

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

## **MINUTES**

of the Regular Meeting held on Monday, July 22, 2024, at noon 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, Vice President  
John Abbott  
Christa Bowling

Trina Lorentz  
Gerry Maar  
Michael May  
James Musshafen

**Absent:** Kathleen Dillon

### **Staff Present**

Jo Anne Antonacci  
Karen Brown  
Amanda Dedie  
Kelly Mutschler

Marijo Pearson  
Steve Roland  
Rich White

**Guests:** Melanie Dickson

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 noon

2. Administration of Oath

Re-Elected Board Members John Abbott (Hilton), Michael May (Spencerport) and newly elected board members Christa Bowling (Kendall) and James Musshafen Wheatland-Chili, 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

a. President - For the position of President of the Board, C. Phillips nominated Dennis Laba, seconded by G. Maar. 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.

b. Vice President - For position of Vice President of the Board, J. Abbott nominated R. Charles Phillips, seconded by G. Maar. 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.

4. Administration of Oath to Elected Officers

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

5. Appointment of Officers, et al.

Resolved: To approve the following appointments for the 2024-25 School year as presented.  
*Items 5.1-5.15 were moved by G. Maar, seconded by J. Abbott; passed unanimously.*

1.	Treasurer	Jennifer Talbot	No extra compensation
2.	Assistant Treasurer	Steve Roland	No extra compensation
3.	Clerk of the Board and Alternate	Kelly Mutschler Linda Rice (alternate)	\$ 5,742.82 No extra compensation
4.	Internal Claims Auditor and Alternate	Cynthia Medley-Evanetski Melanie Dickson (alternate)	\$ \$ 28.97/hour No extra compensation
5.	Records Retention and Disposition Officer <i>(Public Officers Law 65-a)</i>	Lisa Soggs	No extra compensation
6.	Records Access Officer <i>(Public Officers Law 87 1(b) ii)</i>	Kelly Mutschler	No extra compensation
7.	Records Management Officer <i>(New York Local Government Records Law, Chapter 737, Laws of 1987, Section 57.19)</i>	Mark Laubacher	No extra compensation
8.	Registrars of Attendance	Emily Rutherford Cynthia M. Hazen-Williams Lorraine Bennett	No extra compensation
9.	Medicaid Compliance Officer	Heather Malone	No extra compensation
10.	Purchasing Agent and Alternates	Wendy Vergamini Deborah Hartung (alternate) Steve Roland (alternate)	No extra compensation
11.	Asbestos Designee	Scott Mason	No extra compensation
12.	FERPA Compliance Officer <i>(Family Educational Rights Privacy Act)</i>	Lynda VanCoske	No extra compensation
13.	Rochester Area Schools Health Plan Designee	Steve Roland Jo Anne Antonacci (alternate thru 8/31/2024) Thomas Putnam (alternate- effective 9/1/2024)	No extra compensation
14.	Rochester Area Schools Health Plan II Designee	Steve Roland Karen Brown (alternate)	No extra compensation

- |     |  |   |                       |
|-----|--|---|-----------------------|
| 15. | Rochester Area Schools<br>Workers' Compensation<br>Plan Designee | Steve Roland<br>Karen Brown (alternate) | No extra compensation |
|-----|--|---|-----------------------|

6. 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.

7. Additional Appointments:

Resolved: To Approve the following appointments for the 2024-25 school year as follows:

- |     |   |   |                       |
|-----|---|---|-----------------------|
| 1.  | BOCES Attorney  | Harris Beach, PLLC                              | Per rate schedule     |
| 2.  | BOCES Attorney  | Hodgson Russ, LLP                               | Per rate schedule     |
| 3.  | BOCES Attorney  | Anthony J. Villani, PC                          | Per rate schedule     |
| 4.  | BOCES Attorney  | Bond, Schoeneck and King                        | Per rate schedule     |
| 5.  | Extraclassroom Activity Personnel:                                      |   |                       |
| a.  | SkillsUSA Advisor   | Jennifer Probst                                 | \$ 1,642.00           |
| b.  | Central Treasurer   | Allysia Pogel                                   | No extra compensation |
| c.  | Faculty Advisor   |   | No extra compensation |
| d.  | National Technical<br>Honor Society                                     | Melissa Doherty                                 | \$ 619.00             |
| 6.  | External Independent<br>Auditor   | Mengel, Metzger, Barr & Co                      | \$ 35,225.00          |
| 7.  | Internal Auditor  | Lumsden McCormick, CPA                          | \$ 16,800.00          |
| 8.  | Civil Rights Compliance<br>Officers<br>(Title VII, Title IX, ADA & 504) | Karen Brown<br>Steve Roland                     | No extra compensation |
| 9.  | BOCES Physician   | Sarah Irons, MD                                 | \$ 16,000.00          |
| 10. | Nurse Practitioners   | Barbara Swanson<br>Cynthia Lawrence             | No extra compensation |
| 11. | Chemical Hygiene Officer<br>and Alternate                               | Barbara Swanson<br>Cynthia Lawrence (alternate) | No extra compensation |
| 12. | Liaison for Homeless<br>Children & Youth                                | Phil Ortolani                                   | No extra compensation |
| 13. | Official to Receive Student<br>Sentence/Adjudication in                 | Thomas Schulte                                  | No extra compensation |

Criminal/Juvenile  
Delinquency Proceedings

- |     |  |  |                       |
|-----|--|--|-----------------------|
| 14. | Radiation Safety Officer<br>and Alternate                                      | Barbara Swanson<br>Cynthia Lawrence (alternate)          | No extra compensation |
| 15. | Compliance Officer (H.R.)  | Karen Brown  | No extra compensation |
| 16. | Copyright Officer  | James Belair   | No extra compensation |
| 17. | Integrated Pest<br>Management Coordinator<br>(IPM)/Pesticide<br>Representative | Travis Sleight   | No extra compensation |
| 18. | BOCES-wide Dignity for<br>All Students Act<br>Coordinator                      | Thomas Schulte   | No extra compensation |
| 19. | School-level Dignity for All<br>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                           |                       |
|     | Suzanne Maxim  | Extended School Year Program (Terry Taylor Elementary)   |                       |
|     | Robert Nells   | Extended School Year Program (Ridgecrest Academy)        |                       |
|     | Heather Malone   | Preschool  |                       |
|     | Lawanda Brown  | Westview Exceptional Children                            |                       |
|     | Heather Malone   | Exceptional Children Learning Center                     |                       |
|     | Maria Tantillo   | Rochester Tech Park                                      |                       |
|     | Suzanne Maxim  | Special Education District Based and Transition Programs |                       |
|     | Robert Nells   | Ridgecrest Academy                                       |                       |
|     | David Thering  | WEMOCO   |                       |
|     | Ed Mongold   | Westside Academy   |                       |
| 20. | Chief Emergency Officer  | Douglas Comanzo  | No extra compensation |
| 21. | Data Protection Officer  | Ray Miller   | No extra compensation |
- Items 7.1-7.21 were moved together by J.Abbott, seconded by g. Maar; passed unanimously*

8. Designations:

Resolved: To Approve the following designations for the 2024-25 school year as presented.  
*Items 8.1-8.3 were moved by M. May, seconded by J. Abbott; 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

9. Authorizations:

Resolved: To Approve the following authorizations for the 2023-2024 school year as presented.

*Items 9.1-9.9 were moved by G. Maar, 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:

		<u>Designated Persons</u>
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-Food Service)	\$ 30.00	Allysia Pogel

e. Career/Tech Education (Change-Culinary)	\$ 50.00	Allysia Pogel
f. Career/Tech Education (Change-Baking)	\$ 30.00	Allysia Pogel
g. Science Center Office	\$ 75.00	Gina Vaccarella
h. Communications/Technology	\$ 50.00	Lucy Fagan
i. Exceptional Children	\$100.00	Tanya Frank
j. Westside Academy	\$ 50.00	Lorraine Bennett
k. Center for Workforce Development (Change)	\$ 40.00	Nicole Carpenter
l. 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.

10. 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 M. May, 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 G.Maar, 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 - John Abbott/Kathy Dillon
2. Legislation Committee -Kathy Dillon/Dennis Laba
3. Information Exchange Committee - Jim Musshafen/Trina Lorentz

*Moved by G. Maar, seconded by J. Abbott; passed unanimously*

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

REGULAR MEETING

1. Public Hearing 2024-25 Monroe 2-Orleans BOCES District-Wide School Safety Plan (SAVE) - There were no public comments

2. Approval of Minutes

1. Resolved: To Approve the Minutes of the following Special Meetings:

- May 7, 2024 Special Meeting Minutes
- May 20, 2024 Special Meeting Minutes
- June 3, 2024 Special Meeting Minutes
- June 10, 2024 Special Meeting Minutes
- June 26, 2024 Special Meeting Minutes

*Moved by M. May, seconded by G. Maar; passed unanimously*

2. Resolved: To Approve the Minutes of the June 12, 2024 Regular Meeting

*Moved by G. Maar, seconded by J. Abbott; passed unanimously*

3. There was no public interaction

4. Financial Reports

Resolved: To Accept the Treasurer's Report as presented

*Moved by J. Abbott, seconded by G. Maar; passed unanimously*

Resolved: To Accept the WinCap Reports as presented

*Moved by G. Maar, seconded by J. Abbott; passed unanimously*

5. Old Business there was no old business

6. New Business

1. First Reading 2024-25 District -Wide School Safety Plan (S.A.V.E.) There were no questions

2. Resolved: To Approve SEQRA

*Moved by J. Abbott, seconded by G. Maar; passed unanimously*

3. Resolved: To Approve 2024 Capital Project as presented

*Moved by G. Maar, seconded by J. Abbott; passed unanimously*

4. 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 program: Bus Monitor/Attendant

*Moved by J. Abbott, seconded by G. Maar; passed unanimously*

7. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented

*Moved by J. Abbott, seconded by G. Maar; passed unanimously*

8. Bids/Lease Purchases

There were no bids or lease/purchases to act on.

9. Executive Officer's Report

To come

10. Upcoming Meetings/Calendar Events - the various meetings for the month were listed in the agenda

11. Other Items -There were no other items

12. At 6:53 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

Dennis Laba, President  
R. Charles Phillips, Vice President  
John Abbott  
Christa Bowling

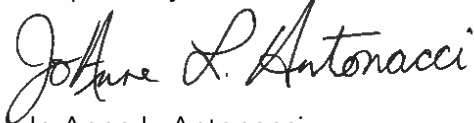
Trina Lorentz  
Gerry Maar  
Michael May  
James Musshafen

At 1:30 pm a motion was made by G. Maar, seconded by J. Musshafen to come out of Executive Session; passed unanimously.

13. Adjournment

At 1:31 pm a motion was made by M. May to adjourn the meeting, seconded by J. Abbott, passed unanimously.

Respectfully Submitted,



Jo Anne L. Antonacci  
Clerk Pro Tem