

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

## MINUTES

of the Regular Meeting held on Wednesday, June 12, 2024, 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  
Kathleen Dillon

Trina Lorentz  
Gerald Maar  
Michael May  
Jame Musshafen  
Heather Pyke

### Staff Present

Jo Anne Antonacci  
Karen Brown  
Stephen Dawe  
Ian Hildreth  
Kelly Mutschler  
Cynthia Medly-Evanetski

Marijo Pearson  
Steve Roland  
Michelle Ryan  
Tom Schulte

Guests: Melanie Dickson

1. The meeting was called to order by President Laba at 6:00 pm.
2. Pledge of Allegiance
3. Agenda Modification - None
4. Approval of Minutes  
Resolved: To Approve the Minutes of the May 15, 2024, Regular Meeting  
*Moved by J. Abbott, seconded by H. Pyke; passed unanimously*
5. There was no public interaction.
6. Financial Reports
  1. Resolved: To Accept the Treasurer's Report as presented  
*Moved by M. May, seconded by G. Maar; passed unanimously*
  2. Resolved: To Accept the WinCap Reports as presented  
*Moved by J. Abbott, seconded by K. Dillon; passed unanimously*
7. Audit Committee Update
  1. Resolved: To Accept the May 15, 2024 Audit Committee Meeting Minutes  
*Moved by M. May, seconded by G. Maar; passed unanimously*
  2. Resolved: To Accept Test Report for the Year Ending June 30, 2024  
*Moved by J. Abbott, seconded by G. Maar; passed unanimously*

3. Resolved: To Accept Test Report Corrective Action Plan for Year Ending June 30, 2024

*Moved by G. Maar, seconded by K. Dillon; passed unanimously*

4. Resolved: To Approve 2024-25 Audit Committee Members - D. Laba, C. Phillips, M. May, J. Abbott

*Moved by G. Maar, seconded by K. Dillon; passed unanimously*

8. Board Presentations

1. CTE Capital Review: Mr. Jake Mountain presented a review of the CTE Capital Project. The Board asked questions and thanked Mr. Mountain who left the meeting at 6:15 pm
2. Assistant Superintendent for Instructional Programs presented an overview and update on Community Schools. The board asked questions and thanked Mr. Schulte

9. Old Business - there was no old business - none

10. New Business

1. Resolved: To Approve 2024-25 Fair Share Lease Template

2. Resolved: To Approve 2024-25 Preschool Classroom Lease Template  
*Items 10.1 and 10.2 were moved together by J. Abbott, seconded by G. Maar; passed unanimously.*

3. Resolved: To Authorize Funding the Career Technical Education Equipment Reserve Fund up to \$150,000

4. Resolved: To Authorize Funding the Teachers' Retirement Contribution Reserve Sub-Fund up to \$100,000

5. Resolved: To Authorize Funding the Retirement Contribution Reserve Fund up to \$1,300,000

6. Resolved: To Authorize Funding the Insurance Reserve Fund up to \$300,000

7. Resolved: To Authorize Funding the Liability Reserve Fund up to \$100,000  
*Items 10.3-10.7 were moved together by M. May, seconded by J. Abbott; passed unanimously*

8. Resolved to Accept Donation of Corian Vanity Tops from Struck Floors  
*Moved by K. Dillon, seconded by J. Abbott; passed unanimously*

11. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
*Moved by J. Abbott, seconded by K. Dillon; passed unanimously*

2. Resolved: To Certify Lead Evaluators of Teachers  
*Moved by G. Maar, seconded by K. Dillon; passed unanimously*

3. Resolved: To Resolution to Certify Lead Evaluator of Principals  
*Moved by K. Dillon, 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. Bid #RFB-2091-24  
UGI Energy Services, LLC                      SC-5 Accounts  
   Basis/DT  
   \$0.3280
2. Capital Project Bid  
Kircher Construction                      Base Bid(Including allowance) \$199,111.00  
   Total Award:                      \$199,000.00

13. Executive Officer's Report

District Superintendent Retreat will be June 24-25.

Year-end celebrations are happening all month. The BOCES 4 Science open house early this month was well attended by JMT staff and guests.

The SEPTO Fair was a big success with the support of the West Central Kiwanis. The Special Ed Moving-On Ceremony was especially moving this year with an impromptu speech by one of our students, thanking everyone at BOCES 2 and his family for their support.

Over 100 people attended the Retiree Reception yesterday, which included an informational session from Aetna and time to reconnect with former colleagues.

The CTE recognition ceremony will be held at SUNY Brockport tomorrow June 13, 2024 and the Westside Academy Ceremony takes place on Friday, June 14.

14. Committee Reports

1. Labor Relations Committee -no report
2. Legislative Committee -- no report
3. Information Exchange - No report

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

16. Other Items -There were no other items

17. At 7:00 pm a motion was made by M. May to adjourn to executive session; seconded by K. Dillon; passed unanimously

Respectfully Submitted



Kelly Mutschler  
Clerk of the Board

**Members Present**

Dennis Laba  
R. Charles Phillips  
John Abbott  
Kathleen Dillon

Trina Lorentz  
Gerald Maar  
Michael May  
James Musshafen  
Heather Pyke

At 7:55 pm a motion was made by C. Phillips, seconded by M. May to come out of Executive Session; passed unanimously.

**MOTIONS OUT OF EXECUTIVE SESSION**

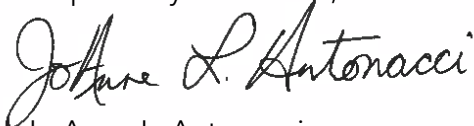
1. Resolved: To Approve the Addendum to Personnel and Staffing
2. Resolved: To Approve the Classified Staff salary increases for the period of July 1, 2024-June 30, 2025
3. Resolved: To Approve the Classified Staff perfect attendance award of \$250.00
4. Resolved: To Approve the salary increase of 3.0% for the 2024-2025 school year for those tutors who worked between 200 and 549 hours during the 2023-2024 school year
5. Resolved: To Approve the Agreements between the District Superintende and the following individuals for th period of July 1, 2024-June 30, 2025:
  - Kelly Mutschler
  - Travis Sleight
  - Jennifer Talbot
6. Resolved: To Approve the Agreements between the District Superintendent and the following individuals for the period of July 1, 2024 - June 30, 2027:
  - Karen Brown
  - Marijo Pearson
  - Steve Roland
  - Thomas Schulte
  - Lynda VanCoske
7. Resolved: To Approve the amended Agreement between the District Superintendent and the following individual for the period of July 1, 2024 - June 30, 2027
8. Resolved: To Approve the Agreement between the District Superintendent and Michelle Ryan

*Resolutions 1-8 above were moved together by J. Abbot, seconded by M. May; passed unanimously*

18. Adjournment

At 7:56 pm a motion was made by K. Dillon to adjourn the meeting, seconded by G. Maar, passed unanimously.

Respectfully Submitted,



Jo Anne L. Antonacci  
Clerk Pro Tem