

BROOKFIELD CENTRAL SCHOOL
BOARD OF EDUCATION
Regular Meeting:
Tuesday, September 9, 2025
7:00 p.m. – School Library/Media Room

AGENDA

- ITEM 1. CALL TO ORDER: By: _____ Time: _____ p.m.
Pledge to Flag
- ITEM 2. Consent Agenda: Approval of –Warrants, Minutes, Treasurer’s Report
- ITEM 3. Communications, Reports, Announcements
A. Additions/Amendments to the Agenda
B. Board President Communications
C. Principal Communications
D. District Clerk Communications
E. Business Communications
F. Superintendent Communications
- ITEM 4. Public Forum:
- ITEM 5. Old Business:
A. Approval of: 2nd Reading – Policy #7020 – Student Use of Internet Enabled Devices
- ITEM 6. New Business:
A. Personnel: Appointment of Fall Soccer Coaches
B. Personnel: Appointment of Assistant Coach
C. Personnel: Appointment of Class/Club Advisors
D. Approval of: Professional Development Plan
E. Personnel: Appointment of Long-term Instructional Substitute
F. Personnel: Appointment of Long-term Instructional Substitute
G. Personnel: Appointment of Secondary Science Teacher
H. Personnel: Appointment of Secondary English Teacher
I. Personnel: Approval of Leave of Absence
J. Personnel: Appointment of Long-term Substitute Elementary Teacher
K. Personnel: Acceptance of Resignation
L. Personnel: Acceptance of Resignation
M. Personnel: Approval of Employment Agreement
- ITEM 7. Adjournment
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BROOKFIELD CSD

Check Warrant Report For A - 86: JUNE 2025 GENERAL FUND MANUAL CHECKS For Dates 6/1/2025 - 6/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidatec
3008	06/04/2025	2335	MADISON-ONEIDA HERKIMER BOCES	A 9060.800-10		70,123.92	
3009	06/06/2025	8254	FENIMORE FARM AND COUNTRY VILLAGE			70,123.92	
				A 2110.450-20		189.00	
3010	06/10/2025	8253	HERE FOR A BOUNCING TIME			189.00	
3011	06/23/2025	8101	TAYLORS WILD ENTERPRISE	A 2110.450-20		500.00	
3012	06/24/2025	6564	CITIZENS BANK	A 2110.450-20		209.98	
				A 2110.450-20		-611.75	
				A 2110.450-30		118.77	
				A 2110.450-30		118.77	
				A 2110.450-30		118.77	
				A 2110.450-30		118.77	
				A 2110.450-20		124.80	
				A 2110.450-20		-680.39	
				A 2110.450-20		611.75	
3013	06/24/2025	5529	Oneida Herkimer Madison BOCES			38.26	
				A 391		1,724.34	
				A 5510.490-10		379.86	
				A 2825.490-10		9,095.68	
				A 2815.490-10		1,626.02	
				A 2630.490-10		34,843.47	
				A 2610.490-10		1,528.80	
				A 2280.490-40		11,811.40	
				A 2250.490-40		89,947.95	

BROOKFIELD CSD

Check Warrant Report For A - 86: JUNE 2025 GENERAL FUND MANUAL CHECKS For Dates 6/1/2025 - 6/30/2025

NVI

Check # Check Date Vendor ID Vendor Name

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liqui
3014	06/26/2025		3115 US POSTAL SERVICE	A 2110.490-30		45,260.90	
				A 2010.490-20		6,382.15	
				A 1981.490-10		5,310.90	
				A 1910.490-10		147.50	
				A 1670.490-10		-4,215.89	
				A 1621.490-10		1,728.54	
				A 1620.490-10		85.10	
				A 1480.490-10		5,791.10	
				A 1430.490-10		247.75	
				A 1310.490-10		4,958.24	
Check Total:						216,653.81	

A 1670.451-10 730.00

Check Total: 730.00

Warrant Total: 288,444.97

Vendor Portion: 288,444.97

Number of Transactions: 7

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$288,444.97. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

June 27, 2025 Carol Quinto Office Assistant II

Date

Signature

Title

BROOKFIELD CSD

Check Warrant Report For A - 1: JULY 2025 GENERAL FUND MANUAL CHECKS For Dates 7/1/2025 - 7/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3015	07/14/2025	2335	MADISON-ONEIDA HERKIMER BOCES	A 9060.800-10		73,728.69	
3016	07/18/2025	6564	CITIZENS BANK	A 2810.450-30		14.75	
				A 2810.450-30		21.98	
				A 2810.450-30		25.00	
				A 2630.450-30		32.39	
				A 2810.450-30		14.75	
				A 2810.450-30		14.75	
				A 2810.450-30		77.96	
				A 2810.450-30		21.98	
				A 600		865.28	
				A 600		50.54	
Check Total:						73,728.69	

Number of Transactions: 2

Check Total: 1,139.38
 Warrant Total: 74,868.07
 Vendor Portion: 74,868.07

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$74,868.07. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

July 31, 2025 _____
 Date Signature
 Carol P. Pincione _____
 Office Assistant II
 Title

BROOKFIELD CSD

Check Warrant Report For A - 9: August 1, 2025 Payroll Processing For Dates 8/1/2025 - 8/1/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
592	08/01/2025	489	BROOKFIELD TRUST & AGENCY ACCO				

				A 726FICA		2,903.48	
				A 726FICA		2,903.47	
				A 722		4,367.58	
				A 726MED		679.03	
				A 726MED		679.05	
				A 721		2,117.00	
				A 710		35,369.39	

14331	08/01/2025		7815 NYS CHILD SUPPORT PROCESS CENTER			49,019.00	
						49,019.00	

				A 723C		441.40	
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						441.40	
						49,460.40	
						49,460.40	

Number of Transactions: 2

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$49,460.40. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 1, 2025 _____
 Date Signature

[Signature]
 Title

Check Warrant Report For A - 11: AUGUST 1, 2025 FLEX REIMBURSEMENT For Dates 8/1/2025 - 8/1/2025

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14332	08/01/2025	7470	PERRY, DANINE R.	A 720F		350.00	

Check Total: 350.00
 Warrant Total: 350.00
 Vendor Portion: 350.00

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$350.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 1, 2025
Date

Carol Perrine
Signature

Office Assistant II
Title

Check Warrant Report For A - 12: AUGUST 4, 2025 GENERAL FUND CD For Dates 8/4/2025 - 8/4/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14333	08/04/2025	7564	Amazon	A 1240.450-10	1	16.77	16.77
				A 1240.450-10	5	12.99	12.99
				A 2250.450-40	7	137.99	137.99
				A 1310.450-10	8	97.05	97.05
				A 1240.450-10	9	19.99	19.99
				A 2110.450-30	14	337.50	337.50
				A 2815.450-10	15	99.80	99.80
					Check Total:	722.09	
14334	08/04/2025	7715	CINTAS	A 5510.400-10		130.46	
				A 5510.400-10		130.46	
				A 5510.400-10		89.08	
					Check Total:	350.00	
14335	08/04/2025	8224	COMPASS STAFFING SOLUTIONS LLC	A 600		1,679.00	
					Check Total:	1,679.00	
14336	08/04/2025	1050	DEVELOPMENTAL THERAPY ASSOCIAT	A 600		8,030.00	
					Check Total:	8,030.00	
14337	08/04/2025	1435	EMPIRE STATE AUTO PARTS	A 5510.450-10		120.50	
					Check Total:	120.50	
14338	08/04/2025	8278	Established Leaders LLC	A 1240.450-10	20	350.00	350.00
					Check Total:	350.00	
14339	08/04/2025	5538	FLEET PRIDE	A 5510.450-10		25.29	
					Check Total:	25.29	
14340	08/04/2025	8012	TIFFANY J LOPEZ	A 1670.451-10		173.42	
					Check Total:	173.42	

Check Warrant Report For A - 12: AUGUST 4, 2025 GENERAL FUND CD For Dates 8/4/2025 - 8/4/2025

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14341	08/04/2025	7541	MATTHEWS BUSES INC	A 5510.450-10		2,015.77	
					Check Total:	2,015.77	
14342	08/04/2025	2466	MORGANS TRUE VALUE HARDWARE	A 1621.450-10		126.16	
				A 1621.450-10		225.53	
					Check Total:	351.69	
14343	08/04/2025	7769	KEN PLOWS	A 1621.435-10		58.80	
					Check Total:	58.80	
14344	08/04/2025	4160	TOWN OF BROOKFIELD	A 600		2,580.82	
					Check Total:	2,580.82	
14345	08/04/2025	7753	UNITED AUTO SUPPLY	A 5510.450-10		129.41	
					Check Total:	129.41	
					Warrant Total:	16,586.79	
					Vendor Portion:	16,586.79	

Number of Transactions: 13

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$16,586.79. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 4, 2025

Date

Cheryl Division

Signature

Office Assistant II

Title

Check Warrant Report For A - 13: August 15, 2025 Payroll Processing For Dates 8/15/2025 - 8/15/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
593	08/15/2025	489	BROOKFIELD TRUST & AGENCY ACCO	A 726FICA		3,421.03	
				A 726FICA		3,421.02	
				A 722		4,762.83	
				A 726MED		800.06	
				A 726MED		800.10	
				A 721		2,221.05	
				A 710		42,469.62	
14346	08/15/2025	7815	NYS CHILD SUPPORT PROCESS CENTER			57,895.71	
						Check Total:	
						441.40	

Number of Transactions: 2

Check Total: 441.40
Warrant Total: 58,337.11
Vendor Portion: 58,337.11

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$58,337.11. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 15, 2025 Date
Carol Pisano Signature
Officer Assistant Title

Check Warrant Report For A - 16: AUGUST 19, 2025 GENERAL FUND CD For Dates 8/19/2025 - 8/19/2025

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14347	08/19/2025	7650	ABRAMS JULIET	A 2110.435-20		98.00	
14348	08/19/2025	7003	SARAH ABRAMS		Check Total:	98.00	
14349	08/19/2025	7564	Amazon	A 2110.435-20	Check Total:	98.00	
14350	08/19/2025	6902	CHRISTA CASE	A 1040.450-10	63	77.00	77.00
				A 1240.450-10	10	143.97	143.97
					Check Total:	220.97	
14351	08/19/2025	7715	CINTAS	A 1040.435-10	Check Total:	98.00	
14352	08/19/2025	1435	EMPIRE STATE AUTO PARTS	A 5510.400-10		130.46	
				A 5510.400-10		130.46	
				A 5510.400-10		130.46	
					Check Total:	391.38	
14353	08/19/2025	8285	FAMILY ENRICHMENT NETWORK INC	A 5510.450-10		43.85	
					Check Total:	43.85	
14354	08/19/2025	8000	FERRARA FIORENZA PC	A 2250.400-40		4,679.00	
					Check Total:	4,679.00	
14355	08/19/2025	5538	FLEET PRIDE	A 1420.400-10		1,160.50	
					Check Total:	1,160.50	
14356	08/19/2025	5780	GILROY KERNAN GILROY INC	A 5510.450-10		597.96	
					Check Total:	597.96	
				A 5510.400-10		4.00	

Check Warrant Report For A - 16: AUGUST 19, 2025 GENERAL FUND CD For Dates 8/19/2025 - 8/19/2025

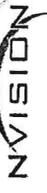
Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14357	08/19/2025	8032	SAMANTHA HAFELIN			4.00	
Check Total:							4.00
14358	08/19/2025	8129	JEFF HAVENER	A 2110.435-20		98.00	
Check Total:							98.00
14359	08/19/2025	1669	HJ BRANDELES CORP	A 2110.435-30		98.00	
Check Total:							98.00
14360	08/19/2025	7184	HOUGHTON MIFFLIN HARCOURT	A 1621.400-10		258.00	
Check Total:							258.00
14361	08/19/2025	5898	LEONARD BUS SALES	A 2110.480-20	3	600.42	600.42
				A 2110.480-20	3	2,886.00	2,886.00
Check Total:							3,486.42
14362	08/19/2025	8216	DR MARISOL MARCIN	A 5510.450-10		118.32	
Check Total:							118.32
14363	08/19/2025	7541	MATTHEWS BUSES INC	A 2110.400-30		28,000.00	
Check Total:							28,000.00
14364	08/19/2025	7905	NEW BERLIN STORAGE UNITS INC	A 5510.450-10		143.00	
Check Total:							143.00
14365	08/19/2025	8281	NO HOLDEN BACK LLC	A 1621.400-10		100.00	
Check Total:							100.00
14366	08/19/2025	5077	NYSMEC	A 2810.400-30		1,897.00	
Check Total:							1,897.00
				A 1620.420-10		8,569.04	
				A 5530.400-12		943.95	
Check Total:							9,512.99

Check Warrant Report For A - 16: AUGUST 19, 2025 GENERAL FUND CD For Dates 8/19/2025 - 8/19/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14367	08/19/2025	6415	Carol Orsino	A 1310.435-10		115.50	
					Check Total:	<u>115.50</u>	
14368	08/19/2025	5572	PAVLUS RON	A 1240.435-10		280.00	
					Check Total:	<u>280.00</u>	
14369	08/19/2025	5936	COLLEEN PEAVEY	A 2630.435-10		98.00	
					Check Total:	<u>98.00</u>	
14370	08/19/2025	7470	PERRY, DANINE R.	A 2110.435-30		98.00	
					Check Total:	<u>98.00</u>	
14371	08/19/2025	7769	KEN PLOWS	A 1621.435-10		29.40	
					Check Total:	<u>29.40</u>	
14372	08/19/2025	8126	PAIGE PLUMLEY	A 2110.435-20		98.00	
					Check Total:	<u>98.00</u>	
14373	08/19/2025	7713	ROBERT REEDER	A 2110.435-30		98.00	
					Check Total:	<u>98.00</u>	
14374	08/19/2025	8205	TYLER RIFENBURG	A 2110.435-20		98.00	
					Check Total:	<u>98.00</u>	
14375	08/19/2025	5399	RUTHERFORD COLLEEN	A 2110.435-30		196.00	
					Check Total:	<u>196.00</u>	
14376	08/19/2025	6371	Sanico Inc	A 1621.450-10		7,147.76	
					Check Total:	<u>7,147.76</u>	
14377	08/19/2025	8150	SYRACUSE HAULERS WASTE REMOVAL INC	A 1620.400-10		747.50	
					Check Total:	<u>747.50</u>	

Check Warrant Report For A - 20: AUGUST 25, 2025 GENERAL FUND CD For Dates 8/25/2025 - 8/25/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14383	08/25/2025	5898	LEONARD BUS SALES	A 5510.210-10	88	96,075.66	97,595.66

Number of Transactions: 1

Check Total: 96,075.66
 Warrant Total: 96,075.66
 Vendor Portion: 96,075.66

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$96,075.66. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 25 2025
Date

Carol Prine
Signature

District Assistant
Title



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
1287	08/19/2025	2135	JAMES JORDAN ASSOCIATES	H026 2110.240-00-0101		31,374.98	

Number of Transactions: 1

Check Total: 31,374.98
 Warrant Total: 31,374.98
 Vendor Portion: 31,374.98

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$31,374.98. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Aug 19 2025 _____
 Date Signature

 Title

Date: August 12, 2025

Where Held: School Library/Media Room

Members Present: V. Nolan, J. Wratten,

D. Brean, C. Grey

Others Present:

Ronald Pavlus, Superintendent

Colleen Rutherford, Principal

Tiffany Lopesz, Business Manager

Christa Case, District Clerk

BCS Staff and Community Members

Type of Meeting: Regular Meeting

Presiding Officer: V. Nolan

Members Absent: B. Whitacre

I. PLEDGE OF ALLEGIANCE & CALL TO ORDER

Following the pledge, the August 12, 2025 Regular Meeting of the Board of Education was called to order at 7:05 p.m. by Board Vice-President, V. Nolan.

II: PUBLIC HEARING

1) District-wide School Safety Plan

2) Student Use of Internet Enabled Devices Policy

Presentation by Mr. Pavlus

Questions were taken

3) Special Patrol Officer Agreement

III. CONSENT AGENDA

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the Consent Agenda consisting of Approval of: Extracurricular Clubs Quarterly Report dated June 30, 2025; Extracurricular Clubs Year End Report dated June 30, 2025; Minutes dated July 8, 2025 Reorganizational Meeting, July 16, 2025 Special Meeting; Treasurer's Report dated May 31, 2025; Warrants: General Fund – Warrant #76 dated April 30, 2025 in the amount of \$233,215.70, Warrant #80 dated May 31, 2025 in the amount of \$261,051.10, Warrant #81 dated May 1, 2025 in the amount of \$25,934.74, Warrant #82 dated May 2, 2025 in the amount of \$148.40, Warrant #83 dated May 9, 2025 in the amount of \$110,177.12, Warrant #93 dated June 20, 2025 in the amount of \$96,978.35, Warrant #95 dated June 18, 2025 in the amount of \$40,370.06, Warrant #96 dated June 26, 2025 in the amount of \$18,757.47, Warrant #97 dated June 30, 2025 in the amount of \$21,254.91, Warrant #2 dated July 3, 2025 in the amount of \$47,231.48, Warrant #4 dated July 2, 2025 in the amount of \$53,424.00, Warrant #5 dated July 3, 2025 in the amount of \$1,000.00, Warrant #6 dated July 18, 2025 in the amount of \$42,669.54, Warrant #8 dated July 21, 2025 in the amount of \$17,933.31; Cafeteria Fund - Warrant #15 dated May 1, 2025 in the amount of \$615.03, Warrant #17 dated June 18, 2025 in the amount of \$64.50, Warrant #18 dated June 26, 2025 in the amount of \$1,820.00, Warrant #1 dated July 21, 2025 in the amount of \$49.45; Capital Fund - Warrant #1 dated May 1, 2025 in the amount of \$646.63, Warrant #2 dated June 18, 2025 in the amount of \$30,059.17, Warrant #3 dated June 30, 2025 in the amount of \$30,255.17; Scholarship Fund – Warrant #1 dated June 20, 2025 in the amount of \$7,645.00, as presented

Motion carried: 4-0

IV. 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 August 12, 2025, as amended.

Discussion: Add Executive Session to discuss contract negotiations.

Motion carried: 4-0

B. Board President Communications: Absent

C. Principal Communications:

- Mrs. Rutherford discussed topics covered at the staff professional development event held at Tailwater Conference Center: Complicated people (Book), Attendance, Cell Phone Policy
- 22 students participated in this year's Summer Enrichment Program
- BCS students' NYS 3-8 Math and ELA test scores have improved. Opt-outs have decreased significantly

D. District Clerk Communications: None

E. Business Communications:

- Ms. Lopesz reviewed the Tax Levy Warrant and June 2025 Treasurer's Report
- Updates on the capital project were given. Work will begin in 2026

F. Superintendent Communications:

- The athletic director, Sarah Abrams gave an update on fall sports. All soccer teams are full except Boys Modified Soccer. The students who were signed up for the Boys Modified Soccer will participate in a skills and drills practice with the Varsity team.

V. OLD BUSINESS: None

VI. NEW BUSINESS:

Date: August 12, 2025

Where Held: School Library/Media Room

Members Present: V. Nolan, J. Wratten,

D. Brean, C. Grey

Others Present:

Ronald Pavlus, Superintendent

Colleen Rutherford, Principal

Tiffany Lopez, Business Manager

Christa Case, District Clerk

BCS Staff and Community Members

Type of Meeting: Regular Meeting

Presiding Officer: V. Nolan

Members Absent: B. Whitacre

A. Approval of Tax Levy Warrant

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon recommendation of the Superintendent, approves the resolution to confirm tax rolls and authorize tax levy as presented:

WHERE, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2025-2026 school year a sum not to exceed \$1,687,581.00; THEREFORE BE IT RESOLVED, that the Board fix the equalized rates by town and confirm the extensions of the taxes as they appear on the following described Tax Roll: AND BE IT HEREBY DIRECTED, that the tax warrant of this board, duly signed, shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin September 1, 2025, and end October 31, 2025 giving the tax warrant an effective period of 61 days at the expiration of which time the tax collector shall make an accounting in writing to the board; AND IT IS FURTHER DIRECTED, that the delinquent tax penalties shall be fixed as follows: 1st month free, 2nd month interest of 2% added, 3rd month or fraction thereof, interest of 2% added.

Motion carried: 4-0

B. Personnel: Appointment of Long-Term Substitute Library/Media Specialist

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon recommendation of the Superintendent, approves the appointment of Mrs. Shelley Elliott to the position of Long-Term Substitute Library/Media Specialist for the 2025-2026 school year, effective September 1, 2025. Salary for this position is \$48,334.58 for the 2025-2026 school year.

Discussion: Mr. Pavlus shared that this is an annual resolution – the position is posted every year and no applications were received.

Motion carried: 4-0

C. Approval of Agreement – Contract for Cooperative Educational Services

Motion was made by D. Brean, seconded by J. Wratten, that the Agreement made this 1st day of July, 2025 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 2025-2026 school year at the indicated cost of \$2,036,664.75.

Motion carried: 4-0

D. Personnel: Appointment of Long-term Substitute Special Education Teacher (Uncertified)

Motion was made by D. Brean, seconded by J. Wratten, that Board of Education, upon the recommendation of the Superintendent, approves the appointment of Maria Peavey, to the position of Long-term Substitute Special Education Teacher (Uncertified), effective August 12, 2025 through June 30, 2026. Salary for this position is \$200 per day.

Motion carried: 4-0

E. Personnel: Appointment of Long-term Substitute Special Education Teacher (Uncertified)

Motion was made by D. Brean, seconded by J. Wratten, that Board of Education, upon the recommendation of the Superintendent, approves the appointment of Karen Witter, to the position of Long-term Substitute Special Education Teacher (Uncertified), effective August 12, 2025 through June 30, 2026. Salary for this position is \$200 per day.

Motion carried: 4-0

Motion to table resolution **F. Personnel: Appointment of Long-term Substitute Elementary Teacher (Uncertified)** was made by D. Brean, seconded by J. Wratten.

Motion carried: 4-0

G. Personnel: Appointment of Mentors

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 teachers to provide instructional support services: mentoring per NYS Education Regulations for the 2025-2026 school year:

Danine Perry, Certified Special Education Teacher – *Maria Peavey*, Long-term Substitute Special Education Teacher

Danine Perry, Certified Special Education Teacher – *Karen Witter*, Long-term Substitute Special Education Teacher

Colleen Peavey, Certified Business Education Teacher – *Rachelann Copland*, Long-term Substitute High School English Teacher

Robert Reeder, Certified Physics Teacher – *Travis Huther*, High School English Teacher

Stipend for this service is per the BTA contract.

Motion carried: 4-0

H. Personnel: Appointment of Substitutes

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following substitutes for the 2025-2026 school year, as per attached list.

Motion carried: 4-0

Date: August 12, 2025

Where Held: School Library/Media Room

Members Present: V. Nolan, J. Wratten,

D. Brean, C. Grey

Others Present:

Ronald Pavlus, Superintendent

Colleen Rutherford, Principal

Tiffany Lopesz, Business Manager

Christa Case, District Clerk

BCS Staff and Community Members

Type of Meeting: Regular Meeting

Presiding Officer: V. Nolan

Members Absent: B. Whitacre

I. Approval of: 1st Reading – Policy #7020– Student Use of Internet Enabled Devices

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the 1st Reading of Policy #7020 – Student Use of Internet Enabled Devices, as attached.

Motion carried: 4-0

J. Resolution Approving Agreement with Madison County for Special Patrol Officer Services

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

WHEREAS, the District is authorized to provide for the safety and protection of District students, staff and property under the terms of Education Law §1709(1), (13), and (33); and

WHEREAS, Article 5-G of the New York State’s General Municipal Law provides the authority for the District and the Madison County (the “County”) to enter into agreements for the performance between themselves, or one for the other, of their respective functions, powers and duties on a cooperative contract basis; and

WHEREAS, the Board of Education of the District wishes to enter into an intermunicipal agreement with the County to obtain Special Patrol Officers (“SPOs”) for the 2025-26 school year; and

WHEREAS, the Board of Education has had the opportunity to review the proposed agreement for said services;

NOW, THEREFORE, the Board of Education of the Brookfield Central School District resolves as follows:

1. The Board of Education hereby approves the intermunicipal agreement between the District and County for Special Patrol Officer services for the 2025-26 school year.
2. The Board authorizes the Superintendent of Schools to execute the intermunicipal agreement in the form approved by legal counsel.
3. This Resolution is effective immediately.

Motion carried: 4-0

K. Personnel: Approval of Appointment of Tenure

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

WHEREAS, Danine Perry, Teacher, Special Education, 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 Danine Perry in the tenure area of Special Education, in accordance with NYS Education Law and the Brookfield Teachers’ Association Contract, effective September 1, 2025.

Motion carried: 5-0

L. Personnel: Appointment of Response to Intervention (RTI) Coordinator

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 Viscomi to the position of Response to Intervention (RTI) Coordinator for the 2025-2026 school year, effective September 1, 2025. Stipend for this position is \$5,000 for the 2025-2026 school year.

Discussion: Mr. Pavlus added that Sarah has a special education background

Motion carried: 4-0

Motion to table resolution M. Personnel: Appointment of Committee on Special Education Chairperson_was made by D. Brean, seconded by J. Wratten.

Motion carried: 4-0

N. Personnel: Approval of Employment Agreement – Business Manager/District Treasurer

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the Employment Agreement between Tiffany Lopesz, Business Manager/District Treasurer and Brookfield Central School District, effective July 1, 2025, as attached.

Motion carried: 4-0

O. Approval of: District-wide Safety Plan

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the superintendent, approves the District-wide Safety Plan for the 2025-2026 school year, as attached.

Discussion: Annual resolution

Motion carried: 4-0

VII. Executive Session

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 8:07 p.m. for the purpose of discussing contract negotiations. The Superintendent, Ronald Pavlus, the principal, Colleen Rutherford, and the Business Manager, Tiffany Lopesz were invited to attend Executive Session.

Motion carried: 4-0

Date: August 12, 2025

Where Held: School Library/Media Room

Members Present: V. Nolan, J. Wratten,

D. Brean, C. Grey

Others Present:

Ronald Pavlus, Superintendent

Colleen Rutherford, Principal

Tiffany Lopesz, Business Manager

Christa Case, District Clerk

BCS Staff and Community Members

Type of Meeting: Regular Meeting

Presiding Officer: V. Nolan

Members Absent: B. Whitacre

School Board Vice-President, V. Nolan appointed T. Lopesz 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 10:25 p.m.

M. Personnel: Appointment of Committee on Special Education Chairperson

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 Mary Lourdes Tangorra to the position of Committee on Special Education Chairperson for the 2025-2026 school year. Salary for this position is \$91.67 per hour.

Discussion: work week 9-2, BOCES aidable

Motion carried: 4-0

VIII. Adjournment

Motion was made by School Board Member, D. Brean, seconded by J. Wratten, that the Board adjourn the August 12, 2025 meeting at 10:26 p.m.

Motion carried: 4-0

**BROOKFIELD CENTRAL SCHOOL DISTRICT
BROOKFIELD, NEW YORK**

**BUDGET STATUS REPORT
JUNE 2025**

FUND	CODE	REPORT
GENERAL CAPITAL RESERVE	A	TREASURER'S REPORT TREASURER'S REPORT TRIAL BALANCE
SCHOOL LUNCH	C	TREASURER'S REPORT TRIAL BALANCE
TRUST & AGENCY	TA	TREASURER'S REPORT TRIAL BALANCE
CAPITAL	H	TREASURER'S REPORT TRIAL BALANCE
FEDERAL	F	TREASURER'S REPORT TRIAL BALANCE
DEBT SERVICE	V	TREASURER'S REPORT TRIAL BALANCE
FIXED ASSETS	K	TRIAL BALANCE
LONG TERM DEBT	W	TRIAL BALANCE
EXPENDABLE TRUST	TE	TRIAL BALANCE
NON-EXPENDABLE TRUST	TN	TRIAL BALANCE

BROOKFIELD CENTRAL SCHOOL

SAVINGS SUMMARY

JUNE 2025

JUNE 30, 2025	May 31, 2025	RECEIPTS	DISBURSEMENTS	BAL AS OF 6/30/2025	
MONEY MARKET - JPMorgan Chase 553-240250 (June & July interest)	-			-	
UNEMPLOYMENT RESERVE	56,727.00		-	56,727.00	
WORKERS COMP RESERVE	45,583.00		-	45,583.00	
INSURANCE RESERVE	85,471.00		-	85,471.00	
TAX CERTIORARI RESERVE	9,942.00		-	9,942.00	
ELIZABETH AVERY SCHOLARSHIP	74,706.48	20.73	1,500.00	73,227.21	
MEN'S BASKETBALL SCHOLARSHIP	62.66	0.02		62.68	
CHERI CRIPPEN SCHOLARSHIP	4,428.08	1.23		4,429.31	
JOHN GRANTIER SCHOLARSHIP	3,707.01	1.03	10.00	3,698.04	
HAIGHT SCHOLARSHIP	3,740.22	1.04	10.00	3,731.26	
FREDERICK KING SCHOLARSHIP	7.92			7.92	
F. MARRACCINI SCHOLARSHIP	1,346.97	0.37		1,347.34	
DEB STARKWEATHER SCHOLARSHIP	225.35	0.06		225.41	
DAVID CASE SCHOLARSHIP	34.41	0.01		34.42	
BILL JENNISON SCHOLARSHIP	3,902.49	1.08	125.00	3,778.57	
MORGAN SCHOLARSHIP	499.91	0.14		500.05	
PLOWS SCHOLARSHIP	132.68	0.04		132.72	
ROGERS SCHOLARSHIP	765.07	0.21		765.28	
JUNE & JEAN ROGERS	675.95	0.19		676.14	
DOUG & TERI WOOLSEY	21,702.42	3,706.02	1,000.00	24,408.44	
WATERVILLE ROTARY CLUB	3,007.61	0.83	500.00	2,508.44	
EXCHANGE ACCOUNT	701.63	5,000.00	4,500.00	1,201.63	
	119,646.86	8,733.00	7,645.00	120,734.86	-
TOTAL	317,369.86	8,733.00	7,645.00	318,457.86	318,457.86
Prepared by:	<i>Lynn Duest</i>				

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$3,784,718.98

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE 1-30	Health Insurance	7,022.64
JUNE 1-30	Payroll (Federal Funds)	71,021.44
JUNE 1-30	School Lunch Fund	1,724.34
JUNE 1-30	General Aid	35,286.07
JUNE 1-30	Federal Funds	179,732.00
JUNE 1-30	Capital Funds	31,738.89
JUNE 1-30	Brookfield Optimist Club	1,104.00
JUNE 1-30	Brookfield CSD Student Activity Fund	1,259.17
JUNE 1-30	BOCES - Classroom Rental	1,000.00
JUNE 1-30	BOCES Aid	200,323.85
JUNE 1-30	Cash - 1st Grade Trip	70.00
JUNE 1-30	Buell Fuel Inc.	132.27
JUNE 1-30	Excess Cost Aid	86,426.70
Total Receipts		616,841.37

Total Receipts, including balance \$4,401,560.35

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	Check No.	To Check No.	Amount
	3008	3014	288,444.97
	14205	14200(Void)	10,521.05
	14238	14238	441.40
	14239	14239	441.40
	14240	14275	40,370.06
	14276	14292	18,757.47
	14293	2025-26 Yr	-
	14303	14248(Void)	14318

BY DEBIT CHARGE:	Payroll Transfers	445,900.76
	Verizon Autopay	174.84
	Debt Service Payment	530,225.00
	Federal Funds	179,732.00
	School Lunch Funds	10,088.00
Total Disbursements		1,546,351.86

Cash Balance as shown by records \$2,855,208.49

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	Key Bank Account Balance	88,117.54
	Adirondack Bank Account Balance	2,762,982.65
Less total of outstanding checks		43,152.79
Reconciling Items:		
Deposits in Transit	From TA to Close Acct	4,669.09
		<u>4,669.09</u>
Transfer to be made	JE#319 Per Auditors (C.Orsino)	(1,194.39)
	Adjustment	(1,185.43)
	JE#373 Done in August 2023 For June	1,095.46
	ERS - (110.94)	(110.94)
	Pennies	0.27
	Federal Funds (7/3 PR)	(2,803.05)
	To TA (7/3 PR)	46,790.08
		<u>42,592.00</u>
Total available balance		2,855,208.49
Received by the Board of Education and entered as part of the minutes of the Board meeting held		<u>\$2,855,208.49</u>

\$0.00

Clerk of the Board of Education

Prepared by :

Lynn Grant

LIST OF OUTSTANDING CHECKS
GENERAL FUND

void checks

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
2755	1/4/2024	300.00	14291 6/26/2025 654.25
3012	6/24/2025	38.26	14292 6/26/2025 185.00
3014	6/24/2025	730.00	14303 6/30/2025 55.20
13588	7/5/2024	152.00	14304 6/30/2025 679.18
13699	9/9/2024	100.50	14305 6/30/2025 79.45
14107	4/2/2025	24.00	14306 6/30/2025 85.00
14184	5/14/2025	116.75	14307 6/30/2025 130.46
14241	6/18/2025	88.74	14308 6/30/2025 453.60
14242	6/18/2025	440.00	14309 6/30/2025 1,611.00
14247	6/18/2025	358.23	14310 6/30/2025 60.00
14250	6/18/2025	170.48	14311 6/30/2025 108.44
14260	6/18/2025	47.01	14312 6/30/2025 13.68
14261	6/18/2025	100.00	14313 6/30/2025 60.00
14269	6/18/2025	48.94	14314 6/30/2025 4,844.30
14271	6/18/2025	295.00	14315 6/30/2025 9,512.99
14274	6/18/2025	85.50	14316 6/30/2025 502.00
14276	6/26/2025	743.70	14317 6/30/2025 201.00
14277	6/26/2025	16.79	14318 6/30/2025 2,903.61
14278	6/26/2025	130.46	
14279	6/26/2025	31.05	
14280	6/26/2025	15,380.83	
14281	6/26/2025	41.91	
14282	6/26/2025	88.75	
14283	6/26/2025	88.75	
14284	6/26/2025	120.00	
14285	6/26/2025	455.60	
14286	6/26/2025	88.75	
14287	6/26/2025	423.62	
14288	6/26/2025	39.90	
14289	6/26/2025	179.36	
14290	6/26/2025	88.75	
	\$	21,013.63	\$ 22,139.16
			43,152.79

Transfers in Transit

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	2,855,208.49	0.00
A 210	PETTY CASH	100.00	0.00
A 391	DUE FROM OTHER FUNDS	394,464.91	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	290,402.65	0.00
A 510	ESTIMATED REVENUE	7,645,296.00	0.00
A 521	ENCUMBRANCES	97,940.46	0.00
A 522	EXPENDITURES	7,062,078.49	0.00
A 599	APPROPRIATED FUND BALANCE	935,083.36	0.00
A 600	ACCOUNTS PAYABLE	0.00	13,427.63
A 601	ACCRUED LIABILITIES	0.00	32,518.25
A 630	DUE TO OTHER FUNDS	0.00	5,664.77
A 632	DUE TO STATE TEACHERS RETIREMENT	0.00	240,348.30
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	21,737.97
A 718	NYS EMPLOYEE RETIREMENT	247.45	0.00
A 719	DISABILITY INSURANCE	0.00	2,633.85
A 720F	FLEX BENEFITS	0.00	329.40
A 720L	LIFE INSURANCE	0.00	190.46
A 722	FEDERAL INCOME TAX	0.87	0.00
A 726FICA	SOCIAL SECURITY/FICA TAXES	0.00	186.06
A 726MED	SOCIAL SECURITY/MEDICARE TAXES	0.00	43.45
A 738	STUDENT NEEDS DEPOSITS/ PARENTS AS READING PARTNERS, SCHOOL STORE AND STUDENT NEEDS-ADA MORGAN.	0.00	1,725.83
A 821	RESERVE FOR ENCUMBRANCES	0.00	94,800.27
A 889CR	CAPITAL RESERVE	0.00	837.19
A 889IN	INSURANCE RESERVE	0.00	85,471.00
A 889TC	TAX CERTIORARI RESERVE	0.00	9,942.00
A 889UN	UNEMPLOYMENT RESERVE	0.00	56,727.00
A 889WC	WORKERS COMPENSATION RESERVE	0.00	45,583.00
A 909	FUND BALANCE, UNRESERVED	0.00	1,323,082.46
A 911	UNAPPROPRIATED FUND BALANCE	0.00	737,597.00
A 960	APPROPRIATIONS	0.00	8,580,379.36
A 980	REVENUES	0.00	8,027,597.43
A Fund Totals:		19,280,822.68	19,280,822.68
Grand Totals:		19,280,822.68	19,280,822.68

BROOKFIELD CENTRAL SCHOOL DISTRICT
 SCHOOL LUNCH CHECKING
 KEY BANK ACCOUNT NO 8840013042
 TREASURERS MONTHLY REPORT
 JUNE 2025

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period **\$13,186.77**

RECEIPTS DURING MONTH

Date	Source	
JUNE 1-30	General Fund	10,088.00

Total Receipts **\$10,088.00**

Total Receipts, including balance **\$23,274.77**

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	3154	To Check No.	3154	64.50
	3155		3155	1,820.00

BY DEBIT CHARGE Due to Gen Fund 1,724.34

Total Disbursements **3,608.84**

Cash Balance as shown by records **\$19,665.93**

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Key Bank Statement Balance	814.44
Adirondack Bank Statement Balance	20,671.49

Less total of outstanding checks **(1,820.00)**
 Reconciling item

Net balance in bank 19,665.93

Amount of deposits in transit -
 Total available balance **0.00**

\$19,665.93

\$0.00

Received by the Board of Education and entered as part of the minutes of the Board meeting held

Clerk of the Board of Education

Prepared by Lynne D'Amico

LIST OF OUTSTANDING CHECKS
SCHOOL LUNCH FUND

void check

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
3155	6/26/2025 1,820.00		

1,820.00	TOTAL	\$	-
	GRAND TOTAL		1,820.00

DEPOSITS IN TRANSIT

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	19,665.93	0.00
C 410	STATE & FEDERAL AID RECEIVABLE	10,088.00	0.00
C 522	EXPENDITURES	30,165.86	0.00
C 909	FUND BALANCE, UNRESERVED	0.00	62,558.24
C 911	UNAPPROPRIATED FUND BALANCE	39,336.45	0.00
C 980	REVENUES	0.00	36,698.00
C Fund Totals:		99,256.24	99,256.24
Grand Totals:		99,256.24	99,256.24

BROOKFIELD CENTRAL SCHOOL DISTRICT
TRUST & AGENCY
KEY BANK ACCOUNT NO 8840013034
JUNE 2025

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$14.16

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE 1-30	Transfers in for Payroll	445,900.76
JUNE 1-30	Interest	0.31
	Total Receipts	<u>445,901.07</u>

Total Receipts, including balance \$445,915.23

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	To Check No.	Amount
29989	30044	15,152.01
30045	30102	13,659.95

Payroll Direct Deposits	296,784.63
WIRES	117,758.92
ERS	2,545.25
OMNI	-

Total Disbursements 445,900.76
Cash Balance as shown by records \$14.47

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Key Bank Statement Bal	934.21
Adirondack Bank Statement Balance	52,380.37
Less total of outstanding checks	<u>(2,031.37)</u>
	51,283.21

Reconciling item

May 28 2021 payroll error	(0.10)
JE#319 Per Auditors Due to Gen Fund	1,194.39
Adjustment	1,846.68
A Fund (6/30/23)	(1,095.46)
ERS (4/2020 to 8/2023)	(1,610.44)
ERS - 12/23-(45), 3/24-(134), 4/24,-(35.16), 6/2	(781.85)
ERS - 4/16/24	605.09
ERS - February 2025	(0.72)
ERS - March 2025	(81.08)
ERS-April 2025	(11.13)
Check Cleared in T&A That WAS A Fund	152.00
Adjustment	(0.27)
ERS-May 2025	(26.68)

Deposits in Transit:	190.43
To General Fund to Close 922	(4,669.09)
7/3/25 PR	(46,790.08)
	<u>(51,459.17)</u>
	14.47

balance

Total available balance 14.47
(\$0.00)

Received by the Board of Education and entered as part of the minutes of the Board meeting held

Clerk of the Board of Education

Prepared by:

Vijay Dutt

LIST OF OUTSTANDING CHECKS
TRUST & AGENCY void checks

CHECK NO.		AMOUNT	CHECK NO.	AMOUNT
29562	2/24/2025	512.24		
29689	3/28/2025	88.66		
30092	6/20/2025	240.11		
30098	6/20/2025	867.13		
30102	6/26/2025	323.23		

	2,031.37	TOTAL	\$	-
		GRAND TOTAL		2,031.37

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
TA 200	CASH IN CHECKING	14.47	0.00
TA 630	DUE TO OTHER FUNDS	0.00	14.47
TA Fund Totals:		14.47	14.47
Grand Totals:		14.47	14.47

BROOKFIELD CENTRAL SCHOOL DISTRICT
 CAPITAL FUND LIBRARY PROJECT
 KEY BANK , ACCOUNT NO 8840013075
 TREASURERS MONTHLY REPORT
 JUNE 2025

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$39,382.77

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE	1-30	
Total Receipts		<u>\$0.00</u>
Total Receipts, including balance		\$39,382.77

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No.

BY DEBIT CHARGE DUE TO Debt Service Fund
Wire Transfers

Total Disbursements		<u>\$0.00</u>
H009	9,894.46	
H012 Fund	3,434.22	
H012201	100.00	
H014200	(32,622.83)	
H018200	95,941.42	
H018S200-See H018	(37,364.50)	
(Done on 9/2024)		

Cash Balance as shown by records 39,382.77 \$39,382.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	
Key Bank Statement Balance	29,382.77
Adirondack Bank Statement Balance	10,000.00
	<u>39,382.77</u>
Less total of outstanding checks	0.00
Net balance in bank	39,382.77

Total available balance 39,382.77 \$39,382.77

Received by the Board of Education and entered as part of the minutes of the Board meeting held

 Clerk of the Board of Education

Prepared by: *Lynn Post*

BROOKFIELD CENTRAL SCHOOL DISTRICT
 CAPITAL PROJECTS
 KeyBank 329681269042 H018-201 + H026-200
 TREASURERS MONTHLY REPORT
 JUNE 2025

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$347,515.29

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE 1-30	Interest Earned	33.14

Total Receipts \$33.14

Total Receipts, Including Balance \$347,548.43

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	1285	To Check No.	1285	30,059.17
	1286		1286	30,255.17

BY DEBIT CHARGE

DUE TO General Fund	31,738.89	
Total Disbursements		<u>\$92,053.23</u>
Cash Balance as shown by records		<u>\$255,495.20</u>

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	
Key Bank Month End Balance	100,830.56
Adirondack Bank End Balance	184,919.81
Less total of outstanding checks	(30,255.17)
Net balance in bank	255,495.20
Deposits in Trans Deposit Error	
	0.00
	255,495.20

Total available balance \$255,495.20
\$0.00

Received by the Board of Education and entered as part of the minutes of the Board meeting held

 Clerk of the Board of Education

Prepared by: Lynn Dnat

LIST OF OUTSTANDING CHECKS
CAPITAL FUND void check

CHECK NO.		AMOUNT		AMOUNT
1286	6/30/2025	30,255.17		
		30,255.17	\$	-
				30,255.17

DEPOSITS IN TRANSIT

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
H009 200	CASH IN CHECKING	9,894.46	0.00
H012 200	CASH IN CHECKING	3,434.22	0.00
H014 200	CASH IN CHECKING	0.00	32,622.83
H018 200	Cash in Checking	95,941.42	0.00
H026 200	Cash in Checking	107,300.14	0.00
200 Totals:		216,570.24	32,622.83
H012 201	MUNICIPAL REVENUE ACCT	100.00	0.00
H018 201	CAPITAL PROJECT CASH ACCOUNT	110,830.56	0.00
201 Totals:		110,930.56	0.00
H026 522	Expenditures	92,699.86	0.00
522 Totals:		92,699.86	0.00
H018 630	DUE TO OTHER FUNDS	0.00	234,406.14
630 Totals:		0.00	234,406.14
H014 909	FUND BALANCE, UNRESERVED	32,622.83	0.00
H018 909	Fund Balance, Unreserved	27,634.16	0.00
909 Totals:		60,256.99	0.00
H009 911	FUND BALANCE	0.00	9,894.46
H012 911	UNAPPROPRIATED FUND BALANCE	0.00	3,534.22
911 Totals:		0.00	13,428.68
H026 980	Revenues	0.00	200,000.00
980 Totals:		0.00	200,000.00
Grand Totals:		480,457.65	480,457.65

BROOKFIELD CENTRAL SCHOOL DISTRICT
SPECIAL FUNDS

Key Bank - ACCOUNT NO 8840013059
TREASURERS MONTHLY REPORT
JUNE 2025

FOR THE PERIOD

From: JUNE 1, 2025

To: JUNE 30, 2025

Total available balance as reported at the end of preceding period

\$140,917.97

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE 1-30	General Fund	179,732.00

Total Receipts

179,732.00

Total Receipts, including balance

\$320,649.97

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.

To Check No.

BY DEBIT CHARGE

Due to General Payment

PAYROLL

71,021.44

Fed To General

Total Disbursements

71,021.44

Cash Balance as shown by records

\$249,628.53

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Key Bank Account Balance

322.17

Adirondack Bank Account Balance

246,503.31

Less total of outstanding checks

-

RECONCILING ITEMS:

Amount of Deposits in Transit

2,803.05

Net balance in bank

246,825.48

Amount of deposits in transit

Total available balance

249,628.53

Received by the Board of Education and entered as part of the minutes of the Board meeting held

Clerk of the Board of Education

Prepared by:

Lynn East

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
F025 200	CASH IN CHECKING	0.00	32,568.70
F035 200	CASH IN CHECKING	0.00	14,592.00
F055 200	CASH IN CHECKING	0.00	3,726.36
F065 200	CASH IN CHECKING	0.00	8,000.00
F075 200	CASH IN CHECKING	0.00	758.00
F084 200	CASH IN CHECKING	2,520.00	0.00
F085 200	CASH IN CHECKING	0.00	12,019.03
F105 200	CASH IN CHECKING	0.00	6,309.04
F125 200	Cash in Checking	0.00	25,790.00
F405 200	CASH IN CHECKING	0.00	15,105.38
F412 200	Cash in Checking	10,933.97	0.00
F422 200	Cash in Checking	181,052.21	0.00
F472 200	Cash in Checking	171,450.55	0.00
F482 200	Cash in Checking	2,540.31	0.00
200 Totals:		368,497.04	118,868.51
F025 391	DUE FROM OTHER FUNDS	2,973.36	0.00
F055 391	DUE FROM OTHER FUNDS	2,664.36	0.00
F105 391	DUE FROM OTHER FUNDS	0.04	0.00
F405 391	DUE FROM OTHER FUNDS	27.01	0.00
391 Totals:		5,664.77	0.00
F025 410	STATE & FEDERAL AID RECEIVABLE	33,916.00	0.00
F035 410	STATE & FEDERAL AID RECEIVABLE	14,592.00	0.00
F055 410	STATE & FEDERAL AID RECEIVABLE	1,062.00	0.00
F065 410	STATE & FEDERAL AID RECEIVABLE	8,000.00	0.00
F084 410	STATE & FEDERAL AID RECEIVABLE	4,396.34	0.00
F105 410	STATE & FEDERAL AID RECEIVABLE	6,309.00	0.00
F125 410	STATE & FEDERAL AID RECEIVABLE	40,000.00	0.00
F405 410	STATE & FEDERAL AID RECEIVABLE	15,422.00	0.00
410 Totals:		123,697.34	0.00
F025 510	ESTIMATED REVENUE	200,354.00	0.00
F035 510	ESTIMATED REVENUE	73,121.00	0.00
F055 510	ESTIMATED REVENUE	4,226.00	0.00
F065 510	ESTIMATED REVENUE	10,000.00	0.00
F075 510	ESTIMATED REVENUE	22,595.00	0.00
F085 510	ESTIMATED REVENUE	15,306.00	0.00
F105 510	ESTIMATED REVENUE	16,811.00	0.00
F125 510	Estimated Revenue	50,000.00	0.00
F405 510	ESTIMATED REVENUE	30,843.00	0.00
F412 510	Estimated Revenue	23,098.00	0.00
510 Totals:		446,354.00	0.00
F025 522	EXPENDITURES	199,004.00	0.00
F035 522	EXPENDITURES	73,121.00	0.00
F055 522	EXPENDITURES	4,226.00	0.00
F065 522	EXPENDITURES	10,000.00	0.00
F075 522	EXPENDITURES	22,595.00	0.00
F085 522	EXPENDITURES	15,306.00	0.00

BROOKFIELD CENTRAL SCHOOL DISTRICT
 DEBT SERVICE FUND
 KEY BANK - ACCOUNT NO 8840013067
 TREASURERS MONTHLY REPORT
 JUNE 2025

FOR THE PERIOD From: JUNE 1, 2025 To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$434,439.19

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE	1-30	

Total Receipts \$0.00

Total Receipts, including balance \$434,439.19

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No.

BY DEBIT CHARGE To General Fund

Total Disbursements \$0.00

Cash Balance as shown by records \$434,439.19

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month		
Key Bank Statement Balance	140,379.59	
Adirondack Bank Statement Balance	<u>294,059.60</u>	
Less total of outstanding checks	0.00	
Net balance in bank	434,439.19	
Amount of deposits in transit		
Reconciling Item:	0.00	

Total available balance \$434,439.19

Received by the Board of Education and entered as part of the minutes of the Board meeting held

 Clerk of the Board of Education

Prepared by:

Ryan Drost

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
V 200	CASH IN CHECKING	434,439.19	0.00
V 391	DUE FROM OTHER FUNDS	204,075.84	0.00
V 522	EXPENDITURES	53,000.00	0.00
V 884	RESERVE FOR BONDED DEBT	0.00	682,981.02
V 909	FUND BALANCE, UNRESERVED	0.00	945.20
V 980	REVENUES	0.00	7,588.81
V Fund Totals:		691,515.03	691,515.03
Grand Totals:		691,515.03	691,515.03

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
K 101	LAND & LAND IMPROVEMENTS	796,845.00	0.00
K 102	BUILDINGS	13,336,735.00	0.00
K 104	EQUIPMENT	373,499.00	0.00
K 106	VEHICLES	928,567.00	0.00
K 160	INVEST IN GEN FIXED ASSET	0.00	15,435,646.00
K Fund Totals:		15,435,646.00	15,435,646.00
Grand Totals:		15,435,646.00	15,435,646.00

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
W 125	PROVISION FOR LONG TERM DEBT	8,487,159.00	0.00
W 628	BONDS PAYABLE	0.00	2,145,000.00
W 638	NET PENSION LIABILITY - PROPORTIONATE SHARE	0.00	395,039.00
W 683	POST EMPLOYMENT BENEFITS(OPEB)	0.00	5,555,517.00
W 687	COMPENSATED ABSENCES	0.00	57,960.00
W 689	OTHER LONG TERM DEBT - BOND PREMIUM	0.00	333,643.00
W Fund Totals:		8,487,159.00	8,487,159.00
Grand Totals:		8,487,159.00	8,487,159.00

BROOKFIELD CENTRAL SCHOOL DISTRICT
SCHOLARSHIP FUND
KEY BANK ACCT NO 8840013083
JUNE 2025

FOR THE PERIOD

From: JUNE 1, 2025

To: JUNE 30, 2025

Total available balance as reported at the end of preceding period \$119,646.86

RECEIPTS DURING MONTH

Date	Source	Amount
JUNE 1-30	Interest Earned	33.00
	Scholarship Award Donations	8,700.00

\$8,733.00

Total Receipts, including balance

\$128,379.86

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 2092 To Check No. 2108 7,645.00

BY DEBIT CHARGE

Total Disbursements

\$7,645.00

Cash Balance as shown by records

\$120,734.86

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Key Bank	100,399.86
Adirondack Bank	24,020.00

Less total of outstanding checks 3,685.00

Net balance in bank 120,734.86

Amount of deposits in transit 0.00

Total available balance \$120,734.86

\$0.00

Received by the Board of Education and entered as part of the minutes of the Board meeting held

Clerk of the Board of Education

Prepared by:

Kyleen Dineen

LIST OF OUTSTANDING CHECKS
SCHOLARSHIP

void checks

CHECK NO.		AMOUNT	AMOUNT
1591	6/21/2024	350.00	
2098	6/20/2025	350.00	
2099	6/20/2025	100.00	
2100	6/20/2025	1,725.00	
2101	6/20/2025	350.00	
3103	6/20/2025	600.00	
2105	6/20/2025	200.00	
2108	6/20/2025	10.00	

TOTAL		\$ 3,685.00	\$ -
			\$ 3,685.00

CHECKS CASHED

BROOKFIELD CSD

Trial Balance Report From 7/1/2024 - 6/30/2025



Account	Description	Debits	Credits
TE 085SC	SCHOLARSHIP EXCHANGE	0.00	1,201.63
TE 092AV	TRUST FUND AVERY	0.00	73,227.21
TE 092BB	TRUST FUND MEN'S BASKETBALL	0.00	62.68
TE 092CA	TRUST FUND DARRELL CASE	0.00	0.36
TE 092CR	TRUST FUND CRIPPEN	0.00	56.31
TE 092D&TW	TRUST FUND DOUGH & TARI WOOLSEY	0.00	24,408.44
TE 092DC	TRUST FUND DAVID CASE	0.00	34.06
TE 092GR	TRUST FUND GRANTIER	0.00	43.04
TE 092HA	TRUST FUND HAIGHT	0.00	1,365.26
TE 092JE	TUST FUND BILL JENNISON	0.00	3,778.57
TE 092JJ	TRUST FUND JUNE & JEAN ROGERS	0.00	676.14
TE 092KI	TRUST FUND KING	0.00	7.92
TE 092MA	TRUST FUND MARRACCINI	0.00	1,347.34
TE 092MO	TRUST FUND MORGAN	0.00	500.05
TE 092PL	TRUST FUND JAMES PLOWS SR.	0.00	132.72
TE 092RO	TRUST FUND NATHAN ROGERS	0.00	765.28
TE 092ST	TRUST FUND STARKWEATHER	0.00	45.41
TE 092WR	TRUST FUND FOR WATERVILLE ROTARY CLUB	0.00	2,508.44
TE 200AB	CASH SCHOLARSHIP ADIRONDACK BANK	0.00	4,790.00
TE 201	CASH SCHOLARSHIPS	114,950.86	0.00
TE Fund Totals:		114,950.86	114,950.86
TN 097CR	CRIPPEN SCHOLARSHIP	0.00	4,373.00
TN 097GR	GRANTIER SCHOLARSHIP	0.00	3,655.00
TN 097HA	HAIGHT SCHOLARSHIP	0.00	2,366.00
TN 097ST	STARKWEATHER SCHOLARSHIP	0.00	180.00
TN 201	CASH IN MONEY MARKET	10,574.00	0.00
TN Fund Totals:		10,574.00	10,574.00
Grand Totals:		125,524.86	125,524.86

INTEREST EARNED	33.00				
JUNE 2025					
	BAL END OF MONTH	INTEREST	DEPOSITS	SCHOLARSHIPS	ENDING BAL + INT
	-	-			-
AVERY	74,706.48	20.73		1,500.00	73,227.21
MENS BASKETBALL	62.66	0.02			62.68
CRIPPEN	4,428.08	1.23			4,429.31
GRANTIER	3,707.01	1.03		10.00	3,698.04
HAIGHT	3,740.22	1.04		10.00	3,731.26
KING	7.92	-			7.92
MARRACCINI	1,346.97	0.37			1,347.34
STARKWEATHER	225.35	0.06			225.41
DAVID CASE	34.41	0.01			34.42
BILL JENNISON	3,902.49	1.08		125.00	3,778.57
MORGAN	499.91	0.14			500.05
PLOWS	132.68	0.04			132.72
ROGERS	765.07	0.21			765.28
J&J ROGERS	675.95	0.19			676.14
Doug & Teri Wolsey	21,702.42	6.02	3,700.00	1,000.00	24,408.44
Waterville Roary Club	3,007.61	0.83		500.00	2,508.44
		-			-
					-
TOTAL	118,945.23	33.00	3,700.00	3,145.00	119,533.23
TE201	33.00	-			
TE092AV		20.73	Exchange Accounts Balance		701.63
TE092BB		0.02	Cash Receipts		5,000.00
TE092CR		1.23			5,701.63
TE092GR		1.03			
TE092HA		1.04	Awards		4,500.00
TE092KI		-			
TE092MA		0.37	June Exchange Account Balance		1,201.63
TE092ST		0.06			
TE092CA		0.01			
TE092JE		1.08			
TE092MO		0.14			
TE092PL		0.04			
TE092RO		0.21			
TE092JJ		0.19			
TE092D&TW		6.02			
TE092WR		0.83			
	119,533.23	33.00			
SCHOLARSHIP EXCHANGE	1,201.63				
	120,734.86				
PRIOR MONTH BAL.	119,646.86				
DONATIONS	5,000.00	te201			
TRANSFER TO GENERAL					
BANK ERROR					
DEPOSIT	3,700.00				
OUTSTANDING CHECKS					
CHECKS WRITTEN	7,645.00				
CURRENT MONTH INT.	33.00				
	120,734.86	-			

JUNE 2025	TN	TE - OPENING BAL.	INTEREST	DONATIONS	SCHOLARSHIPS	TE-ENDING BAL.	DUE TO T&A
AVERY		74,706.48	20.73		1,500.00	73,227.21	
MEN'S BASKETBALL		62.66	0.02			62.68	
CRIPPEN	4,373.00	55.08	1.23			56.31	
GRANTIER	3,655.00	52.01	1.03		10.00	43.04	
HAIGHT	2,366.00	1,374.22	1.04		10.00	1,365.26	
KING		7.92				7.92	
MARRACCINI		1,346.97	0.37			1,347.34	
STARKWEATHER	180.00	45.35	0.06			45.41	
DAVID CASE		34.41	0.01			34.42	
BILL JENNISON		3,902.49	1.08		125.00	3,778.57	
JOSEPHINE MORGAN		499.91	0.14			500.05	
JAMES PLOWS		132.68	0.04			132.72	
NATHAN "JIM" ROGERS		765.07	0.21			765.28	
JUNE & JEAN ROGERS		675.95	0.19			676.14	
Doug & Teri Woolsey		21,702.42	6.02	3,700.00	1,000.00	24,408.44	
Waterville Rotary Club		3,007.61	0.83		500.00	2,508.44	
TOTALS	10,574.00	108,371.23	33.00	3,700.00	3,145.00	108,959.23	-
	TN	10,574.00	IS EQUAL TO THE TOTAL OF TE097			EXCHANGE ACCT	701.63
	TE	108,959.23	IS EQUAL TO THE TOTAL OF TE092			DEPOSIT	5,000.00
	Exchange	1,201.63				AWARDS	4,500.00
	TOTAL	120,734.86					1,201.63
Acct. 8840013083 - Key Bank		100,399.86					
Adirondack Bank		24,020.00					
BANK ERROR		-					
Deposits in Transit							
outstanding checks		(3,685.00)					
TOTAL	TOTAL	120,734.86					

Brookfield Principal Notes – September 2025

Opening Day Success

Opening day went very smoothly! Both students and staff were amazing, setting the tone for a strong year ahead.

We are excited to welcome our new teachers:

- Rachel Copland – 10–12 English & Junior Class Advisor
- Travis Huther – 7–9 English
- Nikolaus Reff – Secondary Science (Earth Science, Life Science–Biology, Ag electives)
- Linda Reade – Chemistry
- Shelby Brooks – Science Facilitator of Online Science
- Maria Peavey – High School Special Education

Upcoming Events

- Open House – September 10, 6:00–7:00 p.m.
- BMX Anti-Bullying Presentation – September 26, for all students
- Grandparent’s Breakfast – October 3 at 8:15 a.m.

Academic Highlights

Our NYS ELA, Math, and Science 3–8 scores increased significantly. NYSED indicated it might take 4–5 years to be removed from the accountability list—yet we achieved this in just 1 year! Our students performed better on standardized testing last year than they have in over a decade.

Brookfield is a Plan Pilot school, leading the way in pathways to graduation. We continue to implement hands-on, performance-based learning and assessment.

Student Recognition & Incentives

We are introducing a High School Student of the Month program. New attendance incentives include Brookfield T-shirts and monthly pizza parties for the class with the highest attendance. The Optimist Club is partnering with us to provide prizes.

Program Updates

Cassie Head will serve as our FFA Advisor.

We have added a new computer software program, Freckle, to support teachers in providing AIS services for struggling students in ELA and Math. This data-driven tool will enhance interventions and student success.

Brookfield Central School – Small School, Big Opportunities

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

I. Definitions

A. ~~“Cell phone and wireless communication devices” shall be defined to include portable two-way telecommunication devices, including but not limited to cellular phones, walkie talkies, personal digital assistants, pagers, laptops with two-way messaging, and other hand-held computing devices. This definition will also include any new telephonic device developed for similar purposes.~~

~~Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes and district issued cell phones designed for professional use.~~

B. ~~The term “instructional day” shall include, but is not limited to, structured or non-structured instructional activity that occurs during the school day, as well as class changes.~~

II. Use of Cell Phones

A. ~~The use of cell phones on school grounds is allowed before or after school only. Cell phones are prohibited for use during the school day.~~

B. ~~Once students enter the building, their cell phones must be turned off and remain off during the course of the day and must remain out of sight during the school day.~~

C. ~~Students that need to use a phone during the school day should stop in the main office during their lunch period to use a school phone.~~

D. ~~If an emergency situation exists where the parent or legal guardian needs to contact their child(ren), they are to contact the school’s main office and staff will assist in contacting their child(ren). Parents are discouraged from contacting their children during the school day.~~

~~E. All cell phone usage is prohibited in restrooms, locker rooms, and shower facilities.~~

~~F. Cell phone usage by students while riding to and from school on a bus, or on a bus during school sponsored activities is to be at the discretion of the bus driver and/or the staff member in charge.~~

~~G. Parents who need to contact their child(ren) who have cell phone should remind him/her to turn the cell phone off during school hours, and check for messages after school is dismissed.~~

III. Use of Camera Phones

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

~~A. The use of a cell phone to take, store, transmit photos is not allowed at any time on school premises, without prior approval.~~

~~IV. Student Discipline~~

~~A. If a student is found using a cell phone, or having a cell phone visible to a teacher and/or school employee, the student will be asked to immediately relinquish the cell phone. Failure to do so shall constitute insubordination, and will result in a referral to the school administration for disciplinary action.~~

~~B. The teacher and/or school employee will deliver the cell phone to the main office by the end of the school day. The teacher or school employee will attach the following written information to the cell phone when delivering the cell phone, to include:~~

- ~~1. Student's name;~~
- ~~2. Teacher or school employee's name;~~
- ~~3. Reason for and time of confiscation.~~

~~V. Violations~~

~~A. Students found to be in violation of this policy will be subject to the following disciplinary process: (any acts of insubordination resulting from this policy will follow the District Code of Conduct, Policy #1030).~~

~~**1st offense:**~~

~~The student's cell phone will be confiscated by staff and given to the school administrator. The student will receive the cell phone back at the conclusion of the school day following a meeting with the school principal or their designee.~~

~~**2nd offense:**~~

~~The student's cell phone will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone will not be returned to the student; the parent or guardian may retrieve the cell phone from administration. The student will be assigned one after school detention.~~

~~**3rd offense and subsequent:**~~

~~The student's cell phone will be confiscated by staff, given to the school administrator, and the student's parents or legal guardian will be notified. The cell phone will not be returned to the student; the parent or guardian may retrieve the cell~~

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

~~phone from administration. A third violation will result in the student being assigned one day of ISS. Subsequent violations shall result in such disciplinary action as deemed prudent by the school administration.~~

~~VI. Other~~

- ~~A. The Brookfield Central School District shall not assume any responsibility for theft, loss or damage of a cell phone, or for any unauthorized calls or texts made on a cell phone. Students shall be personally and solely responsible for the security of their cell phones.~~

ALL NEW

I. Statement of Policy

The Brookfield Central School District (the District) believes in the importance of having spaces that encourage sustained attention and focus on learning and instruction. The use and possession of Internet-Enabled Devices during the school day interferes with the ability of students to learn and engage with their teachers, staff, and fellow students. The District will not be liable for loss, theft, or damage to Internet-Enabled Devices.

II. Definitions

- A. Internet-Enabled Device - any smartphone, tablet, smartwatch, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications.
- B. School day - the entire instructional day, during all instructional and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing times.
- C. School grounds - in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a board of cooperative educational services facility.

III. Prohibition of Internet-Enabled Devices in School

The use of Internet-Enabled Devices by students during the school day anywhere on school grounds is prohibited.

IV. Exceptions

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

- A. This Policy is not violated when students are authorized to use an Internet-Enabled Device in the following situation(s):
1. The student has been authorized by a teacher, Building Principal, or the District to use an Internet-Enabled Device for educational purposes during instructional time;
 2. Where the use is necessary to manage the student's medical condition;
 3. In the event of an emergency;
 4. Where the use of an Internet-Enabled Device is part of the student's Individual Education Plan (IEP) or 504 Plan;
 5. Where it is needed for translation purposes;
 6. On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member; or
 7. Where otherwise required by law.
- B. Students are authorized to have access to simple cellphones (i.e., phones without internet capability or access). Internet-Enabled Devices that have been provided to students for classroom instruction, such as laptops or tablets used as part of instruction, are also authorized for students to access.
- C. **It is not a violation of this Policy for a student to leave an Internet-Enabled Device in a locked vehicle during the school day or during school activities.**
- V. Consequences for Violations of this Policy
- A. The consequences for violation(s) of this Policy will be consistent with the Code of Conduct. However, the suspension of a student is not permitted if the sole grounds for the suspension is that the student accessed an Internet-Enabled Device in violation of this Policy.

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

- B. Student Athletes who violate this Policy may also be subject to discipline consistent with the Athletic Code of Conduct.
- C. Confiscation
Option 1:
1. Internet-Enabled Devices used in violation of this Policy and/or the Code of Conduct will be confiscated by staff and turned into the Building Principal.
 2. The Building Principal will contact the parent(s)/person(s) in parental relation and schedule a conference with the student and their parent(s)/person(s) in parental relation. The device will be returned to the student or their parent(s)/person(s) in parental relation at that conference or at the end of the school day.

(or)

Option 2:

Internet-Enabled Devices used in violation of this Policy will be confiscated by staff and turned into the Building Principal. Devices will be returned pursuant to the procedures outlined in the Code of Conduct.]

VI. Contact During the School Day

Parents/Persons in parental relation may contact their student(s) during the school day in the following manner:

~~[Each District must outline their methods of contact. There must be one or more methods of contact. Options include but are not limited to:~~

- ~~• Contact the Principal's Office for general matters (or for all matters) at [insert contact information].~~
- ~~• Contact the Nurse's Office for calls related to a student's medical needs at [insert contact information].~~
- ~~• Contact the Guidance Counselor's Office at [insert contact information].~~
- ~~• Contact [specific staff member or office] at [insert contact information].~~
- ~~• Add other/additional District specific methods of contact.~~

~~Please provide the methods for contact, titles/names, and contact information for inclusion in the draft. That information will also have to be sent to parents/persons in parental relation at the beginning of each school year and upon enrollment. (See Section IX.)~~

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

- Contact the Main Office for general matters (or for all matters) at 315-899-3323
- Contact the Nurse's Office for calls related to a student's medical needs at 315-899-3323
- Contact the Guidance Counselor's Office at 315-899-3323

VII. Storing Students' Internet-Enabled Devices

~~[Please provide us with the District specific mechanism(s) that will be used to store Internet Enabled Devices for students during the day. Storage must be on-site. You may choose one, or a combination of methods. We have provided some options below for review and can modify as needed to meet your specific District needs.]~~

- ~~• The District shall use magnetized pouches for students to carry (e.g., Yondr pouches) during the school day.~~
- ~~• The District shall use [insert District specific storage method] for students to carry with them during the school day.~~
- ~~• The District shall require students to store their personal Internet-Enabled Devices in their student lockers during the school day.~~
- ~~• The Superintendent or their designee shall develop storage methods for students' personal Internet-Enabled Devices during the school day.~~

~~Please note, policies in which individual teachers collect phones at the start of the class period and return them at the end of class appear to violate the new law.~~

~~We can adjust the final language and formatting of this section once we are provided with the specific methods the District has chosen to utilize. Whatever storage is used, the District should ensure they are in a secure location to ensure they cannot be stolen or damaged.]~~

When entering the school building, students will put their Internet-Enabled Devices in a school provided security locker. The security locker will be moved to the main office during the school day. At dismissal or when leaving the school building, students will be able to retrieve their Internet-Enabled Device from the security locker.

VIII. Implementation

The Superintendent or their designee shall develop any Regulations or internal procedures that may be necessary to implement this Policy.

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

IX. Required Notifications

- A. A copy of this Policy shall be posted in a clearly visible and accessible location on the District website.
- B. The District shall provide a translation of this Policy upon request of a student or parent/person in parental relation in accordance with the law.
- C. Parents/Persons in Parental Relation will be notified in writing of the methods they can use to contact their student(s) during the school day, as outlined in Section VI of this Policy. This notification will occur at the beginning of each school year and upon enrollment.

X. Annual Reporting

On September 1, 2026, and every September 1 thereafter, the District shall publish, on its website, an annual report that details the enforcement of this Policy during the prior school year. This report must include:

- A. Non-identifiable demographic data of students who have faced disciplinary action for non-compliance with this Policy.
- B. An analysis of any demographic disparities in enforcement.
- C. If a statistically significant disparate enforcement impact is identified, such report shall include a mitigation action plan.

STUDENTS

CELL PHONE POLICY
STUDENT USE OF INTERNET ENABLED DEVICES

Brookfield Central School District

Legal Ref: NYS Education Law §2803

Cross Ref: 1030, Code of Conduct; ~~Athletic Code of Conduct~~; 5041, Purpose Use and Administration of District Digital Information Systems

Adopted: 10/21/08

Revised: _____

BROOKFIELD CENTRAL SCHOOL DISTRICT

Organizational Professional Learning Plan 2025-2030

District Name: Brookfield Central School District

BEDS Code: 25010904001

Superintendent: Ron Pavlus

Principal: Colleen Rutherford

Address: 1910 Fairground Road, Brookfield NY 13314

Fax: (315) 899-3323

Email: rpavlus@brookfieldcsd.org
crutherford@brookfieldcsd.org

Website: www.brookfieldcsd.org

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Mission Statement:

The Brookfield Central School District community provides a diversity of academic and co-curricular programs/activities with emphasis on the development and demonstration of knowledge, skills, responsible attitudes and personal growth for our students and community so that they may reach their fullest potential in an ever-changing society.

Vision Statement: The District fosters collaboration within the district. Everyone works professionally and cooperatively to ensure the academic, personal, and vocational success of all students. The Brookfield Central School District community engages in a variety of planning and learning experiences resulting in high achieving, well-rounded children who are prepared for the future. The District provides a safe, supportive environment that embraces continuous improvement, celebrates its success, and serves as a source of pride for all.

Introduction

The Brookfield Central School District is a rural school district serving approximately 210 students PreK-12. We are a district focused on preparing students to excel in an ever-changing world. The mission of the Brookfield Central School District is to ensure that each student will become a life-long learner and a responsible citizen in an ever-changing world. We are committed to a culture of personal attention, positive relationships, and an innovative climate for learning. The highly dedicated and capable staff includes teachers, other professionals, and supplementary school personnel trained in current best practices.

All teachers and teaching assistants are expected to remain current in their knowledge of content, curriculum, and pedagogy. This Professional Learning Plan (PLP) describes: the goals of the district's PLP, the mentor program for improving student learning, and how this district will address the state mandate of professional development for all affected instructional staff.

The New York State Learning Standards, including the Next Generation and Common Core Learning Standards, and New York State Assessments provide guidance in measuring student achievement and ongoing curriculum development. This plan, aligned with our strategic plan, will drive the continuous professional learning planning cycle. Collaboration and information from our stakeholders (Board of Education, district leaders, teachers, parents, students, higher education, the workforce, and available professional research) will also be relied upon to design appropriate professional learning. The Professional Learning Team will annually assess this plan and ensure that areas of weakness are addressed. This team will also work to prioritize district efforts based on the most current data. The district's mission, goals, and objectives, along with student and teacher needs, will determine the plan priorities.

The Professional Learning Committee at Brookfield Central School will be represented by members of the teacher's association and administration. This committee will assist in

developing an agenda for all in-service days throughout the school year.

Professional Learning Committee Team Professional Development Committee Membership

Name	Title
Ronald Pavlus	Superintendent
Colleen Rutherford	Principal
Julia Wick	School Counselor
Karen Witter	Special Education Teacher
Colleen Peavey	Technology Coordinator
Sarah Viscomi	RTI Coordinator/First Grade Teacher

New York State Department Regulations and Requirements

This professional learning plan is in compliance with Commissioner Regulations 100.2 (dd) that requires each district and BOCES to collaboratively create professional learning plans that are reviewed annually. Additionally, professional learning activities outlined in this plan provide teachers with the opportunities needed to meet and maintain the Continuing Teacher and Leader Education (CTLE) requirements as defined by The Board of Regents in Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for any holder of a classroom teaching, school leader and teaching assistant certificate that is valid for life (Permanent, Professional and Level III Teaching Assistant) and the establishment of Continuing Teacher and Leader Education (CTLE) requirements for Professional and Level III Teaching Assistant certificate holders.

The Brookfield Central School District will provide Professional Certificate holders with certificates acknowledging completion of workshops, training, and professional learning opportunities qualifying for CTLE credits. Such certificates will include: participant's name, date of workshop, number of hours, topic, and type of activity or program.

Philosophy

Professional learning at Brookfield Central School is a vital component of our commitment to the staff and students. We are committed to high-quality, research-based professional learning to provide ongoing growth for practitioners within our organization, as well as to the assessment of ongoing professional learning initiatives. Professional learning provided to staff is designed to meet the needs of the district and individual buildings, progress across grade levels (PreK-graduation) and when appropriate, is continuous and sustained.

We strive to provide professional learning in alignment with the New York State Professional Learning Standards:

<http://www.nysed.gov/educator-quality/professional-learning-and-growth>

1. **Designing Professional Learning:** Professional learning design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional learning expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
3. **Research-based Professional Learning:** Professional learning is research-based and provides educators with opportunities to analyze, apply, and engage in research.
4. **Collaboration:** Professional learning ensures that educators have the knowledge, skills, and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional learning ensures that educators have the knowledge and skills to meet the diverse learning needs of all students.
6. **Student Learning Environments:** Professional learning ensures that educators are able to create safe, secure, supportive, and equitable learning environments for all students.
7. **Parent, Family, and Community Engagement:** Professional learning ensures that educators have the knowledge, skills, and opportunity to engage and collaborate with parents, families, and other community members as active partners in their children's education.
8. **Data-driven Professional Practice:** Professional learning uses disaggregated student data and other evidence of student learning to determine professional learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
9. **Technology:** Professional learning promotes technological literacy and facilitates the effective use of all appropriate technology.

10.Evaluation: Professional learning is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

Organizational Professional Learning Goals

Goal 1: The BCSD will provide the opportunities, resources, and support to engage each student academically with the focus of exceeding district and state standards, but also ensuring that each student maximizes their abilities.

Objectives:

1. The district will provide a rigorous curriculum that meets the needs of all students. Curriculum will incorporate technology and will focus on the development of strong social/emotional skills.
2. The district will align all assessments with the curriculum to measure growth and progress of each student. Assessments and homework will be relevant and provide data to drive instruction and remediation.
3. The district will provide staff with meaningful professional development that enhances each content area.

Goal 2: The BCSD will engage students' curiosity, interest, and passion for learning using various strategies to affect their intellectual, physical, social and emotional well-being.

Objective:

1. The district will embrace student centered learning practices and engage students through mutual respect and awareness.

Goal 3: The BCSD will provide rich and meaningful opportunities for civic learning and democratic engagement throughout the district; combined with enhancing the well-being of each student to foster community responsibility.

Objective:

1. The district will create opportunities to broaden student experience beyond the classroom walls.

Goal 4: The BCSD will design and improve technology use/integration across all grade levels and content areas.

Objectives:

1. The district will provide technical training and support to staff so that they may

- effectively utilize technology currently available (i.e. troubleshooting, equipment issues, programs, etc.)
2. The district will provide training in various programs and internet resources, with a focus on classroom/content area integration.
 3. The district will use technology in the classroom to promote 21st Century learning skills and differentiate instruction for all learners.
 4. The district will utilize instructional technology coaches to research and lead professional learning in the area of instructional technology.
 5. The district will provide technology instruction to equip students with essential skills such as typing, navigating the internet and organizing information utilizing the Google platform.

Implementation Plan

Goal 1: The BCSD will provide the opportunities, resources, and support to engage each student academically with the focus of exceeding district and state standards, but also ensuring that each student maximizes their abilities.

Objective 1: The district will provide a rigorous curriculum that meets the needs of all students. Curriculum will incorporate technology and will focus on the development of strong social/emotional skills.

Activities	Evidence	Responsibility	Timeline
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Identify current strengths and challenges regarding differentiated, responsive instruction in each classroom	Discussion at faculty meetings; increase frequency of K-12 dept. meetings - Administrator Meetings -Grade Level Meetings -RTI Meetings	District Administrators Classroom Educators	July 1, 2025 to June 30, 2030
Continue to analyze current New York State Standards in all core subject areas. Grade levels and departments will continue to meet to review current practices and utilize data to make responsive changes	Discussion at faculty meetings -Administrator Meetings -RTI Meetings	District Administrators Classroom Educators OHM BOCES	July 1, 2025 to June 30, 2030

Determine next steps with teachers/ reflection of strengths and further areas of need after initial PD offerings (including areas for revisions in curriculum and	Post Conference meetings Agendas	District Professional Development Committee Grade Level Meetings CAC Meetings	July 1, 2025 to June 30, 2030
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assessment)			
Continue to provide PD opportunities for Title I and ENL specialists in differentiated, responsive instruction.	Agendas Title I and ENL meetings	OHM BOCES Superintendent's Conference Day District Administrators	July 1, 2025 to June 30, 2030
Explore NYSED SEL benchmarks and work on the outcomes we want students to have at the end of K-4, 5-8, 9-12.	SEL Framework document	District Counseling Department District Administrators Classroom Educators	July 1, 2025 to June 30, 2030
Cultivate outcomes reflective of NYSED SEL benchmarks for K-4, 5-8, 9-12 for implementation.	SEL Framework document	District Counseling Department District Administrators Classroom Educators	July 1, 2025 to June 30, 2030

Tech: Continue to explore and pilot technology platforms and software that support differentiation and access for education	Agendas Work with technology department Core Program utilization (i.e. Reading Program; digital platform)	Mentors District Administrators Classroom educators	July 1, 2025 to June 30, 2030
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Objective 2: The district will align all assessments with curriculum to measure growth and progress of each student. Assessments and homework will be relevant and provide data to drive instruction and remediation.

Activities	Evidence	Responsibility	Timeline
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Continue to utilize diagnostic assessments to inform instruction (DIBELS 8, Math Bridges, etc.)	Data collection results	District Administrators Title I coordinators Classroom educators	July 1, 2025 to June 30, 2030
Continue to analyze summative data (i.e. Regents, 3-8 NYS assessments)	Results sent from NYSED	District Administrators Classroom Educators	July 1, 2025 to June 30, 2030

Utilize common benchmark or formative assessments at grade levels or departments	Collect results and analyze	District Administrators Classroom Educators	July 1, 2025 to June 30, 2030
Implement project-based assessments and other practices from Grading for Equity	Collect results and analyze	District Administrators Classroom Educators	July 1, 2025 to June 30, 2030

Objective 3: The district will provide staff with meaningful professional development that enhances each content area.

Activities	Evidence	Responsibility	Timeline
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Provide PD for content area teachers around NGLS	Faculty Meetings Superintendent Conference Days	District Administrators OHM BOCES PD Community Teacher Leaders	July 1, 2025 to June 30, 2030
Provide PD for reading/writing strategies	Implementation of Amplify curricula, including K-6 collaboration	District Administrators Classroom educators	July 1, 2025 to June 30, 2030

Continue to activate the district professional development committee	Agendas Feedback from educators/administrators	District PD Committee	July 1, 2025 to June 30, 2030
Tech: Highlight best practices in using technology to differentiate instruction	Faculty and Staff Surveys Agendas PD schedule	Instructional Coaches District Administrators Classroom educators	July 1, 2025 to June 30, 2030
Tech: Continue to provide professional development on the use of technical equipment and accompanying software (e.g. Display boards, document camera, etc.)	Faculty and Staff Surveys Agendas PD schedule	Instructional Coaches District Administrators Classroom educators	July 1, 2025 to June 30, 2030

Goal 2: The BCSD will engage students' curiosity, interest and passion for learning using various strategies to affect their intellectual, physical, social and emotional well-being.

Objective: The district will embrace student centered learning practices and engage students through mutual respect and awareness.

Activities	Evidence	Responsibility	Timeline
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Continued pursuit of methods to develop student centered learning practices related to individual content areas across district	Attending district and regional sessions to learn of opportunities to supplement curricula with these types of resources/activities	All instructional staff; BOCES professional learning staff	July 1, 2025 to June 30, 2030
Provide PD with content specific strategies and activities to increase student engagement.	Faculty Meetings Superintendent Conference Days	District Administrators OHM BOCES PD Community Teacher Leaders	July 1, 2024 to June 30, 2025
Continued facilitation of student interests/career path development	School counseling department attends meetings with regional professionals regarding state counseling standards surrounding career planning	Administration, guidance and counseling staff; BOCES providers	July 1, 2022 to June 30, 2025
Continued pursuit of facilitating student social/emotional skill development	School counseling department attends meetings with regional professionals regarding state counseling standards surround	Administration, guidance and counseling staff; BOCES providers	July 1, 2022 to June 30, 2025

	social/emotional learning standards		
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Continued pursuit of fostering positive social emotional learning environment.	Training: Teen Mental Health First Aid (Madison County Rural Health Council)	Administration, Teachers and counseling staff	July 1, 2022 to June 30, 2025
District development of character education plan K-12	Positivity Project	All instructional staff	July 1, 2022 to June 30, 2025
Continued pursuit of opportunities to incorporate guest speakers to develop social and emotional well being.	Presentations: Anti-bullying Presentation BMX School Assembly (September 26, 2025)	Administration, guidance and counseling staff	July 1, 2022 to June 30, 2025

Goal 3: The BCSD will provide rich and meaningful opportunities for civic learning and democratic engagement throughout the district; combined with enhancing the well-being of each student to foster community responsibility.

Objective: The district will create opportunities to broaden student experience beyond the classroom walls.

Activities	Evidence	Responsibility	Timeline
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Continued pursuit of opportunities to incorporate guest speakers and community-based resources/activities (professional, government, service, etc.) into curricula	Attending regional sessions to learn of opportunities to supplement curricula with these types of resources/activities (ex: Consider training on Freckle)	All instructional staff; BOCES professional learning staff	July 1, 2022 to June 30, 2025
Continued collaboration with the School and Business Alliance to learn how we can modify our curricula to incorporate the knowledge/skills that local and national employers are seeking	Meetings between our instructional staff and SABA representatives and/or regional industry professionals	Administration and counseling staff; SABA representatives; instructional staff	July 1, 2022 to June 30, 2025
Transition plan training for special education teachers (helping students develop skills to reach career/adult living goals)	Completion of training; updated transition plans	Special education teachers; CSE Director, BOCES professional learning staff	July 1, 2022 to June 30, 2025
Research the Seal of Civic Readiness; consider	Attending regional meetings and organizing local	HS administration; social studies teachers; possibly	July 1, 2022 to June 30, 2025 Con't to pg. 15

Developing and implementing a plan to offer the Seal to seniors; includes incorporation of project-based learning opportunities	meetings to consider this option; likely to include project-based learning training	other instructional staff	*Consider offering Seal in future years
Incorporate opportunities for civic learning and democratic engagement into extracurricular activities, when possible	Attending regional sessions to learn of opportunities to incorporate civic learning and/or democratic engagement (ex: Colgate Seminar)	Extracurricular advisors	July 1, 2022 to June 30, 2025

Goal 4: Design and improve technology use/integration across all grade levels and content areas.

Objective 1: Provide technical training and support to staff so that they may effectively utilize technology currently available (i.e. troubleshooting, equipment issues, programs, etc.)

Activities	Evidence	Responsibility	Timeline
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Review and update computer technology plan	District and building level technology meetings	District Administration District Technology Coordinator	July 1, 2022 to June 30, 2025
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Professional learning on programs and products that can be used in instructional technology and on basic computer maintenance	District led training sessions	District Administration District Technology Coordinator	July 1, 2022 to June 30, 2025
Meet with BOCES Informational Technology Personnel to learn about new developments in instructional technology	Ongoing conferences OHM BOCES workshop attendance	District Administration District Technology Coordinator Instructional Coaches	July 1, 2022 to June 30, 2025
Revise expectations for staff in terms of program usage and instructional integration	Technology Committee meeting agendas Professional Development Committee meeting	District Administration District Technology Coordinator Professional	July 1, 2022 to June 30, 2025

	agendas	Development Committee Instructional Coaches	
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Objective 2: Provide training in various programs and internet resources, with a focus on classroom/content area integration.

Activities	Evidence	Responsibility	Timeline
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Professional learning opportunities to promote innovation in the classroom through technology integration in instructional practices and student use of technology	Conference/ workshop attendance MyLearningPla n Meeting Agendas	OHM BOCES District Administration Technology Coordinator Instructional Staff	July 1, 2025-2030
Research new technologies, programs and apps that enhance student learning in the classroom	Conference/ workshop attendance MyLearningPla n Meeting Agendas	OHM BOCES District Administration Technology Coordinfator Instructional Staff	July 1, 2025 to June 30, 2030
Provide PD on the use of artificial intelligence (AI)	District led training sessions (Brit	District Administration District Technology Coordinator	July 1, 2025 to June 30, 2030

Objective 3: Use technology in the classroom to promote 21st Century learning skills and differentiate instruction for all learners.

Activities	Evidence	Responsibility	Timeline
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Student activities incorporating new technology Use of Interactive Flat Panels Use of new software/programs and apps	Classroom Observation Post Conference MyLearningPlan Meeting Agendas	Instructional Staff	July 1, 2025 to June 30, 2030
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Provisions for Acceptable CTLE Activities

Opportunities to complete 100 CTLE hours for professional learning activities will be awarded in accordance to the standards established by Subpart 80-6 of Commissioner's Regulations. ***The district does not offer CTLE credit for unacceptable activities.*** The criteria for the awarding of acceptable CTLE credit is as follows:

- Any activity that falls within the content area of an educator's certification;
 - Any activity that enhances an educator's pedagogy; and
 - Any activity relevant to language acquisition for English Language Learners; •
- Beginning in the 2022-23 school year, mentor teachers will be able to receive CTLE hours for their work with newly hired first time classroom teachers. Such mentors shall be eligible for up to thirty (30) CTLE hours within each five year registration period for acceptable CTLE activities related to mentoring.

Provisions for Mentoring Program

The Brookfield Central School District Mentoring Program is defined by Board of Education policy, as outlined below:

All new teachers at Brookfield Central School holding an initial certificate will complete a mentored teaching experience within their first year of employment as a teacher. The purpose of the mentoring program is to provide support for new teachers, retention of teachers, and to increase the skills of new teachers.

The mentoring program shall be developed and implemented consistent with any collective bargaining obligation required by Article 14 of the Civil Service Law (i.e., the Taylor Law); however, Commissioner's Regulation does not impose a collective bargaining obligation that is not required by the Taylor Law.

A teacher acting as a mentor to a new teacher in the classroom teaching service will be eligible for CTLE credit for up to 30 hours of such time toward their CTLE requirement in each five-year registration period.

In accordance with Commissioner's Regulations, the elements of the mentoring program include:

Procedure for Selecting Mentors See Appendix B

Role of the Mentors See Appendix B

Preparation of Mentors See Appendix B

Types of Mentoring Activities See Appendix B

Time Allotted for Mentoring See Appendix B

Provisions for Annual Mandatory School Trainings:

Brookfield Central School is committed to hiring teachers who have fulfilled the requirements of certification, including participation in workshops covering school violence prevention and intervention, child abuse recognition and DASA. Prior to the start of each school year, all instructional staff complete the following required trainings as sponsored by our BOCES Safety Office:

- Emergency Management/Emergency Response (SHELL)
- Mental Health Awareness (Teen Mental Health First Aid)

- Sexual Harassment: Staff to Staff
- Equal Opportunity/Sexual Harassment
- Right to Know
- Dignity For All Students Act
- Fire Safety
- Workplace Violence Prevention

Upon request or determination of necessity, Brookfield Central School will provide refreshers on the above noted and other training outside of the required annual refreshers. ***The aforementioned mandatory training is not eligible for CTLE credit.***

Provisions for Teachers Certified in Bilingual and English Language Learner (ELL) Education

Teachers possessing a Professional certificate in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension under section 80-4.3 of this Title must complete their CTLE hours with a minimum of 50 percent in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English language learners.

Brookfield Central School will work with the Oneida-Herkimer-Madison BOCES to utilize the expertise and training provided by the Regional Bilingual Education- Resource Network to fulfill these requirements if and when it is necessary.

For all other faculty and staff, Brookfield Central School will apply for an exemption from the professional learning requirements in language acquisition for ELLs.

**There are no English language learners at Brookfield Central school's total student population as of such date as established by the commissioner.*

Maintenance of CTLE Records

Note: This section does not apply to teachers who hold permanent certification.

Teachers with professional certificates must complete 100 hours of professional learning/CTLE every five years in order to continue to hold certification and teach in New York State. The first professional learning period begins July 1 following the effective date of the certificate.

The District will annually provide opportunities for instructional staff to engage in high-quality

professional learning. Many of these activities are eligible to obtain CTLE credit towards the 100 hour requirement as set forth by the NYSED. NYSED defines eligible CTLE opportunities as follows:

- Acceptable CTLE must be conducted through activities designed to improve the teacher or leader's pedagogical and/or leadership skills;
- Targeted at improving student performance;
- Including but not limited to formal CTLE activities (activities that promote the professionalization of teaching and educational leadership);
- Activities closely aligned to District goals for student performance and engagement.

Each school year, hours to meet the 100 hour professional learning requirement may include:

- Four Superintendent Conference Days: A variety of opportunities will be available provide eligible CTLE credit;
- Workshops, conferences, in-service offerings and technology integration opportunities;
- Online courses and webinars (i.e. NYSUT professional learning opportunities) ● Release time during the school day for curriculum and assessment work, data analysis, and professional learning communities (content area and grade level).

CTLE providers frequently used by the Brookfield Central School District:

- Oneida-Herkimer-Madison BOCES
- Madison-Oneida Regional Information Center
- Center State Teacher Center
- Madison County BRIDGES

Tracking of Hours:

It is incumbent of each individual professional certificate holder to maintain their own recordkeeping to document their 100 hours.

As an approved sponsor of CTLE, the Brookfield Central School District will maintain records of CTLE provided by the District as required by NYSED. Upon completion of CTLE activities sponsored by the District, the District will provide all applicable educators with a NYSED approved CTLE certificate. All records of CTLE opportunities will be maintained on the District's Frontline (My Learning Plan) platform or similar platform to track professional learning activities within the District. Any CTLE activities completed outside of the District will be recorded by the individual certificate holder and will not be the responsibility of the District to record. If CTLE provider does not have an approved CTLE certificate, educator may use form provided by the State documenting the CTLE hours ([Completion of Approved CTLE Hour\(s\) Certificate](#))As per NYSED guidelines, all records will be maintained at least eight (8) years from the date of CTLE activity.

Appendix A:

List of anticipated workshop topics, training, and consultants to be offered and/or utilized during the 2025-2030 school years which will be available across the Brookfield Central School District where CTLE credit will be awarded.

Topic	Organization/Consultant Provider	Consulta
Adobe	Oneida-Herkimer-Madison BOCES	
Annual Prof. Perf. Review (APPR)	Oneida-Herkimer-Madison BOCES Brookfield CS	Programs & Prof. Learning
Art	Oneida-Herkimer-Madison BOCES	Munson Williams Proctor Arts Institute
Bilingual	Oneida-Herkimer-Madison BOCES	Regional Bilingual Education Resource Network
Character Education	Brookfield CS Oneida-Herkimer-Madison BOCES	Positivity Project
Coaching (Instructional)	Oneida-Herkimer-Madison BOCES Brookfield CS	Programs & Prof. Learning Instructional Technology Coaches
Co-Teaching (Integrated)	Brookfield CS	
Curriculum Mapping/Alignment	Brookfield CS	
Data Analysis	Brookfield CS	Madison-Oneida Reg. Info. Center
Differentiation	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning.
Diversity, Equity, & Inclusion	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning. NYSUT
ELA Curriculum/Assessment	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning

ELL (CR154)	Oneida-Herkimer-Madison BOCES	Regional Bilingual Education Resource Network
Guidance//School Counselors	Oneida-Herkimer-Madison BOCES	NYSED
Instructional Best Practice	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning
Interdisciplinary Collaboration	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning
Leadership	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning Syracuse Study Council
Librarians	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning Janice Murray
Library Science	Oneida-Herkimer-Madison BOCES	
Literacy	Oneida-Herkimer-Madison BOCES	
Manufacturing and Engineering	Oneida-Herkimer-Madison BOCES	SABA
Fine Arts	Oneida-Herkimer-Madison BOCES	Arts in Education
Lang. Other Than English (LOTE)	Oneida-Herkimer-Madison BOCES	World Languages Network R-BERN
Math Curriculum/Assess.	Oneida-Herkimer-Madison BOCES	Math Modules

McKinney-Vento	Oneida-Herkimer-Madison BOCES	
MTSS	Oneida-Herkimer-Madison BOCES	
Music	Oneida-Herkimer-Madison BOCES	Munson Williams Proctor Institute
My Learning Plan (Frontline)	Oneida-Herkimer-Madison BOCES	
New Teacher Mentoring	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning Frontline

NYSAA	Oneida-Herkimer-Madison BOCES Sauquoit Valley CS	NYSUT
NYSUT Prof. Learning Opportunities	Sauquoit Valley CS	NYSUT
Online Learning	Oneida-Herkimer-Madison BOCES	
Positive Behavioral Intervention Services	Oneida-Herkimer-Madison BOCES	
Professional Learning Communities	Oneida-Herkimer-Madison BOCES Sauquoit Valley CS	Programs & Prof. Learning Kevin Healy
Physical Education	Oneida-Herkimer-Madison BOCES Sauquoit Valley CS	Fit Kids, Fit Futures, NYSAPERD
Poverty	Oneida-Herkimer-Madison BOCES	
Principal Evaluation	Oneida-Herkimer-Madison BOCES NYS Teacher Centers	Marshall, Multidimensional Principal Performance Rubric
Project Based Learning	Oneida-Herkimer-Madison BOCES	Trevor Muir
Regional Scoring (3-8 Testing, Regents)	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning
Research Strategies	Brookfield CS	
Resiliency	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning.
School Counseling	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning. MVCC
School Psychologists	Oneida-Herkimer-Madison BOCES Sauquoit Valley CS	
School Safety	Oneida-Herkimer-Madison BOCES	Safety Office
Science Curriculum/Assess.	Oneida-Herkimer-Madison BOCES	Instructional Support Services Programs & Prof. Learning
Social Studies Curriculum/Assess.	Oneida-Herkimer-Madison BOCES	Instructional Technology Programs & Prof. Learning

Social Emotional Learning	Oneida-Herkimer-Madison BOCES	Programs & Prof. Learning., Erin Gruwell (Freedom Writers)
Student Learning System (Buzz)	Oneida-Herkimer-Madison BOCES	Instructional Support Services Agilix

Appendix B:

MENTOR TEACHING and LEAD TEACHING PROGRAM GUIDELINES

The Mentor Teaching and Lead Teaching Program is designed to assist any teacher who is new to the District. Teachers in their first year of professional teaching will be assigned an experienced staff member as a Mentor Teacher as per the New York State Education Department regulations. Teachers who are past their first year of professional teaching, but are new to the District, will be assigned an experienced teacher as a Lead Teacher who will assist in a manner similar to a Mentor Teacher.

Mentor & Lead Teacher Qualifications

- Tenured and/or with at least five years of classroom experience.
- Demonstrated understanding of District's, as well as their building's workplace culture, community, policies and procedures.
- Welcoming role models who can ease the new teacher's transition to their new role. •

Demonstrated mastery of pedagogical skills and content knowledge.

- Demonstrated effective interpersonal, written and oral communication skills.
- Demonstrated effective use of instructional technology.
- Positive, enthusiastic attitude.
- Possess positive interpersonal relationship qualities.

Selection of Mentor and Lead Teacher Candidates

1. As part of the hiring selection process for each new teacher, the members of the hiring selection committee [a committee of school professionals selected by the Building Principal and to include a representative from the Teachers Association], will identify a nominee or nominees to serve as the Mentor or Lead Teacher for the incoming

teacher and make a recommendation to the Superintendent.

2. Final approval for the selection of the Mentor or Lead Teacher will be the responsibility of the Superintendent.
3. A standing committee will meet annually in March to review the program's effectiveness. The committee shall consist of school professionals jointly recommended by the Superintendent and the Teachers' Association to include:
 - Building Principals
 - Representative from the Teachers' Association
 - One teacher from each building

Role of Mentor and Lead Teachers

- To provide guidance and support to the new teacher.
- To ease the transition into the practice of teaching and to enhance the new teachers' skills to improve student learning.

1. Mentor and Lead Teacher Activities - shall include, but not be limited to:

- modeling instruction for the new teacher
- observing instruction
- instructional planning with the new teacher
- peer coaching
- share teaching and classroom management techniques, as well as the use and application of instructional technology
- facilitate interaction with colleagues
- curriculum review
- orienting the new teacher to the school culture

2. Other activities - to include, but not be limited to:

- Mentor or Lead Teacher/new teacher meeting, at a minimum, bi-weekly solely for the purpose of mentoring or lead teaching. Interactions should be recorded on the mentoring/lead teaching log provided.
- Mentor or Lead Teacher will be available to offer support and guidance to the new teacher

3. The Mentor Teacher will perform four classroom observations of at least a period in length (approximately 40 minutes). Two of these observations will take place prior to January 15th and two will take place after January 15th. The Lead Teacher will perform two classroom observations of at least a period in length (approximately 40 minutes); one before January 15th and one after January 15th. These observations

will include pre and post observation meetings.

- Mentor Teacher and Lead Teacher preparation activities will be delivered to the Lead Teacher as a formal course of preparation offered as part of the BOCES Mentor Program, or other similar program.
- Mentor Teacher and Lead Teachers will receive in-service credit for Summer training through BOCES.
- Mentor Teacher and Lead Teacher training activities can be used to fulfill continuing professional development requirements for maintenance of professional certification.
- Mentor Teacher and Lead Teacher training shall include, but not be limited to, the following activities: theory and adult training, theory of teacher development, elements of a lead teacher relationship, peer coaching techniques and time management methodologies.

Time Allotment for Mentor & Lead Teachers

1. Mentor Teachers - A total of four instructional days in release time may be used, per assigned teacher and Mentor Teacher, during the school year for the teacher mentoring program. The four (4) instructional days of release time may be scheduled in either half or full-day segments.
2. Lead Teachers - A total of two (2) instructional days in release time may be used, per assigned teacher and Lead Teacher, during the school year for the teacher either half or full-day segments.
3. The purpose of the release time is to allow new teachers and the assigned Mentor Teachers or Lead Teachers to participate in activities such as: classroom observations, attendance at workshops, lesson planning and materials preparation, consultation with administrators or other resource people.
4. Teachers requiring substitute teaching coverage will follow district procedures for securing a substitute teacher.
5. The district recognizes that a common planning time is desirable. The district will make every effort to schedule a common planning time for the Mentor Teacher/Lead Teacher and new teacher.

Compensation

A stipend will be paid to Mentor Teachers and Lead Teachers, including additional compensation during the summer for New Teacher Orientation/Curriculum Development, as set by the Brookfield Teachers' Association Contract when applicable.

CTLE Approved Hours

A teacher acting as a mentor to a new teacher in the classroom will be eligible to accrue up to 30 hours of such time toward their CTLE requirement in each five-year registration period.

STATEMENT OF CONFIDENTIALITY

The district is prohibited from using information obtained by a Mentor Teacher or Lead Teacher through their interaction with a new teacher for evaluation or discipline of that teacher: unless withholding such information poses a danger to the life, health or safety of an individual, including students and staff; unless the information indicates that the new teacher has been convicted of a crime or has committed an act which calls into question the teacher's moral character; or unless the district has entered into a collective bargaining agreement that provides that the information obtained by the Mentor Teacher or Lead Teacher through interaction with the new teacher while engaged in mentoring activities of the program may be used for evaluating or disciplining the new teacher.

Chief School Administrator
Brookfield Central School (Date)

President
Brookfield Teachers Association (Date)