

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

Business Meeting  
Saxton Middle School Auditorium  
March 21, 2022

**PRESIDING OFFICER:** Kelli Anne Jennings, President

**MEMBERS OF THE BOARD PRESENT AND VOTING:** Diana Andrade, Teresa Balducci-Greenberg, Thomas Donofrio, Jennifer Krieger, Marc Negrin, Bernadette Smith

**OFFICIALS OF THE BOARD PRESENT:** Dennis M. Logan, District Clerk; Richard Guercio, General/Labor Counsel; Lisa Hutchinson, General/Labor Counsel; Reesa Miles, General/Labor Counsel; Gregory Gillen, General/Labor Counsel

**ADMINISTRATIVE STAFF PRESENT AND REPORTING:** Donna Jones, Superintendent of Schools; Joey Cohen, Assistant Superintendent for Human Resources; Lori Cannetti, 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 order in Room 124 of Saxton Middle School at 6:03 p.m.

**2. EXECUTIVE SESSION**

Motion offered by Bernadette Smith, seconded by Marc Negrin to wit:  
RESOLVED, that the Board of Education hereby enters Executive Session to conduct a confidential discussion regarding agreements and negotiations with the district's collective bargaining units and an investigation regarding an employee at 6:04 p.m.

Motion carried: 6 - Yes; 0 – No; 1 – Absent (T. Balducci-Greenberg)

**3. ARRIVAL OF BOARD MEMBER**

Board of Education Member Teresa Balducci-Greenberg arrived and joined Executive Session at 6:06 p.m.

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

Ms. Jennings called the meeting to order in Public Session, at 7:40 p.m. in the Saxton Middle School Auditorium.

School Attorneys Richard Guercio and Gregory Gillen departed the meeting at this point.

**5. WELCOME AND GROUND RULES**

District Clerk Dennis Logan explained the ground rules for the meeting.

6. **PRESENTATIONS AND REPORTS**

A. Employees of the Month

Assistant Superintendent for Human Resources Joey Cohen recognized the March Employees of the Month who are:

- Jennifer VanLaar – Custodian and Medford Elementary School
- Beth Corpac – Teacher at Bay Elementary School
- Jeanne Huggard- Librarian and Canaan Elementary School

B. Music and Arts Presentation

Director of Music, Art and Cultural Arts Nathan Brinkmann, along with the High School Jazz Ensemble made a presentation to those present.

7. **PUBLIC COMMENT ON PRESENTATIONS AND AGENDA ITEMS**

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

8. **CONSENT AGENDA**

**Motion offered by Teresa Baldinucci-Greenberg, seconded by Marc Negrin to approve the Consent Agenda (Items A through Y) as follows:**

A. Approval of Minutes

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

- February 14, 2022 – Business Meeting Minutes
- February 15, 2022 – Budget Workshop #2 Minutes
- March 1, 2022 – Special Meeting Minutes
- March 8, 2022 - Budget Workshop #3 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
- B1. Operational Staff
- B2. Operational Staff LOA>Returns
- B3. Operational Staff Payouts

Be it further

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.

8. **CONSENT AGENDA** – (continued)

C. Approval of Side Letters of Agreement with the Patchogue-Medford Congress of Teachers

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Side Letters of Agreement with the Patchogue-Medford Congress of Teachers allowing the persons named in Personnel Schedule A-1 to work an additional teaching period and authorizes the President of the Board of Education to execute said agreement on behalf of the District.

D. Approval of Sick Leave Bank - Patchogue-Medford Congress of Teachers

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 Patchogue-Medford Congress of Teachers named in Confidential Schedule A for 55.5 days. The donation of leave by the Patchogue-Medford Congress of Teachers is not to be considered precedent-setting..

E. Approval of Provision of Educational Opportunities for 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 rosters provided to the Board of Education:

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

F. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the period from January 1, 2022 to January 31, 2022:

1. Treasurer's Report
2. Claims Auditor Letter
3. Claims Auditor Reports
  - Payroll Schedule Audit Report
  - 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. Addition or Revision of Classroom Activity Funds
7. Scholarship Activity Fund
8. General Fund Financial Reports
9. School Lunch Fund Financial Reports
10. Special Aid Fund Financial Reports
11. Capital Projects Fund Financial Reports
12. Miscellaneous Special Revenue Funds Reports
13. Debt Service Fund Financial Reports
14. Workers' Comp. Reserve Financial Reports
15. Budget Transfer Query
16. Capital Project Report (7/01/99 – Present)

**8. CONSENT AGENDA – (continued)**

17. Warrants

G. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from February 2, 2022 through March 10, 2022, in the amount of \$2,237,901.73, as provided to the Board of Education.

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

H. Approval of Contracts

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

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	Alessi, Patricia	Adult Ed Instruction	\$25.00 per hour for a maximum of 30 hours for the Spring 2021-2022 semester; Rate is unchanged from 2019-2020	No	Attorney Approved District Template	Yes
2.	Black, George	Adult Ed Instruction	\$25.00 per hour for a maximum of 10 hours for the Spring 2021-2022 semester; Rate is unchanged from 2019-2020	No	Attorney Approved District Template	Yes
3.	Borrelli, Anthony	Adult Ed Instruction	\$25.00 per hour for a maximum of 48 hours for the Spring 2021-2022 semester; Rate is unchanged from Fall/Winter 2021-2022	No	Attorney Approved District Template	Yes
4.	Brentwood UFSD	Health Services	Per pupil rate is \$713.92 in 2021-2022; Rate has increased by \$52.97 over 2020-2021	No	Attorney Approved Template	Yes
5.	Dome, Lenora	Adult Ed Instruction	\$25.00 per hour for a maximum of 10 hours for the Spring 2021-2022 semester	No	Attorney Approved District Template	No
6.	First Aid Depot (Michael Ryan)	Adult Ed Instruction	\$60.00 per student for a maximum of 9 hours for the Spring 2021-2022 semester; Rate has increased by \$20.00 per student over 2019-2020	No	Attorney Approved District Template	Yes
7.	Frey, Laurel	Adult Ed Instruction	\$25.00 per hour for a maximum of 24 hours for the Spring 2021-2022 semester; Rate is unchanged from Fall/Winter 2021-2022	No	Attorney Approved District Template	Yes
8.	Heartland Payment Systems, LLC d/b/a Heartland School Solutions	Consultant Services	\$10,175.00 annually	Yes	Vendor Template	No

8. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
9.	Laurel Associates	PMHS College and Career School Fair - April 7, 2022	\$6,500.00 for 2021-2022; An increase of \$225.00 over 2019-2020	No	Vendor Template	Yes
10.	Lopez, Alma Lynn	Adult Ed Instruction	\$25.00 per hour for a maximum of 45 hours for the Spring 2021-2022 semester; Rate is unchanged from 2019-2020	No	Attorney Approved District Template	Yes
11.	Notary Public Central (Dina Elardo)	Adult Ed Instruction	No fee associated with this agreement	No	Attorney Approved District Template	Yes
12.	Sayville UFSD	Health Services	Per pupil rate is \$1,428.04 for 2021-2022; Rate has increased by \$149.91 over 2020-2021	No	Attorney Approved Template	Yes
13.	Sayville UFSD	Special Education Services – District of Residence – July 1, 2020 through June 30, 2021	In accordance with Educ. Law 3602-c and related provisions of the Educ. Law and Regulations of the Comm. of Educ.	No	Attorney Approved Template	Yes
14.	Smithtown CSD	Health Services	Per pupil rate is \$1,179.36 for 2021-2022; Rate has increased by \$68.18 over 2020-2021	No	Attorney Approved Template	Yes
15.	The Commencement Group	Graduation Fundraiser	District will receive 25% of the pre-order proceeds and 15% of on-site proceeds	Yes	Vendor Template	No

I. Approval of Bid Awards

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

- #2022-02 Maintenance & Repair of District Owned Motor Vehicles: T&T Baldwin Automotive
- #2022-03 Maintenance & Repair of District Owned School Buses: T&T Baldwin Automotive
- #2022-04 Lit Fiber WAN RFP: Lightpath
- #2022-05 Inspection & Repair of Edwards Fire Alarm Systems: Briscoe Protective LLC

J. Disposition of Obsolete Items

RESOLVED, that the Board of Education hereby authorizes disposition of the following books and equipment:

- Library books (*located at River Elementary School*)
- Secondary Science Textbooks and Equipment (*located at Saxton Middle School*)
- Twenty 6' x 8' portable staging and one military generator trailer (*located at Plant & Facilities*)

8. **CONSENT AGENDA** – (continued)

- Assorted Science textbooks (*located at Saxton Middle School*)

K. Approval of Fee Schedule for Summer Recreation and Child Care Program

RESOLVED, that the Board of Education hereby approves the following fee schedule for the Summer Recreation and Child Care Program:

<b>Weekly Tuition</b>	<b>Dates</b>	<b>Half-Day Session # (9:00 a.m. – 3:00 p.m.)</b>	<b>Full-Day Session # (7:15 a.m. – 6:15 p.m.)</b>
Week 1*	7/5to 7/8	\$311	\$420
Week 2	7/11 to 7/15	\$311	\$420
Week 3	7/18 to 7/22	\$311	\$420
Week 4	7/25 to 7/29	\$311	\$420
Week 5	8/1 to 8/5	\$311	\$420
Week 6	8/8 to 8/12	\$311	\$420
Full Summer	7/5 to 8/12	\$1,866	\$2,520
* Closed July 4th			
**Discount for second child from the same family will be 30% (same as prior years.)			
**Discount of 10% will be given for payment in full by June 1, 2022 (same as prior years.)			
***Enrichment programs will not run this summer.			
# Summer Academy attendees that attend the program will pay a reduced rate. Monday through Thursday are 2.5 hours for the half day program, and 5.75 hours for the full day program.			
Half Day rate per student (\$26/day Mon-Thurs plus \$62 for Friday)			\$ 166
Full Day rate per student (\$44/day Mon-Thurs plus \$84 for Friday)			\$ 260

L. Authorization of Student Trips

RESOLVED, that the Board of Education hereby authorizes the following student field trip:

TRIP #501523: Approximately 5 High School Key Club students accompanied by Nadine Scalzo will travel to the Desmond Hotel, Albany, New York for a Leadership Conference on Friday, March 25, 2022 and return Sunday, March 27, 2022. The cost to the students is approximately \$400.00. Transportation will be via LIRR (Ronkonkoma Station). The cost to the district is \$145.00 for one substitute teacher needed on March 25, 2022.

TRIP #R501545: Approximately 10 High School students accompanied by Michelle Mars will travel to LIU Post – Brooklyn Campus for a Virtual Enterprise Youth Business Summit on Wednesday, April 6, 2022. There is no cost to the students. Transportation will be provided by Montauk Bus. There is no cost to the district as a substitute teacher is not needed.

M. Approval of Conferences

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

8. 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.	Ryan Cox	NYS Public High School Athletic Association Wrestling Championships; Albany, New York	February 24, 2022 through February 27, 2022	NYS Public High School Athletic Association	\$1,231.86	District
2.	Sean Culver	NYS Public High School Athletic Association Wrestling Championships; Albany, New York	February 24, 2022 through February 27, 2022	NYS Public High School Athletic Association	\$272.90	District
3.	Tom Anello	NYS Public High School Athletic Association Wrestling Championships; Albany, New York	February 24, 2022 through February 27, 2022	NYS Public High School Athletic Association	\$793.32	District

N. Approval of Additions to the Program of Studies

RESOLVED, that the Board of Education hereby approves the addition of the following courses. The courses will be added to the program of studies manual that will be given to middle school students and parents as they begin selecting courses for the 2022-2023 school year:

- Crime Scene Investigations
- Cultural Awareness
- Digital Literacy
- Drone Technologies
- Junior Virtual Enterprise
- Presentation and Debate
- STEM
- Strategic Writing
- Wellness

O. Approval of Addition of Textbook to the Official Listing

RESOLVED, that the Board of Education authorizes that the textbooks listed below be added to the official listing:

**ENL**

**Title:** Reach Higher  
**Author:** Nancy Frey, L. Kratky, N. Lesaux, Sylvia Linan-Thompson, Deborah Short, Jennifer Turner  
**Copyright:** 2020  
**Publisher:** Cengage Learning  
**Grade(s):** 2-5  
**Type:** Basic Text

P. Approval of Proposition on the Ballot for the May 17, 2022 Annual Budget Vote and Election

RESOLVED, that Board of Education of the Patchogue-Medford Union Free School District hereby authorizes the following proposition to be placed on the ballot at the

8. **CONSENT AGENDA – (continued)**

Annual Budget Vote and Election on May 17, 2022, and for said proposition to be included in the Annual Notice of said Vote and Election:

“Shall the Board of Education of the Patchogue-Medford Union Free School District be authorized to: establish a new Capital Reserve Fund in accordance with the provisions of Education Law section 3651, to be designated “Capital Reserve Fund - 2022” (the “Fund”) effective May 17, 2022, for the purpose of providing moneys for future capital improvements district-wide for building, purchase of security related items, site improvement projects at various school buildings, including, but not limited to, site work, reconstruction, public address systems, career and technical education improvements, machinery, apparatus, appurtenances, equipping and expansion of Bay Elementary School, original furnishings, equipment, as well as architect and project management fees, ancillary or related work required in connection therewith; the probable term of said Fund will not exceed ten (10) years from the date of its establishment; the ultimate principal amount therein to total \$25,000,000, plus interest earnings thereon; such amount to be provided from surplus funds of the District in the current and future fiscal years, sufficient to fund said \$25,000,000 ultimate principal amount?”

Q. Approval of Continuation of Senior Citizens’ and Persons with Disabilities Tax Exemptions

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the continuation of the Senior Citizens and Persons with Disabilities Exemptions, as per Chapters 186, 187 and 252 of the Laws of 2006, effective March 1, 2022:

<u>Annual Income</u>	<u>Percentage of Assessed Valuation Exempt From Taxation</u>
\$29,000 or less	50%
More than \$29,000, but less than \$30,000	45%
\$30,000 or more, but less than \$31,000	40%
\$31,000 or more, but less than \$32,000	35%
\$32,000 or more, but less than \$32,900	30%
\$32,900 or more, but less than \$33,800	25%
\$33,800 or more, but less than \$34,700	20%
\$34,700 or more, but less than \$35,600	15%
\$35,600 or more, but less than \$36,500	10%
\$36,500 or more, but less than \$37,400	5%

R. Approval of Continuation of Volunteer Firefighter and Ambulance Workers Tax Exemptions

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the continuation of the Volunteer Firefighters’ and surviving spouse and Ambulance Workers’ and surviving spouse Tax Exemption for the Town of Brookhaven, effective March 1, 2022.

S. Recommended Continuation of Veterans’ Tax Exemption

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the continuation of the Veterans’ Tax Exemption, pursuant to Real Property Tax Law 458-a, subdivision 2, paragraphs (a), (b), and (c), effective March 1, 2022.

8. CONSENT AGENDA – (continued)

T. Authorization for Special Meeting to Participate in the Annual Eastern Suffolk BOCES Annual Meeting

RESOLVED, that the Board of Education will conduct a Special Meeting on April 27, 2022 at 6:30 p.m. in the Patchogue-Medford High School School Library in order to participate in the Annual Eastern Suffolk BOCES Trustee Election and Budget Vote.

U. Approval of Summer Meeting Dates

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

Thursday, July 7, 2022 – 7:30 p.m. – Annual Re-Organization Meeting

Thursday, July 7, 2022 – Following Re-Organization Meeting – July Business Meeting

Monday, August 29, 2022 – 7:30 p.m. - Business Meeting

V. Approval of Memorandum of Agreement with the Patchogue-Medford Civil Service Employees' Association Part -Time Unit

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Memorandum of Agreement with the Patchogue-Medford Civil Service Employees' Association Part-Time Unit pertaining to mandatory weekly COVID-19 Testing for unvaccinated employees and authorizes the Superintendent and the President of the Board of Education to execute said Agreement on behalf of the district.

W. Appointment of Special Investigative Counsel

RESOLVED, that the Board of Education of the Patchogue-Medford Union Free School District hereby appoints Bronwyn Black, Esq., as special investigative counsel, to conduct an investigation and render a report to the Board in connection with a certain personnel matter, as more fully discussed in executive session, at an hourly rate not to exceed \$280.

X. Policy Adoption

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

- 1111 Public Access to School District Records
- 3802 Technology Security for Personal, Private and Sensitive Information
- 3803 Computer Password Policy
- 5112.2 Gifted and Talented Enrollment (Remove)
- 5125 Availability of Student Records in Accordance with the Family Educational Rights and Privacy Act of 1974
- 6141.2 Computer Education
- 6147 Technology Acceptable Use
- 6153 Field Trips
- 6155 Parental Permission for Sensitive Health Education Instruction
- 6161.3 Photocopying of Copyrighted Materials for Classroom Use

**8. CONSENT AGENDA – (continued)**

Y. Extend Reassignment to Home

RESOLVED, that the Board of Education hereby directs the Superintendent of Schools to continue the administrative reassignment to home with pay of the employee named in the attached confidential Schedule “A” pending completion of the District’s investigation.

**End of Consent Agenda**

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

**Diana Andrade – Yes**

**Teresa Balducci-Greenberg – Yes**

**Thomas Donofrio - Yes**

**Kelli Anne Jennings - Yes**

**Marc Negrin – Yes**

**Bernadette Smith - Yes**

**Jennifer Krieger – Yes**

**The Consent Agenda was approved.**

**END OF CONSENT AGENDA**

**9. DISCUSSION REGARDING THE 2022-2023 FISCAL YEAR BUDGET PROPOSAL**

Members of the Board of Education conducted a discussion with district administrators regarding the proposed 2022-2023 Fiscal Year Budget for the district. At the conclusion of this discussion they considered a resolution to approve a budget proposal to be presented to the residents of the district at the May 17, 2022 Annual Budget Vote and Board of Education Election.

**10. APPROVAL OF 2022-2023 FISCAL YEAR BUDGET PROPOSAL**

Motion offered by Teresa Balducci-Greenberg, seconded by Marc Negrin to wit:

WHEREAS, the Board of Education has considered several drafts of a general fund spending plan; and

WHEREAS, the Board of Education has received estimates of its income for fiscal 2022-2023; now, therefore, be it

RESOLVED, that a General Fund Budget for fiscal 2022-2023, is adopted in the amount of \$211,181,877. This will result in a budget increase of 6.16% and an estimated tax levy increase of \$4,144,427 or 3.48%, which does not exceed the district’s tax cap.

A roll-call vote was taken:

Diana Andrade – Yes

Teresa Balducci-Greenberg – Yes

Thomas Donofrio - Yes

Marc Negrin - Yes

Jennifer Krieger - Yes

Bernadette Smith - Yes

Kelli Anne Jennings – Yes

The 2022-2023 Budget Proposal was approved.

**11. INFORMATION ITEMS**

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 May 23, 2022 Board of Education agenda:

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

- 5127 Senior High School Diplomas and Credentials
- 5128 Diploma and Credential Options for Students with Disabilities

**12. SUPERINTENDENT’S REPORT**

Dr. Jones discussed her recent activities and topics of importance.

**13. COMMITTEE REPORTS**

The chair people of Board of Education committees reported on the activities of their committees.

**14. DISCUSSION TOPICS**

Ms. Jennings raised the idea of including students in days of special recognition for various issues.

Ms. Smith asked that it be clear that the priority with the proposed Capital Reserve be the addition to Bay Elementary School.

**15. COMMENTS AND QUESTIONS**

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

**16. BOARD MEMBER COMMENTS**

Members of the Board of Education provided comments.

**17. ADJOURNMENT**

Motion offered by Teresa Balducci-Greenberg, seconded by Jennifer Krieger to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 9:32 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan  
District Clerk