

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

Business Meeting
Saxton Middle School Auditorium
July 7, 2022

PRESIDING OFFICER: Kelli Anne Jennings, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diana Andrade, Thomas Donofrio, Jennifer Krieger, Marc Negrin, Francis Salazar, Bernadette Smith

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

1. CALL TO ORDER

Board of Education President Kelli Anne Jennings called the meeting order in the Saxton Middle School Auditorium at 8:18 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 Diana Andrade, seconded by Thomas Donofrio to approve the Consent Agenda (Items A through Q) as follows:

A. Approval of Minutes

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

- June 27, 2022 – Business 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

Be it further

3. **CONSENT AGENDA** – (continued)

RESOLVED, that these appointments and the stipends applicable to same are subject to and contingent upon the reopening of school and/or the further closure thereof related to or emanating from the Covid-19 virus and/or state(s) of emergency and the aforementioned stipends will be paid, prorated, or not paid accordingly.

C. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports:

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

D. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from June 16, 2022 through June 24, 2022, in the amount of \$242,583.00, as provided to the Board of Education.

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

E. Approval of Contracts

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

#	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
1.	Arux Software, Inc. and Bruber Financial Services, Inc. d/b/a Persolvent	Software Vendor Services	Rate in unchanged from 2021-2022	Yes	Attorney Prepared Contract	Yes
2.	Bayada Home Care	Nursing Services	RN \$65.00/hour, LPN \$60.00/hour	No	Attorney Approved District Template	Yes RFP #2022-09
3.	Community Care Home Health Services	Nursing Services	RN \$55.00/hour, LPN \$45.00/hour	No	Attorney Approved District Template	Yes RFP #2022-09
4.	Freshworks	Ticketing System & Asset Management	\$40,907.32 for 2022-2023	No	Not Necessary	Yes
5.	Frontline Technologies	Annual Subscription Renewal	\$26,595.05; An increase of \$1,230.20 over 2021-2022	Yes	Attorney Prepared Rider	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
6.	Long Island Developmental Consulting (LIDC)	Behavioral Intervention Consultation	Rates are unchanged from 2021-2022	No	Attorney Approved Template	Yes RFP #2020-08
7.	Munistat Financial Advisory Service	Fiscal Advisory Services	\$6,400 (\$4,700 for the TANs and \$1,700 for the SEC filing)	No	Vendor Template	Yes RFP #2022-12
8.	NPORT	Nursing Services	RN \$120.00/hour, LPN \$76.50/hour, CNA \$40.00/hour	No	Attorney Approved District Template	No RFP #2022-09
9.	One on One Medical Care, P.C. (Anthony N. Donatelli, Jr., M.D.)	Medical Services	\$45,000.00 for 2022-2023	No	Attorney Approved District Template	Yes RFP #2022-08
10.	Positive Behavior Support Consulting & Psychological Resources, PC	Consultant Services	\$165.00 per hour for a minimum of 12 hours up to a maximum of 20 hours	Yes	Attorney Prepared	No
11.	Serene Home Nursing Agency	Nursing Services	RN \$89.00/hour, LPN \$72.00/hour, CNA \$37.00/hour, Health Aide \$35.00/hour	No	Attorney Approved District Template	No RFP #2022-09
12.	St. Charles Hospital	Athletic Trainer	Rate is unchanged from 2021-2022	No	Attorney Approved Template	Yes

F. Approval of Bid Awards

RESOLVED, that, upon the recommendation of the Superintendent, the Board of Education hereby approves the following Bid Awards:

- #2022-17 Printing Bid:
 - Printcorp Incorporated (Bulk, First Class Bulk, First Class Bulk Window, Plain White #10 Envelopes, 28 lb. Brown Kraft Envelopes sized 9x12, 9x12 bulk, 6x9, 10 ½ x 4 ½ and 10x13)
 - Lorraine Gregory Corp. (Regular and Window #10 envelopes)
 - Courier Printing Corp. (English and Spanish Budget Brochure)
 - Tobay Printing (Adult Ed. Handbook, Budget Notice)
- #2022-18 RFP Musical Instrument Repair: Music & Arts
- #2022-19 Food Service / Custodial / Maintenance Uniforms Bid: Hanover Uniform Company

G. Approval of 2022-2023 Budget Development Calendar

RESOLVED, that the Board of Education hereby approves the 2022-2023 budget calendar as presented by the School Business Administrator.

3. CONSENT AGENDA – (continued)

ADMIN. RESPONS.	ACTIVITY	DATE
Business Administrator	Submit budget forms to Administrators	11/4/22 (F)
All Administrators	Preliminary projected staffing submitted to School Business Administrator	12/2/22 (F)
Central Administration	Administrators submit budget to School Business Administrator	12/2/22 (F)
Business Administrator	Informal Budget Workshop #1 – Superintendent & School Business Administrator review Budget with Board	1/24/23 (T)
Business Administrator	Informal Budget Workshop #2 – Superintendent & School Business Administrator review Budget with Board	2/14/23 (T)
Business Administrator	Submit information to calculate tax levy limit to Comptroller’s Office (<i>No later than</i>)	2/28/23 (T)
Business Administrator	Informal Budget Workshop #3 – Superintendent & School Business Administrator review Budget with Board	3/14/23 (T)
Assistant Superintendents, Technology & Facilities Administrator	Submit 2021-2022 and 2022-2023 highlights for brochure to School Business Administrator	3/21/23 (T)
Business Administrator	Submit final Budget draft to Superintendent	3/21/23 (T)
Business Administrator	Informal Budget Workshop #4 – Superintendent & School Business Administrator review Budget with Board	3/28/23 (T)
Board of Education	Final Budget adopted by the Board of Education and approval of Property Tax Report Card	3/28/23 (T)
Business Administrator	File Property Tax Report Card (<i>Day after Board of Education adoption but not later than</i>)	3/29/23 (W)
District Clerk	Public legal notices published in LI Advance (TH)	3/30/23, 4/13/23, 4/20/23, 4/27/23
	Public legal notices published in LI Business News (F)	3/31/23, 4/7/23, 4/21/23, 4/28/23

3. **CONSENT AGENDA** – (continued)

ADMIN. RESPONS.	ACTIVITY	DATE
Business Administrator	Submit final Budget Brochure for printing	4/7/23 (F)
Business Administrator	Budget available in schools, local Library and District website	4/24/23 (M)
Business Administrator	Last day to mail Budget to residents	4/27/23 (Th)
Business Administrator	Budget Hearing <i>(7-14 days prior to budget vote)</i>	5/4/23 (Th)
Business Administrator	Budget Notices mailed to eligible voters <i>(Day after Budget Hearing)</i>	5/5/23 (F)
	Budget Vote	5/16/23 (T)

H. Approval of Cooperative Bidding for the 2022-2023 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 2022-23 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 Cooperative Bid Committee to represent it in all matters related above, and, be it further

RESOLVED, that PATCHOGUE-MEDFORD UFSD's Board of Education authorized the above-mentioned committee 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).

I. 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.

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

RESOLVED, that the Board of Education hereby approves the 2022-2023 rates for before, after and combined childcare as shown:

3. **CONSENT AGENDA – (continued)**

Before-School Daily Rate 2022-2023				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	7.32	9.46	11.48	13.49
Reduced Lunch Recipient	10.54	13.96	17.73	21.50
All Others	13.12	18.57	23.89	29.21
After-School Daily Rate				
Family Income	Number of children In Program			
	1	2	3	4
Free Lunch Recipient	7.32	9.46	11.48	13.49
Reduced Lunch Recipient	12.30	16.66	20.11	23.56
All Others	14.78	22.24	29.57	36.91
Before-and After-School Daily Rate				
(These rates are discounted 25% for participation in both programs)				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	10.98	14.19	17.20	20.22
Reduced Lunch Recipient	17.13	22.98	28.36	33.75
All Others	20.92	30.60	40.10	49.60

K. 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 7, 2022, December 16, 2022, March 17, 2023, and May 19, 2023 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.

L. Approval of Attendance at Conferences

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

#	Staff Member(s)	Name of Conference and Location (City, State)	Date(s)	Professional Organization Sponsoring Conference	Cost	District or Grant Funded
1.	Donna Jones	2022 Fall Leadership Summit, Saratoga Springs, NY	September 18, 2022 – September 20, 2022	NYS Council of School Superintendents	\$1615.34	District

M. Approval of Revised 2022-2023 School Year Student Calendar

RESOLVED, that the Board of Education approves the revised 2022-2023 School Year Student Calendar as presented. (See Schedule #2 – Attached)

3. CONSENT AGENDA – (continued)

N. Approval for 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

O. Authorization to Assign Staff to Summer Guidance Work

RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools or his or her designee to assign staff for Summer Guidance Work as may be needed (not to exceed 10 days) during the summer months at the negotiated rate contained in the contract currently in effect with the Patchogue-Medford Congress of Teachers.

P. Authorization to Assign Teachers on Special Assignment (TOSA), Leads, Department Chairs, Deans, Librarians and Social Workers to Summer Work

RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools or his or her designee to assign Teachers on Special Assignment (TOSA), Leads, Department Chairs, Deans, Librarians and Social Workers for Summer Work as may be needed (not to exceed 5 days) during the summer months at the negotiated rate contained in the contract currently in effect with the Patchogue-Medford Congress of Teachers.

Q. Recommended Approval of Additional Services with Policy Find

RESOLVED, that the Board of Education approves an extended engagement with Policy Find for the amount of \$1,500 to pursue the district's former insurance carriers to assure insurance coverage for the period of 1977 through 1987 and authorizes that a Purchase Order be created for said purpose.

End of Consent Agenda

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

**Diana Andrade – Yes
Thomas Donofrio - Yes
Jennifer Krieger - Yes
Marc Negrin – Yes**

**Francis Salazar - Yes
Bernadette Smith - Yes
Kelli Anne Jennings – Yes**

The Consent Agenda was approved.

END OF CONSENT AGENDA

4. INFORMATION ITEMS

A. Policy First Reading

The following policy(s) will be circulated for a first reading. If there are no changes, the policy(s) will be included on the August 29, 2022 Board of Education agenda:

- | | |
|---------|---|
| 1330 | Community 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 |

4. **INFORMATION ITEMS – (continued)**

1340	Public Conduct on School Property
1350	Public Safety
1355	School Safety Plans and Teams
3100	Budget Planning
3100.1	Fiscal Management Goals
3100.2	Determination of Budget Priorities
3102	Dissemination of Budget Recommendations
3230	Federal Funds
3240	Tuition for Foster Children
3290	Investment Policy
3310-E.3	Federal Procurement Procedures Exhibit
3330	Transfer of Funds
3340	Petty Cash/Petty Cash Accounts
3340-R	Petty Cash/Petty Cash Accounts Regulation
3461	Capital Assets Accounting Procedures
3470	Wire Transfer Policy
3471	Online Banking
3490	Returned Checks (Non-Sufficient Funds – NSF)
3527	Pesticides and Pest Management
3546.1	Free and Reduced Price Meals
3546.1-R	Free and Reduced Price Meals Regulation
3546.2	Meal Charge Policy
3546.3	Meal Charge and Prohibition of Meal Shaming Policy
3600	Use of Cell Phones
3700	Payroll Certification Forms (PAR)
3700-R	Payroll Certification Forms (PAR) Regulation
4133	Professional Trips
4216.3	Food Services Supervisor
4216.3-R	Food Services Supervisor Regulation
4312	Threats and Violence As it Relates to District Employees
5153	Threats and Violence As it Relates to Students

B. 2023 Annual Budget Vote and Election Timetable

The district clerk has provided the 2023 Annual Budget Vote and Election Timetable:

Voter Propositions Due (Signatures of	
100 qualified voters required)	March 17, 2023 (4:30 p.m.)
Board of Education Candidate	
Petitions Available (after 12 p.m.)...	March 13, 2023
Nominating Petitions Due.....	April 17, 2023 (5:00 p.m.)
Drawing for Ballot Positions.....	April 18, 2023 (3:30 p.m.)
Military Ballot Applications Due.....	April 20, 2023 (5:00 p.m.)
Military Ballots Distributed.....	April 21, 2023
Budget Hearing at Saxton Middle School	May 4, 2023 (7:00 p.m.)
Last Day to Register to Vote... ..	May 8, 2023 (4:30 p.m.)
Last Day to Apply for Absentee Ballot	
(to be sent via mail).....	May 9, 2023 (4:30 p.m.)
Last Day to Mail Budget to Residents.....	May 10, 2023
Last Day to Apply for Absentee Ballots	
(to be picked-up).....	May 15, 2023 (4:30 p.m.)
List of Absentee Voters Available.....	May 11, 2023
List of Registered Voters Available.....	May 11, 2023
Vote and Election.....	May 16, 2023 (7 a.m. to 9:00 p.m.)
Canvas of Election at Saxton.....	May 16, 2023 (9:15 p.m.)

Voters may register to vote with the school district on any school day prior to May 8, 2023 at the Administrative Center, 241 South Ocean Avenue, Patchogue, New York between the hours of 9 a.m. and 4 p.m.

4. INFORMATION ITEMS – (continued)

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 *The Long Island Advance* and *Long Island Business News* on:

Long Island Advance:
Thursday, March 30, 2023
Thursday, April 13, 2023
Thursday, April 20, 2023
Thursday, April 27, 2023

Long Island Business News:
Friday, March 31, 2023
Friday, April 7, 2023
Friday, April 21, 2023
Friday, April 28, 2023

5. MATTERS ARISING OUT OF EXECUTIVE SESSION

A. Salary Increases for Non-Affiliated Employees

Motion offered by Thomas Donofrio, seconded by Diana Andrade to wit:

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves salary increases as outlined in Personnel Schedule A-1 (attached).

A roll-call vote was taken:

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

The resolution was approved

B. Salary Increase for Superintendent of Schools

Motion offered by Bernadette Smith, seconded by Diana Andrade to wit:

RESOLVED, that the Board of Education hereby approves a salary increase for the Superintendent of Schools as outlined in Personnel Schedule A-1 (attached).

A roll-call vote was taken:

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

The resolution was approved

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
8:43 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan
District Clerk