

APPROVED

Item VII. A. 1  
Motion by: Joseph H. Hobika, Jr.  
Seconded by: Michael H. Head  
Motion carried 9-0



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2025-2026  
T: 315.793.8558  
F: 315.223.4704

VII A. 1.  
Approval of Minutes of the  
Regular Meeting of January 14,  
2026  
February 11, 2026

**UNAPPROVED**  
**MINUTES OF THE PUBLIC**  
**HEARINGS AND REGULAR**  
**MEETING OF JANUARY 14, 2026**

The Board of Cooperative Educational Services held one (1) Public Hearing followed by the Regular meeting on January 14, 2026 at 4:15 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  
Michael H. Head  
Joseph H. Hobika, Jr. (arrived 4:43 p.m.)  
Kristin Hubley  
Heather Johnson  
Timothy Thomas (arrived 4:36 p.m.)

**MEMBERS EXCUSED**

Steve Boucher  
Elaine M. Falvo  
Anthony J. Nicotera  
Ryan P. Rogers  
Stephen Stanton

Juan Camacho  
Jeffrey 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

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 Addendum 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 District-Wide and Divisional School Safety Plan Addendum.

Hearing no comments, the Public Hearing for the District-Wide and Divisional School Safety Plan was adjourned at 4:30 p.m.

**ITEM II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was conducted at 4:30 p.m.

**ITEM III. RECOGNITION OF VISITORS**

Michael Hoover, Principal of CTE  
Tim Rowland, Coordinator of Special Education  
Megan Roberts, Teacher of Child Care  
M. Ellen Mahanna, Principal of Special Education  
Jessica Tehan, Coordinator of Special Education  
Heather Williams, Assistant Principal, Special Education  
Kyle Dodson from New Hartford Central School District and Family  
Kylie Vincent from Whitesboro Central School District and Family  
Asah Bova from New York Mills Union Free School District and Family  
Madelyn Effland from Westmoreland Central School District and Family

**ITEM IV. RECOGNITION**

Kyle Dodson from the Whitesboro Central School District and part of the Bridges Program was introduced and recognized. Kyle's art was chosen by NYSSBA as the winner of the contest they sponsor annually. Kyle's artwork was made into a holiday greeting card used by NYSBBA in 2025. Kyle was presented with a certificate for his positive accomplishments and outstanding achievements in the Bridges Program. Kyle was also presented with an award/certificate from the New York State School Board Association.

Kylie Vincent from Whitesboro Central School, Asah Bova from New York Mills, and Madelyn Effland from the Westmoreland Central School are all students in the Early Childhood Education Program. Each talked about the experience with this program and their respective internships.

Kylie Vincent, Asah Bova and Madelyn Effland were each presented with an Award for their positive accomplishments and outstanding achievements in the Early Childhood Education Program.

**ITEM V. COMMUNICATIONS**

None.

**MEETING CALLED TO ORDER**

With the arrival of Joseph H. Hobika, Jr. at 4:43 p.m., a quorum was recognized and the meeting was called to order.

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

None.

**ITEM V. B. CORRESPONDENCE**

None.

**ITEM VI. REPORTS**

Assistant Superintendent of Instructional Programs and Professional Learning provided an overview of trends in CTE as well as a programming update.

District Superintendent Patricia N. Kilburn, Ed.D. referred the Cooperative Board Members to the Minutes of the Audit & Finance Committee that have been included in the board packet. Dr. Kilburn asked if any Cooperative Board Members had any questions.

Assistant Superintendent of Support Services Scott Morris distributed 2026-2027 budget information to all Cooperative Board Members and provided an overview as part of the first budget presentation.

Michelle Anderson recognized the passing of Director of Programs and Professional Learning Ann Turner and noted that Calling Hours will be held on Friday, January 16, 2026.

**ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE RESCHEDULED REGULAR MEETING OF DECEMBER 16, 2025**

Motion by: Michael H. Head  
Seconded by: Timothy Thomas

Moved, that the minutes of the Rescheduled Regular Meeting of December 16, 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		Elaine M. Falvo	
Michael H. Head		Anthony J. Nicotera	
Joseph H. Hobika, Jr.		Ryan P. Rogers	
Kristin Hubley		Stephen Stanton	
Heather Johnson			
Timothy Thomas			

**Motion carried 7-0**

**ITEM VIII. EXECUTIVE SESSION**

Motion by: Kristin Hubley  
 Seconded by: Timothy Thomas

Moved, that the Cooperative Board enter into Executive Session at 5:31 p.m.

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

**Motion carried 7-0**

Executive Session Items:

x	discussing the employment history of particular persons
	discussing matters that may lead to the appointment of a particular person (or alternatively, a particular corporation)
	discussing collective negotiations pertaining to the ___ Union
	discussing the (purchase) (sale) (lease) of a particular parcel of land, disclosure of which could affect the value of the property
	discussing the (administration) (preparation) (grading) of the NYSAA exam
	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

Motion by: Joseph H. Hobika, Jr.  
 Seconded by: Gary P. Nelson

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 6:00 p.m.

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

**Motion carried 7-0**

**ITEM VII. MOTION TO AMEND THE CONSENT AGENDA (B., C., D.), TO DELETE ACTION ITEM IX. C. (A., a.1. since this was previously approved)**

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

Moved, that the Cooperative Board approves the amendment to the Consent Agenda, while deleting Item IX.C. (A.a.1. since this item was previously approved)

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

**Motion carried 7-0**

**ITEM IX. MOTION TO APPROVE THE CONSENT AGENDA (B., C., D.), AS AMENDED TO DELETE ACTION ITEMS IX.C. (A.a.1. a retirement that was approved at the December 16, 2025 Cooperative Board Meeting)**

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

Moved, that the Cooperative Board accepts the Treasurer’s Report for November 2025 (Item IX. B. 1), the Budget Adjustment Report for November 2025 (Item IX. B. 2), the Personnel Report (Item IX. C minus A.a,1,) and all contracts listed below (Items IX. D. 1 - 6);

**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 NOVEMBER 2025**

**Report of the Treasurer for November 2025**

Capital	\$ 8,455.77
General	\$ 7,590,182.02
School Lunch	\$ 2,187,220.46
Special Aid	\$ 681.60
Scholarships	\$ 68,222.48
Extra-Curricular	\$ 29,666.95
Total	\$ 9,884,449.28

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

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

2024-25 Adopted Budget	\$102,308,508
Commitment Changes	\$ 12,690,277
Net Changes	-
Total	\$118,729,599

**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. Non-Instructional/Classified Staff**

			Hire Date	Retire Date
1.	SHERRY A. COLLINS	FOOD SERVICE HELPER	09/01/2004	02/27/2026

**b. RESIGNATIONS**

**1. Teaching/Certified Staff**

			Hire Date	Resign Date
1.	MCKENNA N. ALLEN	TEACHER ASSISTANT	09/01/2025	12/04/2025 (verbal)
2.	SHANYRA S. CARTER	TEACHER ASSISTANT	09/22/2025	01/23/2026
3.	JULIANA E. DEE	TEACHER ASSISTANT	09/01/2023	11/25/2025
4.	KARL G. HUMPHREY	TEACHER ASSISTANT	09/16/2024	01/02/2026

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

			Hire Date	Resign Date
1.	CHERYL A. FORBES	FOOD SERVICE HELPER	12/21/2023	12/19/2025
2.	AIDAN P. LAWLESS	COMPUTER OPERATOR AIDE	08/14/2023	01/02/2026
3.	SAMANTHA L. PROSSER	FOOD SERVICE HELPER	10/31/2025	12/18/2025

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

**1. Teaching/Certified Staff**

			Start Date	End Date	Reason
1.	FRANK N. DARDANO	TEACHER ASSISTANT	01/01/2026	05/17/2026	Education
2.	WILLIAM J. KEISER IV	TEACHER ASSISTANT	12/01/2025	01/04/2026	Disability

**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 **LAUREN A. JONES** 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 January 05, 2026 and ending January 04, 2030 at an annual salary rate of \$20,320.00, prorated.

**Certification:**

- \* Working toward Certification

**Education:**

- \* Graduate of Westmoreland High School

**Work Experience:**

- \* From January, 2025 through present as a substitute teacher assistant at OHM BOCES
- \* From June, 2025 through August, 2025 as a teacher assistant at OHM BOCES Summer School
- \* From July, 2021 through present as a front end at Hot of the Brick Pizzeria

2. Recommend that **ALLISON R. KOVACS** 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 December 02, 2025 and ending December 01, 2029 at an annual salary rate of \$19,284.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of New Hartford Senior High School

**Work Experience:**

- \* From March, 2024 through January, 2025 as a server at Brookedale
- \* From November, 2024 through January, 2025 as a certified nursing assistant at Crouse Community Center
- \* From June, 2025 through October, 2025 as a HTGO at Hannaford Supermarket

3. Recommend that **GABRIELLE L. RILEY** 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 January 05, 2026 and ending January 04, 2030 at an annual salary rate of \$19,964.00, prorated.

**Certification:**

- \* Working toward certification

**Education:**

- \* Graduate of Essex Technical High School

**Work Experience:**

- \* From 2021 through 2025 as a cleaning crew member at Jason Parent
- \* From 2019 through 2019 as a dog day care attendant at Jennifer Fitz Cummings
- \* From 2018 through 2019 as a cashier at Mary

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

1. Recommend that **KATHLEEN C. WHEELOCK** be appointed as a **CURRICULUM SUPERVISOR** in Instructional Programs and Professional Learning, PPL, for a temporary appointment commencing December 08, 2025 and ending June 30, 2026 at an hourly rate of \$55.00/hr.

**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.	JANICE L. MURRAY                      Coordinator of School Library Systems	04/24/2026

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

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

1. Recommend that **MICHELLE V. LISOWSKI** be appointed to a probationary appointment as a **REGISTERED PROFESSIONAL NURSE** in Instructional Programs and Professional Learning, Bridges, commencing December 16, 2025 at an annual salary rate of \$47,444.00, prorated.

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

**Education:**

- \* Graduate of Adirondack High School
- \* Associates Degree in Nursing from St. Elizabeth College of Nursing
- \* Bachelors Degree in Nursing from Chamberlain University

**Work Experience:**

- \* From 2021 through 2025 as a charge nurse at Innovative Renal Care

1. Recommend that **HOLLY A. MUELLER** be appointed to a probationary appointment as a **COOK MANAGER** in Support Services, School Food Services, commencing December 29, 2025 at an hourly rate of \$18.58.

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

**Education:**

- Graduate of Susquehanna Community High School
- Associates Degree in Culinary Arts from Pennsylvania Culinary Institute

**Work Experience:**

- From 2011 through 2023 as a station manager at Turning Stone Casino
- From 2008 through 2010 as an assistant manager at Brookdale Senior Living
- From 2006 through 2009 as a manager at Subway in BCC

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

- a. Recommend that **FELICIA L. HOPKINS-O'HERIEN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing January 05, 2026 at an hourly salary rate of \$16.00.

**FELICIA L. HOPKINS-O'HERIEN** 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 Penn Foster High School

**Work Experience:**

- From 2023 through current as a sandwich maker/stocker at Burger King
- From 2023 through current as a crew member at McDonalds.

**C. RECOMMENDATION FOR PERMANENT APPOINTMENT - (NON-COMPETITIVE CIVIL SERVICE TITLE)**

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 twenty-six week probationary period(s) and are being recommended to permanent appointment(s).

			Perm. Date
1.	CARLOS A. ALBARRAN	SENIOR OFFSET PRINTING MACHINE OPERATOR	01/13/2026
2.	KARA L. BURNETT	PRINCIPAL ACCOUNT CLERK - UPSEU	12/01/2025
3.	JOSEPH M. GIANNATELLI	SENIOR OFFSET PRINTING MACHINE OPERATOR	01/13/2026
4.	ERICA M. MOLINA	CLERK	11/17/2025

**ITEM IX. D. 1. 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.

- 5308 Authorized Signatories for Data Privacy Agreements
- 6102 Evaluation of Personnel: Purposes
- 6103 Professional Growth/Staff Development
- 6104 Conference Attendance by Administrators and Program Staff Specialists

**ITEM IX. D. 2. ADOPTION OF THE DISTRICT-WIDE SCHOOL SAFETY PLAN INCLUDING ADDENDUM**

Moved, that the Cooperative Board adopt the modified 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.

**ITEM IX. D. 3. APPROVAL OF THE CREATION OF GROUNDSKEEPER/CLEANER POSITION**

Moved, that the Cooperative Board approve the creation of the Groundskeeper-Cleaner position at the salary range of \$43,991 to \$52,119.

**ITEM IX. D. 4. ACCEPTANCE OF 2024-1015 EXTERNAL FINANCIAL AUDIT**

Moved, that the Cooperative Board accepts the financial audit as submitted by West & Company for the 2024-2025 school year.

**ITEM IX. D. 5. APPROVAL OF THE CORRECTIVE ACTION PLAN FOR 2024-2025 EXTERNAL FINANCIAL AUDIT**

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 MOHAWK VALLEY EDGE MEMBERSHIP**

Moved, that the Cooperative Board approve the dues payment for membership with the Mohawk Valley EDGE.

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

**Motion carried 7-0**

**ITEM IX. D. 7. APPROVAL OF THE LEAVE OF ABSENCE AND APPOINTMENT OF A LONG-TERM SUBSTITUTE ATTENDANCE TEACHER**

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

Resolved, upon recommendation of the District Superintendent, and upon review and approval by the Cooperative Board, the Cooperative Board approves the Leave of Absence of Teacher Assistant Michael Stone and his appointment as a Long-Term Substitute Attendance Teacher effective December 15, 2025 through June 30, 2026 at an annual salary of \$62,166, pro-rated.

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

**Motion carried 7-0**

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

Cooperative Board self-evaluation forms will be emailed.


**ITEM IX. OLD BUSINESS**

None.

**MOTION TO ADJOURN**

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

Without further objection, there being no further business to come before the meeting, the meeting adjourned at 6:06 p.m.



Lori A. Wrobel  
Clerk of the Board  
January 16, 2026