



Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070

www.oneida-boces.org

Patricia N. Kilburn Ed.D.

District Superintendent

T: 315.793.8560

F: 315.793.8541

pkilburn@oneida-boces.org

August 17, 2026

Dear Staff,

I hope this message finds you well and that you had the opportunity to enjoy the warmer months of this past summer. As we approach the 2026-27 school year, I want to express my sincere gratitude for your continued commitment to our programs and services. Your hard work ensures the success of our component school districts and their students.

Opening Days are always a special occasion -- a chance to gather with colleagues, to learn and to connect. We will reflect on our roles within the region's education system, the impact we have on component districts and the community, and our common purpose of expanding opportunities and pathways for every student to succeed.

- **12-month Instructional Support Staff** will gather at the Howard D. Mettelman Learning Center on **Tuesday, August 25 from 8:00-9:30 a.m.** for breakfast, connections and a brief program to follow.
- **10-month Instructional Staff** will operate on two schedules on **Tuesday, September 1.**
 - **Group A** (Bridges, Itinerant & Related Services Staff, & Distance Learning Instructors)
 - **7:45 a.m.** – arrive at the Howard D. Mettelman Learning Center for breakfast and networking.
 - Your Opening Day session will be held immediately after.
 - **Group B** (CTE, MSA, P-TECH & Academic Itinerant Staff)
 - **7:45 a.m.** – arrive at the program location on the agenda provided by your principal/supervisor for breakfast and networking.
 - **10:00 a.m.** - Your Opening Day Session will be held in the Howard D. Mettelman Learning Center.

All staff are reminded to wear their OHM BOCES identification badge on Opening Day. Newly installed security doors require badges for entry.

Mandated Trainings (Virtual)

All staff members will have access to the annual mandated trainings beginning on **Monday, August 24**. The mandatory trainings will take approximately 2 hours to complete, and it is **required** that all staff members complete the trainings no later than **Friday, September 4**. An email including a link to the trainings with your login credentials and instructions will be sent to you later this week.

Thank you for your continued dedication and passion for education. Your professionalism and commitment are the driving forces behind our success, and I am confident that, together, you will make this a truly remarkable and impactful year for our students and our schools.

I look forward to what promises to be an exciting and impactful year ahead with all of you!

Sincerely,

Patricia N. Kilburn, Ed.D.

District Superintendent

Attachments: Agenda, United Way Letter, EAP Brochure, Calendar, Payroll Dates/Holiday Schedule, Flu Shot Clinic Memo, ParentSquare Memo

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.

Oneida-Herkimer-Madison BOCES

Opening Day 2026

The Howard D. Mettelman Learning Center

Tuesday, August 25, 2026

12-Month Instructional Support Staff

Agenda

8:00-8:30 a.m. **Breakfast and Networking**

8:30-9:00 a.m. ***Welcome and Remarks***
OHM BOCES Cooperative Board

Patricia N. Kilburn, Ed.D.
District Superintendent & Chief Executive Officer

9:00 a.m. **Introduction of new staff by members of the
Administrative Council**

Division of Instructional Programs & Professional Learning
Mr. Christopher Hill
Assistant Superintendent

Division of Support Services
Mr. Scott Morris
Assistant Superintendent



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August 17, 2026

Dear Colleague,

As you know, many residents of the valley and greater Utica area struggle due to a lack of access to health, education and financial stability - the building blocks for a good quality of life. These needs have become even more significant over the past several years. The problems we face are very real, but so are the solutions. That's where we come in.

Can you imagine being a part of something so big that it supports thousands of people right here in our community? United Way of the Mohawk Valley (United Way MV) has been doing just that since 1921 because of community members like YOU!

United Way MV addresses our community's most pressing needs, funding dozens of local programs. They bring resources, volunteers, experts and service providers together to provide short-term relief and long-term success for hundreds of thousands of people in our region. United Way plans for our community's future, while staying nimble to act in times of crisis.

Your gift to United Way stays local, impacting more than 60 programs and initiatives to improve the health, education and financial stability of individuals and families across our community. Every dollar you give is invested in strategies that produce results. Investing in our community through United Way is an investment in our friends, our neighbors, our fellow employees and even ourselves.

Over the past year, United Way's work has led to:

- Administering an Emergency Food and Shelter Program for Oneida and Herkimer Counties that provide critical funding to local agencies delivering emergency food and shelter services
- Running "The Backpack Program", providing backpacks filled with nonperishable foods and essential supplies to children during extended school breaks when school meals are unavailable
- Bringing together more than 40 public, private and nonprofit organizations that work collaboratively to ensure individuals and families experiencing homelessness can access housing resources, supportive services and programs that meet their needs

It's simple: change like this does not happen alone. You can help create lasting change by joining our 2026 United Way campaign to improve the community in which we live and work.

Please look for more information regarding pledging to the United Way in the near future. Donations may be made through payroll deductions, debit or credit card, or by cash or check.

I am proud to work with so many people who care so deeply about our work and our community. Please join me, once again, in participating in our 2026 United Way campaign.

Sincerely,

Patricia N. Kilburn, Ed.D.

District Superintendent

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.

Oneida-Herkimer-Madison BOCES
Component School District
Employee Assistance Program

Participating
SCHOOL DISTRICTS

Brookfield Central School District
Clinton Central School District
Holland Patent Central School District
Oneida-Herkimer-Madison BOCES
Oriskany Central School District
Sauquoit Valley Central School District
Whitesboro Central School District
Town of Webb Union Free School District

EAP IS A GOOD PLACE TO START
LEARNING ALL OF YOUR OPTIONS.

315.223.4734

PLEASE LEAVE A MESSAGE.

If this is an emergency, please dial 911
or call 1.844.732.6228 for MCAT

(Mobile Crisis Assessment Team)

Free, confidential and timely information that will
help you identify all the resources available to address
your needs and offer support to access resources.

**EMPLOYEE
ASSISTANCE**
is available year-round by calling
Debra Hagenbuch
EAP COORDINATOR | 315.223.4734
Please leave a message.



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(Mobile Crisis Assessment Team)

2026-2027
**EMPLOYEE
ASSISTANCE**
Program

A PROGRAM OF OHM BOCES

Debra Hagenbuch
EAP COORDINATOR | 315.223.4734
Please leave a message.

If this is an emergency, please dial 911
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(Mobile Crisis Assessment Team)

What is the Employee Assistance Program?

The Employee Assistance Program has been established to help school personnel and their families manage life's challenges. Stress, issues of family relationships, financial or legal difficulties, alcoholism or drug abuse, and other personal or family matters can grow to impair the quality of an individual's personal life and work. The EAP is designed to help employees and their families deal with these and other problems before they become serious.

WHAT SERVICES ARE PROVIDED?

The Employee Assistance Program is free, confidential and voluntary. School personnel and members of their families will receive private assistance with assessment and referral, as required, to specialized agencies and services.

ELIGIBILITY

The EAP is available to all school district employees and their families. We encourage individuals to seek assistance through the EAP but referrals from family members, fellow workers or friends are also accepted. Anyone seeking further information or assistance should call 315.223.4734 and leave a message for the EAP Coordinator. If this is an emergency, please dial 911 or call 1.844.732.6228 for MCAT (Mobile Crisis Assessment Team).

WHY IS EAP IMPORTANT?

The EAP can provide an easy and early solution to problems before they reach a crisis stage. From time to time, we all experience some type of personal or emotional conflict. Usually we can handle these situations on our own. However, sometimes issues confuse us and they continue to get worse. It is important to find solutions to these problems before they seriously affect our jobs or our families, and the EAP is a good place to start. The EAP Coordinator can help you identify all the resources available to address your needs.

COST

The services of the EAP are free to employees and their families in participating school districts. However, after a problem has been assessed, the individual might be referred to a community agency or specialist for treatment or counseling. At that point health insurance may cover the costs.

WHO OPERATES THE EAP?

Employee Assistance is provided by a certified Employee Assistance Coordinator who will respond to your calls within 24 hours. In most instances your call will be returned the same day. You simply need to leave your name, number and a time you can be reached. The phone line is completely confidential and is only accessed by your EAP Coordinator.

**ALL
CALLS
ARE
CONFIDENTIAL.**

The Employee Assistance Program can provide support in the following areas:

Adoption & Foster Care
Alcoholism
Child Abuse & Protective Services
Consumer Rights
Counseling & Personal Problems
Daycare
Debt Counseling
Disabled Services
Disaster Services
Drug Problems
Education
Environmental Problems
Ex-Offenders
Finances
Food Programs
Health-Related Services
Home Services
Housing
Human Rights
Information & Referral Services
Job Training
Legal Services
Mental Health
Nursing Services
Pregnancy Services
Recreational & Personal Growth
Rehabilitation
Residential Services
Senior Citizen Services
Transportation
Used Merchandise
Volunteer Services

Oneida-Herkimer-Madison BOCES School District Calendar 2026-2027

SEPTEMBER 2026					OCTOBER 2026					NOVEMBER 2026					DECEMBER 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	(1)	(2)	3	4				1	2	2	3	4	5	6		1	2	3	4
7	8	9	10	11		5	6	7	8 (9)	9	10	11	12	13	7	8	9	10	11
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
28	29	30			26	27	28	29	30	30					28	29	30	31	
JANUARY 2027					FEBRUARY 2027					MARCH 2027					APRIL 2027				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5				1	2
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12	5	6	7	8	9
11	12	13	14	15	15	16	17	18	19	15	16	17	18	(19)	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26	19	20	21	22	23
25	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>						29	30	31			26	27	28	29	30
MAY 2027					JUNE 2027					JULY 2027					AUGUST 2027				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4				1	2	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
17	18	19	20	21	14	<u>15</u>	<u>16</u>	<u>17</u>	18	12	13	14	15	16	16	17	18	19	20
24	25	26	27	28	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	25	19	20	21	22	23	23	24	25	26	27
31					28	29	30			26	27	28	29	30	30	31			

First day of school for students:
September 3, 2026

Final day of school for students:
June 25, 2027

STUDENT DAYS

September	19
October	20
November	17
December	16
January	19
February	15
March	20
April	17
May	20
June	18
Total Student Days	181

STAFF DAYS

September	21
October	21
November	17
December	16
January	19
February	15
March	21
April	17
May	20
June	18
Total Staff Days	185

STUDENT VACATION DAYS

SEPTEMBER

1 Superintendent's Conference Day
2 Superintendent's Conference Day
7 Labor Day

OCTOBER

9 Superintendent's Conference Day
12 Columbus Day

NOVEMBER

11 Veterans Day
25-27 Thanksgiving Recess

DECEMBER

23-31 Winter Recess

JANUARY

1 Winter Recess
18 Martin Luther King Jr. Day
26-29 Regents Test Days

FEBRUARY

15 Presidents' Day
15-19 Mid-Winter Recess

MARCH

19 Superintendent's Conference Day
26 Good Friday
29 Easter Monday

APRIL

19-23 Spring Recess

MAY

31 Memorial Day

JUNE

15-17 Regents Test Days
18 Juneteenth (Observed)
21-24 Regents Test Days
25 Regents Rating Day



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Superintendent's Conference Day = parentheses

Vacation Days = boxed

Regents Test Days = underlined

Cooperative Board approved 02/11/2026

Corrected 2/20/2026

2026-2027

HOLIDAY SCHEDULE

DATE	DAY	HOLIDAY
July 3, 2026	Friday	Independence Day Holiday
September 7, 2026	Monday	Labor Day
October 12, 2026	Monday	Columbus Day
November 11, 2026	Wednesday	Veterans Day
November 26, 2026	Thursday	Thanksgiving Day
November 27, 2026	Friday	Thanksgiving Holiday
December 24, 2026	Thursday	Christmas Holiday
December 25, 2026	Friday	Christmas Day
January 1, 2027	Friday	New Year's Day
January 18, 2027	Monday	Martin Luther King Jr. Day
February 15, 2027	Monday	Presidents' Day
March 26, 2027	Friday	Good Friday
May 31, 2027	Monday	Memorial Day
June 18, 2027	Friday	Juneteenth Holiday

2026-2027

PAYROLL DATES

July 10, 2026*	January 8, 2027
July 24, 2026*	January 22, 2027
August 7, 2026*	February 5, 2027
August 21, 2026*	February 19, 2027
September 4, 2026	March 5, 2027
September 18, 2026	March 19, 2027
October 2, 2026	April 2, 2027
October 16, 2026	April 16, 2027
October 30, 2026	April 30, 2027
November 13, 2026	May 14, 2027
November 25, 2026	May 28, 2027
December 11, 2026	June 11, 2027
December 23, 2026	June 25, 2027

**12-month employees only*



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MEMORANDUM

TO: All Staff

FROM: Margherita Manoiro, *Supervisor, Human Resources*

DATE: August 17, 2026

SUBJECT: **2026 OHM BOCES Employee Flu Shot Clinics**

Oneida-Herkimer-Madison BOCES is pleased to announce that we will be offering employee flu shot clinics with the goal of vaccinating our employees against influenza. In the United States, each year 5-20% of the population contracts the flu and more than 200,000 people are hospitalized from seasonal flu-related complications. Flu seasons are unpredictable and can be severe. The best way to prevent seasonal flu is by getting a flu vaccination.

Flu shot clinics are scheduled for the following dates, times and locations:

Wednesday, October 7, 2026

11:30 a.m. – 3:30 p.m.

Oneida-Herkimer-Madison BOCES Main Campus
Herkimer Room – The Howard D. Mettelman Learning Center
4747 Middle Settlement Road
New Hartford, NY 13413

Thursday, October 8, 2026

7:30 a.m. – 12:30 p.m.

Oneida-Herkimer-Madison BOCES Main Campus
Herkimer Room – The Howard D. Mettelman Learning Center
4747 Middle Settlement Road
New Hartford, NY 13413

Employees are free to attend any session. If you would like to receive a flu shot, please contact Margherita Manoiro at 315.793.8518 or at mmanoiero@oneida-boces.org to schedule an appointment. ***Walk-ins are welcome, but please be aware that employees with scheduled appointments will be served first.***

A New York State certified immunizing pharmacist will be administering the flu vaccinations. A “Screening Questionnaire and Consent Form” must be completed in order to receive a vaccination. Margherita Manoiro will provide a form when your appointment is confirmed. Completing the form in advance will expedite your appointment; however, forms will also be available on site at the flu shot clinics.

The flu vaccinations will be covered in full by the insurance plans offered through Oneida-Herkimer-Madison BOCES. Please bring your insurance card with you.

Please consider getting a flu shot in order to protect yourself during flu season. We care about your health!

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MEMORANDUM

TO: All Staff

FROM: Brian Hauser, *Webmaster*

DATE: August 17, 2026

SUBJECT: **ParentSquare Mass Notifications Available to All OHM BOCES Staff Members**

The Oneida-Herkimer-Madison BOCES is once again reminding all staff members that they are required to enroll in the organization's mass notification system. By enrolling in this system, we can ensure that you will receive a text message and push notification in the event of an emergency or urgent situation in our BOCES.

Please note, ParentSquare provides separate accounts for users with multiple roles (e.g., staff and parent) or accounts at different schools or districts. You can be logged into both accounts at the same time; switch roles with one tap, with no need to log out; and manage notifications independently for each account.

Please follow the directions and link below to register for our mass notification system. **If you are already registered and receive all notifications for delays and snow days, you do not need to register again.**

- To register for ParentSquare - For Employees, visit: <https://www.oneida-boces.org/ParentSquare>
- For more information, visit: <https://www.oneida-boces.org/staff/intranet-staff/parentsquare-for-employees>

Should you have any questions or concerns, please email bhauser@oneida-boces.org.