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

MINUTES

of the Regular Meeting held on Wednesday, April 15, 2026, at 4:45 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

Members Present

Dennis Laba, President
R. Charles Phillips, VP
Christa Bowling
Kathleen Dillon
Gerald Maar
Michael May
James Musshafen
Xavier Williams

Absent: John Abbott

Staff Present

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

Presenting: Nicole Bell

Guests:

1. The meeting was called to order by President Laba at 4:45 pm.

2. Pledge of Allegiance

3. Agenda Modifications – There were no agenda modifications

4. There was no public comment regarding the Code of Conduct

5. Approval of Minutes
   Resolved: To Approve the Minutes of March 18, 2026, Regular Meeting
   Moved by J. Musshafen, seconded by K. Dillon; passed unanimously

6. Board Presentation - Mid-West Regional Bilingual Education Resource Network (RBERN) Coordinator Nicole Bell provided a program overview. The board asked questions and thanked Ms. Bell who left the meeting at 5:05 pm

7. Financial Reports
   1. Resolved: To Accept the Treasurer's Report as presented
   Moved G. Maar, seconded by K. Dillon; passed unanimously

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

8. Old Business – There was no old business

9. New Business

1. Resolved: To Approve Monroe 2-Orleans BOCES 2026-27 Code of Conduct
Moved by G. Maar, seconded C. Bowling; passed unanimously

2. WHEREAS the job training programs will be in accordance with Education Law 4602; and

WHEREAS the District Superintendent is charged with the responsibility to ensure the job training programs for purposes of EPE Funding are conducted in accordance with applicable New York State Laws and Regulations;

BE IT HEREBY RESOLVED THAT THE Monroe 2 Orleans Board of Cooperative Education approves the Center for Workforce Development creating and providing the following job training programs: **Commercial Drivers's License-Class B (CDL-B) Commercial Driver's License – Permit (CDL-B), Paraprofessional, Bus Attendant/Monitor** in accordance with the New York State Education Department requirements to be eligible for EPE Funding.

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

3. Resolved: Accept the NYS Comptroller Audit Report of March 2026
Moved by J. Musshafen, seconded G. Maar; passed unanimously

4. Resolved: Accept Donation of 2,266 Skull Caps from Wegmans Supermarkets
Moved by M. May, seconded J. Musshafen; passed unanimously

5. Assistant Superintendent for Instructional Programs Thomas Putnam reviewed the Monroe 2-Orleans BOCES 2024-25 Report Card.

10. Personnel and Staffing

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

11. Bids/Lease Purchases

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

1. Cooperative Natural Gas Bid
Bid #RFB-2168-26
Sprague Operating Resources LLC, 185 International Drive, Portsmouth, NH 03801

SC-5 Accounts
Basis/DT - $0.3840

2. Cooperative Fine Paper Bid
Bid# RFB-2148-26

W.B. Mason	$1,690,921.27
Imperial Bag Paper\Economy Paper Co.	$390,647.32
Veritiv Operating Co.	$166,758.55
Staples/Quill	$794.45
Agni Enterprise	$33,716.38

3. Cooperative Office and Classroom Supplies Bid
Bid # RFB-2149-26

National Art & School Supplies	$65,395.89
W.B. Mason	$38,800.03
Pyramid School Products	$36,625.21
Cascade School Supplies	$21,406.80
Staples/Quill	$20,425.45
Intivity	$5,778.93
School Specialty Inc.	$5,490.01
Acco Brand	$119.88
Lakeshore Learning	$55.20

Items 11.1-3 were moved together by G. Maar, seconded by M. May; passed unanimously

13. Student Board Member Report - Dental Assisting student Alana Frank (Greece) was elected as a 2026-27 New York State SkillsUSA Area 1 VP Officer.

14. Executive Officer's Report
- CTE Scholarship Interviews – reminder of how amazing our CTE students are.
- All Advisory Councils had their first meetings. Facilitators debrief on April 22. We have gained a great deal of insight and information. I plan to provide an update after Facilitators have had a chance to debrief.
- Superintendent's Conference Day- Great day of learning and connecting across instructional programs
- Greece BOE Meeting.

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

16. Other Items - Mike May and Jim Musshafen reported back that the National School Boards Association was productive.

17. Adjournment
At 5:40 pm, a motion was made by M. May to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully Submitted,

Kelly Mutschler
Clerk of the Board