Date: August 11, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, I. Hafelin,
J. Wratten, C. Grey, D. Brean
Student Board Member: Absent
Others Present:
Thomas Butler, Superintendent
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
Ken Plows, Buildings and Grounds
Patty Louise, Waterville Times/West Winfield Star
Parents and Community Members

Type of Meeting: Special/Regular Meeting
Presiding Officer: V. Nolan
Members Absent: 0

I. PLEDGE OF ALLEGIANCE & CALL TO ORDER

Following the pledge, the August 11, 2026 Special/Regular Meeting of the Board of Education was called to order at 7:04 p.m. by Board President, V. Nolan.

II. EXECTUTIVE SESSION

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education enters Executive Session at 7:05 p.m. for the purpose of discussing personnel matters. The Board invited Thomas Butler, Superintendent into Executive Session.
Motion carried: 5-0

School Board President, V. Nolan appointed Thomas Butler 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 7:18 p.m.
Motion carried: 5-0

III. PUBLIC HEARING: DISTRICT-WIDE SCHOOL SAFETY PLAN

-Mr. Butler reviewed the District-wide School Safety Plan

IV. CONSENT AGENDA

Motion was made by C. Grey, seconded by I. Hafelin, that the Board of Education approves the Consent Agenda consisting of Approval of: Extracurricular Clubs Quarterly Report dated June 30, 2026; Extracurricular Clubs Year End Report dated June 30, 2026; Minutes dated July 14, 2026 Reorganizational Meeting; Treasurer's Report dated May 2026; Warrants - **General Fund:** Warrant #4 dated July 13, 2026 in the amount of $200,748.22, Warrant #5 dated July 17, 2026 in the amount of $43,044.13, Warrant #6 dated July 27, 2026 in the amount of $23,023.94, Warrant #8 dated July 31, 2026 in the amount of $55.822.25; **Cafeteria Fund:** Warrant #1 dated July 13, 2026 in the amount of $98.88, Warrant #2 dated July 27, 2026 in the amount of $60.48; **Capital Fund:** Warrant #1 dated July 13, 2026 in the amount of $183,906.49, Warrant #2 dated July 27, 2026 in the amount of $1,421.00, as presented.
Motion carried: 5-0

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 August 11, 2026 meeting, as presented.
Motion carried: 5-0

B. Board President Communications:

-There will be a meet and greet at BCS with Mr. Butler; all staff and community are invited.
-Mrs. Nolan shared that she attended a community meeting where she learned about ways in which the school affects the community.

C. District Clerk Communications:

- None

D. Business Communications:

-Ms. Lopesz explained/summarized the Tax Levy Warrant.
-Setting up district reserve accounts was discussed.

E. Superintendent Communications:

-None

VI. PUBLIC FORUM:

-A community member welcomed Mr. Butler and also asked about sports teams for the upcoming school year.

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Approval of Tax Levy Warrant

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon recommendation of the Superintendent, approves the resolution to confirm tax rolls and authorize tax levy as presented:
WHERE, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2026-2027 school year a sum not to exceed $1,721,333.00; THEREFORE BE IT RESOLVED, that the Board fix the equalized rates by town and confirm the extensions of the taxes as they appear on the

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following described Tax Roll: AND BE IT HEREBY DIRECTED, that the tax warrant of this board, duly signed, shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin September 1, 2026, and end October 31, 2026 giving the tax warrant an effective period of 61 days at the expiration of which time the tax collector shall make an accounting in writing to the board; AND IT IS FURTHER DIRECTED, that the delinquent tax penalties shall be fixed as follows: 1st month free, 2nd month interest of 2% added, 3rd month or fraction thereof, interest of 2% added.
Motion carried: 5-0

B. Personnel

1. Resignations

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 Shelley Elliott, Long-Term Substitute Library/Media Specialist, effective August 1, 2026.
Motion carried: 5-0

b. 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 Colleen Rutherford, PK-12 Principal, effective end of day, August 14, 2026.
Motion carried: 5-0

3. Appointments

a. Personnel: Appointment of Substitutes
Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the following substitutes for the 2026-2027 school year, list attached.
Motion carried: 5-0

b. Personnel: Appointment of Response to Intervention (RTI) Coordinator
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 Sarah Viscomi to the position of Response to Intervention (RTI) Coordinator for the 2026-2027 school year, effective September 1, 2026. Stipend for this position is $5,000 for the 2026-2027 school year.
Motion carried: 5-0

c. Personnel: Appointment of Elementary Teacher/Literacy Specialist
Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, pursuant to Section 2509 of the Education Law upon the recommendation of the Superintendent and in compliance with Part 30.3 of the Rules of the Board of Regents, hereby appoints Mason Jacobs to the position of Elementary Teacher/Literacy Specialist in the tenure area of Elementary Education for a probationary period of four years, to commence on September 1, 2026, and to expire on June 30, 2030 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provision of Section 30123 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time. Salary for this position is $50,264 for the 2026-2027 school year. Mason holds current NYS Initial Certification in the following area: Childhood Education (Birth-Grade 2).
Motion carried: 5-0

d. Personnel: Appointment of Committee on Special Education Chairperson
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 Lourdes Tangorra to the position of Committee on Special Education Chairperson for the 2026-2027 school year. Salary for this position is $91.67 per hour.
Motion carried: 5-0

e. 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 to the position of Substitute School Bus Driver for the 2026-2027 school year, effective August 11, 2026. Salary for this position is $20 per hour.
Motion carried: 5-0

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Others Present:
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Tiffany Lopesz, Business Manager
Christa Case, District Clerk
Ken Plows, Buildings and Grounds
Patty Louise, Waterville Times/West Winfield Star
Parents and Community Members

Type of Meeting: Special/Regular Meeting
Presiding Officer: V. Nolan
Members Absent: 0

f. Personnel: Appointment of Physical Education Teacher

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, pursuant to Section 2509 of the Education Law upon the recommendation of the Superintendent and in compliance with Part 30.3 of the Rules of the Board of Regents, hereby appoints Sarah Abrams to the position of Physical Education Teacher in the tenure area of Physical Education for a probationary period of four years, to commence on September 1, 2026, and to expire on June 30, 2030 (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provision of Section 30123 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time. Salary for this position is $57,200 for the 2026-2027 school year. Sarah holds current NYS Initial Certification in the following area: Physical Education.
Motion carried: 5-0

g. 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 Brent Murdock to provide instructional support services: mentoring per NYS Education Regulations for the 2026-2027 school year for the following teacher:
Sarah Abrams – Physical Education Teacher
Salary for this position is per the BTA Contract.
Motion carried: 5-0

h. Personnel: Appointment of Long-Term Substitute Elementary Teacher (Certified)

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 Wendy Keehfus-Jones to the position of Long-Term Substitute Elementary Teacher (Certified), effective September 1, 2026 through December 1, 2026. Wendy holds current NYS Permanent certification in the following area: Nursery, Kindergarten and Grades 1-6. Salary for this position is $200 per day.
Motion carried: 5-0

i. Personnel: Appointment of Fall Soccer Coaches & 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 Fall Soccer Coaches and Assistants as follows for the 2026 Fall Soccer season effective July 1, 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. The salaries for these positions are set forth in the BTA contract.

Ryan Cook – Boys Varsity Soccer Coach
Scott Bugbee – Boys Varsity Soccer Assistant Coach
Chyanne Blackman – Girls Varsity Soccer Assistant Coach
Ken Plows – Girls Modified Soccer Coach

Motion carried: 5-0

C. Approval of: District-wide Safety Plan

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the superintendent, approves the District-wide Safety Plan for the 2026-2027 school year, as attached.
Motion carried: 5-0

D. Approval of: Non-Resident Student

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, approves the following student to be permitted to attend Brookfield Central School for the 2026-2027 school year, tuition waived and transportation the responsibility of the parents:
1. One student in Pre-K
Motion carried: 5-0

E. Acceptance of Gift

Motion was made by D. Brean, seconded by J. Wratten, that the Board of Education, upon the recommendation of the Superintendent, accepts the monetary gift from the Middle School/High School Student Council as follows:
1) $200 to the Brookfield Central School Library. Funds to be used for the purchase of books for all student use.
2) $200 to the Brookfield Central School Art Program. Funds to be used for the purchase of art supplies for all student use.
Motion carried: 5-0

IX. Adjournment

Motion was made by School Board Member, D. Brean, seconded by J. Wratten, that the Board adjourn the August 11, 2026 meeting at 7:42 p.m.
Motion carried: 5-0