

**PATCHOGUE-MEDFORD UNION FREE SCHOOL DISTRICT**

**BOARD OF EDUCATION**  
241 South Ocean Avenue  
Patchogue, New York 11772

Business Meeting  
Saxton Middle School Auditorium  
January 23, 2023

**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; Gregory Gillen, General/Labor Counsel; Matthew Mehnert, General/Labor Counsel

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

**1. CALL TO ORDER**

Board of Education President Kelli Anne Jennings called the meeting to order in the Room 124 of Saxton Middle School at 6:02 p.m.

**2. EXECUTIVE SESSION**

Motion offered by Marc Negrin, seconded by Diana Andrade to wit:  
**RESOLVED**, that the Board of Education enters Executive Session in order to discuss employee discipline matters, agreements with employees and collective bargaining negotiations at 6:03 p.m.

Motion carried: 6 - Yes; 0 – No; 1- Abstention (B. Smith)

**3. ARRIVAL OF BOARD MEMBER**

Bernadette Smith arrived and joined Executive Session at 6:07 p.m.

**4. RESUME PUBLIC SESSION AND DEPARTURE OF ATTORNEY**

Board of Education President Kelli Anne Jennings called the meeting to order in Public Session in the Saxton Middle School Auditorium at 7:41 p.m.

School Attorney Matthew Mehnert departed the meeting at this point.

**5. PLEDGE OF ALLEGIANCE**

Ms. Jennings led those present in the Salute to the Flag.

**6. SAFETY MESSAGE**

District Clerk Dennis Logan explained the Emergency Evacuation Procedure, the prohibition of smoking on school property and the ground rules for the meeting.

**7. PRESENTATIONS AND REPORTS**

A. Special Recognition of Student

The Board of Education recognized 12<sup>th</sup> grade student Emily Volpe for her support of and involvement in charitable causes in our community. Ms. Volpe was recently awarded the 2023 Inspiration Award by *The Long Island Advance*.

B. Employees of the Month

The Board of Education recognized the following as Employees of the Month:

- Jamie Mangan, Teacher at Canaan Elementary School
- Allison Wallace, Music Teacher at Canaan Elementary School
- Dr. Kimberly Hochberg, Director of Special Education

**8. BUDGET WORKSHOP #1**

The members of the Board of Education and district administrators conducted a discussion regarding the formulation of the 2023-2024 Fiscal Year Budget Proposal and the proposed Action Plan for use of the American Rescue Plan Funds.

**9. PUBLIC COMMENTS ON PRESENTATIONS AND AGENDA ITEMS**

Members of the audience were given an opportunity to comment on the presentations and Consent Agenda items.

**10. CONSENT AGENDA**

**Motion offered by Thomas Donofrio; seconded by Marc Negrin to approve the Consent Agenda (Items A through R) as follows:**

**10. CONSENT AGENDA - continued**

A. Approval of Minutes

RESOLVED, that the Board of Education hereby approves the Meeting Minutes for the following Board of Education meetings:

- December 19, 2022 – Business Meeting Minutes
- January 9, 2023 – 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) preceding 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 Leaves of Absence/Returns
- B1. Operational Staff
- B2. Operational Staff Leaves of Absence/Returns
- B3. Operational Staff Payouts

C. 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, shown on the following rosters provided:

- 1. Committee for Pre-School Special Education
- 2. Committee for Special Education
- 3. Section 504 Committee

D. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the periods specified for the November 2022 period:

- 1. Treasurer's Report
- 2. Claims Auditor Letter
- 3. Claims Auditor Reports
  - Payroll Schedule Audit Report

**10. CONSENT AGENDA - continued**

- Payroll Adjustments Report
- Substitute Teacher Report (Budget)
- Substitute Teacher Report (Grants)
- Custodial Overtime Report
- Cash Disbursement Report
- Workers' Compensation Cash Disbursement
- Wire Reconciliation Report
- nVision Audit Reports
- 4. Cash Flow Projection
- 5. Extra Classroom Activity Fund
- 6. Scholarship Activity Fund
- 7. General Fund Financial Reports
- 8. School Lunch Fund Financial Reports
- 9. Special Aid Fund Financial Reports
- 10. Capital Projects Fund Financial Reports
- 11. Miscellaneous Special Revenue Funds Reports
- 12. Debt Service Fund Financial Reports
- 13. Workers' Comp. Reserve Financial Reports
- 14. Budget Transfer Query
- 15. Capital Project Report (7/01/99 – Present)
- 16. Warrants

E. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period December 9, 2022 through January 12, 2023 in the amount of \$293,403.73, as provided to the Board of Education.

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

F. Approval of Contracts

RESOLVED, that the Board of Education hereby accepts the following contracts:

<i>#</i>	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
1.	Center for Workplace Solutions, Inc.	Consultant Services	\$225.00 per hour, not to exceed 5 hours	No	Attorney Approved District Template	No

10. CONSENT AGENDA - continued

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
2.	East Islip UFSD	Health Services	Per pupil rate is \$982.24 for 2022-2023; Rate has decreased by \$43.74 from 2021-2022	No	Attorney Approved Template	Yes
3.	Eastern Suffolk BOCES	Leasehold Space Agreement for 5 regular medium-sized classrooms at Oregon MS from 9/1/23-6/30/26	2022-2023 - \$10,132.00 per classroom multiplied by the tax cap's most recent allowable growth factor, (i.e., the lesser of 2% or the CPI-U)	No	Not Necessary	Yes
4.	Educational Data Services, Inc.	Licensing & Maintenance for 2023-2024	\$11,715 for 2023-2024; Rate has increased by \$230 over 2022-2023	No	Vendor Template	Yes
5.	Jump & Slide	Senior Day – June 9, 2023	\$5,269.40	No	Attorney Prepared Rider	Yes
6.	Long Island Soda Systems	Beverages for Senior Prom	\$672.00; Rate is \$40.00 more than in 2021-2022	Yes	Attorney Prepared Rider	No
7.	Mike's Delights	Food Truck Rental for Senior Prom	\$4,500.00; Rate is \$250.00 more than in 2021-2022 but the number of guests has increased from 425 in 2021-2022 to 450-500 in 2022-2023	Yes	Attorney Prepared Rider	No
8.	Miller Place UFSD	Special Education Services – Receiving District	Tuition rate established by the Commissioner of Education	No	Attorney Approved Template	No
9.	Photo Booth Long Island	Photo Booth Rental for Senior Prom	Two at \$995.00 each; One more than in 2021-2022	Yes	Attorney Prepared Rider	No

**10. CONSENT AGENDA - continued**

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
10.	Sensational Sounds	DJ for Senior Prom	\$13,650.00; Rate is unchanged from 2021-2022	Yes	Attorney Prepared Rider	No
11.	Suffolk County Board of Elections	Use of 7 School Buildings for General & Primary Elections	District receives \$75.00 per election district, immediately following the General Election	No	Not Necessary	Yes
12.	West Islip UFSD	Health Services	Per pupil rate is \$1,052.74 for 2022-2023; Rate has increased by \$66.80 from 2021-2022	No	Attorney Approved Template	Yes

G. Disposition of Obsolete Items

RESOLVED, that the Board of Education hereby authorizes disposition of the following books and equipment listed on the schedules provided:

- Library Books (located at Oregon Middle School)
- One GE Chest Freezer, Model # FCM15PUEWW, Serial # AD137597 (located at River Elementary School)
- One Electrolux Chest Freezer, Model # FFC0C4CW0, Serial # WB33717426 (located at Canaan Elementary School)

H. Approval of Non-Resident Tuition Rate for the 2022-2023 School Year

RESOLVED that the Board of Education hereby approves the below tuition rates for the 2022-23 school year. The estimated rates for the 2022-23 school year are as follows:

Regular Education Pupils:

Full Day K-6                \$6,448 (Final 2021-22 rate \$6,819)  
Grades 7-12                \$12,449 (Final 2021-22 rate \$11,256)

Special Education Pupils:

Full Day K-6                \$30,860 (Final 2021-22 rate \$31,179)  
Grades 7-12                \$36,861 (Final 2021-22 rate \$35,616)

**10. CONSENT AGENDA - continued**

**I. Approval of Attendance at Conferences**

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

#	Staff Member(s)	Name of Conference and Location (City, State)	Date(s)	Professional Organization Sponsoring Conference	Cost	District or Grant Funded
1	Carol Sicignano	NYAPT Winter Workshop	February 22, 2023, through February 24, 2023	NY Association for Pupil Transportation	\$894.38	District
2	Donna Jones	2023 Winter Institute, "Road to Awesome"	March 5, 2023, through March 7, 2023	NYS Council of School Superintendents	\$1,828.05	District

**J. Approval of Board Member Activity**

RESOLVED, that Board of Education member Bernadette Smith is authorized to attend the Nassau-Suffolk School Boards Association Financial Literacy Seminar on Wednesday, February 8, 2023 at Sayville High School at a cost of \$25.

**K. Policy Adoption**

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

- 4411 Remote Access to Computer Network
- 4420 Computer Controls Policy for Financial Software
- 5118.1 Non-Resident Students - Special Education Services

**L. Approval of the 2023-2024 School Year Student Calendar**

RESOLVED, that the Board of Education hereby approves the 2023-2024 School Year Calendar (see Schedule #2 – Attached)

**10. CONSENT AGENDA - continued**

**M. Approval of Bid Awards**

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

- New Cosmetology Lab Reconstruction at PMHS:
  - General Contract – Base Bid No. GC-1 – Irwin Contracting, Inc
  - Electrical Contract – Base Bid No. EC-1 – MRJ Industries, LTD
  - Mechanical Contract – Base Bid No MC-1 – Traditional Air Conditioning, Inc.
  - Plumbing Contract – Base Bid No. PC-1 – W.H.M. Plumbing & Heating Contractors, Inc.

**N. Approval of Memorandum of Agreement**

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the employee named in Confidential Schedule A and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

**O. Approval of Sick Leave Bank**

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a sick leave bank with the Patchogue-Medford Congress of Teachers and one of its members, named in Personnel Agenda A2 for the establishment of a sick leave not to exceed fifty-nine days , not to be precedent setting, and authorizes the President of the Board of Education to execute said Agreement on behalf of the district

**P. Approval of Side Letters of Agreement with Members of the Patchogue-Medford Congress of Teachers**

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves Side-Letters of Agreement with the Patchogue-Medford Congress of Teachers and the three teachers named in Personnel Agenda A1 to work additional periods and authorizes the President of the Board of Education to authorize sad agreements on behalf of the district.

**Q. Approval of Sick Leave Bank**

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a Sick Leave Bank Agreement with the Patchogue-Medford Civil Service Employees Association Operational Unit and one of its members, named in Personnel Agenda B2 for the establishment of a



**10. CONSENT AGENDA - continued**

sick leave bank, not to exceed forty-four days, not to be precedent setting and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

R. Approval of Memorandum of Agreement with Full Time Clerical Unit

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the C.S.E.A. Full-Time Clerical Unit regarding Family Medical Leave for full time special education aides and authorizes the President of the Board of Education to execute said Memorandum of Agreement on behalf of the district.

**A roll-call vote was taken on the Consent Agenda (Items A through R 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.**

**11. INFORMATION ITEMS**

Policy First Reading

The following policies will be circulated for a first reading. If there are no changes, these policies will be included on the February 27, 2023, Board of Education agenda:

6165 Admission of Non-English Language Learners

**12. SUPERINTENDENT'S REPORT**

Dr. Jones provided comment and information regarding her activities and happenings in the district.

**13. COMMENTS AND QUESTIONS**

Members of the community were given the opportunity to ask questions and make comments.

**14. COMMITTEE REPORTS**

Chair people of the Board of Education Committees reported on the activities of their committees.

**15. BOARD COMMENTS**

Members of the Board of Education provided comments.

**16. ADJOURNMENT**

Motion offered by Thomas Donofrio, seconded by Marc Negrin to wit:  
RESOLVED, that there being no further items for discussion, the meeting is adjourned at 10:23 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan  
District Clerk