

BROOKFIELD BOARD OF EDUCATION AGENDA

Brookfield Board of Education
Regular Meeting of the Board
Wednesday, February 21, 2024

Location: George Economides Board Meeting Room

I. Call to order: "Work Session" - Time: 5:30 p.m.

Mr. Weber updated the board on some normal goings on within the fiscal office including starting to prep for the 24-25 school year. He also discussed items 4, 5, and 6 on the agenda involving the urgent necessity resolutions for athletic complex upgrades and the tax rate resolution for the Trumbull County Auditor. He also spoke about a recent electric bus grant from the EPA that the district applied for.

Mr. Gibson briefed the board on a handful of items. The winter newsletter should be arriving in the mail shortly. There are a few "Brookfield Build's" upcoming in March. The 24-25 school calendar should be ready for approval at the March 20 board meeting. BE is having "Right to Read" week 3/4-3/8 where community members and parents are encouraged to read to the students. He also spoke about the upcoming Solar Eclipse on 4/8 when students will be dismissed early.

II. The Brookfield Board of Education met in regular session on **Wednesday, February 21, 2024**, at 6:00 p.m. in the George Economides Board Meeting Room. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda (Item XI).

III. Pledge of Allegiance

IV. Roll Call:	Ms. Ronda Bonekovic, President	Present
	Mrs. Sarah Kurpe	Present
	Dr. Derek Mihalcin	Present
	Mr. Jerry Necastro, Vice President	Present
	Mrs. Melissa Sydlowski	Present

V. Board of Education Reports

President Bonekovic reported on TCTC opening up a number of programs including adult education. She also spoke about a recent ECHO fundraiser.

Mrs. Sydlowski thanked the board and the Brookfield community for all of their recent love and support for her and her family.

VI. Old Business

None

VII. New Business

None

VIII. Enrollment Data:

	Current	Change from Previous Month
Elementary	373	- 7
Middle	324	1
High	<u>294</u>	<u>- 4</u>
Total	991	-10

IX. Superintendent's Report

Mr. Gibson commented that he covered all his updates during the work session.

X. Treasurer's Report

Mr. Weber commented that he covered all his updates during the work session.

XI. Public Input (5 minutes per individual)

No individuals signed up for public comment.

TREASURER'S RECOMMENDATIONS

#24-02-01

APPROVAL OF MINUTES

1. Necastro motioned and Sydlowski seconded that the following Board minutes be approved as submitted:

January 11, 2024 – Organizational Meeting of the Board
January 17, 2024 – Regular Meeting of the Board

** ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations.

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BE IT RESOLVED under the provision of ORC 3319.26 regarding the reading of the minutes, that the reading be waived and the minutes approved.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-02

APPROVAL OF FINANCIAL STATEMENTS

2. Mihalcin motioned and Kurpe seconded that the January 2024 Check Listing, Financial Report by Fund, Annual Spending Plan and Bank Reconciliation be approved as submitted.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-03

NEW FUND

3. **BE IT RESOLVED**, that upon recommendation of the Treasurer, the Brookfield Board of Education approves the following new fund:

599-9924 RUS-DLT Grant

Moved by: Sydlowski

Seconded by: Necastro

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-04

RATE RESOLUTION

4. Necastro motioned and Kurpe seconded that the Brookfield Board of Education adopts the following resolution accepting the amount and rates as determined by the Budget Commission of Trumbull County, Ohio, and authorizing the necessary tax levies and certifying them to the Trumbull County Auditor:

WHEREAS, the Brookfield Board of Education, in accordance with the provisions of law, has previously adopted the Alternative Tax Budget Information for the next succeeding fiscal year commencing July 1, 2024; and

*" ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations."

WHEREAS, the Budget Commission of Trumbull County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill limitation; therefore, be it

RESOLVED, by the Board of Education of the Brookfield Local School District, Trumbull County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, that there be and is hereby levied on the tax duplicate of said school district the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Estimated Value: 183,578,640
 Total Millage: 55.90

SCHEDULE A
 SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET
 COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved by Budget Commission Inside 10 Mill Limitation	Amount to be Derived from Levies Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 Mill Limitation	Outside 10 Mill Limitation
	Column I	Column II	Column III	Column IV
General Fund	1,101,472	3,358,926	6.00	42.95
Bond Retirement Funds		1,184,082		6.45
Classroom Facilities Fund		66,729		0.50
Total	1,101,472	4,609,737	6.00	49.90

SCHEDULE B
 LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

** ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations."

FUND		Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
General Fund:			
Current Expense Levy authorized by voters on Continuous	00/00/76	23.80	
Current Expense Levy authorized by voters on Continuous	06/02/81	6.80	
Current Expense Levy authorized by voters on Continuous	02/07/95	7.50	
Current Expense Levy authorized by voters on Continuous	05/07/13	4.85	
Special Levy Funds:			
Levy authorized by voters on Bond Levy—not to exceed 28 years	11/06/07	4.90	
Levy authorized by voters on Bond Levy—not to exceed 28 years	11/06/07	1.55	
Levy authorized by voters on Classroom Facilities Levy—not to exceed 23 years	11/06/07	0.50	

BE IT FURTHER RESOLVED that the Clerk of this Board be and is hereby directed to certify a copy of this Resolution to the County Auditor of Trumbull County.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-05

RESOLUTION – MUSCO SPORTS LIGHTING CONTRACT

- Mihalcin motioned and Necastro seconded that the Brookfield Board of Education adopts the following resolution regarding the urgent necessity to authorize a contract with Musco Sports Lighting, LLC, outside of statutory competitive bidding procedures, for the stadium lighting.

WHEREAS, Section 3313.46 of the Ohio Revised Code requires boards of education to advertise for bids for a period of two weeks when they determine to make certain improvements, the cost of which will exceed \$50,000, and to award contracts to the lowest responsible bidder, except in cases of urgent necessity; and

WHEREAS, the District has been advised that the stadium lighting is in need of replacement and relocation; and

** ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations.

WHEREAS, the improvements must be commenced as soon as possible due to lead time in procuring the materials and in order to ensure the availability for use for the next athletic season; and

WHEREAS, this Board finds that such circumstances warrant the declaration of urgent necessity and the awarding of a contract for the improvements outside of the two-week bid advertisement and other procedures otherwise required under Section 3313.46 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Brookfield Local School District, County of Trumbull, Ohio, that:

Section 1. Finding of Urgent Necessity. For the aforesaid reasons, this Board hereby finds, determines and declares that an urgent necessity exists with respect to the work as set forth in the preambles to this Resolution, that compliance with the relatively lengthy procedures prescribed by Section 3313.46 of the Revised Code could compromise the educational mission of the District, and that said Section 3313.46 does not apply to the contract approved under Section 2 herein.

Section 2. Approval of Contract. The Treasurer of this Board is hereby authorized and directed to enter into a contract for the improvements with Musco Sports Lighting, LLC in accordance with the vendor's proposal currently on file for a contract sum not exceeding \$320,000 (base contract amount of \$282,000 and Alternate #2 of \$38,000) which amount is hereby appropriated for the purpose and authorized to be advanced.

Section 3. Modifications. This Board hereby authorizes the Treasurer to act on behalf of the Board with respect to decisions required by the Board for the project, including the authority to approve the project schedule and amendments to the project schedule, resolution of claims, and approval of modifications (including change orders, construction change directives and increases in any contract sum payable to a contractor) up to an aggregate cap of ten percent (10%) of the award amount set forth in Section 1. No modification shall be approved, signed or delivered that would require the Board to spend an additional amount for costs of the project unless the Treasurer of this Board certifies that there is available, or in the process of collection, to the credit of an appropriate fund and not encumbered for any other purpose the amount needed to meet the Board's additional obligations incurred by the modification.

Section 4. Approval and Execution of Related Documents and Related Actions. The President or Vice-President and Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other

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actions as are desirable, advisable, necessary or appropriate, to consummate the transactions and carry out the work contemplated by this Resolution and the contract.

Section 5. Prior Acts Ratified and Confirmed. Any actions previously taken by School District officials or agents of this Board in furtherance of the matters set forth in and related to this Resolution are hereby approved, ratified and confirmed.

Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board of Education concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board of Education that resulted in such formal actions were held in meetings in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-06

RESOLUTION – OUTDOOR ALUMINUM CONTRACT

6. Kurpe motioned and Mihalcin seconded that the Brookfield Board of Education adopts the following resolution regarding the urgent necessity to execute a contract with Outdoor Aluminum, outside of statutory competitive bidding procedures, for the stadium bleachers and press box.

WHEREAS, Section 3313.46 of the Ohio Revised Code requires boards of education to advertise for bids for a period of two weeks when they determine to make certain improvements, the cost of which will exceed \$50,000, and to award contracts to the lowest responsible bidder, except in cases of urgent necessity; and

WHEREAS, the District has been advised that the stadium bleachers and press box are in need of replacement, repair and expansion; and

*" ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations."

WHEREAS, the replacement, repair and expansion must be commenced as soon as possible due to lead time in procuring the materials and in order to ensure the availability for use for the next athletic season; and

WHEREAS, this Board finds that such circumstances warrant the declaration of urgent necessity and the awarding of a contract for the improvements outside of the two-week bid advertisement and other procedures otherwise required under Section 3313.46 of the Revised Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Brookfield Local School District, County of Trumbull, Ohio, that:

Section 1. Finding of Urgent Necessity. For the aforesaid reasons, this Board hereby finds, determines and declares that an urgent necessity exists with respect to the work as set forth in the preambles to this Resolution, that compliance with the relatively lengthy procedures prescribed by Section 3313.46 of the Revised Code could compromise the educational mission of the District, and that said Section 3313.46 does not apply to the contract approved under Section 2 herein.

Section 2. Approval of Contract. The Treasurer of this Board is hereby authorized and directed to enter into a contract for the replacement, repair and expansion of the bleachers and grandstand with Outdoor Aluminum Inc. in accordance with the vendor's proposal currently on file for a contract sum not exceeding \$603,453 which amount is hereby appropriated for the purpose and authorized to be advanced.

Section 3. Modifications. This Board hereby authorizes the Treasurer to act on behalf of the Board with respect to decisions required by the Board for the project, including the authority to approve the project schedule and amendments to the project schedule, resolution of claims, and approval of modifications (including change orders, construction change directives and increases in any contract sum payable to a contractor) up to an aggregate cap of ten percent (10%) of the award amount set forth in Section 1. No modification shall be approved, signed or delivered that would require the Board to spend an additional amount for costs of the project unless the Treasurer of this Board certifies that there is available, or in the process of collection, to the credit of an appropriate fund and not encumbered for any other purpose the amount needed to meet the Board's additional obligations incurred by the modification.

Section 4. Approval and Execution of Related Documents and Related Actions. The President or Vice-President and Treasurer of this Board and the Superintendent, or such other School District officials as shall be designated by those officials, as appropriate, are each authorized and directed to sign any certificates or documents, and to take such other

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Section 6. Compliance with Open Meeting Requirements. It is hereby found and determined that all formal actions of this Board of Education concerning and relating to the adoption of this Resolution were taken, and that all deliberations of this Board of Education that resulted in such formal actions were held in meetings in compliance with the law.

Section 7. Captions and Headings. The captions and headings in this Resolution are solely for convenience of reference and in no way define, limit or describe the scope or intent of any Sections, subsections, paragraphs, subparagraphs or clauses hereof. Reference to a Section means a section of this Resolution unless otherwise indicated.

Section 8. Effective Date. This Resolution shall be in full force and effect from and immediately upon its adoption.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-07

DONATIONS

7. Sydlowski motioned and Necastro seconded that the Brookfield Board of Education accepts the following generous donations:

Swartz's Barber Shop	\$131 for pantry (raffle proceeds)
Mr. & Mrs. Kaszowski	food for pantry
Wilma Cwynar	handmade winter hats
Family of David W. Snyder (1952 grad)	ECHO yearbooks (3) for HS library

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-08

DISPOSAL OF INVENTORY

*" ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations."

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8. Kurpe motioned and Necastro seconded that the Brookfield Board of Education approves the disposal of sixty-three (63) video materials from the elementary school library as they are outdated.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

SUPERINTENDENT'S RECOMMENDATIONS

#24-02-09

AMEND MOTION

9. Kurpe motioned and Necastro seconded that the Brookfield Board of Education amends Motion #24-01-23 from the January 17, 2024, Board meeting to reflect the updated return from unpaid leave for **Jennifer Pirigy** as March 20, 2024, rather than March 25, 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-10

AMENDMENT TO 2023-2024 SCHOOL CALENDAR

10. Mihalcin motioned and Sydlowski seconded that the Brookfield Board of Education approves a change on April 8, 2024, to an early release day to accommodate the solar eclipse that will pass over our area.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-11

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) MEMBERSHIP

11. Kurpe motioned and Mihalcin seconded that the Brookfield Board of Education authorizes the Brookfield Local School District's membership into the Ohio High School Athletic Association for the 2024-2025 school year. Schools eligible for membership are those that include one or more grades at the 7-12 level. Our athletic programs will be conducted in accordance with the constitution, bylaws, regulations, interpretations, and decisions of the Ohio High School Athletic Association. Dues at the high school level are \$50 per sport. There is no fee for grades 7 and 8 school sports.

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Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-12

MEMORANDUM OF UNDERSTANDING – COLLEGE CREDIT PLUS

12. Kurpe motioned and Sydlowski seconded that the Brookfield Board of Education approves the memorandum of understanding between Eastern Gateway Community College and Brookfield High School for high school students to participate/enroll in Eastern Gateway’s “dual credit program” for the 2024-2025 academic school year commencing May 31, 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-13

MEMORANDUM OF UNDERSTANDING – COLLEGE CREDIT PLUS

13. Sydlowski motioned and Kurpe seconded that the Brookfield Board of Education approves the memorandum of understanding between Youngstown State University and Brookfield Local School District for high school students to participate/enroll in YSU’s “college credit plus program” for the 2024-2025 academic school year.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-14

MEMORANDUM OF UNDERSTANDING – COLLEGE CREDIT PLUS

14. Mihalcin motioned and Kurpe seconded that the Brookfield Board of Education approves the memorandum of understanding between Kent State University and Brookfield High School for high school students to participate/enroll in Kent State’s “dual credit program” for the 2024-2025 academic school year commencing July 1, 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski
Nays: None
Motion Carried

#24-02-15

MEMORANDUM OF UNDERSTANDING – COLLEGE CREDIT PLUS

*” ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations.”

15. Mihalcin motioned and Kurpe seconded that the Brookfield Board of Education approves the memorandum of understanding between Stark State College and Brookfield Local School District for students in grades 7-12 to enroll in college-level courses for the 2024-2025 academic school year commencing July 1, 2024, through the 2024-2025 summer session.

Discussion: A few of the board members mentioned that the district should start advertising and even putting up banners for the colleges we partner with.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-16

RESIGNATION

16. Sydlowski motioned and Mihalcin seconded that the Brookfield Board of Education accepts the resignation of **Alisha Davis**, cook's helper/cashier, effective February 16, 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-17

UNPAID LEAVE

17. Necastro motioned and Kurpe seconded that the Brookfield Board of Education approves the extended unpaid child care leave request of **Emily Buonavolonta** effective February 15, 2024, through March 4, 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-18

FAMILY MEDICAL LEAVE (FMLA)

18. Mihalcin motioned and Kurpe seconded that the Brookfield Board of Education approves the Family Medical Leave Act (FMLA) request of **Alexis Snyder** effective April 15, 2024, with an expected return date at the start of the 2024-2025 school year.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

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#24-02-19

FAMILY MEDICAL LEAVE (FMLA)

19. Sydlowski motioned and Kurpe seconded that the Brookfield Board of Education approves the Family Medical Leave act (FMLA) request of **Jessica Zebroski Flanagan** effective April 22, 2024, with an anticipated return date in November 2024.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-20

FAMILY MEDICAL LEAVE (FMLA)

20. Kurpe motioned and Mihalcin seconded that the Brookfield Board of Education approves the Family Medical Leave Act (FMLA) request of **Megan Totten** effective June 20, 2024, through January 31, 2025, pending doctor's release.

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

#24-02-21

2023-2024 SUPPLEMENTAL CONTRACT

21. Sydlowski motioned and Kurpe seconded that the Brookfield Board of Education approves the following change in the 2023-2024 supplemental contract for the individual below to move from Volunteer to paid Assistant Coach as per Board policies, rules, and regulations*:

Matthew Chu	Asst. Wrestling Coach	\$2,775 (Step 1)
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Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

BOARD OF EDUCATION RECOMMENDATIONS

#24-02-22

EXECUTIVE SESSION

- XII. It is recommended that the Brookfield Board of Education adjourns to Executive Session for the purpose of:

*" ...in compliance with Board policies, salary schedules, and the posting and bid procedures according to the Master Agreement between the Board and the BFT/BASE. Employment is conditioned upon receipt of satisfactory BCI and FBI criminal records checks as per Board policies, rules and regulations."

_____ 1. **To Consider Personnel Matters** - considering the (select one or more) appointment, employment, dismissal, discipline, demotion, or compensation of an employee or official of the school district.

_____ 2. **To Consider the Purchase or Sale of Property** - considering the (select one) purchase of property for School District purposes or sale of property at competitive bidding since disclosure at this time would give an unfair competitive or bargaining advantage to person(s) whose personal, private interest is adverse to the general public interest.

X 3. **To Consult with Legal Counsel** - meeting with Board Legal Counsel to discuss disputes involving the Board and/or the School District that are the subject of pending or imminent court action.

_____ 4. **To Discuss Negotiations or Collective Bargaining** - (select one or more) prepare for, conduct, review negotiations or bargaining sessions with employees concerning compensation and other terms and conditions of employment.

_____ 5. **To Discuss Matters Required to be Kept Confidential by Federal or State Law** - considering matters required to be kept confidential by federal law or regulations or state statutes.

_____ 6. **To Discuss Security Arrangements or Emergency Response Protocols of the District** - discussing details relative to the security arrangements and emergency protocols for the School District, which, if otherwise disclosed, could jeopardize the security of the School District or Board.

Moved by Kurpe, Seconded by Necastro

Discussion:

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

Adjourn to Executive Session. Time: 6:21 p.m.

Return from Executive Session. Time: 7:40 p.m.

XIII. Adjourn Board Meeting. Time: 7:41 p.m.

Moved by Sydlowski, Seconded by Kurpe

Ayes: Bonekovic, Kurpe, Mihalcin, Necastro, Sydlowski

Nays: None

Motion Carried

The next meeting of the Board will be held in the Board office on Wednesday, March 20, 2024, in the George Economides Meeting Room.

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TG/dd

Enclosures

dd/word/board mtgs 2024 February Mtg

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