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

MINUTES

of the Regular Meeting held on Wednesday, August 20, 2025, at 6:00 p.m. at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

Members Present

Dennis Laba, President
John Abbott
Kathy Dillon
Gerald Maar
Michael May
James Musshafen

Absent: Christa Bowling, R. Charles Phillips, Stephanie Merkley

Staff Present

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

Guests: Krystal Eichas, Amy Piatek

1. The meeting was called to order by President Laba at 6:00 pm.

2. Pledge of Allegiance

3. Agenda Modification - 11.5 Addendum to Personnel and Staffing Agenda

4. Approval of Minutes
   Resolved: To Approve the Minutes of the July 9, 2025, Regular Meeting and the July 29, 2025 Special Meeting
   Moved by M. May, seconded by J. Abbott; passed unanimously

5. Public Interaction

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

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

7. Audit Committee
   1. Resolved: To Approve the Minutes of the July 9, 2025, Audit Committee Meeting
      Moved by M. May, seconded by J. Abbott; passed unanimously

8. Board Presentation – In the absence of Safety and Security Coordinator Douglas Comanzo, Assistant Superintendent for Finance and Operations provided the annual Safety and Security Update to the board. The board had no questions and thanked Mr. Roland for the information.

9. Old Business
Resolved: To Approve the 2025-26 District-Wide School Safety Plan (S.A.V.E.)
Moved by G. Maar, seconded by J. Abbott; passed unanimously

10. New Business
1. Resolved: To Waive the Second Reading and Approve Updates to Policy Series 1000 and 2000 as presented.
Moved by M. May, seconded by G. Maar ; passed unanimously;

2. Resolved: To Approve CTE Equipment Reserve Fund Contribution of $ 95,00*0*

3. Resolved: To Approve Insurance Reserve Fund Contribution of $ 300,000

4. Resolved: To Approve Liability Reserve Fund Contribution of $ 100,000

5. Resolved: To Approve Retirement Contribution Reserve Fund Contribution of $500,000
Items 10.2-10.5 were moved together by J. Abbott, seconded by M. May; passed unanimously;

6. Resolved: To Designate D. Labaas the Voting Delegate and K. Dillon as the Alternate for New York State School Board Association (NYSSBA) Convention
Moved by J. Abbott, seconded by G. Maar; passed unanimously;

7. Resolved: To Approve 2025-26 Professional Learning Plan as presented
Moved by J. Abbott, seconded by J. Musshafen; passed unanimously;

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

9. Resolved: To Accept a Accept Donation of Blood Drawing Supplies from Rochester Clinical Research
Moved by seconded by ; passed unanimously

10. Resolved: Accept Donation of 2008 Blue Bird Vision Bus – VIN# 1BAKBCKAF246734
Items 10.9-10.10 were moved together by G. Maar, seconded by K. Dillon; passed unanimously

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

2. Be it so hereby resolved that the Board approve the following substitute/per diem/hourly pay rates effective July 1, 2025:

▪ Cleaner substitute	$15.50/hour
▪ Clerical substitute	$18.00/hour
▪ Clerical substitute who is a	$20.00/hour
▪ BOCES 2 retiree subbing in a non-similar position	
▪ Clerical substitute who is a BOCES 2 retiree subbing in	Hourly rate retired at, capped at $30.00/hour

a similar position	
▪ College Co-op student	$20.00/hour
▪ Interpreter substitute	$32.45/hour
▪ Job Training Specialist substitute	$18.50/hour
▪ Job Training Specialist substitute who is a BOCES 2 retiree	$20.50/hour
▪ Paraprofessional substitute	$18.50/hour
▪ Paraprofessional substitute who is a BOCES 2 retiree	$20.50/hour
▪ Registered Nurse substitute	$40.00/hour
▪ Security Worker substitute	$18.00 - $25.00/hour
▪ Student Helper	$15.50/hour
▪ Teacher substitute per diem	
▪ Uncertified teacher	$145/day; $175 after 40 days
▪ Certified teacher	$160/day; $185 after 40 days
▪ Teacher Immersion Fellows	$120/day
▪ Tutor	$35.00/hour

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

3. Be it so hereby resolved that the following positions be created:

1.0 FTE	Building Maintenance Supervisor, 12 months/year
1.0 FTE	Workforce Development Coordinator, 12 months/year

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

4. Be it so hereby resolved: That the Board approves the Agreement between the District Superintendent of Monroe 2-Orleans BOCES and the Monroe 2-Orleans BOCES Administrative Supervisory Association, for the period of July 1, 2025 – June 30, 2028, as presented.
Moved by M. May, seconded by J. Abbott; passed unanimously

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

1. School Bus Transportation RFB-2132-25
Ontario Bus, Inc:
20 Passenger Bus: $72/Hr Plus $4.70/Miles
Wheelchair Bus: $72/Hr Plus $4.70/Miles
32 Passenger Bus: $79/Hr Plus $4.70/Miles
66 Passenger Bus: $79/Hr Plus $4.70 Miles

2. Cleaning Services for Grease Traps RFB-2134-25
Mr. Rooter Plumbing: $29, 283.00

3. Deep Cleaning Services RFB-2138-25
Cleantec Services: $39,992.00

Items 12.1-12.3 were moved together by J. Abbott, seconded by M. May; passed unanimously

13. Executive Officer's Report

Updates from Albany

- District Superintendents' NYSED Evaluation Due to the Commissioner by August 29th
- Regionalization Plans due to SED by September 30th
- Portrait of a Graduate approved by Board of Regents

BOCES Summer Highlights

- Department of Exceptional Children Staff meetings with DS
- CTE Summer Camp (camper presentations to parents) 7/18
- JMT Meeting 7/31 - Plans to bring Cabinets from all JMT together this fall are in the works
- Hiring Event 7/31-
- DS Meeting 8/4-5
- Educational Foundation Board Meeting 8/6
- CSAs 8/7
- Governor's Round Table Event at BOCES 2 8/8
- Extended Cabinet/Cabinet Retreats 8/12-14 – First year for this event.
- New Staff Orientation Day 1 8/20-25/2025
- Opening Day is September 2. The board is invited to attend.

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

15. Other Items – there were no other items

16. Executive Session

At 6:46 pm, M. May made a motion to adjourn the meeting to executive session to discuss the employment history of a particular person and particular matter (s) regarding the district-wide school safety plan that will imperil public safety if disclosed; seconded by G. Maar; passed unanimously

Respectfully Submitted

Kelly Mutschler
Clerk of the Board

Members Present

Dennis Laba, President	Gerald Maar
John Abbott	Michael May
Kathleen Dillon	James Musshafen

Others present: Thomas Putnam, Steve Roland

At 7:35 pm, a motion was made by G. Maar, seconded by J. Musshafen to come out of Executive Session; passed unanimously.

Resolved: To Approve the 2025-26 Monroe 2-Orleans BOCES building-level emergency response plans for:

- 2025-26 BOCES 4 Science, 771 Elmgrove Rd, Gates, NY 14624
- 2025-26 CaTS Comm and Tech Service Center, 3625 Buffalo Road, Gates, NY

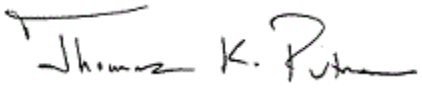
- 2025-26 CMC Warehouse, 35 Turner Drive, Spencerport, NY
- 2025-26 Educational Services Center, 3599 Big Ridge Road, Spencerport, NY
- 2025-26 Ridgecrest, 3625 Buffalo Road, Gates, NY
- 2025-26 Rochester Tech Park, 160 Wallace Way, Gates, NY
- 2025-26 Village Plaza 16-18-20 Slayton Ave Spencerport NY
- 2025-26 WEMOCO 3589 Big Ridge Rd. Spencerport NY
- 2025-26 Westside Academy 3555 Buffalo Road, Gates, NY
- 2025-26 Westview, 3635 Buffalo Road, Gates, NY
-

Moved by M. May, seconded by J. Abbott; passed unanimously

17. Adjournment

At 7:37 pm, a motion was made by M. May, to adjourn the meeting, seconded by J. Abbott; passed unanimously.

Respectfully submitted,



Thomas K. Putnam
District Superintendent, Clerk Pro Tem