

Date: July 12, 2023

Location: Library/Media Classroom

Members Present: Bernard Whitacre, Dawn Brean, Jeffrey Beehm, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: Valerie Nolan

I. Call to Order

Following the Pledge of Allegiance, the July 12, 2023 Reorganizational Meeting of the Board of Education was called to order at 7:02 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:

Ronald Pavlus – Superintendent

Bernard Whitacre – Board member, 5-year Term

III. Election of Board Officers

A. President

J. Beehm nominated B. Whitacre for Board President, seconded by S. Karn.

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: 4-0

Oath of Office was administered.

B. Vice-President

B. Whitacre nominated J. Beehm for Vice President, seconded by S. Karn.

Motion was made by S. Karn, seconded by D. Brean that Jeffrey Beehm be elected Vice-President of the Board of Education for the 2023-2024 fiscal year.

Motion carried: 4-0

Oath of Office was administered.

IV. Appointment of Officers

Motion was made by S. Karn, seconded by D. Brean that the following appointments are made for the 2023-2024 fiscal year.

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

Motion carried: 4-0

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 2023-2024 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: 4-0

VI. Designations

Motion was made by S. Karn, seconded by D. Brean that the following designations are made for the 2023-2024 fiscal year:

Chase, Key Bank, Adirondack – 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: 4-0

VII. Authorizations:

Motion was made by S. Karn, seconded by D. Brean that authorization is granted to the following to serve for the 2023-2024 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 & Carol Orsino	Signatures-Student Activity Account Checks
Superintendent/Principal/District Treasurer	Signatures Student General Employment App. & Permits

Motion carried: 4-0

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Also Present:

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VIII. Other Items:

A. Re-adoption 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 2023-2024 fiscal year.

Motion carried: 4-0

B. Establishment of Mileage Reimbursement

Motion was made by S. Karn, seconded by D. Brean that the mileage reimbursement rate for the 2023-2024 fiscal year shall be set at 65.5¢ per mile.

Discussion: This is the standard IRS rate for 2023.

Motion carried: 4-0

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: 4-0

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: 4-0

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: 4-0

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: 4-0

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 2023-2024 fiscal year: Certified: \$110.00 per day and Non-Certified: \$105.00 per day.

Discussion: Increased due to minimum wage increase

Motion carried: 4-0

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 2023-2024 fiscal year.

Motion carried: 4-0

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 12, 2023 meeting, as amended.

Discussion: Add Executive Session to discuss contract negotiations and personnel.

Motion carried: 4-0

B. Board President Communications: None

C. Principal Communications: None

D. District Clerk Communications: None

E. Superintendent Communications: None

F. Business Communications:

- Discussion of Fuel Agreement between BCS and the Town of Brookfield
- Recommendation to accept bus bid

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Members Absent: Valerie Nolan

X. RESIDENT PARTICIPATION:

➤ Q: Are there enough players to field a team for soccer?

➤ A: Mr. Pavlus explained that if we did not have enough players to field a team, we may work with Madison to combine so students would continue to have the opportunity to play

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: 4-0

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*; 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*; 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*; 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: 4-0

C. 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 2023-2024 school year. Stipend for this position is \$6,500.

Motion carried: 4-0

D. 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 2023-2024 school year. Stipend for this position is \$6,500.

Motion carried: 4-0

E. 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 Tiffany Lopez, District Treasurer, as the District's Health care Consortium Representative for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Motion carried: 4-0

2. HealthCare Consortium Alternate Representative

Motion was made by S. Karn, seconded by D. Brean that the Brookfield Central School Board of Education designates Ronald Pavlus, Superintendent, as the District's HealthCare Consortium Alternate Representative for the fiscal year beginning July 1, 2023 and ending June 30, 2024. 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: 4-0

F. 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 Lopez as the District's Consortium Representative for NYSMEC for the fiscal year beginning July 1, 2023 and ending June 30, 2024. In addition, Carol Orsino is designated as the alternate representative.

Motion carried: 4-0

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Also Present:

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Presiding Officer: Bernard Whitacre

Members Absent: Valerie Nolan

G. Designation – Central NY Schools’ Workers Compensation Consortium

Motion was made by S. Karn, seconded by D. Brean that the Board of Education designates Tiffany Lopez as the district’s representative for the Central New York Schools’ Workers Compensation consortium for the fiscal year beginning July 1, 2023 and ending June 30, 2024. In addition, Carol Orsino is designated as the alternate representative.

Motion carried: 4-0

H. 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 Lopez as the district’s representative for the O-H-M Liability Insurance Consortium for the fiscal year beginning July 1, 2023 and ending June 30, 2024. In addition, Carol Orsino is designated as the alternate representative.

Motion carried: 4-0

I. 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: 4-0

J. 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 \$1,671,780 for the 2023-2024 school year.

Motion carried: 4-0

K. 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 Jordan DiBrango to the position of Summer Helper effective July 1, 2023 through August 31, 2023. Salary for this position is \$14.20 per hour.

Motion carried: 4-0

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 Joseph Walker to the position of Summer Helper effective July 1, 2023 through August 31, 2023. Salary for this position is \$14.20 per hour.

Motion carried: 4-0

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 Jessica O’Herien to the position of Summer Helper effective July 1, 2023 through August 31, 2023. Salary for this position is \$14.20 per hour.

Motion carried: 4-0

N. 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 Emma-Leigh Stetson to the position of Summer Helper effective July 1, 2023 through August 31, 2023. Salary for this position is \$14.20 per hour.

Motion carried: 4-0

O. 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, 2023.

Motion carried: 4-0

P. 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, 2023 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 2023-2024 school year at the indicated cost of \$1,778,624.23.

Motion carried: 4-0

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Also Present:

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Christa Case, District Clerk

Tiffany Lopez, Business Manager

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: Valerie Nolan

Q. Personnel: Appointment of 2023 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 2023 Brookfield Central School Summer Program: Colby Thall, Kallie Jaquay, Deb Thall, Sarah Viscomi, Erica Shaw, Bill Braman, Amanda Bugbee, Katrina Townsend.

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

Motion carried: 4-0

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 Anna Buehler 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, 2023, and to expire on June 30, 2027 (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 \$50,000 for the 2023-2024 school year.

Motion carried: 4-0

S. 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 Deb Thall, Teaching Assistant, effective June 30, 2023, for purposes of retirement.

Motion carried: 4-0

T. Approval of Non-Resident Students for the 2023-2024 School Year

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 2023-2024 school year, tuition waived and transportation the responsibility of the parents.

Student:	Parent/Guardian:
Calliey Blackman (Gr. 8), Grace Jennison (Gr. K)	Chyanne Blackman
Cora Reynolds (Gr.), Lilyona Reynolds (Gr.)	David and Trista Reynolds
Vannah Domanico (Gr. 4), Vance Domion (Gr. 6), Victor Torchia (Gr. 9), Vincent Domion (Gr. 7)	Danielle Domion
Dominic Beckwith (Gr. 5), Nathan Lang (Gr. 8)	Colleen Lang
Dalton Shively (Gr. 3), Liam Shively (Gr. 1), Chloe Shively (Gr. PK)	Beau and Brandy Shively
Clayton Smith (Gr. 1)	Ryan and Emily Smith
Irelyn Johnston (Gr. 2)	Jennifer Johnston
Bryce Smith (Gr. 11), Rylan Smith (Gr. 9), Nichelle-Marie Smith (Gr. 7)	Lisa Waffle
Kimmie Cook (Gr. 1), Lillian Cook (Gr. 5)	Dylan and Nichole Cook
Jerome Mayton (Gr. 6), Greyson Mayton (Gr. K)	Lincoln Jennison
Dawson Welsh (Gr. 1)	Cassie Head

Motion carried: 4-0

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 Ann-Marie Heiner, Mathematics Teacher, effective June 30, 2023.

Motion carried: 4-0

V. 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 Krista Smith, Office Assistant, effective July 21, 2023.

Motion carried: 4-0

W. Personnel: Appointment of Guidance Counselor

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon recommendation of the Superintendent approves the appointment of Lauren Hennessey to the probationary position of Guidance Counselor, effective September 1, 2023; tenure area of supportive educational services. Probationary period ends August 31, 2027. Salary for this position is \$44,500.

Motion carried: 4-0

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**Members Present: Bernard Whitacre,
Dawn Brean, Jeffrey Beehm, Sean Karn**

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

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Members Absent: Valerie Nolan

X. Personnel: Approval of Extension 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, hereby approves an extension of the leave of absence for Amanda Bugbee from her position of Teacher Aide in accordance with the Brookfield Central School Non-Instructional Contract for the 2023-2024 school year.

Motion carried: 4-0

Y. Approval of: Fuel System Agreement

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, approves the Fuel System Lease Agreement between Brookfield Central School District and The Town of Brookfield, as attached.

Motion carried: 4-0

Z. Personnel: Appointment of Part-Time Permanent Cleaner

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 Andrew Shipman to the position of Part-Time Permanent Cleaner, effective July 1, 2023. Salary for this position is \$14.20 per hour.

Motion carried: 4-0

AA. Personnel: Appointment of Tenure

Motion was made by S. Karn, seconded by D. Brean, WHEREAS, Taylor Tessitore, Teacher, High School English, is recommended by the Superintendent of Brookfield Central School for tenure; THEREFORE BE IT RESOLVED, that the Board of Education hereby grants tenure status to Taylor Tessitore in the tenure area of High School English Education, in accordance with NYS Education Law and the Brookfield Teachers' Association Contract, effective September 1, 2023.

Motion carried: 4-0

AB. Acceptance of Bid

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education, upon the recommendation of the Superintendent, accepts the following bid received on June 28th:

Bid received from - Richard Cummings

Bid amount - \$450

for one (1) 2011 Blue Bird Vision model school bus

General specifications are:

Current mileage: 61,500

60 pupil capacity

Fuel type: Propane

GM V8 Engine

Motion carried: 4-0

XIII. EXECUTIVE SESSION

Motion was made by S. Karn, seconded by D. Brean, that the Board of Education enters Executive Session at 7:56 p.m. for the purpose of discussing matters related to personnel and contract negotiations.

Motion carried: 4-0

Board President B. Whitacre appointed T. 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 9:02 p.m.

No action was taken by the Board following Executive Session.

XIV. ADJOURNMENT

Motion to adjourn the July 12, 2023 meeting at 9:03 p.m. was made by S. Karn, seconded by D Brean.

Motion carried: 4-0