



Administrative Services

**MICHAEL J. SHEPERD**

*Assistant Superintendent for Administrative Services*

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December 12, 2025

Dear CiTi School Community,

Pursuant to Commissioner of Education's Regulation 155.17(e)(3), CiTi BOCES is making its Districtwide School Safety Plan available for public comment prior to adoption. The Districtwide School Safety Plan for the 2025-26 school year was originally adopted by the Board of Education on August 20<sup>th</sup>, 2025, however updates were subsequently made to comply with a new provision of Education Law 2801-A(n) requiring inclusion of a Cardiac Emergency Response Plan. This new section has been included as Functional Annex A.1.

The revised plan document is anticipated to be adopted by the Board of Cooperative Educational Services after a public hearing to be held on Wednesday, January 21<sup>st</sup>, 2026. Formal notice of the time and place of the meeting, as well as attendance information, will be given to the public/news media and posted on the CiTi BOCES website ([www.citiboces.org](http://www.citiboces.org)) no less than 72 hours prior to the hearing.

The public hearing will allow for the participation of school personnel, parents, students and any other interested parties who wish to comment on the Districtwide School Safety Plan. Individuals may submit comments directly to the Clerk of the Board, Ms. Melissa Allard, 179 County Route 64, Mexico, NY 13114 or [mallard@CiTiboces.org](mailto:mallard@CiTiboces.org), no later than 4:00 p.m. on Friday, January 16<sup>th</sup>, 2026.

We thank our community for taking the time to review our District-wide School Safety Plan and participate in our public hearing.

Sincerely,

A handwritten signature in blue ink that reads "Michael J. Sheperd". The signature is fluid and cursive, with a long horizontal line extending from the end.

Michael J. Sheperd

Assistant Superintendent for Administrative Services

**A BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

179 County Route 64, Mexico, NY 13114

Jeremy Belfield, District Superintendent/Executive Officer