

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

Business Meeting
Saxton Middle School Auditorium
July 10, 2023

PRESIDING OFFICER: Marc A. 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; Lisa Hutchinson, 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

1. CALL TO ORDER

Board of Education President Marc Negrin called the meeting order in the Saxton Middle School Auditorium at 8:12 p.m.

2. PUBLIC COMMENT ON AGENDA ITEMS

The members of the public were given an opportunity to comment and ask questions regarding items on the Consent Agenda. None came forward.

3. CONSENT AGENDA

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

A. Approval of Minutes

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

- June 26, 2023 – Business Meeting Minutes
- June 28, 2023 – 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) 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 Staff Vacation Payout
- B1. Operational Staff
- B2. Operational Staff LOA>Returns
- B3. Operational Staff Payout

3. **CONSENT AGENDA** – (continued)

C. Approval of Memorandum of Agreement with the Patchogue-Medford Administrators' Association

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with a member of the Patchogue-Medford Administrators Association regarding secondary drama productions and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

D. Approval of 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, on the following rosters provided.

1. Committee for Preschool Special Education
2. Committee for Special Education

E. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the period of May 1, 2023 through May 31, 2023:

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

F. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from June 16, 2023 through June 30, 202, in the amount of \$93,576.00, 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 approves the following contracts as presented to the Board of Education:

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	Cristia Leshar Associates, LLC	Consultant Services	\$3,500.00 per day for 2 days (virtual)	No	Attorney Approved District Template	No
2.	Federation of Organizations	Foster Grandparent Program (Bay, Canaan, Medford, River, and Tremont)	School lunch to be provided to each volunteer	No	Attorney Approved District Template	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
3.	Finalsite	Blackboard CMS Platform Agreement	See contract for specific rates	Yes	Attorney Prepared Rider	No
4.	Frazer & Feldman, LLP	Consultant Services	\$2,400.00	No	Attorney Approved District Template	No
5.	Martin de Porres School	Special Education Services	In accordance with the tuition rate established by the Comm. of Education	Yes	Vendor Template	No
6.	Munistat Services, Inc.	Fiscal Advisory Services	\$6,400 (\$4,700 for the TANs and \$1,700 for the SEC filing)	No	Vendor Template	Yes RFP #2022-12
7.	One on One Medical, P.C. (Anthony N. Donatelli, Jr., M.D.)	School Physician	\$45,900.00	No	Attorney Approved District Template	Yes RFP #2022-08
8.	Out East Therapy	Behavioral Services – AMENDMENT to add Related Services	See attached rate sheets	No	Attorney Approved District Template	Yes
9.	PowerSchool	Schoology Subscription	\$36,624.12 based on 4,1423 students	Yes	Attorney Prepared Rider	No
10.	SchFront LLC	Licensing Agreement for Student, Content and Employee Management Systems	See contract for rate information	Yes	Vendor Template	No
11.	St. Charles Hospital	Athletic Trainer	\$53,370.00 ; Rate is up \$7,020 over 2022-2023 due to the addition of 200 summer hours	No	Attorney Approved Template	Yes
12.	St. Joseph’s University, New York	Affiliation Agreement	No fee associated with this agreement	Yes	Attorney Approved District Template	Yes
13.	Stony Brook University on behalf of its School of Dental Medicine	Facilities Use Renewal	No fee associated with this contract	Yes	Attorney Approved Agreement	Yes
14.	The Judge Rotenberg Educational Center, Inc.	Special Education Services – ESY (July 1, 2023 – August 31, 2023)	In accordance with the tuition rate established by the Comm. of Educ.	Yes	Attorney Approved District Template	No

3. **CONSENT AGENDA** – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
15.	Theatrical Rights Worldwide	PMHS All School Musical Production of <i>The Prom School Edition</i> on February 8-10, 2024	\$7,585.00	No	Not Necessary	No

H. Disposition of Obsolete Items

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

- Assorted elementary Math books (*located at Barton Elementary School*)
- Assorted elementary Math books (*located at Canaan Elementary School*)
- Assorted elementary Math books (*located at Eagle Elementary School*)
- Assorted elementary Math books (*located at River Elementary School*)
- 2001 Ford Cube Van, VIN #3FDNF65531MA17302, License Plate #AN8991, Poor Condition (*located at Plant & Facilities*)

I. Approval of 2023-2024 Budget Development Calendar

RESOLVED, that the Board of Education hereby approves the 2022-2023 budget calendar as presented by the Assistant Superintendent for Business.

ADMIN. RESPONS.	ACTIVITY	DATE
Assistant Superintendent for Business	Budget Refresher Workshop	10/30/23 (M)
Assistant Superintendent for Business	Submit budget forms to Administrators	11/3/23 (F)
All Administrators	Preliminary projected staffing submitted to Assistant Superintendent for Business	12/1/23 (F)
Central Administration	Administrators submit budget to Assistant Superintendent for Business	12/1/23 (F)
Assistant Superintendent for Business	Budget Workshop #1 -- Superintendent & Assistant Superintendent for Business review Budget with Board	1/29/24 (M)
Assistant Superintendent for Business	Informal Budget Workshop #2 – Superintendent & Assistant Superintendent for Business review Budget with Board	2/28/24 (W)
Assistant Superintendent for Business	Submit information to calculate tax levy limit to Comptroller’s Office (<i>No later than</i>)	2/27/24 (T)

3. CONSENT AGENDA – (continued)

ADMIN. RESPONS.	ACTIVITY	DATE
Assistant Superintendent for Business	Budget Workshop #3 – Superintendent & Assistant Superintendent for Business review Budget with Board	3/18/24 (M)
Assistant Superintendents, Technology & Facilities Administrator	Submit 2022-2023 and 2023-2024 highlights for brochure to Assistant Superintendent for Business	3/19/24 (T)
Assistant Superintendent for Business	Submit final Budget draft to Superintendent	3/19/24 (T)
Board of Education	Final Budget adopted by the Board of Education and approval of Property Tax Report Card	3/25/24 (M)
Assistant Superintendent for Business	File Property Tax Report Card (<i>Day after Board of Education adoption but not later than</i>)	3/27/24 (W)
District Clerk	Public legal notices published in LI Advance (TH) Public legal notices published in LI Business News (F)	4//24, 4/11/24, 4/25/24, 5/2/24 4/5/24, 4/12/24, 4/26/24, 5/3/24
Assistant Superintendent for Business	Submit final Budget Brochure for printing	4/5/24 (F)
Assistant Superintendent for Business	Public meetings to present adopted budget will be held with the PTA's and various community/civic organizations	TBD
Assistant Superintendent for Business	Budget available in schools, local Library and District website	4/22/24 (M)
Assistant Superintendent for Business	Last day to mail Budget to residents	4/25/24 (Th)
Assistant Superintendent for Business	Budget Hearing (<i>7-14 days prior to budget vote</i>)	5/2/24 (Th)
Assistant Superintendent for Business	Budget Notices mailed to eligible voters (<i>Day after Budget Hearing</i>)	5/3/24 (F)
	Budget Vote	5/21/24 (T)

J. Approval of Cooperative Bidding for the 2023-2024 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 2023-2024 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,

3. **CONSENT AGENDA** – (continued)

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 Long Island to represent it in all matters related above, and, be it further

RESOLVED, that PATCHOGUE-MEDFORD UFSD’s Board of Education authorized the above-mentioned cooperative 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’s 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’s 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).

K. Approval of Participation in 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.

L. Approval of Fee Schedule for Before Care, After Care and Combined Child Care

RESOLVED, that the Board of Education hereby approves the 2023-2024 rates for before, after and combined childcare as shown:

Before-School Daily Rate 2023-2024				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	7.54	9.74	11.82	13.89
Reduced Lunch Recipient	10.86	14.38	18.26	22.15
All Others	13.51	19.13	24.61	30.09
After-School Daily Rate				
Family Income	Number of children In Program			
	1	2	3	4
Free Lunch Recipient	7.54	9.74	11.82	13.89
Reduced Lunch Recipient	12.67	17.16	20.71	24.27
All Others	15.22	22.91	30.46	38.02
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	11.31	14.62	17.72	20.83
Reduced Lunch Recipient	17.64	23.67	29.21	34.76
All Others	21.55	31.52	41.30	51.09

3. **CONSENT AGENDA – (continued)**

M. Approval 2023-2024 School Lunch Prices

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes an increase for all lunches for the 2023-2024 school year by \$.10.

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 four blood drives on October 6, 2023, December 15, 2023, March 15, 2024, and May 17, 2024 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.

O. Approval of Attendance at Conferences

RESOLVED, that the Board of Education hereby approves attendance by the following staff member 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.	Donna Jones	2023 Fall Leadership Summit, Saratoga Springs, NY	October 1, 2023 – October 3, 2023	NYS Council of School Superintendents	\$1728.00	District

P. Approval of Legal Representation

RESOLVED, that the Board of Education hereby agrees to provide legal representation for former Superintendent of Schools Henry P. Read, in the Matter of Christopher Clarke v. Patchogue-Medford Union Free School District, et at, employing the services of Sokoloff Stern, LLP.

Q. Approval of Discontinuance of Cross-Claims

WHEREAS, Plaintiff Christopher Clarke has agreed to discontinuance of his claims against Stonegate Springs, LLC, in the Matter of Christopher Clark v. Patchogue-Medford Union Free School District, et al, the district hereby agrees to withdraw its cross-claim against Stonegate Springs, LLC.

End of Consent Agenda

A roll-call vote was taken on the Consent Agenda (Items A through Q 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.

END OF CONSENT AGENDA

4. **INFORMATION ITEMS**

A. Policy First Reading

The following policy(s) will be circulated for a first reading. If there are no changes, the policy(s) will be included on the August 21, 2023 Board of Education agenda:

1339.1	Safety Message Evacuation of Buildings in Time of Emergency
1339.1a	Safety Message
1340	Public Conduct on School Property
1350	Public Safety
3461	Capital Assets Accounting Procedures
3480	Fund Balance
4312	Threats and Violence As it Relates to District Employees
4411	Remote Access to Computer Network
4412	Information Security Breach and Notification (including regulations)
5153	Threats and Violence as it Relates to Students
5154	Student Searches and Interviews
5154.1	Metal Detector Search Procedures
5158	Wellness Policy on Nutrition and Physical Activity (including regulations)
5160	Student Identification Cards
5171	Education of Homeless Children
7210.a	Role of School Board, Administrative Staff, and Architect with Respect to New School construction or Building Renovation
9290	Code of Ethics

B. 2024 Annual Budget Vote and Election Timetable

The district clerk has provided the 2024 Annual Budget Vote and Election Timetable:

Board of Education Candidate	
Petitions Available (after 12 p.m.).....	March 18, 2024
Voter Propositions Due (Signatures of	
100 qualified voters required).....	March 22, 2024 (5:00 p.m.)
Nominating Petitions Due.....	April 22, 2024 (5:00 p.m.)
Drawing for Ballot Positions.....	April 23, 2024 (10:00 a.m.)
Budget Hearing at South Ocean.....	May 9, 2024 (7:00 p.m.)
Last Day to Register to Vote.....	May 13, 2024 (4:30 p.m.)
Last Day to Apply for Absentee Ballot	
(to be sent via mail).....	May 14, 2024 (4:30 p.m.)
Last Day to Mail Budget to Residents.....	May 15, 2024
List of Absentee Voters Available.....	May 16, 2024
List of Registered Voters Available.....	May 16, 2024
Last Day to Apply for Absentee Ballots	
(to be picked-up).....	May 20, 2024 (4:30 p.m.)
Vote and Election.....	May 21, 2024 (7 a.m. to 9:00 p.m.)
Canvas of Election at Saxton.....	May 21, 2024 (9:15 p.m.)

Voters may register on any school day prior to May 13, 2024, 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 *Long Island Business News* and *The Long Island Advance* on:

4. INFORMATION ITEMS – (continued)

Long Island Advance:

Thursday, April 4, 2024
Thursday, April 11, 2024
Thursday, April 25, 2024
Thursday, May 2, 2024

Long Island Business News:

Friday, April 5, 2024
Friday, April 12, 2024
Friday, April 26, 2024
Friday, May 3, 2024

5. ACTIONS ARISING OUT OF EXECUTIVE SESSION

6. SUPERINTENDENT’S COMMENTS

Dr. Jones provided comments and insights as the district enters a new fiscal year.

7. COMMENTS AND QUESTIONS

Members of the community were given the opportunity to ask questions and make comments. None came forward.

8. BOARD MEMBER COMMENTS

Members of the Board of Education provided comments.

9. ADJOURNMENT

Motion offered by Thomas Donofrio, seconded Diana Andrade to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:29 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Dennis M. Logan
District Clerk