



**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: August 21, 2025
BOE APPROVED: September 10, 2025**

The regular meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Thursday, August 21, 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, Todd Bates, Cindy McLean, Ward Remington, James Lattimer, Michael Miller and Ryanna Todd (Student Ex Officio)

Excused: Michael Davis, Kevin Wells and Jonathan Robinson (Student Ex Officio)

Others Present: Darin Saiff, James Nee, Nicole Ashley, Jennie Colburn, Marshall Fiese, Lori Sheffield, Johnathan Hirschey, Lori Remington and Kevin Perretta

All members stood for the Pledge of Allegiance.

Oath of Office - Jennie Colburn, District Clerk administered the Oath of Office to board member Cindy McLean on July 11, 2025 for a three-year term (July 1, 2025 – June 30, 2028), and the Oath of Office was administered to District Superintendent, Darin Saiff, on August 1, 2025.

Public Comments None

Introductions James Nee, Deputy Superintendent, SLL BOCES and Ryanna Todd, Student Ex Officio were introduced.

No. 2026 – 031 Motion made by Miller, seconded by Bates.

**APPOINTMENT OF
2025-2026 SCHOOL
DISTRICT OFFICERS**

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of Deputy Superintendent Saiff, does hereby appoint the following School District Officers for the 2025-2026 fiscal year:

1. BOCES Integrity Officer for SED Test Security – Darin Saiff
2. COVID-19 Safety Coordinator – James Nee

3. Chief Emergency Officer – James Nee
4. Data Protection Officer – James Nee
5. Chief Information Officer – James Nee

**No. 2026 – 032
ALL PERSONNEL
BOARD ACTION AS
FOLLOWS:**

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 Saiff, 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. 2026 – 033
BOE MEETING DATE
CHANGE -
SEPTEMBER**

Motion made by Bates, seconded by Miller.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the date change of the September 11, 2025 Board of Education meeting to September 10, 2025 at 6:00 pm.

(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)

Yeas: All members present

Nays: None

**No. 2026 – 034
DISTRICT
SUPERINTENDENT
EMPLOYMENT
AGREEMENT**

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 Saiff, does hereby approve the District Superintendent's Employment Agreement between the Board of BOCES and the District Superintendent dated August 21, 2025.

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

Yeas: All members present

Nays: None

**No. 2026 – 035
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
MEDICAL PLAN**

Motion made by Bates, seconded by Zeh.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, 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 Darin Saiff 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. 2026 – 036
DESIGNATION FOR
THE ST.
LAWRENCE-LEWIS
COUNTIES SCHOOL
DISTRICT
EMPLOYEES
WORKERS'
COMPENSATION
PLAN**

Motion made by McLean, seconded by Bates.

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 Darin Saiff 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. 2026 – 037
APPOINTMENT OF
LEGISLATIVE
LIAISON FOR
NYSSBA**

Motion made by Bates, seconded by Zeh.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby elect Kevin Wells as the Voting Delegate and Michael Davis as the Voting Alternate to serve at the NYSSBA's annual convention in New York City, NY.

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

Yeas: All members present

Nays: None

No. 2026 – 038
APPOINTMENT OF
LIAISON TO THE
SLLCSBA

Motion made by Zeh, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the appointment of Roger Bennett as the liaison to the St. Lawrence-Lewis Counties School Boards Association for the 2025-2026 school year.

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

Yeas: All members present

Nays: None

No. 2026 – 039
MEMORANDUM OF
UNDERSTANDING

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 Saiff, does hereby approve the Memorandum of Understanding between the State University of New York (SUNY) Canton and St. Lawrence-Lewis BOCES for the creation of establishing a partnership to house the Computer & Information Systems Career and Technical Education (C&IS CTE) program on campus at a cost of \$450.00 per student or a minimum cost of \$13,500.00 for the term August 1, 2025 through July 31, 2026.

(In accordance with [Board Policy # 5411](#) – Procurement of Goods and Services)

Yeas: All members present

Nays: None

No. 2026 – 040
AGREEMENT FOR
SERVICES

Motion made by Miller, seconded by Bates.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the Agreement for Services between St. Lawrence-Lewis BOCES and Comprehensive Medicine, PLLC, effective June 25, 2025 with an option of extending or renewing the agreement for two (2) consecutive additional periods of twelve (12) months each upon the same terms and conditions as would be contained in the original Agreement.

(In accordance with [Board Policy # 5411](#) – Procurement of Goods and Services)

Yeas: All members present

Nays: None

No. 2026 – 041
LOCAL BIDS

Motion by McLean, seconded by Remington.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the bid awards for building materials, to low bidder meeting specifications for the Northwest Technical Center, Southwest Technical Center and Seaway Technical Center for the building of the houses:

Insulated LVL Headers – Section 1:

Northwest Technical Center – Rt 37 Building Supply - \$1,544.00

Southwest Technical Center – Rt 37 Building Supply - \$1,544.00
Seaway Technical Center – Rt 37 Building Supply - \$1,544.00

Trusses – Section 2:

Northwest Technical Center – JP Building Supply - \$4,590.00
Southwest Technical Center – JP Building Supply - \$4,590.00
Seaway Technical Center – JP Building Supply - \$4,590.00

Dimensional Framing Lumber – Section 3:

Northwest Technical Center – Bicknell Building Supply - \$17,602.72
Southwest Technical Center – Bicknell Building Supply - \$17,602.72
Seaway Technical Center – Bicknell Building Supply - \$17,602.72

Fasteners – Section 4:

Northwest Technical Center – Rt 37 Building Supply - \$2,913.34
Southwest Technical Center – Rt 37 Building Supply - \$2,697.42
Seaway Technical Center – Rt 37 Building Supply - \$2,699.42

(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)

Yeas: All members present

Nays: None

No. 2026 – 042
LEASE AGREEMENT

Motion by McLean, seconded by Remington.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the lease agreement between Crown Castle and St. Lawrence-Lewis BOCES, for the repeater based in Star Lake. The term of the lease shall commence on 8/1/2025 through 7/31/2028. The rent will be in the sum of \$439.38 and escalate the license annually at 2.5%.

(In accordance with [Board Policy # 5411](#) – Procurement of Goods and Services)

Yeas: All members present

Nays: None

No. 2026 – 043
SOFTWARE
PURCHASE

Motion by McLean, seconded by Remington.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the software purchase under the ITCC Contract, Number ITCC-008-2021, for a Boost Reading Student License, term of six years (2025-2031), for Parishville-Hopkinton Central School District with a total cost of \$12,250.80.

(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)

Yeas: All members present
Nays: None

No. 2026 – 044
DISTRICT-WIDE
SAFETY PLAN

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 Saiff, does hereby approve the District-wide Safety Plan in accordance with Section 155.17 of the Regulations of the Commissioner of Education.

(In accordance with [Board Policy #5630](#) – Facilities: Inspection, Operation and Maintenance)

Yeas: All members present
Nays: None

No. 2026 – 045
CODE OF CONDUCT

Motion made by Miller, seconded by Lattimer.

Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby approve the annual review of the Code of Conduct as required by Education Law.

(In accordance with [Board Policy #2410](#) – Code of Conduct on BOCES Property)

Yeas: All members present
Nays: None

No. 2026 – 046
MECHANICAL AND
ELECTRICAL
IMPROVEMENTS

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 Saiff, does hereby authorize use of Capital funds for mechanical and electrical improvements at the Educational Services Center with a budget of \$395,000.00.

(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)

Yeas: All members present
Nays: None

No. 2026 – 047
CONSENT AGENDA

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 Saiff, does hereby approve the consent agenda:

- Treasurer's Report for period ending June 30, 2025:
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)

A. Account Balances (June 30, 2025)

General Fund	\$6,995,520.20
Federal Fund	\$951,300.55
Trust & Agency Fund	\$862.61
Payroll Fund	\$0.00
Capital Renovation Project	\$489,214.53
Capital Equipment Reserve	\$207,350.53

B. Current Budget Allocation – June 30, 2025

[Budget Report](#)

[District Billing](#)

General Fund Budget..... \$77,189,397.61

- Treasurer's Report for period ending July 31, 2025:
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)

A. Account Balances (July 31, 2025)

General Fund	\$5,023,003.90
Federal Fund	\$554,738.35
Trust & Agency Fund	\$770.12
Payroll Fund	\$0.00
Capital Renovation Project	\$489,256.08
Capital Equipment Reserve	\$207,420.97

B. Current Budget Allocation – July 31, 2025

[Budget Report](#)

[District Billing](#)

General Fund Budget..... \$80,344,234.06

- [Minutes of July 2, 2025 Meeting](#)
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)
- Cooperative Bids
(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)
 - Produce – September/October 2025

Yeas: All members present

Nays: None

Reports

[Darin Saiff, District Superintendent](#)

[James Nee, Deputy Superintendent](#)

Informational Items	<p>A. Update on Facilities – K. Perretta</p> <p>B. BOCES Opening Day at OFA – September 3, 2025</p> <p>C. Area 6 Dinner – September 11, 2025 at the Malone Golf Club</p> <p>D. Regent Catania Dinner – Wednesday, October 29, 2025 at 5:30 pm at Northwest Tech</p> <p>E. Board of Education Self Evaluations</p> <p>F. Next Board of Education Meeting – September 10, 2025</p> <p>G. Policy (In accordance with Board Policy #1410 Formulation, Amendment and Adoption of Policy)</p> <p>1. Policy 7316 – Student Use of Personal Technology – Amendment This will be the first read on the amended policy. The item will be moved to a Discussion item for the September 10, 2025 Board meeting.</p> <p>H. Policy (In accordance with Board Policy #1410 Formulation, Amendment and Adoption of Policy)</p> <p>1. Policy 6161 – Conference/Travel Expense Reimbursement – Amendment This will be the first read on the amended policy. The item will be moved to a Discussion item for the September 10, 2025 Board meeting.</p>
Discussion Items	None
Presentation	None
Pass Around	Thank you letter from Ferrara Fiorenza PC for reappointment of firm for legal services 2025-2026.
Other	Claims Auditor Report for Quarter Ending June 30, 2025
No. 2026 – 048 EXECUTIVE SESSION	<p>Motion made by McLean, seconded by Zeh.</p> <p>Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Saiff, does hereby enter into executive session for the purpose of discussing the employment history of particular persons at 4:45 pm.</p> <p>Yeas: All members present Nays: None</p> <p>The Board returned to regular session at 5:27 pm.</p>
No. 2026 – 049 ADJOURNMENT	<p>Motion made by Bates, seconded by McLean to adjourn the meeting at 5:31 pm.</p> <p>Yeas: All members present Nays: None</p>
Jennie L. Colburn, District Clerk	