

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

## MINUTES

of the Regular Meeting held on Wednesday, February 12, 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  
James Musshafen

**Absent:** R. Charles Phillips

### Staff Present

Thomas K. Putnam  
Karen Brown  
Steve Dawe  
Ian Hildreth

Kelly Mutschler  
Marijo Pearson  
Steve Roland  
Tom Schulte

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 January 15, 2025, Regular Meeting  
*Moved by J. Abbott, seconded by G. Maar; 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 J. Musshafen; passed unanimously*
  2. Resolved: To Accept the Win Cap Reports as presented  
*Moved by M. May, seconded by G. Maar; passed unanimously*
7. Board Presentation – Assistant Superintendent for Finance and Operations Steve Roland provided an overview of the proposed 2025-26 budget. The board asked questions and thanked Mr. Roland for his presentation.
8. Old Business – There was no old business
9. New Business – There was no new business
10. Personnel and Staffing
  1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
*Moved by M. May, seconded by G. Maar; passed unanimously*

11. Bids/Lease Purchases – There were no bids/lease purchases
12. Executive Officer's Report
  1. **Albany DS Report**
    - Regionalization Update: all nine components have submitted their Needs Assessment survey via the NYSED Portal and we are waiting for this data to be reviewed and returned for next steps
  2. **Local Updates**
    - Wheatland-Chili Superintendent Search
      - Semifinalist round of interviews is complete and finalist round has been scheduled
      - Anticipated start date for new superintendent is July 1, 2025
    - What's Next 2025 College/Career Event was held 2/11/2025
    - Budget presentation to component superintendents was 2/6/2025
    - Space Update:
    - O&M Building – As of this date, there is no signed contract with landowner. Steve Roland and Tom Putnam met with landowner to discuss concerns and delayed timeline. We will be looking for a different space to house O & M
    - Rochester Tech Park
      - We are continuing to look at RTP for our future space needs. The additional space may work for:
        - O&M
        - Some CTE programs
        - Some center-based programs (a transition to center-based structure)
        - Other programs/services
      - Next Steps:
        - Schedule another tour for interested Board members
        - Refine our space needs and narrow our scope
    - ESC Front Lobby/Vestibule Construction -2/24/25-4/1/2025
      - Pre-approved upgrades to front lobby including secure vestibule
      - Installation of badge access door between lobby and Professional Development Center
13. Committee Reports
  1. District Operations Committee – John Abbott, Kathleen Dillon  
Topic – Foundation Aid, presentation by Michael Vespi, Brighton CSD
  2. Legislative Committee – Kathleen Dillon, Dennis Laba  
Topic – Legislative Breakfast debrief
  3. Information Exchange Committee – Jim Musshafen, Trina Lorentz  
Topic – FERPA and Ed Law 2-d
14. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda
15. Other Items - none
16. At 6:42 pm, M. May made a motion to adjourn the meeting to executive session to discuss the employment history of a particular person; seconded by J. Abbott 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  
James Musshagen

**Others present:** Karen Brown

At 6:54 pm, a motion was made by M. May, seconded by J. Abbott to come out of Executive Session; passed unanimously.

17. Adjournment

At 6:55 pm, a motion was made by K. Dillon, to adjourn the meeting, seconded by J. Abbott, passed unanimously.

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

