



## Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070

[www.oneida-boces.org](http://www.oneida-boces.org)

Patricia N. Kilburn Ed.D.

*District Superintendent*

T: 315.793.8560

F: 315.793.8541

[pkilburn@oneida-boces.org](mailto:pkilburn@oneida-boces.org)

August 18, 2025

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 2025-26 school year, I want to express my sincere gratitude for your continued commitment to our programs and services. Your hard work ensures the 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 to connect. This year, it will also be a chance to realign ourselves around a new vision and mission that will guide the work we do. We will come together to reflect on our roles within the region's education system, the impact we have on component districts and the community, and our common purpose of expanding opportunities and pathways for every student to succeed.

- **12-month Instructional Support Staff** will gather at the Howard D. Mettelman Learning Center on **Tuesday, August 26 from 8:00-9:30 a.m.** for breakfast, connections and a brief program to follow.
- **10-month Instructional Staff** will have two (2) Opening Day sessions on **Tuesday, September 2**. 10-month instructional staff will gather at the Howard D. Mettelman Learning Center **at 7:45 and 9:30 a.m.** for breakfast, connections and a brief program to follow. Your department supervisor or principal will notify you of which session to attend and supply you with an agenda for the remainder of the day.

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

All staff members will have access to the annual mandated trainings beginning on **Monday, August 25**. The mandatory trainings will take approximately 2.5 hours to complete, and it is **required** that all staff members complete the trainings no later than **Friday, September 5**. An email including a link to the trainings with your login credentials and instructions will be sent to you later this week.

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

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

*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.*

Attachments:

- Agenda
- United Way Letter
- EAP Brochure
- Calendar
- Payroll Dates/Holiday Schedule
- Flu Shot Clinic Flyer
- ParentSquare Memo

# Oneida-Herkimer-Madison BOCES

## Opening Day 2025

### The Howard D. Mettelman Learning Center

Tuesday, September 2, 2025

10-Month Instructional Staff

#### Group A\*

#### Group B\*\*

#### Agenda

7:45-8:15 a.m.

9:30-10:00 a.m.

**Breakfast and Networking**

8:15-9:00 a.m.

10:00-10:45 a.m.

**General Program**

*Welcome & Remarks*

Mrs. Michelle Anderson

President, Cooperative Board

Patricia N. Kilburn, Ed.D.

District Superintendent & Chief Executive Officer

9:00 a.m.

10:45 a.m.

**Introduction of new staff by members of the  
Administrative Council**

Division of Instructional Programs & Professional Learning

Mr. Christopher Hill

Assistant Superintendent

Division of Support Services

Mr. Scott Morris

Assistant Superintendent

\* **Group A** - All Bridges, Itinerant & Related Services Staff

\*\* **Group B** - All CTE, MSA, P-TECH and Academic Itinerant Staff



Oneida • Herkimer • Madison

**BOCES**



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August 18, 2025

As you know, many residents of the Mohawk Valley and greater Utica area struggle due to a lack of access to health, education, and financial stability -- the building blocks for a good quality of life. These needs have become even more significant over the past several years. The problems we face are very real, but so are the solutions. That's where we come in. Just as we are committed to being a trusted partner and specialist for our students, we can also be a part of the solution for our larger community.

Can you imagine being a part of something so big that it supports thousands of people right here in our community? United Way of the Mohawk Valley (United Way MV) has been doing just that since 1921 because of community members like YOU. As we cultivate a thriving and supportive workplace culture, we also have the opportunity to extend that support to our neighbors.

United Way MV addresses our community's most pressing needs, funding dozens of local programs. They bring resources, volunteers, experts, and service providers together to provide short-term relief and long-term success for hundreds of thousands of people in our region. United Way plans for our community's future, while staying nimble to act in times of crisis.

Your gift to United Way stays local, impacting more than 60 programs and initiatives to improve the health, education, and financial stability of individuals and families across our community. Every dollar you give is an investment in our friends, our neighbors, our fellow employees, and even ourselves. It is a tangible way to demonstrate our commitment to kindness, integrity, and valuing every individual in our community.

Over the past year, United Way's work has led to:

- Assisting more than 1,200 families in mitigating homelessness and housing insecurity by assisting with emergency shelter and transitional housing, finding permanent supportive housing and rapid rehousing.
- Providing a 211 hotline to connect people with resources for employment training, childcare and afterschool programs, financial coaching and legal services.
- Providing transportation services to low income individuals and families for a wide range of critical needs including healthcare, education and employment services.

It's simple: change like this does not happen alone. We believe the best ideas emerge when diverse minds come together, and by working as a team, we can create lasting change. You can help by joining our 2025 United Way campaign to improve the community in which we live and work.

**Please look for more information regarding pledging to the United Way in the near future.** Donations may be made through payroll deductions, debit or credit card, or by cash or check.

*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 am proud to work with so many people who care so deeply about our work and our community. Please join me, once again, in participating in our 2025 United Way campaign.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patricia N. Kilburn', with a long horizontal flourish extending to the right.

Patricia N. Kilburn, Ed.D.  
District Superintendent

Oneida-Herkimer-Madison BOCES  
Component School District  
Employee Assistance Program

*Participating*  
**SCHOOL DISTRICTS**

Brookfield Central School District  
Clinton Central School District  
Holland Patent Central School District  
Oneida-Herkimer-Madison BOCES  
Oriskany Central School District  
Sauquoit Valley Central School District  
Whitesboro Central School District  
Town of Webb Union Free School District

**EMPLOYEE  
ASSISTANCE**  
*is available year-round by calling*  
**315.223.4734**  
**PLEASE LEAVE A MESSAGE.**

2025-2026  
**EMPLOYEE  
ASSISTANCE**  
*Program*

A PROGRAM OF OHM BOCES

EAP IS A GOOD PLACE TO START  
LEARNING ALL OF YOUR OPTIONS.

**315.223.4734**  
**PLEASE LEAVE A MESSAGE.**

If this is an emergency, please dial 911  
or call 1.844.732.6228 for MCAT

*(Mobile Crisis Assessment Team)*

Free, confidential and timely information that will help you identify all the resources available to address your needs and offer support to access resources.



If this is an emergency, please dial 911  
or call 1.844.732.6228 for MCAT

*(Mobile Crisis Assessment Team)*

**DEBRA HAGENBUCH**  
EAP COORDINATOR | 315.223.4734  
PLEASE LEAVE A MESSAGE.

If this is an emergency, please dial 911  
or call 1.844.732.6228 for MCAT

*(Mobile Crisis Assessment Team)*

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# What is the Employee Assistance Program?

The Employee Assistance Program has been established to help school personnel and their families manage life's challenges. Stress, issues of family relationships, financial or legal difficulties, alcoholism or drug abuse, and other personal or family matters can grow to impair the quality of an individual's personal life and work. The EAP is designed to help employees and their families deal with these and other problems before they become serious.

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## **WHAT SERVICES ARE PROVIDED?**

The Employee Assistance Program is free, confidential and voluntary. School personnel and members of their families will receive private assistance with assessment and referral, as required, to specialized agencies and services.

## **ELIGIBILITY**

The EAP is available to all school district employees and their families. We encourage individuals to seek assistance through the EAP but referrals from family members, fellow workers or friends are also accepted. Anyone seeking further information or assistance should call 315.223.4734 and leave a message for the EAP Coordinator. If this is an emergency, please dial 911 or call 1.844.732.6228 for MCAT (Mobile Crisis Assessment Team).

## **WHY IS EAP IMPORTANT?**

The EAP can provide an easy and early solution to problems before they reach a crisis stage. From time to time, we all experience some type of personal or emotional conflict. Usually we can handle these situations on our own. However, sometimes issues confuse us and they continue to get worse. It is important to find solutions to these problems before they seriously affect our jobs or our families, and the EAP is a good place to start. The EAP Coordinator can help you identify all the resources available to address your needs.

## **COST**

The services of the EAP are free to employees and their families in participating school districts. However, after a problem has been assessed, the individual might be referred to a community agency or specialist for treatment or counseling. At that point health insurance may cover the costs.

## **WHO OPERATES THE EAP?**

Employee Assistance is provided by a certified Employee Assistance Coordinator who will respond to your calls within 24 hours. In most instances your call will be returned the same day. You simply need to leave your name, number and a time you can be reached. The phone line is completely confidential and is only accessed by your EAP Coordinator.

**ALL  
CALLS  
ARE  
CONFIDENTIAL.**

**The Employee Assistance Program can provide support in the following areas:**

- Adoption & Foster Care
- Alcoholism
- Child Abuse & Protective Services
- Consumer Rights
- Counseling & Personal Problems
- Daycare
- Debt Counseling
- Disabled Services
- Disaster Services
- Drug Problems
- Education
- Environmental Problems
- Ex-Offenders
- Finances
- Food Programs
- Health-Related Services
- Home Services
- Housing
- Human Rights
- Information & Referral Services
- Job Training
- Legal Services
- Mental Health
- Nursing Services
- Pregnancy Services
- Recreational & Personal Growth
- Rehabilitation
- Residential Services
- Senior Citizen Services
- Transportation
- Used Merchandise
- Volunteer Services

# Oneida-Herkimer-Madison BOCES School District Calendar 2025-2026

SEPTEMBER 2025					OCTOBER 2025					NOVEMBER 2025					DECEMBER 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	(2)	(3)	4	5			1	2	3	3	4	5	6	7	1	2	3	4	5
8	9	10	11	12	6	7	8	9	(10)	10	11	12	13	14	8	9	10	11	12
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
29	30				27	28	29	30	31						29	30	31		

  

JANUARY 2026					FEBRUARY 2026					MARCH 2026					APRIL 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	2	3	4	5	6			1	2	3
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13	6	7	8	9	10
12	13	14	15	16	16	17	18	19	20	16	17	18	19	(20)	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30						30	31				27	28	29	30	

  

MAY 2026					JUNE 2026					JULY 2026					AUGUST 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31	31				

First day of school for students:  
September 4, 2025

Final day of school for students:  
June 26, 2026

### STUDENT DAYS

September	19
October	21
November	16
December	15
January	19
February	15
March	21
April	16
May	20
June	19
<b>Total Student Days</b>	<b>181</b>

### STAFF DAYS

September	21
October	22
November	16
December	15
January	19
February	15
March	22
April	16
May	20
June	19
<b>Total Staff Days</b>	<b>185</b>

## STUDENT VACATION DAYS

### SEPTEMBER

1 Labor Day  
2 Superintendent's Conference Day  
3 Superintendent's Conference Day

### OCTOBER

10 Superintendent's Conference Day  
13 Columbus Day

### NOVEMBER

11 Veterans Day  
26-28 Thanksgiving Recess

### DECEMBER

22-31 Winter Recess

### JANUARY

1-2 Winter Recess  
19 Martin Luther King Jr. Day  
20-23 Regents Test Days

### FEBRUARY

16-20 Mid-Winter Recess  
17 Lunar New Year

### MARCH

20 Superintendent's Conference Day

### APRIL

3 Good Friday  
3-10 Spring Recess

### MAY

25 Memorial Day

### JUNE

9-10, 17-18 Regents Test Days  
19 Juneteenth  
22-26 Regents Test Days

### AUGUST

18-19 Regents Test Days



Superintendent's Conference Day = parentheses  
Vacation Days = boxed  
Regents Test Days = underlined

BOARD APPROVED 2/12/25

**2025-2026**

# HOLIDAY SCHEDULE

<b>DATE</b>	<b>DAY</b>	<b>HOLIDAY</b>
July 4, 2025	Friday	Independence Day
September 1, 2025	Monday	Labor Day
October 13, 2025	Monday	Columbus Day
November 11, 2025	Tuesday	Veterans Day
November 27, 2025	Thursday	Thanksgiving Day
November 28, 2025	Friday	Thanksgiving Holiday
December 25, 2025	Thursday	Christmas Day
December 26, 2025	Friday	Christmas Holiday
January 1, 2026	Thursday	New Year's Day
January 19, 2026	Monday	Martin Luther King Jr. Day
February 16, 2026	Monday	Presidents' Day
April 3, 2026	Friday	Good Friday
May 25, 2026	Monday	Memorial Day
June 19, 2026	Friday	Juneteenth

**2025-2026**

# PAYROLL DATES

July 11, 2025*	January 9, 2026
July 25, 2025*	January 23, 2026
August 8, 2025*	February 6, 2026
August 22, 2025*	February 20, 2026
September 5, 2025	March 6, 2026
September 19, 2025	March 20, 2026
October 3, 2025	April 2, 2026
October 17, 2025	April 17, 2026
October 31, 2025	May 1, 2026
November 14, 2025	May 15, 2026
November 26, 2025	May 29, 2026
December 12, 2025	June 12, 2026
December 26, 2025	June 26, 2026

*\*12-month employees only*



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Oneida-Herkimer-Madison BOCES is pleased to announce that we will be offering employee flu shot clinics with the goal of vaccinating our employees against influenza. Last year in the United States, at least 47 million people contracted the flu and more than 610,000 people were hospitalized from seasonal flu-related complications. Flu seasons are unpredictable and can be severe. The best way to prevent seasonal flu is by getting a flu vaccination.

Flu shot clinics are scheduled for the following dates, times and locations:

### **Wednesday, October 1, 2025**

**7:30 a.m.-12:30 p.m.**

Oneida-Herkimer-Madison BOCES Main Campus  
Herkimer Room – The Howard D. Mettelman Learning Center  
4747 Middle Settlement Road  
New Hartford, NY 13413

### **Thursday, October 2, 2025**

**11:30 a.m.-3:30 p.m.**

Oneida-Herkimer-Madison BOCES Main Campus  
Herkimer Room – The Howard D. Mettelman Learning Center  
4747 Middle Settlement Road  
New Hartford, NY 13413

Employees are free to attend any session. If you would like to receive a flu shot, please contact Margherita Manoiro at 315.793.8518 or [mmanoiero@oneida-boces.org](mailto:mmanoiero@oneida-boces.org) to schedule an appointment. ***Walk-ins are welcome, but please be aware that employees with scheduled appointments will be served first.***

A New York State certified immunizing pharmacist will be administering the flu vaccinations. A “Screening Questionnaire and Consent Form” must be completed in order to receive a vaccination. Margherita Manoiro will provide a form when your appointment is confirmed. Completing the form in advance will expedite your appointment; however, forms will also be available on site at the flu shot clinics.

The flu vaccinations will be covered in full by the insurance plans offered through Oneida-Herkimer-Madison BOCES. Please bring your insurance card with you. If you are uninsured and would like to be vaccinated, the cost will be \$25.00 (cash or check is accepted).

Please consider getting a flu shot in order to protect yourself during flu season. We care about your health!



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# MEMORANDUM

**TO:** All Staff

**FROM:** Brian Hauser, *Webmaster*

**DATE:** August 18, 2025

**SUBJECT:** **Update Regarding ParentSquare Accounts for Users with Multiple Roles**

This memo is to inform you of an important update regarding how ParentSquare manages accounts for users with multiple roles (e.g., staff and parent) or accounts at different schools or districts. These changes are designed to improve privacy, reduce confusion, and help you better separate your work and personal notifications.

### **What's Changed:**

- ParentSquare now provides separate accounts for staff and parent roles. If you are both a staff member and a parent, you now have two distinct accounts — one for each role.

### **What This Means for You:**

- You can be logged into both accounts at the same time.
- You can switch roles with one tap, with no need to log out.
- You can manage notifications independently for each account.

### **Why This Change Was Made:**

- To keep work and personal information separate.
- To help you know when you are acting as a parent versus a staff member.
- To prevent work notifications from appearing on your personal phone after hours.

These updates give you more flexibility, privacy, and control over how you use ParentSquare. ParentSquare will provide in-app guidance as these changes roll out to help you understand and adapt to the new experience.

Please visit our website for additional information and resources on this feature: <https://www.oneida-boces.org/PSaccount>

Should you have any questions or concerns, please email [bhauser@oneida-boces.org](mailto:bhauser@oneida-boces.org).

Thank you for your flexibility and support as we work to improve communication and data security for our entire school community.