

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SECOND SUPERVISORY DISTRICT COUNTIES OF  
MONROE AND ORLEANS**

## MINUTES

of the Regular Meeting held on Wednesday, January 15, 2025, at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

### Members Present

Dennis Laba, President

John Abbott

Kathleen Dillon

Christa Bowling

Trina Lorentz

Gerald Maar

Michael May

**Absent:** R. Charles Phillips, James Musshafen

### Staff Present

Thomas K. Putnam

Karen Brown

Steve Dawe

Shawna Gareau-Kurtz

Rebecca Horowitz

Mark Laubacher

Kelly Mutschler

Marijo Pearson

Steve Roland

Tom Schulte

Jill Slavny

Ian Hildreth

Guests: Katie Carmina,

1. The meeting was called to order by President Laba at 6:00 pm.
2. Pledge of Allegiance
3. Agenda Modification None
4. Approval of Minutes  
Resolved: To Approve the Minutes of the December 18, 2024, Regular Meeting  
*Moved by J. Abbott, seconded by K. Dillon; passed unanimously*
5. There was no public interaction.
6. Financial Reports
  1. Resolved: To Accept the Treasurer's Report as presented  
*Moved by J. Abbott, seconded by G. Maar; passed unanimously*
  2. Resolved: To Accept the Win Cap Reports as presented  
*Moved by K. Dillon, seconded by G. Maar; passed unanimously*
7. Board Presentation –Center for Workforce Development Director Shawna Gareau-Kurtz and Assistant Director Rebecca Horowitz provided the board with a program and budget update. The board asked questions and thanked Ms. Gareau-Kurtz and Ms. Horowitz who then left the meeting at 6:23 pm. Mark Laubacher also left the meeting at this time.
8. Old Business There was no old business

9. New Business

1. Resolved: To Accept Extra Classroom Activity Funds Financial Report for Year Ended June 30, 2024  
*Moved by K. Dillon , seconded by T. Lorentz; passed unanimously*
2. Resolved: To Accept Corrective Action Plan for the Year Ended June 30, 2024  
*Moved by J. Abbott , seconded by M. May; passed unanimously*
3. RESOLVED that the Monroe 2-Orleans BOCES Data Protection Officer and/or the Monroe 2-Orleans BOCES Assistant Superintendent for Accountability, Technology, and Regional Services is each hereby authorized to execute Standard Student Data Privacy Agreements on behalf of Monroe 2-Orleans BOCES, as promulgated by the NYSED Chief Data Privacy Officer from time to time, along with any agreements and forms ancillary thereto. This resolution shall be continued unless amended or rescinded by the Board at some later date.  
*Moved by K. Dillon, seconded by G. Maar; passed unanimously*
4. Annual Meeting Preparation
5. Legislative Breakfast Attendance

10. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
*Moved by K. Dillon, seconded by M. May; passed unanimously*

11. Bids/Lease Purchases

Resolved: To Accept the bid recommendations and awarding of the following bids and lease purchases as presented:

*Bids 12.1-7 were moved together by M. May, seconded by J. Abbott; passed unanimously*

1. COOPERATIVE ELECTRICAL REPAIR, MAINTENANCE AND INSTALLATION SERVICE

Bid #RFB-2116-25A

Schuler-Haas Electric Corp.	\$30,348.36
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2. COOPERATIVE HEALTH AND SAFETY SUPPLIES

Bid# RFB-2102-24

Henry Schein	\$1,306.81
Quill	\$980.53
School Health Corp	\$860.25
Medco Supply	\$421.00
Pyramid School Products	\$395.98
Noble	\$99.71

3. COOPERATIVE CUSTODIAL SUPPLIES

Bid# RFB-2104-24

Dobmeier Janitor Supply	\$8,555.00
Hill & Marks, Inc.	\$25.55
WB Mason Company	\$41.42

4. COOPERATIVE PRINTER AND COPIER SUPPLIES

Bid# RFB-2105-24

PC University Distributors, Inc.	\$3,204.00
Sourcenow LLC.	\$1,183.06

5. INDUSTRIAL HEAVY EQUIPMENT TOOLS

Bid #RFB-2121-25

Topline Tool Warehouse	\$38,552.42.00
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6. EQUIPMENT LEASE-PURCHASE FOR THE BENEFIT OF GATES CHILI CENTRAL SCHOOL DISTRICT

Whereas, Board of Cooperative Educational Services, Second Supervisory District of Monroe County ("BOCES 2"), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of New York, is authorized by the laws of the State of New York to purchase, acquire and lease personal property and to enter into contracts with respect thereto; and

Whereas, pursuant to New York State Education Regulations contained at 8 NYCRR Part 170.3(f), and in furtherance of BOCES 2's mission and essential functions, BOCES 2 desires to purchase, acquire and lease certain equipment constituting personal property in connection BOCES's ongoing service programs; to wit, the Lessor anticipates entering into a contract with Gates Chili Central School District (the "District") relating to same; and

Whereas, in order to acquire such equipment, the BOCES 2 proposes to enter into with Usherwood Office Technology (the "Lessor"), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

Whereas, the governing body of the BOCES 2 deems it for the benefit of the BOCES 2 and for the efficient and effective administration thereof to enter into the Agreement for the purchase, acquisition and leasing of the equipment therein described on the terms and conditions therein provided;

Now, Therefore, Be It And It Is Hereby Resolved;

*Section 1. Approval of Documents.* The form, terms and provisions of the Agreement and cross-contracts with the District (collectively, the "Agreements") are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel to BOCES 2 or other authorized representatives of BOCES 2 executing the same, the execution of such documents being conclusive evidence of such approval; and the BOCES 2 Board President is hereby authorized and directed to execute, and the BOCES 2 District Superintendent is hereby authorized and directed to attest and countersign the Agreements and any related exhibits attached thereto, and the BOCES 2 District Clerk is hereby authorized to affix the seal of BOCES 2 to such documents.

*Section 2. Findings - Financial.* The BOCES 2 Board finds and determines that it is in BOCES 2's best financial interest to acquire the Equipment for the benefit of the District because:

- (i) it provides an opportunity to use the equipment without committing to the full costs of purchase; and
- (ii) after seeking competitive quotes, Lessor provides the most financially advantageous lease terms; and

*Section 3. Findings - Ordinary Contingent Expense.* The BOCES 2 Board finds and determines that the Equipment is necessary to maintain BOCES 2's educational program, preserve property or assure the health and safety of students and staff and thus payments under the Agreements constitute ordinary contingent expenses.

*Section 4. Other Actions Authorized.* The officers and employees of BOCES 2 shall take all action necessary or reasonably required by the parties to the Agreements to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreements.

*Section 5. No General Liability.* Nothing contained in this Resolution, the Agreements nor any other instrument shall be construed with respect to BOCES 2 as incurring a pecuniary liability or charge upon the general credit of BOCES 2 or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreements or any other instrument or document executed in connection therewith impose any pecuniary liability upon BOCES 2 or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreements are special limited obligations of BOCES 2 as provided in the Agreements.

*Section 6. Section 265(b)(3) Designation.* BOCES 2 hereby designates the Agreements as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. BOCES 2 further represents that BOCES 2 reasonably anticipates that BOCES 2 and other entities that BOCES 2 controls will not issue tax-exempt obligations (including the Agreement) that exceed the aggregate principal amount of \$10,000,000 during the calendar year in which the Agreement is executed and delivered.

*Section 7. Severability.* If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Effective Date.* This Resolution shall be effective immediately upon its approval and adoption.

7. COOPERATIVE BIDDING of DATABASES, RESEARCH TOOLS, E-BOOKS, AUTOMATION AND MEDIA FOR USE IN SCHOOL LIBRARY SYSTEMS "DREAM CONSORTIUM" SCHOOL YEAR 2025-2026

WHEREAS, A number of Boards of Cooperative Educational Services (BOCES) and School Library Systems (SLS) require software and database access

WHEREAS, The BOCES or SLS named below is desirous of participating with other BOCES and SLS in New York State in cooperatively procuring the software and database access, as authorized by General Municipal Law, Section 119-o, and  
 WHEREAS, The BOCES named below wishes to appoint the Albany-Schoharie-Schenectady-Saratoga BOCES (Capital Region BOCES) to advertise for, receive competitive proposals, and award contracts on their behalf; therefore

BE IT RESOLVED, That the BOCES listed below hereby appoints the Capital Region BOCES to represent it in all matters relating above, and designates the Daily Gazette Newspaper as the legal publication for all related legal notifications, and,

BE IT FURTHER RESOLVED, That the BOCES listed below authorizes Capital Region BOCES to represent it in all matters leading up to and including the entering into contracts for the purchase of the above mentioned software and database access, and,

BE IT FURTHER RESOLVED, That the BOCES listed below agrees to (1) abide by majority decisions of the participating districts; (2) abide by the award of the Capital Region BOCES Board; (3) and that after the award of contracts it will conduct all negotiations directly with the awarded contractors

12. Executive Officer's Report

1. **Albany DS Report**

Governor Hochul's State of the State – potential impacts to schools

- Universal Free School Meals
- Distraction Free Learning in NY
- State Longitudinal Data System (SLDS)
- Expansion of Funding and Support for College in High School
- Expansion of Media Literacy Efforts
- Integration of Agricultural Education into Public Schools
- Investment in Mental Health
- Establish the Indigenous Education Advisory Group

2. **Local Updates**

Wheatland-Chili Search Updates

- Community Staff Survey Complete
- DS provided a presentation on the search process at Wheatland-Chili BOE meeting on 1/13/2025

BOCES Updates

- Center for Workforce Development Job Fair 1/14/2025
- BOCES 2 Hiring Event 1/16/2025
- Presentation to Gates Chili BOE 1/14/2025
- Space Committee toured RTP

13. Committee Reports

1. District Operations Committee – John Abbott, Kathleen Dillon  
Topic – no meeting in December, Funding is the topic for January
2. Legislative Committee – Kathleen Dillon, Dennis Laba  
Topic – Prepping for the 2/1/25 Legislative Breakfast
3. Information Exchange Committee – Jim Musshafen, Trina Lorentz  
Topic – Workforce Development presentation

14. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda
15. Other Items - none
16. At 6:50 pm, K. Dillon made a motion to adjourn the meeting to executive session to discuss the employment history of a particular person; seconded by M. May passed unanimously

Respectfully Submitted



Kelly Mutschler  
Clerk of the Board

**Members Present**

Dennis Laba, President  
John Abbott  
Christa Bowling  
Kathleen Dillon

Trina Lorentz  
Gerald Maar  
Michael May

**Others present:** Karen Brown

At 7:09pm, a motion was made by M. May, seconded by J. Abbott to come out of Executive Session; passed unanimously.

Resolved: That, pursuant to Education Law Section 1950, the Amendment to Paragraph 10(a) of the District Superintendent's current Contract of Employment be approved to the extent required by law.

*Moved by K. Dillon, seconded by M. May; passed unanimously*

17. Adjournment  
At 7:10pm, a motion was made by J. Abbott to adjourn the meeting, seconded by K. Dillon, passed unanimously.

Respectfully submitted,



Thomas K. Putnam, Ed.D.  
Clerk Pro Tem