – Action Item
  - 20.17 Contract – Erie Bus Inc. (DBA WNY Bus Co.) – Action Item
  - 20.18 Contract – Leah Blum, Speech Therapist – Action Item
  - 20.19 Contract – WNY Dyslexia Specialists, LLC – Action Item

- 20.20 2025-2026 Food Service Department Wages – Action Item
- 20.21 Bowmansville Volunteer Fire Association Land Resolution – Action Item
- 20.22 Resolution to Participate with BOCES RIC One Risk Operations Center Service – 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 the employment of a particular person.
- 22.3 Adjournment

Next Board Meeting - August 4, 2024 – 7pm  
Location - TBA