

BROOKFIELD CENTRAL SCHOOL
BOARD OF EDUCATION
Regular Meeting:
Tuesday, February 10, 2026
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, Budget Status 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. CSE Recommendation
B. Approval of Appointment of Superintendent Search Consultant
C. Personnel: Appointment of Non-Instructional/Instructional Substitute
D. Personnel: Appointment of Instructional Substitute
E. Approval of: 1st Reading – Policies
F. Approval of: Combination for Esports
G. Personnel: Appointment of Long-Term Substitute Physical Education Teacher
- ITEM 7. Adjournment

BROOKFIELD CSD

Check Warrant Report For A - 46: DECEMBER 2025 GENERAL FUND MANUAL CHECKS For Dates 12/1/2025 - 12/31/2025



Check # Check Date Vendor ID Vendor Name

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3034	12/08/2025	2335	MADISON-ONEIDA HERKIMER BOCES	A 9060.800-10		71,152.67	
3035	12/10/2025	7493	BUPELL FUELS LLC	A 9060.800-10		71,152.67	
Check Total:						142,305.34	
3036	12/17/2025	5529	Oneida Herkimer Madison BOCES	A 1620.410-12		8,310.35	
Check Total:						8,310.35	
Subtotal:						150,615.69	
3037	12/31/2025	2335	MADISON-ONEIDA HERKIMER BOCES	A 391		1,914.82	
				A 5510.490-10		267.47	
				A 2825.490-10		10,766.96	
				A 2815.490-10		1,901.16	
				A 2630.490-10		18,276.41	
				A 2610.490-10		1,517.31	
				A 2280.490-40		15,502.06	
				A 2250.490-40		42,921.62	
				A 2110.490-30		33,898.72	
				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		4,659.88	
Check Total:						149,887.88	
3038	12/31/2025	6564	CITIZENS BANK	A 9060.800-10		69,564.67	
Check Total:						69,564.67	
Subtotal:						219,180.36	
				A 1310.450-10		16.03	
				A 2810.450-30		32.39	

BROOKFIELD CSD

Check Warrant Report For A - 46: DECEMBER 2025 GENERAL FUND MANUAL CHECKS For Dates 12/1/2025 - 12/31/2025

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount
				A 2110.435-30		318.32
				A 2110.450-30		176.12
				A 2810.435-30		146.12
				A 2110.450-30		352.29
Check Total:						1,041.27
Warrant Total:						299,956.84
Vendor Portion:						299,956.84

Number of Transactions: 5

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$299,956.84. 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.

Carol R. Lino

Dec 31, 2025

Date

Diane Anderson

Title

BROOKFIELD CSD

Check Warrant Report For A - 57: January 30, 2026 Payroll Processing For Dates 1/30/2026 - 1/30/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
622	01/30/2026	489	BROOKFIELD TRUST & AGENCY ACCO	A 726FICA		6,959.38	
				A 726FICA		6,959.39	
				A 722		8,590.78	
				A 726MED		1,627.63	
				A 726MED		1,627.57	
				A 721		4,893.73	
				A 710		84,131.90	
623	01/30/2026	2732	NYS & LOCAL EMPLOYEES			114,790.38	
				A 718		2,898.24	
				A 718		110.73	
624	01/30/2026	6897	U S OMNI			2,948.97	
14652	01/30/2026	5122	BROOKFIELD TEACHERS ASSOC.	A 729		350.00	
				A 729		1,280.00	
				A 729		100.00	
						1,730.00	
14653	01/30/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 724		2,362.44	
						2,362.44	
14654	01/30/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		441.40	
						441.40	
						767.64	

BROOKFIELD CSD

Check Warrant Report For A - 57: January 30, 2026 Payroll Processing For Dates 1/30/2026 - 1/30/2026



Check # _____ Check Date _____ Vendor ID _____ Vendor Name _____

Account	PO Number	Check Amount	Liquidated
	Warrant Total:	123,040.83	
	Vendor Portion:	123,040.83	

Number of Transactions: 6

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 \$123,040.83. 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.

Jan 30, 2026 Date Chris P. Allison Signature Warrant Administrator II Title

BROOKFIELD CSD

Check Warrant Report For A - 56: JANAUARY 16, 2026 GENERAL FUND CD For Dates 1/16/2026 - 1/16/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated	
14629	01/16/2026	7564	Amazon	A 1310.450-10	239	15.29	15.29	
14630	01/16/2026	7786	CCS LTA		Check Total:	15.29		
14631	01/16/2026	7876	CENTER STATE PROPANE	A 2855.400-30	241	360.00	360.00	
14632	01/16/2026	7715	CINTAS	A 5530.400-10		760.95		
				A 5530.400-10		329.95		
				A 5530.400-10		329.95		
				A 5530.400-10		329.95		
					Check Total:	1,750.80		
14633	01/16/2026	7929	JEFFREY CONTE	A 5510.400-10		133.75		
				A 5510.400-10		157.30		
					Check Total:	291.05		
14634	01/16/2026	1050	DEVELOPMENTAL THERAPY ASSOCIAT	A 2855.400-30		121.60		
					Check Total:	121.60		
14635	01/16/2026	6906	JEFF GILBERT	A 2250.400-40		5,811.00		
					Check Total:	5,811.00		
14636	01/16/2026	7599	JAMES IRONSIDE	A 2855.400-30		121.60		
					Check Total:	121.60		
14637	01/16/2026	7447	LaPolla, Thomas	A 2855.400-30		121.60		
					Check Total:	121.60		
14638	01/16/2026	6907	LOUIS LEWIS	A 2855.400-30		121.60		
					Check Total:	121.60		
01/15/2026 02:54 PM							121.60	

BROOKFIELD CSD

Check Warrant Report For A - 56: JANAUARY 16, 2026 GENERAL FUND CD For Dates 1/16/2026 - 1/16/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14639	01/16/2026	7576	LOCAL GAS LLC	A 1621.450-10		121.60	
					Check Total:	139.98	
14640	01/16/2026	5091	MTRASDA	A 1240.400-10	243	139.98	
					Check Total:	50.00	50.00
14641	01/16/2026	7500	NORTHERN NURSERIES	A 2855.450-30		195.00	
					Check Total:	195.00	
14642	01/16/2026	7183	OTIS ELEVATOR COMPANY	A 1620.400-10		342.54	
					Check Total:	342.54	
14643	01/16/2026	3395	S & S WORLWIDE INC	A 2250.450-40	51	75.00	75.00
					Check Total:	75.00	
14644	01/16/2026	8092	JOSEPH SALLUSTIO	A 2855.400-30		127.60	
					Check Total:	127.60	
14645	01/16/2026	3651	SCHOOL SPECIALTY LLC	A 2630.450-30	97	9.84	9.84
				A 2250.450-40	48	65.34	65.34
					Check Total:	75.18	
14646	01/16/2026	7282	Richard Sents	A 2855.400-30		121.60	
					Check Total:	121.60	
14647	01/16/2026	5967	SUPER DUPER PUBLICATIONS	A 2250.450-40	236	89.00	89.00
					Check Total:	89.00	
14648	01/16/2026	8240	Syracuse Mets Ticket Office	A 2110.450-30	242	210.00	210.00
					Check Total:	210.00	
14649	01/16/2026	4155	SANDRA TOUMBACARIS				

BROOKFIELD CSD

Check Warrant Report For A - 56: JANAUARY 16, 2026 GENERAL FUND CD For Dates 1/16/2026 - 1/16/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14650	01/16/2026	7535	Turnpenny, Mark	A 9060.800-10	175	185.00	185.00
						Check Total:	185.00
				A 2855.400-30		121.60	
14651	01/16/2026	6102	JAMES WEAVER	A 2855.400-30		121.60	
						Check Total:	121.60
						Check Total:	121.60
						Warrant Total:	10,690.24
						Vendor Portion:	10,690.24

Number of Transactions: 23

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 23 in number, in the total amount of \$10,690.24. 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.

Jan 16, 2026 _____
 Date Signature
 Carol Quinn
 District Treasurer
 Title

BROOKFIELD CSD

Check Warrant Report For C - 11: JANUARY 16, 2026 SCHOOL LUNCH CD For Dates 1/16/2026 - 1/16/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3167	01/16/2026	7834	AMY DINEEN TRUCKING SERVICE	C 2860.400		1,040.00	

Number of Transactions: 1

Check Total: 1,040.00
 Warrant Total: 1,040.00
 Vendor Portion: 1,040.00

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.

Janice, 2026
Date

Carol Dineen
Signature

Office Assistant II
Title

BROOKFIELD CSD

Check Warrant Report For H026 - 7: JANUARY 16, 2026 CAPITAL PROJECT CD For Dates 1/16/2026 - 1/16/2026



Check # Check Date Vendor ID Vendor Name

1294 01/16/2026 2135 JAMES JORDAN ASSOCIATES

Account PO Number Check Amount Liquidated

H026 2110.240-00- 1,163.79

0101

Check Total: 1,163.79
Warrant Total: 1,163.79
Vendor Portion: 1,163.79

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 \$1,163.79. 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.

Jan 16 2026 Carol Davis City Clerk

Date

Signature

Title

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

**BUDGET STATUS REPORT
DECEMBER 2025**

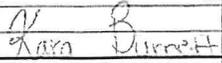
FUND	CODE	REPORT
GENERAL CAPITAL RESERVE	A	TREASURER'S REPORT TREASURER'S REPORT TRIAL BALANCE
SCHOOL LUNCH	C	TREASURER'S REPORT TRIAL BALANCE
TRUST & AGENCY	TA	TREASURER'S REPORT TRIAL BALANCE
CAPITAL	H	TREASURER'S REPORT TRIAL BALANCE
FEDERAL	F	TREASURER'S REPORT TRIAL BALANCE
DEBT SERVICE	V	TREASURER'S 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

DECEMBER 2025

	GENERAL FUND	CAFETERIA FUND	TRUST & AGENCY	CAPITAL FUND LIBRARY PROJECT	CAPITAL FUND	FEDERAL FUND	DEBT SERVICE
	8840013026	8840013042	8840013034	8840013075		8840013059	8840013067
December 31, 2025							
CHECKING ACCOUNTS							
BALANCE 1ST DAY OF MONTH	2,821,748.14	51,105.10	1.23	39,382.77	203,953.05	273,252.23	419,663.93
RECEIPTS/TRANSFERS	584,057.32	-	224,379.03	-	14.53	98,841.44	-
APPROVED WARRANTS ON FILE	743,507.97	25,183.95	224,378.89	-	3,460.78	166,127.96	-
BANK END OF MONTH	2,662,297.49	25,921.15	1.37	39,382.77	200,506.80	205,965.71	419,663.93
BANK RECONCILIATION							
ADIRONDACK BANK BALANCE PER STATEMENT	2,647,234.23	25,921.15	113,716.90	39,382.77	200,506.80	189,877.78	419,663.93
KEYBANK BALANCE PER STATEMENT							
DEPOSIT IN TRANSIT	112,686.33	-	(4,669.09)	-	-	-	-
Transfer to be made	-	-	-	-	-	-	-
Reconciling items	(17,384.30)	-	(107,925.47)	-	-	16,087.93	-
LESS OUTSTANDING CHECKS	(80,238.77)	-	(1,120.97)	-	-	-	-
ACCOUNT BALANCE END OF MONTH	2,662,297.49	25,921.15	1.37	39,382.77	200,506.80	205,965.71	419,663.93
MONEY MARKET ACCOUNT #							
MONEY MARKET - 240250							
TOTAL CASH END OF MONTH	2,662,297.49	25,921.15	1.37	39,382.77	200,506.80	205,965.71	419,663.93
CERTIFICATION: THIS IS TO CERTIFY THAT THE FOREGOING TREASURER'S REPORT IS TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.							
DISTRICT TREASURER							
Prepared By: <i>Karo Burnett</i>							

**BROOKFIELD CENTRAL SCHOOL
SAVINGS SUMMARY
DECEMBER 2025**

NOVEMBER 30, 2025	November 30, 2025	RECEIPTS	DISBURSEMENTS	BAL AS OF 12/31/2025	
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	73,324.17	8.86		73,333.03	
MEN'S BASKETBALL SCHOLARSHIP	62.75	0.01		62.76	
CHERI CRIPPEN SCHOLARSHIP	4,435.17	0.54		4,435.71	
JOHN GRANTIER SCHOLARSHIP	3,702.94	0.45		3,703.39	
HAIGHT SCHOLARSHIP	3,736.21	0.45		3,736.66	
FREDERICK KING SCHOLARSHIP	7.92	-		7.92	
F. MARRACCINI SCHOLARSHIP	1,349.12	0.16		1,349.28	
DEB STARKWEATHER SCHOLARSHIP	225.70	0.03		225.73	
DAVID CASE SCHOLARSHIP	34.47	0.01		34.48	
BILL JENNISON SCHOLARSHIP	3,783.60	0.46		3,784.06	
MORGAN SCHOLARSHIP	500.70	0.06		500.76	
PLOWS SCHOLARSHIP	132.89	0.02		132.91	
ROGERS SCHOLARSHIP	766.30	0.09		766.39	
JUNE & JEAN ROGERS	677.03	0.08		677.11	
DOUG & TERI WOOLSEY	24,440.77	2.95		24,443.72	
WATERVILLE ROTARY CLUB	2,511.78	0.30		2,512.08	
EXCHANGE ACCOUNT	1,201.63			1,201.63	
	120,893.15	14.47	-	120,907.62	-
TOTAL	318,616.15	14.47	-	318,630.62	318,630.62
Prepared by:					

BROOKFIELD CENTRAL SCHOOL DISTRICT
 GENERAL FUND
 Key Bank Account No 8840013026
 DECEMBER 2025

FOR THE PERIOD From: December 1, 2025 To: December 31, 2025
 Total available balance as reported at the end of preceding period \$2,821,748.14

RECEIPTS DURING MONTH

Date		Source	Amount
DECEMBER	1-31	Health Insurance	5,922.22
DECEMBER	1-31	Property Taxes	-
DECEMBER	1-31	Federal Funds (PR)	32,770.65
DECEMBER	1-31	Federal due to General to clear due to/due from	97,100.31
DECEMBER	1-31	School lunch due to General to clear due to/due from	24,181.28
DECEMBER	1-31	TA due to General for ERS Refund for employee	934.92
DECEMBER	1-31	Gilroy, Kernan & Gilroy Del 2013 Chevy	424.00
DECEMBER	1-31	Refund pymnt from Modular Mechanical Services Inc.	1,958.00
DECEMBER	1-31	NYS Assoc of School Business Officials refund received	365.00
DECEMBER	1-31	Refund A/R JC0001-25 BOCES	120,340.66
DECEMBER	1-31	VLT Lottery Grant Received	25,122.52
DECEMBER	1-31	Federal Aid Received	43,912.00
DECEMBER	1-31	General Aid Received	231,025.76

Total Receipts

584,057.32

Total Receipts, including balance

\$3,405,805.46

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No.	3034	To Check No.	3038	299,956.84	A-46
	14549		14550	1,394.86	A-43
	14551		14582	22,025.27	A-45
	14583		14585	2,909.04	A-47
	14586		14611	51,771.37	A-49

BY DEBIT CHARGE:

Payroll Transfers	224,378.89
Verizon Autopay	175.16
Flex - TASC Funding	366.10
General due to federal pymnt	98,841.44
Bond - Principle	41,625.00
Bank check transfers for Key Bank acct closings	64.00

Total Disbursements

743,507.97

Cash Balance as shown by records

\$2,662,297.49

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Adirondack Bank Account Balance 2,647,234.23

KeyBank Account Balance -

Less total of outstanding checks 80,238.77

Reconciling Items:

Deposits in Transit	From TA to Close Acct	4,669.09
	1/2/2026 pr transfer made in December (TA)	108,017.24
		<u>112,686.33</u>

Transfer to be made	Adjustment	(1,185.43)
	ERS - (110.94)	(110.94)
	Deposit in Transit	-
	1/2/2026 pr transfer made in December (Fed)	(16,087.93)
		<u>(17,384.30)</u>

Total available balance 2,662,297.49 2,662,297.49

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

\$0.00

Clerk of the Board of Education

Prepared by :

Kara Burnett CFO

LIST OF OUTSTANDING CHECKS
GENERAL FUND

void checks

CHECK NO.		AMOUNT	CHECK NO.	AMOUNT
2755	1/4/2024	300.00	14592	163.96
13588	7/5/2024	152.00	14593	109.60
13699	9/9/2024	100.50	14596	127.60
14107	4/2/2025	24.00	14598	3,550.83
14276	6/26/2025	743.70	14601	91.60
14325	7/21/2025	100.00	14603	2,525.00
14373	8/19/2025	98.00	14604	100.00
14460	10/6/2025	121.60	14605	109.60
14505	11/3/2025	219.00	14608	121.60
14520	11/3/2025	270.11	14611	109.60
3037	12/31/2025	69,564.67		
3038	12/31/2025	1,041.27		
14551	12/8/2025	60.00		
14556	12/8/2025	186.98		
14558	12/8/2025	69.99		
14574	12/8/2025	121.60		
14589	12/22/2025	55.96		
	\$	73,229.38	\$	7,009.39
				<u>80,238.77</u>

Transfers in Transit

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
A 200	CASH IN CHECKING	2,662,297.49	0.00
A 210	PETTY CASH	100.00	0.00
A 391	DUE FROM OTHER FUNDS	313,769.25	0.00
A 510	ESTIMATED REVENUE	7,611,857.00	0.00
A 521	ENCUMBRANCES	257,301.58	0.00
A 522	EXPENDITURES	3,220,548.89	0.00
A 599	APPROPRIATED FUND BALANCE	797,478.66	0.00
A 600	ACCOUNTS PAYABLE	58.01	0.00
A 630	DUE TO OTHER FUNDS	0.00	6,672.99
A 632	DUE TO STATE TEACHERS RETIREMENT	0.00	233,641.49
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	27,087.00
A 718	NYS EMPLOYEE RETIREMENT	247.45	0.00
A 719	DISABILITY INSURANCE	0.00	2,633.85
A 720F	FLEX BENEFITS	2,569.25	0.00
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	254,161.39
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	2,114,925.03
A 911	UNAPPROPRIATED FUND BALANCE	0.00	737,597.00
A 960	APPROPRIATIONS	0.00	8,409,335.66
A 980	REVENUES	0.00	2,879,468.05
A Fund Totals:		14,866,228.45	14,866,228.45
Grand Totals:		14,866,228.45	14,866,228.45

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

FOR THE PERIOD From: December 1, 2025 To: December 31, 2025

Total available balance as reported at the end of preceding period \$51,105.10

RECEIPTS DURING MONTH

Date		Source
DECEMBER	1-31	General Fund

Total Receipts \$0.00

Total Receipts, including balance \$51,105.10

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 3164 To Check No. 3165 1,002.67 C-9

BY DEBIT CHARGE Due to Gen Fund 24,181.28

Total Disbursements 25,183.95

Cash Balance as shown by records \$25,921.15

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Adirondack Bank Statement Balance 25,921.15
 KeyBank Statement Balance 0.00

Less total of outstanding checks 0.00
 Reconciling item

Net balance in bank 25,921.15

Amount of deposits in transit -

Total available balance 0.00 \$25,921.15

\$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 Kara Burnett CFO

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
C 200	CASH IN CHECKING	25,921.15	0.00
C 522	EXPENDITURES	12,181.72	0.00
C 909	FUND BALANCE, UNRESERVED	0.00	67,351.32
C 911	UNAPPROPRIATED FUND BALANCE	39,336.45	0.00
C 980	REVENUES	0.00	10,088.00
C Fund Totals:		77,439.32	77,439.32
Grand Totals:		77,439.32	77,439.32

LIST OF OUTSTANDING CHECKS
TRUST & AGENCY void checks

CHECK NO.	AMOUNT	CHECK NO.	AMOUNT
29689	3/28/2025	88.66	
30649	11/21/2025	13.55	
30736	12/19/2025	474.56	
30737	12/19/2025	106.02	
30738	12/19/2025	438.18	

1,120.97	TOTAL	\$	-
	GRAND TOTAL		1,120.97

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
TA 200	CASH IN CHECKING	1.37	0.00
TA 630	DUE TO OTHER FUNDS	0.00	1.37
TA Fund Totals:		1.37	1.37
Grand Totals:		1.37	1.37

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

DECEMBER 2025

FOR THE PERIOD From: December 1, 2025 To: December 31, 2025

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

RECEIPTS DURING MONTH

Date	Source	Amount
DECEMBER	1-31	

Total Receipts \$0.00

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 \$0.00

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	
Adirondack Bank Statement Balance	39,382.77
KeyBank Statement Balance	-

Less total of outstanding checks	0.00
----------------------------------	------

Net balance in bank	39,382.77
---------------------	-----------

39,382.77

Total available balance \$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:

Kara Burnett CBO

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

FOR THE PERIOD From: December 1, 2025 To: December 31, 2025

Total available balance as reported at the end of preceding period \$203,953.05

RECEIPTS DURING MONTH

Date	Source	Amount
DECEMBER 1-31	Interest earned	14.53

Total Receipts \$14.53

Total Receipts, including balance \$203,967.58

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 1291 To Check No. 1292 3,460.78

BY DEBIT CHARGE

DUE TO General Fund
 Total Disbursements \$3,460.78
 Cash Balance as shown by records \$200,506.80

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month		
Adirondack Bank End Balance	200,506.80	
KeyBank Statement Balance	-	
Less total of outstanding checks	0.00	
Net balance in bank	200,506.80	
Deposits in Transit		
Deposit Error		
	<u>0.00</u>	
	<u>200,506.80</u>	
Total available balance		<u>\$200,506.80</u>
		\$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:

Kara Burnett CFO

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



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	52,138.24	0.00
200 Totals:		161,408.34	32,622.83
H012 201	MUNICIPAL REVENUE ACCT	100.00	0.00
H018 201	CAPITAL PROJECT CASH ACCOUNT	111,004.06	0.00
201 Totals:		111,104.06	0.00
H018S 391	Due From Other Funds	6,700.00	0.00
391 Totals:		6,700.00	0.00
H026 522	Expenditures	55,161.90	0.00
522 Totals:		55,161.90	0.00
H018 630	DUE TO OTHER FUNDS	0.00	234,579.64
630 Totals:		0.00	234,579.64
H014 909	FUND BALANCE, UNRESERVED	32,622.83	0.00
H018 909	Fund Balance, Unreserved	27,634.16	0.00
H018S 909	Fund Balance, Unreserved	0.00	6,700.00
H026 909	Fund Balance, Unreserved	0.00	107,300.14
909 Totals:		60,256.99	114,000.14
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
Grand Totals:		394,631.29	394,631.29

BROOKFIELD CENTRAL SCHOOL DISTRICT
SPECIAL FUNDS
Key Bank - ACCOUNT NO 8840013059
TREASURERS MONTHLY REPORT
DECEMBER 2025

FOR THE PERIOD

From: December 1, 2025

To: December 31, 2025

Total available balance as reported at the end of preceding period \$273,252.23

RECEIPTS DURING MONTH

Date	Source	Amount
DECEMBER 1-31	General Fund	98,841.44

Total Receipts 98,841.44

Total Receipts, including balance \$372,093.67

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. 3013 To Check No. 3013 36,257.00 F026-1

BY DEBIT CHARGE

Due to General Payment

PAYROLL	32,770.65
Fed To General	97,100.31
Total Disbursements	<u>166,127.96</u>

Cash Balance as shown by records \$205,965.71

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month
Adirondack Bank Account Balance 189,877.78
KeyBank Statement Balance -

Less total of outstanding checks -

RECONCILING ITEMS:

1/2/26 PR transfer made in December to GF 16,087.93
Amount of Deposits in Transit -

Net balance in bank 189,877.78

Total available balance 205,965.71

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:

Kara Burnett CFO

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
F026 200	CASH IN CHECKING	0.00	38,717.31
F036 200	CASH IN CHECKING	0.00	10,964.90
F056 200	CASH IN CHECKING	300.76	0.00
F066 200	CASH IN CHECKING	0.00	3,448.88
F076 200	CASH IN CHECKING	13,897.78	0.00
F086 200	CASH IN CHECKING	0.00	32,518.37
F106 200	CASH IN CHECKING	490.44	0.00
F126 200	Cash in Checking	151.20	0.00
F405 200	CASH IN CHECKING	0.00	15,422.00
F406 200	CASH IN CHECKING	8,733.25	0.00
F412 200	Cash in Checking	10,960.98	0.00
F422 200	Cash in Checking	141,052.21	0.00
F472 200	Cash in Checking	131,450.55	0.00
200 Totals:		307,037.17	101,071.46
F405 410	STATE & FEDERAL AID RECEIVABLE	15,422.00	0.00
410 Totals:		15,422.00	0.00
F026 510	ESTIMATED REVENUE	195,871.00	0.00
F036 510	ESTIMATED REVENUE	70,195.00	0.00
F056 510	ESTIMATED REVENUE	4,219.00	0.00
F066 510	ESTIMATED REVENUE	15,082.00	0.00
F076 510	ESTIMATED REVENUE	19,238.00	0.00
F106 510	ESTIMATED REVENUE	8,612.00	0.00
F126 510	Estimated Revenue	50,000.00	0.00
F406 510	ESTIMATED REVENUE	30,843.00	0.00
510 Totals:		394,060.00	0.00
F026 522	EXPENDITURES	77,891.31	0.00
F036 522	EXPENDITURES	25,003.90	0.00
F056 522	EXPENDITURES	542.24	0.00
F066 522	EXPENDITURES	6,464.88	0.00
F076 522	EXPENDITURES	5,340.22	0.00
F086 522	EXPENDITURES	36,257.00	0.00
F106 522	EXPENDITURES	1,231.56	0.00
F126 522	Expenditures	9,848.80	0.00
F406 522	EXPENDITURES	6,687.75	0.00
522 Totals:		169,267.66	0.00
F412 630	ARP SLR SUMMER ENRICHMENT DUE TO OTHER FUNDS	0.00	10,961.59
F422 630	ARP-ESSER DUE TO OTHER FUNDS	0.00	141,052.59
F472 630	DUE TO OHER FUNDS	0.00	131,450.55
630 Totals:		0.00	283,464.73
F412 909	Fund Balance, Unreserved	0.61	0.00
F422 909	Fund Balance, Unreserved	0.38	0.00
909 Totals:		0.99	0.00
F026 960	APPROPRIATIONS	0.00	195,871.00
F036 960	APPROPRIATIONS	0.00	70,195.00
F056 960	APPROPRIATIONS	0.00	4,219.00
F066 960	APPROPRIATIONS	0.00	15,082.00

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
F076 960	APPROPRIATIONS	0.00	19,238.00
F106 960	APPROPRIATIONS	0.00	8,612.00
F126 960	Appropriations	0.00	50,000.00
F406 960	APPROPRIATIONS	0.00	30,843.00
960 Totals:		0.00	394,060.00
F026 980	REVENUES	0.00	39,174.00
F036 980	REVENUES	0.00	14,039.00
F056 980	REVENUES	0.00	843.00
F066 980	REVENUES	0.00	3,016.00
F076 980	REVENUES	0.00	19,238.00
F086 980	REVENUES	0.00	3,738.63
F106 980	REVENUES	0.00	1,722.00
F126 980	Revenues	0.00	10,000.00
F406 980	REVENUES	0.00	15,421.00
980 Totals:		0.00	107,191.63
Grand Totals:		885,787.82	885,787.82

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
V 200	CASH IN CHECKING	419,663.93	0.00
V 391	DUE FROM OTHER FUNDS	204,234.81	0.00
V 884	RESERVE FOR BONDED DEBT	0.00	682,981.02
V 909	FUND BALANCE, UNRESERVED	61,465.99	0.00
V 980	REVENUES	0.00	2,383.71
V Fund Totals:		685,364.73	685,364.73
Grand Totals:		685,364.73	685,364.73

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
K 101	LAND & LAND IMPROVEMENTS	122,579.00	0.00
K 102	BUILDINGS	13,358,960.00	0.00
K 103	IMPOVEMENTS OTHER THAN BUILDING	674,266.00	0.00
K 104	EQUIPMENT	373,499.00	0.00
K 106	VEHICLES	1,053,586.00	0.00
K 124	INTANGIBLE LEASE ASSETS	82,402.00	0.00
K 160	INVEST IN GEN FIXED ASSET	0.00	15,665,292.00
K Fund Totals:		15,665,292.00	15,665,292.00
Grand Totals:		15,665,292.00	15,665,292.00

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



Account	Description	Debits	Credits
W 125	PROVISION FOR LONG TERM DEBT	7,224,425.00	0.00
W 628	BONDS PAYABLE	0.00	1,665,000.00
W 638	NET PENSION LIABILITY - PROPORTIONATE SHARE	0.00	321,108.00
W 683	POST EMPLOYMENT BENEFITS(OPEB)	0.00	4,882,725.00
W 687	COMPENSATED ABSENCES	0.00	52,395.00
W 689	OTHER LONG TERM DEBT - BOND PREMIUM	0.00	303,197.00
W Fund Totals:		7,224,425.00	7,224,425.00
Grand Totals:		7,224,425.00	7,224,425.00

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

FOR THE PERIOD

From: December 1, 2025

To: December 31, 2025

Total available balance as reported at the end of preceding period \$120,893.15

RECEIPTS DURING MONTH

Date	Source	Amount
DECEMBER 1-31	Interest Earned	14.47

\$14.47

Total Receipts, including balance

\$120,907.62

DISBURSEMENTS MADE DURING MONTH

BY CHECK

From Check No. To Check No.

BY DEBIT CHARGE

Total Disbursements

\$0.00

Cash Balance as shown by records

\$120,907.62

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

Adirondack Bank	121,367.62
KeyBank	0.00

Less total of outstanding checks 460.00

Net balance in bank 120,907.62

Amount of deposits in transit 0.00

Total available balance \$120,907.62

\$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: Kara Rucutt OBO

LIST OF OUTSTANDING CHECKS

SCHOLARSHIP void checks

CHECK NO.		AMOUNT	AMOUNT
1591	6/21/2024	350.00	
2099	6/20/2025	100.00	
2108	6/20/2025	10.00	

TOTAL		\$ 460.00	\$ -
			\$ 460.00

CHECKS CASHED

BROOKFIELD CSD

Trial Balance Report From 7/1/2025 - 12/31/2025



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	115,123.62	0.00
TE 980	REVENUES	0.00	172.76
TE Fund Totals:		115,123.62	115,123.62
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:		125,697.62	125,697.62

INTEREST EARNED	14.47				
DECEMBER 2025					
	BAL END OF MONTH	INTEREST	DEPOSITS	SCHOLARSHIPS	ENDING BAL + INT
	-	-			-
AVERY	73,324.17	8.86			73,333.03
MENS BASKETBALL	62.75	0.01			62.76
CRIPPEN	4,435.17	0.54			4,435.71
GRANTIER	3,702.94	0.45			3,703.39
HAIGHT	3,736.21	0.45			3,736.66
KING	7.92	-			7.92
MARRACCINI	1,349.12	0.16			1,349.28
STARKWEATHER	225.70	0.03			225.73
DAVID CASE	34.47	0.01			34.48
BILL JENNISON	3,783.60	0.46			3,784.06
MORGAN	500.70	0.06			500.76
PLOWS	132.89	0.02			132.91
ROGERS	766.30	0.09			766.39
J&J ROGERS	677.03	0.08			677.11
Doug & Teri Wolsey	24,440.76	2.95			24,443.71
Waterville Roary Club	2,511.78	0.30			2,512.08
		-			-
TOTAL	119,691.51	14.47	-	-	119,705.98
TE201	14.47	-			
TE2401AV		8.86	Exchange Accounts Balance		1,201.63
TE2401BB		0.01	Cash Receipts		
TE2401CR		0.54			1,201.63
TE2401GR		0.45			
TE2401HA		0.45	Awards		
TE2401KI		-			
TE2401MA		0.16	June Exchange Account Balance		1,201.63
TE2401ST		0.03			
TE2401CA		0.01			
TE2401JE		0.46			
TE2401MO		0.06			
TE2401PL		0.02			
TE2401RO		0.09			
TE2401JJ		0.08			
TE2401D&TW		2.95			
TE2401WR		0.30			
	119,705.98	14.47			
SCHOLARSHIP EXCHANGE	1,201.63				
	120,907.62				
PRIOR MONTH BAL.	120,893.15				
DONATIONS		te201			
TRANSFER TO GENERAL					
BANK ERROR					
DEPOSIT	-				
OUTSTANDING CHECKS					
CHECKS WRITTEN					
CURRENT MONTH INT.	14.47				
	120,907.62	-			

Kara Burnett CFO

DECEMBER 2025	TN	TE - OPENING BAL.	INTEREST	DONATIONS	SCHOLARSHIPS	TE-ENDING BAL.	DUE TO T&A
AVERY		73,324.17	8.86			73,333.03	
MEN'S BASKETBALL		62.75	0.01			62.76	
CRIPPEN	4,373.00	62.17	0.54			62.71	
GRANTIER	3,655.00	47.94	0.45			48.39	
HAIGHT	2,366.00	1,370.21	0.45			1,370.66	
KING		7.92	-			7.92	
MARRACCINI		1,349.12	0.16			1,349.28	
STARKWEATHER	180.00	45.70	0.03			45.73	
DAVID CASE		34.47	0.01			34.48	
BILL JENNISON		3,783.60	0.46			3,784.06	
JOSEPHINE MORGAN		500.70	0.06			500.76	
JAMES PLOWS		132.89	0.02			132.91	
NATHAN "JIM" ROGERS		766.30	0.09			766.39	
JUNE & JEAN ROGERS		677.03	0.08			677.11	
Doug & Teri Woolsey		24,440.77	2.95			24,443.72	
Waterville Rotary Club		2,511.78	0.30			2,512.08	
TOTALS	10,574.00	109,117.52	14.47	-	-	109,131.99	-
	TN	10,574.00		IS EQUAL TO THE TOTAL OF TE097		EXCHANGE ACCT	1,201.63
	TE	109,131.99		IS EQUAL TO THE TOTAL OF TE092		DEPOSIT AWARDS	
	Exchange	1,201.63					1,201.63
	TOTAL	120,907.62					
Acct. 8840013083 - Key Bank							
Adirondack Bank		121,367.62					
BANK ERROR		-					
Deposits in Transit							
Outstanding Checks		(460.00)					
	TOTAL	120,907.62					

Lara Burnett 030

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLAN AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

I. Statement of Policy

A. Plan Adoption and Re-adoption

As required by State law, the Board of Education (the Board) has adopted a comprehensive District-Wide School Safety Plan and a Building Level Emergency Response Plan regarding crisis intervention and emergency response and management for each building in the Brookfield Central School District (the District), and reviews and updates those plans annually by September 1st of each succeeding year.

B. Chief Emergency Officer

The Superintendent is designated as the District's Chief Emergency Officer. The Chief Emergency Officer is responsible for coordinating communication between school staff and law enforcement and first responders, ensuring staff understanding of the District level safety plan, and ensuring the annual review and updating of each building-level emergency response plan.

II. District-Wide School Safety Plan

A. Safety Team

The Board of Education shall appoint a District-Wide School Safety Team, which shall include, but not be limited to, representatives of the school Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors to develop a comprehensive District-Wide Safety Plan.

B. Contents of Safety Plan

The District-Wide Safety Plan shall include, at a minimum, all the elements required by Commissioner's Regulation 155.17(c)(1) and Education Law §2801-a (2). The Plan shall provide that the communication liaison in the event of an emergency affecting the District shall be the District Superintendent of the Oneida-Herkimer-Madison BOCES.

C. Review and Update

1. The District-Wide School Safety Plan is reviewed and updated at least annually by the District-Wide School Safety Team, which shall make

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLAN AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

recommendations to the Board concerning appropriate amendments to the Plan.

2. The District-Wide Safety Plan must be made available for public comment at least thirty (30) days prior to adoption by the Board of any proposed amendments to the Plan. The Board may adopt an amended District-Wide Safety Plan only after at least one public hearing has been held.

D. File with Commissioner of Education

A copy of the District-Wide Safety Plan and any amendments to the Plan shall be filed with the Commissioner of Education within thirty (30) days of approval by the Board, but not later than October 1st of each year.

III. Building-Level Emergency Response Plan

A. Response Team

1. The Principal of each school building shall appoint a Building-Level Emergency Response Team, which shall include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel, other school personnel, including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials or other emergency response agencies, and any other representatives the Board deems appropriate.
2. The Building-Level Emergency Response Team shall develop a school emergency response plan, which shall be kept confidential and shall not be disclosed except to authorized school staff and law enforcement officers.

B. Contents of Response Plan

The Building-Level Emergency Response Plan shall include at a minimum all the elements required by Commissioner's Regulation 155.17(c)(1 2) and Education Law §2801-a (3). The Plan shall provide that ~~the communication liaison~~ in the event of ~~an~~ a local or state emergency affecting the District, ~~the communication liaison~~ shall be the District Superintendent of the Oneida-Herkimer-Madison BOCES.

C. Review and Update

The Building-Level Emergency Response Plan is reviewed and updated at least annually by the Building-Level Emergency Response Team.

SUPPORT OPERATIONS

DISTRICT-WIDE SAFETY PLAN AND BUILDING-LEVEL
EMERGENCY RESPONSE PLANS

D. File with Law Enforcement

A copy of each Building-Level Emergency Response Plan and any amendment shall be filed with appropriate local law enforcement officials and with the State Police within thirty (30) days after approval by the Board, but not later than October 1st of each year.

IV. Implementation and Training

A. Notice to Commissioner

The Superintendent shall notify the Commissioner as soon as possible whenever the emergency plan or building level safety plan is activated and results in the closing of a school building in the District, except that closures due to routine snow emergencies will not be reported.

B. Staff Training

1. All District and school staff shall receive annual training by September 15th of each school year, or within thirty (30) days of hire, whichever is sooner, on the emergency response plan.
2. This safety training shall include components of violence prevention and mental health.
3. The Superintendent shall be responsible for making the necessary certification of this training to the State Education Department.

C. Annual Information for Students and Staff

The Superintendent shall provide written information, by October 1st of each school year, to all students and staff about emergency procedures.

D. Emergency Drill

The District shall, at least once every school year, conduct one test of its emergency procedures.

V. Response to Student Conduct

School personnel have primary responsibility for responding to student misconduct that violates, or may violate the District's Code of Conduct. Law enforcement personnel should be asked to intervene only when intervention by school personnel would create unreasonable risk to the school personnel or other persons, including the offending

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student, or when the additional training, techniques, and equipment available to law enforcement personnel is necessary to prevent additional injury to affected persons, including the offending student, or to restore order.

[Each District and BOCES that already employs, contracts with or otherwise retains law enforcement of public or private security personnel (including SROs and SPOs) should include the following section. Other Districts and BOCES may want to include the following section to provide a roadmap for future actions:]

VI. Contracts With Law Enforcement or Other Security AgenciesA. Board Responsibility

The Board is responsible for determining whether, when, and to what extent District funds shall be used to engage the assistance of law enforcement or other security agencies, and the proper role of those personnel in the schools. When the Board decides to secure the assistance of law enforcement or other security agency personnel, it shall do so by contract, memorandum of agreement, or other legally binding agreement.

B. Development of a School Security Services Agreement

1. The contract or memorandum of agreement for the procurement of law enforcement or other security agency services shall be developed with input from a working group consisting of representatives of: the Board, parents, students, school administrators, teachers, other school personnel, collective bargaining units, parent and student organizations, community members, probation officers, prosecutors, defense counsel, and courts that are familiar with school discipline matters. Whenever feasible, the representatives of the school community shall be drawn from the District-Wide Safety Team.

2. When the District enters into an agreement for the procurement of school security services, the agreement shall include, but not be limited to, the following elements:

a. define the relationship between the District and the contracted school security personnel;

b. coordinate with the District's Code of Conduct.

c. delegate to school personnel the role of school discipline; and

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- d. define the roles and responsibilities of the law enforcement or security personnel within the school community.
3. A school security services agreement approved by the Board shall be incorporated into the District-Wide Safety Plan and published with the Plan.

Brookfield Central School District

Legal Ref: NYS Education Law §2801-a; 8 NYCRR 155.17, Safe Schools Against Violence in Education Act (SAVE); NYS Fire Prevention and Building Code; and NYSED Manual of Planning Standards

Adopted: 10/09/95

Revised: 03/22/06, 12/07/16, 04/22/20, _____

Policy

Draft 06/09/25
5041

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- I. ~~The Internet is a worldwide network of computer networks. It is comprised of thousands of separately administered networks of many sizes and types. Each of these networks is comprised of as many as tens of thousands of computers; the total number of individual users of the Internet is in the millions. This high level of connectivity fosters an unparalleled degree of communication, collaboration, resource sharing, and information access. The Internet user has the ability to share information, do research projects and communicate with others.~~
- II. A. ~~The District believes that the benefits to students and employees from access to electronic information resources exceed the disadvantages. However, independent student and employee use of telecommunications and electronic information resources will only be permitted upon submission of permission and agreement forms by parents of minor students and by students and employees. Regional networks may also require agreement by users to acceptable use policies outlining standards for behavior and communication.~~
- B. ~~The District network and contain files, databases and programs not intended for student and employee use. Moreover, some of the systems on the Internet contain defamatory, inaccurate, abusive, offensive, illegal or adult-oriented material.~~
- C. ~~In light of the foregoing, the Superintendent is hereby authorized to promulgate regulations which:~~
- ~~1. define and establish which students and employees may have access to networked resources;~~
 - ~~2. promote and facilitate communication and collaboration among computer users on a local, national and international level;~~
 - ~~3. define the acceptable use standards;~~
 - ~~4. provide a mechanism for monitoring and limiting unauthorized use of the resources; and,~~
 - ~~5. provide a clear disciplinary framework for such unauthorized use.~~

ALL NEW

I. Statement of Policy

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- A. Digital information systems are important to achieving the Brookfield Central School District's (the District) educational goals and conducting business operations in an efficient manner. The District Board's goal is to provide students and staff with digital technology tools that are appropriate to support the District instructional goals and operational needs, consistent with a prudent use of the District's financial resources.
- B. When used in this Policy, the terms "digital information systems" or "digital information assets" are used interchangeably and includes computers of any size and form factor (including smartphones and tablets), network servers, routers, cables, interactive white boards, video conferencing equipment, switches, applications ("apps"), software, and software as a service (SaaS) that is owned, leased, or licensed by the District, or that the District has the use of through a cooperative educational services agreement (CoSer), and that is used to deliver District instructional programming or to conduct District operations.
- C. This Policy applies to the use of all District-managed devices, including mobile devices such as laptop computers and digital tablets, used to deliver District instructional programming or to conduct District operations, whether the equipment is used by staff, students, or members of the public.
- D. This Policy also applies to the use of digital devices that are not District-managed devices but are used to access and connect to the District's network, whether the device is owned or used by a staff member, student, or member of the public.
- E. Anyone who uses any part of the District's digital information systems is expected to comply with the standards of use set forth in this Policy, whether that person is a staff member (employees and volunteers), student, contractor, or member of the public (including parents and community members).
- F. In addition to the standards set forth in this Policy for use of the District's digital information systems, users of those systems must comply with all Board-adopted policies and related regulations, including but not limited to, the Code of Conduct, the Internet Safety Policy, the District's policies prohibiting harassment, discrimination, and bullying, Title IX, and other related Board policies.

II. District Accountability for Use of Digital Information Systems

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- A. The District Board recognizes the District' responsibility to monitor the use of its digital information assets and systems to ensure that they are used for their intended purposes, and that the use of those assets does not expose the District to unnecessary risk. This monitoring includes the use of filtering and other security protocols, which may include blocking certain networks or websites (including but not limited to social media sites), to protect the District's digital assets and systems. The Superintendent or designee shall develop procedures and operating protocols that provide for the periodic review of access logs and filtering logs for the purpose of identifying possible misuse of the District's assets.
- B. The District reserves the right to inspect the contents of any digital files, folders, images, or other digital information created, modified, stored, accessed, or transmitted using the District's digital information assets.
1. The only information that should be created, modified, stored, or transmitted using the District's digital information systems is information that is necessary to or supportive of the District's education program or business operations. Individuals do not have an expectation of personal privacy in any information created, stored, accessed, or transmitted by the individual using the District's digital information systems. This includes any passwords to an individual's personal internet accounts that the individual chooses to store on the District's digital information systems.
 2. The Superintendent or designee shall ensure that staff, students, and the public are periodically advised that any information created, modified, stored, or transmitted using the District's digital information systems may be examined by the District for such reasons as to ensure that the systems are being properly used, or to comply with obligations under laws such as the Freedom of Information Law (FOIL), the Family Educational Rights and Privacy Act (FERPA), NYS Education Law 2-d, and litigation discovery procedures.
- C. The District is not responsible for the quality, availability, accuracy, nature, or reliability of internet service beyond the point at which the District's digital information systems connect to the internet. Not all information found on the internet is accurate or reliable, and each user is responsible for verifying the integrity and authenticity of information that the user finds on the internet.
- D. The District maintains its digital information systems for the sole purpose of delivering its educational program and conducting its business operations, and the

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digital information system shall not be deemed to be a public forum or limited public forum.

III. Responsible Use of Digital Information Systems and Assets

- A. Instructional and non-instructional staff are provided with access to the District's digital information systems for the purpose of performing their work duties. Use of the systems for any other purpose may be classified as unacceptable work performance and may be subject to counseling or discipline consistent with applicable laws and collective bargaining agreements. Limited personal use for such purposes as brief communication with family members may be acceptable, but staff members should keep in mind that any data created by personal use remains subject to review by the District.
- B. Students are provided with access to the District's digital information systems for the purpose of completing instructional assignments under the guidance of a teacher. Use of the systems in a manner that does not comply with the standards in this Policy or another Policy, or guidance issued by the Superintendent or their designee, may result in disciplinary action consistent with the District's Code of Conduct.
- C. Members of the public may access the District's digital information systems to support a child's education (e.g., Parent Portal to access grades), to communicate with staff, or for personal reasons (e.g., WiFi access). The Superintendent or designee shall develop and implement procedures and protocols so that members of the public are reasonably advised of their responsibility to adhere to the standards set forth in this and other District Board Policies, and are reasonably advised that information created, modified, stored, accessed, or transmitted through the District's digital information systems are not considered private, except to the extent explicitly provided by law.
- D. Users must not engage in conduct that may compromise the security of the District's digital information systems.
1. A user may not access the systems with any username/password other than the username/password given to the user by the authorized District staff member.
 2. A user may not disclose the user's assigned password to anyone except a District staff member authorized to have access to that user's password.

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3. A user may not download or install any program, app, content, or other software that has not been approved for installation by the District.
 4. A user may not circumvent, or attempt to circumvent, any computer security measure implemented by the District or required by any service provider or program as a condition for using a service or program.
 5. A user may not download, create, or distribute a virus, Trojan horse, adware, or other malware, or add files to or delete files that change the function or operation of the digital information systems.
- E. Users must understand and respect the capacity of the digital information systems and the need to accommodate other users. Therefore, users shall not engage in activities that use a disproportionate share of the system's assets, such as creating or disseminating commercial advertising, political fundraising, mass mailings (unless pre-approved District-related purposes), or playing online games that have not been incorporated into course material.
- F. Users must respect the rights of other individuals regarding content those individuals have created. A user cannot download or use content in violation of copyright laws, including music, movies, artwork, photographs, and programs.
- G. Users may not access, upload, download, or distribute material that is pornographic, obscene, or sexually explicit. This includes a prohibition of "sexting", which is the transmission of images, text, and/or links to content that are sexually explicit, often sent and received through SMS, MMS, or social media.
- H. Users may not create or distribute information that is disrespectful of other persons or groups, or that is illegal, defamatory, abusive, intimidating, harassing, discriminatory, or bullying, or the creation or distribution of which is illegal.
- I. Users may not participate in chat rooms, instant messaging, or e-mail that is not specifically permitted by a staff member as a legitimate District-related purpose.
- J. Users may not send or display unsolicited non-educational related messages or pictures.

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- K. Users may not access the internal components of a computer or other device, except as instructed by an authorized member of the District's instructional technology staff or other technical consultants.
- L. Users may not access, or "hack into," other user accounts or files or directories that the user is not authorized to access.
- M. Users may not use the District's digital information systems to conduct business transactions not related to their District responsibilities, or to perform work on behalf of any non-school organization.
- N. Users may not engage in any activity using the District's digital information systems that violates any local, State, or federal law. District staff who encounter, or are made aware of, inappropriate or illegal materials or content on District accounts, computers, devices, or elsewhere, should immediately report it to their supervisor, or the District's Title IX Coordinator, Compliance Coordinator, or DASA Coordinator.
- O. Users who engage in inappropriate use of the digital information systems may have their access rights modified or revoked or be subject to discipline consistent with the Code of Conduct and applicable laws and collective bargaining agreements.
- P. Use of Artificial Intelligence (AI)
1. The District commits to using AI responsibly, fairly, safely, and with respect for the principles of academic integrity, honesty, and educational and professional ethics. The use of AI by staff and students must also be in accordance with applicable state and federal laws, including but not limited to:
 - a. NYS Education Law 2-d;
 - b. FERPA;
 - c. NYS Technology Law 208;
 - d. District policies, including but not limited to:
 - i. data security and privacy policies; and
 - ii. the Code of Conduct;

and

 - e. data privacy agreements with third-party contractors and vendors

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2. There are a variety of AI products and programs available. These include but are not limited to products that use Generative AI (GenAI), that are built and enhanced by large language models (LLMs), or train AI products and programs using customer input. Information entered into AI products and programs may be accessible to others due to data sharing or breaches.
3. Staff and students must understand that there are risks associated with the use of AI, including but not limited to:
 - a. implicit bias;
 - b. hallucinations;
 - c. incorrect results; and
 - d. the AI product or platform using data input by the user for training its products or LLMs.

Staff and students must think critically, fact-check AI outputs, be cautious when inputting data and information, and use primary, non-AI sources and references when using AI as a tool in their studies and their professional work.

4. Staff and students are prohibited from inputting certain types of data into AI products and software and are prohibited from creating certain outputs using AI products and software.
 - a. Prohibited input includes but is not limited to:
 - i. Materials, information, and/or data that is protected by copyright, trademark, intellectual property, or other federal or state law or regulation;
 - ii. Proprietary information or data;
 - iii. Confidential information or data such as student and employee records;
 - iv. Student and employee personal information including but not limited to:
 - (1) log ins,
 - (2) usernames,
 - (3) student IDs,
 - (4) names and addresses of students or, parents/guardians names

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- (5) other personal information to create vendor or product accounts or sign-ups to utilize AI or other digital products or vendors.
- b. Additional prohibited uses of AI include but are not limited to generating or distributing content that:
- i. is harmful or illegal.
 - ii. facilitates discrimination, harassment, or bullying.
 - iii. includes hate speech, is violent, or incites violence.
 - iv. is sexually explicit.
 - v. exploits or manipulates individuals.
 - vi. is defamatory.
 - vii. includes deepfakes or other similar outputs that are made using videos or photos to digitally alter the face, body, voice, or other identifying characteristics of an individual for malicious purposes.
 - viii. facilitates spam, phishing emails, malicious code, malware, or other deceptive or illegal communications or practices.
 - ix. engages in misrepresentation or misleading activities, such as fraud, scams, deceptive actions, misleading claims or representations, or impersonations.
 - x. otherwise violates federal or state laws or regulations.
5. Students and staff may only use AI products or programs that have been approved by the Superintendent or their designee and conform with Education Law 2-d and any other applicable state or federal laws.
6. Staff and students must ensure their use of AI aligns with District policies and any related Regulations or internal procedures. Use of AI that plagiarizes or violates copyright protections, includes inaccurate information, or other misuse may result in discipline.
- a. Violations of the use of AI by staff or students shall be dealt with in accordance with the District Code of Conduct or other applicable policies.
 - b. Consequences for violations may include:
 - i. Revocation of access and/or discipline, up to and including suspension for students;

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- ii. Revocation of access, counseling memos, and discipline, up to and including termination, pursuant to applicable laws and collective bargaining agreements, if any, for staff.

7. Responsibilities of the Superintendent

The Superintendent or their designee may develop and update Regulations or internal processes or procedures regarding the use of AI by staff and students to ensure the protection of student and employee data and that aligns with subsequent federal and state laws and regulations. This may include, but is not limited to:

This list is OPTIONAL and can be added to, modified, or omitted:

- a. staff trainings and professional development;
- b. approved uses of AI by staff and students;
- c. prohibited uses of AI use by staff and students;
- d. lists of prohibited AI inputs; and/or
- e. other procedures necessary to ensure that the use of AI by staff and students aligns with applicable laws, regulations, and District policies.

IV. Physical Environment and Security

- A. The physical assets that are incorporated into the District's digital information systems (hardware) are both valuable and vulnerable. To the extent feasible in existing facilities, network servers and other critical infrastructure shall be installed in physical locations that provide appropriate ventilation, electrical supply, and an absence of potential risks (e.g., water leaks). Future facility plans shall include consideration of proper physical spaces to house digital network infrastructure.
- B. The Superintendent or designee shall adopt a protocol for limiting access to spaces housing network servers and other critical infrastructure, and for logging the identity of those accessing those spaces and the dates of access.
- C. If a District-managed mobile device is assigned to a student or staff member for their dedicated use, a record shall be made identifying the device, the person to whom it is assigned, the date of the assignment, and the date of the expected return of the device. All devices shall be returned to the [Instructional Technology Department or other District specific Department or Division name] no later than

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June 30th of each school year, unless prior arrangements have been made with the IT Department.

- D. A staff member or student may take possession of an assigned device only after providing the [Instructional Technology Department or other District specific Department or Division name] with the required personal information such as name, address, phone number, parents' names, address(es) and phone numbers for student devices, and any other information required by the IT Department.
- E. The user, and in the case of devices provided to a student, their parent(s)/guardian(s), must also acknowledge and agree that by accepting the device, and upon receipt of a copy of this Policy, that they will comply with this Policy, [Include next phrase if District utilizes Regulation 5301.4 (Opt-Out Form)]: unless they have completed an Opt-Out Form. The user, and in cases of devices provided to students, their parents, acknowledge and agree to the following conditions with respect to the device and any related equipment provided with the device:
1. Use of the device must conform to the standards of responsible use set forth in this Policy, any corresponding Regulations, and all other applicable District policies and rules, whether the device is connected to the District's digital information systems or not;
 2. The device remains the property of the District, and must be returned to the District at the designated time or when the user ceases to be affiliated with the District, if earlier;
 3. The user will take reasonable care to protect the device from damage due to dropping or other physical shock, inclement weather, spillage of food or other substances, and other physical dangers;
 4. The user will lock the device using the assigned password, will not share that password with anyone other than an authorized District employee or designee, and will not allow any other person to use the device;
 5. The software installed on the device is owned by or licensed to the District, and the user may not copy or alter the installed software; the user will not install or download any software, program, application, or executable code onto the device that is not approved by an authorized District employee or designee;

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6. The user acknowledges that the device may be equipped with software installed by the District to protect the device from damage from viruses or other malware, which may prevent the user from installing software or making other changes to the device, and the user agrees not to attempt to remove, neutralize, or circumvent this security measure;
7. The District retains the right to examine the device and its contents, and may do so remotely, and the user has no expectation of privacy in any information created, modified, stored, or transmitted with the device; and
8. If the device is damaged through the gross negligence of the user, the user will be responsible for compensating the District for the damage.

Review the following language to ensure this follows current District practice and aligns with any electronic acceptance or agreements the District collects. A sample is provided below, but can be modified as needed:

The user's acceptance and use of the device includes a review and acceptance of the terms and conditions upon signing in with the assigned username and password. Clicking "accept" will serve as an acknowledgment to said terms and conditions, **[Include next phrase if District utilizes Regulation 5301.4 (Opt-Out Form)]**; unless an opt-out is signed and returned to the District pursuant to section IX(B) of this Policy.

<or>

[Optional: if the District utilizes an electronic acceptance of this Policy and rules on the device itself and it is not a signed form, the above sentence should be modified to reflect the specific District procedures. An example of alternative language follows. Districts should modify as needed. The user's acceptance and use of the device includes a review and acceptance of the District's terms and conditions relative to its network, any devices on its network, and District devices. By signing in with the assigned username and password, the user acknowledges the District's terms and this Policy and agrees to abide by them.

V. User Access Rights

- A. The District shall assign each user rights to access only those assets of the digital information systems, and only those data fields, files, or elements that are appropriate to the user's status and, where applicable, job responsibilities.

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- B. The District shall periodically review the roster of users and their assigned access rights and make adjustments to reflect any changes in circumstances.
- C. Users shall be required to use passwords that meet standards established by the Superintendent or designee, and to change passwords periodically.
- D. The Superintendent or designee is authorized to develop and adopt procedures and protocols for assigning, reviewing, and removing user access rights, including the use of passwords. These procedures and protocols shall include procedures for removing users from the roster when an individual is no longer affiliated with the District.

VI. Mitigation of Business Interruption Risk

- A. The District shall create, periodically review, and update as necessary, a disaster recovery plan that provides a reasonably specific roadmap to responsible District personnel of the steps to follow in responding to, and recovering from, a disaster-related interruption of the operation of the District' digital information systems. The plan shall be responsive to such extraordinary events as flood, storm, electrical grid failure, system component failure, and cyber intrusion.
- B. As part of the disaster recovery plan, the District shall create, periodically review, and update as necessary, a plan for routine backup of the information stored in the District's digital information systems. The backup plan shall balance cost and administrative effort with the potential consequences of losing particular data elements. The importance of individual data elements or databases to the continued operation of the District shall be prioritized and backup schedules set accordingly.
- C. The Superintendent or designee is authorized to develop and implement the procedures and protocols for disaster recovery and information backups. The District Board shall be briefed on the status of these plans at least annually.

VII. Use of Digital Information Systems or Assets for Communication

- A. This Policy applies to the use of District's digital information systems include the use of those systems for the composing, sending, receipt, and storage of communication, including email and District-approved messaging apps and software. The District reserves the right to access and inspect information stored

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on or passing through its systems as it applies to these messages and related metadata. The standards of responsible use set forth above apply to all District communications whether by email or other form of communication.

B. Communication By Staff Members

1. Staff members are provided with credentials to access and use the District's email domain [insert @brookfieldcsd.org] to send and receive work-related emails or communications. Staff may also be given access to specific apps or services such as ParentSquare, SchoolMessenger, or other similar apps or services to communicate with students and their families.
2. Communications via email, apps, or software (or SaaS) are not confidential or private. The District may review those communications for any reasonable business purpose, including ensuring compliance with this and other Policies, and with other applicable laws and regulations. The District may be required to disclose emails to third parties pursuant to FOIL, FERPA, or other legal requirements. Employees shall not conduct personal business using the District's email address.
3. Staff members must use the District's email domain or District-approved apps, software, or SaaS to send and receive all work-related messages, including to students or their families. If a staff member uses a personal email account or cell phone to send or receive a work-related message, the staff member may be required to provide access to the personal email account or phone in order to comply with FOIL, FERPA, or another legal requirement.
4. If a staff member stores personal email, or passwords to personal accounts, including personal email accounts, on the District's digital information systems or assets, that information will be available to the District.
5. Each email or other digital communication is a business document. Consistent with the standards for responsible use set forth above, all communications should be businesslike, appropriate to the business purpose, and respectful of the recipients. Staff members must keep in mind that communications, including emails, may be is subject to public disclosure under FOIL, FERPA, or another legal requirement.

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6. Emails that contain personally identifiable student information may be classified as education records under FERPA. Staff members should use discretion when communicating personally identifiable student information to anyone through email. Disclosure of personally identifiable student information to other staff members should be limited to those staff members who work with the student.

C. Communication by Students

1. Use of the District's email domain by students is permitted when approved by a teacher or administrator as part of a class requirement, project, or unit.
2. Students may not access their personal email accounts (such as Yahoo!, MSN, personal Gmail, etc.) or other personal accounts such as social media, through a District-owned device. If a student uses or stores personal email, or passwords to personal accounts, including personal email accounts, on District's digital information systems or assets, that information will be available to the District.
3. The District's email domain is filtered and can be monitored by District staff. Students do not have an expectation of privacy when using the District's network, email domains, or District devices.

VIII. Personally-Owned Devices Connected to the District's Digital Information Systems

- A. When devices not owned or managed by the District access the District's digital information systems, the District is exposed to several additional risks, such as the risk that malware will infiltrate the District's system from a non-secure device; the risk that confidential student information will migrate to the device, which might then be lost or stolen; and the risk that records relating to District business will be stored on the device, and the District will be legally obligated to produce those records in response to a FOIL request or litigation. To mitigate these risks, employees connecting non-District managed devices to the District's digital information systems shall be required to accept certain requirements.
- B. The Superintendent or designee is authorized to develop and implement procedures and protocols for authorizing devices not managed by the District to be connected to the District's digital information systems. Devices shall not be connected to the District's systems unless the user of the device agrees to the

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terms determined by the Superintendent or designee to be appropriate and necessary to mitigate the foreseeable risks. Those terms shall include, but not be limited to:

1. The user acknowledges familiarity with this Policy and other relevant Policies, and agrees that the use of the District's digital information systems through the device will comply with the standards of responsible use and other requirements in the Policies;
2. The user agrees to give the District access to the memory of the device when the District has a business reason to retrieve data or documents, including the need to respond to a FOIL request, a request for education records under FERPA, or a litigation disclosure requirement, or a review to confirm compliance with the standards of responsible use;
3. The user agrees that no District-related data or documents will be copied or otherwise stored in personal "cloud" accounts such as Dropbox, Box, OneDrive, etc. All District documents and data should be stored on District approved accounts and devices, using District credentials;
4. In the event that the device is lost, stolen, or missing for more than forty-eight (48) hours, the user will immediately notify an Administrator, and will cooperate with all District efforts to recover or reconstruct District-related information that was stored on the device;
5. The user acknowledges that if the device is used to access the internet through the District's digital information systems then that access will be filtered in accordance with the District's Internet Safety Policy;
6. The user agrees that all system updates and all application updates will be installed within a reasonable time of being available, and agrees that anti-virus software will be installed on the device, activated, and updated where applicable;
7. The user agrees that the delivery of instructional programs and/or the conduct of District operations will be conducted on District networks;
8. The user agrees that the District will not be responsible for any damage that occurs to any component of the device, including processors, memory, video displays, WiFi or Bluetooth circuitry, or programs as a result of

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being connected to and operating on the District's digital information systems; and

9. The user agrees that failure to abide by the terms of use will be sufficient reason for the District to block the device from further access to the District's digital information systems.

IX. Student Data Security and Parental Consent

A. The creation, modification, storage, and transmission of personally identifiable student information using the District's digital information systems must comply with the requirements of federal and State law, including New York State Education Law 2-d. (See, Policy # [insert data security policy number]).

1. Usernames and passwords assigned to or created for students will generally be considered personally identifiable student information.
2. Personally identifiable student information may not be provided to third party contractors (including online or "cloud" services) without determining that any online Terms of Service or other online agreement complies with federal and state laws. The Superintendent or designee shall develop and implement a procedure for administrators, teachers, and other staff to seek evaluation of any online product or service that they wish to implement to support instruction or business operations.

B. The standard procedure in the District shall be to provide each student with access to the District's digital information systems unless a student violates the District rules for the use of those systems or the District is notified in writing (including email) by a student's parent or person in parental relation that the student is not to be given access to those systems. At the time of enrollment and the beginning of each school year, a student's parent or person in parental relation shall be notified of this Policy, the importance of online access to contemporary education methods, and how to inform the District that their student is not to be given access to the District's digital information systems.

X. Data Security Awareness Training

District staff shall be provided with instruction concerning the requirements of applicable laws and this Policy, and the importance of following best practices to protect the security of information stored in the District's digital information systems.

SUPPORT OPERATIONS

ACCESS TO NETWORKED INFORMATION RESOURCES
PURPOSE, USE AND ADMINISTRATION OF DISTRICT DIGITAL INFORMATION
SYSTEMS

XI. Notification

The District shall ensure this Policy is provided to students, their parents/guardians, and staff on an annual basis and posted on the District's website.

Brookfield Central School District

Adopted: 03/22/06

Revised: _____

**Brookfield Central School
Board Action Sheet**
Meeting 12/03/2025

Committee: Committee on Special Education

ID	DOB	Gender	Grade	Disability	12/14th
000012252	05/09/2009	F	011	Non-Disabled	
12/03/2025	@ 01:00 pm - New Referral	Referral: 10/06/2025		Outcome: Not Eligible	
<u>Minutes</u> An Initial meeting was held for the 11th grade student. According to the results of the evaluations completed as part of the Initial referral, the student was found non-disabled and does not qualify for special education services.					

**Brookfield Central School
Board Action Sheet
Meeting 12/15/2025**

Committee: CSE Sub Committee

ID	DOB	Gender	Grade	Disability	12Mth
000012199	01/20/2010	F	010	Learning Disability	

12/15/2025 - Amendment with No Meeting Held **Outcome: IEP Change: Remains Classified**

Primary	Start Date	Fut End Date	Service	Freq/Cycle/Minutes	Delivery Recommendation	School/Location
CURRENT YEAR						

Yes	09/02/2025	06/26/2026	Resource Room	5Weekly/43		Brookfield High School/Resource Room
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5Weekly/43	Direct	Brookfield High School/General Education Social Studies Classro
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5Weekly/43	Direct	Brookfield High School/General Education English Classroom
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5Weekly/43	Direct	Brookfield High School/General Education Math Classroom
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5Weekly/43	Direct	Brookfield High School/General Education Science Classroom

Minutes
The CSE and parent agreed in writing to amend the 10th grade student's IEP without convening a meeting. The CSE, parent, teacher, and special education teacher agree that the student no longer requires Direct Consultant Teacher Service in Mathematics to support her educational plan, and therefore, recommend it be discontinued effective 12/15/2025.

**Brookfield Central School
Board Action Sheet**
Meeting 12/17/2025

Committee: Committee on Special Education

ID	DOB	Gender	Grade	Disability	12Mth
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12/17/2025 @ 01:30 pm - Program Review 000012413 06/08/2015 F 005 Learning Disability Outcome: Continuation of IEP

Primary	Start Date	Fut End Date	Service	Freq/Cycle/Minutes	Delivery Recommendation	School/Location
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Yes	09/02/2025	06/26/2026	Resource Room	5/Weekly/36		Brookfield Elem School/Resource Room
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	09/02/2025	06/26/2026	Speech/Language Therapy	1/Weekly/30	Individual	Brookfield Elem School/Classroom
--	------------	------------	-------------------------	-------------	------------	----------------------------------

	09/02/2025	06/26/2026	Counseling	1/Weekly/30	Group	Brookfield Elem School/Therapy Room
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	09/02/2025	06/26/2026	Occupational Therapy	1/Weekly/30	Individual	Brookfield Elem School/Classroom
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Minutes
A Program Review was held for the 5th grade student to review the results of an independent evaluation completed by an outside agency, at the request of the parent. The CSE recommends the current IEP remain unchanged.

**Brookfield Central School
Board Action Sheet**
Meeting 01/14/2026

Committee: Committee on Special Education

ID 000012413 **DOB** 06/08/2015 **Gender** F **Grade** 005 **Disability** Autism **12Mth**

01/14/2026 @ 01:00 pm - Program Review **Outcome: IEP Change: Remains Classified**

Primary Start Date **Fut End Date** **Service** **Freq/Cycle/Minutes** **Delivery Recommendation** **School/Location**

Yes	09/02/2025	06/26/2026	Resource Room	5/Weekly/36		Brookfield Elem School/Resource Room
	09/02/2025	06/26/2026	Speech/Language Therapy	1/Weekly/30	Individual	Brookfield Elem School/Classroom
	09/02/2025	06/26/2026	Counseling	1/Weekly/30	Group	Brookfield Elem School/Therapy Room
	09/02/2025	06/26/2026	Occupational Therapy	1/Weekly/30	Individual	Brookfield Elem School/Classroom

Minutes
A Program Review meeting was held for the 5th grade student. After review of a psychological evaluation completed by the Arc of Onondaga, the CSE recommends the student's classification be changed to Autism. The CSE recommends that the student's special education services remain the same.

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Date 10-31-25

BROOKFIELD
CENTRAL SCHOOL DISTRICT

EMPLOYMENT APPLICATION

P.O. Box 60, 1910 Fairground Rd.
Brookfield, NY 13314

POSITION PREFERENCE

Teaching Administration Non-Teaching
Substitute Teaching
Subject _____ Position Custodial Position Teacher Assistant/Aide

PERSONAL INFORMATION

Name Orth Erin E
Last First Middle
Present Mailing Address 9812 Brown Road Tel. _____
West Edmeston NY (Include Area Code)
City State Zip Code 13485 Cell 315-825-5472
(Include Area Code)
Permanent Mailing Address 9812 Brown Road E-mail Orth1986@
West Edmeston NY 13485 Hotmail.com
City State Zip Code
Social Security No. ~~XXXXXXXXXX~~ NYS Retirement System No. R 13063716

Are you capable of performing, in a reasonable manner, the activities involved in the job or occupation for which you have applied? Yes No If No, explain: _____

Do you have a legal right to work in the United States? Yes No

If you are an alien with a legal right to work in the United States, and are applying for a teaching position, do you intend to apply for United States Citizenship? Yes No

Did you serve in the U.S. armed forces and, if so, when and in what theater? Yes _____ No
(Dates and Theater)

Did you receive a dishonorable discharge? Yes No N/A
(A dishonorable discharge is not an absolute bar to employment, and other factors will affect a final hiring decision.)

Are you an exempt volunteer fireman? (Civil Service Law Section 75) Yes No

Have you ever been fingerprinted for the purpose of employment? Yes No

If Yes, where? Hanover County Virginia When? 2009/2010

CERTIFICATION/LICENSE

I hold the **New York State** Teaching/Administrative Certificates(s) described below:

	Area	Date Issued
Initial <input type="checkbox"/>	Professional <input type="checkbox"/>	
Provisional <input type="checkbox"/>	Permanent <input type="checkbox"/> Certification of Qualification <input type="checkbox"/>	_____
Initial <input type="checkbox"/>	Professional <input type="checkbox"/>	
Provisional <input type="checkbox"/>	Permanent <input type="checkbox"/> Certification of Qualification <input type="checkbox"/>	_____
Teaching Assistant <input type="checkbox"/>	Temporary/Continuing <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input type="checkbox"/> Pre-Professional <input type="checkbox"/>	Date Issued _____

If you do not have a New York State Teaching Certificate, have you made application for one? Yes No

Do you have an evaluation of your NYS certificate status? Yes (If Yes, enclose a copy) No

Other licenses held; type and issuing authority: _____

EDUCATIONAL PREPARATION

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Name and Location of School	Nature of Studies	Did You Graduate?	
High school			
Morrisville - Eaton	High School Regents Diploma	Yes	
Name and Location of School	Nature of Studies	Degree	Did You Graduate?
College (Undergraduate)*			
Morrisville State	Liberal Arts ^{Science and Humanities}	Associate's	Yes
Cazenovia College	Business Management with a Specialization in Equine Management	Bachelor's	Yes
College (Graduate)*			
Vocational/Technical/Trade*			

*Provide copy of transcripts (substitute teachers excluded).

TEACHING OR ADMINISTRATIVE EXPERIENCE

List most recent experience first. Include any substitute or part time teaching, and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving

OTHER WORK EXPERIENCE

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving
6/21 - 9/23	Morrisville State College Morrisville NY 13468	Academic and Dormitory Custodian	Maternity/Family
9/20 - 6/21	Crawford Farms Cazenovia NY 13035	Assistant Manager Equine husbandry	maternity
10/18 - 9/20	Cazenovia College Cazenovia NY 13035	Assistant Manager Equine husbandry	Growth opportunity
4/18 - 10/18	The Wild Chittinango NY 13037	Zoo Keeper	Growth opportunity
9/10 - 4/18	Cazenovia College Cazenovia NY 13035	Equine Care	Growth Opportunity

TENURE STATUS

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Were you ever appointed on tenure in a public school district in New York? Yes No If YES, complete:

Tenure Area: _____ Effective Date: _____

Name and address of school district where tenure was granted:

Were you ever dismissed from the school district conferring tenure pursuant to Education Law section 3020-a?
Yes No

PROFESSIONAL & SCHOLASTIC ORGANIZATIONS, MEMBERSHIPS, HONORS

(Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.)

I designated years working for ~~XXXX~~ Cazenovia college, receiving My Bachelor's degree in Business Management Specializing in Equine Business Management. During that time, I took advantage of any and all educational experiences.

OTHER SKILLS AND ABILITIES

(e.g. coaching, ability to use sign language)

I'm inspiring to assist in FFA as well.

Assistant + Coaching for little league softball and college field Hockey
Received a Minor in Biology from Cazenovia College along with a Certification in Equine Reproductive Management and a Certification in Equine Stallion handling

while working at the wild. I was involved with the traveling Petting Zoo speaking to large crowds.

Actively Pursuing a wildlife rehabilitation license.

Attended SUNY Canton for Veterinary technician.

I'm motivated to finish in the future.

REFERENCES

List four individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address, and telephone number of your last supervisor who we may contact for a personal or professional reference.

Name	Position	Address & Telephone
Sharon Farrow	Head Custodial Supervisor	Sherburne, NY 607-316-0686
Meghan Comino	Equine Care Supervisor	Cazenovia, NY 315-273-2033
Jennifer Goguen	Equine Care Supervisor	Hamilton, NY 315-750-0759
Pamela Deaner	Equine Care Co-worker	Morrisville, NY 301-367-6262

May we refer to your present employer? Yes No

May we refer to your former employer(s)? Yes No

Placement Folder may be secured from: (Name and Address) _____

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

1. Have you ever been convicted of a crime or other violation of law, other than a minor traffic offense, or is any such case currently pending? Yes No

Have you ever had a conviction for any violation of law sealed or expunged? Yes No

Note that the phrase "violation of law" includes not only felonies and misdemeanors, but also quasi-criminal violations such as disorderly conduct. Also, the term "conviction" includes pleas of "guilty" and "no contest."

2. Have you ever had a license or certificate of any sort suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, any sort of license or certificate in any state? Yes No

If you answered YES to questions 1 or 2, provide full details on an additional sheet, including the specific court or agency involved (e.g., County Court, County of _____, New York), the address of the court or administrative agency involved, the specific violation(s) charged including the date thereof, and the final disposition of the case (e.g., "convicted of _____ and fined \$_____").

Note that a conviction or other similar disposition is not necessarily an automatic bar to employment.

3. Have you ever been discharged or asked to resign from a prior position? Yes No

4. Have you ever resigned from a prior position after a complaint was received about you, or while your conduct was under investigation or review, or while disciplinary action was pending against you, or when your employer was likely to take disciplinary action against you? Yes No

If you answered YES to questions 3 or 4, provide full details on an additional sheet, including the specific employer involved, the name, address and other contact information of the supervisor(s) involved, the date, the specific work infraction(s) charged, and the final disposition of the matter (e.g., "discharged from employment on [date]").

APPLICANT'S STATEMENT

(Give any additional information that you think might be of value in considering you for a position. If necessary, attach an additional sheet of paper.)

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission on this form may be a crime, and will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered. I give the BOCES the right to investigate all references and to obtain additional job-related information about me. I hereby release from liability for money damages not only the BOCES, but also any of its representatives who investigate the facts set forth herein, as well as anyone disclosing information to them, in connection with this employment application.

Applicant's Signature (if mailed) or Name (if emailed*)

Date

*Email to Brookfield CSD confirms your authorization.

If mailed, please return completed application to:

BROOKFIELD CENTRAL SCHOOL

P.O. Box 60, 1910 Fairground Rd.

Brookfield, NY 13314

Telephone: 315-899-3323

To email application, save PDF as your name and send attached file to tlopesz@brookfieldcsd.org

EQUAL OPPORTUNITY EMPLOYER

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Date _____

BROOKFIELD
CENTRAL SCHOOL DISTRICT

EMPLOYMENT APPLICATION

P.O. Box 60, 1910 Fairground Rd.
Brookfield, NY 13314

POSITION PREFERENCE

Teaching Administration Non-Teaching
Substitute Teaching
Subject substitute Asst./Aide Position _____

PERSONAL INFORMATION

Name Barone Jacqueline

Present Mailing Address 116 West German St. Tel. 315 345-6986
Herkimer NY 13350 (Include Area Code)
City State Zip Code Cell Same
(Include Area Code)

Permanent Mailing Address 116 West German St. E-mail _____
Herkimer NY 13350
City State Zip Code

Social Security No. ~~XXXXXXXXXX~~ NYS Retirement System No. N/A

Are you capable of performing, in a reasonable manner, the activities involved in the job or occupation for which you have applied? Yes No If No, explain: _____

Do you have a legal right to work in the United States? Yes No

If you are an alien with a legal right to work in the United States, and are applying for a teaching position, do you intend to apply for United States Citizenship? Yes No

Did you serve in the U.S. armed forces and, if so, when and in what theater? Yes No
(Dates and Theater)

Did you receive a dishonorable discharge? Yes No N/A
(A dishonorable discharge is not an absolute bar to employment, and other factors will affect a final hiring decision.)

Are you an exempt volunteer fireman? (Civil Service Law Section 75) Yes No

Have you ever been fingerprinted for the purpose of employment? Yes No

If Yes, where? OHM BOCES When? 2008

CERTIFICATION/LICENSE

I hold the New York State Teaching/Administrative Certificates(s) described below:

	Area	Date Issued
Initial <input type="checkbox"/> Professional <input type="checkbox"/>		
Provisional <input type="checkbox"/> Permanent <input type="checkbox"/> Certification of Qualification <input type="checkbox"/>	<u>Teaching Asst. level III</u>	<u>2010</u>
Initial <input type="checkbox"/> Professional <input type="checkbox"/>		
Provisional <input type="checkbox"/> Permanent <input type="checkbox"/> Certification of Qualification <input type="checkbox"/>		
Teaching Assistant <input checked="" type="checkbox"/> Temporary/Continuing <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III <input checked="" type="checkbox"/> Pre-Professional <input type="checkbox"/>		<u>2010</u>

If you do not have a New York State Teaching Certificate, have you made application for one? Yes No

Do you have an evaluation of your NYS certificate status? Yes (If Yes, enclose a copy) No

Other licenses held; type and issuing authority: _____

EDUCATIONAL PREPARATION

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Name and Location of School	Nature of Studies			Did You Graduate?
High school				
Herkimer Jr/Sr High School	General Studies			Yes
Name and Location of School	Nature of Studies	Degree		Did You Graduate?
College (Undergraduate)*				
Herkimer County Com. Col.	General Studies	Assoc.		
College (Graduate)*				
Vocational/Technical/Trade*				

*Provide copy of transcripts (substitute teachers excluded).

TEACHING OR ADMINISTRATIVE EXPERIENCE

List most recent experience first. Include any substitute or part time teaching, and indicate as such.

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving
2024-25	OHM BOCES Lincoln mvue	Substitute	went to another school
2017-Present	Herkimer BOCES	Substitute	applying here / still working

OTHER WORK EXPERIENCE

Dates Employed	Employer's Name & Address	Specific Nature of Position	Reason for Leaving
1986-			
2008-2016	Ilion Jr./Sr. High School	Teaching Asst.	retired
1986-2007	USAirways Pittsburgh	Flight Attendant	retired

TENURE STATUS

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

Were you ever appointed on tenure in a public school district in New York? Yes No If YES, complete:

Tenure Area: Teaching Asst. Effective Date: 2012

Name and address of school district where tenure was granted:

Ilion Jr/Sr. High School Webber Ave. Ilion, NY 13357

Were you ever dismissed from the school district conferring tenure pursuant to Education Law section 3020-a?

Yes No

PROFESSIONAL & SCHOLASTIC ORGANIZATIONS, MEMBERSHIPS, HONORS

(Exclude organizations, the name or character of which indicates the race, creed, color or national origin of its members.)

OTHER SKILLS AND ABILITIES

(e.g. coaching, ability to use sign language)

REFERENCES

List four individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address, and telephone number of your last supervisor who we may contact for a personal or professional reference.

Name	Position	Address & Telephone
Maryloures Tangorra		
Cosimo Tangorra		
Vince Tripodi	Principal	Lincoln Academy
Angela Evans	Supervising Principal	MYCC

May we refer to your present employer? Yes No

May we refer to your former employer(s)? Yes No

Placement Folder may be secured from: (Name and Address) _____

PLEASE DO NOT USE RETURNS - ALLOW TEXT TO FORMAT AUTOMATICALLY

1. Have you ever been convicted of a crime or other violation of law, other than a minor traffic offense, or is any such case currently pending? Yes No

Have you ever had a conviction for any violation of law sealed or expunged? Yes No

Note that the phrase "violation of law" includes not only felonies and misdemeanors, but also quasi-criminal violations such as disorderly conduct. Also, the term "conviction" includes pleas of "guilty" and "no contest."

2. Have you ever had a license or certificate of any sort suspended or revoked in any state, or have you ever voluntarily surrendered, temporarily or permanently, any sort of license or certificate in any state? Yes No

If you answered YES to questions 1 or 2, provide full details on an additional sheet, including the specific court or agency involved (e.g., County Court, County of _____, New York), the address of the court or administrative agency involved, the specific violation(s) charged including the date thereof, and the final disposition of the case (e.g., "convicted of _____ and fined \$_____").

Note that a conviction or other similar disposition is not necessarily an automatic bar to employment.

3. Have you ever been discharged or asked to resign from a prior position? Yes No

4. Have you ever resigned from a prior position after a complaint was received about you, or while your conduct was under investigation or review, or while disciplinary action was pending against you, or when your employer was likely to take disciplinary action against you? Yes No

If you answered YES to questions 3 or 4, provide full details on an additional sheet, including the specific employer involved, the name, address and other contact information of the supervisor(s) involved, the date, the specific work infraction(s) charged, and the final disposition of the matter (e.g., "discharged from employment on [date]").

APPLICANT'S STATEMENT

(Give any additional information that you think might be of value in considering you for a position. If necessary, attach an additional sheet of paper.)

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission on this form may be a crime, and will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered. I give the BOCES the right to investigate all references and to obtain additional job-related information about me. I hereby release from liability for money damages not only the BOCES, but also any of its representatives who investigate the facts set forth herein, as well as anyone disclosing information to them, in connection with this employment application.

Jacqueline Barone

Applicant's Signature (if mailed) or Name (if emailed*)

Date 10/2005

*Email to Brookfield CSD confirms your authorization.

If mailed, please return completed application to:

BROOKFIELD CENTRAL SCHOOL
P.O. Box 60, 1910 Fairground Rd.
Brookfield, NY 13314
Telephone: 315-899-3323

To email application, save PDF as your name and send attached file to tlopesz@brookfieldcsd.org

EQUAL OPPORTUNITY EMPLOYER