



**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 of Education Meeting Date: July 2, 2024
BOE APPROVED: August 22, 2024**

The re-organizational and regular meetings of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties were held on Tuesday, July 2, 2024 at the Educational Services Center, 40 W. Main Street, Canton, New York beginning at 4:00 pm.

Roll Call:

Present: Roger Bennett, Jack Zeh, Ward Remington, Todd Bates, Cindy McLean, Michael Davis and Kevin Wells

Excused: Michael Miller and James Lattimer

Others Present: Thomas Burns, Darin Saiff, Nicole Ashley, Jennie Colburn, Kevin Perretta, Lori Sheffield, Johnathan Hirsche, Lori Remington and Marshall Fiese

All members stood for the Pledge of Allegiance.

Public Comments: None

ORGANIZATIONAL ACTION ITEMS:

PUBLIC HEARING A Public Hearing was held regarding the [District-wide Safety Plan](#). This plan will be available on the St. Lawrence-Lewis BOCES website for the next 30 days to allow the public the ability to comment. This plan will be brought to the Board of Education for approval at the August 22, 2024 meeting.

Appointments Jennie Colburn, District Clerk was appointed as temporary chairman and called the meeting to order.

Jennie Colburn, District Clerk administered the Oath of Office to board members Ward Remington and John Zeh for three-year terms (July 1, 2024 – June 30, 2027).

Jennie Colburn, District Clerk administered the Oath of Office to District Superintendent Thomas R. Burns.

Jennie Colburn, District Clerk was administered the Oath of Office.

Jennie Colburn, District Clerk opened the floor for nominations for President of the St. Lawrence-Lewis Counties Board of Cooperative Educational Services.

**No. 2025 – 001
NOMINATION
BOARD PRESIDENT**

Motion made by Zeh, seconded by Remington to nominate Roger Bennett as President.

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

Yeas: All members present
Nays: None

**No. 2025 – 002
ELECTION OF
BOARD PRESIDENT**

Motion made by McLean, seconded by Zeh to cast one ballot for Roger Bennett as President of the Board of Education for the St. Lawrence-Lewis Counties Board of Cooperative Educational Services for the 2024-2025 school year.

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

Yeas: All members present
Nays: None

**No. 2025 – 003
NOMINATION
BOARD VICE-
PRESIDENT**

Motion made by Bennett, seconded by Wells to nominate Jack Zeh as Vice-President.

(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

Yeas: All members present
Nays: None

**No. 2025 – 004
ELECTION OF
BOARD VICE-
PRESIDENT**

Motion made by McLean, seconded by Remington to cast one ballot for Jack Zeh as Vice-President of the Board of Education for the St. Lawrence-Lewis Counties Board of Cooperative Educational Services for the 2024-2025 school year.

(In accordance with [Board Policy #1312](#) – Duties of the Vice President)

Yeas: All members present
Nays: None

**ADMINISTRATION
OF OATH OF OFFICE
TO PRESIDENT &
VICE-PRESIDENT**

Jennie Colburn, District Clerk administered the Oath of Office to President Roger Bennett and Vice-President Jack Zeh, each for a one-year term of office.

No. 2025 – 005

Motion made by McLean, seconded by Remington.

**APPOINTMENTS OF
2024-2025 SCHOOL
DISTRICT OFFICERS**

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby appoint the following School District Officers for the 2024-2025 fiscal year:

1. Clerk of the BOCES – Jennie Colburn
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 – Casey Halpin
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 – Ginger Tebo
25. Website Manager – Capital Region BOCES Communications Team
26. Chief Emergency Officer – Thomas Burns
27. Copyright Officer – Virginia Tebo
28. Insurance Advisor – Haylor, Freyer & Coon Inc.
29. Chemical Hygiene Officer – Kevin Perretta

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

Yeas: All members present

Nays: None

**No. 2025 – 006
APPOINTMENT OF
2024-2025
DESIGNATIONS**

Motion made by Wells, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following 2024-2025 Designations:

1. Official Bank Depositories: Community Bank NA, NYCLASS and Chase Bank
2. Regular Monthly Meetings as follows:
3. Official Newspapers – Johnson Newspaper Corporation, Plattsburgh Press Republican and North Country This Week

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

Yeas: All members present

Month	Date	Time
August	Thursday, August 22 – ESC Building	4 pm
September	Thursday, September 12 – ESC Building	6 pm
October	Thursday, October 10 – ESC Building	6 pm
November	Thursday, November 14 – Northwest Tech	6 pm
December	Thursday, December 12 – Seaway Tech	4 pm
January	Thursday, January 9 – ESC Building	6 pm
February	Thursday, February 13 – ESC Building	6 pm
March	Thursday, March 13 – ESC Building	6 pm
April	Thursday, April 10 – ESC Building	4 pm
May	Thursday, May 8 – Southwest Tech	6 pm
June	Thursday, June 5 – ESC Building	5 pm

Nays: None

**No. 2025 – 007
2024-2025
AUTHORIZATIONS**

Motion made by Bates, seconded by Remington.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the follow 2024-2025 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.

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

Yeas: All members present
Nays: None

**No. 2025 – 008
BONDING OF
PERSONNEL**

Motion made by Davis, seconded by Wells.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby 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

(In accordance with [Board Policy #4530](#) – Insurance and Employee Bonds)

Yeas: All members present
Nays: None

**No. 2025 – 009
MILEAGE RATE FOR
2024-2025**

Motion made by Davis, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby establish the mileage rate for 2024-2025 fiscal year at the IRS allowed reimbursement rate.

(In accordance with [Board Policy #5211](#) – Travel Expenses/Conference Approval)

Yeas: All members present
Nays: None

**No. 2025 – 010
APPOINTMENT
LEGISLATIVE
LIAISON FOR
NYSSBA**

Motion made by Davis, seconded by Wells.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the appointment of Michael Davis to serve as the Legislative Liaison and Kevin Wells as the alternate for NYSSBA for the 2024-2025 school year.

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

Yeas: All members present
Nays: None

**No. 2025 – 011
PARTICIPATE IN ST.
LAWRENCE-LEWIS
BOCES
[COOPERATIVE
PURCHASING
PROGRAMS](#) FOR
2024-2025**

Motion made by Bates, seconded by Davis.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the participation in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2024-2025 school year.

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

Yeas: All members present
Nays: None

**No. 2025 – 012
DIGNITY ACT
COORDINATORS
2024 – 2025**

Motion made by Zeh, seconded by Davis.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following Dignity Act Coordinators for the 2024 – 2025 school year, in accordance with the Dignity for All Students Act:

Special Education: Lori Murray, Kady Sharp, Jacqueline Bill, Melissa Fennessy, Rachel O'Donnell and Dillon Chichester

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

(In accordance with the Dignity for All Students Act)

Yeas: All members present
Nays: None

REGULAR MONTHLY MEETING

**No. 2025 – 013
CONSENT AGENDA**

Motion made by Remington, seconded by Davis.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following consent agenda items:

Treasurer's Report for period ending May 31, 2024

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

Account Balances – May 31, 2024

General Fund	\$ 6,618,089.25
Federal Fund	\$ 377,770.41
Trust & Agency Fund	\$ 1,211.39
Payroll Fund	\$ 0.00
Capital Renovation Project	\$ 642,191.65
Capital Equipment Reserve	\$ 206,456.36

Current Budget Allocation – May 31, 2024

[Budget Report](#)

[District Billing](#)

General Fund Budget..... \$ 74,947,008.24

[Minutes of June 6, 2024 Meeting](#)

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

Cooperative Bids

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

Tech/Shop – 2024-2025
Bread Products – 2024-2025
Health – 2024-2025
Copy Paper – 1st Half – 2024-2025
Audio Visual – 1st Half – 2024-2025

Music – 2024-2025
Milk – 2024-2025
Furniture – 2024-2025
Group 1 & 2 – 2024-2025
Ice Cream – 2024-2025

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)

[Staff Conference](#)
(In accordance with [Board Policy #5211](#)– Travel Expenses/Conference Approval)

- Jared Prashaw and Johnathan Hughes to attend a Certified Welding Inspector Week Seminar/Exam Cleveland, Ohio from September 21, 2024 – September 29, 2024.
- Darin Saiff and Johnathan Hirschey to attend SCDN meetings in Albany for the 2024 - 2025 school year.

[Establish Hourly/Per-Diem/Stipend Rates for 2024-2025 Year](#)
(In accordance with [Board Policy #5151](#) – Temporary and Part-time Employees)

[Fire Inspection Report](#)
(As mandated by §807 (a) f Commissioner Regulations; 8 New York Code of Rules and Regulations (NYCRR) §155.8; 19 NYCCR Part 1225; Manual for Fire and Building Safety Inspections in Public and Non-public Schools, SED, revised January 2004)

Yeas: All members present
Nays: None

No. 2025 - 014
PERSONNEL

Motion made by Davis, seconded by Wells.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the attached Personnel action: All of the following appointments are conditional, pending clearance from the State Education Department, pursuant to Chapter 180 of the Laws of 2000 of the State of New York.

(In accordance with [Board Policy #5150](#) – Recruitment, Selection, & Appt. of Personnel)

Yeas: All members present
Nays: None

**No. 2025 – 015
LOCAL BID**

Motion made by McLean, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the bid award to the lowest bidder meeting the specifications for the welding lab reconfiguration project at the Seaway Technical Center to Whitton Construction, Gouverneur, NY with the base bid of \$180,000.00.

Yeas: All members present

Nays: None

**No. 2025 - 016
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
MEDICAL PLAN**

Motion made by Zeh, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following:

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.

Yeas: All members present

Nays: None

**No. 2025 – 017
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
WORKERS'
COMPENSATION
PLAN**

Motion made by Wells, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following:

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.

Yeas: All members present

Nays: None

**DELEGATE &
ALTERNATE FOR
NYSSBA**

Discussion was held regarding the voting delegate and the voting alternate to serve at NYSSBA's Annual Business Meeting and Convention in New York City, New York, October 20-22, 2024. The Board agreed to table the topic until the August 22, 2024 Board of Education meeting.

**No. 2025 – 018
STANDARD WORK
DAY**

Motion made by Wells, seconded by Davis.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does 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).

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

Yeas: All members present

Nays: None

**No. 2025 - 019
EMPLOYMENT
AGREEMENT –
THOMAS R. BURNS**

Motion made by Zeh, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Amendment to the District Superintendent's Employment Agreement between the Board of BOCES and the District Superintendent dated July 2, 2024.

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

Yeas: All members present

Nays: None

**No. 2025 - 020
SPECIAL COUNSEL**

Motion made by McLean, seconded by Remington.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the appointment of Costello, Cooney & Fearon, PLLC as Special Counsel to the BOCES for matters as assigned by the District Superintendent.

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

Yeas: All members present

Nays: None

**No. 2025 – 021
EMERGENCY
RESPONSE PLANS
(ERP)**

Motion made by Davis, seconded by Wells.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Technical Center Emergency Response Plans (ERP) for

Northwest Technical Center, Southwest Technical Center, and Seaway Technical Center.

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

Yeas: All members present

Nays: None

**No. 2025 - 022
JOINT MUNICIPAL
COOPERATIVE
BIDDING PROGRAM**

Motion made by McLean, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following:

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.

This Resolution solely applies to the Cross Contact for Bid: Network Copiers.

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

Yeas: All members present

Nays: None

**No. 2025 – 023
ADVANCE
APPROVAL AND
PAYMENT OF
ALLOWABLE
CLAIMS**

Motion made by Remington, seconded by McLean.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby 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.

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

Yeas: All members present

Nays: None

Reports:

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

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

Discussion Items:

None

Informational Items:

Update on Facilities – K. Perretta

Presentations:

None

Other:

[Claims Auditor Report for Quarter Ending June 30, 2024](#)

**Pass-Around
Information**

None

**No. 2025 – 024
ADJOURNMENT**

Motion made by Bates, seconded by McLean to adjourn the meeting at 5:03 p.m.

Yeas: All members present

Nays: None

Jennie L. Colburn, District Clerk