

Date: July 13, 2022

Location: Library/Media Classroom

Members Present: S.Karn,

D. Brean, J. Beehm

Others Present: J. Plows, T. Lopesz, C. Case, R. Pavlus, P. Louise, R. Bonafield, P. Brady, M. Witter, J. Corbin, J. Corbin, D. Rogers, T. Bugbee

Meeting Type: Reorganizational

Presiding Officer: B. Whitacre

Members Absent: J. Beehm, V. Nolan

I. Call to Order

Following the Pledge of Allegiance, the July 13, 2022 Reorganizational Meeting of the Board of Education was called to order at 7:00 p.m. by Board President, B. Whitacre.

II. Administration of the Oath of Office

The District Clerk administered the Oath of Office to the Superintendent and newly elected Board of Education member, as per Article XIII-1 of the Public Officers Law:

James Plows, Jr. – Interim Superintendent

Dawn Brean – Board member, 5-year Term

III. Election of Board Officers

A. President

S. Karn nominated B. Whitacre for Board President, seconded by D. Brean.

Motion was made by S. Karn, seconded by D. Brean that Bernard Whitacre be elected President of the Board of Education for the 2022-2023 fiscal year.

Motion carried: 3-0

Oath of Office was administered.

B. Vice-President

S. Karn nominated J. Beehm for Vice President, seconded by D. Brean.

Motion was made by S. Karn, seconded by D. Brean that Jeffrey Beehm be elected Vice-President of the Board of Education for the 2022-2023 fiscal year.

Motion carried: 3-0

Oath of Office was administered at a later date.

IV. Appointment of Officers

Motion was made by S. Karn, seconded by D. Brean that the following appointments are made for the 2022-2023 fiscal year.

Suzanne Scully, District Treasurer-stipend of \$500	Christa Case, District Clerk – stipend of \$500
Tiffany Lopesz, School Tax Collector – stipend of \$3,200	

Motion carried: 3-0

Oaths were administered at a later date.

V. Additional Appointments

Motion was made by S. Karn, seconded by D. Brean that the following additional appointments are made for the 2022-2023 fiscal year:

Dr. Christopher Alinea - School Physician	The Law Firm of Ferrara Fiorenza, PC - School Attorney
Mostert, Manzanero, & Scott, CPA – District External Auditor	Krista Smith – Treasurer-Extra Classroom Activity Account – Stipend \$500

Motion carried: 3-0

VI. Designations

Motion was made by S. Karn, seconded by D. Brean that the following designations are made for the 2022-2023 fiscal year:

Chase, Key Bank – Official Bank Depositories	Regular Monthly Meeting of the Board as per attached calendar (subject to change)
West Winfield Star & Waterville Times – Official Newspapers	School District Treasurer – Records Management Officer
Robert Reeder – Chemical Hygiene Officer	Ken Plows-Asbestos Designee
Ken Plows – School Pesticide Representative	

Motion carried: 3-0

VII. Authorizations:

Motion was made by S. Karn, seconded by D. Brean that authorization is granted to the following to serve for the 2022-2023 fiscal years:

Superintendent and/or School District Treasurer	Person to certify payrolls
Superintendent	School Purchasing Agent
School District Treasurer	Deputy Purchasing Agent
School District Treasurer and/or Superintendent	Signature for checks
Tiffany Lopesz	(General) Petty Cash \$200.00
Superintendent and/or School District Treasurer	Approve Budget Transfers
Superintendent/Principal	Approve Conferences, Conventions & Workshops
Superintendent and/or School district Treasurer	Authorized to Loan Funds
School District Treasurer and/or Superintendent	Authorized to Invest Funds
Superintendent and/or School District Treasurer	Authorized to Transfer Funds between Interest and Checking Account
Board President or Vice President	Authorized for Revenue Anticipation Notes
Principal & Krista Smith	Signatures-Student Activity Account Checks
Superintendent/Principal/District Treasurer	Signatures Student General Employment App. & Permits

Motion carried: 3-0

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VIII. Other Items:

A. Readoption of Board Policies and Code of Ethics

Motion was made by S. Karn, seconded by D. Brean that all Board Policies and Code of Ethics approved during the previous school year shall be in effect during the 2022-2023 fiscal year.

Motion carried: 3-0

B. Establishment of Mileage Reimbursement

Motion was made by S. Karn, seconded by D. Brean that the mileage reimbursement rate for the 2022-2023 fiscal year shall be set at 62.5¢ per mile.

Discussion: This is the standard IRS rate for 2022.

Motion carried: 3-0

C. Signature/Federal & State Programs

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education authorizes the Superintendent to sign all necessary documents relative to Federal & State Programs.

Motion carried: 3-0

D. Other Legal Counsel

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education authorizes the Superintendent to hire legal counsel other than the school attorney as deemed necessary by the Superintendent.

Motion carried: 3-0

E. Cooperative Bidding:

Motion was made by S. Karn, seconded by D. Brean that the Board of Education Authorizes the Superintendent to participate in cooperative bidding conducted by the Board of Cooperative Educational Services.

Motion carried: 3-0

F. Occupational Advisory Council

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education authorized the Board of Cooperative Educational Services Occupational Advisory council to represent the Brookfield Central School District.

Motion carried: 3-0

G. Compensation for Instructional Substitutes

Motion was made by S. Karn, seconded by D. Brean that the compensation for instructional substitute teachers shall be set as follows for the 2022-2023 fiscal year: Certified: \$110.00 per day and Non-Certified: \$105.00 per day.

Discussion: Increased due to minimum wage increase

Motion carried: 3-0

H. 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 \$100.00 per day for the 2022-2023 fiscal year.

Motion carried: 3-0

IX. 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 July 13, 2022 meeting, as amended.

Discussion: Add Executive Session to discuss contract negotiations.

Motion carried: 3-0

B. Board President Communications: None

C. Principal Communications:

- Summer Program, Positivity Project and Kindergarten Boot Camp going well

D. District Clerk Communications:

E. Superintendent Communications:

- Driver Education is behind schedule due to the instructor quitting at the last minute. In the meantime, Driver Education is taking place virtually with a separate instructor providing the driving piece.
- Alyssa's law was recently passed by NYS. It requires districts to look into installing a panic button that alerts law enforcement that they are needed at the school. It does not require the panic button to be installed just that districts consider doing so.

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F. Business Communications: None

X. RESIDENT PARTICIPATION:

- A question was asked about why long-term teachers are leaving BCS and how the district was going to handle this?
- Mr. Plows explained that in any business there is always employee turnover. Teachers seem to be burnt out, not just at BCS but everywhere. Some of these teachers just want to try teaching somewhere else or something new before they decide whether or not to leave the profession all together.
- A question was asked about what the district is doing to retain teachers.
- Concerns were voiced regarding students not receiving separate recognition for sports accomplishments versus academic accomplishments.
- Mr. Plows explained that the BCS would be returning to traditional recognition ceremonies to allow for proper recognition for both sports accomplishments as well as academic accomplishments.
- A suggestion was made to the Board regarding BCS developing a teacher retention plan.
- Mr. Plows communicated that the Board of Education meets once or twice a year to discuss the District Strategic Plan and teacher retention is one of the top discussion items.

XI. OLD BUSINESS: None

XII. NEW BUSINESS:

A. Designation of O-M-H Counties School Boards Institute Representatives

Motion was made by S. Karn, seconded by D. Brean that the Board of Education designates Board member, V. Nolan to serve as district representative on the School Board Institute Executive Committee; Designated as Alternate Committee Member is Board member, S. Karn.

Discussion: General membership meetings (list enclosed) are open to all board members and superintendents.

Motion carried: 3-0

B. CSE Committees

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

1. Committee on Preschool Special Education Membership

Chairperson: *Ms. Sarah Walker*; District Representative: *Mrs. Colby Thall or Mr. Ronald Pavlus*; Parent Representative: *To Be Determined (only upon parent request)*; Municipality Representative from either Oneida or Madison County; A professional who participated in the evaluation of the child and at subsequent meeting, the child's teacher; from early intervention the appropriate professional designated by the agency.

2. Committee on Special Education Membership

Co-Chairperson: *Mrs. Colby Thall or Mr. Ronald Pavlus*; Psychologist: *OHM BOCES Personnel*; the child's teacher; Special Ed Teacher/classroom Teacher; Parent Representative: *To Be Determined (only upon parent request)*; Service Providers: as necessary

3. Committee on Special Education Sub-Committee

Co-Chairperson: *Mrs. Colby Thall or Mr. Ronald Pavlus*; the child's teacher: Special Ed Teacher/Classroom Teacher; Psychologist: *OHM Personnel* (as per mandated circumstances); Service Providers: as necessary

4. Approved sites for preschool evaluations (list attached)

Motion carried: 3-0

C. Personnel: Appointment of Committee on Special Education Co-Chairperson

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 Ronald Pavlus to the position of Committee on Special Education Co-Chairperson for the 2022-2023 school year.

Motion carried: 3-0

D. Personnel: Appointment of Committee on Special Education Chairperson

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 Colby Thall to the position of Committee on Special Education Chairperson for the 2022-2023 school year. Stipend for this position is \$6,500.

Motion carried: 3-0

E. Personnel: Appointment of Athletic Director

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 Sarah Abrams as Athletic director for the 2022-2023 school year. Salary is per the Brookfield Teachers' Association Contract.

Motion carried: 3-0

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Meeting Type: Reorganizational

Presiding Officer: B. Whitacre

Members Absent: J. Beehm, V. Nolan

F. Designations – M-O-H Schools HealthCare Consortium

1. HealthCare Consortium Representative

Motion was made by S. Karn, seconded by D. Brean that the Brookfield Central School Board of Education designates Suzanne Scully, District Treasurer, as the District's Health care Consortium Representative for the fiscal year beginning July 1, 2022 and ending June 30, 2023.

Motion carried: 3-0

2. HealthCare Consortium Alternate Representative

Motion was made by S. Karn, seconded by D. Brean that the Brookfield Central School Board of Education designates James Plows, Jr., Superintendent, as the District's HealthCare Consortium Alternate Representative for the fiscal year beginning July 1, 2022 and ending June 30, 2023. In the event that a Consortium meeting is not attended by the District's Representative, but is attended by the District's Alternate Representative, the District's Alternate representative shall have full voting authority during that Consortium meeting.

Motion carried: 3-0

G. Designation – New York State Municipal Electric Cooperative (NYSMEC)

Motion was made by S. Karn, seconded by D. Brean that the Board of Education designates Tiffany Lopesz as the District's Consortium Representative for NYSMEC for the fiscal year beginning July 1, 2022 and ending June 30, 2023. In addition, Suzanne Scully is designated as the alternate representative.

Motion carried: 3-0

H. Designation – Central NY Schools' Workers Compensation Consortium

Motion was made by S. Karn, seconded by D. Brean that the Board of Education designates Tiffany Lopesz as the district's representative for the Central New York Schools' Workers Compensation consortium for the fiscal year beginning July 1, 2022 and ending June 30, 2023. In addition, Suzanne Scully is designated as the alternate representative.

Motion carried: 3-0

I. Designation – Oneida-Herkimer-Madison Liability Insurance Consortium

Motion was made by S. Karn, seconded by D. Brean that the Board of Education hereby designates Tiffany Lopesz as the district's representative for the O-H-M Liability Insurance Consortium for the fiscal year beginning July 1, 2021 and ending June 30, 2022. In addition, Suzanne Scully is designated as the alternate representative.

Motion carried: 3-0

J. Authorization to Pay Vendors Prior to Board Audit

Motion was made by S. Karn, seconded by D. Brean that the Board of Education authorizes the School Treasurer to make payment to the following vendors prior to the Board of Education audit: Utilities, health insurance, credit card payments, reimbursement of petty cash and other payments necessary to avoid late charges.

Motion carried: 3-0

K. Approval of Tax Levy

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the Tax Levy amount of \$1,639,000 for the 2022-2023 school year.

Motion carried: 3-0

L. Personnel: Appointment of Summer Helper

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 Alex Blush to the position of Summer Helper effective July 1, 2022 through August 31, 2022. Salary for this position is \$13.20 per hour.

Motion carried: 3-0

M. Personnel: Appointment of Summer Helper

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 Alxandar Reid to the position of Summer Helper effective July 1, 2022 through August 31, 2022. Salary for this position is \$13.20 per hour.

Motion carried: 3-0

N. Personnel: Appointment of Title IX Coordinator

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent approves the appointment of Ronald Pavlus to the position of Title IX Coordinator, effective July 1, 2022.

Motion carried: 3-0

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Others Present: J. Plows, T. Lopesz, C. Case,
R. Pavlus, P. Louise, R. Bonafield, P. Brady,
M. Witter, J. Corbin, J. Corbin, D. Rogers,
T. Bugbee

Meeting Type: Reorganizational

Presiding Officer: B. Whitacre

Members Absent: J. Beehm, V. Nolan

O. Approval of Agreement – Contract for Cooperative Educational Services

Motion was made by S. Karn, seconded by D. Brean, that the Agreement made this 1st day of July, 2022 by and between the Oneida Herkimer Madison BOCES, party of the first part and Brookfield Central School District, party of the second part. WITNESSETH, that whereas party of the first part has been duly authorized to provide the approved Services and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of Education Law. NOW THEREFORE, the said party of the first part hereby agrees to provide to the party of the second part the following services during the 2022-2023 school year at the indicated cost of \$1,405,313.49.

Motion carried: 3-0

P. Personnel: Appointment of 2022 Pre-K and Kindergarten Summer Program Staff

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 the following staff for the 2022 Brookfield Central School Pre-K and Kindergarten Summer Program:

Colby Thall – Program Instructor/Coordinator, Katrina Townsend – School Nurse, Samantha Hafelin – Program Instructor/Coordinator, Tammy Cook – Teaching Assistant, Kasandra Jardines – Instructor/Coordinator, Sarah Viscomi – Instructor/Coordinator, Elizabeth Collins – Instructor/Coordinator, Jennifer Phillips - Instructor/Coordinator, Daniel Suydam – Instructor/Coordinator, Jennifer Gregory – Instructor/Coordinator.

Discussion: Salary for the above positions is per the BTA contract.

Motion carried: 3-0

Q. Personnel: Appointment of Instructional Team Leader

Motion was made S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Jennifer Phillips to the position of Instructional Team Leader for the 2022-2023 school year. Stipend for this position is \$6,500 for the 2022-2023 school year.

Motion carried: 3-0

R. Personnel: Appointment of – Special Education Teacher

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, pursuant to Section 2509 of the Education Law upon the recommendation of the Superintendent and in compliance with Part 30.3 of the Rules of the Board of Regents, does hereby appoint *Amanda Gwilt* to the position of Special Education Teacher in the tenure area of general special education for a probationary period of four years, to commence on September 1, 2022, and to expire on June 30, 2026 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provision of Section 3012³ of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual performance review ratings pursuant to Section 3012-c and/or 3012-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. Salary for this position is \$44,800 for the 2022-2023 school year.

Motion carried: 3-0

S. Personnel: Appointment of – Special Education Teacher

Motion was made S. Karn, seconded by D. Brean, that the Board of Education, pursuant to Section 2509 of the Education Law upon the recommendation of the Superintendent and in compliance with Part 30.3 of the Rules of the Board of Regents, does hereby appoint *Rachel Peck* to the position of Special Education Teacher in the tenure area of general special education for a probationary period of four years, to commence on September 1, 2022, and to expire on June 30, 2026 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provision of Section 3012³ of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual performance review ratings pursuant to Section 3012-c and/or 3012-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. Salary for this position is \$44,800 for the 2022-2023 school year.

Motion carried: 3-0

T. Personnel: Acceptance of Resignation

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Cathy Gates, Secondary Math Teacher effective August 30, 2022, with regrets.

Motion carried: 3-0

U. Personnel: Acceptance of Resignation

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Allyson Murray, Special Education Teacher effective June 27, 2022, with regrets.

Motion carried: 3-0

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Members Present: S.Karn,

D. Brean, J. Beehm

Others Present: J. Plows, T. Lopesz, C. Case,
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Presiding Officer: B. Whitacre

Members Absent: J. Beehm, V. Nolan

V. Approval of Resolution

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

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

- (1) The firm of Bernard P. Donegan, Inc., is hereby designated Municipal Advisor to the Brookfield Central School District
- (2) Said firm shall be compensated for its services to be rendered in accordance with its letter of services dated June 29, 2022
- (3) The School District Superintendent and Business Manager is hereby authorized to execute and deliver said letter of services
- (4) This resolution shall take effect immediately

Motion carried: 3-0

W. Approval of Resolution: Cooperative Bidding

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

WHEREAS, it is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly equipment, supplies and contract items, and

WHEREAS, The Central School names below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS, the Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards, therefore

BE IT RESOLVED, that the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

BE IT FURTHER RESOLVED, that the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

BE IT FURTHER RESOLVED, that the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

Motion carried: 3-0

X. Approval of: Capitalization Amount Increase

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the increase of the capitalization amount from \$1000 to \$5000, effective immediately.

Motion carried: 3-0

Y. Acceptance of Resignation

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Elizabeth Collins, Special Education Teacher, effective August 31, 2022, with regrets.

Motion carried: 3-0

Z. Personnel: Approval of Appointment of Tenure

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, hereby grants tenure status to Tammy Cook in the tenure area of Teacher Assistant, in accordance with NYS Education Law and the Brookfield Teachers' Association Contract.

Motion carried: 3-0

XIII. EXECUTIVE SESSION

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education enters Executive Session at 8:17 p.m. for the purpose of discussing matters related to contract negotiations.

Motion carried: 3-0

Board President B. Whitacre appointed J. Plows as Clerk Pro Tem in the absence of the District Clerk.

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Board Member, S. Karn moved, seconded by Board Member, D. Brean that the Board returns to open session at 9:02 p.m.

No action was taken by the Board following Executive Session.

XIV. ADJOURNMENT

Motion to adjourn the July 13, 2022 meeting at 9:03 p.m. was made by S. Karn, seconded by D Brean.

Motion carried: 3-0