

PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION
241 South Ocean Avenue
Patchogue, New York 11772

Special Meeting – Workshop Meeting
Saxton Middle School
Room 124
August 12, 2024

PRESIDING OFFICER: Marc Negrin, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diana Andrade; Thomas Donofrio; Kelli Anne Jennings, Jennifer Krieger, Francis Salazar; Bernadette Smith

OFFICIALS OF THE BOARD PRESENT: Dennis M. Logan, District Clerk

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Donna Jones, Superintendent of Schools

1. CALL TO ORDER

Board of Education President Marc Negrin called the meeting to order in Room 124 of Saxton Middle School at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE

Mr. Negrin led those present in the Salute to the Flag.

3. SAFETY MESSAGE

District Clerk Dennis Logan explained the emergency evacuation procedure and the laws prohibiting smoking on school property.

4. CONSENT AGENDA

Motion offered by Kelli Anne Jennings, seconded by Thomas Donofrio to approve the Consent Agenda (Items A through G) as follows:

A. Approval of Personnel

RESOLVED, that the Board of Education hereby approves the following personnel Reports. (see Schedule #1 - Attached)

- A1. Instructional Staff
- A2. Instructional Staff Leaves of Absence/Returns
- A3. Instructional Staff Payout
- B1. Operational Staff
- B2. Operational Staff Leaves of Absence/Returns
- B3. Operational Staff Payout

B. Approval of Board Member Activity

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the establishment of a sick leave bank for the member of the Civil Service Employees' Association Full-Time Clerical Unit named in Confidential Schedule A for 15 days. The donation of leave by the Clerical Unit is not to be considered precedent-setting.

C. Establishment of Sick Leave Bank – CSEA Full-Time Clerical Unit

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the establishment of a sick leave bank for the member of the Civil Service Employees' Association Full-Time Clerical Unit named in Confidential Schedule A for 15 days. The donation of leave by the Operational Unit is not to be considered precedent-setting.

4. **CONSENT AGENDA - continued**

D. Approval of Agreement with Microsoft Enrollment for Education Services

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves an Agreement with Microsoft Enrollment for Education Solutions for a 3-year period commencing August 1, 2024 and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

E. Approval of Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, which for the period from July 9, 2024, through August 5, 2024, will total \$799,200.00, as provided to the Board of Education:

1. Budget Transfers in Excess of \$5,000

F. Policy Adoption

RESOLVED, that the Board of Education adopts the following policies which were circulated for a first reading or a second reading:

- 5129 Academic Integrity
- 5132 Grading Systems

G. Adoption of Suspension of Policy #9130 for the Purpose of Approving Policy #3546.3

RESOLVED, that the Board of Education suspends Board of Education Policy #9130 to suspend the requirement of a First Reading on a proposed policy in that proposed policy #3546.3 is necessary for approval before the beginning of the school year to meet student needs and be it further

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves policy #3546.3 effective immediately.

A roll-call vote was taken on the Consent Agenda (Items A through G above)

**Diana Andrade – Yes
Thomas Donofrio – Yes
Kelli Anne Jennings – Yes
Jennifer Krieger – Yes**

**Francis Salazar - Yes
Bernadette Smith - Absent
Marc Negrin - Yes**

The Consent Agenda was approved.

5. **INFORMATION ITEMS**

Policy First Reading

The following policies were be circulated for a first reading. If there are no changes, the policies will be included on the September 16, 2024, Board of Education agenda:

- 1330 Use of School Facilities
- 1338 Use of School Facilities for Blood Drives
- 1339.1 Safety Message Evacuation of Buildings in Time of Emergency
- 1339.1a Safety Message
- 1340 Public Conduct on School Property

5. INFORMATION ITEMS - continued

- 1350 Public Safety
- 1355 School Safety Plans and Teams
- 3310 Purchasing
- 3326 Discontinuance of Claim Form
- 3340 Petty Cash
- 3460.1 Purchase Contracts for Student Activity Funds
- 3460.2 Deposit of Student Activity Funds
- 3461 Capital Assets Accounting Procedures
- 3470 Wire Transfer Policy
- 3471 Online Banking
- 3480 Fund Balance
- 3490 Returned Checks (Non-Sufficient Funds – NSF)
- 3517 Security of Facilities
- 3527 Pesticide and Pest Management
- 3546.1 Free and Reduced-Price Meals (to suspend indefinitely)
- 3546.2 Meal Charge Policy (to suspend indefinitely)
- 3610 Use of Credit Card
- 3615 Key Distribution Policy
- 3801 Secure Data Destruction
- 3802 Technology Security for Personal, Private and Sensitive Information
- 4410 Technology Acceptable Use Policy *For Employees and Volunteers*
- 4411 Remote Access to Computer Network
- 4412 Information Security Breach and Notification
- 4420 Computer Controls Policy for Financial Software
- 4430 Social Networking Sites
- 5154 Student Searches and Interviews
- 5154.1 Metal Detector Search Procedures
- 5160 Student Identification Cards
- 7210.a Role of School Board, Administrative Staff, and Architect with Respect to New School Construction or Building Renovation

5. ARRIVAL OF BOARD OF EDUCATION MEMBER

Board of Education member Bernadette Smith arrived and joined the meeting at 6:49 p.m.

6. BOARD OF EDUCATION WORK SESSION TOPICS

- A. Board of Education Self -Evaluation for 2023-2024
- B. Board of Education Goals for 2024-2025
- C. Board of Education Committees

7. EXECUTIVE SESSION

Motion offered by Thomas Donofrio, seconded by Jennifer Krieger to wit:
RESOLVED, that the Board of Education enters Executive Session to discuss confidential personnel matters at 8:36 p.m.

Motion carried: 7 – Yes; 0 – No

8. RESUME PUBLIC SESSION

Mr. Negrin called the meeting to order in Public Session at 9:29 p.m.

9. ADJOURNMENT

Motion offered by Thomas Donofrio, seconded by Jennifer Krieger to wit:
RESOLVED, that there being no further items for discussion, the meeting is adjourned
at 9:30 p.m.

Motion carried: 7 – Yes; 0 – No

Respectfully submitted,

Dennis M. Logan
District Clerk