

BROOKFIELD CENTRAL SCHOOL
BOARD OF EDUCATION
Regular Meeting:
Thursday, March 12, 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
- 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:
Approval of: 2nd Reading - Policies
- ITEM 6. New Business:
A. CSE Recommendation
B. Approval of: 2026 Notice of Annual Meeting, Budget and Election
C. Approval of: Election Inspectors
D. Approval of: 2026-2027 Brookfield Central School District Calendar
E. Approval of: Cooperative Bidding Resolution – DCMO BOCES
F. Personnel: Appointment of Boys Modified Baseball Coach
G. Acceptance of Resignation
H. Election of Board Officers
- ITEM 7. Adjournment

BROOKFIELD CSD



Check Warrant Report For A - 50: JANUARY 2026 GENERAL FUND MANUAL CHECKS For Dates 1/1/2026 - 1/31/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3039	01/12/2026	5529	Oneida Herkimer Madison BOCES	A 391		1,842.63	
				A 5510.490-10		267.47	
				A 2825.490-10		10,766.97	
				A 2815.490-10		1,901.16	
				A 2630.490-10		18,276.41	
				A 2610.490-10		1,469.81	
				A 2280.490-40		15,502.06	
				A 2250.490-40		55,917.62	
				A 2110.490-30		34,942.06	
				A 2010.490-20		6,316.32	
				A 1981.490-10		5,606.13	
				A 1910.490-10		152.50	
				A 1670.490-10		2,397.77	
				A 1621.490-10		1,769.38	
				A 1620.490-10		96.70	
				A 1480.490-10		1,749.00	
				A 1430.490-10		82.50	
				A 1310.490-10		4,659.89	
Check Total:						163,716.38	
3040	01/20/2026	6564	CITIZENS BANK	A 1240.450-10		13.70	
				A 1621.450-10		594.68	
				A 2110.450-30		250.00	
				A 2630.450-30		32.39	
				A 2810.450-30		9.05	
Check Total:						899.82	

BROOKFIELD CSD

Check Warrant Report For A - 50: JANUARY 2026 GENERAL FUND MANUAL CHECKS For Dates 1/1/2026 - 1/31/2026



Check # Check Date Vendor ID Vendor Name

Number of Transactions: 2

Account

PO Number

Check Amount

Liquidated

Warrant Total: 164,616.20
Vendor Portion: 164,616.20

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$164,616.20. 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.

[Handwritten Signature]
Date

[Handwritten Signature]
Signature

[Handwritten Signature]
Title

BROOKFIELD CSD

Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated	
14556	02/09/2026	7894	**VOID** FW WEBB COMPANY	A 1621.450-10		-201.71		
				A 1621.450-10		163.46		
				A 1621.450-10		-148.73		
				<u>Check Total:</u>				-186.98
14655	02/09/2026	7907	A & P WATER TESTING	A 1621.400-10		59.00		
				<u>Check Total:</u>				59.00
14656	02/09/2026	7564	Amazon	A 1310.450-10		246	77.15	
				A 2110.450-30		247	28.99	
				A 2110.450-MU		250	126.04	
				<u>Check Total:</u>				232.18
14657	02/09/2026	6676	PATSY BEEHM	A 2110.450-30		29.73		
				<u>Check Total:</u>				29.73
14658	02/09/2026	7023	Dave Blair	A 2855.400-30		121.60		
				<u>Check Total:</u>				121.60
14659	02/09/2026	7777	BRADY, JAMES	A 2855.400-30		111.50		
				<u>Check Total:</u>				111.50
14660	02/09/2026	7493	BUELL FUELS LLC	A 1620.410-12		15,841.42		
				A 5530.450-10		1,029.60		
				A 1620.410-12		681.37		
				A 1620.410-12		15,413.47		
				A 5530.450-10		1,326.37		
				<u>Check Total:</u>				34,292.23
14661	02/09/2026	6051	BRIAN CHASE	A 2855.400-30		121.60		
				<u>Check Total:</u>				121.60
14662	02/09/2026	7715	CINTAS					
				<u>Check Total:</u>				121.60

BROOKFIELD CSD

Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



Check # Check Date Vendor ID Vendor Name

Account PO Number Check Amount Liquidated

14663	02/09/2026	7520 ROBERT COMIS	A 2855.400-30		121.60	
			A 5510.400-10		133.00	
			A 5510.400-10		133.00	
			A 5510.400-10		55.43	
			A 5510.400-10		563.55	
			A 5510.400-10		133.00	
			Check Total:		1,017.98	

14664	02/09/2026	8224 COMPASS STAFFING SOLUTIONS LLC	A 2250.400-40		738.50	
			Check Total:		121.60	

14665	02/09/2026	8309 RACHELANN COPLAND	A 2110.435-30		218.42	
			Check Total:		738.50	

14666	02/09/2026	6800 MIKE DAVIS	A 2855.400-30		121.60	
			Check Total:		121.60	

14667	02/09/2026	7363 GARY EDGEETT	A 2855.400-30		121.60	
			Check Total:		121.60	

14668	02/09/2026	1435 EMPIRE STATE AUTO PARTS	A 5510.450-10		287.85	
			A 5510.450-10		127.64	
			A 5510.450-10		27.01	
			A 5510.450-10		65.76	
			A 5510.450-10		246.70	
			A 5510.450-10		53.99	
			A 5510.450-10		159.61	
			Check Total:		968.56	

14669	02/09/2026	8000 FERRARA FIORENZA PC	A 1420.400-10		240.00	
			Check Total:		240.00	

BROOKFIELD CSD

Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14670	02/09/2026	5538	FLEET PRIDE	A 5510.450-10	Check Total:	240.00	
14671	02/09/2026	5780	GILROY KERMAN GILROY INC	A 5510.400-10	Check Total: -	9.99	
14672	02/09/2026	8249	GLOBAL GRAPHICS DESIGN LLC	A 2855.450-30	Check Total:	274.00	
14673	02/09/2026	6697	TIMOTHY HEBURN SR	A 2855.400-30	Check Total:	62.50	
14674	02/09/2026	5296	Hummels Office Plus	A 2110.450-30	Check Total:	121.60	
14675	02/09/2026	5223	JOHN KING	A 2855.400-30	244	54.00	54.00
14676	02/09/2026	8012	TIFFANY J LOPESZ	A 1310.435-10	Check Total:	400.00	
14677	02/09/2026	7671	LOUIS, ERIN	A 2855.400-30	Check Total:	971.60	
14678	02/09/2026	8152	Madi Jo's Grows	A 2855.400-30	Check Total:	121.60	
14679	02/09/2026	5077	NYSMEC	A 1620.420-10	Check Total:	30.00	
14680	02/09/2026	7697	MICHAEL OCZKOWSKI	A 5530.400-12	Check Total:	943.95	
						10,274.24	

BROOKFIELD CSD

Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14681	02/09/2026	7183	OTIS ELEVATOR COMPANY	A 2855.400-30		121.60	
					Check Total:	121.60	
14682	02/09/2026	6909	DWIGHT C. PUTNAM JR.	A 1620.400-10		354.36	
					Check Total:	354.36	
14683	02/09/2026	5399	COLLEEN RUTHERFORD	A 2855.400-30		121.60	
					Check Total:	121.60	
14684	02/09/2026	8308	Sweethaler	A 2110.435-30		103.60	
					Check Total:	103.60	
14685	02/09/2026	8150	SYRACUSE HAULERS WASTE REMOVAL INC	A 2110.450-20	240	501.73	501.73
					Check Total:	501.73	
14686	02/09/2026	4155	SANDRA TOUNBACARIS	A 1620.400-10		762.50	
					Check Total:	762.50	
14687	02/09/2026	4160	TOWN OF BROOKFIELD	A 9060.800-10	175	202.90	202.90
					Check Total:	202.90	
14688	02/09/2026	6642	SCOTT URTZ	A 5510.455-10		3,256.08	
				A 5510.455-10		2,402.00	
				A 5510.455-10		2,645.80	
					Check Total:	8,303.88	
14689	02/09/2026	8220	Warner Sales and Service Inc	A 2855.400-30		121.60	
					Check Total:	121.60	
14690	02/09/2026	4416	HELEN PUBLISHING	A 1621.400-10		2,400.00	
					Check Total:	2,400.00	
				A 1621.400-10	248	16.18	16.18

BROOKFIELD CSD

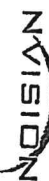
Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14691	02/09/2026	4460	HELEN PUBLISHING	A 1621.400-10	249	16.18	16.18
						<u>Check Total:</u>	16.18
14692	02/09/2026	7894	FWWEBB COMPANY	A 1621.450-10		201.71	
						A 1621.450-10	-163.46
						A 1621.450-10	148.73
						A 1621.450-10	-15.00
						<u>Check Total:</u>	171.98
14693	02/09/2026	4620	DANIEL WILCZEK	A 2855.400-30		121.60	
						A 2855.400-30	121.60
						A 2855.400-30	121.60
						<u>Check Total:</u>	364.80
14694	02/09/2026	6449	CHRISTOPHER J. WILLIAMS	A 2855.400-30		121.60	
						<u>Check Total:</u>	121.60
14695	02/09/2026	8276	DOYLE SECURITY SYSTEMS INC	A 1621.400-10		409.01	
						<u>Check Total:</u>	409.01
14696	02/09/2026	8206	PENN Power Systems	A 1620.400-10		517.06	
						<u>Check Total:</u>	517.06

BROOKFIELD CSD

Check Warrant Report For A - 60: FEBRUARY 9, 2026 GENERAL FUND CD For Dates 2/9/2026 - 2/9/2026



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

Number of Transactions: 43

Account _____

PO Number _____

Check Amount _____

Liquidated _____

Warrant Total: 65,259.23
Vendor Portion: 65,259.23

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 43 in number, in the total amount of \$65,259.23. 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.

Feb 9, 2026

Date

Christy Perkins

Signature

Debbie Assistant

Title

Feb 12, 2026

BROOKFIELD CSD



Check Warrant Report For A - 61: February 13, 2026 Payroll Processing For Dates 2/13/2026 - 2/13/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
626	02/13/2026	6897	U S OMNI	A 726FICA		6,891.32	
				A 726FICA		6,891.32	
				A 722		8,461.93	
				A 726MED		1,611.69	
				A 721		4,842.13	
			A 710			83,027.85	
Check Total:						113,337.91	
14697	02/13/2026	7815	NYS CHILDRN SUPPORT PROCESS CENTER	A 729		350.00	
				A 729		1,280.00	
				A 729		100.00	
Check Total:						1,730.00	
14698	02/13/2026	7815	NYS CHILDRN SUPPORT PROCESS CENTER	A 723C		441.40	
				A 723C		767.64	
Check Total:						767.64	
Check Total:						767.64	

BROOKFIELD CSD

Check Warrant Report For A - 61: February 13, 2026 Payroll Processing For Dates 2/13/2026 - 2/13/2026



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

Number of Transactions: 4

Account	PO Number	Check Amount	Liquidated
	Warrant Total:	116,276.95	
	Vendor Portion:	116,276.95	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$116,276.95. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date: Feb 13, 2026 Signature: [Handwritten Signature] Title: Warrant Administrator
 Date: Feb 13, 2026 Signature: [Handwritten Signature] Title: [Blank]

BRUOKFIELD CSD

Check Warrant Report For A - 63: VOID & REISSUE For Dates 2/12/2026 - 2/12/2026



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Payment Type	PO Number	Check Amc
13588	02/12/2026	7815	**VOID** NYS CHILD SUPPORT	**VOID**	CC		-15
13699	02/12/2026	8033	**VOID** KALLIE ROLLINS	**VOID**	CC		-10
14107	02/12/2026	8207	**VOID** ALECIA CHRYSLER	**VOID**	CC		-2
14276	02/12/2026	7003	**VOID** SARAH ABRAMS	**VOID**	CC		-743
14325	02/12/2026	7905	**VOID** NEW BERLIN STORAGE UNITS INC	**VOID**	CC		-100
14699	02/12/2026	7815	NYS CHILD SUPPORT	Trust & Agency Payment - NYS CSPC	CC		152
14700	02/12/2026	8033	KALLIE ROLLINS	PROCESS CENTER	CC		100
14701	02/12/2026	8207	ALECIA CHRYSLER		CC		24
14702	02/12/2026	7003	SARAH ABRAMS		CC		743
Warrant Total:							-100
Vendor Portion:							-100
Payroll Portion:							0

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$-100.00. 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.

Date
Feb 12 2026

Signature
Carol Lawrence

Title
District Treasurer

BROOKFIELD CSD

Check Warrant Report For A - 64: FEBRUARY 23, 2026 GENERAL FUND CD For Dates 2/23/2026 - 2/23/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14662	02/23/2026	7715	**VOID** CINTAS	A 5510.400-10		-133.00	
				A 5510.400-10		-133.00	
				A 5510.400-10		-55.43	
				A 5510.400-10		-563.55	
				A 5510.400-10		-133.00	
Check Total:						-1,017.98	
14703	02/23/2026	7564	Amazon	A 2110.450-20	251	50.34	50.34
Check Total:						50.34	
14704	02/23/2026	7493	BUPELL FUELS LLC	A 5530.450-10		739.06	
Check Total:						739.06	
14705	02/23/2026	7715	CINTAS	A 5510.400-10		133.00	
				A 5510.400-10		133.00	
				A 5510.400-10		133.00	
				A 5510.400-10		73.83	
				A 5510.400-10		133.00	
				A 5510.400-10		55.43	
				A 5510.400-10		563.55	
				A 5510.400-10		133.00	
				A 5510.400-10		-430.55	
Check Total:						927.26	
14706	02/23/2026	7363	GARY EDGETT	A 2855.400-30		121.60	
Check Total:						121.60	
14707	02/23/2026	8000	FERRARA FIORENZA PC	A 1420.400-10		1,748.73	
Check Total:						1,748.73	
14708	02/23/2026	7894	FW WEBB COMPANY	A 1621.450-10		54.95	
Check Total:						54.95	

BROOKFIELD CSD

Check Warrant Report For A - 64: FEBRUARY 23, 2026 GENERAL FUND CD For Dates 2/23/2026 - 2/23/2026



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

Number of Transactions: 16

Account	PO Number	Check Amount	Liquidated
	Warrant Total:	4,007.32	
	Vendor Portion:	4,007.32	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$4,007.32. 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.

Feb 23 2026
Date

Carol B. Davis
Signature

Dennis Cassin
Title

BROOKFIELD CSD

Check Warrant Report For A - 65: February 27, 2026 Payroll Processing For Dates 2/27/2026 - 2/27/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
627	02/27/2026	489	BROOKFIELD TRUST & AGENCY ACCO	A 726FICA		6,741.90	
				A 726FICA		6,741.93	
				A 722		8,340.20	
				A 726MED		1,576.75	
				A 726MED		1,576.73	
628	02/27/2026	2732	NYS & LOCAL EMPLOYEES	A 721		4,748.10	
				A 710		80,896.72	
				Check Total:		110,622.33	
629	02/27/2026	6897	U S OMNI	A 718		1,993.39	
				A 718		73.82	
				Check Total:		2,067.21	
14718	02/27/2026	5122	BROOKFIELD TEACHERS ASSOC.	A 729		350.00	
				A 729		1,380.00	
				A 729		100.00	
Check Total:		1,830.00					
14719	02/27/2026	6271	NYS TEACHER RETIREMENT SYSTEM	A 724		1,716.04	
				Check Total:		1,716.04	
				A 727		297.00	
Check Total:		297.00					
14720	02/27/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		441.40	
				Check Total:		441.40	
				A 723C		767.64	
Check Total:		767.64					
14721	02/27/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		441.40	
				Check Total:		441.40	
				A 723C		767.64	
Check Total:		767.64					

BROOKFIELD CSD

Check Warrant Report For A - 65: February 27, 2026 Payroll Processing For Dates 2/27/2026 - 2/27/2026

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

Number of Transactions: 7

Account	PO Number	Check Amount	Liquidated
	Warrant Total:	117,741.62	
	Vendor Portion:	117,741.62	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$117,741.62. 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.

Feb 27, 2026
Date

[Signature]
Signature

[Signature]
Title

BROOKFIELD CSD

Check Warrant Report For C - 12: FEBRUARY 9, 2026 SCHOOL LUNCH CD For Dates 2/9/2026 - 2/9/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3168	02/09/2026	7834	AMY DINEEN TRUCKING SERVICE	C 2860.400		650.00	
3169	02/09/2026	7196	Broedel Energy LLC	C 2860.400		650.00	

Number of Transactions: 2

Check Total: 88.37
 Warrant Total: 738.37
 Vendor Portion: 738.37

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$738.37. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date: Feb 9, 2026
 Signature: [Handwritten Signature]
 Title: District Treasurer

BROOKFIELD CSD

Check Warrant Report For H026 - 8: FEBRUARY 9, 2026 CAPITAL PROJECT CD For Dates 2/9/2026 - 2/9/2026



Check # 1295

Check Date 02/09/2026

Vendor ID Vendor Name 5354 BERNARD P DONEGAN INC

Account H026 2110.240-00-0101

PO Number

Check Amount 1,757.25

Liquidated

Number of Transactions: 1

Check Total:	1,757.25
Warrant Total:	1,757.25
Vendor Portion:	1,757.25

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 \$1,757.25. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Feb 9, 2026 Signature [Handwritten Signature] Title Chief Assistant
 Date Feb 19, 2026 Signature [Handwritten Signature] Title [Blank]

BROOKFIELD CSD

Check Warrant Report For H026 - 9: FEBRUARY 23, 2026 CAPITOL PROJECT CD For Dates 2/23/2026 - 2/23/2026



Check # 1296 Check Date 02/23/2026 Vendor ID Vendor Name 2135 JAMES JORDAN ASSOCIATES

Account H026 2110.240-00-0101 PO Number Check Amount 750.99 Liquidated

750.99

Number of Transactions: 1

Check Total: 750.99
Warrant Total: 750.99
Vendor Portion: 750.99

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 \$750.99. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Feb 23 2026 Signature Carl Davis Title Officer Assistant

Date: February 10, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, D. Brean,
J. Wratten
Student Board Member: Absent
Others Present:
Ronald Wheelock, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
Community Members

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: B. Whitacre, C. Grey

I. PLEDGE OF ALLEGIANCE & CALL TO ORDER

Following the pledge, the February 10, 2026 Regular Meeting of the Board of Education was called to order at 7:08 p.m. by Board Vice-President, V. Nolan.

II. CONSENT AGENDA

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the Consent Agenda consisting of Approval of: Minutes dated December 9, 2025 – Regular Meeting; Budget Status Report dated December 31, 2025; Warrants - General Fund: Warrant #46 dated December 31, 2025 in the amount \$299,956.84, Warrant #57 dated January 30, 2026 in the amount of \$123,040.83, Warrant #56 dated January 16, 2026 in the amount of \$10,690.24; Cafeteria Fund: Warrant #11 dated January 16, 2026 in the amount of \$1,040; Capital Fund: Warrant #7 in the amount of \$1,163.79, as attached.
Motion carried: 3-0

III. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS

A. Additions/Amendments to the Agenda

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the Agenda for the February 10, 2026, as amended.
Discussion: Add Executive Session to discuss matters relating to contractual personnel.
Motion carried: 3-0

B. Board Vice-President Communications: - None

C. District Clerk Communications:

- Ms. Case shared the date, time, and location of the OHM BOCES Annual Dinner meeting. Further, she shared that April 28, 2026 has been designated as the date on which each component district will conduct a public meeting to vote on the Tentative 2026-2027 BOCES Administrative Budget and to elect members to the OHM Cooperative Board.

D. Business Communications:

- Ms. Lopesz reviewed the buildings and grounds equipment rotation plan. The district plans to purchase a lawn mower. Quotes were discussed.
- The January 2026 Budget Status report was reviewed.
- Ms. Lopesz reviewed the 1st draft of the tentative 2026-2027 school budget.

E. Superintendent Communications:

- Mr. Wheelock shared information learned at the legislative forum.
- The proposed 2026-2027 school calendar was discussed. The Board opted to follow the OHM BOCES calendar.
- The March Board of Education meeting will be moved from March 10th to March 12th.

IV. PUBLIC FORUM:

- None

V. OLD BUSINESS: None

VI. NEW BUSINESS:

A. CSE Recommendations

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the provision of services as recommended by the Committee on Special Education for the following numbers: 12252; 12199; 12413; 12413, as attached.
Motion carried: 3-0

B. Approval of Appointment of Superintendent Search Consultant

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education appoint Patricia N. Kilburn, Ed.D., District Superintendent of Oneida-Herkimer-Madison BOCES, as search consultant effective February 11, 2026, to oversee the process of selection of a Superintendent of Schools for the Brookfield Central School District.
Motion carried: 3-0

C. Personnel: Appointment of Non-Instructional/Instructional Substitute

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Jackie Barone as Non-Instructional/Instructional Substitute (Certified) effective February 10, 2026. Jackie holds the following certification: NYS Teaching Assistant, Level III. Salary is per the BTA and/or Non-Instructional Unit Contract.
Motion carried: 3-0

Date: February 10, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, D. Brean,
J. Wratten

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: B. Whitacre, C. Grey

Student Board Member: Absent
Others Present:
Ronald Wheelock, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
Community Members

D. Personnel: Appointment of Instructional Substitute

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Erin Orth as Instructional Substitute (Uncertified) effective February 10, 2026. Salary is per the BTA Contract.

Motion carried: 3-0

E. Approval of: 1st Reading – Policies

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the 1st Reading of the following policies, as attached:

Policy #5010 – District-Wide Safety Plans and Building Level Emergency Response Plans

Policy #5041 – Purpose Use and Administration of District Digital Information Systems

Discussion: Mr. Wheelock summarized changes in proposed policies.

Motion carried: 3-0

F. Approval of: Combination for Esports

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the combination with Madison Central School District for Esports for the 2025-2026 school year.

Discussion: One student is participating.

Motion carried: 3-0

G. Personnel: Appointment of Long-Term Substitute Physical Education Teacher (Uncertified)

Motion was made by D. Brean, seconded by J. Wratten, that Board of Education, upon the recommendation of the Superintendent, approves the appointment of Jack Elliott, to the position of Long-term Substitute Physical Education Teacher (Uncertified), effective January 22, 2026 through June 30, 2026. Salary for this position is \$200 per day.

Motion carried: 3-0

VII. Executive Session

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 8:20 p.m. for the purpose of discussing contractual matters. Tiffany Lopesz was invited to attend Executive Session.

Motion carried: 3-0

School Board Vice-President, V. Nolan appointed Ronald Wheelock as Clerk Pro Tem in the absence of the District Clerk.

Board Member, D. Brean moved, seconded by Board Member, J. Wratten that the Board returns to open session at 9:20 p.m.

Motion carried: 3-0

No action was taken by the Board following Executive Session.

VIII. Adjournment

Motion was made by School Board Member, D. Brean, seconded by J. Wratten, that the Board adjourn the February 10, 2026 meeting at 9:41 p.m.

Motion carried: 3-0

Date: January 20, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, D. Brean,
C. Grey, J. Wratten
Student Board Member: Absent
Others Present:
Ronald Wheelock, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
BCS Staff, and Community Members

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: B. Whitacre

I. Executive Session

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 6:30 p.m. for the purpose of discussing matters pertaining to the potential employment of a particular person.
Motion carried: 4-0

School Board Vice-President, V. Nolan appointed Ronald Wheelock as Clerk Pro Tem in the absence of the District Clerk.

Board Member, D. Brean moved, seconded by Board Member, J. Wratten that the Board returns to open session at 7:07 p.m.

No action was taken by the Board following Executive Session.

II. PLEDGE OF ALLEGIANCE & CALL TO ORDER

Following the pledge, the January 20, 2026 Regular Meeting of the Board of Education was called to order at 7:10 p.m. by Board Vice-President, V. Nolan.

III. CONSENT AGENDA

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the Consent Agenda consisting of Approval of: Minutes dated November 18, 2025 Regular Meeting; Warrants: General Fund: Warrant #34 dated November 30, 2025 in the amount of \$272,840.25, Warrant #43 dated December 5, 2025 in the amount of \$109,700.91, Warrant #45 dated December 8, 2025 in the amount \$22,025.27, Warrant #47 dated December 19, 2025 in the amount of \$118,981.88, Warrant #49 dated December 22, 2025 in the amount of \$51,771.37, Warrant #51 dated January 2, 2026 in the amount of \$109,226.28, Warrant #53 dated January 7, 2026 in the amount of \$204,070.72, Warrant #54 dated January 16, 2026 in the amount of \$103,045.29; Cafeteria Fund: Warrant #9 dated December 19, 2025 in the amount of \$1,002.67, Warrant #10 dated January 7, 2026 in the amount of \$72.67; Capital Fund: Warrant #5 dated December 8, 2025 in the amount of \$3,460.78, Warrant #6 dated January 7, 2026 in the amount of \$1,065; Federal Fund: Warrant #1 dated December 19, 2025 in the amount of \$36,257, as presented; Budget Status Reports dated October 31, 2025 and November 30, 2025, as attached.
Motion carried: 4-0

IV. Dr. Kilburn – Presentation

- Dr. Kilburn outlined the Superintendent search process. Questions were taken.

V. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS

A. Additions/Amendments to the Agenda

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education approves the Agenda for the January 20, 2026, as amended.

Discussion: Add Executive Session for purposes of discussing matters of a particular student and contractual matters.

Motion carried: 4-0

B. Board Vice-President Communications:

- None

C. District Clerk Communications:

- None

D. Business Communications:

- Ms. Lopesz shared that BCS advertised for snowplowing and no bids received. The plow truck will be built in May and available for pickup in June.

E. Superintendent Communications:

- Mr. Wheelock shared that the district is reviewing the Academic Recognition Policy and proposed forming a committee to review the policy.
- Mr. Wheelock discussed the Zero Emissions requirements. All school districts in NYS must convert all buses to electric by the year 2035. NYS has also implemented a requirement for districts which states that if a district plans to purchase a school bus for the 2027-2028 school year, that it must purchase an electric bus unless a waiver is filed with the State. Mr. Wheelock recommended filing the waiver. The Board agreed.
- Capital Project Update: BCS will begin putting bids out soon. An alternate project was discussed which would include added security at the main entrance. More information will be forthcoming.

VI. PUBLIC FORUM:

- Q: Who enforces the athletic code of conduct?

A: The process begins with the athletic director.

Date: January 20, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, D. Brean,
C. Grey, J. Wratten
Student Board Member: Absent
Others Present:
Ronald Wheelock, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
BCS Staff, and Community Members

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: B. Whitacre

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Personnel: Acceptance of Resignation

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Randy Boylan, School Bus Driver, effective November 21, 2025, with regrets.

Motion carried: 4-0

B. Personnel: Appointment of Substitute School Bus Driver

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Randy Boylan as Substitute School Bus Driver, effective November 24, 2025. Salary for this position is \$20.00 per hour.

Motion carried: 4-0

C. Personnel: Appointment of Substitute School Bus Driver

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Joshua Walker as Substitute School Bus Driver, effective January 21, 2026. Salary for this position is \$20.00 per hour.

Motion carried: 4-0

D. Personnel: Appointment of Non-Instructional/Instructional Substitute

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Denise Timms as Non-Instructional/Instructional Substitute (Uncertified) effective January 21, 2026. Salary is per the BTA and/or Non-Instructional Unit Contract.

Motion carried: 4-0

E. Authorization

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, hereby grants authorization to Ron Wheelock to sign Student Activity Account checks for the 2025-2026 fiscal year.

Motion carried: 4-0

F. Personnel: Appointment of Non-Instructional/Instructional Substitute

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Mary Cowen as Non-Instructional/Instructional Substitute (Uncertified) effective January 21, 2026. Salary is per the BTA and/or Non-Instructional Unit Contract.

Motion carried: 4-0

G. Personnel: Appointment of Full Time 12 Month Bus Monitor/Cleaner

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Andrew Shipman to the position of Full Time 12 Month Bus Monitor/Cleaner effective January 21, 2026. Salary for the position of Bus Monitor is \$17.43 per hour. Salary for the position of Cleaner is \$16.00 per hour.

Motion carried: 4-0

H. Personnel: Appointment of Elementary Teacher

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Tayah Simmons to the position of Elementary Teacher, in the tenure area of Elementary, effective January 21, 2026. Probationary period begins January 21, 2026 and ends June 30, 2030. Tayah holds the following certification: NYS Initial Certification – Childhood Education (Grades 1-6). Salary for this position is \$52,060.

Discussion: A search was conducted for the position. Tayah has come to BCS from Utica Academy of Science.

Motion carried: 4-0

I. Personnel: Appointment of Spring Sports Coaches and Assistants

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon recommendation of the Superintendent approves the appointment of the spring sports coaches and assistants as follows for the 2026 spring sports season effective January 21, 2026. Such appointments are contingent upon each employee obtaining all necessary clearance set forth by the Commissioner of Education prior to the first day of practice.

Scott Bugbee – Boys Varsity Baseball Coach	Cassie Head – Girls Modified Softball Coach
Katrina Townsend – Girls Varsity Softball Coach	Paige Plumley – Girls Modified Softball Assistant Coach

Motion carried: 4-0

Date: January 20, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, D. Brean,
C. Grey, J. Wratten
Student Board Member: Absent
Others Present:
Ronald Wheelock, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
BCS Staff, and Community Members

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: B. Whitacre

J. Approval of: E-Rate Letter of Agency

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the E-Rate Letter of Agency for 2026-2027 confirming our participation in the Madison-Oneida BOCES E-rate Consortium for the procurement of telecommunications, internet access, internal connections and basic maintenance. I hereby authorize Madison-Oneida BOCES to submit FCC Form 470, FCC Form 471, and other E-rate forms to the Schools and Library Division of the Universal Service Administrative Company on behalf of the undersigned school district, as attached.

Motion carried: 4-0

K. Personnel: Appointment of Mentor

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education upon the recommendation of the Superintendent, approves the appointment of Samantha Hafelin to provide instructional support services: mentoring per NYS Education Regulations for Taya Simmons, Elementary Teacher, for the 2025-2026 school year.

Motion carried: 4-0

L. Compensation for Instructional Substitute Teaching Assistants

Motion was made by D. Brean, seconded by J. Wratten, that compensation for instructional substitute teaching assistants shall be set at \$115.00 per day for the remainder of the 2025-2026 fiscal year.

Discussion: Required to comply with minimum wage increase.

Motion carried: 4-0

M. Approval of: Athletic Combination

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the athletic combination of Girls Modified Basketball with Waterville Central School District for the 2025-2026 winter sports season.

Discussion: Waterville is the home district. Two students are participating. The parents are providing transportation to Waterville.

Motion carried: 4-0

N. Approval of: Budget Calendar for the 2026 Budget Vote & Election

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the Budget Calendar for the 2026 School Budget Vote & Election, as attached.

Motion carried: 4-0

O. Personnel: Appointment of Non-Instructional/Instructional Substitute

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Kassandra Burkhart as Non-Instructional/Instructional Substitute (Uncertified) effective January 21, 2026. Salary is per the BTA and/or Non-Instructional Unit Contract.

Motion carried: 4-0

IX. Executive Session

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 8:22 p.m. for the purpose of discussing educational matters of a particular student and contractual matters.

Motion carried: 4-0

School Board Vice-President, V. Nolan appointed Ronald Wheelock as Clerk Pro Tem in the absence of the District Clerk.

Board Member, J. Wratten left the meeting.

Board Member, C. Grey moved, seconded by Board Member, D. Brean that the Board returns to open session at 10:55 p.m.

Motion carried: 3-0

No action was taken by the Board following Executive Session.

X. Adjournment

Motion was made by School Board Member, D. Brean, seconded by C. Grey, that the Board adjourn the January 20, 2026 meeting at 10:55 p.m.

Motion carried: 3-0

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

SUPPORT OPERATIONS

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

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

SUPPORT OPERATIONS

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

- 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, _____

SUPPORT OPERATIONS

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

- 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
- A. Digital information systems are important to achieving the Brookfield Central School District's (the District) educational goals and conducting business

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

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

- 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

SUPPORT OPERATIONS

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

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 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

SUPPORT OPERATIONS

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

- 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.
 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.

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

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.
- 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.

SUPPORT OPERATIONS

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

- 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
 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

SUPPORT OPERATIONS

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

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
 - (5) other personal information to create vendor or product accounts or sign-ups to utilize AI or other digital products or vendors.

SUPPORT OPERATIONS

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

- 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;
 - 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.

SUPPORT OPERATIONS

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

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

SUPPORT OPERATIONS

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

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:

*We do not provide an opt out form **

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;
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


SUPPORT OPERATIONS

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

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.
- B. The District shall periodically review the roster of users and their assigned access rights and make adjustments to reflect any changes in circumstances.

SUPPORT OPERATIONS

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

- 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's 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 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.

SUPPORT OPERATIONS

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

SUPPORT OPERATIONS

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

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 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:

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

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

SUPPORT OPERATIONS

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

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. Username 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.

XI. Notification

POLICY

Draft 06/09/25
5041

SUPPORT OPERATIONS

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

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 02/04/2026

Committee: Committee on Special Education

ID: 000012331 DOB: 05/20/2014 Gender: M Grade: 006 Disability: Learning Disability 12Mth

02/04/2026 @ 09:00 am - Reevaluation/Annual Outcome: IEP Change: Remains Classified

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

Yes	09/02/2025	06/26/2026	15:1 ELA Instruction	5/Weekly/36	15 students/ 1 teacher	Brookfield Elem School/15:1 Classroom
	09/02/2025	06/26/2026	Resource Room	5/Weekly/36		Brookfield Elem School/Resource Room
	09/02/2025	06/26/2026	Occupational Therapy Consultation	1/Monthly/30	Individual	Brookfield Elem School/Classroom
	02/05/2026	06/26/2026	Speech/Language Therapy	1/Weekly/30	Individual	Brookfield Elem School/Therapy Room
	02/05/2026	06/26/2026	Speech/Language Therapy	1/Weekly/30	Individual	Brookfield Elem School/Classroom
Yes	09/03/2026	06/25/2027	15:1 ELA Instruction	5/Weekly/43	15 students/ 1 teacher	Brookfield High School/15:1 Classroom
	09/03/2026	06/25/2027	15:1 Math Instruction	5/Weekly/43	15 students/ 1 teacher	Brookfield High School/15:1 Classroom
	09/03/2026	06/25/2027	Resource Room	5/Weekly/43		Brookfield High School/Resource Room
	09/03/2026	06/25/2027	Occupational Therapy Consultation	1/Monthly/30	Individual	Brookfield High School/Classroom
	09/03/2026	06/25/2027	Speech/Language Therapy	2/Weekly/30	Individual	Brookfield High School/Classroom

Minutes

An Annual/Reevaluation meeting was held for the sixth grade student. According to the results of the recently completed psycho-ed evaluation, the student continues to qualify for special education services. The CSE recommends the student receive the following services for the 2026-2027 school year: 15:1 ELA 5x43 m/w, 15:1 Math 5x43 m/w, Resource Room 5x43 m/w, Occupational Therapy 1x30 m/m indirect consult, and Speech/Language Therapy 2x30 m/w (I) in the classroom.

**Brookfield Central School
Board Action Sheet**
Meeting 01/27/2026

Committee: Committee on Special Education

ID 000012192 **DOB** 10/07/2010 **Gender** F **Grade** 010 **Disability** Learning Disability **12Mth**

01/27/2026 @ 02:00 pm - Reevaluation/Annual **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	5MWeekly/43	Group	Brookfield High School/Resource Room
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5MWeekly/43	Direct	Brookfield High School/General Education English Classroom
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5MWeekly/43	Direct	Brookfield High School/General Education Math Classroom
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5MWeekly/43	Direct	Brookfield High School/General Education Social Studies Classro
	09/02/2025	06/26/2026	Direct Consultant Teacher Services	5MWeekly/43	Direct	Brookfield High School/General Education Science Classroom
Yes	09/01/2026	06/25/2027	Resource Room	5MWeekly/43	Group	Brookfield High School/Resource Room
	09/01/2026	06/25/2027	Direct Consultant Teacher Services	5MWeekly/43	Direct	Brookfield High School/General Education English Classroom
	09/01/2026	06/25/2027	Direct Consultant Teacher Services	2MWeekly/15	Direct	Brookfield High School/General Education Social Studies Classro

Minutes
An Annual/Reevaluation meeting was held for the 10th grade student. The CSE recommends the student receive the following services for the 2026-2027 school year: Resource Room 5x43 m/w, Direct Consultant Teacher Service - ELA 5x43 m/w, Direct Consultant Teacher Service - Social Studies 2x15 m/w.

**NOTICE OF ANNUAL MEETING, BUDGET AND ELECTION
BROOKFIELD CENTRAL SCHOOL DISTRICT
TOWN OF BROOKFIELD, COUNTY OF MADISON, NEW YORK**

NOTICE IS GIVEN, that a public hearing of the qualified voters of the Brookfield Central School District, Madison County, Brookfield, New York will be held in the Library/Media Room of Brookfield Central School, 1910 Fairground Road, in said District on Tuesday, May 5, 2026 at 7:00 p.m. prevailing time, for the presentation of the budget.

NOTICE IS GIVEN, that a special meeting of the qualified voters of the Brookfield Central School District will be held in the OT/PT room of the Brookfield School Main Building, 1910 Fairground Road, on Tuesday, May 19, 2026 between the hours of 12:00 p.m./Noon and 8:00 P.M. prevailing time at which time the polls will be opened to vote by paper ballot upon the following items.

1. To adopt the annual budget of the School District for the fiscal year 2026-2027 and to authorize requisite portion thereof to be raised by taxation on the taxable property of the District.
2. To elect one (1) member of the Board - for a five-(5) year term commencing July 1, 2026 expiring on June 30, 2031.
3. To elect one (1) member of the Board – for a three-(3) year term commencing July 1, 2026 expiring on June 30, 2028.

NOTICE IS GIVEN that a copy of the statement of the amount of money which will be required to fund the School District's budget for 2026-2027, exclusive of public monies, may be obtained by any resident of the District during business hours beginning May 5, 2026 at the Brookfield Central School District Office. In addition, a copy of the tax exemption report, showing how much of the total assessed value of the final assessment role used in the budgetary process is exempt from taxation may also be obtained at the District Office.

NOTICE IS GIVEN that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School district at her office in the Brookfield Central School, not later than Monday, April 20, 2026 between 7:30 AM and 5:00 PM. Each petition shall be directed to the Clerk of the District and shall be signed by

shall describe the specific vacancy for which the candidate is nominated.

NOTICE IS GIVEN that applications for absentee ballots will be obtainable by calling the District Clerk at 315-899-3323, ext. 222. Completed applications must be received by the District Clerk at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the District Clerk not later than 5:00 PM prevailing time, on Tuesday, May 19, 2026.

A list of persons to whom absentee or military ballots are issued will be available for public inspection and legal challenge to any qualified voter of the District in the office of the District Clerk between the hours of 7:30 AM and 4:00 PM on weekdays prior to May 19, 2026, the date set for the election, and shall also be available at the polling place at the election.

NOTICE IS GIVEN, that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at (315) 899-3323, ext. 222 or ccase@brookfieldcsd.org. For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 p.m. on April 24, 2025. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application for ballot by mail, facsimile transmission or email.

NOTICE IS GIVEN that applications for early mail ballots will be obtainable by calling the District Clerk at 315-899-3323, ext. 222. Completed applications must be received by the District Clerk at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. Early mail ballots must be received by the District Clerk not later than 5:00 PM prevailing time, on Tuesday, May 19, 2026.

NOTICE IS GIVEN that the qualified voters of the School District shall be entitled to vote at said annual vote and election. A qualified voter is one who is (1) a citizen of the United States of America, (2) eighteen years of age or older, and (3) resident within the School District for a period of thirty (30) days next preceding the annual vote and election. The School District may require all persons offering to vote at the budget vote and election to provide one form of proof of residency pursuant to Education Law §2018-c. Such form may include a driver's license, a non-driver identification card, a utility bill, or a voter

persons offering to vote to provide their signature, printed name and address.

NOTICE IS GIVEN that pursuant to a rule adopted by the Board in accordance with §§2035 and §2008 of the Education Law, any referenda or propositions to amend the budget, otherwise to be submitted for voting at said election, must be filed with the Brookfield Central School Board of Education at the Brookfield Central School on or before April 20, 2026 at 4:00 PM prevailing time; must be typed or printed in English, must be directed to the Clerk of the School district and signed by at least 25 qualified voters of the district; and must state the name and residence of each signer. However, the School Board will not entertain any petition to place before the voters and proposition the purpose of which is not within the powers of the voters to determine or any proposition, which fails to include a specific appropriation where the expenditure of monies is required by the proposition.

Board of Education
Brookfield Central School District
Brookfield, New York
Christa E. Case, District Clerk

Dated: **3/10/2026**

Publish: **April 1, 2026 (Must be published 45 days before budget vote)**
 April 15, 2026
 April 29, 2026
 May 6, 2026

Brookfield Central School District Calendar 2026-2027

First day of school for students:
September 3, 2026

Final day of school for students:
June 25, 2027

SEPTEMBER 2026			OCTOBER 2026			NOVEMBER 2026			DECEMBER 2026					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	(1)	(2)	3	4	5	6	7	8	(9)	2	3	4	5	6
7	8	9	10	11	12	13	14	15	16	16	17	18	19	20
14	15	16	17	18	19	20	21	22	23	23	24	25	26	27
21	22	23	24	25	26	27	28	29	30	30				
28	29	30												
JANUARY 2027			FEBRUARY 2027			MARCH 2027			APRIL 2027					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	(19)
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29	28	29	30	31		29	30	31		
MAY 2027			JUNE 2027			JULY 2027			AUGUST 2027					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				7										
3	4	5	6	7	1	2	3	4		2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
31					28	29	30			26	27	28	29	30

STUDENT DAYS
 September 19
 October 20
 November 17
 December 16
 January 19
 February 15
 March 20
 April 17
 May 20
 June 18
Total Student Days 181

STAFF DAYS
 September 21
 October 21
 November 17
 December 16
 January 19
 February 15
 March 21
 April 17
 May 20
 June 18
Total Staff Days 185



Superintendent's Conference Day = parentheses
 Vacation Days = boxed
 Regents Test Days = underlined

Concurrence Board approved 07/11/2026

STUDENT VACATION DAYS	
SEPTEMBER 1 Superintendent's Conference Day 2 Superintendent's Conference Day 7 Labor Day	APRIL 19-23 Spring Recess
OCTOBER 9 Superintendent's Conference Day 12 Columbus Day	MAY 31 Memorial Day
NOVEMBER 11 Veterans Day 25-27 Thanksgiving Recess	JUNE 15-17 Regents Test Days 18 Juneteenth (Observed) 21-24 Regents Test Days 25 Regents Rating Day
DECEMBER 23-31 Winter Recess	