

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

Business Meeting  
Saxton Middle School Auditorium  
February 12, 2024

**PRESIDING OFFICER:** Marc Negrin, President

**MEMBERS OF THE BOARD PRESENT AND VOTING:** Diana Andrade, Thomas Donofrio, Kelli Anne Jennings, Jennifer Krieger, Francis Salazar, Bernadette Smith

**OFFICIALS OF THE BOARD PRESENT:** Dennis M. Logan, District Clerk; Gregory Gillen, General/Labor Counsel; Christopher Shishko, 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, Assistant Superintendent for Business and Operations

**1. CALL TO ORDER**

Board of Education President Marc Negrin called the meeting to order in the Room 124 of Saxton Middle School at 6:00 p.m.

**2. EXECUTIVE SESSION**

Motion offered by Kelly Anne Jennings, seconded by Bernadette Smith to wit:

RESOLVED, that the Board of Education enters Executive Session in order to discuss an employee discipline matter, an employee tenure review, a contract extension with a vendor and a pending lawsuit at 6:00 p.m.

Motion carried: 7 - Yes; 0 – No

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

Board of Education President Marc Negrin called the meeting to order in Public Session in the Saxton Middle School Auditorium at 6:35 p.m.

School Attorney Christopher Shishko departed the meeting at this point.

**4. PLEDGE OF ALLEGIANCE**

Mr. Negrin led those present in the Salute to the Flag.

**5. 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.

**6. PRESENTATIONS**

a. Employees of the Month

Assistant Superintendent for Human Resources recognized the employees of the month for February:

- Michelle Klein, Senior Office Assistant at Eagle Elementary School
- Louis Stellato, Director of Secondary Math & Science
- Greg DeSario, Physical Education Teacher at River Elementary School

6. **PRESENTATIONS – (continued)**

- b. Special Education Pilot Program - The district's Directors of Special Education made a presentation regarding the district's ACES Program.
- c. ELA SAVVAS Adoption Update – Academic Directors and teachers provided an update on the district's implementation of the SAVVAS program for English – Language Arts in the district's schools.
- d. Smart Pass/High School Restroom Protocols – High School Principal Randy Rusielewicz and Assistant Principal Derek Robinson provided a description of the newly implemented Smart Pass program at the High School.

7. **REPORT BY EX-OFFICIO STUDENT MEMBER**

Student Ex-Officio Member Bryan Frascogna provided his monthly report for those present.

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

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

9. **CONSENT AGENDA**

**Motion offered by Marc Negrin, seconded by Francis Salazar to approve the Consent Agenda (Items A through S, except item L which was pulled for separate consideration) as follows:**

A. Approval of Minutes

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

- January 22, 2024 – Business Meeting Minutes
- January 29, 2024 – Budget Workshop Meeting #1
- February 5, 2024 - 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

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 hereby approves five Side Letters of Agreement with respect to the five members of the Patchogue-Medford Congress of Teachers

9. **CONSENT AGENDA** – (continued)

named in Personnel Agenda A1 allowing them to work an additional teaching period during the 2023-2024 school year with requisite compensation, and authorizes the President of the Board of Education to execute said agreement on behalf of the district.

D. Approval of Section 913 Evaluation for District Employee

RESOLVED, that the Board of Education hereby appoints Dr. Avraham Calev as School Medical Inspector pursuant to Section 913 of the New York State Education Law in order to evaluate the capacity of the employee named in the attached confidential Schedule “A” to perform his/her duties; and be it further

RESOLVED, that pursuant to Section 913 of the New York State Education Law, the Board of Education directs the employee named in the attached confidential Schedule “A” to appear for a medical examination with Dr. Calev, and authorizes the Superintendent of Schools to set a date and time for same.

E. 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

F. Approval of Construction Program Change Order

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following construction change order:

- Change Order #1 – Traditional Air Conditioning, Inc. – New Cosmetology Lab Reconstruction at Patchogue-Medford High School – The contract is changed as follows: 1) Backcharge – deduct – Cost for repairs required to ceiling caused by HVAC unit water leak damaging ceiling – Ceiling repair work performed by the General Contractor. Deduct \$1,000.00; 2) Credit for unused allowance. Deduct (\$20,000.00) – Total Deduct Amount of (\$21,000.00)

G. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports of the December 2023 period:

1. Treasurer’s Report
2. Claims Auditor Letter
3. Claims Auditor Reports
  - Outstanding Checks
  - 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
  - Firewall Activity Report

9. **CONSENT AGENDA – (continued)**

4. Cash Flow Projection
5. General Fund Financial Reports
6. School Lunch Fund Financial Reports
7. Special Aid Fund Financial Reports
8. Capital Projects Fund Financial Reports
9. Debt Service Fund Financial Reports
10. Workers' Comp. Reserve Financial Reports
11. Budget Transfer Query
12. Capital Project Report (7/01/99 – Present)
13. Warrants

H. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period January 11, 2024 through February 2, 2024 in the amount of \$750,427.21, as provided to the Board of Education.

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

I. Approval of Contracts

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

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	Alternatives for Children	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
2.	Developmental Disabilities Institute (DDI)	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
3.	EDEN II Programs	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	No
4.	Farmingdale UFSD	Health Services	Per pupil rate is \$1,350.84 for 2023-2024	No	Attorney Approved Template	No
5.	Hershey Entertainment & Resorts Co. dba Hershey Lodge	PMHS Trip on April 27-28, 2024	\$279.00 per room for 17 rooms	Yes	Attorney Prepared Rider	No
6.	HomeTown Ticketing, Inc.	Digital Ticketing System	Digital ticketing system for 2024 Senior Prom	Yes	Vendor Template	Yes
7.	Jump & Slide Party Rentals, Inc.	Senior Day – June 13, 2024	\$5,953.92; Rate has increased by \$684.52 over 2022-2023 due to different options being offered this year	No	Attorney Prepared Rider	Yes
8.	Just Kids Early Childhood Learning Center	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes

9. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
9.	Little Angels Center	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
10.	Middle Country CSD	Health Services	Per pupil rate is \$1,228.92 for 2023-2024; Rate has increased by \$136.15 per pupil over 2022-2023	No	Attorney Approved Template	Yes
11.	Mike's Delights	Vendor for 2024 Junior Prom	\$3,000.00	No	Attorney Approved Rider	Yes
12.	Mike's Delights	Vendor for 2024 Senior Prom	\$4,800.00	No	Attorney Approved Rider	Yes
13.	Nassau Suffolk Services for the Autistic, Inc. (NSSA)	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
14.	New Interdisciplinary School	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
15.	NY Party Works	Entertainment Vendor for Senior Prom on June 3, 2024	\$6,895; Rate has increased by \$3,480 over 2022-2023, however, there are 3 times the number of options being provided this year	No	Attorney Prepared Rider	Yes
16.	NYSARC, Inc. – Suffolk Chapter	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
17.	Sensational Sounds	DJ & Photography Services for Senior Prom on June 3, 2024	Rates are unchanged from 2022-2023 however, a courtesy discount of \$650.00 was applied for this year	No	Attorney Prepared Rider	Yes
18.	Tecogen	Maintenance Agreement	See contract for specific rates	Yes	Attorney Prepared Rider	Yes
19.	The Commencement Group	Graduation Fundraiser	District will receive 25% of the pre-order proceeds and 15% of on-site proceeds	Yes	Vendor Template	Yes
20.	Villa Lombardi's	Venue for 2024 Junior Prom – REVISION	See contract for specific rates (Rates for Security have been added since contract was originally approved in December 2023)	No	Not Necessary	No

9. **CONSENT AGENDA** – (continued)

J. Approval of Bid Awards

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

- #2024-01 Driver Education (In-Car) Instruction with Vehicles Bid: Rescind
- #2022-02 Maintenance & Repair of District Owned Motor Vehicles: T&T Baldwin
- #2022-03 Maintenance & Repair of District Owned School Buses: T&T Baldwin
- #2022-05 Inspection & Repairs of Edwards Fire Alarms: Briscoe Protective
- #2022-06 Treated Dust Mops & Cloths: American Pad, Inc.
- #2022-07 Special Education RFP for Assistive Technology: Michelle Tor, Inc.
- #2022-08 School Physician: One-On-One Medical P.C. (Anthony Donatelli, Jr.)
- #2022-09 Nursing Services:
  - Always Compassionate
  - Apex Therapeutic Services, LLC
  - Bayada
  - Christian Nursing Registry
  - Clinical Staffing Resources
  - Community Care Companions
  - Health Source Group
  - Horizon Healthcare
  - Maxim
  - NPORT
  - Serene
- #2022-11 Pouring Rights: Compass Group USA's Canteen Division
- #2022-14 Mini Bus/Wheelchair Transportation: Towne Bus
- #2022-20 (2) Sanitary System Maintenance: Park Line Asphalt
- #2023-04 Behavioral Services:
  - All About Kids SLP, OT, PT, LMSW
  - Blue Sea Educational Consulting, Inc.
  - DaVinci Collaborative
  - Helping Hands
  - Little Angels
  - Metro Therapy Inc.
  - NSSA
  - New York Therapy Placement Services, Inc.
  - Out East Therapy
- #2023-05 Snow Plow Bid: B&B Maintenance
- #2023-06 Security System Maintenance: Millennium Systems Integration
- #2023-07 Inspection & Repairs of FCI Fire Alarm Systems: National Fire & Safety Solutions
- #2023-11 Oil/Fuel/Acid Tank Alarm Systems: G&M Dege, Inc.

9. **CONSENT AGENDA – (continued)**

K. Acceptance of Donations

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

- CTE Fashion and Design Merchandising teacher, Jennifer Schragel, is donating her personal Cricut machine for use in her classroom. The approximate value of the machine is \$250.00.
- The Bezos Family Foundation has offered a \$1,000.00 Bezos Scholars Award donation for the Scholar community change project titled “I.G.N.I.T.E.” submitted by Rithika Sivaporkaran, student, and Emily Rohme, advisor.
- One four-foot-tall hot air balloon set/scenery piece from Board Trustee Bernadette Smith to the Music and Art program at PMHS. The approximate value is \$200.00.

L. Acknowledgment of Single Audit Report – pulled for separate consideration by Board of Education member Thomas Donofrio

M. Approval of Fee Schedule for Summer Recreation and Child Care Programs

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>Full-Day Session # (7:15 a.m. – 3:15 p.m.) 8 hours</b>
Week 1*	7/8 to 7/12	\$410
Week 2	7/15 to 7/19	\$410
Week 3	7/22 to 7/26	\$410
Week 4	7/29 to 8/2	\$410
Week 5	8/5 to 8/9	\$410
Week 6	8/12 to 8/16	\$410
Full Summer	7/8 to 8/16	\$2,460

**\* Dates are tentative and pending final approval**

\*\*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, 2024 (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 3 hours for the day program (space permitting).

Rate per student (\$30.75/day Mon-Thurs plus \$82 for Friday)  
\$ 205

N. Authorization of Student Trips

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

TRIP #R502355: Approximately 125 Oregon MS 6<sup>th</sup> grade students accompanied by Lauren Wolf, Andrea Schopp, John Interrante, Thomas Stock, Theresa Giachetto, Keri Hoyt, Monica Haig, Jamie McCue, Jennifer McQuade, Maria Gutierri and 20 additional parental chaperones will travel to Lyndhurst, NJ to see Medieval Times on Tuesday, May 21, 2024. The cost to the students is approximately

9. **CONSENT AGENDA** – (continued)

\$116.00. Transportation was booked with ES BOCES (Hampton Jitney). There is no cost to the district as no substitute teachers are needed.

TRIP #R502390: Approximately 37 High School ACES students accompanied by Assistant Principal, Garrett Comanzo, Teachers: Jennifer Mott, Nadine Scalzo, Patrick Legge, Michael Taylor, Robert Stevens, Rose Champion, Bernard Hoyt, Teaching Assistants: Lori Canalini, Jennifer Rogers, Denise Velazquez, Nicole Gruter, Nicole Dougherty, Elizabeth Strunk, Full-Time Aides: Cathy Lombardo, Liz Splendorio, Margerite Cantanese, Part-Time Aides: Sally Johnson, Denise Brown, Jill Guerrido, Eyleen Trejo, Joanna Barrios, and a District Nurse (or if one is not available, parent – Mrs. DeLeva) will travel to Medieval Times in Lyndhurst, NJ on Wednesday, April 17, 2024. There is no cost to the students (The Raider Bean funds the trip). Transportation was booked with ES BOCES. The Principal will provide internal coverage for any teachers needing a sub on April 17, 2024.

O. Approval of Attendance at Conferences

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	Anthony Cracco	Building A Foundation for the Future; Saratoga, NY	March 12, 2024, through March 15, 2024	NYS Athletic Administrators' Association	\$1,455.94	District

P. Approval of the Revised 2024-2025 School Year Student Calendar

RESOLVED, that the Board of Education approves the revised 2024-2025 School Year Student Calendar (See Schedule #2 – attached)

Q. Approval of Special Board of Education Meeting to Participate in the Annual Eastern Suffolk BOCES Budget Vote and Trustee Election

RESOLVED, that the Board of Education hereby approves a Special Meeting to participate in the annual Eastern Suffolk BOCES Budget Vote and Trustee Election on Tuesday, April 16, 2024 at 6:00 p.m.

R. Nomination of Candidate for the Eastern Suffolk BOCES Board

RESOLVED, that the Board of Education hereby nominates Kelli Anne Jennings as a candidate to serve on the Eastern Suffolk Board of Cooperative Educational Services Board of Trustees for a 3-year term commencing on July 1, 2024, in the election to be held on Tuesday, April 16, 2024 and authorizes the District Clerk to communicate said nomination to the Eastern Suffolk BOCES District Clerk.

S. Approval of Sick Leave Bank for Patchogue-Medford Congress of Teachers Employee

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 A1 for 14 days. The donation of leave by the



**9. CONSENT AGENDA – (continued)**

Patchogue-Medford Congress of Teachers is not to be considered precedent-setting.

**A roll-call vote was taken on the Consent Agenda (Items A through S above) with the exception of Item L.**

**Diana Andrade – Yes  
Thomas Donofrio – Yes  
Kelli Anne Jennings– Yes  
Jennifer Krieger – Yes**

**Francis Salazar - Yes  
Bernadette Smith - Yes  
Marc Negrin - Yes**

**The Consent Agenda was approved.**

**10. ITEMS REMOVED FOR SEPARATE CONSIDERATION**

**L. Acknowledgment of Single Audit Report**

Motion offered by Thomas Donofrio; seconded by Diana Andrade to wit:  
RESOLVED, that the Board of Education acknowledges receipt of the Single Audit Report (A-133 Report) for the District for the Fiscal Year Ended June 30, 2023 and directs the Assistant Superintendent for Business to file the report with the New York State Education Department as is required.

Motion carried: 7 - Yes; 0 – No

**11. 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 March 25, 2024, Board of Education agenda:

- 1330 Community Use of School Facilities
- 4430 Social Networking Sites
- 5161 Voter Registration and Pre-Registration of Students

**12. SUPERINTENDENT’S REPORT**

Dr. Jones provided a report on her recent activities.

**13. COMMITTEE REPORTS**

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

**14. COMMENTS AND QUESTIONS**

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

**15. BOARD COMMENTS**

Members of the Board of Education provided comments.

**16. ADJOURNMENT**

Motion offered by Thomas Donofrio; seconded by Bernadette Smith to wit:  
RESOLVED, that there being no further items for discussion, the meeting is adjourned at 11:37 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan  
District Clerk