

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

July 10, 2024

- Call to Order** The re-organizational/regular meeting of the Genesee, Livingston, Steuben, Wyoming BOCES was called to order on July 10, 2024 at 5:00 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 Trustees Edward Levinstein, David Woodruff, and newly elected Trustee, Margaret Foster were each administered the Oath of Office.
- Roll Call**
- MEMBERS PRESENT:**
- | | |
|-----------------|-------------------|
| Margaret Foster | Roger Kostecky |
| Norbert Fuest | Michael Riner |
| Ernest Haywood | J. David Woodruff |
| William Kane | |
- MEMBERS EXCUSED:**
- | | |
|-----------------------|---------------|
| Christy Crandall-Bean | Ed Levinstein |
| Robert DeBruycker | Paul Webster |
- OTHERS PRESENT:**
District Superintendent Kevin MacDonald; Deputy Superintendent Julie Donlon, Chief Financial Officer Daniel Groth and Board Clerk Jennifer Lewis.
- Norb Fuest Elected President** The District Superintendent asked for nominations for President.
- Moved** by Mr. Woodruff, seconded by Mr. Riner, 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.
- David Woodruff Elected Vice President** Board President Fuest asked for nominations for Board Vice President.

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

July 10, 2024

Moved by Mr. Haywood, seconded by Mr. Kostecky, 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. Kane, seconded by Mr. Riner, 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 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, 2025.

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

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

July 10, 2024

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.
Bid Award Authorization Approved	Authorized Lynette Crawford to award bids per bid schedule. Bid results will be submitted to the Board for review and approval at the meeting immediately following the bid award.
Medicaid Compliance Officer Appointed	Appointed Kathryn Zuroski as Medicaid Compliance Officer.
Purchasing Agents Appointed	Appointed Christine Ceru as Purchasing Agent and authorized Daniel Groth and Sara Stockwell to act in the absence of Purchasing Agent.
JP Morgan Purchase Card Holders Approved	Approved the JP Morgan Purchase Card Holders as of June 30, 2024.
Dignity Act Coordinators Appointed	Appointed the following as Dignity Act Coordinators: Batavia Campus: Bob Tuites May Center: Michelle Caton GCC/Dansville Campus: Jeremy Morris Mt. Morris CSD: Ashley Herkimer
Data Privacy Officer Appointed	Appointed Crystal Nelson be appointed as Data Privacy Officer.

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

July 10, 2024

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.															
Meeting Date, Time and Place Designated	The Genesee Valley BOCES typically holds its Regular Meetings on the 3rd Wednesday of the month at 5:00 p.m. in Conference Room A, of the Genesee Valley BOCES Services Center, 80 Munson Street, LeRoy, New York 14482. Exceptions are: the January 15, 2025 will be immediately following the budget workshop; the April 9, 2025 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 21, 2025 Regular Board Meeting will be held at the Mt. Morris Campus beginning at 1:00 p.m.															
Official Newspapers Designated	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.															
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 2024-25 school year. Audit Committee Charter revisions as approved are listed on Schedule XXXVI 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>Janice Hamilton</td></tr><tr><td>GV BOCES Academy – Batavia</td><td>\$100</td><td>Emily Morill</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	Janice Hamilton	GV BOCES Academy – Batavia	\$100	Emily Morill	Services Center – LeRoy	\$100	Michelle Arney	Special Education – LeRoy	\$100	Donna Schall
Career & Technical Ed. –Batavia	\$100	Diane Hooper														
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APPROVED RE-ORGANIZATIONAL/REGULAR MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES

July 10, 2024

**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: 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 2024-25 IRS rate (currently \$0.67 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 2024 IRS limit for purposes of the employee's funding of a Flexible Benefit account during the Flex Plan Year. Currently \$3,200 for Option 2 and \$5,000 for Option 3 with a carryover provision equal to the IRS limit of \$640.

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.

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

July 10, 2024

Committees Approved	Continue all existing committees for the 2024-25 school year.
Policies and Regulations Continued	Continue all current existing policies and regulations for 2024-25.
Annual Meeting Date Scheduled	Establish the BOCES Annual Meeting date as April 9, 2025.
Memberships and Payment of Dues Authorized	<p>Authorize membership and payment of 2024-25 dues for the following:</p> <ul style="list-style-type: none">• American Educational Services Agency (AESAs) <i>(includes BOCES coordinator-Senior Advisor to the District Superintendents)</i>• 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	<p>Approved the appointment of the following representatives to serve on each of the following:</p> <ul style="list-style-type: none">• 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: Sara Stockwell• Genesee-Livingston-Steuben-Wyoming Self-Funded Workers Compensation Board: Daniel Groth and Alternate: Sara Stockwell• Tri-County Teachers' Center Board of Directors: Patrick Whipple• Board Audit Committee:<ul style="list-style-type: none">○ Norbert Fuest (term expires 6/30/25)○ Roger Kostecky (term expires 6/30/25)○ Paul Webster (term expires 6/30/26)

***APPROVED RE-ORGANIZATIONAL/REGULAR MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES***

July 10, 2024

- David Woodruff (term expires 6/30/27)
- **Community Member** Dave Boyle (term expires 6/30/26)
- **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-XLVIII)

Adjournment of Re-Organizational Meeting

Moved by Mr. Haywood, seconded by Mr. Kostecky, to adjourn the re-organizational meeting at 5:05 p.m.

Yes: 7

No: 0

Carried Unanimously.

***APPROVED RE-ORGANIZATIONAL/REGULAR MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES***

July 10, 2024

**CONTINUATION OF
REGULAR MEETING**

Having been called to order, the Genesee, Livingston, Steuben, Wyoming BOCES moved into regular session at 5:05 p.m.

Regular Session Agenda Adopted

Moved by Mr. Kane, seconded by Mr. Riner, that the regular session agenda be adopted with no changes.

Yes: 7

No: 0

Carried Unanimously.

Executive Session

Moved by Mr. Haywood, seconded by Mr. Woodruff, 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 Mr. Kane, seconded by Mr. Woodruff, to return to public session at 5:20 p.m.

Yes: 7

No: 0

Carried Unanimously.

**Minutes of Previous Meeting
Approved**

Moved by Mr. Kostecky, seconded by Mr. Riner, to approve the minutes of the June 12, 2024 Regular Board Meeting.

Yes: 7

No: 0

Carried Unanimously.

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

Moved by Mr. Haywood, seconded by Mr. Kane, to receive the Treasurer's and Central Treasurers' Reports for the month ending May 31, 2024 and revised Central Treasurer's Report for Mt. Morris Campus for April 1-30, 2024 and Budget Amendments for the period of June 1-30, 2024.

Yes: 7

No: 0

Carried Unanimously.

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

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

July 10, 2024

District Superintendent's Report

Mr. MacDonald shared the following information with the Board:

- Participated in the USDOE Regional Convening in Chicago. A follow up meeting is scheduled for July 22nd.
- Discussions with the owner of the LeRoy Services Center are ongoing.
- Assisting Eastern Suffolk BOCES with their District Superintendent Search.
- The Building Condition Study started this week. Architects and Engineers will be touring all of our buildings.
- Orleans-Niagara BOCES has selected Dr. Taweepon Farrar as their new District Superintendent.
- Caledonia-Mumford CSD has appointed Becky Chenaille as their next Superintendent.

Moved by Mr. Kane, seconded by Mr. Haywood, 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 Policy Regulation #3221, Organizational Chart. (document posted on web page)

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.

Professional (Learning/Development) Plan Approved

Approved the Genesee Valley BOCES Professional Learning/Development Plan as submitted.

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.

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

July 10, 2024

Board Forum

Board Member Activity:

Margaret Foster

- Their new Superintendent, Kelly Zimmerman, has started and things are going well.

Norb Fuest

- Participated on the GVSBA Executive Director Evaluation Committee.
- Attended the Mt. Morris Academy graduation ceremony.
- Attended the Go-Art! Graphic Arts exhibit.

Bill Kane

- Attended the Mt. Morris Academy graduation ceremony.

Roger Kostecky

- Attended the Mt. Morris Academy graduation ceremony.

Mike Riner

- Attended Elba CSD and Oakfield-Alabama CSD graduation ceremonies.
- Elba CSD Superintendent is currently attending a School Safety Conference in Nevada.

Dave Woodruff

- Attended the Mt. Morris Academy graduation ceremony.
- Participated on the GVSBA Executive Director Evaluation Committee.

Moved by Mr. Kane, seconded by Mr. Riner, to approve the following eight (8) Personnel Items, as recommended by the District Superintendent.

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:

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

July 10, 2024

Certified:

1. #230, Director, Library and Digital Learning Services, 12 months, 1.0 FTE, effective 07/01/24

**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
- 4C - Temporary Appts: Other
- 4E - Temporary Appts: Adult Ed Certified
- 6 - Tenure Appts.
- 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
- 8A - Temporary Appts: Substitutes
- 8B - Temporary Appts: Other
- 11 - Change of Status
- 13 - Part-Time Employees Not Reappointed
- 14 - Reappointment of Part-time/Temporary Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

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

Job Description Approved

Approved the following job descriptions:

1. #230, Director, Library and Digital Learning Services
2. #004, Autism Consultant

**Revision of Policy #3130, Tenure
Areas for Administrators &
Program Staff Specialists Approved**

Approved the revisions to existing Policy #3130, Tenure Areas for Administrators & Program Staff Specialists.

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

July 10, 2024

Informational Items - Tenure	The Board reviewed Tenure Reports (3) for subsequent action at the August 21, 2024 Board Meeting.
Memorandum of Agreement Approved	Approved the Memorandum of Agreement between the District Superintendent and the BOCES Educator's Association to extend the retention bonus to include newly hired teachers.
Agreement in Re: Employee ID #05086	Approved the Agreement between the District Superintendent and Employee ID #05086.
Administrators Association Agreement Approved	Approved funding of a collective bargaining agreement between the District Superintendent and the Genesee-Livingston-Steuben-Wyoming Board of Cooperative Educational Services Administrators' Association for the period July 1, 2024 - June 30, 2028.

Yes: 7

No: 0

Carried Unanimously. Eight (8) Personnel Items.

Moved by Mr. Haywood, seconded by Mr. Kostecky, to approve the following six (6) 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.
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Contracts and agreements as approved are listed on Schedule IX.A. and placed in the supplemental file.

General Fund Budget Calendar Approved	Approved the 2025-26 General Fund Budget Calendar.
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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 2025-26 school year.
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Cooperative Bidding Calendar as approved is listed on Schedule IX.C. of the agenda is on file in the Business Office.

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

July 10, 2024

Internal Bidding Calendar
Approved

Approved the Internal Bidding Calendar for the 2025-26 school year.

Internal Bidding Calendar as approved is listed on Schedule IX.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.

- 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

Cooperative Bid Resolution as approved is listed on Schedule IX.E. of the agenda is on file in the Business Office.

Cooperative Bids Received: Fuel

Awarded the cooperative Fuel bid to NOCO Energy Corp. in the amount of \$25,157.95.

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

Yes: 7

No: 0

Carried Unanimously. Six (6) Business and Finance Items.

Executive Session

Moved by Mr. Haywood, seconded by Mr. Riner, to enter into Executive Session at 6:00 p.m. to discuss the employment history of particular employees.

Yes: 7

No: 0

Carried Unanimously.

***APPROVED RE-ORGANIZATIONAL/REGULAR MINUTES
Genesee-Livingston-Steuben-Wyoming BOCES***

July 10, 2024

Return to Public Session

Moved by Mr. Kane, seconded by Mr. Riner, to return to public session at 6:04 p.m.

Yes: 7

No: 0

Carried Unanimously.

**District Superintendent
Employment Agreement Amended**

Moved by Mr. Woodruff, seconded by Mrs. Foster, to approve the amendments to the District Superintendent's Employment Agreement.

Yes: 7

No: 0

Carried Unanimously.

Adjournment

Moved by Mr. Kane, seconded by Mr. Haywood, to adjourn the meeting at 6:05 p.m.

Yes: 7

No: 0

Carried Unanimously.

Respectfully Submitted,

Jennifer Lewis, Board Clerk