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

MINUTES

of the Regular Meeting held on Wednesday, February 25, 2026, at 6:08 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
Michael May
James Musshafen
Xavier Williams

Absent: Gary Manuse, Christa Bowling

Staff Present

Thomas K. Putnam
Karen Brown
Steve Dawe
Ian Hildreth
Kelly Mutschler
Marijo Pearson
Steve Roland
Jill Slavny

Additional Administrators: Gary Manuse

Guests:

Joanne Laurine	Rob Laurini	Jennifer Melendez
Melanie Dickson	Nivek Dickson	Jenessa Melendez
Katie Christian	Bryan Christian	Toni Gagnier
Mattie Narowski	Konner Narowski	Tamera Bolthouse
Eri Bolthouse	Kathy Kellenberger	Bailey Warax
Gina Visconte	Hunter Warax	Wendy Vergamini

1. The meeting was called to order by President Laba at 6:01 pm.

2. Pledge of Allegiance

3. Agenda Modifications – None

4. Approval of Minutes
   Resolved: To Approve the Minutes of the January 21, 2026, Regular Meeting
   Moved by J. Abbott, seconded by K. Dillon; passed unanimously

5. S.H.I.N.E. Awards were presented by Steve Roland and Sarah Davis to the following recipients:

Katherine Christian	Melanie Dickson	Joanne Laurini
Mattie Narowski	Nancy Montfort	Hunter Warax

6. There was no public Interaction

7. Board Presentations - Assistant Superintendent for Finance and Operations Steve Roland provided an overview of the proposed 2026-27 budget. The board asked questions and thanked Mr. Roland for his presentation.

8. Financial Reports
   1. Resolved: To Accept the Treasurer's Report as presented
   Moved J. Abbott, seconded by J. Musshafen; passed unanimously

   2. Resolved: To Accept the Win Cap Reports as presented
   Moved by J. Musshafen, seconded by J. Abbott; passed unanimously

9. Audit Committee: Resolved: To Accept the Minutes of the January 21, 2026, Audit Committee Meeting
   Moved by M. May, seconded by J. Abbott; passed unanimously

10. Old Business – Dr. Putnam complimented Xavier Williams, the student representative to the Monroe 2-Orleans BOCES Board, on his appearance in the first installment of "Unscripted," the new bi-weekly video series highlighting BOCES 2 students, staff and programs. The video highlighted Xavier as the first student rep to the board as well as his leadership role and accomplishments on the SkillsUSA team.

11 New Business
   1. Resolved: To Accept the Risk Assessment for the Year Ending June 30, 2026
   Moved by J. Abbott, seconded J. Musshafen; passed unanimously

12. Personnel and Staffing
   1. Resolved: To Approve the Personnel and Staffing Agenda and Addendum as presented
   Moved by K. Dillon, seconded J. Musshafen; passed unanimously

13. Bids/Lease Purchases
   Resolved: To Accept the bid recommendations and awarding of the following bids and lease purchases as presented

   1. COOPERATIVE ART SUPPLIES
   Bid# RFB-2146-26

School Specialty	$36,887.74
WB Mason	$23,132.60
Pyramid School Products	$17,683.16
Blick Art Materials	$13,152.27
National Art & School Supplies	$4,195.88
Staples/ Quill	$674.90
Rochester Ceramics	$62.88

   2. JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM
   Networked Copiers bid #2025-044-0402

   WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

   WHEREAS, the Monroe 2 – Orleans BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, and reporting the results to the Participant.

WHEREAS, the Participant acknowledges that "additional insured" status shall be secured by signing a risk transfer/Indemnification Agreement when engaging services through the Cooperative Bidding Program with each awarded vendor when Services are requested. Said agreement must be signed by both parties and will remain in effect for the current term of the Bid. In the event the Bid is extended, and a Participant requires Service, a new risk transfer/Indemnification Agreement must be executed.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Items 13.1-13.2 were moved together by M. May, seconded K. Dillon; passed unanimously

13. Student Board Member Report
- Planning continues for the Craft and Vendor Fundraising Sale in March
- SkillsUSA is working toward Chapter of Excellence standing again this year
- NTHS hosted a hotdog sale to purchase winter coats/gear for Salvation Army
- SkillsUSA students and advisor Jen Probst attended a Salvation Army Gratitude Breakfast during which their service in volunteering for their Christmas sale was recognized

- The Dental Assisting students provided practical tips to special need students in dental practices and navigating the dentist office and provided dental hygiene goody bags to students

14. Executive Officer's Report
    - Albany/SED
        - Deputy Commissioner Jeff Matteson is retiring and SED will be searching for a replacement.
        - Anticipating the UPK will be in the final State Budget.
        - NYS Archives has made interesting collections available for teaching with historical Records. These items are available at www.considerthesourceny.org

    Local
        - SkillsUSA students attended a ceremony with Monroe County legislators for a proclamation of the positive impacts SkillsUSA on the greater community.

15. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda

16. Other Items Stephanie Merkley has officially resigned her position to the BOCES Board

17. Executive Session
At 6:43pm, J. Abbott made a motion to adjourn the meeting to executive session to discuss matters related to collective negotiations with the Paraprofessional Association and the employment history of a particular person; second by M. May; passed unanimously

Respectfully Submitted,

Kelly Mutschler
Clerk of the Board

Members Present

Dennis Laba, President	Michael May
Jon Abbott	Jim Musshafen
Kathleen Dillon	

Others present:
Karen Brown, Steve Roland, Marijo Pearson, Jill Slavny

At 7:47pm, a motion was made by M. May seconded by K. Dillon, to come out of Executive Session; passed unanimously.

18. Adjournment
At 7:45 pm, a motion was made by M. May, to adjourn the meeting, seconded by K. Dillon ; passed unanimously.

Respectfully submitted,

Thomas K. Putnam
District Superintendent, Clerk Pro Tem