

BROOKFIELD CENTRAL SCHOOL  
BOARD OF EDUCATION  
**Regular Meeting:**  
**Tuesday, December 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 Reports
- ITEM 3. Communications, Reports, Announcements  
A. Additions/Amendments to the Agenda  
B. Board President Communications  
C. District Clerk Communications  
D. Business Communications  
E. Superintendent Communications
- ITEM 4. Public Forum:
- ITEM 5. Old Business:
- ITEM 6. New Business:  
A. Approval of: Senior Class Trip  
B. Appointment of: DASA Coordinators  
C. Personnel: Approval of Request for Leave  
D. Personnel: Appointment of Lead Evaluators  
E. Personnel: Appointment of Instructional/Non-Instructional Substitute  
F. CSE Recommendations  
G. Approval of: Disposal of 2025 School Budget and Election Voting Ballots  
H. Approval of: Financial Statements Audit 2024-2025  
I. Approval of: District Corrective Action Plan for June 30, 2025 Financial Statement Audit
- ITEM 7. Adjournment

## **Addition to the Agenda 12-9-2025**

### New Business:

- J. Personnel: Appointment of Long-Term Substitute Secondary Social Studies Teacher**

**BROOKFIELD CSD**

**Check Warrant Report For A - 25: OCTOBER 2025 GENERAL FUND MANUAL CHECKS For Dates 10/1/2025 - 10/31/2025**



| Check # | Check Date | Vendor ID | Vendor Name                      | Account       | PO Number | Check Amount        | Liquidated        |
|---------|------------|-----------|----------------------------------|---------------|-----------|---------------------|-------------------|
| 3027    | 10/10/2025 | 3115      | US POSTAL SERVICE                | A 1670.451-10 |           | 780.00              |                   |
|         |            |           |                                  |               |           | <b>Check Total:</b> | <b>780.00</b>     |
| 3028    | 10/10/2025 | 2335      | MADISON-ONEIDA HERKIMER<br>BOCES | A 9060.800-10 |           | 66,641.46           |                   |
|         |            |           |                                  |               |           | <b>Check Total:</b> | <b>66,641.46</b>  |
| 3029    | 10/16/2025 | 5529      | Oneida Herkimer/Madison BOCES    | A 391         |           | 1,914.82            |                   |
|         |            |           |                                  | A 5510.490-10 |           | 226.86              |                   |
|         |            |           |                                  | A 2825.490-10 |           | 9,459.45            |                   |
|         |            |           |                                  | A 2815.490-10 |           | 1,847.93            |                   |
|         |            |           |                                  | A 2630.490-10 |           | 18,276.55           |                   |
|         |            |           |                                  | A 2610.490-10 |           | 1,517.31            |                   |
|         |            |           |                                  | A 2280.490-40 |           | 12,707.20           |                   |
|         |            |           |                                  | A 2250.490-40 |           | 103,174.69          |                   |
|         |            |           |                                  | A 2110.490-30 |           | 29,563.73           |                   |
|         |            |           |                                  | A 2010.490-20 |           | 6,297.15            |                   |
|         |            |           |                                  | A 1981.490-10 |           | 5,716.49            |                   |
|         |            |           |                                  | A 1910.490-10 |           | 152.50              |                   |
|         |            |           |                                  | A 1670.490-10 |           | 2,397.76            |                   |
|         |            |           |                                  | A 1621.490-10 |           | 1,769.37            |                   |
|         |            |           |                                  | A 1620.490-10 |           | 96.70               |                   |
|         |            |           |                                  | A 1480.490-10 |           | 1,749.00            |                   |
|         |            |           |                                  | A 1430.490-10 |           | 82.50               |                   |
|         |            |           |                                  | A 1310.490-10 |           | 4,659.89            |                   |
|         |            |           |                                  |               |           | <b>Check Total:</b> | <b>201,609.90</b> |

**BROOKFIELD CSD**

Check Warrant Report For A - 25: OCTOBER 2025 GENERAL FUND MANUAL CHECKS For Dates 10/1/2025 - 10/31/2025



| Check #                   | Check Date | Vendor ID | Vendor Name | Account | PO Number | Check Amount               | Liquidated |
|---------------------------|------------|-----------|-------------|---------|-----------|----------------------------|------------|
|                           |            |           |             |         |           |                            |            |
| Number of Transactions: 3 |            |           |             |         |           | Warrant Total: 269,031.36  |            |
|                           |            |           |             |         |           | Vendor Portion: 269,031.36 |            |

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$269,031.36. 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.

*Oct 31, 2025*  
Date

*Carol Davis*  
Signature

*Debra Assistant*  
Title



**BROOKFIELD CSD**

Check Warrant Report For A - 40: NOVEMBER 17, 2025 GENERAL FUND CD For Dates 11/17/2025 - 11/17/2025



| Check # | Check Date | Vendor ID | Vendor Name                           | Account       | PO Number           | Check Amount | Liquidated |
|---------|------------|-----------|---------------------------------------|---------------|---------------------|--------------|------------|
| 14542   | 11/17/2025 | 3600      | SCHOLASTIC SPORTS SALES LTD           | A 2855.200-30 |                     | 88.75        |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 88.75        |            |
| 14543   | 11/17/2025 | 8295      | Surveillance 247 LLC                  | A 5510.450-10 | 210                 | 3,100.00     | 3,100.00   |
|         |            |           |                                       |               | <u>Check Total:</u> | 3,100.00     |            |
| 14544   | 11/17/2025 | 8150      | SYRACUSE HAULERS WASTE<br>REMOVAL INC | A 1620.400-10 |                     | 747.50       |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 747.50       |            |
| 14545   | 11/17/2025 | 7753      | UNITED AUTO SUPPLY                    | A 5510.450-10 |                     | 105.55       |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 105.55       |            |
| 14546   | 11/17/2025 | 8000      | FERRARA FIORENZA PC                   | A 1420.400-10 |                     | 4,215.00     |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 4,215.00     |            |
| 14547   | 11/17/2025 | 7069      | NASN                                  | A 2815.450-10 |                     | 160.00       |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 160.00       |            |
| 14548   | 11/17/2025 | 8009      | Katrina Townsend                      | A 2815.435-10 |                     | 84.00        |            |
|         |            |           |                                       |               | <u>Check Total:</u> | 84.00        |            |

BROOKFIELD CSD

Check Warrant Report For A - 40: NOVEMBER 17, 2025 GENERAL FUND CD For Dates 11/17/2025 - 11/17/2025



Check # \_\_\_\_\_ Check Date \_\_\_\_\_ Vendor ID \_\_\_\_\_ Vendor Name \_\_\_\_\_

| Number of Transactions: | 16 | Account | PO Number       | Check Amount | Liquidated |
|-------------------------|----|---------|-----------------|--------------|------------|
|                         |    |         | Warrant Total:  | 143,382.09   |            |
|                         |    |         | Vendor Portion: | 143,382.09   |            |

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$143,382.09. 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.

Date Nov 17, 2025 Signature [Handwritten Signature] Title Office Assistant

**BROOKFIELD CSD**



Check Warrant Report For A - 41: November 21, 2025 Payroll Processing For Dates 11/21/2025 - 11/21/2025

| Check #             | Check Date | Vendor ID | Vendor Name                          | Account             | PO Number | Check Amount      | Liquidated |
|---------------------|------------|-----------|--------------------------------------|---------------------|-----------|-------------------|------------|
| 610                 | 11/21/2025 | 489       | BROOKFIELD TRUST & AGENCY<br>ACCO    | A 726FICA           |           | 6,358.67          |            |
|                     |            |           |                                      | A 726FICA           |           | 6,358.69          |            |
|                     |            |           |                                      | A 722               |           | 7,627.85          |            |
|                     |            |           |                                      | A 726MED            |           | 1,487.14          |            |
|                     |            |           |                                      | A 726MED            |           | 1,487.08          |            |
|                     |            |           |                                      | A 721               |           | 4,497.56          |            |
|                     |            |           |                                      | A 710               |           | 76,491.41         |            |
| <b>Check Total:</b> |            |           |                                      |                     |           | <b>104,308.40</b> |            |
| 612                 | 11/21/2025 | 6897      | U S OMNI                             | A 718               |           | 2,216.94          |            |
|                     |            |           |                                      | A 718               |           | 73.82             |            |
|                     |            |           |                                      | <b>Check Total:</b> |           |                   |            |
| 14530               | 11/21/2025 | 5122      | BROOKFIELD TEACHERS ASSOC.           | A 729               |           | 350.00            |            |
|                     |            |           |                                      | A 729               |           | 1,380.00          |            |
|                     |            |           |                                      | A 729               |           | 100.00            |            |
| <b>Check Total:</b> |            |           |                                      |                     |           | <b>1,830.00</b>   |            |
| 14531               | 11/21/2025 | 7815      | NYS CHIL D SUPPORT PROCESS<br>CENTER | A 724               |           | 1,390.80          |            |
|                     |            |           |                                      | <b>Check Total:</b> |           |                   |            |
| 14532               | 11/21/2025 | 7815      | NYS CHIL D SUPPORT PROCESS<br>CENTER | A 723C              |           | 441.40            |            |
|                     |            |           |                                      | <b>Check Total:</b> |           |                   |            |
| <b>Check Total:</b> |            |           |                                      |                     |           | <b>953.46</b>     |            |

BROOKFIELD CSD

Check Warrant Report For A - 41: November 21, 2025 Payroll Processing For Dates 11/21/2025 - 11/21/2025



Check #      Check Date      Vendor ID      Vendor Name

Account

PO Number

Check Amount

Liquidated

Number of Transactions: 6

Warrant Total: 111,214.82

Vendor Portion: 111,214.82

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$111,214.82. 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.

Nov 21, 2025

*Christy D. Davis*

Deputy Assistant

Date

Signature

Title

**BROOKFIELD CSD**

Check Warrant Report For C - 8: NOVEMBER 17, 2025 SCHOOL LUNCH CD For Dates 11/17/2025 - 11/17/2025



Check # 3163 Check Date 11/17/2025 Vendor ID Vendor Name 7834 AMY DINEEN TRUCKING SERVICE

Account C 2860.400 PO Number Check Amount Liquidated

1,040.00

1,040.00

Check Total:

1,040.00

Warrant Total:

1,040.00

Vendor Portion:

1,040.00

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 \$1,040.00. 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.

11/17/2025  
Date

*[Signature]*  
Signature

*[Signature]*  
Title

**BROOKFIELD CSD**

Check Warrant Report For H026 - 4: NOVEMBER 17, 2025 CAPITAL PROJECT CD For Dates 11/17/2025 - 11/17/2025



Check #      Check Date      Vendor ID      Vendor Name

1290      11/17/2025      2135      JAMES JORDAN ASSOCIATES

| Account               | PO Number | Check Amount | Liquidated |
|-----------------------|-----------|--------------|------------|
| H026 2110.240-00-0101 |           | 1,979.87     |            |
| H026 2110.240-00-0101 |           | 2,356.13     |            |
| H026 2110.240-00-0101 |           | 7,436.81     |            |

Number of Transactions: 1

|                 |           |
|-----------------|-----------|
| Check Total:    | 11,772.81 |
| Warrant Total:  | 11,772.81 |
| Vendor Portion: | 11,772.81 |

**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 \$11,772.81. 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.

Nov 17, 2025      *[Signature]*      *[Signature]*  
 Date      Signature      Title

**BROOKFIELD CENTRAL SCHOOL  
BOARD OF EDUCATION  
SPECIAL MEETING  
Wednesday, September 24, 2025  
7:00 p.m. – Oneida-Herkimer-Madison BOCES  
4747 Middle Settlement Road, New Hartford, NY 13413**

**I. Call to Order**

The Special Meeting of September 24, 2025 was called to order at 7:00 p.m. by Board President, B. Whitacre.

In attendance: Bernard Whitacre, Valerie Nolan, Dawn Brean, Cory Grey, Julie Wratten.

Also present: Colleen Heinrich: School Attorney, Patricia Kilburn: OHM BOCES Superintendent.

School Board President, B. Whitacre appointed V. Nolan as Clerk Pro Tem in the absence of the District Clerk.

**II. Executive Session**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enter Executive Session at 7:01 p.m. for the purpose of discussing the employment of a particular person. Colleen Heinrich and Patricia Kilburn were invited to attend Executive Session.

*Motion carried: 5-0*

Board Member, D. Brean moved, seconded by Board Member, J. Wratten that the Board returns to open session at 8:41 p.m.

*Motion carried: 5-0*

No action was taken following Executive Session.

**III. Adjournment**

Motion was made by D. Brean, seconded by J. Wratten, that the Board adjourn the September 24, 2025 meeting at 8:42 p.m.

*Motion carried: 5-0*

**BROOKFIELD CENTRAL SCHOOL  
BOARD OF EDUCATION  
SPECIAL MEETING  
Thursday, October 9, 2025  
7:00 p.m. – Oneida-Herkimer-Madison BOCES  
4747 Middle Settlement Road, New Hartford, NY 13413**

**I. Call to Order**

The Special Meeting of October 9, 2025 was called to order at 7:02 p.m. by Board President, B. Whitacre. In attendance: Bernard Whitacre, Valerie Nolan, Dawn Brean, Cory Grey, Julie Wratten. Also present: Colleen Heinrich: School Attorney, Patricia Kilburn: OHM BOCES Superintendent, Ronald Wheelock: Candidate.

School Board President, B. Whitacre appointed V. Nolan as Clerk Pro Tem in the absence of the District Clerk.

**II. Executive Session**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enter Executive Session at 7:04 p.m. for the purpose of discussing the employment of a particular person. Colleen Heinrich, Patricia Kilburn, and Ronald Wheelock were invited to attend Executive Session.

*Motion carried: 5-0*

Board Member, D. Brean moved, seconded by Board Member, J. Wratten that the Board returns to open session at 9:12 p.m.

*Motion carried: 5-0*

No action was taken following Executive Session.

**III. Adjournment**

Motion was made by D. Brean, seconded by J. Wratten, that the Board adjourn the October 9, 2025 meeting at 9:15 p.m.

*Motion carried: 5-0*

**BROOKFIELD CENTRAL SCHOOL  
BOARD OF EDUCATION  
SPECIAL MEETING  
Friday, October 17, 2025  
7:00 p.m. – Brookfield Central School Library/Media Room**

**I. Call to Order**

The Special Meeting of October 17, 2025 was called to order at 7:00 p.m. by Board President, B. Whitacre.

In attendance: Bernard Whitacre, Board Member – President  
Valerie Nolan, Board Member – Vice President  
Dawn Brean, Board Member  
Cory Grey, Board Member  
R. Pavlus, Superintendent  
C. Case, District Clerk  
Parents/Community Members

**II. Release of Statement**

- Mr. Whitacre released a statement to the public about the direction of the Board with regards to the school district Superintendent.

**III. Public Forum**

- Questions and comments were taken/heard.

**IV. Resolutions**

**Resolution 1.**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the following:

***APPROVAL OF SEPARATION AGREEMENT AND ACCEPTANCE OF RESIGNATION***

*Mr. Ronald Pavlus*

**WHEREAS**, the Board of Education and Superintendent of Schools Ronald Pavlus have agreed that Mr. Pavlus shall resign from his position of Superintendent of Schools; and

**WHEREAS**, the Board of Education has reviewed a proposed separation agreement that will resolve any and all claims the District and employee may have against each other; and

1. The Board of Education hereby approves the proposed separation agreement, and authorizes the Board President, or his designee, and/or the school attorneys to take all necessary actions and to execute any necessary documents on behalf of the Board of Education to effectuate the same.
2. The Board of Education further accepts the resignation of Ronald Pavlus, effective midnight on October 19, 2025.
3. This Resolution shall take effect immediately.

*Motion carried: 5-0*

**Resolution 2.**

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the following:

***RESOLUTION APPOINTING INTERIM SUPERINTENDENT OF SCHOOLS***

*Mr. Ronald Wheelock*

**WHEREAS**, Ronald Pavlus, the current Superintendent of Schools, is resigning from employment, effective October 19, 2025; and

**WHEREAS**, the Board of Education is desirous of appointing a qualified person to serve Interim Superintendent of Schools during the period of time between Superintendent Pavlus' resignation and the appointment of a Superintendent of Schools; and

**WHEREAS**, the Board of Education, after careful consideration, has determined that Ronald Wheelock possesses the experience and necessary qualifications to serve as the Interim Superintendent of Schools for the Brookfield Central School District and to continue the orderly administration of the School District's ongoing programs and projects; and

**WHEREAS**, Ronald Wheelock has agreed to accept the Board's offer to the appointment as Interim Superintendent of Schools, effective October 20, 2025.

1. The Board of Education hereby appoints Ronald Wheelock as the Interim Superintendent of Schools of the Brookfield Central School District, effective October 20, 2025.
2. The Board of Education authorizes the President of the Board, or the Vice President in their absence, to execute said Agreement on behalf of the School District and to file the same with the School District.

**BE IT FURTHER RESOLVED**, that, as Interim Superintendent, Mr. Wheelock shall possess all authority and responsibility to serve as Superintendent of Schools of the Brookfield Central School District; and

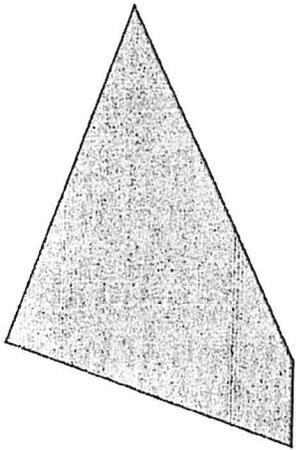
**BE IT FURTHER RESOLVED**, that, in accordance with the applicable provisions of the Education Law, the School District shall defend, indemnify and hold harmless Mr. Wheelock from any claims which may arise in connection with his services as Interim Superintendent during such period.

*Motion carried: 5-0*

**V. Adjournment**

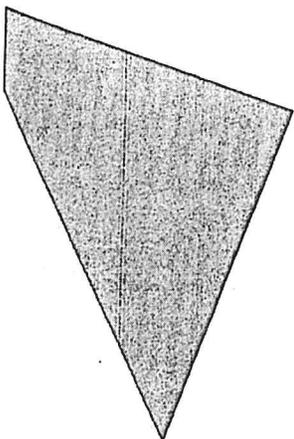
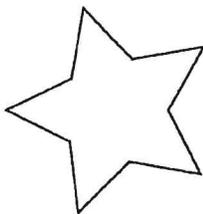
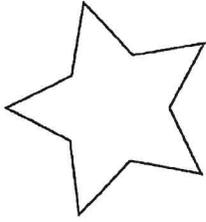
Motion was made by D. Brean, seconded by J. Wratten, that the Board adjourn the October 17, 2025 meeting at 7:17 p.m.

*Motion carried: 5-0*



# SENIOR TRIP

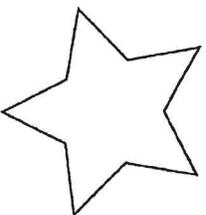
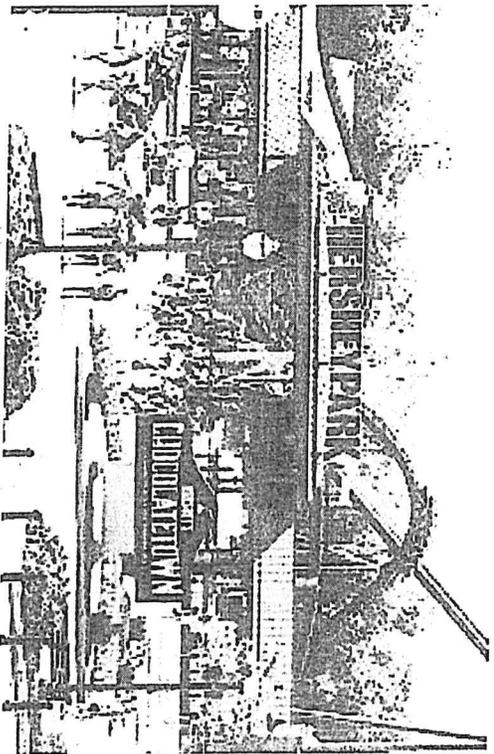
class of 2026



# ITINERARY

- **Thursday : 06/04/26**
  - Travel to Pennsylvania: depart at 8:00am
  - Visit the National Civil War Museum
- **Friday : 06/05/26**
  - Spend the day at Hershey Park
- **Saturday : 06/06/26**
  - Travel Home: depart at 9:00am

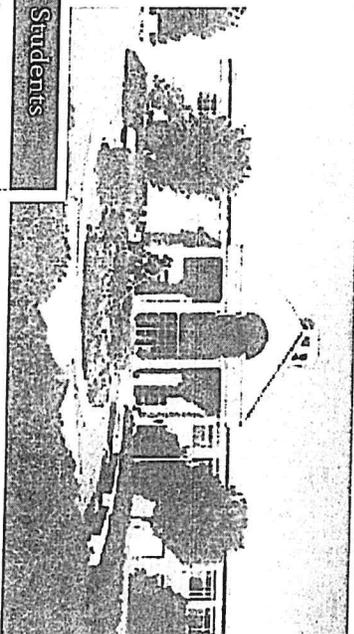
# MAIN LOCATION



**Hershey Park**  
Hershey, Pennsylvania

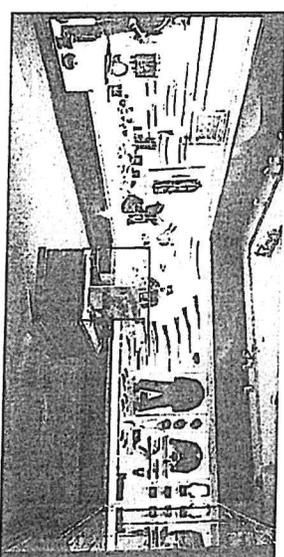


# EDUCATIONAL LOCATION

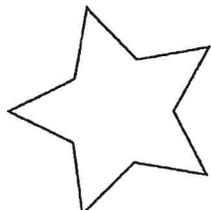


National Civil War  
Museum

Harrisburg, Pennsylvania



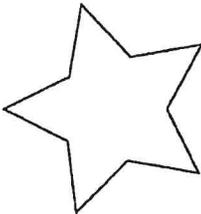
|              |
|--------------|
| Students     |
| \$10 /per *  |
| Senior/Adult |
| \$11 /per    |



# JRAUSEL

transportation:

- renting two SUVs for the weekend
- class advisors agreed to drive (Mr. Long and Ms. Perry)



Choose a Vehicle Class 7 results

SEARCH FILTERS

- RENTAL STATUS: Idle
- PICKUP & RETURN: City
- VEHICLE: SUV
- DETAILS
- RENTAL & RESERVE

Sort by: Price

| Vehicle   | Price                      | Details     |
|---|----------------------------|-------------|
| <br>Premium SUV<br>Rent from \$17.00 per day<br>If Reserve: 24 Hours 27 Days                              | 1700<br>1410 <sup>25</sup> | <br>Details |
| <br>Full Size SUV<br>Over 100 Features. Freedom. No Limit. Hands or Feet.<br>If Reserve: 24 Hours 27 Days | 1150<br>362 <sup>25</sup>  | <br>Details |

Filters (0)

VEHICLE:  Used or damaged  Limited mileage

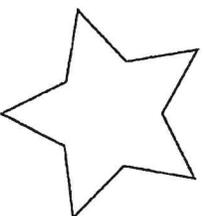
Sort by: Price

Website Feedback

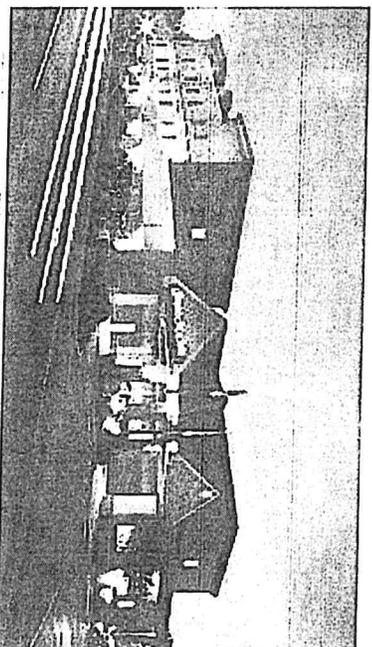
# HOUSING PLANS

## Hampton Inn & Suites Hershey :

- 5 rooms for 3 nights



Hershey, PA



# STUDENTS AND CHAPERONES

There are a total of **ten** students and **two** chaperones.

- The male chaperone is Mr. Andrew Long
- The female chaperone is Ms. Denine Perry

# FUNDRAISING PLANS

- Heidelberg Bread
- Chicken BBQ
- Concession
- Bake Sale
- Utica Coffee
- Semi Formal
- 3 v.s. 3 Basketball Tournament
- Pie a Teacher and Senior

TOTAL:

# PROPOSED BUDGET

- *Premium SUV Rental* → \$410.55 round trip (2) = \$821.10 + tax
- park tickets → \$69.99 (12) = \$839.88
- cabin → \$250 a night (two nights, three cabins) = \$1500
- museum tickets → \$10 (10) = \$100  
\$11 (2) = \$22

**TOTAL : \$3262.9**