

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

July 18, 2018

Call to Order The re-organizational/regular meeting of the Genesee, Livingston, Steuben, Wyoming BOCES was called to order on July 18, 2018 at 5:10 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 J. David Woodruff, Matthew Crane and newly elected Trustee, Christy Crandall-Bean were each administered the Oath of Office.

Roll Call

MEMBERS PRESENT:

Christy Crandall-Bean	Ernest Haywood
Matthew Crane	William Kane (arrived at 5:50 p.m.)
Robert DeBruycker	Roger Kostecky
Edward Engel	J. David Woodruff
Norbert Fuest	

MEMBERS EXCUSED:
David DeLaVergne

OTHERS PRESENT:
District Superintendent Kevin MacDonald; Assistant Superintendent Julie Donlon, Chief Human Resources Officer Stephen Mahoney and Board Clerk Jennifer Lewis.

Norbert Fuest Elected President The District Superintendent asked for nominations for President.

Moved by Mr. Woodruff, seconded by Mr. Engel, 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: 8 No: 0

Carried Unanimously.

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

Edward Engel Elected Vice President Board President Fuest asked for nominations for Board Vice President.

Moved by Mr. Woodruff, seconded by Mr. Kostecky, to nominate Mr. Engel for Vice President.

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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: 8 No: 0

Carried unanimously.

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

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

Board Clerk Appointed Appoint Jennifer Lewis as Clerk of the Board, at an annual stipend of \$3,000 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 Appoint Kimberly Riedmiller as Treasurer of the District.

Deputy Treasurer Designated Appoint Angela Roster and Susan Van Buskirk as Deputy Treasurers.

Internal Claims Auditor Designated Appoint 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 Treasurer and Internal Claims Auditor within thirty (30) days.

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

Board Attorney Appointed Appoint the firms of Harris-Beach LLP, Osborn, Reed & Burke, LLP, Hodgson-Russ LLP and Bond Schoeneck & King 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, 2019.

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

Copyright Official Appointed Appoint Christopher Harris as Copyright Official

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Records Access Officer Appointed	Appoint Brenda Flint as Records Access Officer (Freedom of Information)
Records Management Officer Appointed	Appoint Brenda Flint as Records Management Officer
Asbestos (LEA) Designee Appointed	Appoint Matthew Della Penna Asbestos (LEA) Designee
Chief Emergency Officer Appointed	Appoint Matthew Della Penna as Chief Emergency Officer.
Title IX Compliance Coordinators Appointed	Appoint Julie Donlon and Stephen Mahoney as Title IX Compliance Coordinators
HIPAA Privacy Officer Appointed	Appoint Lynette Crawford as H.I.P.A.A. Privacy Officer for Genesee Area Healthcare Program, the Genesee Valley Educational Partnership Flexible Benefits Program, and the Genesee Valley Educational Partnership Health Reimbursement Arrangement Plan
Medicaid Compliance Officer Appointed	Appoint Kathryn Zuroski as Medicaid Compliance Officer
Purchasing Agents Appointed	Appoint Judy Kruchten as purchasing agent and authorize Daniel Groth to act in the absence of purchasing agent
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	Hold all regular meetings from July 18, 2018 – June 19, 2019, except where noted, on the third Wednesday of each month commencing at 5:00 p.m., at the GVEP Services Center in LeRoy, providing further that special meetings may be called in conformance with law, regulation and policy. <i>Exception is that the April 10, 2019 Regular Board Meeting will be held in conjunction with the Annual Meeting, the May 15, 2019 Regular Board Meeting will be held at the Mt. Morris Campus and the June 19, 2019 meeting will be held immediately following the Retiree Reception.</i>
Official Newspapers Designated	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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**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
Treasurer Authorized to Sign
Checks and Deposit Funds**

Authorize the District Treasurer or Deputy Treasurer 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 2019-20 school year.

**Petty Cash Funds and
Custodians Re-established**

Authorize the following petty cash funds and custodians:

Central Administration-Leicester	\$100	Lynn Parnell
Career & Technical Ed.-Batavia	\$100	Diane Hooper
Career & Technical Ed.-Mt. Morris	\$100	Jeanine Cork
Genesee Valley Academy-Batavia	\$100	Donna Devitt
Health-Safety-Risk - Livonia	\$100	Jacqueline Flood
Services Center – LeRoy	\$100	Melessa Witkowski
Special Education – LeRoy	\$100	Brenda Boyd

**Cash Box Funds & Custodians
Established**

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

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: Catherine Bennett/Timothy Flack

Authority to sign checks: Timothy Flack/Matthew Flowers
Diane Hooper/Catherine Bennett

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

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Mileage Rate Established

Establish the mileage reimbursement equal to the existing 2018-19 IRS rate (currently \$.545 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 \$2,600 for Option 2 and \$5,000 for Option 3)

Section 913 Resolution Approved

BE IT RESOLVED, that the Board hereby vests in the District Superintendent the authority to require any Partnership 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 2018-19 school year.

Policies Continued

Continue all current existing policies and regulations for 2018-19.

Annual Meeting Date Scheduled

Establish the BOCES Annual Meeting date as April 10, 2019.

Memberships and Payment of Dues Authorized

Authorize membership and payment of 2018-19 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

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- New York State School Boards Association
- Rural Schools Association
- Staff Curriculum Development (SCDN)

Yes: 8

No: 0

Carried unanimously. (Agenda Items #VIII-XLIII)

Committee Representatives
Appointed

Moved by Mr. Woodruff, seconded by Mrs. Crandall-Bean, to appoint the following representatives to serve on each of the following:

- **Genesee Valley School Boards Association:** Edward Engel and Alternate: Norbert Fuest
- **Genesee Valley School Boards Association Legislative Committee:** Norbert Fuest
- **NYS School Boards Convention Voting Delegate:** Ernest Haywood and Alternate: Robert DeBruycker
- **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:**
 - Norbert Fuest (term expires 6/30/19)
 - Edward Engel (term expires 6/30/20)
 - Dave DeLaVergne (term expires 6/30/20)
 - Roger Kostecky (term expires 6/30/19)
 - Community Member Dave Boyle (term expires 6/30/20)
- **Teachers' Association Dinner Meeting Representatives:** Norbert Fuest and Ernie Haywood
- **SRP Unit Dinner Meeting Representatives:** Norbert Fuest and Roger Kostecky

Yes: 8

No: 0

Carried unanimously.

CONTINUATION OF
REGULAR MEETING

Having been called to order, the Genesee, Livingston, Steuben, Wyoming BOCES moved into regular session at 5:20 p.m.

Regular Session Agenda Adopted

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

Yes: 8

No: 0

Carried Unanimously.

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Executive Session

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

Yes: 8 No: 0

Carried Unanimously.

Return to Public Session

Moved by Mr. Crane, seconded by Mr. Woodruff, to return to public session at 5:30 p.m.

Yes: 8 No: 0

Carried Unanimously.

**Minutes of Previous Meeting
Approved**

Moved by Mr. Engel, seconded by Mr. Woodruff, to approve the minutes of the June 20, 2018 Regular Board Meeting.

Yes: 8 No: 0

Carried Unanimously.

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

Moved by Mr. Haywood, seconded by Mrs. Crandall-Bean, to receive the Treasurer's and Central Treasurers' Reports for the month ending May 31, 2018 and Budget Amendments for the period of June 30, 2018.

Yes: 8 No: 0

Carried Unanimously.

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

District Superintendent's Report

Mr. MacDonald shared the following information with the Board:

- Congratulations to Roger Kosticky who received recognition from the Monroe County Schools Boards Association for his participation in recent activities.
- The Rural Schools Conference was excellent with great presentations and over 170 attendees.
- Update on the status of the potential LeRoy Building expansion. Meeting has been scheduled with the landlord to review the plans we have received from two different architects.
- We will be working with Matt Della Penna and our campus' to tighten security and restrict access in certain areas.

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- Summer School is off to a great start. We have close to 700 students at the Dansville site.
- Has met with the Oakfield-Alabama CSD Board of Education. They have appointed Mike Crumb as their interim Superintendent through December.
- Working with the Elba CSD Board of Education on their search for a new Superintendent.
- Will be assisting Jo Anne Antonacci with the DS search for Wayne-Finger Lakes BOCES.
- Kevin and Julie have met with staff to review the new organizational structure. Feedback has been very positive.

Moved by Mr. Woodruff, seconded by Mr. Kostecky, to approve the following five (5) items, as recommended by the District Superintendent.

**Audit Committee Charter
Revisions Approved**

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

Audit Committee Charter revisions as approved are listed on Schedule V.B. and placed in the supplemental file.

**Policy Regulations #4145, Reserve
Funds Revision Adopted**

Adopted revisions to Policy Regulations #4145, 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 GVEP Code of Conduct. (Document posted on Web page)

**First Reading of Policy – Meal
Charging and Prohibition Against
Meal Shaming**

Approved the first reading of Policy - Meal Charging and Prohibition Against Meal Shaming.

Adult Education Report

The Adult Education report was reviewed.

Yes: 8

No: 0

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

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Administrative Reports

The reports of the Assistant Superintendent and Chief Human Resources Officer 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 Rural Schools Association Conference in Cooperstown.

Bob DeBruycker

- Attended the end of year activities.

Ed Engel

- Participated in the Rural Schools Association Executive Committee phone conference.
- Attended the Rural Schools Association Conference in Cooperstown.
- Attended the Genesee County Fair. It is exciting to see our FFA kids in action.
- The new Diesel Mechanics teacher in Batavia is a BOCES graduate and this position is a dream come true for him.
- He and Anne are currently planning the annual retiree luncheon.
- The Perkins Act has recently passed.

Norb Fuest

- Attended the Rural Schools Association Conference in Cooperstown.
- Attended the end of year activities.
- GVSBA is actively planning their workshops for the 2018-19 school year. It should be an exciting year for GVSBA under the leadership of Pat Burk.

Bill Kane

- Attended the Rural Schools Association Conference in Cooperstown.

Dave Woodruff

- Attended the end of year activities. Really enjoyed the Special Education graduation at Mt. Morris.

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Moved by Mr. Crane, seconded by Mr. Kane, to approved the following (1) Program and Instruction Item as recommended by the District Superintendent.

Field Trips Approved

Approved the following field trip:

1. National FFA Leadership Conference in Washington, DC on July 24-29, 2018. 7 students (1 male/6 female) and 2 chaperones (male). **Total Cost: 9,684; Total Cost to FFA: \$6,178; Total Cost to GVEP: \$3,506.**

Yes: 8

No: 0

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

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

Abolishment of Position Approved

Approved the following resolution:

RESOLUTION OF 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,

THEREFORE BE IT RESOLVED, that the following positions be abolished from the table of organization due to economic reasons:

CLASSIFIED:

1. CS, Outreach Worker, 1.0 FTE, Effective 8/31/18

CERTIFIED:

2. Outreach Tutor, 3.0 FTE, Effective 8/31/18

BE IT FURTHER RESOLVED, that the persons affected by the abolishment of these positions are:

CLASSIFIED:

1. CS, Outreach Worker: Cunningham, Mary, 1.0 FTE (1.0 to PEL)

CERTIFIED:

2. Outreach Tutor: Castillo-Cordova, Hugo, 1.0 FTE
Rivera, Liliana, 1.0 FTE
Rabe, Callie, 1.0 FTE

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**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
- 14 - Reappointment of Part-Time Employees
- 15 - Extended School Year Appts.
- 15A - Regional Summer School Appts.

S.P. Schedule

- 1 - Resignations
- 5 - Permanent Appts.
- 8A - Temporary Appts: Substitutes
- 8B - Temporary Appts: Other
- 9B - Part-Time Non-Competitive Appts.
- 10 - Leaves of Absence
- 11 - Change of Status
- 14 - Reappointment of Part-time/Temporary Employees
- 15 - Extended School Year Appts.
- 16 - Volunteers

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

Yes: 8 No: 0

Carried Unanimously. Two (2) Personnel Items.

Moved by Mr. Woodruff, seconded by Mr. Haywood, to approve the following four (4) Business and Finance Items, as recommended by the District Superintendent:

**Contracts & Agreements
Approved & Grants Accepted**

Approve 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.

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**General Fund Budget Calendar
Approved**

Approved the 2019-20 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 Bids Received

Accept the lowest responsible Cooperative Bids received, meeting specifications, for the following:

FUEL

Valley Energy Services, LLC \$ 46,291.59

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

**Obsolete Equipment and Vehicles
Approved for Disposal**

Designate list of miscellaneous equipment and vehicles as obsolete and approved of removal/disposal via offering to component school districts, auction or scrap yard.

List of miscellaneous equipment designated obsolete is listed on Schedule X.D. of the agenda and placed in the supplemental agenda file.

Yes: 8 No: 0

Carried Unanimously. Four (4) Business and Finance Items.

Adjournment

Moved by Mr. Crane, seconded by Mrs. Crandall-Bean, to adjourn the meeting at 6:10 p.m.

Yes: 8 No: 0

Carried Unanimously.

Respectfully Submitted,

Jennifer Lewis, Board Clerk