



## Oneida-Herkimer-Madison BOCES

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Patricia N. Kilburn Ed.D.

*District Superintendent*

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August 19, 2024

Dear Staff,

I hope this message finds you well and that you had the opportunity to enjoy the warmer months of this past summer. As we approach the start of the 2024-25 school year and prepare to welcome students back to our campuses and component school districts, I want to take a moment to express my heartfelt gratitude and appreciation for each of you. I am truly grateful for your continued commitment to our ongoing programs and services, advancing your skills and knowledge, and so much more. Your dedication and professionalism during this time ensure the uninterrupted success of our component school districts and their students.

Opening Days are always a special occasion—a chance to gather with colleagues, to learn and reconnect and align ourselves with the BOCES goals, vision and mission.

- **12-month Instructional Support Staff** will gather at the Howard D. Mettelman Learning Center on **Tuesday, August 27 from 8:00-9:30 a.m.** for breakfast and a brief program.
- **10-month Instructional Staff** will have two (2) Opening Days.
  - Time will be provided on **Thursday, August 29** for a **Virtual Opening Day**, during which you may complete the 3 hours of mandated trainings provided by the OHM BOCES via Vector Training. Please check your email for Vector access. Additionally, NYS Mandated Reporter Training must be completed by all **certified** staff by April 1, 2025. Please see the attached information for directions to complete this 3-hour required training. Certified staff who do not complete their training by April 1, 2025 risk losing their NYS Certification.
  - On **Tuesday, September 3**, 10-month instructional staff will gather at the Howard D. Mettelman Learning Center. Light refreshments will be served from 7:30-8:00 a.m., followed by a short welcome message. The day's meetings and the agendas, provided by your Department Supervisor or Principal, will commence immediately after.

### **Mandated Trainings (Virtual)**

All staff members will have access to the annual mandated trainings beginning on **Monday, August 26**. The mandatory trainings will take approximately 3 hours to complete, and it is **required** that all staff members complete the trainings, during work hours, no later than **Friday, September 6**. An email including a link to the trainings with your login credentials and instructions will be sent to you later this week. **Time will be provided for you to complete the mandatory trainings between August 26-September 6, 2024.**

Thank you for your continued dedication and passion for education. Your hard work and commitment are the driving forces behind our success, and I am confident that together, we will make this year truly remarkable for our students and our schools.

*We are collaborators, working together and partnering with leaders in education, business, industry, government and the local community to promote inclusive educational and career opportunities and equitable access in order to prepare all of our learners for the dynamic world of today and tomorrow.*

I look forward to what promises to be an exciting and impactful year ahead with all of you!

Sincerely,



**Patricia N. Kilburn, Ed.D.**  
**District Superintendent**

Attachments:

- United Way Letter
- EAP Brochure
- Calendar
- Payroll Dates/Holiday Schedule
- Flu Shot Clinic Flyer
- Mandated Reporter Training