



**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, August 21, 2025 – 4 p.m.

---

**Board of Education Goals  
2024-2025**

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.
- 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 to provide training and build school district preparedness for reductions in federal and state aid, decreases in enrollment, and staffing challenges.
- 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.

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, and the District Superintendents' Innovation Committee and BOCES of NYS Teacher Ambassador Program.
- Work with component districts to provide the necessary professional development for a multi-year implementation of The Science of Reading to address significant literacy gaps across the region, as well as comply with new legislation and NYSED through regulations.
- Continue to provide BOCES faculty and staff with the information, resources and training necessary to protect digital information, including Personally Identifiable Information (PII) of staff/students and to protect our technology platforms. We will collaborate with the component school districts to support them in this area.
- Develop an organizational position statement on artificial intelligence during the 2024-25 school year.
- Fully support and assist our 18 component school districts with the implementation of the NYSED initiatives on both graduation measures and regionalization.

**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.

**Opening Activities**

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

I. Call to Order by President

II. Pledge of Allegiance

III. Roll Call and Quorum Check

IV. Public Comments

**Action Items**

V. Appointment of 2025 - 2026 School District Officers  
(In accordance with [Board Policy #1620](#) – Annual Organizational Meeting)

**A motion is needed to appoint the following 2025 - 2026 BOCES Officers:**

- 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**

VI. [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”.**

VII. Change September 2025 Board of Education Meeting Date  
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)

**A motion is needed to change the September 11, 2025 Board of Education meeting date to either Wednesday, September 10, 2025 or Thursday, September 18, 2025.**

VIII. District Superintendent’s Employment Agreement  
(In accordance with [Board Policy #1310](#) – Power & Duties of the Board & Its Officers)

**A motion is needed to approve the District Superintendent’s Employment Agreement between the Board and District Superintendent dated August 21, 2025.**

IX. Appoint a 2025-2026 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 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.**

- X. Appoint a 2025-2026 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 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.**

- XI. Voting Delegate & Alternate to NYSSBA Annual Business Meeting  
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board)

**A motion is required to elect the Voting Delegate and the Voting Alternate to serve at NYSSBA's Annual Business Meeting and Convention in New York City, New York, October 23-25, 2025.**

- XII. Appoint a Liaison to the St. Lawrence-Lewis Counties School Boards Association  
(In accordance with [Board Policy #1310](#) – Power and Duties of the Board)

**A motion is needed to appoint a liaison to the St. Lawrence-Lewis Counties School Boards Association for the 2025-2026 school year.**

- XIII. Memorandum of Understanding  
(In accordance with [Board Policy # 5411](#) – Procurement of Goods and Services)

**A motion is needed to 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.**

XIV. [Agreement for Services](#)

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

**A motion is needed to 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.**

XV. [Local Bids](#)

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

**A motion is needed to 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

XVI. [Lease Agreement](#)

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

**A motion is needed to 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%.**

- XVII. Software Purchase  
(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)

**A motion is needed to 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.**

- XVIII. District-Wide Safety Plan  
(In accordance with [Board Policy #5630](#) – Facilities: Inspection, Operation and Maintenance)

**A motion is needed to approve the District-wide Safety Plan in accordance with Section 155.17 of the Regulations of the Commissioner of Education.**

- XIX. Review and Approval of Code of Conduct  
(In accordance with [Board Policy #3410](#) – Code of Conduct)

**A motion is needed to approve the annual review of the Code of Conduct as required by Education Law.**

- XX. Mechanical and Electrical Improvements Budget Approval

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

**A motion is needed to authorize use of Capital funds for mechanical and electrical improvements at the Educational Services Center with a budget of \$395,000.00.**

- XXI. Consent Items for Approval:

- 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)

C. 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

D. 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

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

XXII. Reports

- A. [Darin Saiff, District Superintendent](#)
- B. [James Nee, Deputy Superintendent](#)

XXIII. Discussion Items

XXIV. Information Items

- A. Update on Facilities – K. Perretta
- B. BOCES Opening Day at OFA – September 3, 2025
- C. Area 6 Dinner – September 11, 2025 at the Malone Golf Club
- D. Regent Catania Dinner – Wednesday, October 29, 2025 at 5:30 pm at Northwest Tech
- E. Board of Education Self Evaluations
- F. Next Board of Education Meeting – TBD
- G. Policy (In accordance with [Board Policy #1410](#) Formulation, Amendment and Adoption of Policy)

1. Policy 7316 – Student Use of Personal Technology – Amendment

This is a revision to the current policy – [Use of Internet-Enabled Devices During the School Day Policy 7316](#). The reading of this policy online is an Informational Item (Step 1). This item will be moved to a Discussion Item (Step 2) on the agenda for the September Board meeting.

H. Policy (In accordance with [Board Policy #1410](#) Formulation, Amendment and Adoption of Policy)

1. Policy 6161 – Conference/Travel Expense Reimbursement – Amendment

This is a revision to the current policy – [Conference/Travel Expense Reimbursement Policy 6161](#). The reading of this policy online is an Informational Item (Step 1). This item will be moved to a Discussion Item (Step 2) on the agenda for the September Board meeting.

XXV. Presentation

XXVI. Pass Around

- A. Thank you letter from Ferrara Fiorenza PC for reappointment of firm for legal services 2025-2026.

XXVII. Other

- A. [Claims Auditor Report for Quarter Ending June 30, 2025](#)

XXVIII. Adjournment