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

# MINUTES

of the Regular Meeting held on Wednesday, November 19, 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
John Abbott
Christa Bowling
Kathleen Dillon
Gerald Maar
Michael May
James Musshafen
Xavier Williams

**Absent:** Stephanie Merkley

**Staff Present**

Thomas K. Putnam
Karen Brown
Steve Dawe
Ian Hildreth
Kelly Mutschler
Steve Roland
Thomas Schulte
Jill Slavny
Kerry Macko
Gary Manuse
Renee Mulrooney

**Additional Staff:** Toni Gagnier

1. The meeting was called to order by President Laba at 6:20 pm.

2. Pledge of Allegiance

3. Agenda Modification –

4. Approval of Minutes
   Resolved: To Approve the Minutes of the October 15, 2025, Regular Meeting
   *Moved by J. Abbott, seconded by C. Bowling; passed unanimously*

5. Dr. Putnam introduced student board member Xavier Williams. President Laba administered the oath. The Board and Executive Cabinet introduced themselves. Mr. Williams thanked the board for the opportunity to serve and provided some background on his decision to be a student board member.

6. Shine Awards were pushed back to the December 17, 2025 meeting agenda

7. Public Interaction and Public Hearing 2025-26 District Wide Safety Plan (revised to include District Wide Cardiac Arrest Plan– There were no speakers and no comments about the safety plan. The board will approve the revised plan at the December meeting.

8. Board Presentations – Exceptional Children Director Kerry Macko and Elementary Principal Renee Mulrooney provided the board with an overview of the PreK center-based and district-based classrooms. Assistant School Business Official provided the board with look at the PreK budget and status of reimbursement from Monroe County for 2019-2023. The board asked questions, thanked the presenters who then left the meeting at 6:46 pm

9. Financial Reports
   1. Resolved: To Accept the Treasurer's Report as presented
      *Moved M. May, seconded by J. Abbott; passed unanimously*

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

10. Audit Committee
    Resolved to Approve the Audit Committee Meeting minutes of October 15, 2025
    *Moved by M. May, seconded G. Maar; passed unanimously*

11. Old Business –
    1. Resolved: To Appoint the following board members to serve on the Board Handbook Committee. John Abbott, Christa Bowling, Kathleen Dillon, and Dennis Laba
       *Moved by J. Abbott, seconded G. Maar; passed unanimously*

    2. President Laba relayed information he received at the NYSSBA Annual Conference in October. Dennis asked Board Clerk to schedule a presentation for the board by Diligent (formerly Board Docs).

12. New Business
    1. Resolved: To Waive the Second reading and Approve Policy #4542

    2. Resolved: To Waive the Second Reading and Approve Policy # 5150 Recruitment, Selection, Appointment and Fingerprinting of Personnel

    3. Resolved: To Waive the Second Reading and Approve Policy # 7120 Students with Disabilities

       *Items 12.1-3 were moved together by M. May, seconded by G. Maar; passed unanimously*

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

    2. WHEREAS, the BOCES Board has been provided with evidence that the following individuals have completed training which meets the requirements of 8 NYCRR 30-2.10 and the Monroe 2-Orleans BOCES 2025-2026 State-approved Annual Professional Performance Review Plan for certification as a Lead Evaluator of teachers, therefore

       BE IT RESOLVED, that, upon recommendation of the District Superintendent, the following individuals be certified as a Lead Evaluator of teachers:

       - James Bates
       - Cassandra Montemarano
       - Renee Mulrooney
       - Jason Rotundo
       - Lindsay Warner

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

14. 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 2025 – 2026 fiscal year, for Airia Holdings LLC, dba Brain Freeze LLC, Bright Village Ventures, LLC, Carahsoft Technology Corp., Concourse Tech. Inc., Curipod, Edia Learning, Flint Inc., Kira Learning, Knowt Inc., MantisEDU Inc., Notable Inc. dba Kami, Panorama Education, Inc. dba Prometric LLC, SAY IT Labs Inc., Thriving Students Collective, TouchMath Acquisition LLC dba TouchMath LLC, TrueMark Systems Corporation, 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.

2. Equipment Lease-Purchase For the benefit of Wheatland-Chili CS District Board of Cooperative Educational Services Second Supervisory District of Monroe County

   Whereas, Board of Cooperative Educational Services, Second Supervisory District of Monroe County (“BOCES 2”), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of New York, is authorized by the laws of the State of New York to purchase, acquire and lease personal property and to enter into contracts with respect thereto; and

   Whereas, pursuant to New York State Education Regulations contained at 8 NYCRR Part 170.3(f), and in furtherance of BOCES 2’s mission and essential functions, BOCES 2 desires to purchase, acquire and lease certain equipment constituting personal property in connection BOCES’s ongoing service programs; to

wit, the Lessor anticipates entering into a contract with Wheatland-Chili Central School District (the "District") relating to same; and

Whereas, in order to acquire such equipment, the BOCES 2 proposes to enter into with Toshiba (the *"Lessor"*), the form of which has been presented to the governing body of the BOCES 2 at this meeting; and

Whereas, the governing body of the BOCES 2 deems it for the benefit of the BOCES 2 and for the efficient and effective administration thereof to enter into the Agreement for the purchase, acquisition and leasing of the equipment therein described on the terms and conditions therein provided;

Now, Therefore, Be It And It Is Hereby Resolved;

*Section 1. Approval of Documents*. The form, terms and provisions of the Agreement and cross-contracts with the District (collectively, the "Agreements") are hereby approved in substantially the form presented at this meeting, with such insertions, omissions and changes as shall be approved by counsel to BOCES 2 or other authorized representatives of BOCES 2 executing the same, the execution of such documents being conclusive evidence of such approval; and the BOCES 2 Board President is hereby authorized and directed to execute, and the BOCES 2 District Superintendent is hereby authorized and directed to attest and countersign the Agreements and any related exhibits attached thereto, and the BOCES 2 District Clerk is hereby authorized to affix the seal of BOCES 2 to such documents.

*Section 2. Findings - Financial.* The BOCES 2 Board finds and determines that it is in BOCES 2's best financial interest to acquire the Equipment for the benefit of the District because:

(i) it provides an opportunity to use the equipment without committing to the full costs of purchase; and

(ii) after seeking competitive quotes, Lessor provides the most financially advantageous lease terms; and

*Section 3. Findings - Ordinary Contingent Expense.* The BOCES 2 Board finds and determines that the Equipment is necessary to maintain BOCES 2's educational program, preserve property or assure the health and safety of students and staff and thus payments under the Agreements constitute ordinary contingent expenses.

*Section 4. Other Actions Authorized*. The officers and employees of BOCES 2 shall take all action necessary or reasonably required by the parties to the Agreements to carry out, give effect to and consummate the transactions contemplated thereby and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreements.

*Section 5. No General Liability*. Nothing contained in this Resolution, the Agreements nor any other instrument shall be construed with respect to BOCES 2 as incurring a pecuniary liability or charge upon the general credit of BOCES 2 or against its taxing power, nor shall the breach of any agreement contained in this

Resolution, the Agreements or any other instrument or document executed in connection therewith impose any pecuniary liability upon BOCES 2 or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreements are special limited obligations of BOCES 2 as provided in the Agreements.

*Section 6. Section 265(b)(3) Designation.* BOCES 2 hereby designates the Agreements as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. BOCES 2 further represents that BOCES 2 reasonably anticipates that BOCES 2 and other entities that BOCES 2 controls will not issue tax-exempt obligations (including the Agreement) that exceed the aggregate principal amount of $10,000,000 during the calendar year in which the Agreement is executed and delivered.

*Section 7. Severability*. If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 8. Effective Date*. This Resolution shall be effective immediately upon its approval and adoption

*Items 14.1-2 were moved together by M. May, seconded by J. Abbott.*
*14.1 passed unanimously. 14.2 passed with 6 ayes, 1 abstention*

15. Student Board Member Report
    1. Xavier Williams reported that the cell phone ban is going well at CTE. Most classrooms had already been cell phone free zones prior to the state ban
    2. Current Monroe 2-Orleans BOCES CTE SkillsUSA Officers are considering running for SkillsUSA State office

16. Executive Officer's Report

**Albany Updates:**

- October DS Meeting – Brooklyn
  - CTE, P-tech, Early College High Schools – Tours
  - Advocacy for Pathways to Teaching Careers
- November DS Meeting – Albany
  - Zero Emission Buses
  - Early College Access Coser
  - US Department of Education Funding
- **Interim DS – Genesee Valley BOCES**
  - Met with GV BOCES Component Superintendents in October
  - Participate in the monthly virtual CSA meetings as schedule allows
  - SED Data Survey/Study has begun and is due November 28
  - GV BOCES Admin is assisting with data collection

**Local Updates:**

- Careers in Agriculture Tours – October 29-30

- ECLC Preschool Trick or Treat - October 31
- AI in Education Regional Summit - November 4
- National STEAM Day – Balloon Racing with the Medically Fragile Class at Brockport High School –Samantha Fowler, Teacher – November 4
- Brockport BOE Meeting with Gerry – November 4
- CSA Retreat - November 6-7
- National Technical Honor Society Induction - November 17
- JMT Cabinet Meeting – November 19

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

18. Other Items

19. Adjournment
At 7:21 pm C. Phillips made a motion to adjourn the meeting; seconded by G. Maar; passed unanimously

Respectfully Submitted

Kelly Mutschler
Clerk of the Board