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

MINUTES

of the Regular Meeting held on Wednesday, December 17, 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
Michael May
James Musshafen
Xavier Williams

Absent: Gerald Maar, Stephanie Merkley

Staff Present

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

Additional Administrators: Kerry Macko, Jon Koeng,

Guests:

Andy Fowler
Joan Miller
Corey Weese
Linda K (not legible)
Heather Case
Robert Hill
Debra Hill
Emily Match
Andrew Bewley
Toni Gagnier
Don Miller
Fagan Family
Rick Worner
Christine Pursel
Alyssa Hill
Jennifer DeWitte
Courtney Grey
Laureen Hadeen
Jessica Weese
Jeremy Miller
Chris Joyce
Chris Gold
Gabby Milgate
Jake Hill
Peter DeWitte
Travis Sleight

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

2. Pledge of Allegiance

3. Agenda Modification –

4. Approval of Minutes
   Resolved: To Approve the Minutes of the November 19, 2025, Regular Meeting
   Moved by K. Dillon, seconded by C. Bowling; passed unanimously

5. S.H.I.N.E. Awards were presented by Jill Slavny, Kerry Macko, Steve Roland, Jon Koeng, and Edward Mongold to the following recipients:

   Andy Bewley
   Lucy Fagan
   Paula Green
   Kate McElhaney
   Gabriella Milgate
   Julie Moretti

Courtney Grey
Lauren Hadeen
Robert Hill
Chris Joyce
Caitlynne Marczyk
Emily Match
Ashlea Petrella
Kristyn Sengillo
Julie Swiderski
Jessica Weese
Patty Zeiner

6. There was no public Interaction

7. Board Presentations Regional Community Schools Coordinator Dr. Joseph Fantigrossi gave an overview of the Community Schools CO-SER and Westside Academy Principal Edward Mongold and Laurren Hadeen provided a presentation about Delphi Partnership. The board asked questions, thanked the presenters who then left the meeting at 6:52 pm

8. Financial Reports
   1. Resolved: To Accept the Treasurer's Report as presented
      Moved J. Abbott, seconded by K. Dillon passed unanimously

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

   3. Resolved: To Accept the Quarterly Extra Classroom Report
      Moved by K. Dillon, seconded by C. Bowling; passed unanimously

9. Old Business –
   1. Resolved: To Approve the Revised 2025 District Wide School Safety Plan (S.A.V.E)
      Moved by J. Abbott, seconded M. May; passed unanimously

   2. Board Clerk provided information from Diligent Community Webinar and price quote. *The board requested a presentation by the vendor*

10. New Business
    1. Resolved: To Waive the Second reading and Approve Policy #7111
       Moved by M. May, seconded by J. Abbott; passed unanimously

    2. Resolved: To Approve the State Environmental Quality Review Act (SEQRA) for the 2025 Capital Project
       Moved by J. Abbott, seconded by K. Dillon; passed unanimously

    3. Resolved: To Approve 2025 Capital Project
       Moved by C. Bowling, seconded by M, May; passed unanimously

    4. Resolved: To Accept Single Audit Report for Year Ended June 30, 2025
       Moved by J. Abbot, seconded by J. Musshafen; passed unanimously

    5. Resolved: To Accept Extra Classroom Activity Funds Financial Report for Year Ended June 30, 2025
       Moved by J. Musshafen, seconded by K. Dillion; passed unanimously

    6. Resolved: Accept Corrective Action Plan for the Year Ended June 30, 2025
       Moved by J. Abbott, seconded by C. bowling; passed unanimously

7. Resolved: Accept a $5,000.00 Donation from the Davison Foundation to be used for Scholarships for CTE Students in the Communication, Engineering or Nursing Fields who have demonstrated a strong will and desire to work hard to achieve their academic goals

Moved by K. Dillon, seconded by C. Bowling; passed unanimously

11. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda and Addendum as presented

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

12. Bids/Lease Purchases

Resolved: To Accept the bid recommendations and awarding of the following bids and lease purchases as presented

1. COOPERATIVE MULTIMEDIA AUDIO VISUAL EQUIPMENT
Bid #RFB-2141-25

PS Business Solutions	$81,791.00
ABRZ International	$13,340.00
Fusion Digital.	$9,929.00

2. COOPERATIVE FOOD SERVICE EQUIPMENT REPAIR, MAINTENANCE AND INSTALLATION SERVICE
Bid #RFB-2154-26

(refrigerated)

#1 Award: Monroe Piping and Sheet Metal, LLC	$7,880.00
#2 Award: Pipitone Enterprises	$8,270.00

(non-refrigerated)

#1 Award: Monroe Piping and Sheet Metal, LLC	$12,480.00
#2 Award: WOLF Mechanical Service, LLC	$13,980.00

3. COOPERATIVE BUILDING SUPPLIES
Bid #RFB-2155-26

Cooper Electric Supply, LLC.	$2,922.50

4. COOPERATIVE ELECTRICAL REPAIR, MAINTENANCE AND INSTALLATION SERVICE
Bid #RFB-2156-26

Ferguson Electric, Inc.	$32,533.82

5. COOPERATIVE PLUMBING REPAIR, MAINTENANCE AND INSTALLATION SERVICE
Bid #RFB-2157-26

#1 Award Winner: Monroe Piping & Sheet Metal, LLC	$11,130.00
#2 Award Winner: WYCO Mechanical LLC	$12, 270.00

6. COOPERATIVE HVAC REPAIR, MAINTENANCE AND INSTALLATION SERVICE
Bid #RFB-2158-26

#1 Award: Monroe Piping & Sheet Metal LLC	$103,050.00
#2 Award: Pipitone Enterprises, LLC	$103,050.00

7. COOPERATIVE ELECTRICITY SUPPLY
Bid #RFB-2166-25
Energy Cooperative of America
1408 Sweet Home Rd. Ste. 8, Amherst, NY14228
Weighted Price Adder: $0.0173011

Items 12.1-12.7 were moved together by M. May, seconded by J. Abbott; passed unanimously

13. Student Board Member Report
- Several CTE students volunteered with the Toys for Tots event
- SkillsUSA students are gearing up for local competitions
- SkillsUSA fundraiser vendor and craft show is March 21, 2026, at WEMOCO

14. Executive Officer's Report
Albany Updates:
- NY Inspires & Portrait of a Graduate
  - BOCES 2 has joined all 37 BOCES in attending a professional learning consortium spearheaded by Ulster BOCES
  - SED & BOCES are working together to focus on best practices
- Interim DS – Genesee Valley BOCES
- WFL DS – Vacancy as of 2/22026

Local Updates:
- Early College Access (New Coser)
  - 6 districts have expressed interest in joining the Coser
  - Awaiting finalized aid formula from SED
  - We anticipate aid ratio will mirror the updated CTE aid ration
    - Up to 40k this year, then 50k, then 60k
    - Aid will be on teacher salary (not including benefits)
- Celebration & Positivity
- SEPTO Holiday Celebration
- ECLC Preschool *Delivery of Books from Board Appreciation Week*

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

16. Other Items

17. Executive Session
At 7:10 pm, M. May made a motion to adjourn the meeting to executive session to discuss matters related to a proposed lease of real property, as disclosure at this time would substantially affect the value of the property; seconded by J. Musshafen; passed unanimously

Respectfully Submitted,

Kelly Mutschler
Clerk of the Board

Members Present
Dennis Laba, President
R. Charles Phillips, VP
John Abbott
Christa Bowling
Kathleen Dillon
Michael May
James Musshafen

Others present:
Thomas Putnam, Steve Roland

At 8:30 pm, a motion was made by J. Abbott, seconded by M. May to come out of Executive Session; passed unanimously.

18. Adjournment

At 8:31 pm, a motion was made by C. Phillips, to adjourn the meeting, seconded by K. Dillon; passed unanimously.

Respectfully submitted,

Thomas K. Putnam
District Superintendent, Clerk Pro Tem