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

MINUTES

of the Regular Business Meeting held on Wednesday, August 12, 2026, at 6:00 pm at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559.

Members Present

Christa Bowling
Kathleen Dillon
Adam Huck
Dennis Laba
Terry Melore
James Musshafen

Absent: J. Abbott, S. DeLuca, M. May

Staff Present

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

1. The meeting was called to order by President Kathleen Dillon

2. Pledge of Allegiance

3. WHEREAS, Gerald Maar was elected in April 2025 to represent the Brockport Central School District on the Monroe 2-Orleans BOCES Board of Education for a term beginning July 1, 2025, and ending June 30, 2028; and
   WHEREAS, Gerald Maar vacated his seat on the Monroe 2-Orleans BOCES Board by resignation dated June 14, 2026; and
   WHEREAS, the Brockport Central School District Board of Education nominated Adam Huck by resolution to represent the district on the Monroe 2-Orleans BOCES Board; and
   WHEREAS, notice was provided to all component districts of Monroe 2-Orleans BOCES of the Board's intent to appoint the nominee from Brockport Central School District to fill the vacant seat, and no comments or objections were received from the component districts;
   NOW, THEREFORE, BE IT RESOLVED, that the Monroe 2-Orleans BOCES Board of Education hereby appoints Adam Huck, residing at 148 Gary Drive, Brockport, New York, within the Brockport Central School District, to fill the vacant seat and serve until the next BOCES election in April 2027, pursuant to New York State Education Law §1950(2-a)(f).
   Moved by J. Musshafen, seconded by D. Laba; passed unanimously
   The oath of office was administered to Adam Huck but President Kathy Dillon

4. Approval of Minutes
   Resolved: To Approve the Minutes of July 8, 2026 Reorganizational and Regular Meetings
   Moved by D. Laba, seconded by J. Abbott; passed unanimously

5. There was no public interaction

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

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

7. Audit Committee
    1. Resolved: To Approve the Minutes of the July 8, 2026 Audit Committee Meeting
    Moved by D. Laba seconded by J. Musshafen; passed unanimously

    2. Resolved: To Accept the Test Report Corrective Action Plan for Year Ending June 30, 2025
    Moved by D. Laba, seconded by J. Musshafen; passed unanimously

8. Old Business:
    1. Resolved: To Approve the 2026-27 District -Wide School Safety Plan (S.A.V.E.)
    Moved by J. Musshafen, seconded by D. Laba; passed unanimously

    2. Resolved: To Approve Changes to 2026-27 Code of Conduct as presented(Code was approved on April 15, 2026)
    Moved by J. Musshafen, seconded by D. Laba; passed unanimously

9. New Business
    1. First Reading of Policy Series 4000.

    2. First Reading of Board Policies 6410 and 6452

    3. It is hereby resolved that based upon the recommendation of the District Superintendent, the Monroe 2 – Orleans BOCES Board authorizes a contribution to the previously established Career and Technical Education (CTE) Equipment Reserve Fund in the amount of $100,000 from 2025/26 school year expenditures

    4. It is hereby resolved that based upon the recommendation of the District Superintendent, the Monroe 2 – Orleans BOCES Board authorizes a contribution to the previously established Insurance Reserve Fund in the amount of $175,000 from 2025/26 school year expenditures.

    5. It is hereby resolved that based upon the recommendation of the District Superintendent, the Monroe 2 – Orleans BOCES Board authorizes a contribution to the previously established Liability Reserve Fund in the amount of $75,000 from 2025/26 school year expenditures.
    Items 9.3-9.5 were moved together by J. Musshafen, seconded by D. Laba; passed unanimously

    6. Resolved: To Designate Kathleen Dillon as a Voting Delegate and Dennis Laba as the Alternate for New York State School Board Association (NYSSBA) Convention
    Moved by J. Musshafen, seconded by D. Laba; passed unanimously

7. Resolved: To Approve 2026-27 Professional Learning Plan
Moved by D. Laba, seconded by J. Musshafen; passed unanimously

8. Resolved: To Accept Donation of 2005 Ariens Snowblower Model 1332 from Jim Slocum

9. Resolved: To Accept Donation of Welding Steel by Ramar Steel
Items 9.8 and 9.9 were moved together by J. Musshafen, seconded by D. Laba; passed unanimously

10. Personnel and Staffing
    1. Resolved: To Approve the Personnel and Staffing Agenda as presented
    Moved by J. Musshafen, seconded by D. Laba; 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 October 26, 2026 – June 30, 2027: Sean Martineck
    Moved by D. Laba, seconded by J. Musshafen; passed unanimously

    3.a. Whereas the District Superintendent and District Treasurer Manager, Jennifer Talbot, are parties to a Benefit Summary for the 2026-2027 school year, dated June 26, 2026; and

    Whereas the District Superintendent desires to amend the Benefit Summary; and
    BE IT SO HEREBY RESOLVED that the following be added to the Benefit Summary:

    4.7 403(b) ACCOUNT
    The BOCES shall deposit $2000.00 into a 403(b) account for the District Treasurer Manager. The deposit shall be made in two separate deposits of $1000.00 each, occurring on September 1, 2026 and March 1, 2027, respectively.
    Moved by D. Laba, seconded by C. Bowling; passed unanimously

    3.b. Whereas the District Superintendent and Director of Operations and Maintenance, Travis Sleight, are parties to a Benefit Summary for the 2026-2027 school year, dated June 30, 2026; and

    Whereas the District Superintendent desires to amend the Benefit Summary; and
    BE IT SO HEREBY RESOLVED that the following be added to the Benefit Summary:

    4.7 403(b) ACCOUNT
    The BOCES shall deposit $2000.00 into a 403(b) account for the Director. The deposit shall be made in two separate deposits of $1000.00 each, occurring on September 1, 2026 and March 1, 2027, respectively.
    Moved by D. Laba, seconded by C. Bowling; passed unanimously

    4. Be it so hereby resolved that the following positions be created:
    1.0 FTE Bus Driver, 12 months/year
    1.0 FTE Bus Driver – General Mechanic, 12 months/year
    Moved by D. Laba, 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. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2026 – 2027 fiscal year, for Clever Prototypes dba Storyboard; CodeMonkey Studios Inc.; College Board; Fork Farms LLC; Learning Genie; Legends of Learning Inc.; LEGO Education; LinkIt; Nucleus Courses; Snorkl, Inc.; Tequipment, Inc., and,

   WHEREAS, The Monroe 2 – Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

   BE IT RESOLVED, That the Monroe 2- Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned software/learning packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

   BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

   BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

2. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2026 – 2027 fiscal year, Bright Thinker; Brainfuse; Cignition Inc.; Edmentum, Inc.; HeyTutor Inc.; Purple Ruler LLC; TPR education LLC dba The Princeton Review Tutored by Teachers, Inc.; Nerdy LLC dba Varsity Tutors for Schools LLC, and,

   WHEREAS, The Monroe 2 – Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

   BE IT RESOLVED, That the Monroe 2- Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned software/learning packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

Items 11.1-11.2 were moved together by D. Laba, seconded by C. Bowling; passed unanimously

12. Executive Officer's Report
    - Director of Safety and Security Interviews/Hire –Sean Martineck has accepted the position of Director of Safety and Security. He will be starting officially near the end of October.
    - Advisory Council Debrief – Our Advisory Council Facilitators have debriefed the feedback and are looking forward to putting change into action as we open the 26-27 school year!
    - BEA interviews – We will be launching the Business Education Alliance for Monroe County (and our two Orleans County districts) this year. We are in the process of hiring a coordinator to oversee the service. As a reminder, we have grant funding for at least the first year and most M1 and M2 districts have joined the BEA (most shifted the cost of ACT for Education to the BEA).
    - JMT Meeting – Met with our new GV BOCES DS, Julie Donlon-Yates and Cathy Hauber from Monroe One BOCES. We are anticipating the official announcement for a new W-FL BOCES DS very soon!
    - Leadership Retreat – 3 great (and long) days of learning together The Your Voice, Our Future Survey was used as the focus and planning document for this retreat.
    - August DS Meeting – Held at Capital Region BOCES in Albany. Focus was NY Inspires and the work ahead.
    - Educational Foundation Meeting- Two new Superintendents have joined the Educational Foundation Board – Carmine Peluso (CC) and Steve Kenny (WC). Casey Kosiorek (Hilton) is also on the Board. This year's Foundation Gala is November 14th and will be the 20th celebration.
13. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda
14. Other Items -There were no other items
15. At 6:20 pm, a motion was made by D. Laba to adjourn the meeting to executive session *to discuss matters regarding the proposed lease of real property, as disclosure at this time would substantially affect the value of the property, matters regarding the district wide safety plan*

which will imperil public safety if disclosed, and the employment history of a particular individual(s); seconded by C. Bowling; passed unanimously

Respectfully Submitted,

Kelly Mutschler
Clerk of the Board

MEMBERS PRESENT

Kathleen Dillon, President
Dennis Laba, Vice President
Christa Bowling
Adam Huck
Terry Melore
James Musshafen

At 7:30 pm, a motion was made by D. Laba, seconded by C. Bowling, to come out of executive session; passed unanimously.

1. Resolved: To Approve the 2026-27 Monroe 2-Orleans BOCES building-level emergency response plans for:
   - Educational Services Center, 3599 Big Ridge Road, Spencerport, NY
   - Ridgecrest, 3625 Buffalo Road, Gates, NY
   - Rochester Tech Park, 160 Wallace Way, Gates, NY
   - Springdale Farms, 696 Colby St., Spencerport, NY 14559
   - Transitions Paul Road 849 Paul Road, North Chili, NY 14624
   - Village Plaza 16-18-20 Slayton Ave Spencerport NY
   - WEMOCO 3589 Big Ridge Rd. Spencerport NY
   - Westside Academy 3555 Buffalo Road, Gates, NY
   - Westview, 3635 Buffalo Road, Gates, NY

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

16. Adjournment

At 7:32 pm, a motion was made by D. Laba to adjourn the meeting, seconded by C. Bowling; passed unanimously.

Respectfully Submitted,

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