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

# MINUTES

of the Regular Meeting held on Wednesday, October 15, 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
R. Charles Phillips, Vice President
Christa Bowling
Kathleen Dillon
Gerald Maar
Michael May
James Musshafen

**Absent:** John Abbott, Stephanie Merkley

**Staff Present**

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

**Additional Staff:** Karrie Freeman, Kim Stephenson, Lisa Boyer, Kimberly Spagnola, Toni Gagnier, Jeff Lootens, Josh Olson, Lori Olson
**Guests:** Ken Olson, Madison Peters, Missy Peters, Dylan Peters, Jesse Peters, JJ Johnson

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

2. Pledge of Allegiance

3. Agenda Modification – Addition of New Business Item 10.6

4. Approval of Minutes
   Resolved: To Approve the Minutes of the September 17, 2025, Regular Meeting
   *Moved by M. May, seconded by J. Musshafen; passed unanimously*

5. Jeff Lootens introduced S.H.I.N.E. Award recipient Josh Olson and the District Superintendent presented the award. The board congratulated and thanked Mr. Olson. Mr. Olson, his guests, and Mr. Lootens guests left the meeting at 6:07 pm.

6. Public Interaction – there was no public interaction

7. Financial Reports
   1. Resolved: To Accept the Treasurer's Report as presented
      *Moved by G. Maar, seconded by K. Dillon; passed unanimously*

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

8. Board Presentations - Tom Zuber of Mengel, Metzger, Barr, CPA reviewed the 2024-25 Audit with the board. Mr. Zuber left the meeting at 6:10 pm

1. Resolved: To Accept the Audit Report entitled Basic Financial Statement for year ended June 30, 2025

2. Resolved: To Accept the Management Letter for the year ended June 30, 2025

3. Resolved: To Accept Corrective Action Plan for the Year Ended June 30, 2025 (Mengel, Metzer, Barr & Co)

*Items 8.1-3 moved together by G. Maar; seconded by J. Musshafen; passed unanimously*

9. Old Business – There was no old business

10. New Business
    1. Resolved: Approve 2023-2025 Academic Intervention Services Plan
    *Moved by K. Dillon, seconded by C. Bowling; passed unanimously*

    2. Assistant Superintendent for Instructional Programs Thomas Schulte provided the board with a report on 2025 Regional Summer School and Extended School Year Programs. The board asked questions and thanks Mr. Schulte for the report.

    3. There was a discussion about planning a board workshop. The topic for the session will be Budget Development and Space. District clerk will send a poll to the board to choose a date.

    4. The board discussed the formation of a Handbook Planning Sub-committee made up of four board members. Interested board members will contact the District Clerk.

    5. The topic of BoardDocs was discussed. Board President Dennis Laba will visit the vendor at the NYSSBA Conference this month and bring information back to the board for consideration.

    6. IT IS HEREBY RESOLVED that the Monroe 2-Orleans Board of Cooperative Educational Services recognizes the appointment of Thomas K. Putnam, Ed.D. as the Interim District Superintendent of the Genessee Valley BOCES effective October 4, 2025, by the Commissioner of Education.
    *Moved by K. Dillon, seconded by G. Maar; 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 C. Bowling; passed unanimously*

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

    1. Print Shop Supplies Bid #RFB-2140-25
        Central Ink $57,859.00
        Mark Andy Print Products $14,825.50
    2. Cooperative Fine Paper Bid# RFB-2139-25

| | |
|---|---|
| WB Mason | $1,010,563.94 |
| Economy Paper Co. | $419,874.18 |
| Veritiv Operating Corp. | $156,167.90 |
| Lindenmeyr-Munroe. | $146,475.00 |
| Head to Heels | $5,243.04 |
| Pyramid School Products | $479.60 |

3. Cooperative Audio-Visual Equipment Installation Bid #RFB-2153-26

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|---|---|
| The Smart Guys | $86,625.00 |

13. Executive Officer's Report

**Albany Updates:**

- Regionalization Plan has been submitted
  Focus Areas Include:
  - Creation of a Regionalization Steering Committee
  - Transportation (Partnership between M1 & M2 BOCES)
  - Address Waitlists in Special Education & CTE
  - Early College Access Coser
  - Universal Prekindergarten (UPK)
  - Alternative HS/Expansion of Tutoring/Distance Learning

- Retirement of Genesee Valley BOCES District Superintendent Kevin MacDonald
  - NYSED Commissioner has named Tom Putnam the Interim DS for GV BOCES
  - 10/8 – Met with the President and Vice President of the GV BOCES Board
  - 10/16 – Will be meeting the GV component Superintendents
  - Kevin MacDonald will be on site as the Chief Operating Officer until a new District Superintendent has been named
  - BOCES 2 will not be conducting the search for the new DS

**Local Updates**

- Plan for JUUL Funds
  Partnership between Monroe 1 BOCES and Monroe 2-Orleans BOCES
- Department of Exceptional Children – Update
- Wheatland BOE meeting with Jim – October 6
- BOCES 4 Science featured in On Board – October 13 Issue

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

15. Other Items – Student Board Member Xavier Williams was unable to attend the meeting but provided the following written update to the District Superintendent:

*Overall, things are going very well — students have adjusted nicely to the no-phone rule. SkillsUSA has kicked off a new fundraiser, which I expect will be just as successful as last year's. We're also preparing four students to attend the Fall Leadership Conference, where they'll develop their leadership skills and represent our program proudly. In addition, I have a Region 1 meeting today that will bring together members from Buffalo to Syracuse to learn more about SkillsUSA and share ideas.*
*Our team is also getting ready for our annual Crafts and Vendors Sale, which was a great success last year, and we're planning to bring back the Pancake Sale, which raised over two thousand dollars in sales previously. Thank you for your continued support!*

18. Executive Session

At 6:50 pm K. Dillon made a motion to adjourn the meeting to executive session to discuss the employment history of a particular person; seconded by J. Musshafen; passed unanimously

Respectfully Submitted

Kelly Mutschler
Clerk of the Board

**Members Present**

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

**Others present**: Thomas Putnam

At 7:05 pm, a motion was made by J. Musshafen, seconded by C. Bowling to come out of Executive Session; passed unanimously.

Resolved: Resolved: That, pursuant to Education Law Section 1950, the 2nd Amendment (dated October 15, 2025) to the District Superintendent's current Contract of Employment be approved to the extent required by law

*Resolution after executive session moved by C. Phillips, seconded by J. Musshafen, passed unanimously*

17. Adjournment

At 7:12 pm, a motion was made by K. Dillon, to adjourn the meeting, seconded by M. May; passed unanimously.

Respectfully submitted,

Thomas K. Putnam
District Superintendent, Clerk Pro Tem