

BROOKFIELD CENTRAL SCHOOL
BOARD OF EDUCATION
Regular Meeting:
Tuesday, June 9, 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, Treasurer’s Reports
- ITEM 3. Communications, Reports, Announcements
A. Additions/Amendments to the Agenda
B. Presentation: Grade 5 Hydroponics
C. Board President Communications
D. District Clerk Communications
E. Business Communications
F. Superintendent Communications
- ITEM 4. Public Forum:
- ITEM 5. Old Business:
A. Approval of: 2nd Reading of Policies
- ITEM 6. New Business:
A. Acceptance of: 2026 Budget Vote and Election Results
B. Approval of: Contract for Rental of Facilities Agreement – Distance Learning
C. Approval of: Contract for Rental of Facilities Agreement – Summer School Driver Education
D. Approval of: Agreement – Ancillary Services for Driver Education
E. Designation of Annual Reorganizational Meeting Date
F. Approval of: Resolution: Superintendent to Authorize Change Orders
G. Personnel: Approval of Request for Leave
H. Personnel: Appointment of Agriculture Teacher (Pre-K – 12)
I. Approval of: 1st Reading – Policy
J. Approval of: Agreement with Developmental Therapy Associates, PLLC
K. Approval of: RIC ONE Risk Operations Center (ROC) Resolution
- ITEM 7. Adjournment

BROOKFIELD CSD



Check Warrant Report For A - 77: APRIL 2026 GENERAL FUND MANUAL CHECKS For Dates 4/1/2026 - 4/30/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3046	04/08/2026	2335	MADISON-ONEIDAHERKIMER BOCES	A 9060.800-10		71,306.44	
						Check Total:	71,306.44
3047	04/08/2026	6564	CITIZENS BANK	A 2630.450-30		32.39	
				A 2110.450-MU		42.69	
				A 2110.450-30		841.38	
						Check Total:	916.46
3048	04/14/2026	3115	US POSTAL SERVICE	A 1670.451-10		468.00	
						Check Total:	468.00
3049	04/16/2026	5529	Oneida Herkimer Madison BOCES	A 1620.490-10		96.70	
				A 1310.490-10		4,659.88	
				A 5510.490-10		392.80	
				A 2610.490-10		1,507.81	
				A 2825.490-10		10,766.96	
				A 2250.490-40		67,012.59	
				A 1910.490-10		152.50	
				A 2110.490-30		28,903.05	
				A 2010.490-20		6,316.31	
				A 2815.490-10		1,901.16	
				A 1670.490-10		2,397.76	
				A 2280.490-40		13,790.30	
				A 1621.490-10		1,769.37	
				A 1480.490-10		1,749.00	
				A 1981.490-10		5,606.12	
				A 1430.490-10		82.50	
				A 391		1,842.63	
				A 2630.490-10		20,727.80	
						Check Total:	169,675.24
3050	04/20/2026	6564	CITIZENS BANK	A 1620.450-10		315.05	

BROOKFIELD CSD

Check Warrant Report For A - 77: APRIL 2026 GENERAL FUND MANUAL CHECKS For Dates 4/1/2026 - 4/30/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3051	04/27/2026	3115	US POSTAL SERVICE	A 2110.450-30		262.45	
				A 2110.450-30		262.45	
				A 2110.450-30		621.96	
				A 2110.450-30		966.54	
				A 2110.450-30		44.40	
				A 2110.450-30		757.74	
				A 1310.400-10		36.08	
				A 1310.400-10		39.00	
				A 1310.450-10		23.40	
				A 1310.450-10		32.39	
				A 1310.450-10		179.99	
Check Total:						3,541.45	
				A 1670.451-10		492.20	

Number of Transactions: 6

Check Total:	492.20
Warrant Total:	246,399.79
Vendor Portion:	246,399.79

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$246,399.79. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date April 30, 2024 Signature [Handwritten Signature] Title Office Assistant II

BROOKFIELD CSD

Check Warrant Report For A - 81: MAY 4, 2026 GENERAL FUND CD For Dates 5/4/2026 - 5/4/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14814	05/04/2026	5296	Hummels Office Plus	A 2110.450-20	285	34.25	34.25
				A 2110.450-30	285	30.75	30.75
				A 2110.450-20	285	27.65	0.00
				A 2110.450-30	285	27.65	0.00
				A 2110.450-20	285	-27.65	0.00
				A 2110.450-30	285	-27.65	0.00
				Check Total:		65.00	
14815	05/04/2026	8069	JM DOOR CO., INC	A 5530.400-10		340.00	
				Check Total:		340.00	
14816	05/04/2026	5414	JOSTENS, INC.	A 2810.450-30	261	227.55	227.55
				Check Total:		227.55	
14817	05/04/2026	8012	TIFFANY J LOPEZ	A 1670.451-10		148.43	
				Check Total:		148.43	
14818	05/04/2026	7456	ERIC MAZUR	A 2855.400-30		121.60	
				A 2855.400-30		121.60	
				Check Total:		243.20	
14819	05/04/2026	8256	MITCH MILLIKEN	A 2855.400-30		121.60	
				Check Total:		121.60	
14820	05/04/2026	8102	JEFF MONASKI	A 2855.400-30		121.60	
				Check Total:		121.60	
14821	05/04/2026	2466	MORGANS TRUE VALUE HARDWARE	A 1620.450-10		129.43	
				Check Total:		129.43	
14822	05/04/2026	6593	MRTSA	A 5510.400-10		40.00	
				Check Total:		40.00	

BROOKFIELD CSD

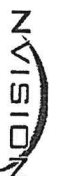
Check Warrant Report For A - 81: MAY 4, 2026 GENERAL FUND CD For Dates 5/4/2026 - 5/4/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14823	05/04/2026	2743	NYS DEPT OF ENVIRONMENTAL CONS	A 5530.400-10		110.00	
					Check Total:	110.00	
14824	05/04/2026	7183	OTIS ELEVATOR COMPANY	A 1621.400-10		354.36	
					Check Total:	354.36	
14825	05/04/2026	5638	PTSI	A 5510.400-10	287	150.00	150.00
					Check Total:	150.00	
14826	05/04/2026	8317	NIKOLAUS REFF	A 2280.450-40		468.24	
					Check Total:	468.24	
14827	05/04/2026	8092	JOSEPH SALLUSTIO	A 2855.400-30		121.60	
					Check Total:	121.60	
14828	05/04/2026	3600	SCHOLASTIC SPORTS SALES LTD	A 2855.200-30		73.55	
						240.77	
						67.93	
					Check Total:	382.25	
14829	05/04/2026	8318	JIM SZCZERBA	A 2855.400-30		121.60	
					Check Total:	121.60	
14830	05/04/2026	8316	Texas Instruments	A 2110.435-30	284	250.00	250.00
					Check Total:	250.00	
14831	05/04/2026	8319	THE PERFECT SOLUTION	A 1240.450-10		60.00	
					Check Total:	60.00	
14832	05/04/2026	8009	Katrina Townsend	A 2855.450-30		72.90	
					Check Total:	72.90	
14833	05/04/2026	4155	SANDRA TOUMBACARIS			72.90	
					Check Total:	72.90	

BROOKFIELD CSD

Check Warrant Report For A - 81 : MAY 4, 2026 GENERAL FUND CD For Dates 5/4/2026 - 5/4/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14834	05/04/2026	7333	WB MASON	A 9060.800-10	175	202.90	202.90
				A 9060.800-10	175	202.90	202.90
				A 9060.800-10	175	202.90	202.90
Check Total:						608.70	
14835	05/04/2026	8178	SIM WILLIAMS	A 2110.450-20	277	536.20	536.20
				A 2110.450-30	277	536.20	536.20
				Check Total:			
14836	05/04/2026	8312	UNADILLA VALLEY AUTO PARTS	A 5510.450-10		5.43	
				A 5510.450-10		226.01	
				Check Total:			
Number of Transactions:						33	
Check Total:						25,323.83	
Vendor Portion:						25,323.83	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 33 in number, in the total amount of \$25,323.83. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date May 4, 2026 Signature [Handwritten Signature] Title Warrant Clerk

Check Warrant Report For A - 82: May 8, 2026 Payment Processing For Dates 5/8/2026 - 5/8/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
640	05/08/2026	489	BROOKFIELD TRUST & AGENCY ACCO	A 726FICA		6,845.72	
				A 726FICA		6,845.72	
				A 722		8,587.83	
				A 726MED		1,601.01	
				A 726MED		1,601.02	
			A 721			4,793.44	
			A 710			82,257.51	
Check Total:						112,532.25	
641	05/08/2026	6897	U S OMNI	A 729		350.00	
				A 729		1,380.00	
				A 729		100.00	
Check Total:						1,830.00	
14837	05/08/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		441.40	
				Check Total:			
14838	05/08/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		767.64	
				Check Total:			

BROOKFIELD CSD

Check Warrant Report For A - 82: May 8, 2026 Payment Processing For Dates 5/8/2026 - 5/8/2026



Check # Check Date Vendor ID Vendor Name

Account

PO Number

Check Amount

Liquidated

Number of Transactions: 4

Warrant Total: 115,571.29

Vendor Portion: 415,571.29

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 \$115,571.29. 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.

May 8, 2026
Date

[Handwritten Signature]
Signature

[Handwritten Title]
Title

BROOKFIELD CSD

Check Warrant Report For A - 85: MAY 18, 2026 GENERAL FUND CD For Dates 5/18/2026 - 5/18/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated	
14839	05/18/2026	8131	AALCO SEPTICK & SEWER INC	A 1620.450-10	279	1,657.48	1,657.48	
							<u>Check Total:</u>	
14840	05/18/2026	920	CHENANGO COUNTY TREASURER	A 1330.400-10		24.28		
							<u>Check Total:</u>	
14841	05/18/2026	7715	CINTAS	A 5510.400-10		133.00		
				A 5510.400-10		133.00		
				A 5510.400-10		70.31		
							<u>Check Total:</u>	
14842	05/18/2026	6556	CLINTON TRACTOR	A 1620.200-10	259	11,587.17	11,587.17	
							<u>Check Total:</u>	
14843	05/18/2026	8089	JOSEPH EAKIN	A 2855.400-30		121.60		
							<u>Check Total:</u>	
14844	05/18/2026	8322	JOHN EGRESITS	A 2855.400-30		121.60		
							<u>Check Total:</u>	
14845	05/18/2026	6691	JOHN FLESKI	A 2855.400-30		121.60		
							<u>Check Total:</u>	
14846	05/18/2026	8323	CHRISTOPHER FEOLA	A 2855.400-30		121.60		
							<u>Check Total:</u>	
14847	05/18/2026	6697	TIMOTHY HEBURN SR	A 2855.400-30		121.60		
							<u>Check Total:</u>	
14848	05/18/2026	8000	FERRARA FIORENZA PC	A 1420.400-10		2,021.00		
							<u>Check Total:</u>	
14849	05/18/2026	5077	NYSMEC			2,021.00		
							<u>Check Total:</u>	

BROOKFIELD CSD

Check Warrant Report For A - 85: MAY 18, 2026 GENERAL FUND CD For Dates 5/18/2026 - 5/18/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14850	05/18/2026	6415	Carol Orsino	A 1620.420-10		16,194.75	
				A 5530.400-12		733.55	
					Check Total:	16,928.30	
14851	05/18/2026	8324	CHRIS QUINN	A 1310.435-10		92.12	
					Check Total:	92.12	
14852	05/18/2026	6371	Sanico Inc	A 2855.400-30		121.60	
				A 1621.450-10		23.16	
				A 1621.450-10		300.00	
					Check Total:	323.16	
14853	05/18/2026	8098	ADAM SEBASTIAN	A 2855.400-30		121.60	
					Check Total:	121.60	
14854	05/18/2026	8181	JACOB SHATRAW	A 2855.400-30		121.60	
					Check Total:	121.60	
14855	05/18/2026	8150	SYRACUSE HAULERS WASTE REMOVAL INC	A 1620.400-11		762.50	
					Check Total:	762.50	
14856	05/18/2026	8318	JIM SZCZERBA	A 2855.400-30		223.60	
				A 2855.400-30		223.60	
					Check Total:	447.20	
14857	05/18/2026	7199	Dwight Tullis	A 2855.400-30		121.60	
					Check Total:	121.60	
14858	05/18/2026	4160	TOWN OF BROOKFIELD	A 5510.455-10		3,244.95	
					Check Total:	3,244.95	
14859	05/18/2026	8312	UNADILLA VALLEY AUTO PARTS				
					Check Total:	3,244.95	

BROOKFIELD CSD

Check Warrant Report For A - 85: MAY 18, 2026 GENERAL FUND CD For Dates 5/18/2026 - 5/18/2026



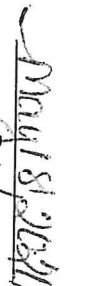

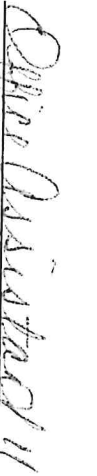
Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14860	05/18/2026	8073	BRIAN VINCENT	A 5510.450-10		80.56	
					<u>Check Total:</u>	80.56	
14861	05/18/2026	8220	Warner Sales and Service Inc	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
14862	05/18/2026	4620	DANIEL WILCZEK	A 1621.400-10		2,400.00	
					<u>Check Total:</u>	2,400.00	
14863	05/18/2026	6695	LARRY WOODY	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
14864	05/18/2026	5094	YORKVILLE BATTERY INC.	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
				A 1620.450-10		232.50	
					<u>Check Total:</u>	232.50	

Number of Transactions: 26

Warrant Total: 41,596.73
Vendor Portion: 41,596.73

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 26 in number, in the total amount of \$41,596.73. 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 Signature Title

Check Warrant Report For A - 86: May 22, 2026 Payroll Processing For Dates 5/22/2026 - 5/22/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated			
642	05/22/2026	489	BROOKFIELD TRUST & AGENCY ACCO	A 726FICA		7,059.91				
				A 726FICA		7,059.90				
				A 722		8,833.10				
				A 726MED		1,651.10				
				A 726MED		1,651.11				
643	05/22/2026	2732	NYS & LOCAL EMPLOYEES	A 710		84,790.52				
				A 721		4,976.43				
Check Total:						116,022.07				
644	05/22/2026	6897	U S OMNI	A 718		2,039.45				
				A 729		350.00				
				A 729		1,380.00				
				A 729		100.00				
Check Total:						2,039.45				
14865	05/22/2026	5122	BROOKFIELD TEACHERS ASSOC.	A 724		1,864.78				
				Check Total:						1,830.00
				Check Total:						1,864.78
14866	05/22/2026	6271	NYS TEACHER RETIREMENT SYSTEM	A 727		297.00				
				Check Total:						297.00
14867	05/22/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		441.40				
				Check Total:						441.40
14868	05/22/2026	7815	NYS CHILD SUPPORT PROCESS CENTER	A 723C		767.64				
				Check Total:						767.64

Check # Check Date Vendor ID Vendor Name

Number of Transactions: 7

Account	PO Number	Check Amount	Liquidated
	Warrant Total:	123,262.34	
	Vendor Portion:	123,262.34	

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 \$123,262.34. 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

 Signature

 Title

Check Warrant Report For A - 88: MAY 27, 2026 GENERAL FUND CD For Dates 5/27/2026 - 5/27/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14869	05/27/2026	8246	JUG SPORTS LLC	A 2110.450-20		305.00	
						<u>Check Total:</u>	305.00
14870	05/27/2026	8114	UTICA ZOOLOGICAL SOCIETY, INC.	A 2110.450-20		142.00	
						<u>Check Total:</u>	142.00
14871	05/27/2026	8101	TAYLORS WILD ENTERPRISE	A 2110.450-20		210.89	
						<u>Check Total:</u>	210.89
14872	05/27/2026	8114	UTICA ZOOLOGICAL SOCIETY, INC.	A 2110.450-20		36.00	
						<u>Check Total:</u>	36.00
						<u>Warrant Total:</u>	693.89
						<u>Vendor Portion:</u>	693.89

Number of Transactions: 4

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 \$693.89. 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

 Signature

 Title

BROOKFIELD CSD

Check Warrant Report For A - 89: JUNE 1, 2026 GENERAL FUND CD For Dates 6/1/2026 - 6/1/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14373	06/01/2026	7713	**VOID** ROBERT REEDER	A 2110.435-30		-98.00	
					<u>Check Total:</u>	-98.00	
14520	06/01/2026	7327	**VOID** SCHOOL HEALTH CORP.	A 2815.450-10 A 2815.450-10	39 39	-266.27 -3.84	-266.27 -3.84
					<u>Check Total:</u>	-270.11	
14873	06/01/2026	7564	Amazon	A 1040.450-10	293	38.83	38.83
					<u>Check Total:</u>	38.83	
14874	06/01/2026	8224	COMPASS STAFFING SOLUTIONS LLC	A 2250.400-40		365.00	
					<u>Check Total:</u>	365.00	
14875	06/01/2026	8323	CHRISTOPHER FEOLA	A 2855.400-30		6.00	
					<u>Check Total:</u>	6.00	
14876	06/01/2026	6177	TOM GIRUZZI	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
14877	06/01/2026	8298	JOE BASIL CHEVROLET INC	A 1620.297-10	228	60,479.00	60,479.00
					<u>Check Total:</u>	60,479.00	
14878	06/01/2026	7183	OTIS ELEVATOR COMPANY	A 1621.400-10		175.00	
					<u>Check Total:</u>	175.00	
14879	06/01/2026	2970	ALBIE PAGAN	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
14880	06/01/2026	6505	DALE PEARSON	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	
14881	06/01/2026	6250	Precision Doors & Hardware LLC dba BR Johnson	A 2855.400-30		121.60	
					<u>Check Total:</u>	121.60	

BROOKFIELD CSD

Check Warrant Report For A - 89: JUNE 1, 2026 GENERAL FUND CD For Dates 6/1/2026 - 6/1/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14882	06/01/2026	8324	CHRIS QUINN	A 1621.450-10	266	2,692.50	2,692.50
						<u>Check Total:</u>	<u>2,692.50</u>
14883	06/01/2026	8092	JOSEPH SALLUSTIO	A 2855.400-30		91.60	
						<u>Check Total:</u>	<u>91.60</u>
14884	06/01/2026	8186	VITO SINIGALLI	A 2855.400-30		91.60	
						<u>Check Total:</u>	<u>91.60</u>
14885	06/01/2026	8326	Printing4SuperCheap	A 2810.450-30		121.60	
						<u>Check Total:</u>	<u>121.60</u>
14886	06/01/2026	8327	JOE RUSSO	A 2855.400-30		1,350.00	
						<u>Check Total:</u>	<u>1,350.00</u>
14887	06/01/2026	5399	COLLEEN RUTHERFORD	A 2110.435-30		121.60	
						<u>Check Total:</u>	<u>121.60</u>
14888	06/01/2026	3927	SPEEDY AWARDS & ENGRAVING	A 1240.450-10	289	175.20	175.20
				A 1010.450-10	288	28.20	28.20
				A 2810.450-30	290	187.50	187.50
						<u>Check Total:</u>	<u>390.90</u>
14889	06/01/2026	4160	TOWN OF BROOKFIELD	A 5510.455-10		4,511.08	
						<u>Check Total:</u>	<u>4,511.08</u>
14890	06/01/2026	6695	LARRY WOODY	A 2855.400-30		121.60	
						<u>Check Total:</u>	<u>121.60</u>
14891	06/01/2026	1050	DEVELOPMENTAL THERAPY ASSOCIAT	A 2250.400-40		5,249.00	
						<u>Check Total:</u>	<u>121.60</u>
						<u>Check Total:</u>	<u>5,249.00</u>

BROOKFIELD CSD



Check Warrant Report For A - 89: JUNE 1, 2026 GENERAL FUND CD For Dates 6/1/2026 - 6/1/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14892	06/01/2026	8089	JOSEPH EAKIN	A 2855.400-30	Check Total:	5,249.00	
14893	06/01/2026	8152	Madi Jo's Grows	A 2855.400-30	Check Total:	121.60	
14894	06/01/2026	2325	MADISON COUNTY TREASURER	A 2110.400-10	Check Total:	50.00	
14895	06/01/2026	8330	SARA RYAN	A 2855.400-30	Check Total:	5,488.70	
14896	06/01/2026	8098	ADAM SEBASTIAN	A 2855.400-30	Check Total:	121.60	
14897	06/01/2026	4620	DANIEL WILCZEK	A 2855.400-30	Check Total:	121.60	
14898	06/01/2026	7715	CINTAS	A 5510.400-10 A 5510.400-10 A 5510.400-10	Check Total:	121.60	
14899	06/01/2026	5898	LEONARD BUS SALES	A 5510.450-10 A 5510.450-10	Check Total:	341.72	
14900	06/01/2026	7713	ROBERT REEDER	A 2110.435-30	Check Total:	28.83	
14901	06/01/2026	7327	SCHOOL HEALTH CORP.	A 2815.450-10	Check Total:	98.00	
					39	266.27	266.27

BROOKFIELD CSD

Check Warrant Report For A - 89: JUNE 1, 2026 GENERAL FUND CD For Dates 6/1/2026 - 6/1/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
14902	06/01/2026	8312	UNADILLA VALLEY AUTO PARTS	A 2815.450-10	39	3.84	3.84
						Check Total:	270.11
				A 5510.450-10			283.95

Number of Transactions: 32

Check Total: 283.95
 Warrant Total: 82,947.71
 Vendor Portion: 82,947.71

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 32 in number, in the total amount of \$82,947.71. 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 June 1, 2026 Signature Carol Brown Title Deputy Treasurer

BROOKFIELD CSD



Check Warrant Report For C - 16: MAY 4, 2026 SCHOOL LUNCH CD For Dates 5/4/2026 - 5/4/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3175	05/04/2026	7834	AMY DINEEN TRUCKING SERVICE	C 2860.400		715.00	
					Check Total:	715.00	
3176	05/04/2026	7196	Broedel Energy LLC	C 2860.400		98.88	
					Check Total:	98.88	

Number of Transactions: 2

Check Total: 98.88
Warrant Total: 813.88
Vendor Portion: 813.88

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 \$813.88. 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.

May 4, 2026 Date
 [Signature] Signature
 [Title] Title

BROOKFIELD CSD

Check Warrant Report For C - 17: MAY 18, 2026 SCHOOL LUNCH CD For Dates 5/18/2026 - 5/18/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3177	05/18/2026	7834	AMY DINEEN TRUCKING SERVICE	C 2860.400		715.00	

Number of Transactions: 1

Check Total:	715.00
Warrant Total:	715.00
Vendor Portion:	715.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$715.00. 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 May 18, 2026 Signature Carol Davis Title Office Assistant II

Check Warrant Report For C - 18: JUNE 1, 2026 SCHOOL LUNCH CD For Dates 6/1/2026 - 6/1/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
3178	06/01/2026	7834	AMY DINEEN TRUCKING SERVICE	C 2860.400		520.00	
						<u>Check Total:</u>	<u>520.00</u>
3179	06/01/2026	7196	Broedel Energy LLC	C 2860.400		84.48	
						<u>Check Total:</u>	<u>84.48</u>

Number of Transactions: 2

Check Total: 84.48
Warrant Total: 604.48
Vendor Portion: 604.48

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 \$604.48. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

June 1, 2026 _____
 Date Signature Title

BROOKFIELD CSD

Check Warrant Report For H026 - 13: MAY 4, 2026 CAPITOL PROJECT CD For Dates 5/4/2026 - 5/4/2026



Check # 1302 Check Date 05/04/2026 Vendor ID 2135 Vendor Name JAMES JORDAN ASSOCIATES

Account	PO Number	Check Amount	Liquidated
H026 2110.240-00-0101		66,386.53	
H026 2110.240-00-0101		3,255.83	

Number of Transactions: 1

Check Total: 69,642.36
 Warrant Total: 69,642.36
 Vendor Portion: 69,642.36

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 \$69,642.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date May 4 2026 Signature Carol Whisno Title Warr. Assistant 11

BROOKFIELD CSD

Check Warrant Report For H026 - 14: MAY 18, 2026 CAPITOL PROJECT CD For Dates 5/18/2026 - 5/18/2026



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
1303	05/18/2026	5354	BERNARD P DONEGAN INC	H026 2110.240-00-0101		2,023.50	
						Check Total:	
						2,023.50	
1304	05/18/2026	2135	JAMES JORDAN ASSOCIATES	H026 2110.240-00-0101		2,364.61	
						Check Total:	
						2,364.61	
						Warrant Total:	
						4,388.11	
						Vendor Portion:	
						4,388.11	

Number of Transactions: 2

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$4,388.11. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

May 18, 2026
Date

Carol Davis
Signature

Ellie Quistad
Title

Check Warrant Report For H026 - 15: JUNE 1, 2026 CAPITOL PROJECT CD For Dates 6/1/2026 - 6/1/2026

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
---------	------------	-----------	-------------	---------	-----------	--------------	------------

1305	06/01/2026	8328	ACADIA INSURANCE COMPANY	H026 2110.240-00-0101		471.00	
------	------------	------	--------------------------	-----------------------	--	--------	--

Number of Transactions: 1

Check Total:	471.00
Warrant Total:	471.00
Vendor Portion:	471.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$471.00. 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.

June 1, 2026
 Carol Brisco
 Title Assistant

Policy

Draft 4/14/26

5042

SUPPORT OPERATIONS

INTERNET SAFETY

I. ~~A. Although the Brookfield Central School District recognizes the value of the internet as an educational tool, it also understands that information with no redeeming social value is accessible through the internet.~~

B. ~~1. The District has developed and will enforce this Internet Safety Policy in compliance with the Children's Internet Protection Act (NCIPA) and the Neighborhood Children's Internet Protection Act (NCIPA).~~

~~2. In addition, the District maintains its "Access to Networked Information Resources Policy" which governs the acceptable use of the Internet by students and employees.~~

II. ~~Access to the Internet using the District's computer equipment is subject to the following restrictions:~~

A. ~~**Filtering.** Filtering software will be used to block minors' access to:~~

~~1. visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors;¹ and~~

~~2. Internet sites which, in the Board's determination, contain material which is "inappropriate for minors." (See item B. below.)~~

~~Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or his/her designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.~~

~~B. **Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is "inappropriate for minors" in the District. This determination will be based on community standards.~~

~~C. **Safety of Minors When Using Direct Electronic Communications.**~~

~~1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers;~~

¹ The terms "obscene", "child pornography", "harmful to minors," and "matter inappropriate for minors," used throughout the policy, are defined in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act (Public Law 106-554). See Appendix A.

INTERNET SAFETY

~~their real last names or any information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone he/she "meets" on the computer network or Internet without his/her parent's permission.~~

- ~~2. Before utilizing any electronic communications (including but not limited to electronic mail and "chat rooms") in any instructional setting, students will be taught that they must disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable. They must also be taught that they must never agree to meet with someone they have met online without their parents approval.~~

~~D. **Unauthorized Access and Other Unlawful Activities.** It is a violation of this Policy to:~~

- ~~a. use the District's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;~~
- ~~b. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or~~
- ~~c. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.~~

~~E. **Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors.** Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the District's web page or otherwise) without the permission of a parent or guardian. If a student is 18 or over, the permission may also come from the student himself/herself.~~

~~III. **Regulations and Dissemination.** The Superintendent is authorized to develop and implement regulations consistent with this policy. The Superintendent will also be responsible for disseminating the policy and associated regulations to school personnel and students.~~

INTERNET SAFETYAppendix A

— Generally speaking, “**obscenity**” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)

— “**Child pornography**” is defined as:

— ...any visual depiction, including a photograph, film, video, picture, or computer or computer generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

— The phrase “**harmful to minors**” is defined as:

— ... any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

The phrase “**matter/material inappropriate for minors**” must be defined by a determination by the Board applying local community standards. (Public Law 106-554, §1732[1][2].)

ALL NEW

I. Statement of Policy

SUPPORT OPERATIONS

INTERNET SAFETY

- A. Although the Brookfield Central School District (the District) recognizes the value of the internet as an educational tool, it also understands that information with no redeeming social value is accessible through the internet.
 - B. The District has developed and will enforce this Internet Safety Policy in compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA).
 - 1. In addition, the District maintains its “Access to Networked Information Resources Policy” which governs the acceptable use of the Internet by students and employees.
- II. Access to the Internet using the District’s computer equipment is subject to the following restrictions:
- A. **Filtering.** Filtering software will be used to block minors’ access to:
 - 1. visual depictions that are (a) obscene, (b) child pornography, or (c) harmful to minors;² and
 - 2. Internet sites which, in the Board’s determination, contain material which is “inappropriate for minors.” (See item B. below.)
- Adult access to visual depictions that are obscene and/or child pornography will also be blocked. However, the Superintendent or their designee may disable the software to enable access to blocked sites for bona fide research or other lawful purposes.
- B. **Matter Inappropriate for Minors.** The Board will (from time to time) determine by resolution what Internet material is “inappropriate for minors” in the District. This determination will be based on community standards.

² The terms “obscene”, “child pornography”, “harmful to minors,” and “matter inappropriate for minors,” used throughout the policy, are defined in the Children’s Internet Protection Act and the Neighborhood Children’s Internet Protection Act (Public Law 106-554). See Appendix A.

INTERNET SAFETY**C. Safety of Minors When Using Direct Electronic Communications.**

1. In using the computer network and Internet, minors are not permitted to reveal personal information such as home addresses, telephone numbers, their real last names or any information which might allow someone they are communicating with online to locate them. No minor may arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without their parent’s permission.
2. Before utilizing any electronic communications (including but not limited to electronic mail and “chat rooms”) in any instructional setting, students will be taught that they must disclose to their teacher any message they receive that is inappropriate or makes them feel uncomfortable. They must also be taught that they must never agree to meet with someone they have met online without their parent’s approval.

D. Unauthorized Access and Other Unlawful Activities. It is a violation of this Policy to:

1. use the District’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access;
2. damage, disable or otherwise interfere with the operation of computers, computer systems, software or related equipment through physical action or by electronic means; and/or
3. violate state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or any other applicable law or municipal ordinance.

E. Unauthorized Disclosure and Dissemination of Personal Identification Information Regarding Minors. Personally identifiable information concerning minors may not be disclosed or used in any way on the Internet (e.g., on the District’s web page or otherwise) without the permission of a parent or guardian. If a student is eighteen (18) or over, the permission may also come from the student themselves.**III. Regulations and Dissemination.**

The Superintendent is authorized to develop and implement regulations consistent with this Policy. The Superintendent will also be responsible for disseminating the Policy and associated regulations to school personnel and students.

INTERNET SAFETY**Appendix A**

Generally speaking, “**obscenity**” is defined as any work that an average person (applying contemporary community standards) would find, taken as a whole, appeals to a prurient interest. The work also must depict or describe, in a patently offensive way, sexual conduct as specifically defined in state law. Moreover, the work, taken as a whole, has to lack serious literary, artistic, political or scientific value (See 18 U.S.C. §1460 and the cases interpreting that statute.)

“**Child pornography**” is defined as:

...any visual depiction, including a photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where (a) the production of visual depiction involves the use of a minor [someone under the age of 18] engaging in sexually explicit conduct; (b) such visual depiction is or appears to be, of a minor engaging in sexually explicit conduct; (c) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (d) such visual depiction is advertised, promoted, presented, described or distributed in such manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct. (18 U.S.C. §2256[8]).

The phrase “**harmful to minors**” is defined as:

... any picture, image, graphic image, file, or other visual depiction that (a) taken as whole and with respect to minors [defined here as anyone under the age of 17], appeals to a prurient interest in nudity, sex or excretion; (b) depicts, describes, or presents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors. (Public Law 106-554, §1703{b}{2}.)

The phrase “**matter/material inappropriate for minors**” must be defined by a determination by the Board applying local community standards. (Public Law 106-554, §1732[1][2].)

POLICY

Draft 4/14/26

5042

SUPPORT OPERATIONS

INTERNET SAFETY

Brookfield Central School District

Legal Ref: The Children's Internet Protection Act (NCIPA); The Neighborhood Children's
Internet Protection Act (NCIPA) (Public Law 106-554); 20 USC 6777

Adopted: 03/22/06

Revised: _____

POLICY IS REQUIRED
INFORMATION SECURITY BREACH POLICY

I. Statement of Policy

The Brookfield Central District (the District) takes reasonable administrative, technical, and physical measures to protect the security of private information, as defined in State Technology Law §208, held in the District's digitally-stored records. If the District learns of a breach of the security of its digitally-stored records, the District notifies affected data subjects as set forth in this Policy, and also notifies the appropriate State agencies. This Policy applies to information stored by the District or stored by a third party on behalf of the District.

II. Scope of Information Protected

A. Information that is Protected

1. In connection with any software platform or application that requires the creation of a user account with a password, disclosure of the user name or email address in combination with a password or security question and answer that would permit access to an online account is considered disclosure of private information.
2. Private information also is deemed to have been disclosed if the following conditions are met:
 - a. one of the following data elements related to the data subject has been disclosed:
 - i. social security number, or
 - ii. driver's license number or non-driver identification card number, or
 - iii. account number, credit or debit card number, in combination with any required security code, access code, password, or other information which would permit access to an individual's financial account, or
 - iv. account number, or credit or debit card number, if circumstances exist where such number could be used to access an individual's financial account without additional identifying information, security code, access code, or password, or

POLICY IS REQUIRED
INFORMATION SECURITY BREACH POLICY

- v. biometric information, meaning data generated by electronic measurements of an individual’s unique physical characteristics, such as fingerprint, voice print, or retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual’s identity; and
 - b. any other information about the data subject has been disclosed, and
 - c. either the data element or the combination of personal information plus the data element is not encrypted or is encrypted with an encryption key that has also been accessed or acquired.
 - B. Information Not Covered by This Policy
 - 1. Publicly available information that is lawfully made available to the general public from Federal, State, or local governmental records is not private information within the meaning of this Policy.
 - 2. Personally identifiable information of students, eligible students, and teachers or principals governed by Education Law §2-d is managed by the District, and data breach notifications are provided, in accordance with Policy 5041 and is not private information within the meaning of this Policy.
- III. When Notification is Required
- A. General Rule

The District shall provide notification of any breach of its system for storing private information following discovery or notification of the breach of the security of the system to any resident of New York State whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.
 - B. Determining Whether a Breach of Security Occurred
 - 1. “Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of private information maintained by the District.
 - 2. In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District may consider the following factors, among others:

POLICY IS REQUIRED
INFORMATION SECURITY BREACH POLICY

- a. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer or other device containing information; or
- b. indications that the information has been downloaded or copied; or
- c. indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported.

C. Inadvertent Disclosure by Authorized Persons

Notice to affected persons under this Policy is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the District reasonably determines such exposure will not likely result in misuse of such information, or financial or emotional harm to the affected persons. Such a determination shall be documented in writing and maintained for at least five (5) years. If the incident affected over five hundred (500) residents of New York, the District/BOCES shall provide the written determination to the state attorney general within ten (10) days after the determination.

IV. Notification Procedures

A. Notification Methods

The District will notify the affected data subject(s) by one of the following methods:

1. written notice;
2. electronic notice, provided that the person to whom the notice is required has expressly consented to receiving said notice in electronic form; a log of each such notification shall be kept by the District;
3. telephone notification; a log of each such notification shall be kept by the District;
4. substitute notice, if the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000.00), or the affected class of persons to be notified exceeds five hundred thousand (500,000) persons, or the District does not have sufficient contact information. Substitute notice shall consist of all of the following:
 - a. e-mail notice when the District has an e-mail address for the subject persons;

POLICY IS REQUIRED
INFORMATION SECURITY BREACH POLICY

- b. conspicuous posting of the notice on the District’s web site page, if the District maintains one; and
- c. notification to major District-wide media.

B. Notification Content

The notice must include the District’s contact information, and a description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which elements of private information were, or are reasonably believed to have been, accessed or acquired. The notice shall also include the telephone numbers and website addresses of state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information.

C. Notification Timing

Disclosure of the unauthorized access to or acquisition of private information shall be made in the most expedient time possible and without unreasonable delay, consistent with the needs of law enforcement and the measures necessary to first determine the scope of the breach and restore the integrity of the information storage system.

D. Coordination with Law Enforcement

Notification may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The notification required shall be made after such law enforcement agency determines that such notification does not comprise such investigation.

V. Other Notifications

When notification of individual data subjects is necessary, the District shall also notify the New York State Attorney General, the New York Department of State, and the New York State Office of Information Technology Services, providing them with information about the timing, content, and distribution of the notices and approximate number of affected persons. If more than five thousand (5,000) New York State residents are required to be notified of a particular incident, the District will also notify consumer reporting agencies with the same information and without waiting to complete notifications to the individual affected data subjects.

Brookfield Cental School District

Legal Ref: NYS State Technology Law §208

Adopted: _____

Policy

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION (DATA SECURITY AND PRIVACY)

I. Statement of Policy

In order to conduct a successful education program, the Brookfield Central School District (the District) receives, creates, stores, and transfers information about students, teachers, and principals that is protected by state and federal law. The District takes active steps to protect the confidentiality of protected information in compliance with all applicable state and federal laws. The District expects all District officers, employees, and partners to maintain the confidentiality of protected information in accordance with state and federal law and all applicable Board of Education (the Board) Policies.

This Policy shall be published on the District website.

II. Scope of Policy

A. Protected Information

1. The term Protected Information used in this Policy includes both, Protected Student Information, and Protected Teacher and Principal Information that is recorded in any form, including paper or digital, and text or image or sound.
2. The term Protected Student Information means personally identifiable information as defined in the federal regulations implementing the Family Educational Rights and Privacy Act (FERPA), found at 34 C.F.R. Section 99.3.
3. The term Protected Teacher and Principal Information means personally identifiable information about an individual's Annual Professional Performance Review (APPR) rating, as described in Education Law Section 3012-c(10).

B. Affected Persons and Entities

1. The term Student includes any person attending school in an educational agency, or seeking to become enrolled in an educational agency.
2. The term Parent includes the parent, legal guardian, or person in parental relation to a Student.

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

3. The term Data Subject includes any Student and the Parent of the Student, and any teacher or principal who is identified in II. A., Protected Information held by the District.
4. As used in this Policy, the term Third Party means any person or organization that (a) is not employed by this District and is not an Educational Agency and (b) receives Protected Information from this District. The term Third Party includes for-profit organizations, not-for-profit organizations, higher education institutions, and governmental agencies that are not Educational Agencies (such as law enforcement agencies).
5. As used in this Policy, the term Educational Agency includes public school districts, boards of cooperative educational services, charter schools, the State Education Department, certain pre-k programs, and special schools described in Section 2-d of the Education Law; higher education institutions are not Educational Agencies for purposes of this Policy.

C. Other Important Definitions

1. The term Breach means the unauthorized acquisition of, access to, use of, or disclosure of Protected Information by or to a person who is not authorized to acquire, access, use, or receive that Protected Information.
2. A Disclosure of Protected Information occurs when that information is released, transferred, or otherwise communicated to an unauthorized party by any means, including oral, written, or electronic; a disclosure occurs whether the exposure of the information was intentional or unintentional. A Disclosure is Unauthorized if it is not permitted by state or federal law or regulation, or by any lawful contract, or not made in response to a lawful order of a court or tribunal.
3. The term Commercial or Marketing Purpose means (a) the sale of Protected Student Information, (b) the use or disclosure of Protected Student Information by any party (including the District) for purposes of receiving remuneration, either directly or indirectly, (c) the use of Protected Student Information for advertising purposes, (d) the use of Protected Student Information to develop or improve a Third Party product or service, or (e) the use of Protected Student Information to market products or services to students.

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

D. Implementation with Other Policies and Laws

The District has adopted other Policies and practices to comply with state and federal laws such as FERPA, Individuals with Disabilities Education Act (IDEA), and the National School Lunch Act. This Policy will be implemented to supplement, and not replace, the protections provided by those laws, as recognized in District Policies and practices.

III. General Principles for Use and Security of Protected Information

A. Intentional Use of Protected Information

1. All District staff and officers are expected to receive, create, store, and transfer the minimum amount of Protected Information necessary for the District to implement its education program and to conduct operations efficiently. In particular, the number of email documents containing Protected Information should be minimized.
2. Protected Student Information will only be disclosed to other District staff or Third Parties when that person or entity can properly be classified as a school official with a legitimate educational interest in that Protected Information, meaning that the person or entity requires that information to perform their job or fulfill obligations under a contract with the District.
3. Protected Information shall not be disclosed in public reports or other public documents.
4. Before Protected Student Information is disclosed to a Third Party, there shall be a determination that the disclosure of the Protected Information to that Third Party will benefit the student(s) whose information is being disclosed and the District.
5. Except as required by law or in the case of educational enrollment data, the District shall not report to the State Education Department student juvenile delinquency records, student criminal records, student medical and health records, or student biometric information.

B. Commercial and Marketing Use of Protected Information Prohibited

The District shall not sell protected information or use or disclose protected information for the purpose of receiving remuneration either directly or indirectly.

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

The District shall not facilitate the use of Protected Information by another party for that party's commercial or marketing purpose.

IV. Data Protection Officer

A. Board Designation

Upon the recommendation of the Superintendent, the Board will designate a Data Protection Officer. The designation shall be made by formal action at a Board meeting.

B. Responsibilities of Data Protection Officer

1. The Data Protection Officer shall be responsible for the implementation of this Policy, under the supervision of the Superintendent and consistent with other Board Policies.
2. The Data Protection Officer shall serve as the initial point of contact for data security and privacy matters affecting the District, including communications with the Chief Privacy Officer of the State Education Department.
3. In addition to specific responsibilities identified in this Policy, the Data Protection Officer shall oversee the District assessment of its risk profile and assist the Superintendent in identifying appropriate steps to decrease the risk of Breach or Unauthorized Disclosure of Protected Information, in alignment with the National Institute of Standards and Technology (NIST) Cybersecurity Framework.

V. Actions to Reduce Cybersecurity Risk

A. NIST Cybersecurity Framework

1. The District shall plan, install, maintain, operate, and upgrade its digital information network systems, infrastructure, and practices in alignment with the NIST Cybersecurity Framework, version 2.0, or any future cybersecurity standard adopted by SED, with the goal of steadily reducing the risk of unauthorized disclosure of, or access to, the Protected Information stored on and transmitted through the network.
2. In accordance with the approach of the NIST Cybersecurity Framework, the Superintendent shall direct appropriate District personnel, including

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

the Data Protection Officer, to continually assess the current cybersecurity risk level of the District, identify and prioritize appropriate “next steps” for the District to take to reduce cybersecurity risk, and implement actions to reduce that risk, consistent with available fiscal and personnel resources of the District.

3. Decisions regarding procurement and implementation of hardware and software, and decisions regarding the collection and use of Protected Information, shall take into consideration the anticipated benefit to the education program or operations of the District, and the potential increase or decrease in the risk that Protected Information will be exposed to unauthorized disclosure.

B. Setting Expectations for Officers and Employees

1. Notice of this Policy shall be given to all officers and employees of the District.
2. Officers and employees of the District shall receive annual cybersecurity training designed to help them identify and reduce the risk of unauthorized disclosures of Protected Information. This training shall include information about the state and federal laws that govern Protected Information and how to comply with those laws and meet District expectations for use and management of Protected Information.

VI. Parents Bill of Rights for Data Privacy and Security

A. Content of the Parents Bill of Rights for Data Privacy and Security

The District publishes on its website and will maintain a Parents Bill of Rights for Data Privacy and Security that includes all elements required by the Commissioner’s Regulations, including supplemental information about data-sharing agreements as described in Part B below.

B. Public Access to the Parents Bill of Rights for Data Privacy and Security.

The Parents Bill of Rights for Data Privacy and Security shall be posted on the District website. The website copy of the Parents Bill of Rights for Data Privacy and Security shall include links to the following supplemental information about each contract between the District and a Third Party that receives Protected Information:

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

1. The exclusive purpose(s) for which the District is sharing the Protected Information with the Third Party;
2. How the Third Party will ensure that any other entities with which it shares the Protected Information, if any, will comply with the data protection and security provisions of law and the contract;
3. When the agreement expires and what happens to the Protected Information when the agreement expires;
4. That a Data Subject may challenge the accuracy of the Protected Information through the process for amending education records under the Education Records Policy of the District (Protected Student Information) or the appeal process under the APPR Plan of the District (Protected Teacher and Principal Information);
5. Where the Protected Information will be stored (described in a way that protects data security); and
6. The security protections that will be taken by the Third Party to ensure that the Protected Information will be protected, including whether the data will be encrypted.

VII. Standards for Sharing Protected Information with Third Parties

A. Written Agreement for Sharing Protected Information with a Third Party Required

1. Protected Information shall not be shared with a Third Party without a written agreement that complies with this Policy and Section 2-d of the Education Law.
2. Disclosing Protected Information to other educational agencies does not require a specific written agreement, because educational agencies are not Third Parties. However, any such sharing must comply with FERPA and Board Policy.
3. When the District uses a cooperative educational services agreement (CoSer) with a BOCES (the CoSer BOCES) to access an educational technology platform that will result in Protected Information from this District being received by a Third Party, this District will confirm that the product is covered by a contract between the CoSer BOCES and the Third

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

Party that complies with Education Law Section 2-d. The District will confirm with the CoSer BOCES the respective responsibilities of this District and the CoSer BOCES for providing breach notifications and publishing supplemental information about the contract.

B. Review and Approval of Online Products and Services Required

1. District staff do not have authority to bind the District to the Terms of Use connected to the use of online software products, regardless of whether there is a price attached to the use of the online product. Any staff member considering the use of an online product to perform the duties of their position should carefully read the online Terms of Service to determine whether accepting those terms will be considered binding on the District by the vendor.
2. If the use of an online product will result in the vendor receiving Protected Information, then the vendor is a Third Party and any agreement to use the online product must meet the requirements of this Policy and Education Law Section 2-d. Therefore, no staff member may use an online product that shares Protected Information until use of that product has been reviewed and approved by the Data Protection Officer.
3. The Superintendent, in consultation with the Data Protection Officer, shall establish a process for the review and approval of online technology products proposed for use by instructional or non-instructional staff.

C. Minimum Required Content for Third Party Contracts

1. Protected Information may not be shared with a Third Party unless there is a written, properly authorized contract or other data-sharing agreement that obligates the Third Party to:
 - a. maintain the confidentiality of the Protected Information in accordance with all applicable state and federal laws;
 - b. maintain the confidentiality of the Protected Information in accordance with this Policy;
 - c. use the shared Protected Information only for the purpose(s) specifically described in the contract, and to not use the Protected Information for any Commercial or Marketing Purpose;

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

- d. limit access to Protected Information to only those officers and employees who need access in order to perform their duties in fulfilling the contract on behalf of the Third Party;
- e. ensure that no officer or employee of the Third Party will be given access to Protected Information until they have received training in the confidentiality requirements of state and federal laws and this Policy;
- f. not disclose any Protected Information to any other party who is not an authorized representative of the Third Party using the information to carry out Third Party's obligations under the contract, unless (i) Third Party has the prior written consent of the Data Subject to disclose the information to that party, or (ii) the disclosure is required by statute or court order, and notice of the disclosure is provided to the source of the information no later than the time of disclosure, unless such notice is expressly prohibited by the statute or court order;
- g. maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Information in its custody;
- h. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the U.S. Department of Health and Human Services (HHS) in guidance issued under P.L. 111-5, Section 13402(H)(2);
- i. notify the District of any breach of security resulting in an unauthorized release of Protected Information by the Third Party or its assignees in violation of state or federal law, or in violation of contractual obligations relating to data privacy and security in the most expedient way possible and without unreasonable delay but no more than seven (7) calendar days after the discovery of the breach; and
- j. where a breach or unauthorized disclosure of Protected Information is attributed to the Third Party, the Third Party shall pay for or promptly reimburse the District for the full cost incurred by this District to send notifications required by the Education Law.

POLICY

New Draft 04/30/26

5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

2. The contract or other data-sharing agreement with the Third Party must include the Third Party's Data Security and Privacy Plan that is accepted by the District. The Plan must include a signed copy of the District Parents Bill of Rights for Data Privacy and Security, and shall:
 - a. warrant that the Third Party's practices for cybersecurity align with the NIST Cybersecurity Framework 2.0, or any future cybersecurity standard adopted by the NYS Education Department;
 - b. equal industry best practices including, but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection;
 - c. outline how the Third Party will implement all state, federal, and local data security and privacy contract requirements over the life of the contract, consistent with this Policy;
 - d. specify the administrative, operational and technical safeguards and practices it has in place to protect Protected Information that it will receive under the contract;
 - e. demonstrate that it complies with the requirements of Section 121.3(c) of the Commissioner's Regulations;
 - f. specify how officers or employees of the Third Party and its assignees who have access to Protected Information receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
 - g. specify if the Third Party will utilize sub-contractors and how it will manage those relationships and contracts to ensure Protected Information is protected;
 - h. specify how the Third Party will manage data security and privacy incidents that implicate Protected Information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District; and
 - i. describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

option and direction, deleted or destroyed by the Third Party when the contract is terminated or expires.

3. The contract or other data-sharing agreement with the Third Party must also include information sufficient for the District to publish the supplemental information about the agreement described in Part VI-B of this Policy.

VIII. District Response to Reported Breaches and Unauthorized Disclosures

A. Local Reports of Possible Breach or Unauthorized Disclosures

1. Data Subjects and other District staff who have information indicating that there has been a Breach or Unauthorized Disclosure of Protected Information may report that information to the Data Protection Officer.
2. The report of suspected Breach or Unauthorized Disclosure must be made in writing. A report received by email will be considered a written report. The report shall provide as much information as is available to the reporting party concerning what Protected Information may have been compromised, when and how the possible Breach or Unauthorized Disclosure was discovered, and how the Data Privacy Officer may contact the reporting party. The Data Protection Officer shall make a form available online and in each school office to be used for reporting a suspected Breach or Unauthorized Disclosure.
3. The Data Protection Officer, or designee, shall take the following steps after receiving a report of a possible Breach or Unauthorized Disclosure of Protected Information:
 - a. promptly acknowledge receipt of the report;
 - b. determine, in consultation with appropriate technical staff, what, if any, technology-based steps should be taken immediately to secure against further compromise of Protected Information;
 - c. conduct a thorough factfinding to determine whether there has been a Breach or Unauthorized Disclosure of Protected Information, and, if so, the scope of the Breach or Unauthorized Disclosure and how it occurred;

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

- d. if a Breach or Unauthorized Disclosure of Protected Information is found to have occurred, implement the Cybersecurity Incident Response Plan to correct and ameliorate the Breach or Unauthorized Disclosure and provide appropriate notifications to the SED Chief Privacy Officer and affected Data Subjects; and
 - e. when the factfinding process is complete, provide the reporting party with the findings made at the conclusion of the factfinding process; this should occur no later than sixty (60) days after the receipt of the initial report, and, if additional time is needed, the reporting party shall be given a written explanation within the sixty (60) days that includes the approximate date when the findings will be available.
 4. The Data Protection Officer shall maintain a record of each report received of a possible Breach or Unauthorized Disclosure, the steps taken to investigate the report, and the findings resulting from the investigation in accordance with applicable record retention policies, including Retention and Disposition Schedule for New York Local Government Records (LGS-1).
 5. When this reporting and factfinding process results in confirmation of a Breach or Unauthorized Disclosure of Protected Information, the Data Protection Officer, or designee, shall follow the notification procedures described in Part VIII. B., below.
 6. The availability of this process for reporting suspected Breaches or Unauthorized Disclosures of Protected Information shall be communicated to all staff and all student households, in addition to the general posting of this Policy on the District website.
- B. Notification of Breach or Unauthorized Disclosure of Protected Information
 1. Third Parties who learn of the Breach or Unauthorized Disclosure of Protected Information received from the District are required by law to notify the District of that occurrence no more than seven days after their discovery of the Breach or Unauthorized Disclosure. When the District receives such a notification, the Data Protection Officer, or designee, shall promptly obtain from the Third Party the following information if it is not already included in the notice:
 - a. a brief description of the Breach or Unauthorized Disclosure;

POLICY

New Draft 04/30/26
5045

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

- b. the dates of the incident;
 - c. the dates of the discovery by the Third Party;
 - d. the types of Protected Information affected; and
 - e. an estimate of the number of records affected.
2. When the District is notified by a Third Party of a Breach or Unauthorized Disclosure of Protected Information in the custody of the Third Party, the Data Protection Officer shall notify the Chief Privacy Officer of the State Education Department of that information within ten calendar days of receiving it from the Third Party, using the form provided by the Chief Privacy Officer.
3. When the District learns of an Unauthorized Disclosure of Protected Information originating within the District, whether as the result of a report made under this Policy or otherwise, the Data Protection Officer shall notify the Chief Privacy Officer of SED of that information within ten calendar days of discovering the Unauthorized Disclosure, using the form provided by the Chief Privacy Officer.
4. When the District has received notification from a Third Party of a Breach or Unauthorized Disclosure of Protected Information, or has otherwise confirmed that a Breach or Unauthorized Disclosure of Protected Information has occurred, the District shall notify all affected Data Subjects by first class mail to their last known address, by email, or by telephone, of the Breach or Unauthorized Disclosure. Notifications by email shall be copied into the record of the incident. Logs of telephone notifications shall be maintained with each record signed by the District employee making the contact. Each notification shall include the following information:
 - a. each element of information described in paragraph 1 above,
 - b. a brief description of the District investigation of the incident or plan to investigate; and
 - c. contact information for the Data Protection Officer as a point of contact for any questions the Data Subject may have.

SUPPORT OPERATIONS

Policy Is Required.

PROTECTION OF STUDENT, TEACHER, AND PRINCIPAL PERSONAL INFORMATION
(DATA SECURITY AND PRIVACY)

5. The notification of affected Data Subjects shall be made in the most expedient way possible and without unreasonable delay, but no later than sixty (60) calendar days after the discovery of the Breach or Unauthorized Disclosure or the receipt of the notice from the Third Party. If notification within the sixty (60) day period would interfere with an ongoing law enforcement investigation or would risk further disclosure of Protected Information by disclosing an unfixed security vulnerability, notification may be delayed until no later than seven (7) calendar days after the risk of interfering with the investigation ends or the security vulnerability is fixed.
6. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure attributed to a Third Party, the Data Protection Officer shall prepare and submit to the Third Party a claim for reimbursement, as provided in Section 2-d of the Education Law.
7. Where notification of affected Data Subjects is required because of a Breach or Unauthorized Disclosure of Protected Information under this Policy, the Data Protection Officer shall also determine whether the District is required to provide any notifications pursuant to the Information Security Breach policy.

Brookfield Central School District

Legal Ref: NYS Education Law § 2-d; 8 NYCRR Part 121; Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g

Cross Ref: 7060, Education Records; 5046, Information Security Breach; 5042, Internet Safety Policy

Adopted: _____