

**APPROVED RE-ORGANIZATIONAL/REGULAR MINUTES**

**Genesee-Livingston-Steuben-Wyoming BOCES**

**July 12, 2023**

**Call to Order** The re-organizational/regular meeting of the Genesee, Livingston, Steuben, Wyoming BOCES was called to order on July 12, 2023 at 5:20 p.m. by District Superintendent Kevin MacDonald, in Conference Room A, at 80 Munson Street, LeRoy, New York.

**Pledge of Allegiance** Mr. MacDonald led the Pledge of Allegiance.

**Oaths of Office Administered** District Superintendent Kevin MacDonald and re-elected Trustee Ernest Haywood and newly elected Trustees Michael Riner and Paul Webster were each administered the Oath of Office.

**Roll Call**

**MEMBERS PRESENT:**

Christy Crandall-Bean	Michael Riner
Norbert Fuest	Paul Webster
Ernest Haywood	J. David Woodruff
Roger Kostecky	

**MEMBERS EXCUSED:**

Matthew Crane	William Kane
Robert DeBruycker	Ed Levinstein

**OTHERS PRESENT:**

District Superintendent Kevin MacDonald; Deputy Superintendent Julie Donlon, School Business Administrator Leslie Yorks, Director of Programs Jon Sanfratello and Board Clerk Jennifer Lewis.

**Norb Fuest Elected President** The District Superintendent asked for nominations for President.

**Moved** by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to nominate Mr. Fuest for President.

Mr. MacDonald asked if there were any other nominations for President. As there were no other nominations, Mr. MacDonald declared nominations to be closed. The vote was cast and Mr. Fuest was declared President.

Yes: 7                      No: 0

**Carried Unanimously.**

**Oath Administered to Board President** Oath of Office was administered to Mr. Fuest, President.

**Mr. Woodruff Elected Vice President** Board President Fuest asked for nominations for Board Vice President.

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**Moved** by Mrs. Crandall-Bean, seconded by Mr. Haywood, to nominate Mr. Woodruff for Vice President.

The Board President asked if there were any other nominations for Vice President. As there were no other nominations, Mr. Fuest declared nominations to be closed. The vote was cast and Mr. Woodruff was declared Vice President.

Yes: 7

No: 0

**Carried unanimously.**

**Oath Administered to Board Vice President** Oath of Office was administered to Mr. Woodruff, Vice President.

**Moved** by Mr. Haywood, seconded by Mr. Woodruff, to approve the following Items #VIII through #XLVIII:

**Board Clerk Appointed** Appointed Jennifer Lewis as Clerk of the Board.

**Oath Administered to Board Clerk** The Oath of Office was administered to Jennifer Lewis, Clerk of the Board.

**Treasurer Designated** Appointed Kimberly Riedmiller as Treasurer of the District.

**Deputy Treasurers Designated** Appointed Susan Van Buskirk and Melissa Knickerbocker as Deputy Treasurers.

**Internal Claims Auditor Designated** Appointed Karen Rychlicki Internal Claims Auditor at an annual stipend of \$3,000 incorporated into her regular salary.

**Oaths to be Administered** Oaths of Office will be administered to the Treasurer, Deputy Treasurers and Internal Claims Auditor within thirty (30) days.

**School Physician Appointed** Appointed Dr. Gregory Collins as School Physician.

**Board Attorney Appointed** Appointed the firms of Harris-Beach LLP, Osborn, Reed & Burke, LLP, Hodgson-Russ LLP, Bond Schoeneck & King and Webster Szanyi LLP as Legal Counsel. Stephen M. Mahoney will serve as in-house legal counsel in relation to personnel, labor relations, and education law matters.

**Independent Auditor Appointed** Appointed Mengel Metzger Barr & Co., LLP auditing firm as External Independent Auditor for year ending June 30, 2024.

**Central Treasurers Appointed** Appointed Diane Hooper and Michele Brothers as Central Treasurers – Extraclassroom Activity Accounts.

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<b>Copyright Official Appointed</b>	Appointed Christopher Harris as Copyright Official.
<b>Records Access Officer Appointed</b>	Appointed Brenda Flint as Records Access Officer (Freedom of Information).
<b>Records Management Officer Appointed</b>	Appointed Brenda Flint as Records Management Officer.
<b>Asbestos (LEA) Designee Appointed</b>	Appointed Matthew Della Penna as Asbestos (LEA) Designee.
<b>Chief Emergency Officer Appointed</b>	Appointed Matthew Della Penna as Chief Emergency Officer.
<b>Title IX Compliance Coordinators Appointed</b>	Appointed Julie Donlon and Stephen Mahoney as Title IX Compliance Coordinators.
<b>HIPAA Privacy Officer Appointed</b>	Appointed Lynette Crawford as HIPAA Privacy Officer for Genesee Area Healthcare Program, the Genesee Valley BOCES Flexible Benefits Program, and the Genesee Valley BOCES Health Reimbursement Arrangement Plan.
<b>Medicaid Compliance Officer Appointed</b>	Appointed Kathryn Zuroski as Medicaid Compliance Officer.
<b>Purchasing Agents Appointed</b>	Appointed Christine Ceru as Purchasing Agent and authorized Daniel Groth and Leslie Yorks to act in the absence of Purchasing Agent.
<b>JP Morgan Purchase Card Holders Approved</b>	Approved the JP Morgan Purchase Card Holders as of June 30, 2023.
<b>Dignity Act Coordinators Appointed</b>	Appointed the following as Dignity Act Coordinators:  Batavia Campus:                      Bob Tuites May Center:                              Michelle Caton GCC/Dansville Campus:              Matt Flowers Mt. Morris CSD:                        Ashley Herkimer
<b>Data Privacy Officer Appointed</b>	Appointed Crystal Nelson be appointed as Data Privacy Officer.
<b>Depository Designated</b>	Designate J.P. Morgan-Chase as Official Depository and to authorize the Treasurer or Chief Financial Officer to deposit funds in other banks in secured investment forms if desirable and in the best interest of the Board.

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<b>Meeting Date, Time and Place Designated</b>	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.
<b>Official Newspapers Designated</b>	Designated The Batavia Daily News and the Livingston County News as the official newspapers for all legal notices and that others be utilized as necessary and appropriate.
<b>District Superintendent to Certify Payrolls, Make Transfers, Approve Conferences and Grant Applications</b>	Authorize the District Superintendent or Designee 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.
<b>District Treasurer/Deputy Treasurers Authorized to Sign Checks and Deposit Funds</b>	Authorize the District Treasurer or Deputy Treasurers to sign checks and deposit funds in appropriate bank accounts.
<b>CFO Authorized to Approve And Sign Routine Contracts</b>	Authorize the Chief Financial Officer to approve and sign routine and/or time sensitive contracts that require action between Board Meetings.
<b>Audit Committee Charter Approved</b>	The Genesee Valley BOCES Audit Committee Charter to remain in effect during the 2023-24 school year.
	<b>Audit Committee Charter revisions as approved are listed on Schedule XXXV. and placed in the supplemental file.</b>
<b>Petty Cash Funds and Custodians Re-established</b>	Authorize the following petty cash funds and custodians:  Career & Technical Ed. –Batavia           \$100   Diane Hooper Career & Technical Ed. – Mt. Morris   \$100   Janice Hamilton GV BOCES Academy – Batavia           \$100   Emily Morrill Services Center – LeRoy                 \$100   Michelle Arney Special Education – LeRoy               \$100   Donna Schall
<b>Cash Box Funds &amp; Custodians Established</b>	Authorize the following cash box funds and custodians for Adult Education:  Batavia Evening Facilitator             \$50    Jim Dziemian Batavia Day Time Clerk                 \$50    Sandy Fluker

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**Student Activities Fund Officers Designated**

Designate the following persons as officers of student activity (extraclassroom) funds:

Chief Faculty Advisor: Pat Chierichella/Tim Flack

Authority to sign checks: Tim Flack/Matthew Flowers  
Pat Chierichella/Rachel Slobert/  
Diane Hooper

Faculty Auditor Melissa Knickerbocker

**Persons/Positions Bonded**

To obtain additional position bond for the following positions:

Treasurer: \$5,000,000

Deputy Treasurer: \$5,000,000

Chief Financial Officer: \$6,000,000

**Mileage Rate Established**

Establish the mileage reimbursement equal to the existing 2023-24 IRS rate (currently \$0.655 per mile).

**Salary Redirection for Purposes of Funding an Employees' Flexible Benefit Account Approved**

**Approved** 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.

**Section 913 Resolution Approved**

**BE IT RESOLVED**, that the Board hereby vests in the District Superintendent the authority to require any BOCES employee to submit to a medical examination pursuant to New York State Education Law Section 913, and

**BE IT FURTHER RESOLVED**, that the Board hereby further vests in the District Superintendent the authority to:

1. Determine the examining medical inspector for such examinations,
2. Determine the date, time and place of such examinations, and,
3. Take or require to be taken any other action necessary to arrange for and carry out such examinations.

**BE IT FURTHER RESOLVED**, that the findings of any and all such examinations shall be reported to the Board in executive session.

**Committees Approved**

Continue all existing committees for the 2023-24 school year.

**Policies and Regulations Continued**

Continue all current existing policies and regulations for 2023-24.

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**Annual Meeting Date Scheduled**      Establish the BOCES Annual Meeting date as April 10, 2024.

#### **Memberships and Payment of Dues Authorized**

Authorize membership and payment of 2023-24 dues for the following:

- American Educational Services Agency (AESAs)  
*(includes BOCES coordinator-Senior Advisor to the District Superintendents)*
- BOCES Education Consortium
- Business Education Alliances of Genesee, Livingston & Wyoming Counties
- Chambers of Commerce Genesee, Livingston & 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

#### **Committee Representatives Appointed**

**Approved** the appointment of the following representatives 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)
  - Paul Webster (term expires 6/30/26)
  - David Woodruff (term expires 6/30/24)
  - **Community Member** Dave Boyle (term expires 6/30/26)
- **Teachers' Association and SRP Dinner Meeting Representatives:** Norbert Fuest, Ernie Haywood and Roger Kostecky

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- **Genesee Valley BOCES Safety Team Representative:**  
Norbert Fuest

Yes: 7

No: 0

**Carried unanimously.** (Agenda Items #VIII-XLVIII)

**Adjournment of Re-  
Organizational Meeting**

**Moved** by Mr. Kostecky, seconded by Mrs. Crandall-Bean, to adjourn the re-organizational meeting at 5:25 p.m.

Yes: 7

No: 0

**Carried Unanimously.**

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**CONTINUATION OF  
REGULAR MEETING**

Having been called to order, the Genesee, Livingston, Steuben, Wyoming BOCES moved into regular session at 5:25 p.m.

**Regular Session Agenda Adopted**

**Moved** by Mr. Kostecky, seconded by Mrs. Crandall-Bean, that the regular session agenda be adopted with one additional item under the District Superintendent's Items for Action.

Yes: 7                      No: 0

**Carried Unanimously.**

**Executive Session**

**Moved** by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to enter into Executive Session at 5:25 p.m. to discuss the employment history of particular employees.

Yes: 7                      No: 0

**Carried Unanimously.**

**Return to Public Session**

**Moved** by Mr. Woodruff, seconded by Mr. Kostecky, to return to public session at 5:35 p.m.

Yes: 7                      No: 0

**Carried Unanimously.**

**Minutes of Previous Meeting  
Approved**

**Moved** by Mrs. Crandall-Bean, seconded by Mr. Haywood, to approve the minutes of the June 21, 2023 Regular Board Meeting.

Yes: 7                      No: 0

**Carried Unanimously.**

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

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

Yes: 7                      No: 0

**Carried Unanimously.**

**Treasurers' Reports and Budget Amendments as received are listed on Schedule IV. and placed in the supplemental file.**

**District Superintendent's Report**

Mr. MacDonald shared the following information with the Board:

- Mr. MacDonald reviewed the Items for Action.



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- Reviewed the School Safety Plan that is submitted for approval. A Remote Learning Plan has been added.
- Attended the Re-Organizational Meeting, a Cabinet meeting and an EduTech training day at WFL BOCES.
- Discussion on the Bus Electrification RFP and the next steps with NYSERDA.
- Attended the RSA Conference.

**Moved** by Mr. Kostecky, seconded by Mrs. Crandall-Bean, to approve the following six (6) items, as recommended by the District Superintendent.

**Policy Regulations #4145 R-1, Reserve Funds Revision Adopted**

**Adopted** revisions to Policy Regulations #4145 R-1, Reserve Funds.

**Policy Regulation #3221, Organizational Chart Revision Approved**

**Approved** changes to existing Policy Regulation #3221, Organizational Chart.

**Organizational Chart as approved is listed on Schedule V.C. and placed in the supplemental agenda file.**

**Code of Conduct Approved**

**Approved** Genesee Valley BOCES Code of Conduct. (Document posted on Web page).

**District Wide Safety Plan Approved**

**Approved** Genesee Valley BOCES District Wide Safety Plan.

**Revisions to existing Board Policy #5180, Protection of Employees, Contractors and others from Discrimination, Sexual Harassment and Retaliation**

**Approved** revisions to existing Board Policy #5180, Protection of Employees, Contractors and others from Discrimination, Sexual Harassment and Retaliation.

**Bus Electrification RFP Resolution Approved**

**Approved the Bus Electrification RFP Resolution as follows:**

**Resolved**, that the Board of Education hereby approves Wendel Energy Services LLC, located at Centerpointe Corporate Park, 375 Essjay Road, Suite 200, Williamsville, NY 14221, as the successful awardee for the Bus Electrification Request for Proposal (RFP). This acceptance does not bind Genesee Valley BOCES, any of its component districts and/or participating districts to any monetary obligations.

Yes: 7

No: 0

**Carried Unanimously. Six (6) District Superintendent Action Items.**

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**Administrative Reports**

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

**Board Forum**

Board members introduced themselves to the new members.

Board Member Activity:

**Christy Crandall-Bean**

- Attended the RSA Conference. Congratulated Mr. Woodruff on his award for his School Board service.

**Norb Fuest**

- Attended the RSA Conference.
- Attended the BOCES Safety Committee meeting.

**Roger Kostecky**

- Attended RSA Conference.

**Mike Riner**

- Has been on the Elba CSD Board of Education for 8 years, serving as President for the past 2 years. Active in several community/Ag committees.

**Paul Webster**

- Works for Farm Credit. Active in Boy Scouts and other community activities.

**Dave Woodruff**

- Attended the RSA Conference.

**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 Trip Approved**

**Approved** the following field trip:

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.**

Yes: 7

No: 0

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

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**Moved** by Mrs. Crandall-Bean, seconded by Mr. Kostecky, to approve the following two (2) Personnel Items, as recommended by the District Superintendent.

**Instructional & Support  
Personnel Schedules Approved**

**Approved** the following Personnel Items, as recommended by the District Superintendent.

**I.P. Schedule**

- 1 - Resignations
- 3 - Probationary Appts.
- 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: Instructional
- 10 - Part-Time Employees Not Reappointed
- 14 - Reappointment of Part-Time Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

**S.P. Schedule**

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

**Personnel Schedules as approved are listed on Schedule IX.A. and placed in the supplemental file.**

**Memorandum of Agreement  
between the Genesee Valley  
BOCES and Mary Ordway  
Approved**

**Approved** the Memorandum of Agreement between the Genesee Valley BOCES and Mary Ordway.

Yes: 7

No: 0

**Carried Unanimously. Two (2) Personnel Items.**

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**Moved** by Mr. Haywood, seconded by Mr. Webster, to approve the following seven (7) 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 are listed on Schedule X.A. and placed in the supplemental file.**

**General Fund Budget Calendar**  
**Approved**

**Approved** the 2024-25 General Fund Budget Calendar.

**Budget Calendar as approved is listed on Schedule X.B. of the agenda and is on file in the Business Office.**

**Cooperative Bidding Calendar**  
**Approved**

**Approved** the Cooperative Bidding Calendar for the 2023-24 school year.

**Cooperative Bidding Calendar as approved is listed on Schedule X.C. of the agenda is on file in the Business Office.**

**Internal Bidding Calendar**  
**Approved**

**Approved** the Internal Bidding Calendar for the 2023-24 school year.

**Internal Bidding Calendar as approved is listed on Schedule X.D. of the agenda is on file in the Business Office.**

**Genesee Valley BOCES Authorized**  
**to Participate in Cooperative Bids**

**Approved** the Resolution to authorize Genesee Valley BOCES to participate in the following cooperative bids to be coordinated by the Genesee-Livingston-Steuben-Wyoming BOCES for the 2024-25 school year (bid will be coordinated during the 2023-24 school year).

- A. Copy and Printer Paper – Winter
- B. Custodial Supplies
- C. Athletic/Physical Education Supplies
- D. Bread
- E. Milk Products
- F. Ice Cream Products
- G. Paper and Chemical Supplies (Food Services)
- H. Grocery
- I. Grocery Diversions
- J. Kitchen Smallwares
- K. Refuse Collection
- L. Medical Supplies
- M. Fuel
- N. School and Office Supplies
- O. Printer Supplies
- P. Copy and Printer Paper – Summer

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**Donations Approved: Cash  
donation from Power &  
Construction Group, Inc.**

**DONATION: CASH**

**Resolved**, that the Board of Education hereby accepts the following donation from:

Power & Construction Group Inc. a gift, consisting of \$10,000 (\$5,000/campus). Said gift to be the property of the Genesee Valley BOCES; further, and in accordance with the direction of the donor, the gift of the \$10,000 is to be used by students in the Conservation Class at both the Batavia and Mt. Morris Campuses for equipment/equipment repairs, preparation for obtaining employment (interviews, resumes, etc.).

**Municipal Cooperation  
Agreement to Provide Workers'  
Compensation Benefits Approved.**

**Approved** the Municipal Cooperation Agreement to Provide Workers' Compensation Benefits.

Yes: 7

No: 0

**Carried Unanimously. Seven (7) Business and Finance Items.**

**Adjournment**

**Moved** by Mr. Kostecky, seconded by Mr. Webster, to adjourn the meeting at 6:10 p.m.

Yes: 7

No: 0

**Carried Unanimously.**

Respectfully Submitted,

Jennifer Lewis, Board Clerk