

UNAPPROVED RE-ORGANIZATIONAL/REGULAR MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES

July 13, 2022

**Ed Engel Elected
Vice President**

Board President Fuest asked for nominations for Board Vice President.

Moved by Mr. DeLaVergne, seconded by Mr. Kostecky nominate Ed Engel 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. Engel was declared Vice President.

Yes: 7

No: 0

Carried unanimously.

**Oath Administered to Board Vice
President**

Oath of Office was administered to Mr. Engel, Vice President.

Moved by Mr. Engel, seconded by Mr. DeLaVergne, to approve the following Items #VIII through #XLVI:

Board Clerk Appointed

Appointed Jennifer Lewis as Clerk of the Board, at an annual stipend of \$5,000 incorporated into her regular salary.

**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 Angela Roster and Susan Van Buskirk 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.

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Independent Auditor Appointed	Appointed Mengel Metzger Barr & Co., LLP auditing firm as External Independent Auditor for year ending June 30, 2023.
Central Treasurers Appointed	Appointed Diane Hooper and Pamela Edwards as Central Treasurers – Extraclassroom Activity Accounts.
Copyright Official Appointed	Appointed Christopher Harris as Copyright Official.
Records Access Officer Appointed	Appointed Brenda Flint as Records Access Officer (Freedom of Information).
Records Management Officer Appointed	Appointed Brenda Flint as Records Management Officer.
Asbestos (LEA) Designee Appointed	Appointed Matthew Della Penna as Asbestos (LEA) Designee.
Chief Emergency Officer Appointed	Appointed Matthew Della Penna as Chief Emergency Officer.
Title IX Compliance Coordinators Appointed	Appointed Julie Donlon and Stephen Mahoney as Title IX Compliance Coordinators.
HIPAA Privacy Officer Appointed	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.
Medicaid Compliance Officer Appointed	Appointed Kathryn Zuroski as Medicaid Compliance Officer.
Purchasing Agents Appointed	Appointed Judy Kruchten as Purchasing Agent and authorized Daniel Groth and Leslie Yorks to act in the absence of Purchasing Agent.
Dignity Act Coordinators Appointed	Appointed the following as Dignity Act Coordinators: Batavia Campus: Bob Tuites May Center: Michelle Caton GCC/Dansville Campus: Matt Flowers Mt. Morris CSD: Todd Keenan
Data Privacy Officer Appointed	Appointed Crystal Nelson be appointed as Data Privacy Officer.
Depository Designated	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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Meeting Date, Time and Place Designated	Hold all regular meetings from July 13, 2022 – June 21, 2023 except where noted, on the third Wednesday of each month commencing at 5:00 p.m., 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 18, 2023 will be immediately following the budget workshop; the April 12, 2023 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 17, 2023 Regular Board Meeting will be held at the Mt. Morris beginning at 1:00 p.m.															
Official Newspapers Designated	Approved 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.															
District Superintendent to Certify Payrolls, Make Transfers, Approve Conferences and Grant Applications	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.															
District Treasurer/Deputy Treasurers Authorized to Sign Checks and Deposit Funds	Authorize the District Treasurer or Deputy Treasurers to sign checks and deposit funds in appropriate bank accounts.															
CFO Authorized to Approve And Sign Routine Contracts	Authorize the Chief Financial Officer to approve and sign routine and/or time sensitive contracts that require action between Board Meetings.															
Audit Committee Charter Approved	The Genesee Valley BOCES Audit Committee Charter to remain in effect during the 2022-23 school year. Audit Committee Charter revisions as approved are listed on Schedule XXXIV. and placed in the supplemental file.															
Petty Cash Funds and Custodians Re-established	Authorize the following petty cash funds and custodians: <table><tr><td>Career & Technical Ed. –Batavia</td><td>\$100</td><td>Diane Hooper</td></tr><tr><td>Career & Technical Ed. – Mt. Morris</td><td>\$100</td><td>Pamela Edwards</td></tr><tr><td>Genesee Valley Academy – Batavia</td><td>\$100</td><td>Donna Devitt</td></tr><tr><td>Services Center – LeRoy</td><td>\$100</td><td>Michelle Arney</td></tr><tr><td>Special Education – LeRoy</td><td>\$100</td><td>Donna Schall</td></tr></table>	Career & Technical Ed. –Batavia	\$100	Diane Hooper	Career & Technical Ed. – Mt. Morris	\$100	Pamela Edwards	Genesee Valley Academy – Batavia	\$100	Donna Devitt	Services Center – LeRoy	\$100	Michelle Arney	Special Education – LeRoy	\$100	Donna Schall
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**Cash Box Funds & Custodians
Established**

Authorize the following cash box funds and custodians for Adult Education:

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

**Student Activities Fund Officers
Designated**

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

Chief Faculty Advisor: Maggie Poray/Timothy Flack

Authority to sign checks: Timothy Flack/Matthew Flowers
Maggie Poray/Diane Hooper

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 2022-23 IRS rate (currently \$0.625 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 \$2,850 for Option 2 and \$5,000 for Option 3) with a carryover provision equal to the IRS limit of \$570.

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.

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- Committees Approved** Continue all existing committees for the 2022-23 school year.
- Policies and Regulations Continued** Continue all current existing policies and regulations for 2022-23.
- Annual Meeting Date Scheduled** Establish the BOCES Annual Meeting date as April 12, 2023.
- Memberships and Payment of Dues Authorized** Authorize membership and payment of 2022-23 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
 - **Genesee-Livingston-Steuben-Wyoming Self-Funded Workers Compensation Board:** Daniel Groth
 - **Tri-County Teachers' Center Board of Directors:** Patrick Whipple
 - **Board Audit Committee:**
 - Dave DeLaVergne (term expires 6/30/23)
 - Edward Engel (term expires 6/30/23)
 - Norbert Fuest (term expires 6/30/25)
 - Roger Kostecky (term expires 6/30/25)
 - **Community Member** Dave Boyle (term expires 6/30/23)

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- **Teachers' Association and SRP Dinner Meeting**
Representatives: Norbert Fuest, Ernie Haywood and Roger Kostecky
- **Genesee Valley BOCES Safety Team Representative:**
Norbert Fuest

Yes: 7

No: 0

Carried unanimously. (Agenda Items #VIII-XLVI)

Adjournment of Re-Organizational Meeting

Moved by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to adjourn the re-organizational meeting at 5:10 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 5:10 p.m.

Regular Session Agenda Adopted

Moved by Mr. Engel, seconded by Mrs. Crandall-Bean, that the regular session agenda be adopted with no changes.

Yes: 7

No: 0

Carried Unanimously.

Executive Session

Moved by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to enter into Executive Session at 5:10 p.m. to discuss the employment history of particular employees.

Yes: 7

No: 0

Carried Unanimously.

Return to Public Session

Moved by Mrs. Crandall-Bean, seconded by Mr. Woodruff, to return to public session at 6:15 p.m.

Yes: 7

No: 0

Carried Unanimously.

**Minutes of Previous Meeting
Approved**

Moved by Mr. Woodruff, seconded by Mr. Kostecky, to approve the minutes of the June 15, 2022 Regular Board Meeting.

Yes: 6

No: 0

Abstain: 1 (Crandall-Bean)

Carried Unanimously.

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

Moved by Mr. DeLaVergne, seconded by Mrs. Crandall-Bean, to receive the Treasurer's and Central Treasurers' Reports for the month ending May 31, 2022 and Budget Amendments for the period of June 1-30, 2022.

Yes: 7

No: 0

Carried Unanimously.

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

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District Superintendent's Report Mr. MacDonald shared the following information with the Board:

- Updated the Board on ongoing activities and preparations for the 2022-23 school year.
- Attended the NYS Rural Schools Conference in Cooperstown. The presentation by Jon Sanfratello and Norb was very well received.

Moved by Mr. Engel, seconded by Mr. DeBruycker, to approve the following five (5) 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.D. 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.

Approval of Resolution **Approved** the resolution concerning employee ID # 07941.

Yes: 7

No: 0

Carried Unanimously. Five (5) District Superintendent Action Items.

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 Member Activity:

Christy Crandall-Bean

- Attended the NYS Rural Schools Conference in Cooperstown.
- Thanked Kevin and Julie for all the work they did on the Keshequa CSD Superintendent Search.

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Ed Engel

- Attended the NYS Rural Schools Conference in Cooperstown.

Norb Fuest

- Attended the NYS Rural Schools Conference in Cooperstown.
- Attended the Genesee Valley BOCES Safety Committee meeting.

Roger Kostecky

- Attended the NYS Rural Schools Conference in Cooperstown.

Moved by Mr. Woodruff, seconded by Mr. DeLaVergne, to approve the following one (1) Personnel Item, 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
- 2 - Retirements
- 3 - Probationary Appts.
- 4A - Temporary Appts: Substitutes
- 4B - Temporary Appts: Above Contract
- 4E - Temporary Appts: Adult Ed Certified
- 7 - Leaves of Absence
- 8 - Change in Status
- 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.
- 9B - Part-Time Non-Competitive Appts.
- 11 - Change of Status
- 14 - Reappointment of Part-time/Temporary Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

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

Yes: 7

No: 0

Carried Unanimously. One (1) Personnel Item.

Moved by Mr. DeLaVergne, seconded by Mr. Woodruff, 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 are listed on Schedule IX.A. and placed in the supplemental file.

General Fund Budget Calendar Approved

Approved the 2023-2024 General Fund Budget Calendar.

Budget Calendar as approved is listed on Schedule IX.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 IX. 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 IX.D. of the agenda is on file in the Business Office.

Cooperative Bids Received: Kitchen Smallwares

Accepted the lowest responsible Cooperative Bids received, meeting specifications, for the Kitchen Smallwares from:

Vendor Name	Total Awarded	Catalog Discount
W.B. Mason	\$ 1,064.38	
Lodging Kit Company	\$18,537.05	
11400, Inc	\$22,138.12	10%
Total	\$41,739.55	

Cooperative Bids as received are listed on Schedule IX.E. of the agenda and are on file in the business office.

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**Cooperative Bids Received: LPN
Uniforms**

Accepted the lowest responsible Cooperative Bids received, meeting specifications, for the LPN Uniforms from Buffalo Scrubs and Uniforms.

Cooperative Bids as received are listed on Schedule IX.E. of the agenda and are on file in the business office.

**Cooperative Bids Received: Paper
and Chemical**

Accepted the lowest responsible Cooperative Bids received, meeting specifications, for the Paper and Chemical from:

Vendor Name	Total Awarded	Catalog Discount
Regional Distributors	\$339,984.42	30%
W.B. Mason Co, Inc	\$123,644.22	
Hill & Markes, Inc.	\$ 39,081.80	10%
Total	\$502,710.44	

Cooperative Bids as received are listed on Schedule IX.E. of the agenda and are on file in the business office.

Yes: 7

No: 0

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

Adjournment

Moved by Mr. Kostecky, seconded by Mr. Engel, to adjourn the meeting at 6:30 p.m.

Yes: 7

No: 0

Carried Unanimously.

Respectfully Submitted,

Jennifer Lewis, Board Clerk

*Mr. Haywood attended via Zoom – did not vote on Action Items.