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

MINUTES

of the Re-Organizational Meeting held on Wednesday, July 8, 2026, at 6:00 pm at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559. The reorganizational meeting was immediately followed by the July 2026 Regular Business Meeting.

Members Present

John Abbott
Salvatore DeLuca
Kathleen Dillon
Dennis Laba
Michael May
Terry Melore
James Musshafen

Absent: Christa Bowling, Brockport vacancy

Staff Present

Thomas Putnam
Karen Brown
Steve Dawe
Kelly Mutschler
Marijo Pearson
Steve Roland
Thomas Schulte
Jill Slavny

1. Clerk as Temporary Chairperson
   Kelly Mutschler, Clerk of the Board, serving as Temporary Chairperson, in accordance with Board Policy #1438, called the Reorganizational Meeting to Order at 6:00 pm and led the Pledge of Allegiance.

2. Administration of Oath to Board Members and District Superintendent
   The Oath of Office was administered to all board members present and the District Superintendent. After affixing signatures, oaths were filed with the Clerk of the Board.

3. Election of Officers and Administration of Oath
   1. President – For the position of President of the Board, Dennis Laba nominated Kathleen Dillon seconded by James Musshafen. There were no further nominations. The vote was taken, and Kathleen Dillon was elected President of the Board by a unanimous vote of the board members present.

   2. Vice President – For position of Vice President of the Board, Kathleen Dillon nominated Dennis Laba, seconded by John Abbott. There were no further nominations. The vote was taken and Dennis Laba was elected Vice President of the Board by a unanimous vote of the board members present.

   Oaths of Office were administered to the Board President and Vice President. After their signatures were affixed, the cards were filed with the Clerk of the Board.

4. Appointment of Officers, et al.
Resolved: To approve the following appointments for the 2026-27 School year as presented. Oaths of Office administered to the below appointees by the clerk before initiating duties. After affixing signatures, oaths were filed with the Clerk of the Board.
Items 4.1-4.15 were moved by M. May, seconded by D. Laba; passed unanimously.

1.	Treasurer	Jennifer Talbot	
2.	Assistant Treasurer	Steve Roland	
3.	Clerk of the Board and Alternate	Kelly Mutschler Linda Rice (alternate)	No extra compensation
4.	Internal Claims Auditor and Alternate	Vick Amoroso Melanie Dickson (alternate)	
5.	Records Retention and Disposition Officer *(Public Officers Law 65-a)*	Colleen Cieslinski	
6.	Records Access Officer *(Public Officers Law 87 1(b) ii)*	Kelly Mutschler	
7.	Records Management Officer (*New York Local Government Records Law, Chapter 737, Laws of 1987, Section 57.19)*	James Belair	
8.	Registrars of Attendance	Emily Lippa Cynthia M. Hazen-Williams Lorraine Bennett	
9.	Medicaid Compliance Officer	Kerry Macko	
10.	Purchasing Agent and Alternates	Wendy Vergamini Steve Roland (alternate)	
11.	Asbestos Designee	Scott Mason	
12.	FERPA Compliance Officer *(Family Educational Rights Privacy Act)*	Lynda VanCoske	
13.	Rochester Area Schools Health Plan Designee	Steve Roland Karen Brown (alternate)	
14.	Rochester Area Schools Health Plan II Designee	Steve Roland Karen Brown (alternate)	

15.	Rochester Area Schools Workers' Compensation Plan Designee	Steve Roland Karen Brown (alternate)	

5. Other Appointments:
Resolved: To Approve the following appointments for the 2026-27 school year as follows:
Items 5.1-5.21 were moved together by J. Abbott, seconded by D. Laba; passed unanimously

1.	BOCES Attorney	Hodgson Russ, LLP	Per rate schedule
2.	BOCES Attorney	Villani & Grow	Per rate schedule
3.	BOCES Attorney	Bond, Schoeneck and King, PLLC	Per rate schedule
4.	BOCES Attorney	Woods Oviatt Gilman, LLP	Per rate Schedule
5.	Extraclassroom Activity Personnel:		
	a. SkillsUSA Advisor	Jennifer Probst	$ 1,699.00
		Justin Tese	$ 1,699.00
	b. FFA Advisor	Leah Mould	$ 1,199.00
	c. Central Treasurer	Allysia Pogel	No extra compensation
	d. Faculty Advisor	Theresa Alampi-Cortez	No extra compensation
	e. Faculty Auditor	Jennifer Talbot	$ 1,620.00
	f. National Technical Honor Society	Melissa Doherty	$ 640.00
5.	External Independent	Mengel, Metzger, Barr & Co	$ TBD – Auditor (Appointment moved to 8/2026 meeting)
6.	Internal Auditor	Lumsden McCormick, CPA	$ 18,500.00
7.	Civil Rights Compliance Officers *(Title VII, Title IX, ADA & 504)*	Karen Brown Steve Roland	
8.	BOCES Physician	Sarah Irons, MD	
9.	Nurse Practitioners	Barbara Swanson	
10.	Chemical Hygiene Officer and Alternate	Barbara Swanson	
11.	Liaison for Homeless Children & Youth	Kerry Macko	
12.	Official to Receive Student Sentence/Adjudication in Criminal/Juvenile Delinquency Proceedings	Thomas Schulte	
13.	Radiation Safety Officer and Alternate	Barbara Swanson	

14.	Compliance Officer (H.R.)	Karen Brown
15.	Copyright Officer	James Belair
16.	Integrated Pest Management Coordinator (IPM)/Pesticide Representative	Travis Sleight
17.	BOCES-wide Dignity for All Students Act Coordinator	Thomas Schulte
18.	School-level Dignity for All Students Act Coordinators:	
	Lisa Robinson	Regional Summer School (Hilton High School)
	Kimberly Stephenson	Regional Summer School (Greece Athena)
	Dr. John Clifford	Greece Credit Recovery Program (Greece Olympia)
	Suzanne Maxim/ Renee Mulrooney	Extended School Year Program (Terry Taylor Elementary)
	Robert Nells	Exception Children Learning Center
	David Liesengang/ Jason Rotundo	Special Education Transition Programs
	David Thering	Ridgecrest Academy and Westview
	Jennifer DeWitte	WEMOCO
	Ed Mongold	Westside Academy
19.	Chief Emergency Officer	Appointment moved to 8/2026 due to retirement.
20.	Data Protection Officer	Ray Miller

6. Designations:
Resolved: To Approve the following designations for the 2025-26 school year as presented.
Items 6.1-6.3 were moved together by J. Abbott, seconded by D. Laba; passed unanimously

1. Official Bank Depositories:
The following banks and trust companies and their affiliated firms are designated for the deposit of Monroe 2-Orleans BOCES funds in accordance with considerations of financial stability. The maximum amount on deposit at any one of the identified financial institutions shall not exceed the amount set by Board regulation.

Name of Institution
J. P. Morgan Chase; J. P. Morgan Securities; Manufacturers and Traders Trust Co. (M&T Bank); Wilmington Trust, Five Star Bank, New York Cooperative Liquid Assets Securities Systems (NYCLASS)

2. Official newspaper: Democrat and Chronicle

3. Official Bulletin Board for Postings: Main Hallway of Educational Services Center

7. Authorizations:
Resolved: To Approve the following authorizations for the 2025-2026 school year as presented.

Items 7.1-7.9 were moved by D. Laba, seconded by J. Abbott; passed unanimously

1. District Superintendent to certify payrolls. Assistant Superintendent for Finance and Operations as Alternate in the absence of the District Superintendent.

2. District Superintendent to approve part-time personnel at previously approved Board salary/wage rates.

3. District Superintendent to sign and/or approve any and all documents and contracts requiring the signature of the District Superintendent.

4. Approval of organizational memberships and Board Member and Administrator attendance of the:
   - Monroe County School Boards Association
   - Orleans County School Boards Association
   - Upstate Institute for School Board & Staff Development (Formerly known as Genesee Valley School Boards Institute)
   - New York State School Boards Association
   - National School Boards Association
   - BOCES Educational Consortium
   - American Association of School Administrators
   - American Association of Educational Service Agencies
   - Association for Supervision and Curriculum Development
   - BOCES Conferences
   - Meetings called by the State Education Department
   - Meetings necessary to perform the functions and responsibilities of the board members and administration

5. Establishment of Petty Cash and Change Fund in:

			Designated Persons
a.	Administration	$100.00	Melanie Dickson
b.	Career/Tech Education (Petty Cash)	$100.00	Allysia Pogel
c.	Career/Tech Education (Change)	$100.00	Allysia Pogel
d.	Career/Tech Education (Change–Culinary)	$ 50.00	Allysia Pogel
e.	Science Center Office	$ 75.00	Gina Vaccarella
f.	Communications/Technology	$ 50.00	Lucy Fagan
g.	Exceptional Children	$100.00	Tanya Frank
h.	Westside Academy	$ 50.00	Lorraine Bennett
i.	Center for Workforce Development (Change)	$ 40.00	Nicole Carpenter

6. Designation of Treasurer or Assistant Treasurer to sign all checks.

7. President and/or Chief Executive Officer to sign necessary contracts and documents on behalf of the Board of Cooperative Educational Services.

8. Vice President to sign contracts and documents in the absence of the President.

9. District Superintendent or designee to approve all budget appropriations in accordance with Commissioner's Regulations Section 170.2.

9. Bonding of Personnel:
Resolved: To Approve the bonding of District Treasurer, Central Treasurer of Extraclassroom Activity Account, Assistant Superintendent for Finance and Operation, Assistant Treasurer, and other employees who handle cash to be covered by a $5,000,000 Public Employees Blanket Bond.
Moved by D. Laba, seconded by J. Abbott; passed unanimously

11. Approval of Advisory Councils' Membership:
Resolved: To approve membership on the following Advisory Councils for the 2024-25 school year as recommended by the District Superintendent as presented

1. Special Education
2. Career and Technical Education
3. School Library System

Moved by D. Laba, seconded by J. Abbott; passed unanimously

12. Resolved: To Appoint the following board members were appointed as representatives and alternates to the Monroe County School Boards Association Committees

1. District Operations Committee – J. Abbott, J. Musshafen (alt)
2. Legislation Committee – K. Dillon, D. Laba (alt)
3. Information Exchange Committee – S. DeLuca, J. Musshafen (alt)

Moved by J. Abbott, seconded by D. Laba; passed unanimously

At this point, the reorganizational meeting concluded, and regular business meeting began.

REGULAR MEETING

1. Call to Order: Called to Order by President Laba at 6:09 pm.

2. Public Hearing 2026-27 Monroe 2-Orleans BOCES District-Wide School Safety Plan (SAVE) – There were no public comments

3. Approval of Minutes –
Resolved: To Approve the Minutes of the June 17, 2026 Regular Meeting
Moved by D . Laba, seconded by J. Abbott; passed unanimously

4. There was no public interaction

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

    2. Resolved: To Accept the WinCap Reports as presented
    Moved by D. Laba seconded by M.May; passed unanimously

6. Audit Committee
    1. Resolved: To Approve the Minutes of the June 17, 2026 Audit Committee Meeting
    Moved by D. Laba seconded by J. Musshafen; passed unanimously

    2. Resolved: To Accept the Test Report for Year Ending June 30, 2025
    Moved by J. Abbott seconded by M. May; passed unanimously

    4. Resolved: To appoint 2026-27 Audit Committee Members: John Abbott, Salvatore Deluca, Dennis Laba, Michael May,
    Moved by J. Abbott seconded by D. Laba; passed unanimously

7. Old Business: None

8. New Business
    1. First Reading 2025-26 District -Wide School Safety Plan (S.A.V.E.) There were no questions

    2. Resolved: To Approve BOCES 2 United Professionals State Approved Teacher Annual Professional Performance Review (APPR) Plan 2026-27
    Moved by D. Laba, seconded by J. Musshafen; passed unanimously

    3. To Approve BOCES 2 United Professionals State Approved Teacher non-3012-d Annual Professional Performance Review (APPR) Plan 2026-27
    Moved by D. Laba, seconded by J. Abbott; passed unanimously

    4. Resolved: To Approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2026-27
    Moved by D. Laba, seconded by J. Abbott; passed unanimously

9. Personnel and Staffing
    1. Resolved: To Approve the Personnel and Staffing Agenda as presented
    Moved by J. Abbott, seconded by M. May; passed unanimously

    2. Be it so hereby resolved that the Board approves the Agreement between the District Superintendent and the following individual for the period of September 21, 2026 – June 30, 2027: Jacob Reimer
    Moved by D. Laba, seconded by M. May; passed unanimously

    3. Be it so hereby resolved that the following position be created:
    1.0 FTE; Coordinator of Therapeutic Support Services, 12 months/year
    Moved by D. Laba, seconded by J. Abbott; passed unanimously

10. Bids/Lease Purchases

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

1. Cleaning of Large Grease Traps for CTE Classrooms Bid
   RFB #2173-26 Caubry Corp. DBA Mr. Rooter Plumbing: $35,051.35

2. Deep Cleaning Services Bid
   RFB-2171-26 Cleantec Services: $46,252.00

3. Cleaning Services for ECLC BId
   RFB #2177-27 Cleantec Services: $19, 687.81

4. Honda Pilot 2026 AWD Touring Bid
   RFB #2170-26 B Ralph Honda: $54,099.43

5. School Bus Transportation Bid
   RFB-2178-27 Ontario Bus, Inc
   20 Passenger Bus: $69/Hr Plus $6.80/Miles
   Wheelchair Bus: $79/Hr Plus $6.80/Miles
   32 Passenger Bus: $72/Hr Plus $6.80/Miles
   66 Passenger Bus: $ 93/Hr Plus $6.80/Miles

6. Daily Cleaning Services Bid (Springdale Farms and Paul Road)
   RFB #2172-26 Snappie Cleaning Services DBA Alliance Cleaning Services: $27,550.00

11. Executive Officer's Report

Photos of Year End Celebrations were shared with the board including Project Search Graduation, Westside Senior Recognition, Westview Graduation, Special Education moving on Ceremony, CTE Recognition Ceremony, Preschool Graduations and SEPTO Family Fun Day.

Local Updates:

- CTE – East: Working with landlord to finalize costs of building project and lease agreement.
- Turner Drive: Lease amendment signed and renovations underway with anticipated move in during August.
- RTP Building 2: Drawings completed and ready for bid. Finalizing lease amendment.
- Exceptional Children: Anticipating cost estimates by the end of this month for 2 different locations
- Extended School Year programs began this week!
- Regional Summer School begins next week!
- BOCES 2 Leadership Retreat will take place July 28-30

Albany Updates

- NY Inspires & Portrait of a Graduate
- BOCES DS/NYSED meeting is scheduled for August 2-3

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

13. Other Items -There were no other items

14. At 6:25 pm, a motion was made by M. May to adjourn the meeting to executive session; seconded by J. Abbott; passed unanimously

Respectfully Submitted

Kelly Mutschler
Clerk of the Board

MEMBERS PRESENT

Kathleen Dillon, President
Dennis Laba, Vice President
John Abbott
Salvatore DeLuca
Michael May
Terry Melore
James Musshafen

At 7:02 pm, a motion was made by M. May, seconded by J. Abbott, to come out of Executive Session; passed unanimously.

15. Adjournment
At 7:03 pm, a motion was made by J. Abbott to adjourn the meeting, seconded by J. Musshafen; passed unanimously.

Respectfully Submitted,

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