Date: September 8, 2026
Where Held: School Library/Media Room
Members Present: V. Nolan, I. Hafelin,
J. Wratten, C. Grey
Student Board Members: L. Rice, L. Peckham
Others Present:
Thomas Butler, Superintendent
Wendy Keehfus-Jones
Tiffany Lopesz, Business Manager
Christa Case, District Clerk
Patty Louise, Waterville Times/West Winfield Star
Parents and Community Members

Type of Meeting: Regular Meeting
Presiding Officer: V. Nolan
Members Absent: D. Brean

I. PLEDGE OF ALLEGIANCE & CALL TO ORDER

Following the pledge, the September 8, 2026 Regular Meeting of the Board of Education was called to order at 7:02 p.m. by Board President, V. Nolan.

II. EXECTUTIVE SESSION

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education enters Executive Session at 7:03 p.m. for the purpose of discussing personnel matters. The Board invited Thomas Butler, Superintendent into Executive Session.
Motion carried: 4-0

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

Board Member, J. Wratten moved, seconded by Board Member, I. Hafelin that the Board returns to open session at 7:10 p.m.
Motion carried: 4-0

IV. CONSENT AGENDA

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education approves the Consent Agenda consisting of Approval of: Minutes dated August 19, 2026 Special Meeting; Warrants - **General Fund:** Warrant #10 dated August 10, 2026 in the amount of $10,026.02, Warrant #12 dated August 14, 2026 in the amount of $441.40, Warrant #14 dated August 24, 2026 in the amount of $35,262.08, Warrant #15 dated August 28, 2026 in the amount of $114,755.68; **Cafeteria Fund:** Warrant #3 dated August 24, 2026 in the amount of $49.68; **Capital Fund:** Warrant #3 dated August 10, 2026 in the amount of $250,550.38, Warrant #4 dated August 24, 2026 in the amount of $136,409.92, as presented.
Motion carried: 4-0

V. COMMUNICATIONS, REPORTS, ANNOUNCEMENTS

A. Additions/Amendments to the Agenda

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education approves the Agenda for the September 8, 2026 meeting, as presented.
Motion carried: 4-0

B. Board President Communications:
-None

C. District Clerk Communications:
- None

D. Business Communications:
-None

E. Superintendent Communications:
-Mr. Butler advised that there has been a delay in establishing his access to the NYSED Business Portal. As a result, some reports may be overdue for certification during the transition period.

VI. PUBLIC FORUM:

-None

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

A. Personnel

1. Appointments

a. Personnel: Appointment of Homeless Liaison

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Thomas Butler as Homeless Liaison for the 2026-2027 school year.
Motion carried: 4-0

b. Personnel: Appointment of Dignity Act Coordinators

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Thomas Butler, Julia Wick, and Wendy Keehfus-Jones as Dignity Act Coordinators for the 2026-2027 school year.
Motion carried: 4-0

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c. Personnel: Appointment of Workplace Violence Coordinator

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Thomas Butler as Workplace Violence Coordinator for the 2026-2027 school year.
Motion carried: 4-0

d. Personnel: Appointment of Substitute Library Media Specialist

Motion was made by J. Wratten, seconded by I. Hafelin, 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 Dawn Thomas to the position of Substitute Library Media Specialist in the special tenure area of Library Media Specialist for a probationary period of three 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 $55,000 for the 2026-2027 school year. Dawn holds current NYS Permanent Certification in the following area: Special Education.
Motion carried: 4-0

e. Personnel: Appointment of Long-Term Substitute Elementary Teacher (Uncertified)

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Jensen Tanney to the position of Long-Term Substitute Elementary Teacher (Certified), effective September 1, 2026 through December 1, 2026. Salary for this position is $200 per day.
Motion carried: 4-0

f. Personnel: Appointment of Mentor

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education upon the recommendation of the Superintendent, approves the appointment of Sarah Viscomi to provide instructional support services: mentoring per NYS Education Regulations for the 2026-2027 school year for the following teacher:
Mason Jacobs – Elementary Teacher
Salary for this position is per the BTA Contract.
Motion carried: 4-0

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

Motion was made by J. Wratten, seconded by I. Hafelin, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Brittany Thompson to the position of Instructional/Non-Instructional Substitute for the 2026-2027 school year. Salary for this position is per the BTA/Non-Instructional Unit Contract.
Motion carried: 4-0

IX. Adjournment

Motion was made by School Board Member, J. Wratten, seconded by I. Hafelin, that the Board adjourn the September 8, 2026 meeting at 7:32 p.m.
Motion carried: 4-0