



Oneida-Herkimer-Madison BOCES

4747 Middle Settlement Road • New Hartford, NY 13413  
www.oneida-boces.org

VII A. 1.  
Approval of Minutes of the  
Regular Meeting of August 13,  
2025  
September 10, 2025

Cooperative Board 2025-2026

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**UNAPPROVED  
MINUTES OF THE PUBLIC  
HEARINGS AND REGULAR  
MEETING OF AUGUST 13, 2025**

Two (2) Public Hearings and the Regular meeting of the Board of Cooperative Educational Services was held on August 13, 2025 at 4:00 p.m. in the Howard D. Mettelman Learning Center, 4747 Middle Settlement Road, New Hartford, New York.

**MEMBERS PRESENT**

- Michelle Anderson, President
- Gary P. Nelson, Vice President
- Elaine M. Falvo
- Michael H. Head
- Joseph H. Hobika, Jr. (arrived 4:53 p.m.)
- Kristin Hubley
- Anthony J. Nicotera
- Ryan P. Rogers
- Timothy Thomas

**MEMBERS EXCUSED**

- Steve Boucher
- Heather Johnson
- Stephen Stanton

**OTHERS PRESENT**

- Patricia N. Kilburn, Ed.D. District Superintendent
- Christopher Hill Assistant Superintendent
- Scott Morris Assistant Superintendent
- Lori A. Wrobel Clerk of the Board

Date

Introduction

Members Present

Members Excused

Others Present

Michelle Anderson, *President*, Gary P. Nelson, *Vice President*,  
Steve Boucher, Elaine M. Falvo, Michael H. Head, Joseph H. Hobika, Jr., Kristin Hubley,  
Heather Johnson, Anthony J. Nicotera, Ryan P. Rogers, Stephen Stanton, Timothy Thomas

*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.*

## **ITEM I. PUBLIC HEARING OF THE DISTRICT-WIDE AND DIVISIONAL SCHOOL SAFETY PLAN**

District Superintendent Patricia N. Kilburn, Ed.D. called the Public Hearing for the District-Wide and Divisional School Safety Plan for the 2025-2026 School Year to order at 4:03 p.m.

Dr. Kilburn asked if there were any questions or concerns from the Public concerning the District-Wide and Divisional School Safety Plan.

Assistant Superintendent of Support Services Scott Morris outlined the District-Wide and Divisional School Safety Plan.

Assistant Superintendent of Instructional Programs and Professional Learning Christopher Hill explained that District-Wide and Divisional School Safety Plans are required by the State Education Department. There is a Safety Committee who works on establishing and updating this plan annually. There are building and district specific plans.

Dr. Kilburn noted that Workplace Violence Prevention has also been incorporated into the plan. Further, New York State is now requiring cardiac language that will need to be added to this plan, so, the Cooperative Board can expect another Public Hearing for this plan in January 2026.

Hearing no comments, the Public Hearing for the District-Wide and Divisional School Safety Plan was adjourned.

## **PUBLIC HEARING OF THE CODE OF CONDUCT**

District Superintendent Patricia N. Kilburn, Ed.D. called the Public Hearing for the Code of Conduct for the 2025-2026 School Year to order at 4:15 p.m.

Dr. Kilburn asked if there were any questions or concerns from the Public concerning the Code of Conduct.

Assistant Superintendent of Instructional Programs and Professional Learning Christopher Hill noted that there were a few updates to the Code of Conduct to reflect the new policy for student use of internet enabled devices (Policy 7208). A section has been added concerning consequences.

Hearing no comments, the Public Hearing for the Code of Conduct was adjourned.

## **ITEM II. PLEDGE OF ALLEGIANCE**

A quorum was noted and President Michelle Anderson called the Regular Meeting to order at 4:30 p.m. Anthony J. Nicotera led the Board with the Pledge of Allegiance.

## **ITEM III. RECOGNITION OF VISITORS**

None.

## **ITEM IV. RECOGNITION**

None.

## **ITEM V. COMMUNICATIONS**

Michelle Anderson and Patricia N. Kilburn, Ed.D. noted that they attended the recent Rural School Association of NY Summer Conference along with Steve Boucher, Heather Johnson and Scott Morris. An update concerning sessions attended was discussed with the Cooperative Board.

A Cooperative Board Committee List for 2025-2026 was distributed to each member. Policy Committee Meeting dates and Facilities Capital Project Committee Meeting dates have been set for 2025-2026. Other dates still need to be established. This listing will be shared with Cooperative Board Members as meeting dates are updated.

Michael H. Head noted that the Facilities Capital Project Committee met earlier today and there will be a walk-in item introduced for consideration that involves the Corridor Reconfiguration Project. Patricia N. Kilburn, Ed.D. distributed information to each Cooperative Board member concerning this proposal. Michelle Anderson noted that the consent agenda will need to be amended in order to add to the action items.

Elaine M. Falvo suggested that the Audit Committee be renamed to the Audit and Finance Committee.

#### **ITEM V. A. FROM THE FLOOR**

None.

#### **ITEM V. B. CORRESPONDENCE**

None.

#### **ITEM VI. REPORTS**

District Superintendent Patricia N. Kilburn, Ed.D. gave the Board an update concerning the student use of internet enabled devices (Policy 7208), noting that procedures have been reviewed and that the process for exceptions and the parent notification process is being worked on.

Opening Days have been scheduled for August 19, 2025, August 26, 2025, and September 2, 2025. The sessions begin with coffee and connections followed by the program. Mandated trainings will be completed on-line.

Patricia N. Kilburn, Ed.D. provided an update to Cooperative Members regarding the funds for the establishment of a school milk pilot program.

New York State Commissioner of Education Dr. Betty A. Rosa is preparing to visit this area on the first day of school. The visit will begin at Rome Free Academy and end at TR Proctor High School.

Training for Student Board Members has been scheduled here at OHM BOCES on September 17, 2025. Professional development, roles and responsibilities will be reviewed with all Student Board Members.

Anthony J. Nicotera noted that the School Board Institute has received a request to provide training for student board members as well.

Patricia N. Kilburn, Ed.D. noted that orientation will be scheduled with the Student Board Member for OHM BOCES, in September.

It was noted that there is a financial training opportunity for Board Members upcoming. Assistant Superintendent of Support Services Scott Morris will provide the training. The date and further information will be provided to Cooperative Board Members in the Weekly Bulletin.

Patricia N. Kilburn, Ed.D. provided an update concerning the Portrait of a Graduate which was adopted by the Board of Regents in July.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REORGANIZATIONAL/REGULAR MEETING OF JULY 9, 2025**

Motion by: Joseph H. Hobika, Jr.  
 Seconded by: Ryan P. Rogers

Moved, that the minutes of the Reorganizational/Regular Meeting of July 9, 2025 of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, are approved.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

**ITEM VIII. EXECUTIVE SESSION**

Motion by: Michael H. Head  
 Seconded by: Joseph H. Hobika, Jr.

Moved, that the Cooperative Board enter into Executive Session at 5:30 p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

**Executive Session Items:**

<input checked="" type="checkbox"/>	discussing the employment history of particular persons
<input type="checkbox"/>	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
<input checked="" type="checkbox"/>	discussing collective negotiations pertaining to the BAA Union, pursuant to Article 14 of the Civil Service Law
<input type="checkbox"/>	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
<input type="checkbox"/>	discussing the (administration) (preparation) (grading) of the NYSAA exam
<input checked="" type="checkbox"/>	discussing proposed litigation
<input type="checkbox"/>	discussing matters which could imperil public safety if disclosed

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Ryan P. Rogers

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 6:08 p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Ryan P. Rogers

Moved, that the Cooperative Board enter back into Executive Session at 6:11 p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

Motion by: Michael H. Head  
Seconded by: Joseph H. Hobika, Jr.

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 6:13 p.m.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

**ITEM VII. MOTION TO AMEND THE CONSENT AGENDA (B., C., D.), TO INCLUDE ACTION ITEMS, D.17, D.18, and D.19**

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Elaine M. Falvo

Moved, that the Cooperative Board approves the amendment to the Consent Agenda, to include new Items, D. 17, D.18, and D.19.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried 9-0**

**ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C., D.), AS AMENDED TO INCLUDE ACTION ITEMS, D.17, D.18, and D.19**

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Kristin Hubley

Moved, that the Cooperative Board accepts the Treasurer's Report for June 2025 (Item IX. B. 1), the Budget Adjustment Report for June 2025 (Item IX. B. 2), Contracts (IX.B. 3, IX.B.4, IX.B.5, IX.B.6), the Personnel Report (Item IX. C) and all contracts listed below (Items IX. D. 1 - 19);

**FINANCIAL REPORT**

Moved, that the Cooperative Board accepts the Report of the Treasurer for June 2025 Item VII B.1 as shown below:

**ITEM IX. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR JUNE 2025**

**Report of the Treasurer for June 2025**

Capital	\$ 8,390.11
General	\$ 7,942,732.77
School Lunch	\$ 2,152,892.37
Special Aid	\$ 0.00
Scholarships	\$ 64,984.58
Extra-Curricular	\$ 20,624.35
Total	\$10,189,624.18

**ITEM VII. B. 2. MOTION TO ACCEPT THE 2024-2025 BUDGET ADJUSTMENT REPORT FOR JUNE 2025**

**Budget Revisions—2024-25  
 June 2025 Report**

2024-25 Adopted Budget	\$ 94,356,575
Commitment Changes	\$ 9,737,296
Net Changes	-
Total	\$110,975,215

**ITEM VII. B. 3. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH OTHER BOCES 2025-2026 CONTRACTS**

**Oneida BOCES Contractor (Seller) with other BOCES**

Herkimer-Ful-Ham-Ots BOCES	\$ 2,213,818.65	Initial contract for all BOCES services for 2025-2026 including coop., music, sub call, science kits, model schools, NP, sch. Physician med.dir., distance learning, ed.comm, LOTE, AV repair, micro computer repair, interconnect, EA, record retention, tele-communications.
Jefferson-Lewis BOCES	\$ 498,432.24	
Cayuga-Onondaga BOCES	\$ 26,383.50	
DCMO BOCES	\$ 8,190.00	
Oswego (CiTi) BOCES	\$ 7,569.00	
St. Lawrence BOCES	\$ 5,800.00	
Onondaga-Cort-Madison BOCES	\$ 500.00	
Erie 2 BOCES	\$ 214.20	
Monroe 2 BOCES	\$ 0.00	

Moved, that the Cooperative Board approve the contract between Oneida-Herkimer-Madison and Herkimer-Fulton-Hamilton-Otsego BOCES, Jefferson-Lewis BOCES, Cayuga-Onondaga BOCES, Delaware-Chenango-Madison-Otsego BOCES, Oswego (CiTi) BOCES, St. Lawrence BOCES, Onondaga-Cortland-Madison BOCES, Erie 2 BOCES and Monroe 2 BOCES for the 2025-2026 school year.

**ITEM VII. B. 4. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH SCHOOLS 2025-2026 CONTRACTS**

**Oneida BOCES Contractor (Seller) with Schools**

Whitesboro CSD	\$14,279,877.53	Initial contract for all BOCES services for 2025-2026 including administration, career & technical education, handicapped services, alternative education.
New York Mills UFSD	\$ 4,658,719.84	
Remsen CSD	\$ 2,099,373.01	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Whitesboro CSD, New York Mills UFSD and Remsen CSD for the 2025-2026 school year.

**ITEM VII. B. 5. MOTION TO APPROVE ONEIDA BOCES CONTRACTEE (Buyer) WITH OTHER BOCES 2025-2026 CONTRACTS**

**Oneida BOCES Contractee (Buyer) With Other BOCES**

Madison-Oneida BOCES	\$24,784,874.56	Initial contract for all BOCES services for 2025-2026 BOCES
Capital Region BOCES	\$ 313,908.87	
Jefferson-Lewis BOCES	\$ 4,950.00	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, Capital Region BOCES and Jefferson-Lewis BOCES for the 2025-2026 school year.

**ITEM VII. B. 6. MOTION TO APPROVE ONEIDA BOCES CONTRACTEE (BUYER) WITH OTHER BOCES 2024-2025 CONTRACTS/FINAL**

**Oneida BOCES Contractee (Buyer) with Other BOCES**

Capital Region BOCES	\$ 313,468.90	Final contract for all BOCES services for 2024-25.
Oswego (CiTi) BOCES	\$ 276,908.48	
Broome-Tioga BOCES	\$ 75,383.68	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Capital Region BOCES, Oswego (CiTi) and Broome-Tioga BOCES for the 2024-2025 school year.

**ITEM IX. C. PERSONNEL REPORT**

**MOTION TO APPROVE CHANGES ON THE TEACHING/CERTIFIED STAFF AND NON-INSTRUCTIONAL/CLASSIFIED STAFF**

Moved, that pursuant to the recommendations of the District Superintendent, the Board approves the following changes on the teaching/certified staff and non-instructional/classified staff.

**A. PERSONNEL REPORT**

**a. RETIREMENTS**

**1. Teaching/Certified Staff**

			Hire Date	Retire Date
1.	PAUL WHITNEY	TEACHING ASSISTANT	09/01/2004	08/31/2025

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	ADRIAN BARTHOLOMEO	SCHOOL SOCIAL WORKER	02/27/2023	07/12/2025
2.	COLIN J. DOUGLASS	COMPUTER NETWORK SECURITY INSTRUCTOR	01/30/2012	08/22/2025
3.	TAVIOR J. GLOVER	SUMMER - STUDENT MANAGER/TA	07/07/2025	07/07/2025
4.	ALLYSON J. GREIF	SUMMER ELEMENTARY TEACHER	07/14/2025	07/14/2025
5.	HOLLY M. KRISTOFF	ATTENDANCE TEACHER	05/31/2019	06/30/2025
6.	HOLLY M. KRISTOFF	SUMMER HIGH SCHOOL ASSIST ADMINISTRATOR	07/07/2025	07/07/2025
7.	KRISTEN A. LUBECK	SUMMER MIDDLE/HIGH SCHOOL TEACHER	07/07/2025	07/07/2025
8.	TERRA E. MCDERMOTT	SUMMER MIDDLE/HIGH SCHOOL TEACHER	07/01/2025	07/01/2025

9.	SARAH B. PARKER	TEACHER OF SPECIAL EDUCATION	09/01/2008	08/15/2025
10.	KAITLYN M. REINSMITH	TEACHER ASSISTANT	10/07/2021	07/23/2025
11.	VANESSA A. VACCARO	SUPERVISOR - SPECIAL EDUCATION	11/13/2023	07/31/2025
12.	JACKLYN G. WASELESKI	SUMMER MIDDLE/HIGH SCHOOL TEACHER	07/07/2025	07/07/2025
13.	JENNIFER E. ZALE	SUMMER SPECIAL ED TEACHER ASSISTANT	07/07/2025	07/08/2025

**2. Non-Instructional / Classified Staff**

			Hire Date	Resign Date
1.	DEBORAH J. DENISON	FOOD SERVICE HELPER	11/28/2022	07/15/2025
2.	GINA M. DOW	FOOD SERVICE HELPER	08/01/2022	07/15/2025
3.	RYAN W. GERLING	MUSIC THERAPIST	02/10/2020	08/15/2025
4.	HOLLY M. LOWELL	FOOD SERVICE HELPER	10/30/2023	07/22/2025
5.	AMELIA MARTINEZ	FOOD SERVICE HELPER	01/02/2024	07/15/2025
6.	BONNIE L. MOWER-ELWOOD	FOOD SERVICE HELPER	08/25/2014	07/15/2025
7.	GRECIA C. OROZCO	FOOD SERVICE HELPER	05/13/2024	07/15/2025
8.	MATTHEW A. RYCRAFT	LABORER	12/23/2024	06/30/2025

			Hire Date	Resign Date
9.	JASON E. STAUTY	STOREKEEPER	05/20/2024	08/17/2025
10.	RONI E. THOMPSON	FOOD SERVICE HELPER	01/26/2023	07/15/2025
11.	MELISSA A. WILLIAMS	FOOD SERVICE HELPER	12/18/2023	07/15/2025

**c. UNPAID LEAVE(S) OF ABSENCE**

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	FRANK N. DARDANO	TEACHER ASSISTANT	09/01/2025	01/01/2026	Education
2.	LAURYN E. MESSA	TEACHER ASSISTANT	08/31/2025	TBD	new probationary appointment
3.	MORGAN A. MITCHELL	TEACHER ASSISTANT	09/01/2025	TBD	work as long term substitute teacher
4.	MARK T. PAULEY	TEACHING ASSISTANT	09/01/2025	06/30/2026	work as long term substitute teacher

**d. APPOINTMENTS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)**

The expiration dates of the 4 year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

The expiration dates of the 3 year probationary appointments are tentative and conditional only. In order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective to the extent required by the applicable provisions of the Education Law, the Rules of the Board of Regents and the Regulations of the Commissioner of Education, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.

1. Recommend that **JUSTIN J. ALLEN** be appointed as a **TEACHER OF MATH** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Career and Technical Education for a four year probationary appointment in the MATHEMATICS tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$61,841.00.

**Certification:**

- \* Training certificate in MATHEMATICS 7-12
- \* Initial certificate in MATHEMATICS 7-12

**Education:**

- \* Graduate of Liverpool High School
- \* Bachelors Degree in Mathematics from SUNY Potsdam
- \* Masters Degree in Mathematics from Syracuse University

**Work Experience:**

- \* From September, 2023 through June, 2025 as a Math Teacher at Morgan Road Middle School
- \* From January, 2008 through May, 2023 as a Math Instructor at Ferrum College

2. Recommend that **MICHAEL J. AMENDOLARE** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Bridges for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$24,797.00.

**Certification:**

- \* Level I certificate in TEACHING ASSISTANT

**Education:**

- \* Graduate of Frankfort Schuyler Central School
- \* Associates Degree in General Studies from Herkimer County Community College
- \* Bachelors Degree in Health Studies from Utica College

**Work Experience:**

- \* From January, 2024 through present as a teaching assistant for Madison Oneida BOCES

3. Recommend that **AMY L. DAVIS** be appointed as a **TEACHER ASSISTANT** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, BRIDGES for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$21,364.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Clinton High School
- \* Associates Degree in Educational Sign Language from MVCC
- \* Bachelors Degree in Communication from University of Southern Maine (Portland)
- \* Masters Degree in Adolescent Education from SUNY Oswego

**Work Experience:**

- \* From 2024 through 2025 as a district substitute teacher at VVS, New Hartford and Clinton Central Schools
- \* From 2023 through 2024 as a long-term English substitute teacher at Whitesboro High School
- \* From 2022 through 2023 as a student teacher/ substitute at PSLA Fowler and Clinton Central School

4. Recommend that **CARMEN A. KEANE** be appointed as a **TEACHER OF ESL** in INSTRUCTIONAL PROGRAMS & PROFESSIONAL LEARNING, for a four year probationary appointment in the ENGLISH AS A SECOND LANGUAGE tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$60,269.00.

**Certification:**

- \* Professional certificate in SPANISH 7-12

**Education:**

- \* Graduate of Centro de Estudios Technologicos de Servicios
- \* Associates Degree in Accounting/Business from Mohawk Valley Community College
- \* Bachelors Degree in Accounting from Universidad Autonoma de Sinaloa Culiacan
- \* Masters Degree in Adolescent Education from Utica College
- \* Masters Degree in Business Administration from Utica College

**Work Experience:**

- \* From September, 2022 through present as a Spanish teacher for Waterville Central School District
- \* From September, 2020 through August, 2021 as a Spanish teacher for Notre Dame Junior/Senior High School
- \* From September, 2019 through June, 2020 as a Spanish teacher for Clinton High School
- \* From September, 2017 through June, 2019 as a Spanish teacher for Rome Catholic Schools
- \* From October, 2009 through December, 2010 as a staff accountant for Turning Stone Casino
- \* From May, 2005 through July, 2006 as a mortgage accountant for Credito Casa
- \* From March, 2001 through May, 2005 as a distribution and logistics accountant for Bachoo S.A DE C.V.

5. Recommend that **AMY L. LAMITIE** be appointed as a **COORDINATOR OF SPECIAL PROGRAMS & PROJECTS - SALARY** in INSTRUCTIONAL PROGRAMS & PROFESSIONAL LEARNING, for a four year probationary appointment in the Coordinator of Special Programs & Project tenure area, commencing August 11, 2025 and ending August 10, 2029 at an annual salary rate of \$115,000.00, prorated.

**Certification:**

- \* Professional certificate as SCHOOL BUILDING LEADER
- \* Professional certificate as SCHOOL DISTRICT LEADER
- \* Permanent certificate in ENGLISH 7-12

**Education:**

- \* Graduate of Bishop Maginn High School, Albany
- \* Bachelors Degree in English Literature from University at Buffalo
- \* MA in Teaching English from Binghamton University
- \* MS in Education Leadership from St. Lawrence University

**Work Experience:**

- \* From 2020 through 2025 as an education consultant at AEM Corporation
- \* From 2014 through 2020 as a curriculum specialist at OHM BOCES
- \* From 2012 through 2014 as an elementary principal at Edward-Knox Central School District
- \* From 2011 through 2012 as a director of pupil services at Colton-Pierrepont Central School District
- \* From 2010 through 2011 as a program coordinator at the New York State Education Department
- \* From 1999 through 2003 as an English teacher at Binghamton High School
- \* From 1997 through 1999 as a program coordinator at Broome-Tioga BOCES

6. Recommend that **JENNIFER E. PEPPER** be appointed as a **TEACHER OF ART** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, Myles Elementary for a four year probationary appointment in the ART tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$53,257.60.

**Certification:**

- \* Training certificate in VISUAL ARTS

**Education:**

- \* Graduate of Acton District High School
- \* Associates Degree in Visual Art and Art History from Munson Williams Proctor Institute
- \* BFA in Visual Art and Art History from the Maynard Institute College of Art and Design
- \* MFA in Visual Art and Art History from the University of Connecticut at Storrs

**Work Experience:**

- \* From 2024 through 2025 as a visual arts teacher at Myles Elementary for Oneida-Herkimer-Madison BOCES
- \* From 2023 through 2024 as a visiting artist, teacher, gallery director at Pratt Munson
- \* From 2003 through 2023 as a professor of Art, Design and History at Cazenovia College
- \* From 1999 through 2003 as an assistant professor of Art at Alfred University

7. Recommend that **LUKE M. STAYTON** be appointed as a **PROGRAM SPECIALIST SCIENCE** in SUPPORT SERVICES, Instructional Support for a four year probationary appointment in the Program Specialist Math/Science tenure area, commencing August 04, 2025 and ending August 3, 2029 at an annual salary rate of \$62,000.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Sauquoit Valley High School
- \* Bachelors Degree in Physics from Colgate University
- \* MAT for Secondary Science from Colgate University

**Work Experience:**

- \* From October, 2024 through December, 2024 as a student teacher for Clinton Senior High School
- \* From September, 2024 through October, 2024 as a student teacher for Brookfield Central School
- \* From 2022 through 2024 as a substitute teacher for Sauquoit Valley Central School

8. Recommend that **SAVANNAH L. TRUNZO** be appointed as a **TEACHER SPEECH/HEARING** in INSTRUCTIONAL PROGRAMS & PROF LEARNING, New Hartford CSD/Bridges for a four year probationary appointment in the Prog. for Speech & Hearing Handicapped tenure area, commencing September 01, 2025 and ending August 31, 2029 at an annual salary rate of \$56,818.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Central Valley Academy
- \* Bachelors Degree in Speech and Hearing from University at Buffalo
- \* Masters Degree in Communicative Disorders and Sciences from University at Buffalo

**Work Experience:**

- \* From June, 2023 through present as an SLP at the CHC Learning Center

9. Recommend that **VANESSA A. VACCARO** be appointed as a **COORDINATOR OF SPEC PROGRAMS & PROJECTS** in INSTRUCTIONAL PROGRAMS & PROFESSIONAL LEARNING, for a four year probationary appointment in the Coordinator of Special Programs & Projects, commencing August 01, 2025 and ending July 31, 2029 at an annual salary rate of \$100,830.60, prorated.

**Certification:**

- \* Professional certificate as a SCHOOL DISTRICT LEADER
- \* Initial certificate as SCHOOL BUILDING LEADER

**Education:**

- \* Graduate of Rome Free Academy
- \* Bachelors Degree in Psychology from SUNY Polytechnic
- \* Masters Degree in Education from Touro College

**Work Experience:**

- \* From October, 2023 through present as the supervisor of Special Education at Oneida-Herkimer-Madison BOCES
- \* From September, 2014 through October, 2023 as a teacher/administrator for Rome City School District
- \* From September, 2010 through September, 2014 as a teacher at Madison Oneida BOCES
- \* From September, 2006 through September, 2010 as a school coordinator for Safe Schools Healthy Students
- \* From December, 2012 through December, 2006 as a Medicaid service coordinator for the Family Advocacy Center

10. Recommend that **VERONICA R. VECIC** be appointed as a **CURRICULUM SPECIALIST - ADMIN** in INSTRUCTIONAL PROGRAMS & PROFESSIONAL LEARNING, for a four year probationary appointment in the Curriculum Specialist tenure area, commencing August 11, 2025 and ending August 10, 2029 at an annual salary rate of \$100,000.00, prorated.

**Certification:**

- \* Permanent certificate in ENGLISH 7-12
- \* Internship certificate as a SCHOOL BUILDING LEADER
- \* Internship certificate as a SCHOOL DISTRICT LEADER

**Education:**

- \* Graduate of Rome Free Academy
- \* Bachelors Degree in Education, English, Theatre from Elmira College
- \* Masters of Public Administration from Binghamton University
- \* Certificate of Advanced Study in Educational Leadership from SUNY Oswego

**Work Experience:**

- \* From September, 2020 through present as an ELA & Business teacher (grades 9-12) at Adirondack Central School
- \* From September, 2016 through February, 2020 as an English Language and Literature teacher (grades 7-12) at Rudjer Boskovic International School
- \* From October, 2003 through October, 2008 as an ELA teacher (grades 9-12) at Corning East High School

**b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT**

1. Recommend that **NICOLE A. CASSULIS** be appointed as a **TEACHER OF MATH** in PTECH/CTE, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$48,485.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Merrimack High School
- \* Bachelors Degree in Math from Houghton University

**Work Experience:**

- \* From 2023 through 2025 as a math teacher for Oneida-Herkimer-Madison BOCES
- \* From 2022 through 2023 as a math teacher for Nashua High School South

2. Recommend that **TROY C. FLUKS** be appointed as a **TEACHER OF ENGLISH** in ALTERNATIVE EDUCATION, MSA at Lincoln Academy, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$46,159.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Upper Perkiomen High School
- \* Bachelors Degree in English from Utica University

**Work Experience:**

- \* From August, 2024 through present as an assistant manager at Game Craze
- \* From August, 2022 through June, 2023 as a student partnerships community liaison at AmeriCorps VISTA at Ludlow Elementary School
- \* From October, 2022 through January, 2023 as a group leader for after school programs at Zhang Sah Martial Arts
- \* From October, 2021 through August, 2022 as an administrative assistant and after school teacher at St. Peter's School
- \* From January, 2019 through February, 2022 as a hand hygiene observer/infection control student at Children's Hospital of Philadelphia

3. Recommend that **MAUREEN A. GRAY** be appointed as a **TEACHER OF SPECIAL EDUCATION** in **SPECIAL EDUCATION**, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$96,230.00.

**Certification:**

- \* Permanent certificate in SPECIAL EDUCATION

**Education:**

- \* Graduate of Notre Dame High School
- \* Bachelor of Arts in Psychology from Nazareth College of Rochester
- \* Master of Science in K-12 Counseling from SUNY Cortland
- \* Master of Science in Elementary Education from SUNY Cortland
- \* Certificate of Advanced Study in Education Leadership from SUNY Cortland

**Work Experience:**

- \* From November, 2023 through present as a L-T-S special education teacher at Oneida-Herkimer-Madison BOCES
- \* From March, 2023 through November, 2023 as a special education consultant at Canastota Central School District
- \* From September, 2022 through March, 2023 as an interim elementary principal at Oriskany Central School District
- \* From February, 2022 through June, 2022 as an interim director of special education at Waterville Central School District
- \* From July, 2013 through June, 2021 as an elementary principal at Waterville Central School District
- \* From July, 2010 through June, 2013 as a director of special education and athletics at Waterville Central School District
- \* From September, 1999 through June, 2010 as a special education teacher at Waterville Central School District
- \* From September, 1994 through June, 1999 as a special education teacher at Clinton Central School District

4. Recommend that **ROBERT B. GRAY** be appointed as a **GUIDANCE COUNSELOR** in **SPECIAL EDUCATION**, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$82,662.00.

**Certification:**

- \* Permanent certificate in SCHOOL COUNSELOR

**Education:**

- \* Graduate of Waterville Central School
- \* Bachelor of Arts in Psychology from SUNY Albany
- \* Master of Science in Education - Counselor Education from SUNY Oneonta

**Work Experience:**

- \* From September, 2023 through present as a long-term substitute guidance counselor at Oneida-Herkimer-Madison BOCES
- \* From October, 1995 through June, 2022 as a school counselor 9-12 at Waterville Central School District
- \* From August, 1992 through October, 1995 as a school counselor 9-12 at Iliion Central School District
- \* From January, 1992 through June, 1992 as a school counselor practicum K-12 at Edmeston Central School District

5. Recommend that **LAURYN E. MESSA** be appointed as a **TEACHER OF SPECIAL EDUCATION** in **SPECIAL EDUCATION**, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$47,359.00.

**Certification:**

- \* Level I certificate in TEACHING ASSISTANT

**Certification:**

- \* Working toward certification
- \* Level I certificate in Teaching Assistant

**Education:**

- \* Graduate of New Hartford High School
- \* Attending Grand Canyon University for Bachelors Degree in Special Education

**Work Experience:**

- \* From September, 2017 through the present as a teaching assistant, Special Education, Bridges Oneida-Herkimer-Madison BOCES

6. Recommend that **MORGAN A. MITCHELL** be appointed as a **TEACHER OF SPECIAL EDUCATION** in **SPECIAL EDUCATION**, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$48,391.00.

**Certification:**

- \* Level I certificate in TEACHING ASSISTANT

**Education:**

- \* Graduate of New York Mills Jr/Sr High School
- \* Bachelor of Science in Health Studies Management  
from Utica University

**Work Experience:**

- \* From August, 2022 through the present as a teaching assistant  
at Oneida-Herkimer-Madison BOCES
- \* From October, 2019 through August, 2022 as a school to work  
instructor at the Arc, Oneida-Lewis Chapter

7. Recommend that **MARK T. PAULEY** be appointed as a **TEACHER OF SPECIAL EDUCATION** in **ALTERNATIVE EDUCATION**, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$52,529.00.

**Education:**

- \* Graduate of New Hartford Central School
- \* Bachelors Degree in Human Services from SUNY Empire State  
College
- \* Masters Degree in Elementary and Special Education from Grand  
Canyon University

**Work Experience:**

- \* From September, 2023 through August, 2024 as a special education  
resource room teacher at OHM BOCES
- \* From September, 2022 through June, 2023 as a special education  
teacher at OHM BOCES
- \* From October, 2011 through September, 2022 as a teacher assistant  
at OHM BOCES
- \* From 1993 through 2004 as a supervisor at the House of the Good  
Shepherd
- \* From 2019 through 2022 as a junior varsity wrestling coach at New  
Hartford Central School

**c. RECOMMENDATION FOR TENURE APPOINTMENT(S)**

The Human Resources Office and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s), who have satisfactorily completed their individual probationary periods and are being recommended for tenure by their immediate supervisors.

			Tenure Date
1.	SHAD A. CZERNIAK	TEACHING ASSISTANT	11/08/2025
2.	JENNIFER L. PARZYCH	SUPERVISOR FOR INSTRUCTIONAL SUPPORT SER	11/14/2025
3.	TIMOTHY ROWLAND	Coordinator Special Education (Correction)	10/13/2025
4.	THERESE M. SOULIA	TEACHING ASSISTANT	11/30/2025

**d. RECOMMENDATION FOR MENTORING**

		Title	Start Date	End Date	Salary
1.	MARY LOURDES TANGORRA	EXECUTIVE COACH	07/01/2025	06/30/2026	\$91.67/hr

## 2. Non-Instructional/Classified Staff

### a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **PEYTON M. ASHFORD** be appointed to a probationary appointment as a **PUBLIC RELATIONS ASSISTANT** in **SCHOOL COMMUNICATIONS**, commencing July 21, 2025 at an annual salary rate of \$39,373.00, prorated.

**PEYTON M. ASHFORD** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **PUBLIC RELATIONS ASSISTANT**. **PEYTON M. ASHFORD** will be required to serve a twenty-six week probationary period.

#### **Education:**

- \* Graduate of Marist High School, Chicago
- \* Bachelors Degree in Broadcast Journalism from SUNY Oswego

#### **Work Experience:**

- \* From January, 2024 through present as a substitute teacher for the Syracuse City School District

2. Recommend that **SHELBY L. GILBERT** be appointed to a probationary appointment as a **CAREER EXPLORATION SPECIALIST** in **SCHOOL TO CAREERS**, commencing August 25, 2025 at an annual salary rate of \$42,741.00, prorated.

**SHELBY L. GILBERT** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **CAREER EXPLORATION SPECIALIST**. **SHELBY L. GILBERT** will be required to serve a twenty-six week probationary period.

#### **Education:**

- \* Graduate of Vernon Verona Sherrill High School
- \* Bachelors Degree in Theater from SUNY Oswego

#### **Work Experience:**

- \* From September, 2024 through June, 2025 as an events coordinator at Utica Zoo
- \* From September, 2023 through April, 2024 as an academic department coordinator at Colgate University
- \* From May, 2022 through August, 2023 as an events coordinator at the Turning Stone Casino
- \* From September, 2021 through June, 2023 as a theatre arts teacher at Bogardus Performing Arts

3. Recommend that **JASON E. STAUTY** be appointed to a probationary appointment as a **MOTOR VEHICLE OPERATOR** in **INSTRUCTIONAL SUPPORT, IT/ISS/COURIER** commencing August 18, 2025 at an annual salary rate of \$44,897.00, prorated.

**JASON E. STAUTY** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MOTOR VEHICLE OPERATOR**. **JASON E. STAUTY** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of Clinton High School

**Work Experience:**

- \* From April, 2024 through present as a storekeeper at Oneida-Herkimer-Madison BOCES.
- \* From May, 2023 through April, 2024 as a manufacturing technician at Wolfspeed
- \* From November, 2022 through May, 2023 as a client representative at BNY Mellon

**b. RECOMMENDATION FOR TEMPORARY APPOINTMENT(S)**

1. Recommend that **TERESA FOBARE's** temporary appointment as a **BUSINESS MANAGER** in **SUPPORT SERVICE** be extended commencing July 01, 2025 and ending June 30, 2026 at a salary rate of \$300.00/day, as needed.
2. Recommend that **JACQUELINE A. GAMLEN** be appointed to a temporary appointment as a **LABORER - HOURLY** in **SUPPORT SERVICES, SCHOOL COMMUNICATIONS,** commencing July 28, 2025 and ending June 30, 2026 at a salary rate of \$18.50, as needed.

**JACQUELINE A. GAMLEN** meets the civil service requirements for the title and has been pre-approved by civil service.

**Education:**

- \* Graduate of Cazenovia High School

**Work Experience:**

- \* From May, 2024 through August, 2024 as an assistant registrar and photographer at Great Camp Sagamore, Annual Gala Event
- \* From June, 2023 through March, 2024 as a front desk agent at Best Western Hotel
- \* From April, 2022 through September, 2022 as a sales and team leader at CTM Marketing
- \* From December, 2021 through April, 2022 as an office assistant at Song Mountain

**c. RECOMMENDATION FOR PERMANENT APPOINTMENTS FROM CIVIL SERVICE LISTING**

The Human Resources Office, and the District Superintendent have reviewed the performance evaluations and record of absences for the below named individual(s). The below named individual(s) have successfully completed their individual twelve week or twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	MANUEL F. BELTRAN	VIDEO PRODUCTION TECHNICIAN	06/16/2025

**e. STIPENDS**

**1. Teaching/Certified Staff**

**a. RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	JANET DESENS	REGISTERED PROFESSIONAL NURSE	09/01/2025 - 06/30/2025	\$4,500.00 (RN Supervisor)
2.	JANET DESENS	REGISTERED PROFESSIONAL NURSE	07/01/2025 - 08/31/2025	\$675.00 (RN Supervisor)
3.	LAUREN A. DUNN	ASSISTANT PRINCIPAL - CTE	08/14/2025	\$8,000.00 (Supervisor of Guidance Counselors, ESL Teachers and Nurse Practitioners)
4.	MATTHEW M. FAGAN	ASSISTANT PRINCIPAL - PTECH	08/14/2025	\$8,000.00 (Supervisor of Academic Itinerants)
5.	GREGORY FIASCHETTI JR	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (Student Manager)
6.	BRIAN F. FRANTZ	TEACHER OF SCIENCE	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
7.	MICHELLE C. GASPA	CURRICULUM SPECIALIST - ADMIN	08/14/2025	\$8,000.00 (Coordinator of Regional Scoring)
8.	JENNIFER GROSSI	TEACHER OF SOCIAL STUDIES	09/01/2025 - 06/30/2026	\$1,200.00 (mentor) (prorated)
9.	MIKAL N. JACKSON	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (Student Manager)
10.	TERRY L. JONES	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (Student Manager)
11.	MICHAEL J. STONE	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (Student Manager)
12.	HEIDI L. VANDERMEULEN	TEACHER OF VISUALLY HANDICAPPED	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
13.	AUDREY K. ZUIS	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (Student Manager)

**f. TERMINATIONS**

**1. Non-Instructional/Classified Staff**

**a. Recommendation for Termination**

			Hire Date	Resign Date
1.	MARY M. SCHICK	COOK MANAGER	09/04/2018	06/30/2025

**g. SUMMER SCHOOL**

**1. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

**a. RECOMMENDATIONS FOR SUMMER SCHOOL APPOINTMENTS - CAREER AND TECHNICAL EDUCATION**

Daily rate is 1/200th of salary or hourly

		Title	Start Date	End Date	Max Days	Salary
1.	SUSAN R. CAMPBELL	TEACHING ASSISTANT	07/01/2025	08/30/2025	TEACHING ASSISTANT	\$15.50/hr

**b. RECOMMENDATION FOR SPECIAL EDUCATION SUMMER SCHOOL APPOINTMENTS - TEACHING/CERTIFIED**

Daily rate is 1/200th of salary or Teaching Assistant Community rate

		Title	Start Date	End Date	Max Days	Salary
1.	JORDAN S. DELMONICO	TEACHING ASSISTANT	07/07/2025	08/15/2025	30	\$18,966
2.	BRIANNA DICKAN	TEACHING ASSISTANT	07/07/2025	08/15/2025	30	\$2,880
3.	JORDYN L. HOWLETT	TEACHING ASSISTANT	07/14/2025	08/13/2025	25	\$2,880
4.	GRANT T. KLINKNER	TEACHER	07/07/2025	08/15/2025	30	\$48,361
5.	SAIMARA C. LANGSTON	TEACHING ASSISTANT	07/14/2025	08/15/2025		\$2,400
6.	ISAAC J. MARRERO	TEACHING ASSISTANT	07/07/2025	08/15/2025	30	\$2,880
7.	MICHELLE T. MCQUEENEY	OCCUPATIONAL THERAPIST	08/18/2025	08/21/2025	3	\$62.00/hr

**c. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS  
 - TEACHING/CERTIFIED**

The following people are being recommended to teach in the Regional Summer School Program for 2025, for the period indicated. The actual need for any individual will not be determined until July 1, 2025. The decisions will be based upon enrollments at that time. Assignments may be for two blocks (\$3,000) or three blocks (\$4,500), based on enrollment. The Driver Education Instructors will be paid \$75.00/hr for a full class load. Teaching Assistant - \$15.50/hr. Assistant Administrator will be paid \$6,750 and Administrator will be paid \$8,500. Extended School Year (ESY) STEPS -Alternative Education Special Education Teacher/TA and Attendance Teacher Daily rate is 1/200th of salary.

		Title	Start Date	End Date	Salary
1.	CHRISTINE E. ALLBRIGHT	PROCTOR RATER	08/19/2025	08/20/2025	\$30.00/hr
2.	JUSTIN J. ALLEN	SUBSTITUTE TEACHER	07/21/2025	08/20/2025	\$30.00/hr
3.	MINDY S. BROWNE	PROCTOR RATER	08/19/2025	08/20/2025	\$30.00/hr
4.	STEPHANIE M. CIOTTI	TEACHER	07/09/2025	08/20/2025	\$4,500
5.	DANIEL CONTE	ASSISTANT ADMINISTRATOR	07/15/2025	07/31/2025	\$6,750
6.	AMY L. CONTE	SUBSTITUTE TEACHER	07/15/2025	08/20/2025	\$30.00/hr
7.	SHANNON D. DAILEY	TEACHER	07/07/2025	08/20/2025	\$4,500
8.	ANDREA R. DONAHUE	TEACHER	07/07/2025	08/20/2025	\$4,500
9.	JACLYN E. DURRIGAN	ENGLISH	07/07/2025	08/20/2025	\$4,500
10.	AMANDA L. EDWARDS	TEACHING ASSISTANT	07/07/2025	08/20/2025	\$15.50/hr
11.	SARA M. ENGELL	TEACHER	07/07/2025	08/20/2025	\$4,500
12.	MADILYNN E. GRADY	TEACHING ASSISTANT	07/07/2025	08/20/2025	\$15.50/hr
13.	JEFFREY L. HAVENER	TUTOR	07/30/2025	08/20/2025	\$30.00/hr
14.	MADYSON R. HELFERT	TEACHING ASSISTANT	07/14/2025	08/07/2025	\$15.50/hr
15.	WILLIAM J. KEISER IV	TEACHING ASSISTANT	07/14/2025	08/20/2025	\$15.50/hr
16.	HEATHER L. MAURO	TEACHING ASSISTANT	07/07/2025	08/20/2025	\$15.50/hr
17.	SKYLER R. MCFADDEN	TEACHING ASSISTANT	07/07/2025	08/20/2025	\$15.50/hr
18.	DAMIAN W. MONAGHAN	TEACHER	07/07/2025	08/20/2025	\$4,500
19.	KAYLA A. NORRBOM	PROCTOR RATER	08/19/2025	08/20/2025	\$30.00/hr
20.	COLIN W. O'CONNOR	TEACHING ASSISTANT	07/14/2025	08/20/2025	\$15.50/hr
21.	ALANA PRZESTRZELSKI	TEACHING ASSISTANT	07/14/2025	08/20/2025	\$15.50/hr
22.	ALYSON J. RATCLIFFE	TEACHER	07/09/2025	08/20/2025	\$4,500
23.	JESSICA L. ROGAN	TUTOR	07/30/2025	08/13/2025	\$30.00/hr

		Title	Start Date	End Date	Salary
24.	PRISCILLA P. ROY	TEACHING ASSISTANT	07/14/2025	08/03/2025	\$15.50/hr
25.	OLIVIA G. RUSSO	TEACHING ASSISTANT	07/07/2025	08/20/2025	\$15.50/hr
26.	SHARI SPINELLI	PROCTOR RATER	08/19/2025	08/20/2025	\$30.00/hr
27.	GENEVIEVE K. TALLARINO	TUTOR	07/30/2025	08/20/2025	\$30.00/hr
28.	GIANNA R. VIGNOLA	TEACHER	07/14/2025	08/07/2025	\$3,000
29.	AMANDA L. WILLIAMS	PROCTOR RATER	08/19/2025	08/20/2025	\$30.00/hr
30.	ANDREA R. WOLBER	SUBSTITUTE TEACHER	07/21/2025	08/20/2025	\$30.00/hr
31.	SIGMUND R. ZEMZICKI	TEACHING ASSISTANT	08/19/2025	08/20/2025	\$15.50/hr

**2. RECOMMENDATIONS FOR SUMMER SCHOOL - NON-INSTRUCTIONAL**

**a. RECOMMENDATION FOR ACADEMIC REGIONAL SUMMER SCHOOL APPOINTMENTS - NON-INSTRUCTIONAL**

The following people are being recommended for clerical or nursing positions in the Regional Summer School Program for 2025. All people listed are potential hires. The actual need for any individual will not be determined until July 1, 2025. The decisions will be based on enrollments at that time and the actual need for clerical or nursing help.

		Title	Start Date	End Date	Salary
1.	PATRICIA A. RICE	CLERK	07/07/2025	08/20/2025	\$15.50/hr. by timesheet

**ITEM IX. D. 1. APPROVAL OF BOARD POLICIES (SECOND READING)**

Moved, that the Cooperative Board approves the following policies in order to provide a comprehensive written listing of the Cooperative Board’s current policies, rules and regulations for the Oneida-Herkimer-Madison BOCES.

5009 Extreme Heat Condition Days

**ITEM IX. D. 2. APPROVAL OF BOARD POLICIES (FIRST READING)**

Moved, that the Cooperative Board approves the Code of Conduct for the Oneida-Herkimer-Madison BOCES effective September 1, 2025, with the understanding that this document will be reviewed annually.

**ITEM IX. D. 3. APPROVAL AND ADOPTION OF DISTRICT-WIDE AND DIVISIONAL SCHOOL SAFETY PLAN**

Moved, that the District-wide School Safety Plan for the Oneida-Herkimer-Madison BOCES, in accordance with Section 155.17 of the Regulations of the Commissioner of Education, be adopted.

**ITEM IX. D. 4. APPROVAL OF THE CREATION OF PUBLIC RELATIONS SPECIALIST POSITION**

Moved, that the Oneida-Herkimer-Madison BOCES Cooperative Board approves the creation of the Public Relations Specialist position for the Oneida-Herkimer-Madison BOCES.

**ITEM IX. D. 5. APPROVAL OF THE CREATION OF WEBMASTER POSITION**

Moved, that the Oneida-Herkimer-Madison BOCES Cooperative Board approves the creation of the Webmaster position for the Oneida-Herkimer-Madison BOCES.

**ITEM IX. D. 6. APPROVAL OF ADVISORY COMMITTEE MEMBERSHIP – NEW MEMBERS**

Moved, that the Cooperative Board approve Patricia Carey, Consultant for Upstate Caring Partners, on the CTE Advisory Committee.

**ITEM IX. D. 7. APPROVAL OF THE ADOPTION OF THE OHM BOCES' VISION, MISSION, CORE VALUES AND STRATEGIC GOALS**

Moved, that the Oneida-Herkimer-Madison BOCES Cooperative Board adopts the Oneida-Herkimer-Madison BOCES' Vision, Mission, Core Values and Strategic Goals effective August 13, 2025.

**ITEM IX. D. 8. APPROVAL OF FUNDING OF THE TEACHERS' RETIREMENT CONTRIBUTION RESERVE**

WHEREAS, the Oneida-Herkimer-Madison Board of Cooperative Educational Services had established a Teachers' Retirement Contribution Reserve in accordance with General Municipal Law, Section 6-r; and

WHEREAS, the Teachers' Retirement Contribution Reserve may be funded with amounts designated from budgetary appropriations or program surpluses remaining in the General Fund at the end of the fiscal year;

BE IT RESOLVED, that effective for the 2024-2025 fiscal year, the Oneida-Herkimer-Madison Board of Cooperative Educational Services hereby authorizes the transfer of available funds in the Due to Teachers' Retirement account into the Teachers' Retirement Contribution Reserve in the amount of \$421,177.78.

**ITEM IX. D. 9. APPROVAL OF FUNDING OF THE EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE (EBLAR)**

WHEREAS, the Oneida-Herkimer-Madison Board of Cooperative Educational Services had established and Employee Benefit Accrued Liability Reserve in accordance with General Municipal Law, Section 6-p; and

WHEREAS, the Employee Benefit Accrued Liability Reserve may be funded with amounts designated from budgetary appropriations or program surpluses remaining in the General Fund at the end of the fiscal year;

BE IT RESOLVED, that effective for the 2024-2025 fiscal year, the Oneida-Herkimer-Madison Board of Cooperative Educational Services hereby authorizes the transfer of available unspent funds into the Employee Benefit Accrued Liability Reserve in the amount of \$245,047.43.

**ITEM IX. D. 10. APPROVAL OF USE OF FUNDS FROM UNEMPLOYMENT PAYMENT INSURANCE RESERVE**

Resolved that the Cooperative Board of the Oneida-Herkimer-Madison BOCES approve expending \$25,294.81 from the Unemployment Payment Insurance Reserve for unemployment claims incurred during the 2024-2025 fiscal year.

**ITEM IX. D. 11. APPROVAL OF CTE EQUIPMENT RESERVE/PURCHASES**

Moved, that the Cooperative Board approve the purchase from the CTE Equipment Reserve of the following:

1. Genesee Paint Air Purifying Respirator Kit (Program – Auto Body Repair – Estimated Cost \$16,834.66);
  2. Wood-Mizer Saw Mill (Program – Agriculture, Estimated Cost \$50,550.83);
  3. Noble Gas Bandsaw (Program – Carpentry, Estimated Cost \$12,580.00);
  4. Generac Generator (Program – Electrical Occupations, Estimated Cost \$4,119.00);
  5. Dia Medical EMT Supplies (Program – Law Enforcement, Estimated Cost \$4,810.35).
- Estimated total cost is \$88,894.84.

**ITEM IX. D. 12. APPROVAL OF CTE EQUIPMENT RESERVE REPLENISHMENT**

Moved, that the Cooperative Board approve the transfer of \$112,523.37 into the CTE Reserve effective June 30, 2025.

**ITEM IX. D. 13. APPROVAL OF THE NYS SOURCE IDENTIFIABLE FRUIT, VEGETABLE AND PROTEIN FOODS BID 2025-2026**

Moved, that the Cooperative Board approves the award of the Source Identifiable Fruit, Vegetable and Protein Food Bid 2025-2026 as per the attached listing representing the lowest qualified bidders meeting specifications, for a total award of \$248,136.

<u>Vendor</u>	<u>Proposed Award</u>
Reeves Farm	\$ 1,530
Russo Produce	\$ 87,221
Headwater Foods Inc.	\$ 82,338
Hudson Harvest	\$ 36,497
Slate Foods	\$ 40,550
Total	\$248,136

**ITEM IX. D. 14. APPROVAL OF THE SUPPLEMENTAL GROCERY BID**

Moved, that the Cooperative Board approves the award of the Supplemental Grocery Bid 2025-2026 as per the below listing representing the lowest qualified bidders meeting specifications, for an estimated total award of \$195,126.45.

<u>Vendor</u>	<u>Proposed Award</u>
Roc-Star Ice Cream Products, Inc and Miss Mila’s Cookies	\$ 41,250.00
McCraith Beverages	\$ 9,800.00
US Foods (formerly Renzi Food Service)	\$144,076.45

**ITEM IX. D. 15. APPROVAL OF THE SUPPLEMENTAL GROCERY BID**

Moved, that the Cooperative Board approve the award of the 2025-2026 Food Courier Bid to Amy Dineen Trucking.

<u>DISTRICT</u>	<u>DINEEN TRUCKING</u>	<u>x180 DAYS</u>	<u>BOCES TOTAL</u>
BOCES Middle Settlement	\$50.00	\$ 9,000.00	\$ 17,100.00
BOCES Lincoln Ave	\$45.00	\$ 8,100.00	
Brookfield	\$65.00	\$11,700.00	
Clinton	\$65.00	\$11,700.00	
Frankfort-Schuyler	\$65.00	\$11,700.00	
Herkimer	\$65.00	\$11,700.00	
Oriskany	\$65.00	\$11,700.00	
Owen D. Young	\$65.00	\$11,700.00	
Poland	\$65.00	\$11,700.00	
Richfield Springs	\$65.00	\$11,700.00	
Sauquoit	\$65.00	\$11,700.00	
Waterville	\$65.00	\$11,700.00	

**ITEM IX. D. 16. APPROVAL OF THE HILLSIDE CHILDREN’S CENTER CONTRACT**

Moved, that the Cooperative Board approve the service contract for Hillside Children’s Center for the 2025-2026 school year and make their services available to our component districts through the Community School Resource CoSer.

**ITEM IX. D. 17. APPROVAL OF THE CORRIDOR RECONFIGURATION PROJECT**

Moved, that the Oneida-Herkimer-Madison BOCES Cooperative Board approve the bid from Kestrel Construction Services in the amount of \$98,898.00.

**ITEM IX. D. 18. APPROVAL OF THE SETTLEMENT WITH THE UTICA CITY SCHOOL DISTRICT**

**BE IT RESOLVED** that the Oneida-Herkimer-Madison BOCES hereby agrees and approves the settlement of certain allegations made by the Utica City School District involving services provided by HMJ Consulting through a OHM BOCES co-ser to the Utica City School District in 2023 and 2024, and hereby authorizes the District Superintendent to execute a settlement agreement in a form approved by legal counsel.

**ITEM IX. D. 19. APPROVAL TO RENAME THE AUDIT COMMITTEE**

Moved, that the Cooperative Board approve the renaming of the Audit Committee to the Audit and Finance Committee.

<u>Yes</u>	<u>No</u>	<u>Excused</u>	<u>Abstain</u>
Michelle Anderson		Steve Boucher	
Gary P. Nelson		Heather Johnson	
Elaine M. Falvo		Stephen Stanton	
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Ryan P. Rogers			
Timothy Thomas			

**Motion carried** 9-0

**ITEM VIII. BOARD TOPIC(S)/DISCUSSION ITEM(S)**

Discussion concerning a Board Retreat will be tabled.

**ITEM IX. OLD BUSINESS**

None.

**MOTION TO ADJOURN**

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Ryan P. Rogers

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 6:17 p.m.



Lori A. Wrobel  
Clerk of the Board  
August 18, 2025