



**Your Service on the
St. Lawrence-Lewis BOCES
Board of Education**

**A Student Ex Officio
Handbook**

November 2025

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Welcome to the SLLBOCES District Governance Team!

This handbook is designed to present basic information and guidance to help you “hit the ground running” as the board’s student representative. We hope it answers some questions you may have about the board, what it does, why it’s important, and how you fit in. So, let’s get started!

What is the Board of Education and what does it do?

The St. Lawrence-Lewis BOCES Board of Education (BOE) is a nine-member body that is elected by residents from within St. Lawrence County component districts and Harrisville Central School District. Occasionally, if an elected member resigns, the BOE can appoint an interested component board member to fill a vacancy until the next school board election in April. Terms are for three years and are staggered.

The main work of the board is to:

- Appoint a District Superintendent, and at its discretion, provide for payment of supplementary salary to the District Superintendent by the BOCES
- Prepare and adopt its final administrative, capital and program budgets for the Board programs (after presentation to the component school districts in accordance with law) for the ensuing year not later than May 15 of each year
- Establish policies which provide the framework for the day-to-day operations of the BOCES
- Upon the recommendation of the District Superintendent, employ such assistants, teachers, supervisors, clerical help and other personnel necessary to carry out the program

Why do we have a student representative of the Board of Education?

The very first “core belief” noted in our district mission statement (adopted by the BOE) is to “prepare students to become contributing members of their community.” Beginning in the 2025-2026 school year, all public schools and BOCES are mandated by the state to have at least one student board member. Our board is required to have two members.

What does “ex officio” mean?

Ex officio is a Latin phrase that means “by right of office”. It describes someone who serves on a board because they hold another office; in your case, the Skills USA. Ex officio board members typically do not vote on matters before the board. Why is that?? As noted earlier, the adult members of the BOE are elected to their positions during a vote of component districts. Because you were not similarly elected (and because you are probably not yet 18), New York State law does not allow your participation as a voting member, nor can you be given information on, or take part in discussions of, anything legally confidential. So, our student board members cannot vote or take part in executive sessions.

What role does the Student Ex Officio play on the BOE?

As the representative of the student body on the BOE, the ex officio has the important role of communicating between students and the board. The student board member makes regular reports to the board at its monthly meetings on such things as general concerns of the student body, important upcoming student events and anything that is “newsworthy” from the student perspective. In addition, we encourage the student ex officio to participate in meetings by asking questions (at appropriate times) and offering opinions (particularly on matters concerning students).

The student ex officio should be prepared to:

- Give a prepared report as necessary on student matters
- Meet periodically with the District Superintendent and/or the building principal to discuss items that may be of interest to the board
- Listen to the concerns of students and discuss such concerns with school administrators and the board
- Give honest opinions and input during board meetings
- Attend school daily, except for excused absences
- Review the board meeting agenda and linked attachments prior to the meeting
- Arrive at meetings on time

NOTES:

What should I expect at a typical board meeting?

Below is a sample of a typical BOE meeting agenda, and an explanation of some key parts of the agenda.

**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, November 13, 2025 – 6 p.m.

**Board of Education Goals
2025-2026**

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.

St. Lawrence-Lewis BOCES will:

- Support BOCES and SLL component districts as they raise awareness and build capacity toward the implementation of the New York State Education Department's Portrait of a Graduate.
- 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, Numeracy and Science of Learning to address significant learning 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 2025-26 school year.
- Fully support and assist our 18 component school districts with the implementation of the NYSED initiatives on both graduation measures and regionalization.
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Opening Activities

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

- I. Call to Order by President
- II. Pledge of Allegiance
- III. Public Comment Guidelines
- IV. Roll Call and Quorum Check
- V. Public Comments

Action Items

- 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. Student Ex Officio Handbook
(In accordance with [Board Policy #2110](#) – Orienting and Training Board Members)

A motion is needed to approve the Student Ex Officio Handbook.

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

A motion is needed to approve the amendment of Paragraph 6 “Leave Allowances” to the District Superintendent’s Employment Agreement between the Board and District Superintendent dated August 21, 2025.

- IX. Vendor / Consulting Agreement
(In accordance with [Board Policy #5410](#) – Purchasing Competitive Bidding and Offering)

A motion is needed to approve the Vendor / Consulting agreement between Varsity Tutors for Schools LLC and St. Lawrence-Lewis BOCES for virtual tutoring sessions with McKinney-Vento students. The term of the agreement is October 7, 2025 through June 30, 2026.

- X. The Interlocal Purchasing System, TIPS National Cooperative
(In accordance with [Board Policy #5410](#) – Purchasing Competitive Bidding and Offering)

A motion is needed to approve the participation in The Interlocal Purchasing System (TIPS National Cooperative), which is a national governmental purchasing cooperative that bids and awards contracts to local, regional and national vendors in compliance with local, state and federal procurement laws and regulations.

- XI. NYSITCC Contract
(In accordance with [Board Policy #5410](#) – Purchasing Competitive Bidding and Offering)

A motion is needed to approve the following resolution:

WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2025 – 2026 fiscal year, for Airia Holdings LLC, dba Brain Freeze LLC, Bright Village Ventures, LLC, Carahsoft Technology Corp., Concourse Tech. Inc., Curipod, Edia Learning, Flint Inc., Kira Learning, Knowt Inc., MantisEDU Inc., Notable Inc. dba Kami, Panorama Education, Inc. dba Prometric LLC, SAY IT Labs Inc., Thriving Students Collective, TouchMath Acquisition LLC dba TouchMath LLC, TrueMark Systems Corporation, Varsity Tutors for Schools, LLC, and,

WHEREAS, The St. Lawrence-Lewis BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned software/learning packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the St. Lawrence-Lewis BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

XII. 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:

- **Ogdensburg Central School District in the 2025-2026 school year for seven (7) network printers with Xerox for a total cost of \$245,071.80,**

contingent on their Board approval at their next meeting. The monthly cost of the equipment is \$4,084.53 for a 60-month term.

- **Hammond Central School District in the 2025-2026 school year for a network printer with Advanced Business Systems for a total cost of \$19,617.60. The monthly cost of the equipment is \$326.96 per month for a term of 60 months.**
- **Norwood-Norfolk Central School District in the 2025-2026 school year for a network printer with Xerox for a total cost of \$12,584.40. The monthly cost of the equipment is \$209.74 per month for a term of 60 months.**

The equipment is being purchased through CoSer 506, Instructional Technology. In accordance with NYS Education Law, installment purchases require approval by board resolution and approval by the State Education Department.

XIII. Consent Items for Approval:

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

A. Account Balances (October 31, 2025)

General Fund	\$
Federal Fund	\$
Trust & Agency Fund	\$
Payroll Fund	\$
Capital Equipment Reserve	\$
Capital Renovation Project	\$

B. Current Budget Allocation – October 31, 2025

[Budget Report](#)

[District Billing](#)

General Fund Budget..... \$

- [Minutes of October 9, 2025 Meeting](#)
(In accordance with [Board Policy #1510](#) – Regular Board Meetings and Rules)
- Donations
(In accordance with [Board Policy #5230](#) – Acceptance of Gifts, Grants, Memorializations and Bequests to BOCES)

- Donation of a transformer, inverter and meter channel for scrap value from Hammond Central School to the Electrical Technologies program at Northwest Technical Center.
- Donation of two over-the-bed tables with an approximate value of \$650.00 from the Cleveland Clinic Foundation, Cleveland, OH to the Health Careers program at Northwest Technical Center.
- Donation of a manual ambulance stretcher to be utilized by the HEROs class at Southwest Technical Center. The approximate value of the stretcher is \$1,500.00
- Donation of 16 boxes of Halo (6-pack) lights to the Building Trades Program at Southwest Technical Center. The approximate value of the lights is \$800.00.
- Cooperative Bids
(In accordance with [Board Policy #5410](#) – Purchasing: Competitive Bidding and Offering)
 - Produce for November / December 2025
 - Copy Paper – 2nd Half 2025-2026
 - Institutional Paper – 2nd Half 2025-2026
 - Computer Supplies – 2nd Half 2025-2026
- Administrator Handbook

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

XIV. Reports

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

XV. Discussion Items

- A. Superintendent Evaluation

XVI. Informational Items

- A. Update on Facilities – K. Perretta
- B. Next Board of Education Meeting – Thursday, December 11, 4:00 pm at Seaway Tech Center

XVII. Presentations

XVIII. Other

XIX. Adjournment

EXPLANATION OF KEY AGENDA ITEMS

OPENING ACTIVITIES

Call to Order by President

The president “bangs the gavel” to get the meeting underway.

Pledge of Allegiance

The president asks all assembled to stand and recite the Pledge.

Public Comment Guidelines

The Clerk of the BOCES has printed copies of the “Public Protocol When Addressing the Board of Education at Meetings” should anyone from the public wish to address the board.

Roll Call and Quorum Check

The Clerk of the BOCES does a silent roll call to ensure a quorum of the board is present.

Public Comments

This is an opportunity for people attending our meeting to address the board with their concerns.

ACTION ITEMS

These are items the board must vote on in order to transact the business of the district.

INFORMATIONAL ITEMS

This is where board members, including the student ex officio, committee chairs, the board president, and the superintendent provide information and reports to the BOE. Some of the information provided are items that are voted on later by the board.

This is where items that are not on the agenda can be brought up by board members. This is often where items board members would like to see on a future agenda are proposed.

ADJOURNMENT

Even after a well-run and productive meeting, there is very little dissent when a vote to adjourn is held!

2025-2026 Board of Education

Board of Education Members

St. Lawrence-Lewis BOCES Board members serve at large; each term of office is for three years. BOCES Board members either currently sit on component school Boards of Education or are retired from a component school Board of Education.



Roger M. Bennett
President
Term: 2025-2028



John "Jack" Zeh
Vice President
Term: 2024-2027



Todd Bates
Trustee
Term: 2023-2026



Michael Davis
Trustee
Term: 2025-2028



James Lattimer
Trustee
Term: 2024-2027



Cindy McLean
Trustee
Term: 2025-2028



Michael "Mickey" Miller
Trustee
Term: 2023-2026



Ward Remington
Trustee
Term: 2024-2027



Kevin Wells
Trustee
Term: 2023-2026



Jonathan Robinson
Student Ex Officio
2025-2026 School Year



Ryanna Todd
Student Ex Officio
2025-2026 School Year

2025-2026 Board of Education Meeting Dates

- **Thursday, August 21**
BOCES Educational Services Center in Canton
4 p.m.
- **Wednesday, September 10**
BOCES Educational Services Center in Canton
6 p.m.
- **Thursday, October 9**
BOCES Educational Services Center in Canton
6 p.m.
- **Thursday, November 13**
Northwest Tech in Ogdensburg
6 p.m.
- **Thursday, December 11**
Seaway Tech in Norwood
4 p.m.
- **Thursday, January 8**
BOCES Educational Services Center in Canton
6 p.m.
- **Thursday, February 12**
BOCES Educational Services Center in Canton
4 p.m.
- **Thursday, March 12**
BOCES Educational Services Center in Canton
6 p.m.
- **Wednesday, April 1**
BOCES Educational Services Center in Canton
4 p.m.
Annual meeting will follow at 6 pm
- **Thursday, May 14**
Southwest Tech in Gouverneur/Fowler
6 p.m.
- **Thursday, June 4**
BOCES Educational Services Center in Canton
5 p.m.

NOTES

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Vision

The St. Lawrence-Lewis BOCES is committed to providing students, families, schools and communities with educational opportunities to prepare for successful futures in the evolving global economy.

Mission

The St. Lawrence-Lewis BOCES Mission is to provide quality, cost-effective programs and services characterized by leadership, innovation, creativity, and flexibility, to:

- Prepare students to become contributing members of their community.
- Initiate programs in response to emerging needs.
- Encourage the sharing of resources and expertise.
- Provide opportunities for professional growth.
- Include constituents in the decision-making process.
- Provide professional and technical assistance.

Thank You!

Thank you for serving your fellow students, your community, and the Board of Education as a student ex-officio board member. We hope your service on the BOE is the gateway to future community service in some form.

Your new role begins now...
We look forward to working with you!