

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, 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 order in the Library of South Ocean Middle School at 8:44 p.m.

2. COMMENTS ON AGENDA ITEMS

Those present were given an opportunity to comment on the report and the items on the Consent Agenda.

3. CONSENT AGENDA

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

A. Approval of Minutes

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

June 28, 2021 – 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 and 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 Payouts
- B1. Operational Staff
- B2. Operational Staff LOA>Returns

3. **CONSENT AGENDA – (continued)**

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. Acceptance of Financial Reports

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

1. Claims Auditor Letter
2. Claims Auditor Reports
 - Payroll Schedule Audit Report
 - Payroll Adjustments Report
 - Substitute Teacher Report (Budget)
 - Custodial Overtime Report
 - Cash Disbursement Report
 - Workers' Compensation Cash Disbursement
 - Wire Reconciliation Report
 - nVision Audit Reports

D. 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.	F&E Check Protector Sales Co.	Maintenance Agreement for two folding machines	\$1,890.00 rate for 2021-2022; Rate is unchanged from 2020-2021	No	Vendor Template	Yes
2.	Munistat Financial Advisory Service	Fiscal Advisory Services	\$6,400 (\$4,700 for the TANs and \$1,700 for the SEC filing)	No	Vendor Template	RFP #2018-08 (2) Yes
3.	One on One Medical Care, P.C. (Anthony N. Donatelli, Jr., M.D.)	Medical Services	\$46,406.00; Rate has increased by \$368.30 over 2020-2021	No	Attorney Approved District Template	Yes
4.	SCOPE Education Services	Universal Pre-Kindergarten Services - RESCIND	\$2,375.00 per student for 2021-2022; Rate is unchanged from 2020-2021	No	Attorney Approved Template	RFP #2021-01 Yes
5.	SCOPE Education Services	Universal Pre-Kindergarten Services	\$615,500.00 for 112 students, 5 hours per day for 180 days	No	Attorney Approved Template	RFP #2021-01 Yes
6.	St. Charles Hospital & Rehabilitation Center	Athletic Trainer	\$46,350.00 for 2021-2022; Rate is unchanged from pre-pandemic 2019-2020	No	Not Necessary	Yes
7.	Three Village CSD	Special Education Services ESY (7/6/2021-8/13/2021)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved Template	Yes

3. **CONSENT AGENDA** – (continued)

E. Approval of Bid Award

RESOLVED, that the Board of Education hereby approves the following Bid Award:

- #2020-05 RFP for Nursing Services: Horizon Healthcare Staffing

F. Disposition of Obsolete Items

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

- Eight bookcases (located at Patchogue-Medford HS)
- Assorted football helmets and shoulder pads (located at Saxton Middle School)

G. Acceptance of Donation

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

- One Frigidaire 14 Cub Ft Refrigerator, White, SKU #58769, valued at \$259.61 has been donated by SEPTA to the Family Center

H. Approval of 2021-2022 Budget Development Calendar

RESOLVED, that the Board of Education hereby approves the 2021-2022 budget calendar as presented by the School Business Administrator.

ADMINISTRATOR RESPONSIBLE	ACTIVITY	DATE
Business Administrator	Submit budget forms to Administrators	11/5/21 (F)
All Administrators	Preliminary projected staffing submitted to School Business Administrator	12/3/21 (F)
Central Administration	Administrators submit budget to School Business Administrator	12/3/21 (F)
Business Administrator	Informal Budget Workshop #1 – Superintendent & School Business Administrator review Budget with Board	1/25/22 (T)
Business Administrator	Informal Budget Workshop #2 – Superintendent & School Business Administrator review Budget with Board	2/15/22 (T)
Business Administrator	Submit information to calculate tax levy limit to Comptroller’s Office (<i>No later than</i>)	3/1/22 (T)
Business Administrator	Informal Budget Workshop #3 – Superintendent & School Business Administrator review Budget with Board	3/8/22 (T)

3. CONSENT AGENDA – (continued)

ADMINISTRATOR RESPONSIBLE	ACTIVITY	DATE
Assistant Superintendents, Technology & Facilities Administrators	Submit 2021-2022 and 2022-2023 highlights for brochure to School Business Administrator	3/22/22 (T)
Business Administrator	Submit final Budget draft to Superintendent	3/22/22 (T)
Business Administrator	Informal Budget Workshop #4 – Superintendent & School Business Administrator review Budget with Board	3/29/22 (T)
Board of Education	Final Budget adopted by the Board of Education and approval of Property Tax Report Card	3/29/22 (T)
Business Administrator	File Property Tax Report Card (<i>Day after Board of Education adoption but no later than</i>)	3/30/22 (W)
District Clerk	Public legal notices published in LI Advance (Th) Public legal notices published in LI Business News (F)	3/31/22, 4/14/22, 4/21/22, 4/28/22 4/1/22, 4/8/22, 4/22/22, 4/29/22
Business Administrator	Submit final Budget brochure for printing	4/8/22 (F)
Business Administrator	Budget available in schools, local Library and District website	4/25/22 (M)
Business Administrator	Last day to mail Budget to residents	4/28/22 (Th)
Business Administrator	Budget Hearing (<i>7-14 days prior to Budget vote</i>)	5/5/22 (Th)
Business Administrator	Budget Notices mailed to eligible voters (<i>Day after Budget Hearing</i>)	5/6/22 (F)
	Budget Vote	5/17/22 (T)

I. Approval of Cooperative Bidding for the 2021-2022 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 2021-2022 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

3. **CONSENT AGENDA** – (continued)

RESOLVED, that PATCHOGUE-MEDFORD UFSD 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 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 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).

J. Approval of Participation of 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.

K. Approval of Fee Schedule for Before, After and Combined School Care

RESOLVED, that the Board of Education hereby approves the 2021-2022 rates for before, after and combined care as shown:

Before-School Daily Rate 2021-2022				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	7.14	9.23	11.20	13.16
Reduced Lunch Recipient	10.28	13.62	17.30	20.98
All Others	12.80	18.12	23.31	28.50
After-School Daily Rate				
Family Income	Number of children In Program			
	1	2	3	4
Free Lunch Recipient	7.14	9.23	11.20	13.16
Reduced Lunch Recipient	12.00	16.25	19.62	22.99
All Others	14.42	21.70	28.85	36.01
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	10.71	13.84	16.78	19.73
Reduced Lunch Recipient	16.71	22.42	27.67	32.93
All Others	20.41	29.85	39.12	48.39

L. Approval of Board Member Activity

RESOLVED, that the Board of Education hereby grants permission for the following activity:

New York State School Boards Association Annual Convention

The attendance of Board of Education members Diana Andrade, Thomas Donofrio, Kelli Anne Jennings, Jennifer Krieger, Marc Negrin and Bernadette

3. **CONSENT AGENDA – (continued)**

Smith, Superintendent of Schools Donna Jones and District Clerk Dennis Logan at the New York State School Boards Convention to be held on October 23 through October 26, 2021 at the New York Hilton in New York City including lodging and meal expenses, and either the Pre-Convention Law Conference or the Pre-Convention Communications Conference as well with a total cost to the district not-to-exceed \$2,000.00 per person.

M. Engagement of Counsel in a Legal Matter

RESOLVED, that the Board of Education hereby retains the Law Office of Sokoloff Stern to provide legal representation in regards to the matter listed in Confidential Schedule “A”, subject to a retainer to be reviewed by counsel and authorizes the President of the Board of Education to execute said Retainer Agreement on behalf of the district.

N. Approval of Attendance at Conferences

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

Lori Goldstein – Inclusive Schooling Summer Leadership Institute – August 9 through August 11, 2021, Virtual – Inclusive Schooling, at a cost of \$779.00 to be paid for by grant.

Miriam Walls – Inclusive Schooling Summer Leadership Institute – August 9 through August 11, 2021, Virtual – Inclusive Schooling, at a cost of \$779.00 to be paid for by grant.

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

**Diana Andrade – Yes
Teresa Baldinucci-Greenberg – Yes
Thomas Donofrio - Yes
Jennifer Krieger - Yes**

**Marc Negrin - Yes
Bernadette Smith - Yes
Kelli Anne Jennings - Yes**

The Consent Agenda was approved.

END OF CONSENT AGENDA

4. **APPROVAL OF POLICY CHANGE**

Motion offered by Diana Andrade, seconded by Marc Negrin to wit:
RESOLVED, that the Board of Education suspends the First Reading requirement for Board of Education Policies, as outlined in Policy 9310 due to the timeliness of the matter, and approves the revisions to Board of Education Policy 8120 – Committees of School Board Members as presented.

After extensive discussion on the resolution, a roll-call vote was taken on the resolution:

Diana Andrade – No
Teresa Baldinucci-Greenberg – No
Thomas Donofrio - No
Jennifer Krieger - Yes

Marc Negrin - No
Bernadette Smith - No
Kelli Anne Jennings - Yes

The resolution failed.

4. **APPROVAL OF POLICY CHANGE – (continued)**

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

RESOLVED, that the Board of Education suspends the First Reading requirement for Board of Education Policies, as outlined in Policy 9310 due to the timeliness of the matter, and approves the revisions to Board of Education Policy 8120 – Committees of School Board Members as revised by Board of Education discussion, thus eliminating the establishment of a maximum number of committees on which a person may serve.

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.

5. **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 23, 2021 Board of Education agenda:

1330	Community Use of School Facilities
3310	Purchasing Policy

B. 2022 Annual Budget Vote and Election Timetable

Voter Propositions Due (Signatures of 100 qualified voters required)	March 18, 2022 (4:30 p.m.)
Board of Education Candidate Petitions Available (after 12 p.m.)	March 14, 2022
Nominating Petitions Due	April 18, 2022 (5:00 p.m.)
Drawing for Ballot Positions	April 19, 2022 (3:30 p.m.)
Military Ballot Applications Due	April 21, 2022 (5:00 p.m.)
Military Ballots Distributed	April 22, 2022
Budget Hearing at Saxton Middle School	May 5, 2022 (7:00 p.m.)
Last Day to Register to Vote	May 9, 2022 (4:30 p.m.)
Last Day to Apply for Absentee Ballot (to be sent via mail)	May 10, 2022 (4:30 p.m.)
Last Day to Mail Budget to Residents	May 11, 2022
Last Day to Apply for Absentee Ballots (to be picked-up)	May 16, 2022 (4:30 p.m.)
List of Absentee Voters Available	May 12, 2022
List of Registered Voters Available	May 12, 2022
Vote and Election	May 17, 2022 (7 a.m. to 9:00 p.m.)
Canvas of Election at Saxton	May 17, 2022 (9:15 p.m.)

Voters may register to vote with the school district on any school day prior to May 9, 2022 at the Administrative Center, 241 South Ocean Avenue, Patchogue, New York between the hours of 9 a.m. and 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 *The Long Island Advance* and *Long Island Business News* on:

5. INFORMATION ITEMS – (continued)

Long Island Advance:
Thursday, March 31, 2022
Thursday, April 14, 2022
Thursday, April 21, 2022
Thursday, April 28, 2022

Long Island Business News:
Friday, April 1, 2022
Friday, April 8, 2022
Friday, April 22, 2022
Friday, April 29, 2022

6. SUPERINTENDENT’S REPORT

Dr. Jones reported on her recent activities and her goals and vision for the year ahead.

7. BOARD DISCUSSION TOPICS

The members of the Board of Education discussed the following topics:

- The establishment of a Board of Education Self-Evaluation
- The establishment of Board of Education Goals for the 2021-2022 School Year
- The assignment of Board of Education Committee Chairpersons which is:
 - Legislative Committee – Teresa Balducci-Greenberg
 - Instructional and Student Support Programs – Marc Negrin
 - Finance Committee – Thomas Donofrio and Jennifer Krieger
 - Extra-Curricular Program Committee – Diana Andrade and Bernadette Smith
 - District-Wide Technology – Jennifer Krieger
 - Building Operations and Construction – Kelli Anne Jennings
- The establishment of quarterly Board of Education Work Sessions
- The re-institution of the Superintendent’s State of the District Presentations
- The establishment of dates for Board of Education retreats

8. BOARD OF EDUCATION COMMENTS

Members of the Board of Education made comments.

9. ADJOURNMENT

Motion offered by Diana Andrade, seconded by Bernadette Smith to wit:
RESOLVED, that there being no further items for discussion, the meeting is adjourned at 9:28 p.m.

Motion carried: 7 - Yes; 0 – No;

Respectfully submitted,

Dennis M. Logan
District Clerk