

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

Business Meeting
Saxton Middle School Auditorium
March 25, 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; Lisa Hutchinson, General/Labor Counsel; Christopher Shishko, General/Labor Counsel

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Donna Jones, Superintendent of Schools; Lori Cannetti, Assistant Superintendent for Instruction; 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 Francis Salazar, seconded by Kelli Anne Jennings to wit:

RESOLVED, that the Board of Education enters Executive Session in order to discuss an appeal of a superintendent's determination; two confidential legal cases, and two employee tenure matters at 6:01 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 7:35 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. Recognition of Computer Science Teacher and Students

Director of Secondary STEM, Lou Stellato, acknowledged one of the district's Math/Computer Science Teachers, Mrs. Cindy Moshman-Southworth, and eight students who have been recognized by the 2024 National Center for Women & Information technology (NCWIT) Aspirations in Computing Greater New York City Affiliate. They were presented with Certificates of Recognition by the Board of Education.

6. PRESENTATIONS – (continued)

B. Report on a Special Education Pilot Program

Miriam Walls, Director of Elementary Special Education presented a report regarding a special education pilot program on Evidence-Based Literacy Instruction.

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. COMMENTS AND QUESTIONS

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

10. CONSENT AGENDA

Motion offered by Thomas Donofrio, seconded by Francis Salazar to approve the Consent Agenda (Items A through R) as follows:

A. Approval of Minutes

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

- February 12, 2024 – Business Meeting Minutes
- February 28, 2024 – Special Meeting/Budget Workshop #2 Minutes
- March 11, 2024 – Special Meeting Minutes
- March 19, 2024 – Special Meeting/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) 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

10. CONSENT AGENDA – (continued)

following rosters provided:

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

D. 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 orders:

- Change Order #1 – Irwin Contracting – New Cosmetology Lab Reconstruction at Patchogue-Medford High School – The contract is changed as follows: 1) Cost to spackle and paint soffits at light fixture flanges due to delay in light fixture installation \$2,500.00; 2) Cost to frame wall at reception area to allow BX wire to pass through by the EC \$1,000.00; 3) Cost to frame, tape & spackle wall in storage room to allow electrical conduit elbow to meet the electrical cables \$2,000.00; 4) Supply & install (1) door closer to existing storage room door – patch frame \$2,000.00; 5) Repair roof at HVAC unit due to leak (by others) and create pitch pocket for EC \$3,000.00; 6) Credit for unused General Allowance (\$18,509.40); 7) Credit for unused Labor Allowance (\$10,000.00) – Total Deduct Amount of (\$18,009.40)
- Change Order #1 – WHM Plumbing Contractors, Inc. – New Cosmetology Lab Reconstruction at Patchogue-Medford High School – The contract is changed as follows: 1) Cost to install additional support & hanger for existing roof drain piping discovered after removal of existing ceiling. \$2,668.30 2) Credit for unused allowance (\$10,000.00) – Total Deduct Amount of (\$7,331.70)

E. Acceptance of Financial Reports

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

1. Treasurer’s Report - January
2. Claims Auditor Letter - January
3. Claims Auditor Reports - January
 - 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
4. Cash Flow Projection – February
5. Extra Classroom Activity Fund – December and January
6. Scholarship Activity Fund – December and January
7. General Fund Financial Reports - January
8. School Lunch Fund Financial Reports - January
9. Special Aid Fund Financial Reports - January
10. Capital Projects Fund Financial Reports - January
11. Debt Service Fund Financial Reports - January
12. Workers’ Comp. Reserve Financial Reports - January
13. Budget Transfer Query - January
14. Capital Project Report (7/01/99 – Present) - January
15. Warrants -January

10. CONSENT AGENDA – (continued)

F. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period February 3, 2024 through March 12, 2024 in the amount of \$937,583.46, as provided to the Board of Education.

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

G. Approval of Contracts

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

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	Bennett, Bruce	Adult Education Instruction	\$30.00 per hour for a maximum of 8 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
2.	Bennett, Jo d/b/a Edward Jones	Adult Education Instruction	No fee associated with this agreement	No	Attorney Approved District Template	Yes
3.	Black, George	Adult Education Instruction	\$30.00 per hour for a maximum of 20 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
4.	Borrelli, Anthony	Adult Education Instruction	\$30.00 per hour for a maximum of 40 hours per spring 2024 semester; Rate is unchanged from winter 2024 semester	No	Attorney Approved District Template	Yes
5.	County of Suffolk	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
6.	Cybersecurity and Infrastructure Security (CISA)	Terms & Conditions for Use of CISA's Protective Domain Name System (DNS) Resolver	No cost associated with this agreement	Yes	Vendor Template	No
7.	DeStefano, Paul	Adult Education Instruction	\$30.00 per hour for a maximum of 12 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
8.	DiRoma, Dina d/b/a Notary Public, Inc.	Adult Education Instruction	\$45.00 per student for Notary Public Refresher Course. Rate is unchanged from fall 2023 semester; No cost for A Complete Summary of Benefits & How They Can Protect You & Your Family. New course offering; \$90.00 per student for Growth Producing Business Strategies for	No	Attorney Approved District Template	Yes

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
			Established Businesses and Remote Electronic Notary Mini Course. Both are new course offerings; \$80.00 per student for Notary Course (Pre-License) and Notary Signing Agent Course. Rates have increased by \$5.00 per student over fall 2023 semester.			
9.	Dome, Lenora	Adult Education Instruction	\$30.00 per hour for a maximum of 10 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
10.	Double Dees Inc.	Mocktails for 2024 Senior Prom	\$860.00; Rate has increased by \$360.00 over 2022-2023 due to the additional rental of fancy flute glasses	No	Attorney Prepared Rider	Yes
11.	Doumas, Nicole	Adult Education Instruction	\$30.00 per hour for a maximum of 12 hours per spring 2024 semester	No	Attorney Approved District Template	No
12.	Electrical and HVAC/R Training Center	Consultant Services	\$1,800.00 for up to 20 students and \$50.00 for each additional student to participate in a 10-hour seminar; Rate has increased by \$200.00 from 2022-2023	No	Attorney Approved District Template	Yes
13.	Encore X, LLC	Consultant Services	\$75,579.50; Rate is down \$862.50 from 2022-2023	No	Attorney Approved Template	Yes
14.	Flood, Janet	Adult Education Instruction	\$30.00 per hour for a maximum of 15 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
15.	Frey, Laurel	Adult Education Instruction	\$30.00 per hour for a maximum of 40 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
16.	Harris, Shaun	Adult Education Instruction	\$30.00 per hour for a maximum of 6 hours per spring 2024 semester	No	Attorney Approved District Template	No
17.	Hewitt Esq., Karlesha d/b/a Wisdom Child Consulting	Adult Education Instruction	\$30.00 per hour for a maximum of 10 hours per spring 2024 semester	No	Attorney Approved District Template	No
18.	Kovitz, Lisa	Adult Education Instruction	\$30.00 per hour for a maximum of 17 hours per spring 2024 semester	No	Attorney Approved District Template	No

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
19.	Lopez, Alma Lynn	Adult Education Instruction	\$30.00 per hour for a maximum of 40 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
20.	Luciano, Gina	Adult Education Instruction	\$30.00 per hour for a maximum of 10 hours per spring 2024 semester	No	Attorney Approved District Template	No
21.	MagicSchool	Software License	\$2,000	Yes	Attorney Prepared Rider	No
22.	Mid-Island Party Plus	Rental of tables and chairs for 2024 Senior Prom	\$4927.80; Rate has increased by \$851.50 over last year but we added 36 tables, 11 tablecloths, 16 chairs and 10 table poles for 2024	Yes	Vendor Template	No
23.	Molina-Duarte, Cristina	Adult Education Instruction	\$30.00 per hour for a maximum of 14 hours per spring 2024 semester	No	Attorney Approved District Template	No
24.	Neary Confidential Investigative Services	Consultant Services	\$500.00; Rate has increased by \$100.00 over last year	No	Attorney Approved District Template	Yes
25.	Photo Booth Long Island	Photo and Video Booth Rental for 2024 Senior Prom	One photo booth at \$795.00 and one video booth at \$995.00; Video booth is the same rate as last year, photo booth is new	Yes	Attorney Prepared Rider	No
26.	Rudi's Bar and Grill	Vendor for 2024 Senior Prom	Cost is \$5 per student, plus \$120 for 2 people to pass appetizers as well as \$60 for a cleaner and porter for 3 hours. Total cost of \$2,930.00; In 2022-2023 rate was \$2,580.00 and only included food	No	Attorney Approved Rider	Yes
27.	Sayville UFSD	Health Services	Per pupil rate is \$1,643.64 for 2023-2024; Rate has increased by \$208.54 per pupil over 2022-2023	No	Attorney Approved Template	Yes
28.	Sayville UFSD	Instructional Services	Sending School District will pay for each child the actual cost of services provided	Yes	Attorney Approved District Template	Yes
29.	Smith, Steven	Adult Education Instruction	\$30.00 per hour for a maximum of 25 hours per spring 2024 semester; Rate is unchanged from fall 2023 semester	No	Attorney Approved District Template	Yes
30.	Smithtown CSD	Health Services	Per pupil rate is \$1,297.24 for 2023-2024; Rate has increased by \$48.80 per pupil over 2022-2023	No	Attorney Approved Template	Yes

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
31.	Swan Lake Nursing & Rehabilitation (formerly Suffolk Center for Rehabilitation & Nursing)	Emergency Shelter Agreement	No fee associated with this agreement	No	Attorney Prepared Rider	Yes
32.	Swartz, Ray	Adult Education Instruction	\$30.00 per hour for a maximum of 30 hours per spring 2024 semester	No	Attorney Approved District Template	No
33.	Tolbert-Preston, Joycelyn	Adult Education Instruction	\$30.00 per hour for a maximum of 15 hours per spring 2024 semester	No	Attorney Approved District Template	No
34.	Walsworth Publishing Co.	Oregon Yearbook 2025-2027	\$4,100.00; Same base rate as 2022-2024 contract	No	Not Necessary	Yes

H. Approval of Bid Award

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

- #2024-01 Driver Education (In-Car) Instruction with Vehicles Re-Bid: All Suffolk Auto Driving School

I. Disposition of Obsolete Items

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

- Obsolete library books (*located at Barton Elementary School*)
- Obsolete library books (*located at Eagle Elementary School*)
- Obsolete library books (*located at Saxton Middle School*)

J. Approval of BOCES Joint Municipal Cooperative Bidding

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Patchogue-Medford UFSD, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, and reporting the results to the Participant. Be it

10. CONSENT AGENDA – (continued)

RESOLVED, that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and be it further

RESOLVED, that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and be it further

RESOLVED, that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and be it further

RESOLVED, that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j. Be it further

RESOLVED, that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j. Be it further

RESOLVED, that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

K. Acknowledgement of Receipt of Risk Assessment Report from Internal Auditor

RESOLVED, that the Board of Education acknowledges receipt of the Updated Risk Assessment Report for the 2023-2024 Fiscal Year, prepared by Cerini and Associates, as presented to the Board.

L. Authorization of Student Trip

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

TRIP # R502508: Approximately 26 High School Skills USA students accompanied by Damian Walsh will travel to the Crowne Plaza in Syracuse, NY for a Skills Competition on Wednesday, April 24, 2024 and return Friday, April 26, 2024. There is no cost to the students. Transportation was booked with ES BOCES (Hampton Jitney). There is no cost to the district as no substitute teachers are needed (school is closed for Spring break).

M. 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.	Migdalia Marco	Empowering Multilingual Student Voices to Advocate for their Right to Bilingual Education; Syracuse, New York	April 4, 2024, through April 6, 2024	NY State Assoc. for Bilingual Education	\$1,002.89	District

10. **CONSENT AGENDA** – (continued)

N. Addition of Textbooks to the Official Listing

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

ENGLISH

Title: SAVVAS My Perspectives English Language Arts 6-8
Author: SAVVAS Learning Company
Copyright: 2022
Publisher: SAVVAS
Grade(s): 6-8
Type: Basic Text

MATH

Title: i-Ready Classroom Mathematics
Author: Mark Ellis, Ph.D, Grace Kelemanik, Gladis Kersaint, Ph.D,
Amy Lucenta, M.Ed.
Copyright: 2024
Publisher: Curriculum Associates
Grade(s): K-5
Type: Basic Text

O. Approval of Summer Meeting Dates

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

- Monday, July 9, 2024 – 7:30 p.m. – Annual Re-Organization Meeting
- Monday, July 9, 2024 – Following Re-Organization Meeting – July Business Meeting
- Monday, August 5, 2024 – Work Session Meeting
- Monday, August 26, 2024 – 7:30 p.m. - Business Meeting

P. Appointment of Workplace Violence Coordinator

RESOLVED, the Board of Education hereby designates Nicole Ciminiello to serve as the District’s workplace violence prevention coordinator to be responsible for the implementation of the policies and procedures in accordance with Labor Law 27-b and Code Rule 800.6, “Public Employer Workplace Violence Prevention Programs” for the District through June 30, 2024.

Q. Approval of Budget Proposal for 2024-2025 to be Presented at the May 21, 2024 Annual District Meeting

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 2024-2025; now, therefore, be it

RESOLVED, that a General Fund Budget for fiscal 2024-2025, is adopted in the amount of \$241,343,722.00. This will result in a budget increase of 4.30% and an estimated tax levy increase of \$3,412,881.00 or 2.67%, which does not exceed the district’s tax cap.

R. Policy Adoption

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

10. CONSENT AGENDA – (continued)

- 4430 Social Networking Sites
- 5161 Voter Registration and Pre-Registration of Students

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

**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.

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 May 13, 2024, Board of Education agenda:

- 1330 Use of School Facilities
- 3528 Carbon Monoxide Detection and Response
- 5110 Comprehensive Attendance Policy
- 5113.2 Student Attendance – Extended School Day and Summer High School
- 6154 Homework Policy

12. ACTIONS ARISING OUT OF EXECUTIVE SESSION

Motion offered by Thomas Donofrio, seconded by Diane Andrade to wit:
RESOLVED, that the Board of Education hereby denies the Appeal of a Superintendent’s Decision brought by the parent of the student named in Confidential Schedule A and directs the District Clerk to notify the parent of the determination of the Board of Education.

Motion carried: 7 - Yes; 0 – No

13. SUPERINTENDENT’S REPORT

Dr. Jones provided a report on her recent activities.

14. COMMITTEE REPORTS

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

15. DISCUSSION TOPICS

The Board of Education conducted a discussion about student field trip participation at the high school and district participation in Patchogue Pride 2024.

16. COMMENTS AND QUESTIONS

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

17. BOARD COMMENTS

Members of the Board of Education provided comments.

18. ADJOURNMENT

Motion offered by Thomas Donofrio, seconded by Diana Andrade to wit:
RESOLVED, that there being no further items for discussion, the meeting is adjourned
at 10:14 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan
District Clerk