

Date: April 16, 2024  
Where Held: School Cafeteria  
Members Present: D. Brean, S. Karn,  
J. Beehm  
Others Present:  
Ronald Pavlus, Superintendent/Elementary Principal  
Tiffany Lopesz, Business Manager  
Christa Case, District Clerk  
Community Members

Type of Meeting: Regular Meeting  
Presiding Officer: J. Beehm  
Members Absent: B. Whitacre  
V. Nolan

**I. CALL TO ORDER**

The April 16, 2024 Regular Meeting of the Board of Education was called to order at 7:04 p.m. by Board Vice President, J. Beehm.

**II. CONSENT AGENDA**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education approves the Consent Agenda consisting of Approval of: Minutes, as attached; Warrants - **General Fund:** Warrant #59 dated February 1, 2024 in the amount of \$14,306.14, Warrant #60 dated February 29, 2024 in the amount of \$208,235.97, Warrant #61 dated February 16, 2024 in the amount of \$119,582.9, Warrant #63 dated February 15, 2024 in the amount of \$32,550.36, Warrant #67 dated March 15, 2024 in the amount of \$109,576.25, Warrant #68 dated March 31, 2024 in the amount of \$265,046.34, Warrant #71 dated March 29, 2024 in the amount of \$115,362.93, Warrant #73 dated March 29, 2024 in the amount of \$22,020.26, Warrant #74 dated April 12, 2024 in the amount of \$111,560.39, Warrant #76 dated April 11, 2024 in the amount of \$116,866.84; Cafeteria Fund: Warrant #13 dated February 1, 2024 in the amount of \$1,045.00, Warrant #14 dated March 1, 2024 in the amount of \$691.13, Warrant #15 dated March 29, 2024 in the amount of \$902.20, as presented.

*Motion carried: 3-0*

**III. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS**

**A. Additions/Amendments to the Agenda**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education approves the Agenda for the April 16, 2024, as amended.

Discussion: Add Executive Session to discuss matters related to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person.

*Motion carried: 3-0*

**B. Business Communications:**

Ms. Lopesz reviewed the 2024-2025 proposed budget. The total proposed budget is \$8,297,772 which is an increase of \$326,610 from the 2023-2024 budget. The increase is primarily comprised of the following categories: student programs, BOCES costs, bus purchases, annual salaries, benefit costs and the inclusion of the building entry system.

**IV. NEW BUSINESS:**

**A. Approval of: 2<sup>nd</sup> Reading of Policy: Probation and Tenure**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the 2<sup>nd</sup> Reading of the Policy: Probation and Tenure, as attached.

*Motion carried: 3-0*

**B. Adoption of the 2024-2025 School Budget**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the adoption of the 2024-2025 school budget in the amount of \$8,297,772.

*Motion carried: 3-0*

**C. Adoption of the Property Tax Report Card**

Motion was made by S. Karn, seconded D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the adoption of the Property Tax Report Card for the school year 2024-2025, as presented.

Discussion: The Property Tax Report Card with a budget breakdown is required by law.

*Motion carried: 3-0*

**D. Approval of: Election Inspectors**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the following persons as Election Inspectors for the Budget Vote and Election on May 21, 2024: Juliet Abrams, Greta Beckerman, Joan Manner, Karen Curtis, Jennifer Wagner, Sharon Schmidt, Lisa Farmer, Sue Scully and substitutes Angie White and Lori Fitzpatrick.

Chairman of Election: Juliet Abrams.

*Motion carried: 3-0*

**E. Approval of: Notice of Special Meeting**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent, approves the following resolution as presented:

NOTICE OF SPECIAL MEETING OF THE QUALIFIED VOTERS OF  
BROOKFIELD CENTRAL SCHOOL DISTRICT

NOTICE IS HEREBY GIVEN that a special meeting of the qualified voters of the Brookfield Central School District shall be held at the Brookfield Central School building in said District, on Tuesday, June 18, 2024, between the hours of 12:00 Noon and 8:00 P.M. The following proposition will be submitted for voter approval at said meeting:

## PROPOSITION

Shall the following resolution be adopted to wit:

Resolved that the Board of Education of the Brookfield Central School District is hereby authorized to undertake certain capital improvements consisting of addition to, and construction and reconstruction of, the existing Bus Garage and Main School Building and facilities, site improvements and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use, all at an estimated maximum aggregate cost of \$5,290,000; and that such cost, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments, with such tax to be offset by state aid available therefor; and, in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed such estimated maximum aggregate cost shall be issued.

The School District, acting as lead agency under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), has completed its environmental review and, on March 13, 2024, has duly issued a negative declaration and has determined that the implementation of the type I action as proposed will not result in any significant adverse environmental impacts.

AND NOTICE IS GIVEN that qualified military voters may apply for a military ballot by requesting an application from the District Clerk at (315) 899-3323 Ext. 264 or [ccase@brookfieldcsd.org](mailto:ccase@brookfieldcsd.org). For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 PM on May 23, 2024. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or email.

AND NOTICE IS GIVEN, that applications for early mail and absentee ballots shall be obtainable during school business hours from the District Clerk; completed applications must be received by the District Clerk at least seven (7) days before the vote and election if the ballot is to be mailed to the voter, or the day before the vote and election if the ballot is to be delivered personally to the voter. Early mail and absentee ballots must be received by the District Clerk not later than 5:00 PM on June 18, 2024.

A list of persons to whom early mail, absentee and military ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk on and after June 4, 2024, between the hours of 8:00 AM and 4:00 PM on weekdays prior to the Election; and on June 18, 2024, the day set for the Election, said list will be posted at the polling place.

The District Clerk is authorized to amend or modify this notice to comply with applicable legal requirements.

*Motion carried: 3-0*

### **F. Compensation for Instructional Substitutes**

Motion was made by S. Karn, seconded by D. Brean, that compensation for instructional substitute teachers shall be set as follows for the remainder of the 2023-2024 fiscal year:

Certified: \$115 per day                      Non-Certified: \$110.00 per day

*Motion carried: 3-0*

### **G. Compensation for Instructional Substitute Teaching Assistants**

Motion was made by S. Karn, seconded by D. Brean, that compensation for instructional substitute teaching assistants shall be set at \$105.00 per day for the remainder of the 2023-2024 fiscal year.

*Motion carried: 3-0*

### **H. Approval of: Leave of Absence**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the formal request by Rachael Peck, Special Education Teacher for maternity leave to commence on April 17, 2024 and conclude on September 4, 2024.

*Motion carried: 3-0*

### **I. Personnel: Approval of Sick Bank Request**

Motion was made by S. Karn, seconded by D. Brean, that the Brookfield Board of Education, upon recommendation of the Superintendent, approves the request of Rachel Peck for forty (40) days from the Instructional Sick Bank.

*Motion carried: 3-0*

### **J. Approval of Non-Resident Students**

Motion was made by S. Karn, seconded by D. Brean, to table the following resolution:

RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approves the following students to be permitted to attend Brookfield Central School for the remainder of the 2023-2024 school year, tuition waived and transportation the responsibility of the parents:

Female – Grade 6

Male – Grade 10

Female – Grade 6

Female – Grade 3

Female – Grade 2

Male – Grade 1

*Motion carried: 3-0*

### **K. Personnel: Appointment of Girls Modified Softball Coach**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Anna Buehler to the position of Girls Modified Softball Coach for the 2024 spring season. Such appointments are contingent upon each coach obtaining all necessary clearance set forth by the Commissioner of Education prior to the first day of practice.

*Motion carried: 3-0*

**L. Personnel: Appointment of Assistant Coach**

Motion was made by S. Karn, seconded by D. Brean, the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Paige Plumley as Assistant Coach for the Girls' Modified Softball team for the 2024 spring season. Salary for this position is per the BTA contract.

*Motion carried: 3-0*

**M. Personnel: Appointment of Assistant Coach**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Ken Plows as Assistant Coach for the Girls' Varsity Softball team for the 2024 spring season. Salary for this position is per the BTA contract.

*Motion carried: 3-0*

**N. Resolution 1 – Oneida BOCES Tentative Administration Budget**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent; WHEREAS, the BOCES tentative administration budget is adopted by public resolution; and WHEREAS, copies of the tentative administration, capital and program budgets were received on March 17, 2024 and an information meeting was presented at Oneida-Herkimer-Madison BOCES on April 3, 2024, NOW THEREFORE BE IT RESOLVED, that the Brookfield Central School Board of Education approves the tentative administrative budget of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, in the amount of \$4,293,680.36 for 2024-2025.

*Motion carried: 3-0*

**O. Resolution 2 – Board of Cooperative Educational Services Members**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent; WHEREAS, the election of Cooperative Board members is to occur by resolution; and WHEREAS, notification was received on March 20<sup>th</sup> of the slate of candidates, and an information meeting was presented at Oneida-Herkimer-Madison BOCES on April 3, 2024.

NOW THEREFORE BE IT RESOLVED, that the Brookfield Central School Board of Education casts its vote(s) in the annual election of members of the Board of Cooperative Educational Services, Sole Supervisory District of Oneida, Herkimer and Madison Counties, for the person or persons indicated on the attached ballot.

*Motion carried: 3-0*

**V. Executive Session**

Motion was made by S. Karn, seconded by S. Karn, that the Board of Education enters Executive Session at 7:45 p.m. for the purpose of discussing matters related to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person and matters regarding specific students.

*Motion carried: 3-0*

Vice President, J. Beehm appointed Tiffany Lopesz as Clerk Pro Tem in the absence of the District Clerk.

Board Member, S. Karn moved, seconded by Board Member, D. Brean that the Board returns to open session at 8:01 p.m.

**J. Approval of Non-Resident Students**

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent, approves the following students to be permitted to attend Brookfield Central School for the remainder of the 2023-2024 school year, tuition waived and transportation the responsibility of the parents:

Female – Grade 6

Male – Grade 10

Female – Grade 6

Female – Grade 3

Female – Grade 2

Male – Grade 1

*Motion defeated: 0-3*

**VI. ADJOURNMENT**

Motion to adjourn the April 16, 2024 meeting at 8:03 p.m. was made by S. Karn, seconded by D. Brean.

*Motion carried: 3-0*