

**Date: July 8, 2025**

**Location: School Library/Media Room**

**Members Present: Bernard Whitacre, V.Nolan**

**Dawn Brean, Julie Wratten, Cory Grey**

**Also Present:**

**Ronald Pavlus, Superintendent**

**Colleen Rutherford, Principal**

**Christa Case, District Clerk**

**Tiffany Lopesz, Business Manager**

**BCS Staff/Teachers, Parents/Community Members**

**Meeting Type: Reorganizational**

**Presiding Officer: Bernard Whitacre**

**Members Absent: 0**

**I. Call to Order**

Following the Pledge of Allegiance, the July 8, 2025 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 *Oath of Office was administered.*

Cory Grey – Board member, 5-year Term *Oath of Office was administered.*

**III. Election of Board Officers**

**A. President**

V. Nolan nominated Bernard Whitacre for Board President, seconded by D. Brean.

Motion was made by D. Brean, seconded by J. Wratten that Bernard Whitacre be elected President of the Board of Education for the 2025-2026 fiscal year.

**Motion carried: 5-0**

*Oath of Office was administered.*

**B. Vice-President**

B. Whitacre nominated Valerie Nolan for Vice President, seconded by J. Wratten.

Motion was made by D. Brean, seconded by J. Wratten that Valerie Nolan be elected Vice-President of the Board of Education for the 2025-2026 fiscal year.

**Motion carried: 5-0**

*Oath of Office was administered.*

**IV. Appointment of Officers**

Motion was made by D. Brean, seconded by J. Wratten that the following appointments are made for the 2025-2026 fiscal year.

Tiffany Lopesz, District Treasurer-stipend of \$500	Christa Case, District Clerk – stipend of \$1000
Tiffany Lopesz, School Tax Collector – stipend of \$3,200	Juliet Abrams, Attendance Officer – stipend of \$500

**Motion carried: 5-0**

*Oaths were administered at a later date.*

**V. Additional Appointments**

Motion was made by S. Karn, seconded by V. Nolan that the following additional appointments are made for the 2025-2026 fiscal year:

Dr. Christopher Alinea - School Physician	The Law Firm of Ferrara Fiorenza, PC - School Attorney
Mostert, Manzanero, & Scott, CPA – District External Auditor	Carol Orsino – Treasurer-Extra Classroom Activity Account – Stipend \$1000

**Motion carried: 5-0**

**VI. Designations**

Motion was made by D. Brean, seconded by J. Wratten that the following designations are made for the 2025-2026 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 Access Officer for FOIL Requests
Robert Reeder – Chemical Hygiene Officer	School District Treasurer – FOIL Appeal Officer
Ken Plows – School Pesticide Representative	Ken Plows-Asbestos Designee

**Motion carried: 5-0**

**VII. Authorizations:**

Motion was made by D. Brean, seconded by J. Wratten that authorization is granted to the following to serve for the 2025-2026 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: 5-0**

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Colleen Rutherford, Principal

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**VIII. Other Items:**

**A. Re-adoption of Board Policies and Code of Ethics**

Motion was made by D. Brean, seconded by J. Wratten that all Board Policies and Code of Ethics approved during the previous school year shall be in effect during the 2025-2026 fiscal year.

*Motion carried: 5-0*

**B. Establishment of Mileage Reimbursement**

Motion was made by J. Wratten, seconded by D. Brean that the mileage reimbursement rate for the 2025-2026 fiscal year shall be set at 70¢ per mile.

Discussion: This is the standard IRS rate for 2025.

*Motion carried: 5-0*

**C. Signature/Federal & State Programs**

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

*Motion carried: 5-0*

**D. Other Legal Counsel**

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

Discussion: Mr. Pavlus explained that in the case of a conflict of interest the district may have to hire other legal counsel.

*Motion carried: 5-0*

**E. Cooperative Bidding:**

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

*Motion carried: 5-0*

**F. Occupational Advisory Council**

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

*Motion carried: 5-0*

**G. Compensation for Instructional Substitutes**

Motion was made by D. Brean, seconded by J. Wratten that the compensation for instructional substitute teachers shall be set as follows for the 2025-2026 fiscal year: Certified: \$125.00 per day and Non-Certified: \$115.00 per day.

Discussion: Increased due to NYS minimum wage increase

*Motion carried: 5-0*

**H. Compensation for Instructional Substitute Teaching Assistants**

Motion was made by D. Brean, seconded by J. Wratten, that compensation for instructional substitute teaching assistants shall be set at \$110.00 per day for the 2025-2026 fiscal year.

*Motion carried: 5-0*

**IX. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS**

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

Motion was made by D. Brean, seconded by J. Wratten that the Board of Education approves the Agenda for the July 8, 2025 meeting, as amended.

Discussion: Add Executive Session to discuss contract negotiations.

*Motion carried: 5-0*

**B. Board President Communications: None**

**C. Principal Communications:**

- Every Student Succeeds Act Special Education Targeted Skills Group Presentation: BCS has been identified by NYS as a school in need of Targeted Support and Improvement in the area of Special Education due to the number of special education students placed outside of the school. The district was required to develop a School Comprehensive Education Plan (Special Education Playbook). The targeted skills group shared the Response to Intervention and Special Education process from start to finish. The next step is to submit the School Comprehensive Education Plan to NYS for approval.

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**D. District Clerk Communications:**

- Ms. Case shared upcoming meeting dates the OMH SBI Calendar

**E. Business Communications:**

- Ms. Lopesz reviewed the Treasurer's Report
- The new school bus radios are up and running. The new radios have much more coverage.

**F. Superintendent Communications:**

- Mr. Pavlus: The Capital Project is in the works. Updates will be given periodically.

**X. PUBLIC FORUM:**

- A parent suggested updates be made to policies and procedures with regards to general education such as adding a course syllabus for each class and the course catalogue to the school website.

**XI. OLD BUSINESS: None**

**XII. NEW BUSINESS:**

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

Motion was made by D. Brean, seconded by V. Nolan 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, J. Wratten.

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

**Motion carried: 5-0**

**B. CSE Committees**

Motion was made by D. Brean, seconded by J. Wratten 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: *BCS CSE Chairperson*; 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**

Chairperson: *TBD*; 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**

Chairperson: *TBD*; 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: 5-0**

**C. Personnel: Appointment of Athletic Director**

Motion was made by D. Brean, seconded by J. Wratten that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Sarah Abrams as Athletic director for the 2025-2026 school year. Stipend for this position is \$6,500.

**Motion carried: 5-0**

**D. Designations – M-O-H Schools HealthCare Consortium**

**1. HealthCare Consortium Representative**

Motion was made by D. Brean, seconded by J. Wratten that the Brookfield Central School Board of Education designates Tiffany Lopesz, District Treasurer, as the District's Health care Consortium Representative for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

**Motion carried: 5-0**

**2. HealthCare Consortium Alternate Representative**

Motion was made by D. Brean, seconded by J. Wratten 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, 2025 and ending June 30, 2026. 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: 5-0**

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Also Present:

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Colleen Rutherford, Principal

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

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Members Absent: 0

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

Motion was made by D. Brean, seconded by J. Wratten that the Board of Education designates Tiffany Lopesz as the District's Consortium Representative for NYSMEC for the fiscal year beginning July 1, 2025 and ending June 30, 2026. In addition, Carol Orsino is designated as the alternate representative.

Discussion: Tiffany communicates with NYSMEC regarding pricing and usage

*Motion carried: 5-0*

**F. Designation – Central NY Schools' Workers Compensation Consortium**

Motion was made by D. Brean, seconded by J. Wratten 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, 2025 and ending June 30, 2026. In addition, Carol Orsino is designated as the alternate representative.

*Motion carried: 5-0*

**G. Designation – Oneida-Herkimer-Madison Liability Insurance Consortium**

Motion was made by D. Brean, seconded by J. Wratten 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, 2025 and ending June 30, 2026. In addition, Carol Orsino is designated as the alternate representative.

*Motion carried: 5-0*

**H. Authorization to Pay Vendors Prior to Board Audit**

Motion was made by D. Brean, seconded by J. Wratten 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: 5-0*

**I. Approval of Tax Levy**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the Tax Levy amount of \$1,687,581 for the 2025-2026 school year.

*Motion carried: 5-0*

**J. Personnel: Appointment of Summer Helper**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Elizabeth McFadden to the position of Summer Helper effective July 1, 2025 through August 31, 2025. Salary for this position is \$15.50 per hour.

*Motion carried: 5-0*

**K. Personnel: Appointment of Summer Helper**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Calleigh Blackman to the position of Summer Helper effective July 1, 2025 through August 31, 2025. Salary for this position is \$15.50 per hour.

*Motion carried: 5-0*

**L. Personnel: Appointment of Title IX Coordinator**

Motion was made by D. Brean, seconded by J. Wratten that the Board of Education, upon recommendation of the Superintendent approves the appointment of Ronald Pavlus to the position of Title IX Coordinator for the 2025-2026 school year.

*Motion carried: 5-0*

**M. Personnel: Appointment of School Bus Monitor**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Andrew Shipman to the position of School Bus Monitor, effective May 14, 2025. Salary for this position is \$17.00 per hour.

*Motion carried: 5-0*

**N. Personnel: Appointment of 2025 Summer Enrichment Program Staff**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following staff for the 2025 Brookfield Central School Summer Enrichment Program:

Samantha O'Herien, Katrina Townsend, Sarah Viscomi, Erica Shaw, Veronica Laymon

Salary for the above positions for instructional staff is 1/200<sup>th</sup> of their current salary. Salary for non-instructional staff is their current hourly rate.

*Motion carried: 5-0*

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Ronald Pavlus, Superintendent

Colleen Rutherford, Principal

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Members Absent: 0

**O. Personnel: Acceptance of Resignation**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Taylor Tessitore, Secondary English Teacher, effective June 30, 2025.

*Motion carried: 5-0*

**P. Personnel: Acceptance of Resignation**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Rachel Peck, Special Education Teacher, effective June 30, 2025.

*Motion carried: 5-0*

**Q. Approval of Non-Resident Students for the 2025-2026 School Year**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the following students to be permitted to attend Brookfield Central School for the 2025-2026 school year, tuition waived and transportation the responsibility of the parents – list attached.

*Motion carried: 5-0*

**R. Approval of Lease Agreements**

1. Laura Goodemoot

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approve the lease agreement between the Brookfield Central School District (Landlord) and Laura Goodemoot (Tenant), in that the Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant a portion of the School's parcel located at the corner of Fairground Road and Elm Street. The specific area of this parcel being from the west boundary of said parcel to the edge of the gravel parking lot, extended to the south boundary of said parcel to the edge of the gravel parking lot, extended to the south boundary of such parcel, the north boundary of the area rented being Elm Street. Tenant shall pay to Landlord \$1.00 yearly, which may be changed time to time by Landlord. Term of the lease agreement will begin on July 1, 2025 and end June 30, 2026.

Discussion: The lease is necessary to prevent "adverse possession".

*Motion carried: 5-0*

2. Madalyn Walker

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approve the lease agreement between the Brookfield central School District (Landlord) and Madalyn Walker (Tenant), in that the Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant a portion of the School's parcel located on Fairground Road. The specific area of this parcel is from the lawn located behind the tenant's barn to the beginning of the grade on the northern corner of the schools property. Tenant shall pay to Landlord \$1.00 yearly, which may be changed time to time by Landlord. Term of the lease agreement will begin on July 1, 2025 and end June 30, 2026.

Discussion: The lease is necessary to prevent "adverse possession".

*Motion carried: 5-0*

**S. Approval of: Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the attached resolution authorizing participation in cooperative energy purchasing service (NYSMEC) for electricity, as attached.

*Motion carried: 5-0*

**T. Personnel: Appointment of Long-Term Substitute Secondary English Teacher (Uncertified)**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Rachelann Copland to the position of Long-Term Substitute Secondary English Teacher (Uncertified) for the 2025-2026 school year, effective September 1, 2025. Salary for this position is \$50,000 for the 2025-2026 school year.

Discussion: Ms. Rutherford: Hiring Rachelann will allow the district to provide AIS to students in high school as required by NYS.

*Motion carried: 5-0*

**U. Personnel: Appointment of Secondary English Teacher**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Travis Huther to the position of Secondary English Teacher, in the tenure area of Secondary English, effective September 1, 2025. Probationary period begins on September 1, 2025 through June 30, 2029. Salary for this position is \$48,000 for the 2025-2026 school year. Travis holds the following certification: Initial NYS Certification in English Language Arts for grades 7-12.

Discussion: A Board member asked why we are paying an uncertified long-term substitute English Teacher more than a full-time certified English Teacher. Mr. Pavlus explained that the long-term substitute English Teacher has more teaching experience.

*Motion carried: 5-0*

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Also Present:

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Colleen Rutherford, Principal

Christa Case, District Clerk

Tiffany Lopez, Business Manager

BCS Staff/Teachers, Parents/Community Members

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Presiding Officer: Bernard Whitacre

Members Absent: 0

**V. Approval of: Closure of Scholarship Accounts and Transfer of Balance**

Motion was made by D. Brean, seconded by J Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the closure of the scholarship accounts listed below, and it is further RESOLVED, that the balances be transferred to the exchange account effective immediately.

Men's Basketball	\$62.66
Darrell Case	\$0.35
David Case	\$34.06
King	\$7.92
Starkweather	\$45.35

*Motion carried: 5-0*

**XIII. EXECUTIVE SESSION**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 8:23 p.m. for the purpose of discussing contract negotiations.

*Motion carried: 5-0*

Board President B. Whitacre appointed T. Lopez as Clerk Pro Tem in the absence of the District Clerk.

Board Member, D. Brean moved, seconded by Board Member, J. Wratten that the Board returns to open session at 10:10 p.m.

No action was taken by the Board following Executive Session.

**XIV. ADJOURNMENT**

Motion to adjourn the July 8, 2025 meeting at 10:12 p.m. was made by D. Brean, seconded by J. Wratten.

*Motion carried: 5-0*