

APPROVED MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES

June 21, 2023

Call to Order

The regular meeting of the Genesee Valley BOCES was called to order on June 21, 2023, at 5:00 p.m. by Board President Norb Fuest, in Conference Room A, at 80 Munson Street, LeRoy, New York.

Roll Call

MEMBERS PRESENT:

Christy Crandall-Bean	Ernest Haywood
Robert DeBruycker	William Kane
David DeLaVergne	Edward Levinstein
Edward Engel	Roger Kostecky
Norbert Fuest	J. David Woodruff

MEMBERS EXCUSED:

Matthew Crane

OTHERS PRESENT:

District Superintendent Kevin MacDonald, Deputy Superintendent Julie Donlon, Chief Financial Officer Daniel Groth, Director of Programs Jon Sanfratello and Board Clerk Jennifer Lewis.

Pledge of Allegiance

Mr. Fuest led the Pledge of Allegiance.

Agenda Adopted

Moved by Mr. Kane, seconded by Mrs. Crandall-Bean, that the agenda be adopted with one addition to Personnel Items.

Yes: 10 No: 0

Carried Unanimously.

Executive Session

Moved by Mr. Woodruff, seconded by Mr. Kane, to enter into Executive Session at 5:05 p.m. to discuss the employment history of particular individuals.

Yes: 10 No: 0

Carried Unanimously.

Return to Public Session

Moved by Mrs. Crandall-Bean, seconded by Mr. Woodruff, to return to public session at 5:45 p.m.

Yes: 10 No: 0

Carried Unanimously.

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**Minutes of Previous Meeting
Approved**

Moved by Mr. Haywood, seconded by Mr. Kane, to approve the minutes of the May 17, 2023 Regular Board Meeting.

Yes: 10

No: 0

Carried Unanimously.

**Treasurer's Report, Central
Treasurers' Report and Budget
Amendments Received**

Moved by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to receive the Treasurer's and Central Treasurers' Reports for the month ending April 30, 2023 and Budget Amendments for the period of May 1-31, 2023.

Yes: 10

No: 0

Carried Unanimously.

Treasurers' Reports and Budget Amendments as received are listed on Schedule V. of the agenda and placed in the supplemental file.

District Superintendent's Report

Mr. MacDonald shared the following information with the Board:

- Will start on July 1st as Interim District Superintendent at Wayne Finger Lakes while they conduct their search for a new DS.
- Discussions are occurring regarding remote work options.
- Thanked Board members who were able to attend the end of year events.
- Attended the CSO Retreat in Watkins Glen. One topic of discussion was BOCES Capital Projects.
- The Union//BOE Dinner meetings continue to be very positive and productive for both groups.
- Opening Day is scheduled for Tuesday, September 5th at GCC Call Arena.

Moved by Mr. DeLaVergne, seconded by Mr. Levinstein, to approve the following one (1) Action Items, as recommended by the District Superintendent:

**Resolution Appointing K.
MacDonald as Interim District
Superintendent at Wayne-Finger
Lakes BOCES Approved**

Approved, the resolution appointing Kevin MacDonald as Interim District Superintendent at Wayne-Finger Lakes BOCES beginning July 1, 2023.

Yes: 10

No: 0

Carried Unanimously. One (1) Action Items as recommended by the District Superintendent.

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Administrative Reports

The reports of the Deputy Superintendent, Chief Financial Officer and the Director of Programs were reviewed. After brief comments regarding their reports, each administrator present answered questions asked by the Board members.

Audit Committee Update

Dan Groth shared that John Harvey, Internal Audit Manager from Questar III joined the meeting via Zoom to review the 2022-23 Data Security Audit he recently conducted. These findings were shared with the Board. Leslie Yorks shared the LPN and Adult Education Program Summary as of June 14, 2023. The committee reviewed the Fund Balance Deficit and the Fund Balance Projection. Preliminary External Audit was done in May. The full audit will begin in August.

Board Forum

Board Member Activity:

Dave DeLaVergne

- Attended the Building Trades Open House in Mt. Morris.
- Attended the Car Show at the May Center.
- Attended the Audit Committee meeting.
- Attended several BOCES year end events.
- Thank everyone for the past 15 years. He has enjoyed serving on the Board.

Ed Engel

- Attended several BOCES year end events.
- Attended the Audit Committee meeting.
- Attended the P-Tech Stepping Up ceremony.
- Attended the Car Show at the May Center.
- Attended the Building Trades Open House in Mt. Morris.

Norb Fuest

- Attended all of the BOCES year end events.
- Attended the P-Tech Stepping Up ceremony.
- Attended the Building Trades Open House in Mt. Morris.
- Attended the RSA Forum with David Little.
- Attended the Car Show at the May Center.
- Attended the GVSBA workshop with Jay Worona at the Charcoal Corral.
- Attended the GAPA meeting hosted by the Batavia Culinary Arts class.
- Attended the Union/BOE dinner meeting.
- Presented at the GVSBA New School Board Member training.
- Attended the Audit Committee meeting.
- Attended the Wyoming County BEC breakfast.
- Attended the Regional Economic Summit in Batavia.

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Ernie Haywood

- Attended the Building Trades Open House in Mt. Morris.
- Attended several BOCES year end events.
- Attended the RSA Forum with David Little.
- Proud to share that Lifetime Assistance has hired a BOCES graduate.

Bill Kane

- Attended the Wyoming County BEC breakfast.
- Attended the Building Trades Open House in Mt. Morris.
- Attended the RSA Forum with David Little.
- Attended the GVSBA workshop with Jay Worona at the Charcoal Corral.

Roger Kostecky

- Attended several BOCES year end events.
- Attended the P-Tech Stepping UP ceremony.
- Attended the Upstate Institute workshop.
- Attended the Union/BOE dinner meeting.
- Attended the Wyoming County BEC breakfast.
- Attended the RSA Forum with David Little.
- Attended the GVSBA workshop with Jay Worona at the Charcoal Corral.
- Attended the Audit Committee meeting.

Ed Levinstein

- Attended the P-Tech Stepping Up ceremony.
- Attended the GCC Graduation which had a P-Tech student as part of their graduating class.

Dave Woodruff

- Attended several BOCES year end events.
- Attended the GVSBA workshop with Jay Worona at the Charcoal Corral.
- Presented at the GVSBA New School Board Member training.

Moved by Mr. Woodruff, seconded by Mr. Haywood, to approve the following one (1) Program and Instruction item as recommended by the District Superintendent:

Field Trips Approved

Approved the following field trips:

1. May Center CIS students to attend FBLA Conference in Atlanta, GA on June 27-30, 2023. 2 students (male) and 1 chaperone (male). **Total Cost to BOCES: \$5,445.**

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2. WNY Tech Academy students to Letchworth State Park on June 6, 2023. 20 students (16 male/4 female) and 8 chaperones (4 male/4 female). **Total Cost: \$1,685. Expenses paid by Connect Kids Field Trip Grant.**

Yes: 10

No: 0

Carried Unanimously. One (1) Program and Instruction Item.

Moved by Mr. DeLaVergne, seconded by Mr. Haywood, to approve the following ten (10) Personnel Items, as recommended by the District Superintendent:

Abolishment of Position Approved **Approved** the following resolution:

RESOLUTION ON POSITION ABOLISHMENT

WHEREAS, it is the statutory authority of the Board to create or abolish positions, and

WHEREAS, the Board determines that certain positions must be abolished due to retirement of these titles,

THEREFORE BE IT RESOLVED, that the following positions be abolished from the table of organization due to the retirement of these titles:

1. CS, Senior Account Clerk Typist, salaried (abolish 8.0 FTE), effective 06/30/2023.
2. CS, Audio-Visual Aide, salaried (abolish 1.0 FTE), effective 06/30/2023.

Creation of Position Approved **Approved** the following resolution:

RESOLUTION ON POSITION CREATION

WHEREAS, it is the statutory authority of the Board to create and abolish positions, and

WHEREAS, the Board has determined that certain positions shall be created,

THEREFORE BE IT RESOLVED, that the following positions be created and added to the table of organization:

CLASSIFIED:

1. CS, Associate Audio-Visual Computer Equipment Repairer, 12 months, 1.0 FTE, effective 7/1/23.

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**Instructional & Support
Personnel Schedules Approved**

Approved the following personnel schedules:

Schedule I.P.

- 1 - Resignations
- 3 - Probationary Appointments
- 4A - Temporary Appointments: Substitutes
- 4B - Temporary Appointments: Above Contract
- 4C - Temporary Appointments: Other
- 4E - Temporary Appointments: Adult Ed. Certified
- 6 - Tenure Appointments
- 7 - Leaves of Absence
- 8 - Change in Status
- 10 - Part-Time Employees Not Reappointed
- 14 - Reappointment of Part-Time Employees
- 15 - Extended School Year Appointments
- 15A - Regional Summer School Appointments

Schedule S.P.

- 1 - Resignations
- 2 - Retirements
- 3 - Provisional Appointments
- 4 - 12-Month Probationary Appointments
- 8A - Temporary Appointments: Substitutes
- 8B - Temporary Appointments: Other
- 9A - Full-Time Non-Competitive Appointments
- 9B - Part-Time Non-Competitive Appointments
- 10 - Leaves of Absence
- 11 - Change of Status
- 13 - Part-Time Employees Not Reappointed
- 14 - Reappointment of Part-Time/Temporary Employees
- 15 - Extended School Year Appointments
- 16 - Volunteers

Personnel Schedules as approved are listed on Schedule X.C. of the agenda and placed in the supplemental file.

**Memorandum of Agreement
between Genesee Valley BOCES
and the School Related Personnel
(SRP) Approved**

Approved the Memorandum of Agreement between Genesee Valley BOCES and the School Related Personnel (SRP), regarding retirement benefits for Edward Swain.

**Agreement Extending
Probationary Appointment
Approved**

Approved the Agreement extending the probationary appointment of Health Occupation: Nurse's Assisting Teacher (Tenure #076), Employee ID #07503 to June 30, 2024.

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**Memorandum of Agreement
between the District
Superintendent and the BOCES
Educators' Association Approved**

Approved the Memorandum of Agreement between the District Superintendent and the BOCES Educators' Association regarding a Bonus to Base salary adjustment.

**Memorandum of Agreement
between the District
Superintendent and the BOCES
Association of School
Administrators Approved**

Approved the Memorandum of Agreement between the District Superintendent and the BOCES Association of School Administrators regarding the terms and conditions of employment for Administrators, Coordinators and Confidential Employees.

**Memorandum of Agreement
between the District
Superintendent and the School
Related Personnel Associations,
Units 1 and 2, Approved**

Approved the Memorandum of Agreement between the District Superintendent and the School Related Personnel Associations, Units 1 and 2, regarding wage adjustments.

**Resolution for Last Chance
Agreement and Letter of
Reprimand Approved**

Approved the Resolution for a last chance agreement and letter of reprimand for Employee ID #00171.

**District Superintendent
Employment Agreement Amended**

Approved the Amended District Superintendent Employment Agreement, and authorized the Board President to sign.

Yes: 10 No: 0

Carried Unanimously. Ten (10) Personnel Items.

Moved by Mr. Engel, seconded by Mrs. Crandall-Bean, to approve the following five (5) Business and Finance Items, as recommended by the District Superintendent:

**Contracts & Agreements
Approved & Grants Accepted**

Approved contracts and agreements as recommended by the District Superintendent, authorizing the District Clerk to sign on behalf of the Board, and to accept grants.

Contracts and agreements as approved and grants as accepted are listed on Schedule XI.A. of the agenda and placed in the supplemental file.

**FY 2022/23 Data Security Audit
Approved**

Approved, the FY 2022/23 Data Security Audit prepared by Questar III BOCES.

**Corrective Action Plan for Items
in the 2022-223 Internal Audit
Approved**

Approved, the Corrective Action Plan for Items in the 2022-223 Internal Audit.

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Cooperative Bids Received: Bread Accepted the lowest responsible cooperative bid received, meeting specifications, from Midstate Bakery Distributors, Inc. in the amount of \$131,723.05 for bread.

Cooperative Bids Received: Copy & Printer Paper Summer Bid Accepted the lowest responsible cooperative bid received, meeting specifications, from Economy Products & Solutions in the amount of \$236,794.24 for copy and printer paper.

<u>Vendor Name</u>	<u>Total Awarded</u>
W.B Mason Company, Inc	\$201,271.60
Economy Products & Solutions	\$ 35,522.64
Total	\$236,794.24

Cooperative Bids Received: Fuel Accepted the lowest responsible cooperative bid received, meeting specifications, from NoCo Energy Corp. in the amount of \$28,508.24 for fuel.

Cooperative Bids Received: Grocery Accepted the lowest responsible cooperative bid received, meeting specifications for grocery items from the following:

<u>Vendor Name</u>	<u>Total Awarded</u>
Wright Beverages	\$ 81,726.50
Burly Brothers Country Butchery, LLC	\$ 101,546.00
Latina Blvd. Foods	\$2,963,298.47
Total	\$3,146,570.97

Cooperative Bids Received: Grocery Diversions Accepted the lowest responsible cooperative bid received, meeting specifications, from Latina Blvd. Foods in the amount of \$474,278.39 for grocery diversions.

Cooperative Bids Received: Ice Cream Accepted the lowest responsible cooperative bid received, meeting specifications, from Hershey's Ice Cream in the amount of \$194,034.48 for ice cream.

Cooperative Bids Received: Kitchen Smallwares Accepted the lowest responsible Cooperative Bids received, meeting specifications, from Lodging Kit Company for the Kitchen Smallwares for \$143,410.04 with 25% discount on Front of House; Kitchen; Janitorial & Organization and Equipment.

Cooperative Bids Received: Milk Accepted the lowest responsible cooperative bid received, meeting specifications, from Upstate Niagara Cooperative, Inc. in the amount of \$1,466,875.26 for milk.

Cooperative Bids Received: Paper and Chemical Accepted the lowest responsible Cooperative Bids received, meeting specifications, from Regional Distributors in the amount of \$461,738.44 with a 30% catalog discount for Paper and Chemical.

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**Cooperative Bids Received:
Refuse Collection**

Accepted the lowest responsible Cooperative Bids received, meeting specifications, for the Refuse Collection:

<u>Vendor Name</u>	<u>Total Awarded</u>
Refuses Bid	
Waste Management of NY - LLC	\$249,751.22
Modern Disposal Services, Inc.	\$ 37,920.00
Refuse Special Bid	
Waste Management of NY - LLC	\$ 7,423.52
Refuse SP2 Bid	
Waste Management of NY - LLC	\$ 1,307.76
Total	\$296,402.50

Cooperative Bid awards as approved are on Schedule XI.D. of the agenda and is on file in the Business office.

Transportation Services Bid

Approved the Option to Renew with C&F Transportation for the Transportation Services Bid for the time period of 7/1/23- 6/1/24.

Yes: 10 No: 0

Carried Unanimously. Five (5) Business and Finance Items.

Adjournment

Moved by Mr. Woodruff, seconded by Mr. Kane, to adjourn the meeting at 6:40 p.m.

Yes: 10 No: 0

Carried Unanimously.

Respectfully Submitted,

Jennifer Lewis, Board Clerk