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

MINUTES

of the Re-Organizational Meeting held on Monday, July 9, 2025, 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 2025 Regular Business Meeting.

Members Present

Dennis Laba, President
R. Charles Phillips, Vice President
Christa Bowling
Kathleen Dillon
Absent: John Abbott
Gerry Maar
Michael May
Stephanie Merkley
James Musshafen

Staff Present

Thomas Putnam
Karen Brown
Steve Dawe
Ian Hildreth
Kelly Mutschler
Marijo Pearson
Steve Roland
Jill Slavny
Vicki Amoroso

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

2. Administration of Oath to Board Members and District Superintendent
   Re-Elected Board Members Dennis Laba (Gate Chili), Gerald Maar (Brockport) and newly elected board member Stephanie Merkley (Holley) together with remaining board members and the District Superintendent were administered the oath. The 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, Chuck Phillips nominated Dennis Laba, seconded by M. May. There were no further nominations. The vote was taken, and Dennis Laba was elected President of the Board by a unanimous vote of the board members present.

   At this time, President Laba assumed the responsibility of conducting the meeting.

   2. Vice President – For position of Vice President of the Board, Gerald Maar nominated R. Charles Phillips, seconded by Kathleen Dillon. There were no further nominations. The vote was taken and R. Charles Phillips 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 2025-26 School year as presented.
Items 4.1-4.15 were moved by M. May, seconded by G. Maar; 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	Cynthia M. Hazen-Williams Lorraine Bennett	
9.	Medicaid Compliance Officer	Rob Nells	
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 Thomas Putnam	
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. Administration of Oaths to Appointed Officers
Oaths were administered to the appointed officers, et. al., who were present; oaths to others administered by the Clerk of the Board to prior to initiating duties. After affixing signatures, oaths were filed with the Clerk of the Board.

6. Other Appointments:
Resolved: To Approve the following appointments for the 2025-26 school year as follows:
Items 6.1-6.20 were moved together by G. Maar, seconded by J. Musshafen; 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.	Extraclassroom Activity Personnel:		
	a. SkillsUSA Advisor	Jennifer Probst	$ 1,699.00
	b. Central Treasurer	Allysia Pogel	No extra compensation
	c. Faculty Advisor	Theresa Alampi-Cortez	No extra compensation
	d. National Technical Honor Society	Melissa Doherty	$ 640.00
5.	External Independent Auditor	Mengel, Metzger, Barr & Co	$ 36,850.00
6.	Internal Auditor	Lumsden McCormick, CPA	$ 17,600.00
7.	Civil Rights Compliance Officers *(Title VII, Title IX, ADA & 504)*	Karen Brown Steve Roland	
8.	BOCES Physician	Sarah Irons, MD	$ 16,000.00
9.	Nurse Practitioners	Barbara Swanson Cynthia Lawrence	
10.	Chemical Hygiene Officer and Alternate	Barbara Swanson Cynthia Lawrence (alternate)	
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 Cynthia Lawrence (alternate)	
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)
	Scott Mikulski	Regional Summer School (Greece Olympia Academy)
	Dr. John Clifford	Greece Credit Recovery Program
	Erin Oliveri	Extended School Year Program (Terry Taylor Elementary)
	Robert Nells	Extended School Year Program (Ridgecrest Academy) Preschool
	Lindsay Warner	Westview Exceptional Children
	Suzanne Maxim	Exceptional Children Learning Center
	Suzanne Maxim	Rochester Tech Park
	Suzanne Maxim	Special Education District Based and Transition Programs
	James Bates	Ridgecrest Academy
	David Thering	WEMOCO
	Ed Mongold	Westside Academy
19.	Chief Emergency Officer	Douglas Comanzo
20.	Data Protection Officer	Ray Miller

7. Designations:
Resolved: To Approve the following designations for the 2025-26 school year as presented.
Items 7.1-7.3 were moved by M. May, seconded by K. Dillon; 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

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

Items 8.1-8.9 were moved by K. Dillon, seconded by C. Bowling; 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
j.	Café/Coffee Cart(Westview)	$ 25.00	Kimberly Stephenson

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 K. Dillon, seconded by G. Maar; 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 J. Musshafen, seconded by C. Bowling; 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 – Jim Musshafen, Dennis Laba (alt)
2. Legislation Committee – Kathy Dillon, Dennis Laba (alt)
3. Information Exchange Committee – Jim Musshafen, Stephanie Merkley (alt)

Moved by G. Maar, seconded by J. Musshafen; passed unanimously

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

REGULAR MEETING

1. Call to Order: Called to Order by President Laba at 7:09 pm. There was an agenda modification to remove Item 8.8 from New Business

2. Public Hearing 2025-26 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 118, 2018 Regular Meeting

Moved by K. Dillon, seconded by J. Musshafen; passed unanimously

4. There was no public interaction

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

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

6. Audit Committee
    1. Resolved: To Approve the Minutes of the June 18, 2025 Audit Committee Meeting

    2. Resolved: To Accept the Test Report for Year Ending June 30, 2025

    3. Resolved: To Accept the Test Report Corrective Action Plan for Year Ending June 30, 2025

    4. Resolved: To appoint 2025-26 Audit Committee Members: John Abbott, Dennis Laba, Michael May, R. Charles Phillips
    Moved by M. May seconded by G. Maar; passed unanimously

7. Old Business: Jim Musshafen inquired about the distribution of survey results to districts. Dr. Putnam responded that the information would be distributed to superintendents for sending out to their stakeholders

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 2025-26
    Moved by K. Dillon, seconded by G. Maar; passed unanimously

    3. Resolved: To Approve State Approved Principal Annual Professional Performance Review (APPR) Plan 2025-26
    Moved by K. Dillon, seconded by G. Maar; passed unanimously

    4. Resolved: To Accept Donation of Bantam East Stand, Small Black and Green from Meagan Ayles
    Moved by M. May, seconded by K. Dillon; passed unanimously

    5. Resolved: To Accept Donation of $1,000.00 from the Society of Plastics Engineers to be used to purchase Lathe Tooling Equipment
    Moved by , seconded by ; passed unanimously

    6. WHEREAS, the Monroe 2-Orleans BOCES participates in the Rochester Area School Health Plan I (RASHP I), a municipal cooperative under Article 5G of the General Municipal Law; and

WHEREAS, the RASHP I Board of Directors has approved an amended and restated Municipal Cooperation Agreement ("Restated MCA") to be effective as of January 1, 2026, which updates and clarifies rules regarding participation and withdrawal from RASHP I as well as making other clarifying operational changes; and

WHEREAS, the Restated MCA requires a District to execute an updated adoption agreement prior to January 1, 2026, if the District desires to continue to participate in RASHP I on and after January 1, 2026; and

WHEREAS, the Monroe 2-Orleans BOCES Board ("Board") has reviewed the Restated MCA and adoption agreement and agrees to the terms thereof; and

WHEREAS, the Monroe 2-Orleans BOCES desires to continue to participate in RASHP I on and after January 1, 2026, under the terms of the Restated MCA and adoption agreement;

NOW, THEREFORE, BE IT RESOLVED that the Monroe 2-Orleans BOCES hereby agrees to participate in RASHP I effective on and after January 1, 2026, under the terms of the Restated MCA and adoption agreement.

BE IT FURTHER RESOLVED that the Board hereby authorizes Dr. Thomas K. Putnam to sign the adoption agreement on behalf of the Monroe 2-Orleans BOCES

IN WITNESS WHEREOF, the Board has caused this resolution to be adopted on this 9th day of July, 2025.
Moved by , seconded by ; passed unanimously

7. Resolved: To Approve the Lease Amendment with Roberts Wesleyan University as presented
   Moved by , seconded by ; passed unanimously

8. Resolved: To Approve the Second Amendment to Lease with Tech Park Owner, LLC
   Moved by , seconded by ; passed unanimously

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

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

    Daily Cleaning Services for RFB #2135-25
    Snappie Cleaning Services DBA ACS: $25,650.00

11. Executive Officer's Report
Dr. Putnam provided the board with an overview of the material presented during a regionalization meeting to component superintendents and administrators. The presentation focused on Special Education in the Region and included survey response data, program data and waitlist data from the previous five years. The board asked questions regarding changes in enrollment in some programs. Steve Roland will follow up and respond to board members.

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 7:14 pm, a motion was made by G. Maar to adjourn the meeting to executive session; seconded by J. Musshafen; passed unanimously

Respectfully Submitted

Kelly Mutschler
Clerk of the Board

MEMBERS PRESENT

Dennis Laba, President	Gerald Maar
R. Charles Phillips, Vice President	Michael May
Christa Bowling	Stephanie Merkley
Kathleen Dillon	James Musshafen

At 7:44 pm, a motion was made by K. Dillon, seconded by M. May, to come out of Executive Session; passed unanimously.

15. Adjournment
At 7:45 pm, a motion was made by C. Phillips to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully Submitted,

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