

**Genesee Valley Educational Partnership  
ORGANIZATIONAL MEETING**

**July 18, 2012**

**Call to Order** The Genesee-Livingston-Steuben-Wyoming Educational Partnership Organizational Meeting was called to order by District Superintendent Michael Glover on Wednesday, July 18, 2012 at 6:34 p.m. in the Main Conference Room A, GVEP Services Center, 80 Munson St., LeRoy, NY

**Pledge of Allegiance** Dr. Glover led the Pledge of Allegiance

**Oath of Office** D.S. Michael A. Glover, re-elected Trustee, Gail Stevens and newly elected Trustees, J. David Woodruff and Matthew Crane signed the Oath of Office.

**Roll Call**

**Members Present:**

Betty Lapp	Ed Engel
Jim Morey	William Kane
Richard Wilcox	Stan Barringer
David DeLaVergne	Gail Stevens
John McCreedy	J. David Woodruff
Matthew Crane	

**Members Excused:**

**Others Present:**  
District Superintendent Michael Glover; Assistant Superintendent Greg Macaluso, Chief Financial Officer Daniel Groth, Director of Instruction Julie Donlon, and Board Clerk Susan Brown

**Betty Lapp Elected President** The District Superintendent asked for nominations for President.

**Moved by Mr. Engel**, seconded by **Mr. DeLavergne** to nominate **Betty Lapp** for President.

Dr. Glover asked if there were any more nominations for President. There were no other nominations; Dr. Glover declared nominations to be closed and vote was taken:

Yes – 11                      No – 0

**Motion Carried.**

**Oath Administered** Oath of Office was administered to Ms. Lapp, President.

**Edward Engel Elected Vice President** President Lapp asked for nominations for Vice President.

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**Moved by Mr. Morey, seconded by Ms. Stevens to nominate Ed Engel for Vice President.**

The Board President asked if there were any other nominations. There were no other nominations, **President Lapp** declared nominations to be closed and vote was taken:

Yes – 11

No – 0

**Motion Carried.**

**Oath Administered**

Oath of Office was administered to **Edward Engel**, Vice President.

**Moved by Mr. Wilcox, seconded by Mr. Barringer to:**

**Board Clerk Designated**

appoint **Susan Brown** as Clerk of the Board, at an annual stipend of \$3,000 incorporated into her regular salary

**Treasurer Designated**

appoint **Kimberly Riedmiller** as Treasurer of the District

**Deputy Treasurers Designated**

appoint **Margaret Bourgoine & Leslie Yorks** as Deputy Treasurers

**Internal Auditor Designated**

appoint **Mary Ellen Petersen** Claims Auditor through July 31, 2013 at an annual stipend of \$3,500 incorporated into her regular salary.

**Oaths Administered**

The Oath of Office was administered to the Clerk, Treasurer, Deputy Treasurers and Claims Auditor.

**School Physician Appointed**

appoint Dr. Arnold Matlin as School Physician

**Board Attorney Appointed**

appoint the firms of Harris-Beach LLP, David Lippitt, Esq, of Osborn, Reed & Burke, LLP, and Hodgson-Russ 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**

appoint Raymond F. Wager, Inc. as External Independent Auditor for year ending June 30, 2013

**Central Treasurers Appointed**

appoint Diane Hooper and Doreen Mancini as Central Treasurers – Extraclassroom Activity Accounts

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- Copyright Official Appointed** appoint Christopher Harris as Copyright Official
- Records Access Officer Appointed** appoint Wendy Robinson as Records Access Officer (Freedom of Information)
- Records Management Officer Appointed** appoint Wendy Robinson as Records Management Officer
- Asbestos (LEA) Designee Appointed** appoint James Ryan as Asbestos (LEA) Designee
- Title IX Compliance Coordinators Appointed** appoint Julie Donlon and Stephen Mahoney as Title IX Compliance Officers
- HIPAA Privacy Officer Appointed** appoint Wendy Robinson as H.I.P.A.A. 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** appoint Charles DiPasquale as Medicaid Compliance Officer
- Purchasing Agents Appointed** appoint LuAnne Mileham as purchasing agent and authorize Daniel Groth to act in the absence of purchasing agent
- Depository Designated** designate Bank of America as Official Depository, and to authorize the Treasurer or Business Official be authorized to deposit funds in other banks in secured investment forms if desirable and in the best interests of the Board.
- Meeting Date, Time and Place Designated** all regular meetings from July 2012 – June 2013 except where noted will be held on the third Wednesday of each month commencing at 6:30 p.m., and held at the Services Center in LeRoy, providing further that special meetings may be called in conformance with law, regulation and policy. Exceptions are: the November meeting will be held on the second Wednesday, November 14, 2012 May and June 2013 Meetings will be held in Mt. Morris and Batavia respectively.

Yes – 11

No – 0

**Motion Carried.** (Items VI – XXIV)

- Official Newspapers Designated** **Moved by Mr. DeLavergne**, seconded by **Mr. Morey** to designate the Batavia Daily News, the Livingston County News and the Genesee Country Express as the official newspapers for all legal notices and that others be utilized as necessary and appropriate.

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Yes – 10

No – 1 (Kane)

**Motion Carried.**

**Moved by Mr. Barringer, seconded by Mr. Wilcox to:**

**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 Educational Partnership Audit Committee Charter to remain in effect during the 2012-2013 school year

**Petty Cash Funds and Custodians Re-established** authorize the following petty cash funds and custodians:

Central Administration-White House	\$100	Lynn Parnell
Career & Technical Ed.-Batavia	\$100	Diane Hooper
Career & Technical Ed.-Mt. Morris	\$100	Jeanine Cork
Genesee Valley Academy-Batavia	\$100	Jean Gleba
Health-Safety-Risk - Livonia	\$100	Jacqueline Flood
Services Center – LeRoy	\$100	Diana Gurak
Special Education - LeRoy	\$100	Edie MacGregor

**Cash Box Funds & Custodians Established** authorize the following cash box funds and custodians for Adult Education:

Mt. Morris Evening Facilitator	\$50	Janice Weaver
Mt. Morris Day Time Clerk	\$50	Marianne Hunsinger
Batavia Evening Facilitator	\$50	Joe Burnett
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: Cathy Fava/Timothy Flack  
Authority to sign checks: Timothy Flack/Richard McInroy  
Diane Hooper/Cathy Fava

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<b>Persons/Positions Bonded</b>	to obtain additional position bond for the following positions:  Treasurer: \$5,000,000 Deputy Treasurer: \$5,000,000 Chief Financial Officer: \$6,000,000
<b>Mileage Rate Established</b>	establish the mileage reimbursement equal to the existing IRS rate (currently \$.555 per mile)
<b>Committees Approved</b>	continue all existing committees for the 2012-2013 school year
<b>Policies Continued</b>	continue all current existing policies and regulations for 2012-2013
<b>Annual Meeting Date Scheduled</b>	establish the BOCES Annual Meeting date as Thursday, April 11, 2013
<b>Memberships and Payment of Dues Authorized</b>	authorize membership and payment of 2012-2013 dues for the following:  New York State School Boards Association National School Boards Association American Association of Educational Services Agencies (AAESA) Rural Schools Association National Rural Education Association GLSW School Boards Association Genesee, Livingston & Wyoming Co. Business Education Alliances Genesee, Livingston & Wyoming Co. Chambers of Commerce  Yes – 11                      No – 0

**Motion Carried.** (for Items XXVI through XXXIX)

<b>Committee Representatives Appointed</b>	Moved by <b>Mr. Morey</b> , seconded by <b>Mr. Engel</b> to appoint the following representatives to serve on each of the following:  <b><u>Genesee Valley School Boards Association</u></b> , Mr. Wilcox, Alternate Mr. Barringer; and Ms. Lapp as Legislative Rep. <b><u>NYS School Boards</u></b> – Voting Delegate, Dick Wilcox, Alternate Gail Stevens <b><u>Genesee Area Healthcare Plan Board</u></b> , Daniel Groth (with Michael Crowley) <b><u>GLSW Self Funded Workers Comp. Board</u></b> , Daniel Groth (with Michael Crowley) <b><u>Tri-County Teachers' Center Board</u></b> , Jim Maginn
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**GVEP Audit Committee**, John McCreedy, term expiring 6/30/13;  
Betty Lapp, term expiring 6/30/13, Ed Engel, term expiring  
6/30/14; and Dave DeLaVergne, term expiring 6/30/14.

Community member for 2012-2013 is currently vacant.

**Teachers' Association Dinner Meeting Reps.** – Jim Morey and  
Stan Barringer

**SRP Dinner Meeting Reps.** – Betty Lapp and Dick Wilcox.

Yes – 11

No – 0

**Motion Carried.**

**Clerk's Note**

The Meeting continued in Regular Session

**Continuation - Regular Meeting**

Having been called to order, the regular meeting of the Genesee Valley Educational Partnership continued at 6:55 p.m.

**Executive Session**

Moved by **Mr. Barringer**, seconded by **Mr. DeLavernge**, to enter Executive Session at 6:55 p.m. to discuss particular personnel items and negotiations.

Yes – 11

No – 0

**Motion Carried.**

**Return to Public Session**

Moved by **Mr. Kane**, seconded by **Mr. DeLavernge**, to return to public session at 7:05 p.m.

Yes – 11

No – 0

**Motion Carried.**

**Agenda Adopted**

Moved by **Mr. Morey**, seconded by **Mr. McCreedy**, to adopt the Agenda with no changes.

Yes – 11

No – 0

**Motion Carried.**

**Minutes of Previous Meeting Approved**

Moved by **Mr. Kane**, seconded by **Mr. Barringer**, to approve the minutes of the June 20, 2012 Regular Meeting.

Yes – 9

No – 0

Abstain – 2 (Woodruff & Crane)

**Motion Carried.**

**Treasurer's, Central Treasurers' and Budget Reports Received**

Moved by **Mr. Wilcox**, seconded by **Mr. Engel** to receive the Treasurers and Central Treasurers' Reports for the month ending May 2012.

Yes – 11

No – 0

**Motion Carried.**

**Treasurer Reports** as received are listed on Schedule VII.A, **Central Treasurer Reports** are listed on Schedule VII.B and placed in the supplemental agenda file. Permanent reports are on file with the Treasurer.

**Albany Report**

**Albany Report**

**Dr. Glover** briefly reported on the following from his District Superintendent meetings held on June 27, 2012:

- June BOR Meeting

- SWD Safety Net
- Value Added/mean growth percentile
- Common Core
- PARCC
- Training for certified evaluators
- Engage NY
- School board member training
- Distinguished Educator
- Retirees Jessica Cohen (OCM), Joe Marinelli (WFL), Bob Guiffreda (Erie 2) and Ellen O'Donnell (TST) were recognized
- Dave O'Rourke was introduced as the new Erie 2 DS
- New BOCES Services
- DS Evaluation

**2012-2013 Goals**

The Board reviewed Draft Goals for 2012-2013 for subsequent action at the August 15, 2012 Meeting.

**Revision to Regulations for Policy 3221 Approved**

**Moved by Mr. Engel, seconded by Mr. McCreedy to adopt revised Regulations for existing Board Policy #3211, Organizational Chart.**

**and further**

**Revisions to GVEP Audit Committee Charter Approved**

to approve revisions to the Genesee Valley Educational Partnership's Audit Committee Charter.

Yes - 11

No – 0

**Motion Carried.**

**Administrative Reports**

The reports of the Assistant Superintendent, Chief Financial Officer, the Chief of Human Resources, and the Director of Instruction were reviewed. After brief comments regarding their reports, each administrator present answered questions asked by the Board Members. (Stephen Mahoney was absent)

**BOARD FORUM**

Board Member Activity:

**Betty Lapp:**

- Batavia Academy Graduation
- New Board Member Orientation
- School Boards Program Committee Meeting
- GVSBA Annual Meeting/Al Hawk Award Dinner

**Jim Morey:**

- NICE Committee Meeting
- Marketing Committee Meeting
- GVSBA Annual Meeting/Al Hawk Award Dinner

**Dave DeLavergne:**

- School Board Program Committee Meeting
- GVSBA Annual Meeting/Al Hawk Award Dinner

**Bill Kane:**

- Reported upon his attendance at the Rural Schools Conference

**John McCreedy:**

- GVSBA Annual Meeting/Al Hawk Award Dinner

**Dick Wilcox:**

- NYSSBA Summer Law Conference
- GVSBA Annual Meeting/Al Hawk Award Dinner

**Gail Stevens:**

- Shared Services Meeting in Pavilion with Steve Uebbing

**Ed Engel:**

- Reported upon his attendance at the Rural Schools Conference
- Was recently elected Chair of the NYS Rural Schools Association
- Shared that Dr. Glover is the 2012 recipient of the William Deming Recognition Award that is awarded annually by the RSA to a rural school administrator.
- GVSBA Annual Meeting/Al Hawk Award Dinner

**Audit Committee Report**

No report. Next meeting is scheduled for September 17, 2012.

**Moved by Mr. Wilcox, seconded by Mr. Kane, to approve the following two (2) Personnel Items, as recommended by the District Superintendent:**

**Resolution Regarding Position Abolishments Approved**

**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 economic reasons,

**BE IT RESOLVED**, that the following positions be abolished and deleted from the table of organization:

**CLASSIFIED:**

CS, Teacher Aide, 1.0 FTE

Further, the person(s) affected by the abolishment of position(s) herein enumerated in seniority order are:

<u>Position</u>	<u>Employee</u>	<u>FTE</u>
1. CS, Teacher Aide	Jennifer Holmes	1.0

**Instructional & Support Personnel**

approve the following Instructional & Support Personnel Schedules, as

**Schedules Approved**

recommended by the District Superintendent.

**Instructional:**

- IP 1 - Resignations
- 3 - Probationary Appts.
- 4A - Temporary Appts: Substitutes
- 4B - Temporary Appts: Above Contract
- 4C - Temporary Appts: Other
- 4D - Temporary Appts: Casual Employees
- 4D.FP - Temporary Appts: Casual Employees w/student contact
- 4E - Temporary Appts: Adult Education
- 6 - Tenure Appts.
- 8 - Change in Status
- 14 - Reappointment of Part-Time Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

**Support:**

- SP 5 - Permanent Appts.
- 8A - Temporary Appts. Substitutes
- 8B - Temporary Appts: Other
- 9A - Full-time Non-Competitive Appts.
- 10 - Leaves of Absence
- 11 - Change of Status
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.
- 16 - Volunteers

(Instructional Personnel Schedules as approved are listed **XIII.B.1** and Support Personnel Schedules are listed on schedule **XIII.B.2**, and placed in the supplemental agenda file.)

Yes - 11

No - 0

**Motion Carried.**

**Informational Items Reviewed**

the Board reviewed:

- Review Tenure Information (1) for action at the August 2012 Board Meeting

Moved by **Mr. DeLavergne**, seconded by **Mr. Morey**, to approve the following five (5) Business & Finance Items, as recommended by the District Superintendent:

**Contracts/Agreements Approved,  
Grants Accepted**

contracts and agreements as outlined on Addendum, authorizing the District Clerk to sign on behalf of the Board, and to accept grants.

(Contracts and Agreements as approved are listed on schedule **XII.A** and placed

in the supplemental agenda file.)

**Cooperative Bids Awarded**

accept the lowest responsible cooperative bids received meeting specifications for the following:

**BUS & VEHICLE SUPPLIES**

Heavy Duty Bus Parts, Inc. 40% Discount

**FOOD SERVICE PAPER PRODUCTS**

Central Poly Corp	\$ 4,235.66
Maple Leaf Foods	43,807.95
Regional Distributors	69,337.53
Chudy Paper	<u>45,701.25</u>
<b>TOTAL</b>	<b>\$163,082.39</b>

**FUEL**

NOCO \$36,769.67

**ICE CREAM PRODUCTS**

Perry's Ice Cream Company, Inc. \$ 72,703.38

(Cooperative Bids as accepted are listed on Schedule XIV.B and placed in the supplemental agenda file. Detailed bid awards are on file with the Business Administrator.)

**Internal Bids Awarded**

accept the lowest responsible internal bids meeting specifications for the following:

**ANIMAL SCIENCE**

Genesee Feeds 'n Needs	\$16,352.52
Neptune Gardens	130.25
Groomers Outlet	2,572.39
Groomers Choice	3,855.18
Rogers & Tenbrook	<u>995.05</u>
<b>TOTAL</b>	<b>\$20,050.21</b>

**COSMETOLOGY**

Cameo Beauty Supply	5,096.80
Gavson	3,770.00
Salon Accessories	11,113.19
Marianna Industries, Inc.	1,855.39
Burmax	70,497.12
Beauty Systems Group	61,997.41
Klein Cutlery LLC	<u>1,296.69</u>
<b>TOTAL</b>	<b>\$155,626.60</b>

**TRADES**

Falcone Electric Supply 16,663.01

Johnstone Supply of Rochester	1,356.47
Phillips Brothers Supply	1,505.10
ABR Wholesalers, Inc.	1,431.70
Carquest/Attica Auto	1,197.55
OAM Supply Company	2,799.49
Tri-County Supply Company	<u>500.08</u>
<b>TOTAL</b>	<b>\$ 25,453.40</b>

(Internal Bids as accepted are listed on Schedule XII.C and placed in the supplemental agenda file. Detailed bid awards are on file with the Business Administrator.)

**Dump Truck Bid Awarded**

award Internal Bid to the lowest responsible bid received meeting specifications for a Dump Truck as received from Regional International for a 2011 International 4300M7.

**2013-2014 General Fund Budget Calendar Approved**

approve 2013-2014 General Fund Budget Calendar

Yes – 11

No – 0

**Motion Carried.** (for all Business & Finance Items)

**Miscellaneous**

**The Board** received:  
- “Highlights” from June 2012 Board Meeting

**Adjournment**

**Moved** by Ms. Stevens, seconded by Mr. Engel to adjourn the meeting at 8:25 p.m.

Yes – 11

No – 0

**Motion Carried.**

Susan Brown  
Clerk of the Board