

Date: July 17, 2024

Location: Library/Media Classroom

Members Present: Bernard Whitacre, V.Nolan

Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: 0

I. Call to Order

Following the Pledge of Allegiance, the July 17, 2024 Reorganizational Meeting of the Board of Education was called to order at 7:00 p.m. by Board President, B. Whitacre.

II. Administration of the Oath of Office

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

Ronald Pavlus – Superintendent

Oath of Office was administered.

Julie Wratten – Board member, 5-year Term

Oath of Office was administered.

III. Election of Board Officers

A. President

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

Motion was made by S. Karn, seconded by V. Nolan that Bernard Whitacre be elected President of the Board of Education for the 2024-2025 fiscal year.

Motion carried: 5-0

Oath of Office was administered.

B. Vice-President

S. Karn nominated Valerie Nolan for Vice President, seconded by D. Brean.

Motion was made by S. Karn, seconded by D. Brean that Valerie Nolan be elected Vice-President of the Board of Education for the 2024-2025 fiscal year.

Motion carried: 5-0

Oath of Office was administered.

IV. Appointment of Officers

Motion was made by S. Karn, seconded by V. Nolan that the following appointments are made for the 2024-2025 fiscal year.

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

Motion carried: 5-0

Oaths were administered at a later date.

V. Additional Appointments

Motion was made by S. Karn, seconded by V. Nolan that the following additional appointments are made for the 2024-2025 fiscal year:

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

Motion carried: 5-0

VI. Designations

Motion was made by S. Karn, seconded by V. Nolan that the following designations are made for the 2024-2025 fiscal year:

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

Motion carried: 5-0

VII. Authorizations:

Motion was made by S. Karn, seconded by V. Nolan that authorization is granted to the following to serve for the 2024-2025 fiscal years:

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

Motion carried: 5-0

Date: July 17, 2024

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Members Present: Bernard Whitacre, V.Nolan

Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

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Presiding Officer: Bernard Whitacre

Members Absent: 0

VIII. Other Items:

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

Motion was made by S. Karn, seconded by V. Nolan that all Board Policies and Code of Ethics approved during the previous school year shall be in effect during the 2024-2025 fiscal year.

Motion carried: 5-0

B. Establishment of Mileage Reimbursement

Motion was made by S. Karn, seconded by V. Nolan that the mileage reimbursement rate for the 2024-2025 fiscal year shall be set at 67¢ per mile.

Discussion: This is the standard IRS rate for 2024.

Motion carried: 5-0

C. Signature/Federal & State Programs

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

Motion carried: 5-0

D. Other Legal Counsel

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

Motion carried: 5-0

E. Cooperative Bidding:

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

Motion carried: 5-0

F. Occupational Advisory Council

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

Motion carried: 5-0

G. Compensation for Instructional Substitutes

Motion was made by S. Karn, seconded by V. Nolan that the compensation for instructional substitute teachers shall be set as follows for the 2024-2025 fiscal year: Certified: \$115.00 per day and Non-Certified: \$110.00 per day.

Discussion: Increased due to minimum wage increase

Motion carried: 5-0

H. Compensation for Instructional Substitute Teaching Assistants

Motion was made by S. Karn, seconded by V. Nolan, that compensation for instructional substitute teaching assistants shall be set at \$105.00 per day for the 2024-2025 fiscal year.

Motion carried: 5-0

IX. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS

A. Additions/Amendments to the Agenda

Motion was made by S. Karn, seconded by V. Nolan that the Board of Education approves the Agenda for the July 17, 2024 meeting, as amended.

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

Motion carried: 5-0

B. Board President Communications: None

C. District Clerk Communications:

Shared information regarding NYSSBA Conferences

D. Business Communications:

Update to Building Entrance System was installed and is operational – Total cost of \$44,500 will be split between two fiscal years

E. Superintendent Communications:

The BCS logo will be updated due to new requirements from NYS

Cost per pupil presentation

Plan Pilot Update

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Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

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Presiding Officer: Bernard Whitacre

Members Absent: 0

X. RESIDENT PARTICIPATION:

Concerns were voiced regarding the low number of students signed up to play sports

XI. OLD BUSINESS: None

XII. NEW BUSINESS:

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

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

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

Motion carried: 5-0

B. CSE Committees

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

1. Committee on Preschool Special Education Membership

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

2. Committee on Special Education Membership

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

3. Committee on Special Education Sub-Committee

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

4. Approved sites for preschool evaluations (list attached)

Motion carried: 5-0

C. Personnel: Appointment of Committee on Special Education Chairperson

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Colby Thall to the position of Committee on Special Education Chairperson for the 2024-2025 school year. Stipend for this position is \$6,500.

Motion carried: 5-0

D. Personnel: Appointment of Athletic Director

Motion was made by S. Karn, seconded by V. Nolan that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Sarah Abrams as Athletic director for the 2024-2025 school year. Stipend for this position is \$6,500.

Motion carried: 5-0

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

1. HealthCare Consortium Representative

Motion was made by S. Karn, seconded by V. Nolan that the Brookfield Central School Board of Education designates Tiffany Lopesz, District Treasurer, as the District's Health care Consortium Representative for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Motion carried: 5-0

2. HealthCare Consortium Alternate Representative

Motion was made by S. Karn, seconded by V. Nolan that the Brookfield Central School Board of Education designates Ronald Pavlus, Superintendent, as the District's HealthCare Consortium Alternate Representative for the fiscal year beginning July 1, 2024 and ending June 30, 2025. In the event that a Consortium meeting is not attended by the District's Representative, but is attended by the District's Alternate Representative, the District's Alternate representative shall have full voting authority during that Consortium meeting.

Motion carried: 5-0

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

Motion was made by S. Karn, seconded by V. Nolan that the Board of Education designates Tiffany Lopesz as the District's Consortium Representative for NYSMEC for the fiscal year beginning July 1, 2024 and ending June 30, 2025. In addition, Carol Orsino is designated as the alternate representative.

Discussion: Tiffany communicates with NYSMEC regarding pricing and usage

Motion carried: 5-0

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Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: 0

G. Designation – Central NY Schools’ Workers Compensation Consortium

Motion was made by S. Karn, seconded by V. Nolan that the Board of Education designates Tiffany Lopesz as the district’s representative for the Central New York Schools’ Workers Compensation consortium for the fiscal year beginning July 1, 2024 and ending June 30, 2025. In addition, Carol Orsino is designated as the alternate representative.

Motion carried: 5-0

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

Motion was made by S. Karn, seconded by V. Nolan that the Board of Education hereby designates Tiffany Lopesz as the district’s representative for the O-H-M Liability Insurance Consortium for the fiscal year beginning July 1, 2024 and ending June 30, 2025. In addition, Carol Orsino is designated as the alternate representative.

Motion carried: 5-0

I. Authorization to Pay Vendors Prior to Board Audit

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

Motion carried: 5-0

J. Approval of Tax Levy

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the Tax Levy amount of \$1,705,215 for the 2024-2025 school year.

Motion carried: 5-0

K. Personnel: Appointment of Summer Helper

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Kaysie White to the position of Summer Helper effective July 1, 2024 through August 31, 2024. Salary for this position is \$15.00 per hour.

Motion carried: 5-0

L. Personnel: Appointment of Summer Helper

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Walter Rice to the position of Summer Helper effective July 1, 2024 through August 31, 2024. Salary for this position is \$15.00 per hour.

Motion carried: 5-0

M. Personnel: Appointment of Summer Helper

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Elizabeth McFadden to the position of Summer Helper effective July 1, 2024 through August 31, 2024. Salary for this position is \$15.00 per hour.

Motion carried: 5-0

N. Personnel: Appointment of Title IX Coordinator

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon recommendation of the Superintendent approves the appointment of Ronald Pavlus to the position of Title IX Coordinator, effective July 1, 2024.

Motion carried: 5-0

O. Approval of Agreement – Contract for Cooperative Educational Services

Motion was made by S. Karn, seconded by V. Nolan, that the Agreement made this 1st day of July, 2024 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 2024-2025 school year at the indicated cost of \$1,797,302.26.

Motion carried: 5-0

P. Personnel: Appointment of 2024 Summer Enrichment Program Staff

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of the following staff for the 2024 Brookfield Central School Summer Enrichment Program: Colby Thall, Kallie Rollins, Sarah Viscomi, Erica Shaw, Colleen Peavey, Veronica Laymon.

Discussion: Salary for the instructional staff above is 1/200th of their current salary. Salary for non-instructional staff is their current hourly rate.

Motion carried: 5-0

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Members Present: Bernard Whitacre, V.Nolan

Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: 0

Q. Personnel: Acceptance of Resignation

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Carrie Smith, Director of Curriculum, Instruction and Pupil Personnel/High School Principal, effective June 28, 2024.

Motion carried: 5-0

R. Approval of Non-Resident Students for the 2024-2025 School Year

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the following students to be permitted to attend Brookfield Central School for the 2024-2025 school year, tuition waived and transportation the responsibility of the parents – list attached.

Motion carried: 5-0

S. Personnel: Appointment of Full-Time Assistant Mechanic/School Bus Driver

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Colby Wratten to the position of Full-Time Assistant Mechanic/School Bus Driver, effective June 27, 2024. Salary for this position is \$25.70 per hour.

Motion carried: 5-0

T. Acceptance of the June 18, 2024 Brookfield Central School Budget Vote Results

Motion was made by S. Karn, seconded by V. Nolan, that the Brookfield Board of Education, upon the recommendation of the Superintendent, accepts the results of the Budget Vote held on June 18, 2024, as presented below:

Total Budget: \$8,297,772

Budget Proposition: Yes-128 No-114

Absentee Votes: 10

Early Mail Votes: 2

Motion carried: 5-0

U. Approval of Lease Agreements

1. Laura Goodemoot

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education approve the lease agreement between the Brookfield Central School District (Landlord) and Laura Goodemoot (Tenant), in that the Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant a portion of the School's parcel located at the corner of Fairground Road and Elm Street. The specific area of this parcel being from the west boundary of said parcel to the edge of the gravel parking lot, extended to the south boundary of said parcel to the edge of the gravel parking lot, extended to the south boundary of such parcel, the north boundary of the area rented being Elm Street. Tenant shall pay to Landlord \$1.00 yearly, which may be changed time to time by Landlord. Term of the lease agreement will begin on July 1, 2024 and end June 30, 2025.

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

Motion carried: 5-0

2. Wayne & Madalyn Walker

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education approve the lease agreement between the Brookfield central School District (Landlord) and Wayne & Madalyn Walker (Tenant), in that the Landlord, in consideration of the lease payments provided in this Lease, leases to Tenant a portion of the School's parcel located on Fairground Road. The specific area of this parcel is from the lawn located behind the tenant's barn to the beginning of the grade on the northern corner of the schools property. Tenant shall pay to Landlord \$1.00 yearly, which may be changed time to time by Landlord. Term of the lease agreement will begin on July 1, 2024 and end June 30, 2025.

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

Motion carried/defeated:

V. Personnel: Acceptance of Resignation

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Heath Miller, K-12 Music Teacher, effective June 30, 2024.

Motion carried: 5-0

W. Personnel: Acceptance of Resignation

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Anna Buehler, Special Education Teacher, effective June 30, 2024.

Motion carried: 5-0

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Members Present: Bernard Whitacre, V.Nolan

Dawn Brean, Julie Wratten, Sean Karn

Also Present:

Ronald Pavlus, Superintendent

Christa Case, District Clerk

Tiffany Lopesz, Business Manager

Community Members

Meeting Type: Reorganizational

Presiding Officer: Bernard Whitacre

Members Absent: 0

X. Personnel: Appointment of Summer School Bus Monitor

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Marjorie Wilcox to the position of Summer School Bus Monitor, effective July 1, 2024. Salary for this position is \$17.63 per hour.

Motion carried: 5-0

XIII. EXECUTIVE SESSION

Motion was made by S. Karn, seconded by V. Nolan, that the Board of Education enters Executive Session at 8:20 p.m. for the purpose of discussing matters related to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person

Motion carried: 5-0

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

Board Member, S. Karn moved, seconded by Board Member, V. Nolan that the Board returns to open session at 9:42 p.m.

No action was taken by the Board following Executive Session.

XIV. ADJOURNMENT

Motion to adjourn the July 17, 2024 meeting at 9:43 p.m. was made by S. Karn, seconded by V. Nolan.

Motion carried: 5-0