



**BOARD OF COOPERATIVE EDUCATIONAL SERVICES SOLE SUPERVISORY DISTRICT  
ST. LAWRENCE-LEWIS COUNTIES**

P.O. Box 231, 40 W. Main Street  
Canton, New York 13617

**BOARD MEETING** – Thursday, July 6, 2023 – 4 p.m.

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**Board of Education Goals  
2022-2023**

St. Lawrence-Lewis BOCES is committed to work successfully with component districts across the region:

- To increase student performance and enhance opportunities to access advanced coursework essential for a successful preparation for college, career, and citizenship including alternative and technology-based platforms
- To promote regional sharing and delivery models through inter-BOCES as well as intra-BOCES arrangements
- To continuously evaluate BOCES services for quality, efficiency, and potential improvement, including input from our component school district partners
- To provide financial and operational solutions to our component school districts helping them maximize new revenue sources.

St. Lawrence-Lewis BOCES will:

- Work with our Regional Partners, including SUNY Potsdam, to build and refine regional pipelines that will produce teachers and future educational leaders for the region, including the Ed Leadership Program at SUNY Potsdam and the Advanced Certificate in Special Education Program.
- Work with component districts to provide professional development for the implementation of instructional tools and strategies needed for effective instruction, including a multi-year implementation of The Science of Reading.
- The BOCES will support models of Social/Emotional/Learning (SEL) for implementation across the region, which will increase both the cognitive capacity of all students and their physical, mental well-being, and health.
- Continue to provide school districts and BOCES staff the information, resources, and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students, and to protect our technology platforms.
- Develop resources to support BOCES and SLL component districts as they raise awareness and build capacity toward the implementation of the New York State Education Department's Culturally Responsive Sustaining Education Framework and the embedded components of Diversity, Equity, and Inclusion.

**PUBLIC HEARING**

**PUBLIC HEARING** - [District-Wide Safety Plan](#) – Following this public hearing a 30 day public comment period will be held with the anticipated adoption of the Plan at the August 2023 Board meeting.

## ORGANIZATIONAL MEETING

### Opening Activities

(In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Meetings)

- I. Appoint Temporary Chairman (Clerk of the Board is designated)  
(In accordance with [Board Policy #1438](#) – Annual Organization Meeting)
- II. Call to Order by the Temporary Chairman
- III. Pledge of Allegiance
- IV. Roll Call and Quorum Check

### Action Items – Organizational

(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

#### V. Appointments

##### A. Administration of Oath of Office to Newly Elected Board Members

Clerk administers the Oath of Office to Todd Bates, Michael Miller, and Kevin Wells, each a three-year term, July 1, 2023 through June 30, 2026. (All board officers, including District Superintendent, as well as newly elected members of the board take an oath each year.)

*I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of New York, and that I faithfully discharge, according to the best of my ability, the duties of the position of (Board Member) (District Superintendent) of the Sole Supervisory District of St. Lawrence-Lewis Counties Board of Cooperative Educational Services to which I am now assigned.*

##### B. Nomination of 2023 – 2024 President

(In accordance with [Board Policy #1311](#) – Duties of the President)

*The chairman will call for nominations from the floor for the position of Board President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as board president for the 2023 - 2024 fiscal year.*

**A motion is needed to nominate the Board President for the 2023 - 2024 fiscal year.**

##### C. Election of 2023 – 2024 President

(In accordance with [Board Policy #1311](#) – Duties of the President)

**A motion is needed to approve the following resolution:**

**BE IT RESOLVED that \_\_\_\_\_ be elected President of the Board of Education for this BOCES for the 2023 - 2024 fiscal year.**

- D. Nomination of 2023 - 2024 Board Vice President  
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

*The chairman will call for nominations from the floor for the position of Board Vice President. If two or more names are received for the position, paper ballots will be used to vote for the nominees. If only one nomination is made, the clerk will cast one ballot for that person to fill the position as Board Vice President for the 2023 – 2024 fiscal year.*

**A motion is needed to nominate the Board Vice President for 2023 - 2024 fiscal year.**

- E. Election of 2023 – 2024 Board Vice President  
(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

**A motion is needed to approve the following resolution:**

**BE IT RESOLVED that \_\_\_\_\_ be elected Vice President of the Board of Education of this BOCES for the 2023 - 2024 fiscal year.**

- F. Administration of Oath of Office to the Elected Officers for 2023 - 2024

*The clerk administers the Oath of Office to the President and Vice President*

- G. Appointment of 2023 - 2024 School District Officers  
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to appoint the following 2023 - 2024 BOCES Officers:**

1. **Clerk of the BOCES – Maureen Bouchey**
2. **Treasurer of the BOCES – Patti Rowan**
3. **Deputy Treasurer of the BOCES – Molly Williams**
4. **Claims Auditor – Julia Stevenson**
5. **Internal Auditor – Questar III BOCES**
6. **BOCES Attorney – Ferrara Fiorenza, P.C.**
7. **BOCES Educational Consortium – Hinman Straub**
8. **Records Retention and Disposition Officer – Patti Rowan**
9. **Records Access Officer – Patti Rowan**
10. **Records Management Officer – Nicole Ashley**
11. **External (Independent) Auditor – Bowers and Company, Certified Public Accountants, P.C.**
12. **Purchasing Agent – Darlene Bessette**
13. **Back-Up Purchasing Agent – Ross Guiles**
14. **LEA Designee – Asbestos Handling/Reporting – Kevin Perretta**
15. **Liaison for Homeless Children and Youth – Johnathan Hirschey**

- 16. Foster Care Liaison – Brooke Santamont
- 17. Re-establishment of Audit Committee Members (Roger Bennett, Michael Davis and Michael Miller)
- 18. Chief Information Officer – Darin Saiff
- 19. Chief Information Security Officer – Lori Remington
- 20. Data Protection Officer – Darin Saiff
- 21. BOCES Integrity Officer for SED Test Security – Thomas Burns
- 22. COVID-19 Safety Coordinator – Darin Saiff
- 23. Title IX / Civil Rights Compliance Officer
  - a. For Students – Darin Saiff
  - b. For Employees – Marshall Fiese
- 24. DEI Coordinator – Desaree Backus
- 25. Website Manager – Capital Region BOCES Communications Team
- 26. Chief Emergency Officer – Thomas Burns
- 27. Copyright Officer – Virginia Tebo
- 28. Insurance Advisor – Haylor, Freyer, and Coon

H. Appointment of 2023 - 2024 Designations  
 (In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to appoint the following 2023 - 2024 Designations:**

- 1. Official Bank Depositories – Community Bank NA, NYCLASS, and Chase Bank
- 2. Regular Monthly Meetings as follows:

Month	Date	Time
August	Thursday, August 17 – ESC Building	4 pm
September	Thursday, September 14 – ESC Building	6 pm
October	Thursday, October 12 – ESC Building	6 pm
November	Wednesday, November 8 – Northwest Tech	6 pm
December	Thursday, December 14 – Seaway Tech	4 pm
January	Thursday, January 11 – ESC Building	6 pm
February	Thursday, February 8 – ESC Building	6 pm
March	Thursday, March 14 – ESC Building	6 pm
April	Thursday, April 11 – ESC Building	4 pm
May	Thursday, May 9 – Southwest Tech	6 pm
June	Thursday, June 6 – ESC Building	5 pm

- 3. Official Newspaper(s) – Johnson Newspapers, Plattsburgh Press Republican and North Country This Week

- I. Appointment of 2023 - 2024 Authorizations  
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to approve the following Authorizations:**

1. **District Superintendent to certify payroll.**
2. **Designation of Treasurer to sign all checks; in the absence of the Treasurer, the Deputy Treasurer will sign all checks.**
3. **District Superintendent to approve part-time, temporary, and substitute personnel at approved board salary/wage rates until final action at the next scheduled Board of Education meeting.**
4. **District Superintendent to approve attendance at conference/workshops for all employees; in the absence of the District Superintendent, the Assistant Superintendent will approve attendance at conference/workshops for all employees.**
5. **President of the Board and/or District Superintendent to sign necessary contracts on behalf of the Board of Cooperative Educational Services (BOCES).**
6. **Vice President to sign contracts in the absence of President.**
7. **District Superintendent to approve all budget transfers in accordance with Commissioner's Regulations §170.3.**
8. **Reauthorization and approval for SLL BOCES membership in New York State School Boards Association, National School Boards Association, and the BOCES Educational Consortium.**
9. **District Superintendent to approve change orders up to \$50,000.**
10. **District Superintendent is approved to purchase meals for component district superintendents during meetings and conferences with the school credit card. All receipts will be turned into the Business Office for proper payment.**

- J. Bonding of Personnel  
(In accordance with [Board Policy #4530](#) – Insurance and Employee Bonds)

**A motion is needed to approve the bonding of personnel as follows:**

1. **Treasurer**
2. **Deputy Treasurer**
3. **All employees who handle cash**
4. **All persons and positions required by law or regulation to be bonded**

- K. Establish Mileage Rate for 2023 – 2024 Fiscal Year  
(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

**A motion is needed to establish the mileage rate for the 2023 – 2024 fiscal year at the IRS allowed reimbursement rate.**

- L. Re-adoption of Board Policies  
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to re-adopt all policies in effect during the previous year.**

- M. Appointment of Legislative Liaison for NYSSBA  
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

*In order to make the views of public schools known to State legislatures, each school board is asked to designate one of its members as Legislative Liaison. New York State School Boards Association has developed a job description for the position of Legislative Liaison.*

**A motion is needed to approve the appointment of a BOCES board member to serve as Legislative Liaison for NYSSBA.**

- N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2023 - 2024 School Year  
(In accordance with [Board Policy #1438](#) – Annual Organizational Meeting)

**A motion is needed to participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2023 - 2024 school year.**

- O. Dignity Act Coordinators for 2023 - 2024 School Year  
(In accordance with the Dignity for All Students Act)

**A motion is needed to approve the following Dignity Act Coordinators for the 2022-2023 school year, in accordance with the Dignity for All Students Act:**

**Special Education: Lori Murray, Katy Sharp, Jacqueline Bill, Melissa Fennessy, and Rachel O'Donnell**

**CTE: Tara Bartlett, Julie Stoner, Matt Hosmer, Amy Bowman, and Tim Morse**

The regular monthly board meeting begins immediately following the organizational meeting.

**ACTION ITEMS – Regular Meeting**

**I. Consent Items for Approval:**

- Treasurer’s Report for period ending May 31, 2023  
 (In accordance with [Board Policy #1432](#) – Order of Business at Regular Bd. Mtgs)

Account Balances – May 31, 2023

General Fund	\$ 8,515,474.09
Federal Fund	\$ 923,207.69
Trust & Agency Fund	\$ 1,129.01
Payroll Fund	\$ 0.00
Capital Renovation Project	\$ 1,311,351.90
Capital Equipment Reserve	\$ 205,498.18

Current Budget Allocation – May 31, 2022

[Budget Report](#)      [District Billing](#)

General Fund Budget..... \$ 74,761,453.23

- Treasurer’s Report for period ending June 30, 2023  
 (In accordance with [Board Policy #1432](#) – Order of Business at Regular Bd. Mtgs)

General Fund	\$ 5,808,879.43
Federal Fund	\$ 839,288.32
Trust & Agency Fund	\$1,173.97
Payroll Fund	\$ 0.00
Capital Renovation Project	\$ 1,236,870.43
Capital Equipment Reserve	\$ 205,582.63

Current Budget Allocation – June 30, 2023

[Budget Report](#)      [District Billing](#)

General Fund Budget..... \$ 74,886,741.59

- [Minutes of June 1, 2023 Meeting](#)  
 (In accordance with [Board Policy #1432](#) – Order of Business at Regular Board Mtgs)

- Cooperative Bids  
 (In accordance with [Board Policy #4310](#) – Purchasing Policy)

- |   |                              |
|---|------------------------------|
| ▪ Tech/Shop – 2022-2023                           | Music – 2023-2024            |
| ▪ Athletic – 2023-2024                            | Milk – 2023-2024             |
| ▪ Health – 2023-2024                              | Furniture – 2023-2024        |
| ▪ Copy Paper – 1 <sup>st</sup> Half – 2023-2024   | ULSD/ULSK Diesel – 2023-2024 |
| ▪ Audio Visual – 1 <sup>st</sup> Half – 2023-2024 | Ice Cream – 2023-2024        |

- Approval of [Cell Phone Listing](#)  
(In accordance with [Board Policy #5322](#) – Use of BOCES Cell Phones)
  
- Approval of [Bank of America Cardholders](#)  
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)
  
- Approval of [Wright Express Card](#) (gas card)  
(In accordance with [Board Policy #5321](#) – Use of BOCES Credit Card)
  
- Donations  
(In accordance with [Board Policy #4230](#) – Acceptance of Gifts, Grants, & Bequests to BOCES)
  - [Equipment and Supplies from Seaway Technical Center](#) to Norwood-Norfolk Central School District for the CREATE Program.
  - [Equipment and Supplies from Northwest Technical Center](#) to Ogdensburg Free Academy for the CREATE Program.
  
- Staff Conference  
(In accordance with [Board Policy #5211](#)– Travel Expenses/Conference Approval)
  - Darin Saiff & Johnathan Hirschey SCDN Mtgs. in Albany for 2023-2024 school year.
  - Thomas Burns, Darin Saiff, Jane Akins, Julie Austin-Kormanyos, and Johnathan Hirschey to attend the AESA Conference in Anaheim, CA from Tuesday, November 28 – Saturday, December 2, 2023.
  - Thomas Burns to attend the AASA Conference in San Diego, California from Wednesday, February 14 – Sunday, February 18, 2024.
  
- [Establish Hourly/Per-Diem/Stipend Rates for 2023-2024 Year](#)  
(In accordance with [Board Policy #5151](#) – Temporary and Part-time Employees)
  
- [Administrator Handbook](#)  
(In accordance with [Board Policy #5230](#) – Negotiations)

**A motion is needed to approve the above consent agenda items.**

II. District Superintendent

A. Action Items

1. [Personnel – See Attachment “A”](#)  
(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

This motion will include the entire personnel section of the agenda.

**A motion is needed to approve the Personnel as presented in Attachment “A”.**



**B. Installment Purchases**

(In accordance with [Board Policy #4310](#) – Purchasing Policy)

*Rationale: The Board of Education finds and determines that it is in St. Lawrence-Lewis BOCES' best financial interest to acquire the equipment for the benefit of the District because:*

- *It provides an opportunity to use the equipment without committing to the full costs of purchase; and*
- *After seeking competitive quotes, Lessor provides the most financially advantageous lease terms.*

**A motion is needed to approve the installment purchases for:**

**Hermon-Dekalb Central School for one (1) photocopier/scanner/printer with Ricoh, Inc in the amount of \$10,383.60. The Hermon-Dekalb Central School District approved the installment purchase at their March 9, 2023 Board of Education meeting.**

**The equipment is being purchased through CoSer 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approval by board resolution and approval by the State Education Department.**

**C. Installment Purchases**

(In accordance with [Board Policy #4310](#) – Purchasing Policy)

*Rationale: The Board of Education finds and determines that it is in St. Lawrence-Lewis BOCES' best financial interest to acquire the equipment for the benefit of the District because:*

- *It provides an opportunity to use the equipment without committing to the full costs of purchase; and*
- *After seeking competitive quotes, Lessor provides the most financially advantageous lease terms.*

**A motion is needed to approve the installment purchases for:**

**Ogdensburg City School for one (1) network printer with Xerox, Inc in the amount of \$17,050.20. The Ogdensburg City School District approved the installment purchase at their November 7, 2022 Board of Education meeting.**

**The equipment is being purchased through CoSer 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approval by board resolution and approval by the State Education Department.**

D. Appoint a 2023-2024 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Medical Plan

**WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Medical Plan; and**

**WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it**

**RESOLVED, that the Board of Education hereby designates Nicole Ashley to serve as the School District's representative on the Plan's Board of Directors; and**

**RESOLVED FURTHER, that the Board of Education hereby designates Thomas Burns to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.**

E. Appoint a 2023-2024 Plan Year Board of Directors Designation for the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan

**WHEREAS, the St. Lawrence-Lewis BOCES is a participant in the St. Lawrence-Lewis Counties School District Employees Workers' Compensation Plan; and**

**WHEREAS, Section IV of the Municipal Cooperative Agreement directs this School District to select the Superintendent or a designee to serve on the Plan's Board of Directors, be it**

**RESOLVED, that the Board of Education hereby designates Nicole Ashley to serve as the School District's representative on the Plan's Board of Directors; and**

**RESOLVED FURTHER, that the Board of Education hereby designates Thomas Burns to serve as an alternate district representative on the Plan's Board of Directors should the district's representative not be able to attend a Board of Director's meeting.**

F. Voting Delegate & Alternate to NYSSBA Annual Business Meeting

(In accordance with [Board Policy #1310](#) – Power and Duties of the Board and its Officers)

**A motion is required to elect the Voting Delegate and the Voting Alternate to serve at NYSSBA's Annual Business Meeting and Convention in Buffalo, New York, October 26-28, 2023.**

G. Standard Work Day

(In accordance with [Board Policy #5150](#) – Recruitment, Selection and Appointment of Personnel)

*Rationale: This action is a recommendation of the auditor.*

**A motion is needed to approve the Standard Work Day for the titles under New York State and Local Employees' Retirement System and the New York State Teachers' Retirement System. The standard workday for full-time employment based on the specific position will range from a six-hour workday to an eight-hour workday for full-time standard employment (five days a week).**

H. District Superintendent's Employment Agreement

(In accordance with [Board Policy #1310](#) – Power & Duties of the Board & Its Officers)

**A motion is need to approve the District Superintendent's Employment Agreement between the Board and District Superintendent dated July 6, 2023.**

I. Appointment of Special Counsel

(In accordance with [Board Policy #5150](#) – Recruitment, Selection, and Appointment of Personnel)

**A motion is needed to approve the appointment of Costello, Cooney & Fearon, PLLC as Special Counsel to the BOCES for matters as assigned by the District Superintendent.**

J. Approval of Technical Center Emergency Response Plans (ERP)

(In accordance with [Board Policy #4510](#) – Facilities Planning

- a. Northwest Technical Center
- b. Southwest Technical Center
- c. Seaway Technical Center

**A motion is needed to approve the Technical Center Emergency Response Plans for the 2023-2024 school year.**

K. Joint Municipal Cooperative Bidding Program

(In accordance with [Board Policy #4310](#) – Purchasing Policy)

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the St. Lawrence-Lewis BOCES, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

**A motion is needed to participate in the Joint Municipal Cooperative Bidding Program.**

L. Local Bid

(In accordance with [Board Policy #4310](#) – Purchasing Policy)

**A motion is needed to approve the bid award for the highest bidder meeting specifications (minimum bid of \$90,000.00) for:**

- **Modular Home located at Northwest CTE Center, Ogdensburg, NY  
Sale of Modular Home located at Northwest CTE Center for a base bid amount of \$95,370.00, sales tax \$7,629.60 total of \$102,999.60 to the Paul Mallette, Ogdensburg, New York.**

M. Local Bid

(In accordance with [Board Policy #4310](#) – Purchasing Policy)

**A motion is needed to approve the bid award for the lowest bidder meeting specifications for the general construction of the entrance replacement at Seaway Technical Center in Norwood, NY – lowest bidder was Northern Glass Co., Inc. in the amount of \$34,410.00.**

N. Advance Approval and Payment of Allowable Claims

(In accordance with [Board Policy #1314](#) – Duties of the Treasurer)

**A motion is needed to approve the payments of allowable claims for public utilities as stated in Education Law Subsection 2524. The Board of Education by resolution shall authorize the payment in advance of audit of claims for public utilities (i.e. electric, gas, water, sewer, telephone, cable, postage, freight, and express charges). All such claims shall be audited by the claims auditor after said payments.**

III. Reports

A. [Thomas R. Burns, District Superintendent](#)

B. [Darin Saiff, Assistant Superintendent for Instruction](#)

IV. Discussion Items

V. Information Items

A. Update on Facilities – K. Perretta

VI. Presentations

VII. Other

A. [Claims Auditor Report for Quarter Ending June 30, 2023](#)

VIII. Pass-Around Information

IX. Adjournment