

APPROVED

Item VII. A. 1  
Motion by: Michael H. Head  
Seconded by: Ryan P. Rogers  
Motion carried 9-0



Oneida-Herkimer-Madison BOCES

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Cooperative Board 2025-2026  
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**UNAPPROVED  
MINUTES OF THE REGULAR  
MEETING OF OCTOBER 8, 2025**

The Regular meeting of the Board of Cooperative Educational Services was held on Wednesday, October 8, 2025 at 4:30 p.m. in the Howard D. Mettelman Learning Center, 4747 Middle Settlement Road, New Hartford, New York.

**MEMBERS PRESENT**

Michelle Anderson (left at 5:55 p.m.)  
Gary P. Nelson  
Steve Boucher  
Elaine M. Falvo  
Michael H. Head (left at 5:35 p.m.)  
Joseph H. Hobika, Jr. (arrived at 4:51 p.m.)  
Kristin Hubley  
Heather Johnson  
Anthony J. Nicotera  
Timothy Thomas

Juan Camacho (arrived at 4:47 p.m.)

**MEMBERS EXCUSED**

Ryan P. Rogers  
Stephen Stanton

Jeffrey M. Reppel

**OTHERS PRESENT**

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

**VII A. 1.  
Approval of Minutes of the  
Regular Meeting of October 8,  
2025  
November 12, 2025**

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. CALL THE REGULAR MEETING TO ORDER**

A quorum was noted and Michelle Anderson called the Regular Meeting to order at 4:30 p.m.

**ITEM II. PLEDGE OF ALLEGIANCE**

Steve Boucher led the Board with the Pledge of Allegiance.

**ITEM III. RECOGNITION OF VISITORS**

Christina Warner, Principal, P-TECH/School to Career  
Matthew Fagan, Assistant Principal, P-TECH  
Lindsay Giruzzi, Teacher  
Tiffany Piatkowski, Teacher  
Michele LaGase, Superintendent, New York Mills Union Free School District  
Mary Facci, Executive Principal, New York Mills Union Free School District  
Edward Waskiewicz, Principal, Clinton Central School District  
Aeriana McNeil and Family, New York Mills Union Free School District  
Ethan LaBuz and Family, Clinton Central School District

**ITEM IV. RECOGNITION**

Aeriana McNeil from New York Mills Union Free School District was introduced and recognized.

Aeriana McNeil was presented with an Award for his positive accomplishments and outstanding achievements in P-Tech OHM.

Ethan LaBuz from Clinton Central School District was introduced and recognized.

Ethan LaBuz was presented with an Award for her positive accomplishments and outstanding achievements in P-Tech OHM.

Christina Warner, Matthew Fagan, Lindsay Giruzzi, and Tiffany Piatkowski provided a presentation concerning Performance Based Learning which included discussion regarding a Portrait of a Graduate, and the PLAN Pilot. Discussion regarding how a Portrait of a Graduate is being broken down as well as a 2025-2026 overview of work that has been completed and work that remains.

The presentation was followed by questions and answers session.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 10, 2025**

Motion by: Michael H. Head  
Seconded by: Elaine M. Falvo

Moved, that the minutes of the Regular Meeting of September 10, 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>
Gary P. Nelson		Ryan P. Rogers	Michelle Anderson
Steve Boucher		Stephen Stanton	
Elaine M. Falvo			
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Heather Johnson			
Anthony J. Nicotera			
Timothy Thomas			

Motion carried 9-0

**ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C.)**

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

Moved, that the Cooperative Board accepts the Treasurer's Report for August 2025 (Item IX. B. 1), the Budget Adjustment Report for August 2025 (Item IX. B. 2), Contracts (IX.B. 3, IX.B.4, IX.B.5, IX.B.6), the Personnel Report (Item IX. C).

**FINANCIAL REPORT**

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

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

**Report of the Treasurer for August 2025**

Capital	\$ 8,418.63
General	\$12,616,492.57
School Lunch	\$ 2,154,457.97
Special Aid	\$ 681.00
Scholarships	\$ 65,205.52
Extra-Curricular	\$ 19,829.27
Total	\$14,865,085.56

**ITEM IX. B. 2. MOTION TO ACCEPT THE 2025-2026 BUDGET ADJUSTMENT REPORT FOR AUGUST 2025**

**Budget Revisions—2025-26  
 August 2025 Report**

2025-26 Adopted Budget	\$102,308,508
Commitment Changes	\$ 12,690,277
Net Changes	-
 Total	 \$114,998,785

**ITEM IX. B. 3. MOTION TO APPROVE ONEIDA BOCES CONTRACTEE (BUYER) WITH OTHER BOCES 2024-2025 CONTRACTS/FINAL:**

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

Franklin-Essex-Hamilton BOCES	\$ 28,243.56	Final contract for all BOCES services for 2024-2025
Otsego-Northern Catskills BOCES	\$ 19,716.00	
Southern Westchester BOCES	\$ 64,568.09	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison and Franklin-Essex-Hamilton BOCES, Otsego-Northern Catskills BOCES, and Southern Westchester BOCES for the 2024-2025 school year.

**ITEM IX. B. 4. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH OTHER BOCES 2024-2025 CONTRACTS/FINAL**

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

Madison-Oneida BOCES	\$ 1,658,259.30	Initial contract for all BOCES services for 2025-2026 BOCES
Nassau BOCES	\$ 557,207.10	
Erie 2 BOCES	\$ 33,829.10	
Western Suffolk BOCES	\$ 16,623.00	
Putnam-Westchester BOCES	\$ 12,489.80	
Greater Southern Tier BOCES	\$ 3,720.00	
Newburgh City School District	\$ 293.00	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Madison-Oneida BOCES, Nassau BOCES, Erie 2 BOCES, Western Suffolk BOCES, Putnam Northern Westchester BOCES, Greater Southern Tier BOCES, and Newburgh City School District for the 2024-2025 school year.

**ITEM IX. B. 5. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH SCHOOLS 2024-2025 CONTRACTS/FINAL**

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

Oriskany CSD	\$ 3,358,127.87	Final contract for all BOCES services for 2024-2025
Sauquoit Valley CSD	\$ 4,332,374.24	
Westmoreland CSD	\$ 5,157,089.08	
Whitesboro CSD	\$ 13,279,320.24	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Oriskany Central School District, Sauquoit Valley Central School District, Westmoreland Central School District and Whitesboro Central School District for the 2024-2025 school year.

**ITEM IX. B. 6. MOTION TO APPROVE ONEIDA BOCES CONTRACTOR (SELLER) WITH SCHOOLS 2025-2026 CONTRACTS**

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

Brookfield CSD	\$ 2,093,829.65	Initial contract for all BOCES services for 2025-2026 including administration, career & technical education, Handicapped services, alternative education.
Westmoreland CSD	\$ 5,861,102.94	
Sauquoit Valley CSD	\$ 4,226,621.36	

Moved, that the Cooperative Board approve the contract(s) between Oneida-Herkimer-Madison BOCES and Brookfield Central School District, Westmoreland Central School District, and Sauquoit Valley Central School District for the 2025-2026 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. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	DRAKE CARNOT	TEACHER OF PHYSICAL EDUCATION	10/03/2022	08/22/2025
2.	STEPHANIE COLLADO	TEACHER ASSISTANT	09/01/2019	09/28/2025
3.	JERI A. COMBS	TEACHER ASSISTANT	08/29/2024	12/31/2025
4.	MARISA G. DECOLA	TEACHER ASSISTANT	03/14/2019	09/30/2025
5.	JORDAN S. DELMONICO	TEACHER ASSISTANT	08/31/2022	08/31/2025

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

			Hire Date	Resign Date
1.	JAMES A. CRANDALL	COOK MANAGER	10/03/2017	08/28/2025
2.	TRACY L. FRANCHHELL	GRAPHIC DESIGN SPECIALIST	08/18/2025	09/25/2025
3.	SABRINA M. FRYMAN	ASSISTANT BUSINESS MANAGER	06/05/2023	09/12/2025
4.	JACQUELINE A. GAMLEN	LABORER - HOURLY	07/28/2025	10/12/2025
5.	OKSANA GUTKO	FOOD SERVICE HELPER	05/10/2017	08/19/2025
6.	WENDY M. O'DONNELL	FOOD SERVICE HELPER	08/19/2024	08/19/2025

7.	NICOLE M. PHILLIPS	FOOD SERVICE WORKERS	09/05/2024	08/31/2025
8.	SHANE R. TINNEY	PUBLIC RELATIONS ASSISTANT	11/18/2024	10/07/2025
9.	KELLIE L. WILDEY	COOK MANAGER	09/09/2025	09/19/2025

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	WENDY J. BOLOS	TEACHER ASSISTANT	09/01/2025	06/30/2026	work as long term substitute teacher
2.	CHRISTOPHER LAMBERT	TEACHING ASSISTANT	09/01/2025	06/30/2026	work as long term substitute teacher
3.	MARISA ZIMMERMAN	TEACHER ASSISTANT	09/01/2025	06/30/2026	work as long term substitute teacher

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

			Start Date	End Date	Reason
1.	IRENE V. CURBELO	LABORER	10/13/2025	TBD	new probationary appointment

**c. 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 **SHANYRA S. CARTER** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, Middle Settlement Academy at Mohawk Valley Community College for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 22, 2025 and ending September 21, 2029 at an annual salary rate of \$24,650.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Rome Free Academy
- \* Attended Mohawk Valley Community College for Human Services

**Work Experience:**

- \* From March, 2025 to present as a teacher assistant at the House of the Good Shepherd
- \* From August, 2024 through February, 2025 as a medical assistant at Mohawk Valley Health System
- \* From February, 2023 through August, 2024 as a FPA and PSS at ICAN/Pinefield

2. Recommend that **ANA GABRIELA DEOLIVEIRA ROSA** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, Bridges for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 08, 2025 and ending September 07, 2029 at an annual salary rate of \$21,720.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Lacordaire
- \* Bachelors OT from UNESP
- \* Masters OT from Utica University

**Work Experience:**

- \* From 2023 through 2025 as a graduate resident director at Utica University
- \* During 2023 an OT internship at Jefferson Elementary School

3.

**REVISED START DATE:**

Recommend that **KEVIN R. EHLERT** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, Alternative Education, Middle Settlement Academy at Lincoln Ave for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 15, 2025 and ending September 14, 2029 at an annual salary rate of \$22,622.00, pro-rated.

**Certification:**

\* Working toward certification

**Education:**

\* Graduate of TR Proctor High School

**Work Experience:**

- \* From December, 2024 through April, 2025 as a youth development professional at Elmcrest Children's Center
- \* From October, 2018 through March, 2024 as a mental health therapy aide at Hutchings Psychiatric Center
- \* From February, 2016 through October, 2018 as a secure treatment aide at Central NY Psychiatric Center
- \* From February, 2014 through February, 2016 as a psychiatric assistant at St. Elizabeth, Mohawk Valley Health System
- \* From February, 2011 through February, 2014 as a food service worker at St. Elizabeth, Mohawk Valley Health System

4.

**REVISED START DATE:**

Recommend that **WAYNE F. HARTMAN** be appointed as a **TEACHER OF SPECIAL EDUCATION** in Instructional Programs & Professional Learning, Alternative Education at Middle Settlement Academy at Lincoln Ave for a four year probationary appointment in the TEACHER OF SPECIAL EDUCATION tenure area, commencing September 15, 2025 and ending September 14, 2029 at an annual salary rate of \$55,745.00, prorated.

**Certification:**

- \* Provisional certificate in ATTENDANCE TEACHER
- \* Professional Certificate in SWD 1 -6

**Education:**

- \* Graduate of West Canada
- \* AAS in Human Services from Herkimer County Community College
- \* BS in History from Empire State College
- \* MS in Special Education from Grand Canyon University

**Work Experience:**

- \* From August, 2024 through July, 2025 as a special education teacher at Utica Academy of Science
- \* From September, 2023 through April, 2024 as a long term substitute teacher for special education at For Plain Central School District
- \* From September, 2022 through December, 2022 as a long term substitute teacher for special education at Dolgeville Central School District
- \* From September, 2021 through June, 2022 as a long term substitute teacher for special education at Little Falls Central School District
- \* From September, 2020 through August, 2021 as a teacher at Central Valley
- \* From March, 2016 through June, 2021 as a special education teacher at Herkimer BOCES Pathways
- \* From December, 2015 through March, 2016 as a substitute teacher at West Canada Central School District
- \* From February, 2012 through March, 2014 as a teaching assistant at United Cerebral Palsy
- \* From September, 2007 through January, 2012 as a substitute teacher at Herkimer BOCES

5. Recommend that **ADA L. HAYDUKE-TOOMATH** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, Bridges for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 04, 2025 and ending September 03, 2029 at an annual salary rate of \$21,720.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Hamilton Central School District
- \* Fine Art Degree in Illustration from Maryland Institute College of Art

**Work Experience:**

- \* From July, 2024 through present as a pet and house sitter
- \* From, July, 2020 through August, 2021 as a barista at Britty and Brendan O'Connor
- \* From August, 2018 through March, 2020 as an IT assistant at Pratt Munson
- \* From 2015 through 2017 (summers) as a swim teacher at Harry Jarcho

6. Recommend that **BARRY W. HUNT** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, Alternative Education, Middle Settlement Academy at Lincoln Ave for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing October 20, 2025 and ending October 19, 2029 at an annual salary rate of \$21,150.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Vernon Verona Sherrill

**Work Experience:**

- \* Currently the owner/operator of Driveway Sealing by Barry
- \* From 2016 through 2022 as warehouse/production at Utica Metals Products
- \* From 2006 through 2016 as a deliver driver at Mountainside Medical

7. Recommend that **LOGAN F. OSTER** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional 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 \$20,864.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of New Hartford Senior High School
- \* Associates Degree from Mohawk Valley Community College

8. Recommend that **PEYTON H. ZAMORA** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, New Hartford High School SB Classroom for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing September 29, 2025 and ending September 28, 2029 at an annual salary rate of \$20,320.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Sauquoit Valley High School
- \* Attended Utica University for Psychology

**Work Experience:**

- \* From January, 2025 through present as a counter person at Roma Sausage
- \* May 2025 as a banquet worker at Iconic
- \* From July, 2023 through January, 2025 as a waitress at Cavallo's

**b. RECOMMENDATION FOR PART-TIME APPOINTMENT(S)**

1. Recommend that **LAURIE J. ZWEIFEL** be appointed as a **SCHOOL PSYCHOLOGIST** in Instructional Programs & Professional Learning, at Brookfield Central School District for a part-time appointment commencing September 15, 2025 at an annual salary rate of \$27,688.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Waterville Central School
- \* BS in Psychology from St. Lawrence University
- \* MS in Psychology from the University of Notre Dame
- \* PhD in Clinical Child Psychology from St. John's University

**Work Experience:**

- \* From 2019 through 2023 as the director of outpatients at Canton Potsdam Hospital
- \* From 1993 through 2019 as a psychologist at St. Lawrence Psychiatric Center
- \* From 1984 through 1988 as a psychologist 2 at St. Lawrence Psychiatric Center

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

1. Recommend that **WENDY J. BOLOS** be appointed as an **ATTENDANCE TEACHER** in Instructional Programs & Professional Learning, Alternative Education at Middle Settlement Academy, MVCC and Utica City School District, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$66,243.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Remsen Central School
- \* Associates Degree in Psychology from California Coast University
- \* Currently attending SUNY Empire for Education

**Work Experience:**

- \* From April, 2025 through present as a teaching assistant/student manager at Oneida-Herkimer-Madison BOCES
- \* From August, 1999 through January, 2005 as a manager at Kaufmann's/Macy's

2. Recommend that **CHRISTOPHER LAMBERT** be appointed as a **TEACHER OF ART** in Instructional Programs & Professional Learning, Middle Settlement Academy @ Mohawk Valley Community College, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$59,157.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Notre Dame High School
- \* Associate Degree in Math and Science from Mohawk Valley Community College
- \* Bachelor of Science in Psychology from California Coast University

**Work Experience:**

- \* From September, 2000 through the present as a teacher assistant at Oneida-Herkimer-Madison BOCES
- \* From October, 2023 through June, 2024 as a long-term substitute art teacher at Oneida-Herkimer-Madison BOCES
- \* From October, 2022 through June, 2023 as a L-T-S health teacher at Oneida-Herkimer-Madison BOCES
- \* From September, 1996 through June, 2000 as a teacher assistant at The House of the Good Shepherd

3. Recommend that **MARISA ZIMMERMAN** be appointed as a **TEACHER OF SPECIAL EDUCATION** in Instructional Programs & Professional Learning, Bridges, for a long-term substitute appointment commencing September 01, 2025 and ending June 30, 2026 at an annual salary rate of \$51,787.00.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of TR Proctor High School
- \* BA in Art and Art Therapy from SUNY Plattsburgh

**Work Experience:**

- \* From October, 2008 through September, 2024 as a teaching assistant at Oneida- Herkimer-Madison BOCES
- \* From 2005 through 2010 as a certified nursing assistant at Lutheran Care

**d. RECOMMENDATION FOR A TEMPORARY APPOINTMENT(S)**

1. Recommend that **MICHAEL S. DEUEL** be appointed as a **CURRICULUM SUPERVISOR** in Instructional Programs & Professional Learning, for a temporary appointment commencing July 01, 2025 and ending June 30, 2026 at a salary rate of \$330.00/day. Curriculum Supervisors are provided at district request.
2. Recommend that **LISA M. PUTNAM** be appointed as a **CURRICULUM SUPERVISOR** in Instructional Programs and Professional Learning, for a temporary appointment commencing July 01, 2025 and ending June 30, 2026 at an hourly salary rate of \$55.00.
3. Recommend that **KIM H. ZOGBY** be appointed as a **CURRICULUM SUPERVISOR** in Instructional Programs & Professional Learning, for a temporary appointment commencing September 08, 2025 and ending June 30, 2026 at an hourly salary rate of \$55.00.

**e. 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.

- |    |                      |                    |                           |
|----|----------------------|--------------------|---------------------------|
| 1. | CHRISTOPHER L. ALLEN | TEACHING ASSISTANT | Tenure Date<br>01/03/2026 |
|----|----------------------|--------------------|---------------------------|

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

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

1. Recommend that **STEPHANIE COLLADO** be appointed to a probationary appointment as a **OFFICE SPECIALIST I** in Support Services, Special Education, commencing September 29, 2025 at an annual salary rate of \$38,737.00, prorated.

**STEPHANIE COLLADO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **OFFICE SPECIALIST I**. **STEPHANIE COLLADO** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Received GED through BOCES

**Work Experience:**

- \* From September, 2019 through September 2025 as a Teachers Assistant at OHM BOCES
- \* From June, 2008 through August, 2019 as store manager at the Salvation Army
- \* From March, 2004 through June, 2008 as an administrative assistant at Seymour Deli and Grocery

2. Recommend that **IRENE V. CURBELO** be appointed to a probationary appointment as a **STOREKEEPER** in Support Services, Information Technology, commencing October 13, 2025 at an annual salary rate of \$39,821.00, prorated.

**IRENE V. CURBELO** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **STOREKEEPER**. **IRENE V. CURBELO** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Attended Walton High School

**Work Experience:**

- \* From December, 2022 through present as a laborer at OHM BOCES
- \* From October, 2018 through May, 2021 as a bulk order filler at Family Dollar Distribution Center
- \* From September, 2013 through June, 2016 as a cleaner/file clerk at The Light Connection
- \* From September, 2002 through August, 2012 as a laborer at Hagerman & Company

3. Recommend that **ELIS G. DELIA** be appointed to a probationary appointment as a **GRAPHIC DESIGN SPECIALIST** in Support Services, School Communications, commencing October 14, 2025 at an annual salary rate of \$55,387.00, prorated.

**ELIS G. DELIA** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **GRAPHIC DESIGN SPECIALIST**. **ELIS G. DELIA** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of New Hartford High School
- \* Bachelors Degree from SUNY Polytechnic Institute

**Work Experience:**

- \* From August, 2018 through February, 2024 as graphic design and production at Cathedral Corporation
- \* From March, 2024 through July, 2025 as graphic design and production at ICAN

4. Recommend that **JACQUELINE A. GAMLEN** be appointed to a probationary appointment as a **PUBLIC RELATIONS ASSISTANT** in Support Services, School Communications, commencing October 13, 2025 at an annual salary rate of \$39,373.00, pro-rated.

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

**Education:**

- \* Graduate of Cazenovia High School
- \* Attended SUNY Oswego for Public Relations

**Work Experience:**

- \* From May, 2024 through August, 2024 (seasonal) as an assistant registrar, registrar and photographer for Annual Gala event at Great Camp Sagamore
- \* 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
- \* From December, 2021 through April, 2022 as an office assistant at Song Mountain

5. Recommend that **ZACHARY J. ROBINSON** be appointed to a probationary appointment as a **MUSIC THERAPIST** in Instructional Programs & Professional Learning, Bridges, commencing September 01, 2025 at an annual salary rate of \$47,022.00.

**ZACHARY J. ROBINSON** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MUSIC THERAPIST**. **ZACHARY J. ROBINSON** will be required to serve a twenty-six week probationary period.

**Education:**

- \* Graduate of Bryan Station High School
- \* Bachelor of Music Education from University of Kentucky
- \* Master of Music in Music Therapy from University of Kentucky

**Work Experience:**

- \* From March, 2025 through May, 2025 as a music therapist at Therapy Lex, LLC
- \* From March, 2025 through July, 2025 as a music therapist at the University of Kentucky
- \* From March, 2025 through present as a music therapist at Central KY Creative Therapies
- \* From November, 2024 through May, 2025 as a substitute teacher at Fayette County Public Schools

6. Recommend that **KELLIE L. WILDEY** be appointed to a probationary appointment as a **COOK MANAGER** in Support Services, School Food Services, commencing September 09, 2025 at an hourly salary rate of \$20.01.

**KELLIE L. WILDEY** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COOK MANAGER**. **KELLIE L. WILDEY** will be required to serve a twenty-six week probationary period.

**Work Experience:**

- \* From 2005 through 2016 as a dietary manager at Waterville Residential Care Facility

**b. RECOMMENDATION FOR PART-TIME APPOINTMENT**

1. Recommend that **ANDREW T. COOK** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 08, 2025 at an hourly salary rate of \$16.39, as needed.

**ANDREW T. COOK** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

**Work Experience:**

- \* From 2021 through 2025 as a food service helper at OHM BOCES
- \* From 2017 through 2020 as a cleaner at Clean by Sunrise

2. Recommend that **CHEYENE L. DRAKE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 02, 2025 at an hourly salary rate of \$15.65.

**CHEYENE L. DRAKE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

**Education:**

\* Graduate of Waterville Junior/Senior High School

**Work Experience:**

\* From March, 2025 through present as a front desk receptionist at Mutts Rehab and Nursing Center

\* From April, 2022 through 2023 as a painter at Kenny B Painting

3. Recommend that **JUDY A. FOSTER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 18, 2025 at an hourly salary rate of \$15.65.

**JUDY A. FOSTER** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

**Education:**

\* Graduate of Richfield Springs

**Work Experience:**

\* From May, 1999 through September, 2025 as an inductor and closer at Wal-Mart

\* During 1998 as a machine operator at Guilford Mills

\* During 1997 as a food service helper in the cafeteria at Met Life

4. Recommend that **ASHLEY GEE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 04, 2025 at an hourly salary rate of \$15.65, as needed.

**ASHLEY GEE** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

**Education:**

\* Attended Poland Central School

**Work Experience:**

\* From April, 2021 through present as front counter sales at Florentine Pastry Shop

\* Ended employment October, 2023 as a food service worker at Cliff's Local Market

5. Recommend that **MICHELLE N. MILLER** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing September 01, 2025 at an hourly salary rate of \$15.65.

**MICHELLE N. MILLER** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FOOD SERVICE HELPER**.

**Education:**

- \* Graduate of Richfield Springs
- \* Associates Degree in Medical Reimbursement from Bryant & Stratton

**Work Experience:**

- \* From September, 2024 through present as a registrar at Optum Services, Inc.
- \* From December, 2019 through present as a laborer at Millers Cleaning Service

6. Recommend that **ROBERT J. O'CONNOR** be appointed to a part-time appointment as a **LABORER - HOURLY** in Support Services, School Food Services, commencing August 28, 2025 at an hourly salary rate of \$15.65.

**ROBERT J. O'CONNOR** has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LABORER - HOURLY**.

**Work Experience:**

- \* From January, 1006 through January, 2024 as a correction officer at Mohawk Correctional Facility

**c. RECOMMENDATION FOR ADDITIONAL ASSIGNMENT(S)**

1. Recommend that **MICHAEL S. COLANGELO** be appointed to an additional assignment as a **CLERK OF THE WORKS** in the Administrative Services Division, commencing September 03, 2025 at a salary rate of \$5,000.00.

d. **STIPENDS**

1. **Teaching/Certified Staff**

a. **RECOMMENDATION FOR ADDITIONAL STIPENDS**

			Date	Stipend
1.	SHAD A. CZERNIAK	TEACHER ASSISTANT	09/01/2025 - 06/30/2026	\$3,500.00 (student mgr)
2.	JOANNE DALEY	FFA ADVISOR	09/01/2025 - 06/30/2026	\$1,250.00
3.	JANET DESENS	REGISTERED PROFESSIONAL NURSE	09/01/2025 - 06/30/2026	\$1,500.00 (RN Supervisor)
4.	HEATHER A. GAETANO	Administrative Mentor	09/01/2025 - 06/30/2026	\$2,500.00 (prorated)
5.	THOMAS M. HOLT JR	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
6.	THOMAS M. HOLT JR	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$500.00 (mentor)
7.	PHILIP A. LACELLE JR	FFA ADVISOR	09/01/2025 - 06/30/2026	\$1,250.00
8.	JENNIFER G. MAYNARD	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$500.00 (mentor)
9.	JENNIFER G. MAYNARD	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
10.	JENNIFER G. MAYNARD	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$500.00 (mentor)
11.	LINDA M. PERRAS	TEACHER OF SPECIAL EDUCATION	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
12.	KIMBERLY E. PETRONELLA	SKILLS USA ADVISOR	09/01/2025 - 06/30/2026	\$1,250.00
13.	TIFFANY A. PIATKOWSKI	TEACHER OF MULTI OCCUPATIONS TRADE	09/01/2025 - 06/30/2026	\$1,200.00 (mentor)
14.	TIFFANY A. PIATKOWSKI	TEACHER OF MULTI OCCUPATIONS TRADE	09/01/2025 06/30/2026	\$1,250.00 (P-TECH Advisor)
15.	JOHN T. STRATTON	SKILLS USA ADVISOR	09/01/2025 - 06/30/2026	\$1,250.00
18.	HEIDI L. VANDERMEULEN	TEACHER OF VISUALLY HANDICAPPED	09/01/2025 - 12/31/2025	\$1,200.00 (mentor) (prorated)
19.	KIMBERLY WHEELOCK	CTE HONOR SOCIETY ADVISOR	09/01/2025 - 06/30/2026	\$1,250.00

**e. TERMINATIONS**

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

**a. RECOMMENDATION FOR TERMINATION OF PROBATIONARY APPOINTMENT**

1. It is recommended that the employment of **ADAM K. JACKSON**, a probationary **TEACHER ASSISTANT**, is terminated effective 08/31/2025. The District Superintendent shall notify **ADAM K. JACKSON** of this decision forthwith.

**f. SUMMER SCHOOL**

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

**a. 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.	JAKOB B. LUTKE	DRIVER EDUCATION	08/23/2025	08/29/2025	\$75.00/HR

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

Motion carried 10-0

**ITEM VIII. EXECUTIVE SESSION**

Motion by: Joseph H. Hobika, Jr.  
 Seconded by: Steve Boucher

Moved, that the Cooperative Board enter into Executive Session at 5:21 p.m.

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

Motion carried 10-0

**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 BTA and 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 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: Kristin Hubley

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 5:35 p.m.

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

Motion carried 10-0

**ITEM IX. MOTION TO ADD ITEMS IX. D. 6 AND IX. D. 7 AND APPROVE THE CONSENT AGENDA (D, ITEMS IX.D. 1 – IX. D. 7.)**

Motion by: Joseph H. Hobika, Jr.  
Seconded by: Steve Boucher

Moved, that the Cooperative Board approves the addition of Items IX. D. 6 and IX.D. 7 to the agenda and to approve Items IX. D. 1 through IX.D. 7.

**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.

- 2206 Special Meetings of the Board of Cooperative Educational Services
- 2301 Joint Advisory Committees and Councils
- 3002 Administrative Organization and Operation
- 4300 Investments
- 4304 Personal Property of the BOCES
- 4500 General Procurement Standards
- 4501 Competitive Bidding
- 4502 Non Bidding Purchasing
- 4506 Procurement-Uniform Grant Guidance for Federal Awards
- 6201 Drug Free Workplace
- 6204 Alcohol, Drugs and Other Substances (DELETE)
- 7002 Education of Homeless Children
- 7100 Immunizations
- 8302 Controversial Issues

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

5004 Short-Term Worker Asbestos Notification  
5201 School Food Service Program and Meal Charge Policy  
5300 Internet Safety  
5304 Information Security Breach Policy  
6503 Rights of Nursing Employees to Express Breast Milk

**ITEM IX. D. 3. APPROVAL OF BUDGET GUIDELINES, BUDGET PARAMETERS, AND BUDGET CALENDAR FOR 2026-2027**

Moved, that the Cooperative Board approves the budgetary guidelines, budget parameters, and budget calendar for 2026-2027 as the initial step of the budgeting process.

**ITEM IX. D. 4. APPROVAL OF THE CREATION OF SENIOR CAREER EXPLORATION SPECIALIST**

Moved, that the Cooperative Board approve the creation of the Senior Career Exploration Specialist position.

**ITEM IX. D. 5. APPROVAL OF THE AWARD OF THE SUPPLEMENTAL JUICE BID**

Moved, that the Cooperative Board approves the award of the Supplemental Juice Bid 2025-2026 as per the below listing representing the lowest qualified bidder meeting specifications, for an estimated total award of \$139,350.

Vendor: US Food (formerly Renzi Food Service)  
Proposed Award: \$139,350

**ITEM IX. D. 6. APPROVAL OF STIPEND FOR ANGELA M. EVANS**

Moved, that the Cooperative Board approve a recommendation for a \$4,900.00 stipend for Angela M. Evans to act as a Supervisor of Regional Summer School, effective July 1, 2025 through June 30, 2026, per the terms of the BAA Contract.

**ITEM IX. D. 7. APPROVAL OF SIXTH AMENDMENT TO DISTRICT SUPERINTENDENT'S EMPLOYMENT AGREEMENT**

Moved, that the Cooperative Board approved this Amendment to the Employment Agreement, made this 8th day of October 2025, by and between the Board of Cooperative Educational Services of the Oneida-Herkimer-Madison Sole Supervisory District, with administrative offices located in New Hartford, New York (hereinafter referred to as the "BOCES") and Patricia N. Kilburn, Ed.D., (hereinafter referred to as "Dr. Kilburn" or the "District Superintendent").

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

Motion carried 9-0

**ITEM IX. D. 8. APPROVAL OF THE APPOINTMENT OF NICOLE M. FERRARO AS ASSISTANT BUSINESS MANAGER FROM THE CIVIL SERVICE ELIGIBLE LIST #64-466**

Motion by: Anthony J. Nicotera  
Seconded by: Timothy Thomas

Moved, that the Cooperative Board approve the probationary appointment of Nicole M. Ferraro as the Assistant Business Manager in Support Services, from the Civil Service Eligible List #64-466 effective October 27, 2025 at an annual starting salary of \$83,000.

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

Motion carried 8-0

**ITEM V. COMMUNICATIONS**

None.

**ITEM VI. REPORTS**

Assistant Superintendent of Instructional Programs and Professional Learning Christopher Hill provided an update regarding the College Board and noted that he is still working on a possible cross contract.

Assistant Superintendent of Support Services Scott Morris highlighted the 2026-2027 Budget Calendar (referencing page 275 of the Board Packet).

Assistant Superintendent of Support Services Scott Morris distributed a copy of a memo from the New York State Department of Agriculture and Markets and noted that rather than receiving 6 cents per lunch, OHM BOCES will now be receiving approximately 25 cents reimbursement per lunch.

Assistant Superintendent of Support Services Scott Morris noted that OHM BOCES Distance Learning Teacher Erin Murray was honored as a 2025 Woman of Distinction by New York State Assemblyman Robert Smullen. It was noted that Ms. Murray was the first teacher hired to teach American Sign Language at OHM BOCES.

District Superintendent Patricia N. Kilburn, Ed.D. provided a regional update and noted that New York State Commissioner of Education Dr. Betty A. Rosa has rescheduled her visit for October 29, 2025.

Dr. Kilburn provided a Federal Policy update and federal policy implications concerning school funds, the Big Beautiful Bill and tax credits for scholarship donors.

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

There was discussion concerning a Board Retreat. It was noted that we will be scheduling Budget Workshops/Finance Workshops. The Cooperative Board was asked if there is anything specific that they would be interested in. It was further noted that the various committees could host workshops.

Gary P. Nelson asked that the Cooperative Board think about topics they would like to discuss.

It was noted if any Cooperative Board Member has any comments or concerns with the NYSSBA proposed 2025 Bylaw Amendments and Resolutions, please make President Michelle Anderson aware. Michelle Anderson is the designated voting delegate. The NYSSBA proposed 2025 Bylaw Amendments and Resolutions was explained to Student Board Member Juan Camacho.

**ITEM IX. OLD BUSINESS**

None.

**MOTION TO ADJOURN**

Having no further business to come before the meeting, Joseph H. Hobika, Jr. made a motion to adjourn the meeting at 6:08 p.m.; seconded by Timothy Thomas.

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

Motion carried 8-0

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Oneida-Herkimer-Madison BOCES  
October 8, 2025  
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Respectfully submitted,



Lori A. Wrobel  
Clerk of the Board  
October 16, 2025