

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

Business Meeting  
Saxton Middle School Auditorium  
July 14, 2024

**PRESIDING OFFICER:** Marc A. 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; Gregory Gillen, General/Labor Counsel; Lisa Hutchinson, General/Labor Counsel

**ADMINISTRATIVE STAFF PRESENT AND REPORTING:** Donna Jones, Superintendent of Schools; Lori Cannetti, Assistant Superintendent for Instruction; Joey Cohen, Assistant Superintendent for Human Resources; Jessica Lukas, Assistant Superintendent for Pupil Services; Frank Mazzie, Assistant Superintendent for Business

**1. CALL TO ORDER**

Board of Education President Marc Negrin called the meeting order in the Saxton Middle School Auditorium at 7:51 p.m.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

The members of the public were given an opportunity to comment and ask questions regarding items on the Consent Agenda. None came forward.

**3. CONSENT AGENDA**

**Motion offered by Thomas Donofrio, seconded by Bernadette Smith to approve the Consent Agenda (Items A through 0) as follows:**

A. Approval of Minutes

RESOLVED, that the Board of Education hereby approves the following meeting minutes:

- June 24, 2024 – Business Meeting Minutes
- July 11, 2024 – Special Meeting Minutes

B. Approval of Personnel

WHEREAS, the Board of Education recognizes that in order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive annual composite or overall APPR ratings of H or E in at least three (3) of the four (4) proceeding years, and if the individual receives a rating of I in the final year of the probationary period, he or she will not be eligible for tenure at that time, be it

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

- A1. Instructional Staff
- A2. Instructional Staff LOA/Returns
- A3. Instructional Staff Vacation Payout
- B1. Operational Staff
- B2. Operational Staff LOA/Returns
- B3. Operational Staff Payout

3. **CONSENT AGENDA** – (continued)

C. Approval of Superintendent’s Goals

RESOLVED, that the Board of Education has reviewed the Superintendent’s Goals for the 2024-2025 School Year and accepts them.

D. Approval of Provision of Educational Opportunities to Resident Pupils with Disabilities

RESOLVED, that the Board of Education approves the provision of educational opportunities to resident pupils as listed, in date order, on the following rosters provided.

1. Committee for Preschool Special Education
2. Committee for Special Education
3. Section 504 Committee

E. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the period of May 1, 2024 through May 31, 2024:

1. Claims Auditor Letter
2. Claims Auditor Reports
  - o Payroll Schedule Audit Report
  - o Payroll Adjustments Report
  - o Substitute Teacher Report (Budget)
  - o Substitute Teacher Report (Grants)
  - o Custodial Overtime Report
  - o Cash Disbursement Report
  - o Workers’ Compensation Cash Disbursement
  - o Wire Reconciliation Report
  - o nVision Audit Reports
  - o Firewall Activity Report
3. Addition or Revision of Classroom Activity Account

F. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from June 15, 2024 through July 8, 2024, in the amount of \$240,000.00, as provided to the Board of Education.

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

G. Approval of Contracts

RESOLVED, that the Board of Education hereby approves the following contracts as presented to the Board of Education:

<i>#</i>	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
1.	Budde Agency	Business Associate Agreement	In conjunction with the established Customer Agreement	No	Attorney Prepared Agreement	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
2.	Cam-Held Enterprises, Inc. d/b/a Just Kids Early Childhood Learning Center	Universal Pre-Kindergarten Services	Annual rate of \$5,762.65 per child not to exceed 12 General Education students for a total of 180 days; Rate has increased by \$376.19 per child over 2023-2024 as a result of requesting one final extension on this RFP	No	Attorney Approved District Template	Yes RFP #2021-01
3.	Choice Plans, Inc.	Business Associate Agreement	In conjunction with the established Customer Agreement	No	Attorney Prepared Agreement	Yes
4.	Cirigliano Agency	Business Associate Agreement	In conjunction with the established Customer Agreement	No	Attorney Prepared Agreement	Yes
5.	Cohen Children's Medical Center	Consultant Services	No fee associated with this agreement	No	Attorney Approved District Template	No
6.	Frontline Education	Annual Subscription Renewal	\$30,448.00; An increase of \$1,858.33 over 2023-2024	No	Attorney Prepared Rider	Yes
7.	LICADD	Consultant Services	\$750; Rate is unchanged from 2023-2024	No	Attorney Approved District Template	Yes
8.	Munistat Services, Inc.	Fiscal Advisory Services	\$6,500 (\$4,750 for the TANs and \$1,750 for the SEC filing); Rate is up \$100 over 2023-2024	No	Vendor Template	Yes RFP #2022-12
9.	Music Theatre International (MTI)	Oregon MS Production of <i>Roald Dahl's Matilda The Musical Jr.</i> on March 17-29, 2025	\$1,436.00	No	Not Necessary	No
10.	Music Theatre International (MTI)	Saxton MS Production of <i>Roald Dahl's Willy Wonka Jr.</i> on April 3-5, 2025	\$1,392.00	No	Not Necessary	No
11.	Music Theatre International (MTI)	South Ocean MS Production of <i>Disney's Finding Nemo Jr.</i> on March 28-29, 2025	\$1,467.00	No	Not Necessary	No

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
12.	One on One Medical Care, P.C. (Anthony N. Donatelli, Jr.)	School Physician	\$46,818.00; Rate is up the allowable amount of 2% over 2023-2024	No	Attorney Approved District Template	Yes RFP #2022-08
13.	Palumbo, Kate	Foundational Five Consultant Services	\$2,800.00 per day. Not to exceed 25 days	No	Attorney Approved District Template	No
14.	Resonant Education	Consultant Services for Hosted Survey Platform Software Application	See contract for rate information	Yes	Attorney Prepared Rider	Yes
15.	Rice, Cindy	Foundational Five Consultant Services	\$2,800.00 per day. Not to exceed 25 days	No	Attorney Approved District Template	No

H. Disposition of Obsolete Items

RESOLVED, that the Board of Education hereby authorizes disposition of the following obsolete items:

- Assorted science equipment (located at PMHS)

I. Approval of 2024-2025 Budget Development Calendar

RESOLVED, that the Board of Education hereby approves the 2024-2025 budget calendar as presented by the Assistant Superintendent for Business.

ADMINISTRATIVE RESPONSIBILITY	ACTIVITY	DATE
Asst. Superintendent for Business	Budget Refresher Workshop	10/28/24 (M)
Asst. Superintendent for Business	Submit budget forms to Administrators	11/1/24 (F)
All Administrators	Administrators submit budget to Asst. Superintendent for Business	11/26/24 (T)
Asst. Superintendent for Business	Budget Workshop #1 – Superintendent & Asst. Superintendent for Business review Budget with Board	1/28/25 (T)
Asst. Superintendent for Business	Budget Workshop #2 – Superintendent & Asst. Superintendent for Business review Budget with Board	2/25/25 (T)
Asst. Superintendent for Business	Submit information to calculate tax levy limit to Comptroller’s Office ( <i>No later than</i> )	2/26/25 (W)
All Administrators	Preliminary projected staffing submitted to Asst. Superintendent for Business	2/28/25 (F)
Asst. Superintendent for Business	Budget Workshop #3 – Superintendent & Asst. Superintendent for Business review Budget with Board	3/18/25 (T)
Board of Education	Final Budget adopted by the Board of Education and approval of Property Tax Report Card	3/24/25 (M)

3. CONSENT AGENDA – (continued)

ADMINISTRATIVE RESPONSIBILITY	ACTIVITY	DATE
Asst. Superintendent for Business	File Property Tax Report Card ( <i>Day after Board of Education adoption but no later than</i> )	3/25/25 (T)
District Clerk	Public legal notices published in LI Advance (Th) Public legal notices published in LI Business News (F)	4/3/25, 4/10/25, 4/24/25, 5/1/25 4/4/25, 4/11/25, 4/25/25, 5/2/25
Asst. Superintendent for Business	Submit final Budget brochure for printing	4/8/25 (T)
Asst. Superintendent for Business	Public meetings to present adopted budget will be held with the PTA's and various community/civic organizations	TBD
Asst. Superintendent for Business	Last day to mail Budget Brochure to residents	4/24/25 (Th)
Asst. Superintendent for Business	Budget available in schools, local Library and District website ( <i>No later than 7 days before Budget Hearing</i> )	5/1/25 (Th)
Asst. Superintendent for Business	Budget Hearing ( <i>7-14 days prior to budget vote</i> )	5/8/25 (Th)
Asst. Superintendent for Business	Budget Notices mailed to eligible voters ( <i>Day after Budget Hearing but no later than 6 days before budget vote</i> )	5/9/25 (F)
	Budget Vote ( <i>Third Tuesday in May</i> )	5/20/25 (T)

J. Approval of Cooperative Bidding for the 2024-2025 School Year

WHEREAS, it is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2024-2025 school year and,

WHEREAS, PATCHOGUE-MEDFORD UFSD, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, PATCHOGUE-MEDFORD UFSD, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore, be it

RESOLVED, that the BOARD OF EDUCATION of PATCHOGUE-MEDFORD UFSD, hereby appoints Long Island School Nutrition Directors Association Long Island Cooperative to represent it in all matters related above, and, be it further

RESOLVED, that PATCHOGUE-MEDFORD UFSD Board of Education authorized the above-mentioned cooperative to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities, and, be it further

RESOLVED, that PATCHOGUE-MEDFORD UFSD's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and be it further

RESOLVED, that PATCHOGUE-MEDFORD UFSD's Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

K. Approval of Participation in Bid with Nassau BOCES

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education agrees have the district participate in a cooperative bid coordinated by the Board of Cooperative Education Services of Nassau County for the purchase of vehicles for the Plants & Facilities and Security departments.

3. **CONSENT AGENDA – (continued)**

L. Approval of Fee Schedule for Before Care, After Care and Combined Child Care

RESOLVED, that the Board of Education hereby approves the 2024-2025 rates for before, after and combined childcare as shown:

<b>Before-School Daily Rate 2024-2025</b>				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	7.80	11.70	13.65	15.60
Reduced Lunch Recipient	11.24	16.86	19.67	22.48
All Others	13.98	20.97	27.96	31.46
<b>After-School Daily Rate</b>				
Family Income	Number of children In Program			
	1	2	3	4
Free Lunch Recipient	7.80	11.70	13.65	15.60
Reduced Lunch Recipient	13.11	19.67	22.94	26.22
All Others	15.75	23.63	31.50	39.38
<b>Before-and After-School Daily Rate</b>				
(These rates are discounted 25% for participation in both programs)				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	11.70	17.55	20.48	23.40
Reduced Lunch Recipient	18.26	27.40	31.96	36.53
All Others	22.30	33.45	44.60	53.13

M. Authorization to Conduct Blood Drives

RESOLVED, that the Board of Education hereby authorizes the DECA Club and the New York Blood Center to hold four blood drives on October 11, 2024, December 13, 2024, March 7, 2025, and May 2, 2025 at the Patchogue-Medford High School sponsored and organized by the DECA Club, and, as the blood drives are being conducted during school hours, the Board of Education hereby grants a waiver in accordance with Policy #1330.

N. Approval of Attendance at Conferences

RESOLVED, that the Board of Education hereby approves attendance by the following staff member at the conference specified:

3. CONSENT AGENDA – (continued)

#	Staff Member(s)	Name of Conference and Location (City, State)	Date(s)	Professional Organization Sponsoring Conference	Cost	District or Grant Funded
1.	Robert Christie	Nassau BOCES Mental Health Consortium – <i>MHC Presentation</i> ; Virtual	September 27, November 19, December 17, 2024; and February 11, March 18, April 22, May 20, June 17, 2025	Nassau BOCES	\$3,090.00 for District	District
	-----	-----	-----	-----		
	Carolyn Candela	Nassau BOCES Mental Health Consortium – <i>SEL/MH Liaison Meeting</i> ; Virtual	September 27, November 19, December 17, 2024; and February 11, March 18, April 22, May 20, June 17, 2025			
	-----	-----	-----	-----		
	Janice Guzman, Debbie Ramos-Rudiger, Roanie Taveras	Nassau BOCES Mental Health Consortium – <i>Social Worker Circle</i> ; Virtual	September 10, October 8, November 12, December 10, 2024; January 14, February 11, March 11, April 8, May 13, June 10, 2025			
	-----	-----	-----	-----		
Mary Worthington	Nassau BOCES Mental Health Consortium – <i>School Psychologist Collaborative Clinical Discussion Group</i> ; Virtual	October 18, November 15, December 20, 2024; January 17, February 14, March 21, April 25, May 16, June 20, 2025				
-----	-----	-----	-----			
Roanie Taveras Damian Walsh	Nassau BOCES Mental Health Consortium – <i>Substance Use Counselor Circle</i> ; Virtual	October 11, December 6, 2024; February 7, April 4, 2025				
-----	-----	-----	-----			
Tamar Varnai, Amanda Wood	Nassau BOCES Mental Health Consortium – <i>From Distraction to Action ADHD</i>	September 26, November 7, 2024; February 6, March 5, 2025				

		<i>Teacher Circle; Virtual</i>				
	Damian Walsh, Amanda Wood	Nassau BOCES Mental Health Consortium – <i>Restorative Practices Collegial Circle; Virtual</i>	September 19, November 21, December 11, 2024; January 16, March 13, May 22, 2025			
	Nicole Natoli, LoriAnn Solano	Nassau BOCES Mental Health Consortium – <i>BCBA Circle; Virtual</i>	October 7, December 9, 2024; February 10, April 7, 2025			
	Roanie Taveras	Nassau BOCES Mental Health Consortium – <i>Suicide Safety for Teachers &amp; School Staff; Virtual</i>	October 17, 2024; and January 23, March 27, 2025			
	Amanda Wood	Nassau BOCES Mental Health Consortium – <i>Youth Mental Health First Aid; Virtual</i>	November 7, 2024; and March 20, May 15, 2025			
	Carolyn Candela	Nassau BOCES Mental Health Consortium – <i>McKinney Vento Liaison Meetings; Virtual</i>	October 7, December 10, 2024; and January 7, March 4, May 6, 2025			
	Rose Snyder Nicole Vivona	Nassau BOCES Mental Health Consortium – <i>School Psychologist Collaborative Clinical Discussion Group; Virtual</i>	October 18, November 15, December 20, 2024; and January 17, February 14, March 21, April 25, May 16, and June 20, 2025			
2.	Aimee Keller	Nonviolent Crisis	September 17, 2024 – September	Crisis Prevention	\$4,499.00	District



		Intervention Instructor Certification Program; Melville, NY	19, 2024	Institute		
3.	Christine Ordonez	Nonviolent Crisis Intervention Instructor Certification Program; Melville, NY	September 17, 2024 – September 19, 2024	Crisis Prevention Institute	\$4,499.00	District
4.	David Renahan	Nonviolent Crisis Intervention Instructor Certification Program; Melville, NY	September 17, 2024 – September 19, 2024	Crisis Prevention Institute	\$2,650.00	District

P. Approval of Amendment to Superintendent’s Contract

RESOLVED, that the Board of Education hereby approves the amendment to the Employment Agreement between the Patchogue-Medford Union Free School District and Dr. Donna Jones dated July 15, 2024 and authorizes the Board of Education President to execute said amendment on behalf of the district.

**End of Consent Agenda**

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

**Diana Andrade – Yes**                      **Francis Salazar - Yes**  
**Thomas Donofrio - Yes**                **Bernadette Smith - Yes**  
**Kelli Anne Jennings - Yes**         **Marc Negrin – Yes**  
**Jennifer Krieger – Yes**

**The Consent Agenda was approved.**

**END OF CONSENT AGENDA**

**4. INFORMATION ITEMS**

A. Policy First Reading

The following policies will be circulated for a first reading. If there are no changes, the policies will be included on the August 26, 2024, Board of Education agenda:

- 5122.15-R            Independent Educational Evaluations Regulation
- 5138                 Declassification of Students with Disabilities
- 9290                 Code of Ethics

B. Policy Second Reading

Due to recommended changes, this policy is being presented for a second reading. If no other changes are made, it will be presented at the August 26, 2024, Board of Education meeting:

- 5132                 Grading Systems

**C. 2025 Annual Budget Vote and Election Timetable**

Board of Education Candidate  
 Petitions Available (after 12 p.m.)... March 17, 2025  
 Voter Propositions Due (Signatures of  
 100 qualified voters required) .....March 21, 2025 (4:30 p.m.)  
 Nominating Petitions Due.....April 21, 2025 (5:00 p.m.)  
 Drawing for Ballot Positions.....April 22, 2025 (10:00 a.m.)  
 Budget Hearing at Saxton..... May 8, 2025 (7:00 p.m.)  
 Last Day to Register to Vote.....May 12, 2025 (4:30 p.m.)  
 Last Day to Apply for Absentee Ballot/  
 Early Mail Voting Ballot  
 (to be sent via mail).....May 13, 2025 (4:30 p.m.)  
 List of Absentee Voters Available.....May 15, 2025  
 List of Registered Voters Available.....May 15, 2025  
 Last Day to Apply for Absentee Ballot/  
 Early Mail Voting Ballot  
 (to be picked-up).....May 19, 2025 (4:30 p.m.)  
 Vote and Election.....May 20, 2025 (7 a.m. to 9:00 p.m.)  
 Canvas of Election at Saxton..... May 20, 2025 (9:15 p.m.)

Voters may register on any school day prior to May 12, 2025, at the Administrative Center, 241 South Ocean Avenue, Patchogue, New York, between the hours of 9 a.m. 4 p.m.

Pursuant to law, the legal notice for the Annual District Meeting and Budget Vote and Election must be published four (4) times within seven (7) weeks preceding the meeting. Therefore, the legal notices will appear in *Long Island Business News* and *The Long Island Advance* on:

<u><i>Long Island Advance:</i></u>	<u><i>Long Island Business News:</i></u>
Thursday, April 3, 2025	Friday, April 4, 2025
Thursday, April 10, 2025	Friday, April 11, 2025
Thursday, April 24, 2025	Friday, April 25, 2025
Thursday, May 1, 2025	Friday, May 2, 2025

**5. SUPERINTENDENT’S COMMENTS**

Dr. Jones provided comments and insights as the district enters a new fiscal year.

**6. COMMENTS AND QUESTIONS**

Members of the community were given the opportunity to ask questions and make comments. None came forward.

**7. BOARD MEMBER COMMENTS**

Members of the Board of Education provided comments.

**8. ADJOURNMENT**

Motion offered by Diana Andrade, seconded Francis Salazar to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:17 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan  
District Clerk