

APPROVED

Item VII. A. 1
Motion by: Michael H. Head
Seconded by: Stephen Stanton
Motion carried 10-0



Oneida-Herkimer-Madison BOCES

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

Cooperative Board 2025-2026
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VII A. 1.
Approval of Minutes of the
Regular Meeting of February 11,
2026
March 11, 2026

UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF FEBRUARY 11, 2026

The Regular meeting of the Board of Cooperative Educational Services was held on Wednesday, February 11, 2026 at 4:30 p.m. in the Howard D. Mettelman Learning Center, 4747 Middle Settlement Road, New Hartford, New York.

Date

Introduction

MEMBERS PRESENT

- Michelle Anderson, President (left at 5:13 p.m.)
- Gary P. Nelson, Vice President
- Steve Boucher
- Elaine M. Falvo
- Michael H. Head
- Joseph H. Hobika, Jr.
- Kristin Hubley
- Anthony J. Nicotera
- Timothy Thomas (arrived 4:35 p.m.)

Members Present

MEMBERS EXCUSED

- Heather Johnson
- Ryan P. Rogers
- Stephen Stanton

Members Excused

- Juan Camacho, Ex-Officio Member
- Jeffrey M. Reppel, Ex-Officio Member

Others Present

OTHERS PRESENT

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

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

Dedicated professionals collaborating with component districts and the community, developing and deploying leading-edge educational services, career opportunities and support services, essential to all students' success.

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

Michelle Anderson led the Board with the Pledge of Allegiance.

ITEM III. RECOGNITION OF VISITORS

Emily Shufelt and Family, Remsen High School
Shannon Vescera, Business & Education Program Specialist
Christina Warner, Principal PTECH

ITEM IV. RECOGNITION

Emily Shufelt was introduced and talked about her experience with School and Business Alliance and the Criminal Justice Program she attends. Emily Shufelt was presented with an Award for her positive accomplishments and outstanding achievements in the School and Business Alliance Program.

ITEM VI. REPORTS

Assistant Superintendent of Support Services Scott Morris provided the second budget presentation. There was also a question and answer period regarding the 2026-2027 tentative budget.

ITEM V. COMMUNICATIONS

None.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF JANUARY 14, 2026

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

Moved, that the minutes of the Regular Meeting of January 14, 2026 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		Heather Johnson	
Gary P. Nelson		Ryan P. Rogers	
Steve Boucher		Stephen Stanton	
Elaine M. Falvo			
Michael H. Head			
Joseph H. Hobika, Jr.			
Kristin Hubley			
Anthony J. Nicotera			
Timothy Thomas			

Motion carried 9-0

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

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

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

FINANCIAL REPORT

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

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

Report of the Treasurer for December 2025

Capital	\$ 8,444.29
General	\$10,612,316.85
School Lunch	\$ 2,188,164.22
Special Aid	\$ 258,397.35
Scholarships	\$ 68,307.32
Extra-Curricular	\$ 29,686.95
Total	\$13,165,338.98

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

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

2025-26 Adopted Budget	\$102,308,508
Commitment Changes	\$ 12,690,277
Net Changes	\$ 4,041,751
Total	\$119,040,536

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.	MICHELE M. NORTH	SENIOR ACCOUNT CLERK TYPIST	06/04/2008	03/31/2026

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	JUSTIN J. ALLEN	TEACHER OF MATH	09/01/2025	02/22/2026
2.	LISA M. EBENSPERGER	TEACHER ASSISTANT	12/01/2025	01/20/2026

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	COURTNEY E. BRIGGS	FOOD SERVICE HELPER	12/16/2024	01/05/2026
2.	SHANNON L. KELSEY	FOOD SERVICE HELPER	08/26/2024	01/12/2026
3.	SEAN D. MCGUIGAN	LABORER - HOURLY	06/10/2024	01/18/2026
4.	LINDSAY J. WENZEL	FOOD SERVICE HELPER	11/06/2024	11/25/2025

c. UNPAID LEAVE(S) OF ABSENCE

1. Non-Instructional/Classified Staff

			Start Date	End Date	Reason
1.	SARA M. HERBERT	PAYROLL CLERK	01/26/2026	TBD	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 **JESSICA M. CARROLL** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing January 28, 2026 and ending January 27, 2030 at an annual salary rate of \$21,150.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Morrisville-Eaton Central School
- * Bachelors Degree in Agricultural Business from Morrisville State College

Work Experience:

- * From January, 2025 through November, 2025 as a highway maintenance worker for the New York State Department of Transportation
- * From July, 2014 through October, 2024 as a laborer/gate fabricator at Rommel Fence

2. Recommend that **DUSTIN C. OVERACKER** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, 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 \$22,550.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Ilion Junior/Senior High School
- * Bachelors Degree in Business Administration/Marketing from LeMoyne College

Work Experience:

- * From May, 2018 through July, 2025 as a purchasing manager at Device Flow LLC
- * From July, 2014 through May, 2018 as the owner/operator of Taylor Wireless LLC

3. Recommend that **TOMMY R. REYNOLDS** be appointed as a **TEACHER ASSISTANT** in Instructional Programs & Professional Learning, for a four year probationary appointment in the TEACHING ASSISTANT tenure area, commencing January 20, 2026 and ending January 19, 2030 at an annual salary rate of \$20,686.00, prorated.

Certification:

- * Working toward certification

Education:

- * Graduate of Kendrick High School, Columbus, GA

Work Experience:

- * From October, 2024 through September, 2025 as a store manager at Dollar General
- * From July, 2023 through October, 2024 as an operations manager at Rite Aid
- * From April, 2020 through May, 2023 as a key holder at CVS
- * From August, 2012 through December, 2019 as a city manager at Pop-A-Lock
- * From November, 2025 through July, 2012 as an assistant manager at Papa John's

b. 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.	RACHEL N. ROGERS	School Social Worker	05/18/2026
2.	FRANCIS G. WILLIAMS	ATTENDANCE TEACHER	04/19/2026

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **SEAN D. MCGUIGAN** be appointed to a probationary appointment as a **COMPUTER SPECIALIST (TRAINING)** in Support Services, Information Technology, commencing January 19, 2026 at an annual salary rate of \$41,322.00, prorated.

SEAN D. MCGUIGAN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER SPECIALIST (TRAINING)**. **SEAN D. MCGUIGAN** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Westmoreland Central School
- * Associates Degree in Computer Science from Finger Lakes Community College

Work Experience:

- * From June, 2024 through present as a laborer at OHM BOCES
- * From January, 2024 through present as a laborer at First Choice Staffing

2. Recommend that **MELISSA C. EVANS** be appointed to a probationary appointment as a **LICENSED PRACTICAL NURSE** in Instructional Program and Professional Learning, Special Education, commencing January 26, 2026 at an annual salary rate of \$28,899.00, prorated.

MELISSA C. EVANS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LICENSED PRACTICAL NURSE**. **MELISSA C. EVANS** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of New York Mills High School

Work Experience:

- * During 2017 as an LPN at Utica Pediatrics
- * During 2016 as an LPN at United Cerebral Palsy
- * From 2019 through 2025 as an LPN (dialysis) at IRC
- * From 2001 through 2009 as a care attendant at Mohawk Valley Health Systems
- * From 1998 through 1999 as a care attendant at Mohawk Valley Health Systems

3. Recommend that **HONG JIN** be appointed to a probationary appointment as a **COMPUTER TECHNICAL ASSISTANT** in Support Services, Information Technology, commencing February 17, 2026 at an annual salary rate of \$43,391.00, prorated.

HONG JIN has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **COMPUTER TECHNICAL ASSISTANT**. **HONG JIN** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Thomas R. Proctor High School
- * Bachelor of Science in Cybersecurity from Utica University

Work Experience:

- * From November, 2024 through June, 2025 as a computer technical assistant at OHM BOCES
- * From May, 2023 through May, 2024 as a user services assistant at Utica University

4. Recommend that **CHRISTOPHER D. LALLY** be appointed to a probationary appointment as a **MATERIALS MANAGEMENT COORDINATOR** in Support Services, School Food Services, commencing January 19, 2026 at an annual salary rate of \$50,630.00, prorated.

CHRISTOPHER D. LALLY has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **MATERIALS MANAGEMENT COORDINATOR**. **CHRISTOPHER D. LALLY** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate Ilion Junior/Senior High School

Work Experience:

- * From August, 2022 through present as a fiber optic technician at Fiberdyne Labs, Inc.
- * From October, 2001 through October, 2020 as a SAP transaction specialist at Remington Arms Company
- * From April, 1998 through March, 2001 as an assembler at Orion Bus Industries
- * From April, 1995 through April, 1998 as a manager of electronics at Wal-Mart

5. Recommend that **JENNIFER MASTRANGELO** be appointed to a probationary appointment as a **CAREER EXPLORATION SPECIALIST** in Instructional Programs and Professional Learning, School to Careers, commencing January 19, 2026 at an annual salary rate of \$42,741.00, prorated.

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

Education:

- * Graduate of Utica Free Academy (Proctor High School)
- * Associates Degree in Human Services from Mohawk Valley Community College
- * Bachelors Degree in Psychology from SUNY Brockport

Work Experience:

- * From 2014 through 2025 as a teaching assistant and substitute teacher at the Utica City School District
- * From 1999 through 2014 a caseworker at Madison County Department of Social Services
- * From 1996 through 1999 as a caseworker at The House of the Good Shephard
- * From 1993 through 1996 as an integrated day care teacher at Upstate Cerebral Palsy Center
- * From 1988 through 1993 as a teacher assistant at Upstate Cerebral Palsy Center

6. Recommend that **JOHN A. STEWART** be appointed to a probationary appointment as a **FIRE SYSTEMS TECHNICIAN - HOURLY** in Support Services, Safety Services, commencing January 15, 2026 at an annual hourly rate of \$24.00.

JOHN A. STEWART has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **FIRE SYSTEMS TECHNICIAN - HOURLY**. **JOHN A. STEWART** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Rome Free Academy
- * Associates Degree in Criminal Justice from Mohawk Valley Community College
- * Bachelors Degree in Sociology from SUNY

Work Experience:

- * From 2006 through present as a firefighter/paramedic at the City of Utica
- * From 2004 through 2006 as a substance abuse counselor at Insight House
- * From 2002 through 2004 as a substance abuse counselor at Phoenix House Foundation

b. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **BRANDEE N. JONES** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing January 20, 2026 at an hourly salary rate of \$16.00.

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

Education:

* High School Equivalency Diploma

Work Experience:

* From June, 2019 through present as a kitchen workers at Kitlas

* From August, 2018 through October, 2018 as a kitchen worker at Masonic Home

2. Recommend that **DESIREE L. MCLENNAN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing January 08, 2026 at an hourly salary rate of \$16.00.

DESIREE L. MCLENNAN 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 Mount Markham

Work Experience:

* From 2012 through 2013 as a dishwashing food prep assistant at Otesaga Hotel

* During 2009 as a housekeeper at Preswick Glen

3. Recommend that **ROSEANNE S. SNYDER** 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.

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

Education:

* High School Equivalency Diploma

Work Experience:

* From November, 2019 through present as a dietary employee at Foltsbrook Senior Living

* From May, 2016 through October, 2019 as an associate and manager at Wal-Mart

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.	HAYLEE A. DUSSAULT	SCHOOL DIETITIAN	12/06/2025
2.	DEBORAH A. HANSON	SCHOOL LUNCH MANAGER	12/06/2025
3.	HAYLEY MIELNICKI	SCHOOL LUNCH DIRECTOR III	12/06/2025
4.	JACOB T. PERRIN	SCHOOL LUNCH DIRECTOR III	12/07/2025

d. 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.	JOANNE VANAERNAM	SCHOOL LUNCH MANAGER	12/22/2025

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	MARY M. GUARASCIO	TEACHER ASSISTANT	01/28/2026 - 06/30/2026	\$3,500.00 (pro-rated) student manager

f. TERMINATIONS

1. Non-Instructional/Classified Staff

a. Recommendation for Termination

			Hire Date	Resign Date
1.	JAMES R. ALLEN	WEBMASTER	01/06/2026	01/29/2026

ITEM IX. D. 1. APPROVAL OF TENTATIVE BUDGET 2026-2027

Moved, that the Cooperative Board approve the tentative budget for program, capital, rent and administration in the amount of \$121,816,836.70 and authorizes public notice.

ITEM IX. D. 2. 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.

- 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 Specialist

ITEM IX. D. 3. 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.

- 6300 Health Insurance
- 6302 Tax Sheltered Annuities
- 6303 Employee Assistance Program
- 6304 Do Not Resuscitate (DNR) Orders
- 6400 Negotiations
- 6401 Professional Staff Consulting Activities
- 6500 Leaves of Absence for Serious Health Conditions of Family Care

ITEM IX. D. 4. APPROVAL OF STUDENT CALENDAR 2026-2027

Moved, that the Cooperative Board approve the student calendar for the 2026-2027 school year as recommended by the Superintendents of component schools.

ITEM IX. D. 5. APPROVAL OF EARLY COLLEGE ACCESS AGREEMENT

Moved, that the Cooperative Board approve the approval of Early College Access Agreement between OHM BOCES and MVCC.

ITEM IX. D. 6. APPROVAL OF MIDDLE SETTLEMENT ACADEMY AGREEMENT WITH MVCC

Moved, that the Cooperative Board approve the agreement between the College Board and the Oneida-Herkimer-Madison BOCES effective immediately.

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 5:12 p.m.

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

Motion carried 9-0

Michelle Anderson left the meeting at 5:13 p.m.

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 BTA 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 _____ exam
	discussing proposed litigation
	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 5:25 p.m.

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

Motion carried 9-0

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

None.

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 5:26 p.m.; seconded by Anthony J. Nicotera.

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

Motion carried 9-0

Respectfully submitted,



Lori A. Wrobel

Clerk of the Board

February 17, 2026