

APPROVED



Oneida-Herkimer-Madison BOCES

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

Item VII.A. 1
Motion by: Michael H. Head
Seconded by: Ryan P. Rogers
Motion carried 8-0

VII A. 1.
Approval of Minutes of the
Regular Meeting of March 11,
2026
April 15, 2026

Cooperative Board 2025-2026

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UNAPPROVED
MINUTES OF THE REGULAR
MEETING OF MARCH 11, 2026

The Regular meeting of the Board of Cooperative Educational Services was held on Wednesday, March 11, 2026 at 4:30 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
- Steve Boucher
- Elaine M. Falvo
- Michael H. Head
- Kristin Hubley
- Heather Johnson
- Anthony J. Nicotera
- Timothy Thomas
- Stephen Stanton

MEMBERS EXCUSED

- Joseph H. Hobika, Jr.
- Ryan P. Rogers

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

OTHERS PRESENT

- Patricia N. Kilburn, Ed.D. District 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

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

Samantha Siriano and Family, New York Mills Union Free School District
Charlotte Guity and Family, Clinton Central School District
Michael Hoover, Principal of CTE
Lauren Dunn, Assistant Principal CTE
Michele Weakley, Teacher of Cosmetology

ITEM IV. RECOGNITION

Samantha Siriano and Charlotte Guity were introduced and talked about their experience with the Cosmetology Program they attend. Samantha Siriano and Charlotte Guity were each presented with an Award for their positive accomplishments and outstanding achievements in the Cosmetology Program.

ITEM VI. REPORTS

District Superintendent Patricia N. Kilburn, Ed.D. noted that it is that time of year, when the State is developing their budget, Legislators are bargaining with the Governor and negotiating on behalf of the schools. A 1% increase in state aid has been proposed by the Governor while the Legislators have proposed a 2% increase. It was noted that the Governor has proposed a Pre-K requirement for schools, proposing a payment of \$10,000 or more per child.

Elaine M. Falvo presented the Audit and Finance Committee Report noting that this committee oversees the audits, including the external and internal audits which looks at the processes and procedures of BOCES.

Michael H. Head presented the Facilities Capital Project Committee Report noting the Building Condition Survey as well as projects that need to be completed.

ITEM V. COMMUNICATIONS

None.

ITEM VII. A. 1. MOTION TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2026

Motion by: Michael H. Head
Seconded by: Stephen Stanton

Moved, that the minutes of the Regular Meeting of February 11, 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		Joseph H. Hobika, Jr.	
Gary P. Nelson		Ryan P. Rogers	
Steve Boucher			
Elaine M. Falvo			
Michael H. Head			
Kristin Hubley			
Heather Johnson			
Anthony J. Nicotera			
Stephen Stanton			
Timothy Thomas			

Motion carried 10-0

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

Motion by: Michael H. Head
Seconded by: Kristin Hubley

Moved, that the Cooperative Board accepts the Treasurer's Report for January 2026 (Item IX. B. 1), the Budget Adjustment Report for January 2026 (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, IX.D.6, IX.D.7, and IX.D.8).

FINANCIAL REPORT

Moved, that the Cooperative Board accepts the Report of the Treasurer for January 2026 Item IX B.1 as shown below:

ITEM IX. B. 1. MOTION TO ACCEPT REPORT OF TREASURER FOR JANUARY 2026

Report of the Treasurer for January 2026

Capital	\$ 8,476.36
General	\$ 9,181,372.25
School Lunch	\$ 2,208,818.24
Special Aid	\$ 66,576.14
Scholarships	\$ 68,388.53
Extra-Curricular	\$ 29,566.95
Total	\$11,563,198.47

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

**Budget Revisions—2025-26
 January 2026 Report**

2025-26 Adopted Budget	\$102,308,508
Commitment Changes	\$ 12,690,277
Net Changes	\$ 4,346,897
 Total	 \$119,345,682

ITEM VIII. EXECUTIVE SESSION

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

Moved, that the Cooperative Board enter into Executive Session at 5:22 p.m.

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

Motion carried 10-0

Executive Session Items:

	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 _____ exam
X	discussing proposed litigation
	discussing matters which could imperil public safety if disclosed

Motion by: Stephen Stanton
 Seconded by: Michael H. Head

Moved, that the Cooperative Board exit the Executive Session and return to the General Session at 5:37 p.m.

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

Motion carried 10-0

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.	SHERRI L. RANDELL	TEACHER ASSISTANT	11/21/2005	06/30/2026
2.	CATHY A. WRIGHT	TEACHER OF SPECIAL EDUCATION	09/01/2005	06/30/2026

b. RESIGNATIONS

1. Teaching/Certified Staff

			Hire Date	Resign Date
1.	BRENDA F. ABRAMS	TEACHER ASSISTANT	03/17/2025	02/11/2026

2. Non-Instructional / Classified Staff

			Hire Date	Resign Date
1.	MARLEY A. MCGRELLIS	PRINCIPAL ACCOUNT CLERK - UPSEU	09/23/2024	04/10/2026
2.	BETH E. SPOON	FOOD SERVICE HELPER	02/04/2019	02/04/2026

c. UNPAID LEAVE(S) OF ABSENCE

1. Teaching/Certified Staff

			Start Date	End Date	Reason
1.	SIGMUND R. ZEMZICKI	TEACHER ASSISTANT	03/14/2026	TBD	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 **CAITLIN M. CARLO** be appointed as a **TEACHER OF ART** in Instructional Programs & Professional Learning, Academic Itinerants (Brookfield) for a four year probationary appointment in the ART tenure area, commencing December 09, 2025 and ending December 08, 2029 at an annual salary rate of \$49,484.00, prorated. Caitlin M. Carlo's status as a long-term substitute terminates as of the effective date of appointment to a probationary period.

Certification:

- * INITIAL CERTIFICATION certificate in VISUAL ARTS

Education:

- * Graduate of Oriskany Jr./Sr. High School
- * Associates Degree in Liberal Arts & Science from Mohawk Valley Community College
- * Bachelor's Degree in Studio Art from SUNY Plattsburgh
- * Master of Education in Secondary Education from Grand Canyon University

Work Experience:

- * From October 2023 through present as a teacher of art at Oneida-Herkimer-Madison BOCES
- * From October, 2021 through 2023 as a teaching assistant at Rome City School District
- * From September, 2018 through June, 2020 as a substitute teaching assistant at Oriskany Central School District

2. Recommend that **MARGARET E. STEBBINS** 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 March 02, 2026 and ending March 01, 2030 at an annual salary rate of \$62,757.00, prorated.

Certification:

- * Initial Certification certificate in ENG TO SPKRS OTH LANGS
- * Supplementary License ENGLISH LANG ARTS 7-12

Education:

- * Graduate of T.R. Proctor High School, Utica
- * Bachelors Degree in English from SUNY Oswego
- * MAT Degree in Teaching ESOL from Clarkson University

Work Experience:

- * From September, 2022 through present as an ENL teacher at Rome City School District
- * From September, 2021 through September, 2022 as an ENL teacher at Utica City School District

b. RECOMMENDATION FOR A LONG-TERM SUBSTITUTE APPOINTMENT

1. Recommend that **SIGMUND R. ZEMZICKI** be appointed as a **TEACHER OF SOCIAL STUDIES** in Instructional Programs and Professional Learning, Alternative Education, for a long-term substitute appointment commencing March 14, 2026 and ending June 30, 2026 at an annual salary rate of \$46,749.00, prorated.

Certification:

* TEACHING ASST LEVEL 1 certificate in TEACHING ASSISTANT

Education:

* Graduate of Parsippany Hills High School, N.J.

Work Experience:

* From February, 2023 through present as a teaching assistant/student manager at OHM BOCES

* From May, 2023 through August, 2023 as a camp counselor at Camp Bow Wow

* From September, 2020 through August, 2021 as a deck supervisor/swim instructor at Goldfish Swim School

* From May, 2018 through September, 2018 as a senior lifeguard at Clear Blue LLC

* From May, 2017 through September, 2017 as a senior lifeguard at Clear Blue LLC

2. Non-Instructional/Classified Staff

a. RECOMMENDATION FOR PROBATIONARY APPOINTMENT(S)

1. Recommend that **TAMMY L. ARNOLD** be appointed to a probationary appointment as a **SCHOOL LUNCH MANAGER** in Support Services, School Food Services, commencing February 17, 2026 at an annual salary rate of \$55,000.00, prorated.

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

Education:

- * Graduate of Clinton Senior High School
- * Associates Degree in Nutrition and Food Service from SUNY Morrisville
- * Bachelors Degree in Business Administration from SUNY Polytechnic

Work Experience:

- * From September, 2022 through September, 2025 as a food service manager at Whitesboro Central School
- * From June, 2019 through December, 2025 as a manager at Revivment-Perpetual Recreation
- * From August, 2019 through June, 2021 as a director of family daycare at 6176 Enterprise Daycare
- * From January, 2007 through June, 2008 as a head teacher at Trinity Christian Preschool
- * From March, 1998 through July, 2003 as a diet tech and food service manager at Stonehedge Nursing Home

2. Recommend that **CAITLYNN P. HOTALING** be appointed to a probationary appointment as a **ASSISTANT SAFETY COORDINATOR** in Support Services, Safety Services, commencing March 26, 2026 at an annual salary rate of \$43,000.00, prorated.

CAITLYNN P. HOTALING has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **ASSISTANT SAFETY COORDINATOR**. **CAITLYNN P. HOTALING** will be required to serve a twenty-six week probationary period.

Education:

- * Graduate of Sauquoit Valley High School
- * Associates Degree in Childhood Education from Mohawk Valley Community College
- * Bachelors Degree in Psychology - Child Life/Early Childhood from Utica College

Work Experience:

- * From 2022 through present as a pre-K teacher at Small Blessings Pre-School
- * From 2020 through 2022 as a department head at Hobby Lobby
- * From September, 2018 through September, 2020 as a nanny for Rebecca Barker
- * From June, 2016 through July, 2018 as a cashier for Roma Sausage

3. Recommend that **CATHERINE A. WRIGHT** be appointed to a probationary appointment as a **CAREER EXPLORATION SPECIALIST** in Instructional Programs and Professional Learning, School to Careers, commencing March 03, 2026 at an annual salary rate of \$42,741.00, prorated.

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

Education:

- * Graduate of Apple Valley High School, MN
- * BFA in Modern Dance from University of Utah
- * MAT in Cooperative Education from Minnesota State University
- * MFA in Creative Projects from University of Utah

Work Experience:

- * From 2021 through present as adjunct faculty at Utica University
- * From 2014 through present as a visiting lecturer for 1st year orientation at Hamilton College
- * From 2016 through 2019 as new discoveries at Upstate Caring Partners
- * From 2015 through present as a dance instructor at Ballet Arts of CNY
- * From 2013 through present as a yoga instructor at Pratt College
- * From 2013 through present as a teaching artist/traveling lecturer at Independent Contractor
- * From 2002 through 2012 as a tenured teacher at Apple Valley High School
- * From 2001 through 2002 as a program director at Boys and Girls Club of CNY
- * From 1999 through 2001 as an ALC teacher at Global Arts Ways

b. RECOMMENDATION FOR PART-TIME APPOINTMENT

1. Recommend that **MARY L. COWEN** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, **SCHOOL FOOD SERVICES**, commencing February 23, 2026 at an hourly salary rate of \$16.00, as needed.

MARY L. COWEN 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 Brookfield Central School
- * AAS in Food Service Administration from Morrisville University

Work Experience:

- * From January, 2026 through present as a substitute for K-12 at Brookfield Central School District
- * From May, 2025 through present as a dietary aide at Community Memorial Hospital
- * From May, 2021 through October, 2021 as a dietary aide at Community Memorial Hospital
- * From January, 2020 through January, 2021 as a dietary supervisor and administrative assistant at Waterville Residential Rehab Facility
- * From 2016 through 2020 as a self-employed baker at The Roosting Hen
- * From October, 2015 through May, 2016 as a caterer at Bon Appetit Catering

2. Recommend that **GABRIELLE M. ROSE** be appointed to a part-time appointment as a **FOOD SERVICE HELPER** in Support Services, School Food Services, commencing January 29, 2026 at an hourly salary rate of \$16.00.

GABRIELLE M. ROSE 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 August, 2025 through present as a cashier at Price Chopper
- * During 2023 as a team member at IHOP, McDonald's, Byrne Dairy and Tractor Supply

3. Recommend that **PATRICK M. WANDS** be appointed to a part-time appointment as a **LABORER - HOURLY** in Support Services, School Food Services, commencing February 02, 2026 at an hourly salary rate of \$16.00.

PATRICK M. WANDS has been pre-approved by civil service, as meeting the qualifications necessary in order to perform the duties of a **LABORER - HOURLY**.

Education:

- * Graduate of Whitesboro High School

Work Experience:

- * From May, 2025 through September, 2025 as a laborer at Rightway Fencing

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.	ELLEN R. DISKIN	ACCOUNT CLERK	02/23/2026
2.	KRISTIN R. FREE	CAREER EXPLORATION SPECIALIST	03/12/2026
3.	SHELBY L. GILBERT	CAREER EXPLORATION SPECIALIST	03/12/2026
4.	CAROLINE V. REALE	PUBLIC INFORMATION SPECIALIST	01/27/2026
5.	ALYCIA N. SCHICK	PUBLIC INFORMATION SPECIALIST	01/05/2026
6.	JASON E. STAUTY	MOTOR VEHICLE OPERATOR	02/16/2026

e. STIPENDS

1. Teaching/Certified Staff

a. RECOMMENDATION FOR ADDITIONAL STIPENDS

			Date	Stipend
1.	WILLIAM J. KEISER IV	STUDENT MANAGER/TA	01/31/2026 (revised end date)	\$3,500.00 student manager) (prorated)
2.	M. ELLEN MAHANNA	PRINCIPAL OF SPECIAL EDUCATION	02/11/2026 - 06/30/2026	\$8,000.00 {Coordinator of ESY & Senior Supervisor}
3.	LISA M. RIZZO	COORDINATOR OF SPECIAL EDUCATION	02/11/2026 - 06/30/2026	\$8,000.00 {Coordinator of ESY & Senior Supervisor}

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

Moved, that the Cooperative Board approve 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. 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.

6502 Jury Duty
6504 Leave for Cancer Screening
6600 Staff Student Relations Fraternization
6703 Auditing Adult Education Courses
7001 Student Attendance
7003 Student Referral and Placement
7004 Pregnant and Married Students
7005 Summer School
7006 Non Resident Students
7104 Accidents

ITEM IX. D. 3. ACCEPTANCE OF 2024-2025 INTERNAL AUDIT

Moved, that the Cooperative Board accepts the Internal Audit as submitted by Questar for the 2024-2025 school year.

ITEM IX. D. 4. APPROVAL OF THE CORRECTIVE ACTION PLAN 2024-2025 AUDIT

Moved, that the Cooperative Board approve the Corrective Action Plan for the 2024-2025 Internal Audit as presented.

ITEM IX. D. 5. APPROVAL OF THE CREATION OF SENIOR COMPUTER SPECIALIST (TRAINING) POSITION

Moved, that the Cooperative Board approves the creation of the Senior Computer Specialist (Training) position within the UPSEU salary guide group D and at the salary range of \$40,422 to \$43,391.

ITEM IX. D. 6. APPROVAL OF WIDE AREA NETWORK BID FOR ONEIDA-HERKIMER-MADISON BOCES

Moved, that the Cooperative Board awards the bid to Spectrum/Charter/Time Warner Cable and Northland Communications for services provided by each as highlighted on the attached spreadsheet with a 5 year option.

ITEM IX. D. 7. APPROVAL OF LEAD IN DRINKING WATER TESTING BID

Moved, that the BOCES Cooperative Board approve Oneida-Herkimer-Madison BOCES' participation in the Lead in Drinking Water Testing and Sampling Cooperative Purchasing Program through Oswego County (CiTi) BOCES,

ITEM IX. D. 8. GIFT ACCEPTANCE FROM LITHIA

Moved, that the Cooperative Board of the OHM BOCES accept the \$50,000 donation from Lithia to our automotive programs of study.

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

The Cooperative Board was asked to start thinking about the meeting start time and if that time needs to be changed to as different time, perhaps 5:00 p.m.

The Cooperative Board was also reminded that the next meeting will be our Annual Meeting on April 1, 2026.

ITEM IX. OLD BUSINESS

None.

MOTION TO ADJOURN

Having no further business to come before the meeting, Michael H. Head made a motion to adjourn the meeting at 5:40 p.m.; seconded by Steve Boucher.

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

Motion carried 10-0

Respectfully submitted,



Lori A. Wrobel
Clerk of the Board
March 18, 2026