

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

Business Meeting
Saxton Middle School Auditorium
October 18, 2021

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; Reesa Miles, 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, 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 6:34 p.m.

2. EXECUTIVE SESSION

Motion offered by Diana Andrade, seconded by Teresa Balducci-Greenberg to wit:

RESOLVED, that the Board of Education enters Executive Session in order to discuss the upcoming negotiations with district bargaining units, a grievance by one of the bargaining units and a confidential matter pertaining to a complaint regarding the actions of staff members at 6:35 p.m.

Motion carried: 5 - Yes; 0 – No; 2 – Absent (B. Smith, M. Negrin)

3. ARRIVAL OF BOARD MEMBER

Board of Education member Bernadette Smith arrived and joined Executive Session at 6:36 p.m.

4. RESUME PUBLIC SESSION AND ARRIVAL OF BOARD MEMBER

Board of Education President Kelli Anne Jennings called the meeting to order in Public Session in the Saxton Middle School Auditorium at 7:51 p.m.

Board of Education member Marc Negrin arrived and joined 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. School Board Recognition

The members of the Board of Education were recognized by Superintendent Donna Jones, Patchogue Village Deputy Mayor Jack Krieger, for their volunteer service to our community as part of the New York State School Boards Association’s School Board Recognition Week which runs from October 18 through October 22.

Penny Hines, aide to New York State Assemblyman Joseph DeStefano presented on his behalf. Lindsay Ekizian presented on behalf of New York State Assemblyman Jarett Gandolfo. Jack Krieger presented on behalf of Brookhaven Town Councilman Neil Foley and Supervisor E. Romaine.

B. Employees of the Month for October

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

- Samson (Sammy) Ayala – Custodian at Bay Elementary School
- Richard Hoffmann – Assistant Principal at Patchogue-Medford High School
- Jack Knudtsen – Security Guard at Patchogue-Medford High School

C. Annual Audit Report

Brendan Nelson from R.S. Abrams, the District’s External Auditor presented the results of the annual audit performed for fiscal 2020-2021 for the finances of the district. Anthony O’Brien, Chairperson of the District Audit Committee advised the members of the Board of Education that the Committee had reviewed the Audit and recommended its submission to the Board of Education.

8. ACCEPTANCE OF ANNUAL AUDIT REPORT

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

WHEREAS, R. S. Abrams & Company has submitted an Annual Audit Report for operations of the Patchogue-Medford School District for the fiscal year ending June 30, 2021, now, therefore be it

RESOLVED, that a copy of the said report is hereby received and shall be filed with the New York State Education Department; and be it further

RESOLVED, that the School Business Administrator shall file a certified copy of this motion with the Office of Audit.

A roll-call vote was taken:

| | |
|---------------------------------|---------------------------|
| Diana Andrade – Yes | Marc Negrin - Yes |
| Teresa Balducci-Greenberg – Yes | Bernadette Smith - Yes |
| Thomas Donofrio – Yes | Kelli Anne Jennings - Yes |
| Jennifer Krieger – Yes | |

The resolution was approved.

9. PRESENTATIONS ON CAREER AND TECHNICAL EDUCATION

Director of Career and Technical Education, Raymond Ruiz, members of his faculty and CTE students made a presentation describing the progress of and updates to the program in the District.

10. REPORT BY EX-OFFICIO STUDENT MEMBER

Student Ex-Officio Member Sean Owen provided his monthly report for those present.

**11. PRESENTATION BY SUFFOLK COUNTY LEGISLATURE
PRESIDING OFFICER ROBERT CALARCO**

The members of the Board of Education were recognized by Suffolk County Legislature Presiding Officer Robert Calarco, for their volunteer service to our community as part of School Board Recognition Week.

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

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

13. CONSENT AGENDA

Motion offered by Diana Andrade, seconded by Marc Negrin to approve the Consent Agenda (Items A through O) as follows:

A. Approval of Minutes

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

- September 20, 2021 – Business Meeting Minutes
- October 4, 2021 – Work Session 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 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.

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

13. CONSENT AGENDA – (continued)

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:

1. Treasurer’s Report - August
2. Claims Auditor Letter - August
3. Claims Auditor Reports - August
 - Payroll Schedule Audit Report - August
 - Payroll Adjustments Report - August
 - Custodial Overtime Report - August
 - Cash Disbursement Report - August
 - Workers’ Compensation Cash Disbursement - August
 - Wire Reconciliation Report - August
 - nVision Audit Reports - August
4. Cash Flow Projection - August
5. Extra Classroom Activity Fund - August
6. Scholarship Activity Fund - August
7. General Fund Financial Reports – (July, August)
8. School Lunch Fund Financial Reports – (July, August)
9. Special Aid Fund Financial Reports – (July, August)
10. Capital Projects Fund Financial Reports – (July, August)
11. Miscellaneous Special Revenue Funds Reports (July, August)
12. Debt Service Fund Financial Reports – (July, August)
13. Workers’ Comp. Reserve Financial Reports – (July, August)
14. Budget Transfer Query - August
15. Capital Project Report (7/01/99 – Present)
16. Warrants - August

E. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period September 10, 2021 through October 8, 2021 in the amount of \$30,000.00, 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:

| # | Contract | Description | Rate | Atty. Reviewed | Reason | Renewal |
|----|-------------------|--|---|----------------|-------------------------------------|---------|
| 1. | Borrelli, Anthony | Adult Education Instruction | \$25.00 per hour for a maximum of 30 hours for the Fall/Winter 2021/2022 semester | No | Attorney Approved District Template | No |
| 2. | East Islip UFSD | Special Education Services – District of Residence | In accordance with Education Law 3602-c and related provisions of the Commissioner of Education | No | Attorney Approved Template | Yes |

13. CONSENT AGENDA – (continued)

| # | Contract | Description | Rate | Atty. Reviewed | Reason | Renewal |
|-----|---|---|--|----------------|-------------------------------------|---------|
| 3. | Frey, Laurel | Adult Education Instruction | \$25.00 per hour for a maximum of 26 hours for the Fall/Winter 2021/2022 semester; Rate is unchanged from 2020 | No | Attorney Approved District Template | Yes |
| 4. | Generation Ready, Inc. | Consultant Services | \$1,850.00 per day for no more than 11 days | No | Attorney Approved District Template | Yes |
| 5. | Girls, Incorporated of Long Island | Consultant/Volunteer Services | No fee is required in conjunction with this agreement | No | Attorney Approved District Template | Yes |
| 6. | Miller Place UFSD | Special Education Services – Receiving District | Tuition rate established by the Commissioner of Education | No | Attorney Approved Template | No |
| 7. | Out East Therapy of NY | Behavioral Services – AMENDMENT to add Related Services | See attached rate sheets | No | Attorney Approved District Template | Yes |
| 8. | Real Asset Management, Inc., an MRI Software Ltd. Co. (MRI) | Fixed Asset Inventory Software Renewal | \$1,600.00 | Yes | Vendor Template | No |
| 9. | Reynolds, Ph.D., Gabriella | Consultant Services | \$1,900.00 for three professional development sessions | No | Attorney Approved District Template | No |
| 10. | The Long Island Home d/b/a South Oaks Hospital | Consultant Services | Option A - \$45,000.00 | Yes | Attorney Amended Agreement | No |

G. Disposal of Obsolete Items

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

- Three Cremona Cellos, Serial #s 09034, 31282, and 31289 (*located at Barton Elementary School*)
- One Beverage Air Milk Cooler, Model # BKV SMF49, Serial # 5604549 (*located in Eagle Elementary School’s Kitchen*)
- Assorted Elementary Humanities textbooks (*located at Barton Elementary School*)

H. Acceptance of Donation

RESOLVED, that the Board of Education hereby accepts the donation:

- Assorted books and supplies valued at \$532.82, have been donated to Ms. Kaitlin Rockwood’s 5th Grade Class at Tremont under the Donor’s Choose Project “Inspiring Young Literacy Learners”.

13. CONSENT AGENDA – (continued)

I. Acceptance of Internal Audit Report

RESOLVED, that the Board of Education hereby acknowledges receipt of a report from the district’s Internal Auditor, Cerini and Associates, entitled “Review of Information Technology Inventory and Protection of Personal Private and Sensitive Information (PPSI) on Mobile Computing Devices.”

J. Authorization of Energy Conservation Measures

RESOLVED, that the Board of Education hereby establishes temperature settings during the 2021-2022 heating season (maintain the buildings at 65 degrees during hours of occupation and 55 degrees during shutdown hours) and authorizes the Board President to communicate an energy-savings message to all residents of the school district.

K. Approval of Conference Attendance

RESOLVED that the Board of Education hereby approves attendance by the following staff members 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. | Carolyn Candela, Olympia Zipitas | Nassau BOCES Mental Health Consortium – <i>SEL/MH Liaison Meeting</i> ; Virtual | October 19, November 16, December 21, 2021; January 18, February 15, March 15, April 19, May 17 and June 21, 2022 | Nassau BOCES | \$2,800.00 for District | Grant |
| | ----- Damian Walsh, | Nassau BOCES Mental Health Consortium – <i>Restorative Practitioner Group</i> ; Virtual | November 1, December 1, 2021; February 1, March 1, April 1, June 1, 2022 | | | |
| | ----- Janice Guzman | Nassau BOCES Mental Health Consortium – <i>Elementary Counselor Collegial Circle</i> ; Virtual | October 6, November 3, November 17, December 1, December 15, 2021; January 5, January 19, February 6, February 16, March 2, March 16, March 30, April 13, April 27, May 11, May 25, June 8, June 22, 2022 | | | |
| | ----- Lourdes Evelyn Gonzalez | - Nassau BOCES Mental Health Consortium – <i>School Psychologist Group</i> ; Virtual | October 7, November 19, 2021; January 21 and June 3, 2022 | | | |

L. Addition of Qualified Lead Evaluators

RESOLVED, that
Donna Jones
Katheryne Morales

Superintendent of Schools
Director

13. CONSENT AGENDA – (continued)

have received appropriate training in teacher and/or principal evaluation in accordance with the regulations of the Commissioner of Education, and these individuals are hereby recertified as qualified lead evaluators for the purpose of conducting and completing evaluations.

M. Approval of Updated District Guidance Plan

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the updated District Guidance Plan as submitted.

N. Authorization to Conduct Blood Drives

RESOLVED, that the Board of Education hereby authorizes the DECA Club and the New York Blood Center to hold three blood drives on December 3, 2021, March 4, 2022, and May 20, 2022, 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. Be it further

RESOLVED, that the Board of Education hereby authorizes the Patchogue-Medford Congress of Teachers and the New York Blood Center to hold a blood drive on November 1, 2021 at the Saxton Middle School sponsored and organized by the PMCT, and the Board of Education hereby grants a waiver in accordance with Policy #1330.

O. Policy Adoption

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

| | |
|--------|---|
| 1338 | Use of School Facilities for Blood Drives |
| 1339.1 | Safety Message - Evacuation of Buildings in Time of Emergency |
| 1350 | Public Safety |
| 1355 | School Safety Plans and Teams |
| 3100 | Budget Planning |
| 3100.1 | Fiscal Management Goals |
| 3100.2 | Determination of Budget Priorities |
| 3101 | Budget Deadlines and Schedules |
| 3101.1 | Budget Hearing |
| 3102 | Dissemination of Budget Recommendations |
| 3230 | Federal Funds |
| 3231 | Post-Issuance Compliance Policy for Bond Issues |
| 3240 | Tuition for Foster Children |
| 3290 | Investment Policy |
| 3290-R | Investment Policy Regulation |
| 3326 | Discontinuance of Claim Form |
| 3330 | Transfer of Funds |
| 3340 | Petty Cash/Petty Cash Accounts |
| 3340-R | Petty Cash/Petty Cash Accounts Regulation |
| 3350 | Travel and Conference Expense Reimbursement |
| 3350-R | Travel and Conference Expense Reimbursement Regulation |
| 3434 | Claims Auditor |
| 3434.1 | Independent Audit Policy |
| 3460.1 | Purchase Contracts for Student Activity Funds |
| 3460.2 | Deposit of Student Activity Funds |
| 3470 | Wire Transfer Policy |
| 3471 | Online Banking |
| 3480 | Fund Balance |
| 3490 | Returned Checks (Non-Sufficient Funds - NSF) |

13. CONSENT AGENDA – (continued)

- 3527 Pesticides and Pest Management
- 3600 Use of Cell Phones
- 3610 Use of Credit Cards
- 3700 Payroll Certification Forms
- 3700-R Payroll Certification Forms Regulation
- 4133 Professional Trips
- 4216.3 Food Services Supervisor
- 4216.3-R Food Services Supervisor Regulation
- 5118 Non-Resident Students – Tuition Charge
- 5130 Academic Intervention Services
- 5420 Student Health Services
- 8120 Committees of School Board Members
- 9410 Annual Meeting of the Voters
- 9410.1 Board of Registry
- 9410.2 Qualification of Voters
- 9410.3 Challenges
- 9410.4 Notice of Election
- 9410.5 Special District Meetings
- 9410.6 Permanent Registration
- 9410.7 Petition of Candidacy for Membership on the Board of Education
- 9420 Compliance of the Annual Meeting with Federal and State Regulations
- 9440 Placing Amendments or Propositions on the Ballot for the Annual Meeting
- 9510 Election of Members of the Board of Education
- 9510.1 Qualification of Board Members
- 9510.2 Vacancies on the Board of Education
- 9510.3 Nominating Procedures
- 9510.4 Names on Ballots
- 9510.5 Certification of Election
- 9560.2 Absentee Ballots

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

Diana Andrade – Yes

Teresa Balducci-Greenberg – Yes

Thomas Donofrio – Yes

Jennifer Krieger - Yes

Marc Negrin - Yes

Bernadette Smith - Yes

Kelli Anne Jennings - Yes

The Consent Agenda was approved.

14. 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 November 22, 2021 Board of Education agenda:

- 2453 Prohibition Against Silent Resignations in Cases of Alleged Child Abuse by Employees
- 4117.1 Recognition for Teachers with Twenty (20) and Twenty-Five (25) Years of Service (DELETE)
- 4117.2 Administrative Evaluation Responsibilities
- 4117.2-R Administrative Evaluation Responsibilities – Regulation
- 4123 Student Teachers
- 4123-R Student Teachers – Regulation
- 4135 Employee Bargaining Units
- 4223 Recognition of CSEA a Bargaining Agent (DELETE)
- 6174 Summer High School Minimum Class Size

14. INFORMATION ITEMS – (continued)

| | |
|--------|--|
| 9110 | Membership |
| 9120.1 | Appointment to Board of Education (Unexpired Term) |
| 9210 | The President |
| 9241 | Delegation of Treasurer Responsibilities |
| 9280.1 | Attendance at Meetings |
| 9290 | Code of Ethics |
| 9310 | Adoption of Policies |
| 9341 | Reorganization Meeting |
| 9342 | Regular Meetings of the Board of Education |
| 9342.4 | Open Meetings – Executive Sessions |
| 9342.5 | Agenda |
| 9342.6 | Agenda Preparation and Dissemination |
| 9342.7 | Quorum |
| 9342.8 | Order of Business |
| 9343 | Special Meetings of the Board of Education |

15. SUPERINTENDENT’S REPORT

Dr. Jones provided a report on her recent activities.

16. DISCUSSION TOPICS

The members of the Board of Education discussed increasing the amount of time allotted for each speaker during Comments and Questions from two minutes to three minutes.

17. COMMENTS AND QUESTIONS

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

18. BOARD COMMENTS

19. ADJOURNMENT

Motion offered by Teresa Balducci-Greenberg, seconded by Thomas Donofrio to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 9:55 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan
District Clerk