



**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** – Wednesday, July 2, 2025 – 4 p.m.

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**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.

**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 2025 Board meeting.

## ORGANIZATIONAL MEETING

### Opening Activities

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

- I. Appoint Temporary Chairman (Clerk of the Board is designated)  
(In accordance with [Board Policy #1620](#) – Annual Organizational Meeting)
- II. Call to Order by the Temporary Chairman
- III. Pledge of Allegiance
- IV. Roll Call and Quorum Check
- V. Public Comments

### Action Items – Organizational

(In accordance with [Board Policy #1620](#) – Annual Organizational Meeting)

#### VI. Appointments

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

Clerk administers the Oath of Office to Roger Bennett, Michael Davis and Cindy McLean, each a three-year term, July 1, 2025 through June 30, 2028. (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 2025 – 2026 President

(In accordance with [Board Policy #1320](#) – Nomination and Election of Board Officers and Duties of the President and Vice 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 2025 - 2026 fiscal year.*

**A motion is needed to nominate the Board President for the 2025 - 2026 fiscal year.**

##### C. Election of 2025 – 2026 President

(In accordance with [Board Policy #1320](#) – Nomination and Election of Board Officers and Duties of the President and Vice 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 2025 - 2026 fiscal year.**

**D. Nomination of 2025 - 2026 Board Vice President**

(In accordance with [Board Policy #1320](#) – Nomination and Election of Board Officers and Duties of the President and 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 2025 – 2026 fiscal year.*

**A motion is needed to nominate the Board Vice President for 2025 - 2026 fiscal year.**

**E. Election of 2025 – 2026 Board Vice President**

(In accordance with [Board Policy #1320](#) – Nomination and Election of Board Officers and Duties of the President and 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 2025 - 2026 fiscal year.**

**F. Administration of Oath of Office to the Elected Officers for 2025 - 2026**

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

**G. 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. Clerk of the BOCES – Jennie Colburn**
- 2. Treasurer of the BOCES – Patti Rowan**
- 3. Deputy Treasurer of the BOCES – Molly Williams**
- 4. Claims Auditor – Diane Ladison**
- 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 – Deputy Superintendent
  - b. For Employees – Marshall Fiese
24. DEI Coordinator – Ginger Tebo
25. Website Manager – Capital Region BOCES Communications Team
26. Chief Emergency Officer – Darin Saiff
27. Copyright Officer – Virginia Tebo
28. Insurance Advisor – Haylor, Freyer & Coon Inc.
29. Chemical Hygiene Officer – Kevin Perretta

- H. Appointment of 2025 - 2026 Designations  
(In accordance with [Board Policy #1620](#) – Annual Organizational Meeting)

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

1. **Official Bank Depositories – Community Bank NA, NYCLASS, and Chase Bank**

**2. Regular Monthly Meetings as follows:**

Month	Date	Time
August	Thursday, August 21 – ESC Building	4 pm
September	Thursday, September 11 – ESC Building	6 pm
October	Thursday, October 9 – ESC Building	6 pm
November	Thursday, November 13 – Northwest Tech	6 pm
December	Thursday, December 11 – Seaway Tech	4 pm
January	Thursday, January 8 – ESC Building	6 pm
February	Thursday, February 12 – ESC Building	6 pm
March	Thursday, March 12 – ESC Building	6 pm
April	Wednesday, April 1 – ESC Building	4 pm
May	Thursday, May 14 – Southwest Tech	6 pm
June	Thursday, June 4 – ESC Building	5 pm

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

- I. Appointment of 2025 - 2026 Authorizations  
(In accordance with [Board Policy #1620](#) – 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 Deputy 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 staff 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 2025 – 2026 Fiscal Year

(In accordance with [Board Policy #6161](#) – Conference/Travel Expense Reimbursement)

**A motion is needed to establish the mileage rate for the 2025 – 2026 fiscal year at the IRS allowed reimbursement rate.**

L. Re-adoption of Board Policies

(In accordance with [Board Policy #1620](#) – Annual Organizational Meeting)

*The policy book for the SLL BOCES has been reviewed, edited, and revised. Each section of the book was approved as edited with the intention to approve the entire policy book at the July organizational meeting.*

**A motion is needed to adopt the Policy Book as reviewed, edited, and revised for the 2025 - 2026 fiscal year.**

M. Appointment of Legislative Liaison for NYSSBA

(In accordance with [Board Policy #1620](#) – 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 and an Alternate for NYSSBA.**

N. Participate in the St. Lawrence-Lewis BOCES Cooperative Purchasing Programs for the 2025 - 2026 School Year

(In accordance with [Board Policy #1620](#) – 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 2025 - 2026 school year.**

O. Dignity Act Coordinators for 2025 - 2026 School Year

(In accordance with the Dignity for All Students Act)

**A motion is needed to approve the following Dignity Act Coordinators for the 2025-2026 school year, in accordance with the Dignity for All Students Act:**

**Special Education:** Lori Murray, Kady Sharp, Jacqueline Bill, Melissa Fennessy, Dillon Chichester and Michael Webb

**CTE:** Tara Pena, 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, 2025  
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)

#### Account Balances – May 31, 2025

General Fund	\$9,314,292.14
Federal Fund	\$191,729.44
Trust & Agency Fund	\$1,392.39
Payroll Fund	\$ 0.00
Capital Renovation Project	\$528,072.32
Capital Equipment Reserve	\$207,282.38

#### Current Budget Allocation – May 31, 2025

[Budget Report](#)

[District Billing](#)

General Fund Budget..... \$ 76,534,376.19

- [Minutes of June 5, 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)
  - Athletic Equipment & Supplies – 2025-2026
  - Audio Visual Equipment & Supplies – 2025-2026
  - Science Classroom Supplies – 2025 – 2026
  - Bread Products – 2025-2026

- Ice Cream Group 1 & Group 2
- Milk Products – 2025-2026
- Approval of [Cell Phone Listing](#)  
(In accordance with [Board Policy #5322](#) – BOCES Cell Phone Use)
- Approval of [Bank of America Cardholders](#)  
(In accordance with [Board Policy #5321](#) – BOCES Credit Card Use)
- Approval of [Wright Express Card](#) (gas card)  
(In accordance with [Board Policy #5321](#) – BOCES Credit Card Use)
- Donations  
(In accordance with [Board Policy #5230](#) – Acceptance of Gifts, Grants, Memorializations and Bequests to BOCES)  
  
Donation of 32 new in packaging 36” steel exterior doors from the Village of Potsdam Housing Authority, Potsdam, NY to the Northwest Technical Center with the approximate total value of \$6,400.00.
- Staff Conference  
(In accordance with [Board Policy #6161](#) – Conference/Travel Expense Reimbursement)
  - Deputy Superintendent and Johnathan Hirschey to attend SCDN meetings in Albany, NY for the 2025-2026 school year.
  - Ginger Tebo to attend the New York Library Association Annual Conference in Saratoga Springs, NY from November 4-8, 2025.
- [Establish Hourly/Per-Diem/Stipend Rates for 2025-2026 Year](#)  
(In accordance with [Board Policy #6220](#) – Temporary Personnel)
- [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)

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

II. District Superintendent

A. Action Items

1. Approval of the Appointment of St. Lawrence-Lewis BOCES District Superintendent

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



**WHEREAS, the Commissioner of Education has authorized the recruitment of a new District Superintendent of Schools for the St. Lawrence-Lewis Counties Board of Cooperative Educational Services (BOCES), New York; and**

**WHEREAS, the Board of Cooperative Educational Services has completed its deliberations following interviews with candidates for the vacant position of District Superintendent of Schools of the St. Lawrence-Lewis Counties BOCES, New York; and**

**WHEREAS, at a regular meeting ordered by the Commissioner of Education held on July 2, 2025 at 4:00 p.m., unanimous agreement was reached by this Board of Cooperative Education Services by vote concerning choice of a candidate for this position;**

**THEREFORE, BE IT RESOLVED that Darin Saiff of Potsdam, New York, be declared elected District Superintendent of Schools and Chief Executive Officer of the St. Lawrence-Lewis Counties Board of Cooperative Educational Services, New York;**

**BE IT FURTHER RESOLVED that the Board President is hereby authorized to sign a contract with Darin Saiff regarding the term of office, salary and benefits according to the provisions of Education Law and the Commissioner's Regulations. Such contract shall be subject to review by the Commissioner of Education.**

2. [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 #5410](#) – Purchasing: Competitive Bidding and Offering)

*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:**

- **Brasher Falls Central School District for twelve (12) network printers with Symquest in the amount of \$107,626.80 for the 2025-2026 school year. The Brasher Falls Central School District approved the installment purchase at their June 16, 2025 Board of Education meeting.**

- C. 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 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.**

- D. 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 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. 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.**

- F. 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).**

G. 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.**

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

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

- 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 2025-2026 school year.**

I. Joint Municipal Cooperative Bidding Program

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

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.

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

J. Advance Approval and Payment of Allowable Claims

(In accordance with [Board Policy #1332](#) – Duties of the BOCES 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.**

K. Compressor Replacement

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

**A motion is need to authorize use up to \$50,000.00 of Capital funds for the compressor replacement project at Northwest Technical Center.**

L. Lease Agreement

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

**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 \$422.31 and escalate the license annually at 2%.**

M. Lease Agreement

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

**A motion is needed to approve the lease between the Norwood-Norfolk Central School District and St. Lawrence-Lewis BOCES for an additional classroom space. The term of the lease shall be from July 1, 2025 through June 30, 2026.**

III. Reports

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

IV. Discussion Items

V. Information Items

A. Update on Facilities – K. Perretta

B. The next Board of Education meeting is Thursday, August 21, 2025, 4pm at the ESC.

VI. Presentations

VII. Other

VIII. Pass-Around Information

IX. Adjournment