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

MINUTES

of the Regular Business Meeting held on Wednesday, September 9, 2026, at 6:00 pm at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559.

Members Present

John Abbott
Christa Bowling
Salvatore DeLuca
Kathleen Dillon - President
Adam Huck
Dennis Laba – Vice President
Michael May
Terry Melore
James Musshafen
Yanieliz Diaz – Student Board Member

Staff Present

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

Absent: Y. Diaz

1. The meeting was called to order at 5:59 pm by President Kathleen Dillon

2. Pledge of Allegiance

3. Resolved: To Approve the Agenda Modification adding Item 11.1
   Moved by M. May, seconded by D. Laba; passed unanimously

4. Approval of Minutes
   Resolved: To Approve the Minutes of August 12, 2026 Regular Meeting
   Moved by T. Melore, seconded by J. Musshafen; passed unanimously

5. There was no public interaction

6. Assistant Superintendent for Human Resources Karen Browm provided the board with an annual HR Update. Director of Operations and Maintenance Travis Sleight then presented the annual O&M report to the board. The board asked questions and thanked the presenters.

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

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

8. <u>Old Business</u>:

1. Resolved: To Approve Policy Series 4000 with removal of duplicate sentence in Policy 4439.
   Moved by J. Abbott, seconded by C. Bowling; passed unanimously

2. The board discussed the quotes provided by Diligent Community, which is a meeting and policy documentation platform, and SuperEval, a platform used to complete annual Superintendent annual performance reviews. The board decided to move forward with the implementation of Diligent Community subscription and will wait until 2027-28 to implement SuperEval.

9. New Business
   1. First Reading of Policy Series 5000.

   2. Resolved: To Approve 2026 Regional Summer School Lease Amendments for Greece CSD and Hilton CSD
      Moved by J. Abbott, seconded by D. Laba; passed unanimously

   3. Resolved: To Approve 2026 Extended School Year Lease Amendment for Spencerport CSD
      Moved by M. May, seconded by D. Laba; passed unanimously

   4. It is hereby resolved that based upon the recommendation of the District Superintendent, the Monroe 2 - Orleans BOCES Board authorizes expenditures from the previously established Retirement Contribution Reserve Fund in the amount of $770,000 for the 2025/26 school year
      Moved by D. Laba, seconded by M. May; passed unanimously

   5. Assistant Superintendent for Instructional Programs, Thomas Schulte provided an overview of the School Safety and the Educational Climate report. The board asked questions and thanked Mr. Schulte for the update.

   6. The board reviewed the executive cabinet feedback to the New York State School Boards Association proposed conference resolution. President Kathy Dillon thanked the Assistant Superintendents for their feedback and insights.

   7. The board discussed the idea of holding monthly workshops for board members with the first being October 14, 2026. The workshop will focus on team building and will immediately follow the adjournment of that board meeting. Board President Dillon thanked the board for their time survey responses and willingness to attend the workshops.

10. Personnel and Staffing
    1. Resolved: To Approve the Personnel and Staffing Agenda as presented
       Moved by J. Abbott, seconded by D. Laba; passed unanimously

    2. Be it so hereby resolved that the following position be created:
       1.0 FTE Director of Instructional Programs

       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: *(walked in)*

1. Cooperative Audio-Visual Equipment Installation Service
Bid #RFB-2180-27
The Smart Guys $86,625.00
Moved by D. Laba, seconded by J. Musshafen; passed unanimously

12. Executive Officer's Report
- Opening Day on August 31 brought all staff to the Professional Development Center to kick of the 2026-27 school year. Staff heard from Board President Kathy Dillon, Assistant Superintendent for Instructional Programs Thomas Schulte and the DS. All staff received a BOCES 2 t-shirt.
- Departments reported a successful first day of school with students!
- DS meeting in Albany on September 21-22.

13. Board Communication
J. Abbott, D. Laba and K. Dillon attended the MCSBA Legislative Committee meeting.
S. DeLuca and D. Laba attended the MCSBA Information Exchange at the new MCSBA Office at Monroe One BOCES.

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

15. Other Items -Board handbook binders were distributed for review.

16. At 6:50 pm, a motion was made by M. May to adjourn the meeting to executive session *to the employment history of a particular individual(s)*; seconded by D. Laba; passed unanimously

Respectfully Submitted,

Kelly Mutschler
Clerk of the Board

Members Present

John Abbott
Christa Bowling
Salvatore DeLuca
Kathleen Dillon - President
Dennis Laba – Vice President
Michael May
Terry Melore
James Musshafen

At 8:00 pm, a motion was made by J. Abbott, seconded by D. Laba, to come out of executive session; passed unanimously.

17. Adjournment

At 8:02 pm, a motion was made by J. Abbott to adjourn the meeting, seconded by D. Laba; passed unanimously.

Respectfully Submitted,

Kathleen Dillon
Clerk Pro Tem