



GENESEE, LIVINGSTON, STEUBEN, WYOMING BOCES

AGENDA

ANNUAL RE-ORGANIZATIONAL / REGULAR BOARD MEETING

July 12, 2023 at 5:00 p.m.

**Conference Room A
80 Munson Street
LeRoy, New York**

RE-ORGANIZATIONAL SESSION

- I. CALL TO ORDER**, District Superintendent
 - A. Pledge of Allegiance**
- II. OATH OF OFFICE**, Re-elected and newly elected Board Members, District Superintendent
- III. ROLL CALL**
- IV. ELECTION OF PRESIDENT**, Board of Education
- V. ADMINISTER OATH OF OFFICE**, President
- VI. ELECTION OF VICE-PRESIDENT**, Board of Education
- VII. ADMINISTER OATH OF OFFICE**, Vice-President
- VIII. RECOMMENDATION**, that Jennifer Lewis be appointed as Clerk of the Board.
- IX. RECOMMENDATION**, that Kimberly Riedmiller be appointed as Treasurer.
- X. RECOMMENDATION**, that Susan VanBuskirk Melissa Knickerbocker be appointed as Deputy Treasurers.
- XI. RECOMMENDATION**, that Karen Rychlicki be appointed as Claims Auditor, at an annual stipend of \$3,000.
- XII. ADMINISTER OATHS OF OFFICE**, Treasurer, Deputy Treasurers and Claims Auditor.
- XIII. RECOMMENDATION**, that Dr. Gregory Collins be appointed as School Physician.

- XIV. **RECOMMENDATION**, that Harris-Beach LLP, Osborn, Reed & Burke, LLP, Hodgeson-Russ and Bond, Schoeneck & King and Webster Szanyi LLP be appointed as Legal Counsel. Stephen M. Mahoney will serve as in-house legal counsel in relation to personnel, labor relations, and education law matters.

- XV. **RECOMMENDATION**, that Mengel Metzger Barr & Co. LLP. auditing firm be appointed as External Independent Auditor for the year ending June 30, 2024.

- XVI. **RECOMMENDATION**, that Diane Hooper and Michele Brothers be appointed as Central Treasurers, Extraclassroom Activities Accounts.

- XVII. **RECOMMENDATION**, that Christopher Harris be appointed as Copyright Official.

- XVIII. **RECOMMENDATION**, that Brenda Flint be appointed as Records Access Officer (Freedom of Information).

- XIX. **RECOMMENDATION**, that Brenda Flint be appointed as Records Management Officer.

- XX. **RECOMMENDATION**, that Matthew Della Penna be appointed as Asbestos (LEA) Designee.

- XXI. **RECOMMENDATION**, that Matthew Della Penna be appointed as Chief Emergency Officer.

- XXII. **RECOMMENDATION**, that Julie Donlon and Stephen Mahoney be appointed as Title IX Compliance Coordinators.

- XXIII. **RECOMMENDATION**, that Lynette Crawford be appointed as HIPAA. Privacy Officer for the Genesee Area Healthcare Program, the Genesee Valley BOCES Flexible Benefits Program, and the Genesee Valley BOCES Health Reimbursement Arrangement Plan.

- XXIV. **RECOMMENDATION**, that Kathryn Zuroski be appointed as Medicaid Compliance Officer.

- XXV. **RECOMMENDATION**, that Christine Ceru be appointed as Purchasing Agent, and that Daniel Groth and Leslie Yorks be authorized to act in the absence of the Purchasing Agent.

- XXVI. **RECOMMENDATION**, to approve the JP Morgan Purchase Card Holders as of June 30, 2023. **(Attachment)**

- XXVII. **RECOMMENDATION**, that the following be appointed as Dignity Act Coordinators:
 - Batavia CampusBob Tuites
 - May Center.....Michelle Caton
 - GCC/ Dansville Campus.....Matt Flowers
 - Mt. Morris CSDAshley Herkimer

- XXVIII. **RECOMMENDATION**, that Crystal Nelson be appointed as Data Privacy Officer.

XXIX. RECOMMENDATION, J.P. Morgan-Chase be designated as official Depository and that the Treasurer or Chief Financial Officer be authorized to deposit funds in other banks in secured investment forms if desirable and in the best interest of the Board.

XXX. RECOMMENDATION, that the Board, except where noted, will hold monthly meetings on the third Wednesday monthly, commencing at 5:00 p.m. and held at the BOCES Services Center in LeRoy, providing further that special meetings may be called in conformance with law, regulation and policy. Exceptions are: the January 17, 2024 Board meeting will be immediately following the budget workshop; the April 10, 2024 Regular Board Meeting will be held in conjunction with the Annual Meeting; the regular Board meeting will begin immediately following the conclusion of the Annual Meeting; and the May 15, 2024 Board meeting will be held at the Batavia Campus beginning at 1:00 p.m. **(Attachment)**

XXXI. RECOMMENDATION, that the Batavia Daily News and the Livingston County News be designated as the official newspapers and that others be utilized as necessary and appropriate.

XXXII. RECOMMENDATION, that the District Superintendent or Designee be authorized to certify payrolls, make transfers of money between and within functional unit appropriations (service codes), to approve conferences for all employees and to approve applications for grants.

XXXIII. RECOMMENDATION, that the District Treasurer or either Deputy Treasurer be authorized to sign checks and deposit funds in appropriate bank accounts.

XXXIV. RECOMMENDATION, that the Chief Financial Officer be authorized to approve and sign routine and/or time-sensitive contracts that require action between Board Meetings.

XXXV. RECOMMENDATION, that the Genesee Valley BOCES Audit Committee Charter remain in effect during the 2023-24 school year. **(Attachment)**

XXXVI. RECOMMENDATION, that the following petty cash funds and custodians be approved:

Career & Technical Educ., Batavia.....	\$100.....	Diane Hooper
Career & Technical Educ., Mt. Morris	\$100.....	Janice Hamilton
GV BOCES Academy, Batavia	\$100.....	Emily Merrill
BOCES Services Center, LeRoy.....	\$100.....	Michelle Arney
District-Based Classes	\$100.....	Donna Schall

XXXVII. RECOMMENDATION, that the following cash box funds and custodians for Adult Education be approved.

Batavia Evening Facilitator.....	\$50.....	Jim Dziemian
Batavia Day Time Clerk	\$50.....	Sandy Fluker

XXXVIII. RECOMMENDATION, that the following persons be named as officers of student activity (Extraclassroom) funds.

Chief Faculty Advisor	Pat Chierichella/Tim Flack
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Authority to Sign Checks	Tim Flack/Matt Flowers Pat Chierichella /Rachel Slobert/Diane Hooper
Faculty Auditor.....	Melissa Knickerbocker

XXXIX. RECOMMENDATION, to obtain additional position bonds for the following positions.

Treasurer	\$5,000,000
Deputy Treasurer	\$5,000,000
Chief Financial Officer	\$6,000,000

XL. RECOMMENDATION, to establish mileage reimbursement equal to the existing IRS rate (currently \$0.655 per mile).

XLI. RECOMMENDATION, to establish a Salary Redirection limit equal to the existing IRS limit for purposes of funding an employees’ Flexible Benefit account during a Plan Year. (currently \$3,050 for Option 2 and \$5,000 for Option 3) with a carryover provision equal to the IRS limit of \$610. **(Attachment)**

XLII. RECOMMENDATION, to approve resolution regarding Section 913 of NYS Education Law. **(Attachment)**

XLIII. RECOMMENDATION, that the Board continue all existing committees for the 2023-24 school year.

XLIV. RECOMMENDATION, that the Board continue all current policies and regulations for 2023-24.

XLV. RECOMMENDATION, that the Annual Meeting of the Genesee-Livingston-Steuben-Wyoming Board of Cooperative Educational Services be held on April 10, 2024.

XLVI. RECOMMENDATION, that the Board approve membership and payment of 2023-24 dues for the following organizations.

- American Educational Services Agency (AESA)
- BOCES Education Consortium Membership
- Business Education Alliances of Genesee, Livingston, and Wyoming Counties
- Chambers of Commerce of Genesee, Livingston, and Wyoming Counties
- Genesee Valley School Boards Association
- National Rural Education Association
- National School Boards Association
- New York Farm Bureau
- New York State School Boards Association
- Rural Schools Association
- Staff Curriculum Development (SCDN)
- Upstate Institute (formerly Genesee Valley School Boards Institute)
- WNY Educational Service Council

XLVII. RECOMMENDATION, that a representative be nominated to serve on each of the following.

- Genesee Valley School Boards Association: (*Norbert Fuest*) and Alternate: (*David Woodruff*)
- NYS School Boards Convention Voting Delegate: (*Roger Kostecky*)
- Genesee Area Healthcare Plan Board: *Daniel Groth* and Alternate: *Leslie Yorks*
- Genesee-Livingston-Steuben-Wyoming Self-Funded Workers Compensation Board: *Daniel Groth* and Alternate: *Leslie Yorks*
- Tri-County Teachers' Center Board of Directors: *Patrick Whipple*
- Board Audit Committee:
 - ✓ *Norbert Fuest* - term expires 6/30/25
 - ✓ *Roger Kostecky* - term expires 6/30/25
 - ✓ () - term expires 6/30/__
 - ✓ () - term expires 6/30/__
 - ✓ *Community Member David Boyle* – term expires 6/30/26
- Teachers' Association and SRP Dinner Meeting Representatives: (*Norbert Fuest*) (*Ernest Haywood*) and (*Roger Kostecky*)
- Genesee Valley BOCES Safety Team Representative: (*Norbert Fuest*)

XLVIII. ADJOURNMENT TO REGULAR BOARD MEETING

CONTINUATION FROM RE-ORGANIZATION MEETING

I. ADOPTION OF REGULAR MEETING AGENDA

II. EXECUTIVE SESSION

- A. To discuss the employment history of particular individuals.

III. MINUTES OF PREVIOUS MEETING, for approval

- A. June 21, 2023 (**Attachment**)

IV. FINANCIAL REPORTS

- A. Report of the District Treasurer (**Attachment**)
- B. Reports of the Central Treasurers (**Attachment**)
- C. Budget Amendments (**Attachment**)

V. REPORT OF THE DISTRICT SUPERINTENDENT

- A. District Superintendent's Report

ITEMS FOR ACTION:

- B. **Recommendation**, to approve Policy #4145 R-1, Reserve Funds Revision (**Attachment**)
- C. **Recommendation**, to approve changes to existing Regulations #3221, Organizational Chart (**document posted on web page**)
- D. **Recommendation**, to approve Genesee Valley BOCES Code of Conduct. (**document posted on web page**)
- E. **Recommendation**, to approve the Genesee Valley BOCES District Wide Safety Plan. (**Attachment**)
- F. **Recommendation**, to approve revisions to existing Board Policy #5180, Protection of Employees, Contractors and others from Discrimination, Sexual Harassment and Retaliation. (**Attachment**)

VI. REPORTS:

- A. Deputy Superintendent
- B. Chief Financial Officer
- C. Director of Programs

VII. BOARD FORUM

- A. Calendar of Events

VIII. PROGRAM and INSTRUCTION, for Board Action

- A. **Recommendation**, to approve the following field trip: (**Attachment**)
 - 1. NYS SkillsUSA State Officers Training in Albany, NY on August 1-4, 2023. 1 student (female) and 1 chaperone (female). **Total Cost to BOCES: \$440.**

IX. PERSONNEL ITEMS, for Board Action

- A. Recommendation, to approve the following personnel schedules:
 - 1. Instructional (**Attachment**)
 - Schedule I.P.
 - 1 - Resignations
 - 3 - Probationary Appointments

- 4A - Temporary Appts: Substitutes
- 4B - Temporary Appts: Above Contract
- 4C - Temporary Appts: Other
- 4E - Temporary Appts: Adult Ed Certified
- 7 - Leaves of Absence
- 8 - Change in Status
- 8A - Department Transfer
- 10 - PT Employees Not Reappointed
- 14 - Reappointment of Part-Time Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

2. Support (Attachment)

Schedule S.P.

- 1 - Resignations
- 2 - Retirements
- 3 - Provisional Appts.
- 4 - 12-Month Probationary Appts
- 8A - Temporary Appts./Substitutes
- 8B - Temporary Appts.
- 9A - Full-Time Non-Competitive Appts.
- 11 - Change in Status
- 11A - Department Transfer
- 13 - Part-Time Employees Not Reappointed
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

- B. **Recommendation**, to approve the Memorandum of Agreement between the Genesee Valley BOCES and Mary Ordway. **(Attachment)**

X. BUSINESS AND FINANCE

- A. **Recommendation**, to approve Contracts/Agreements/Grants. **(Attachment)**
- B. **Recommendation**, to approve the 2024-25 General Fund Budget Calendar. **(Attachment)**
- C. **Recommendation**, to approve the 2023-24 Cooperative Bidding Calendar. **(Attachment)**
- D. **Recommendation**, to approve the 2024-25 Internal Bidding Calendar. **(Attachment)**
- E. **Recommendation**, to approve the resolution to authorize Genesee Valley BOCES to participate in cooperative bids to be coordinated by the Genesee-Livingston-Steuben-Wyoming BOCES for the 2024-25 school year. (bids will be coordinated during the 2023-24 school year. **(Attachment)**
- F. **Recommendation**, to approve the resolution to accept the following donation: **(Attachment)**
 - 1. Cash donation of \$10,000 (\$5,000/campus) from Power & Construction Group, Inc.
- G. **Recommendation**, to approve the Municipal Cooperation Agreement to Provide Workers' Compensation Benefits. **(Attachment)**

XI. MISCELLANEOUS

XII. ADJOURNMENT