

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

Business Meeting  
Saxton Middle School Auditorium  
April 15, 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:** Gregory Gillen, General/Labor Counsel; Lisa Hutchinson, 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 6:01 p.m.

**2. APPOINTMENT OF DISTRICT CLERK PRO TEM**

Motion offered by Diana Andrade, seconded by Thomas Donofrio to wit: **RESOLVED**, that due to the absence of District Clerk Dennis Logan, the Board of Education hereby appoints Kelli Anne Jennings to serve as District Clerk Pro-Tem for this meeting.

Motion carried: 6 - Yes; 0 – No; 1 – Absent (Bernadette Smith)

**3. EXECUTIVE SESSION**

Motion offered by Diana Andrade, seconded by Thomas Donofrio to wit: **RESOLVED**, that the Board of Education enters Executive Session in order to discuss an employee tenure reviews, an employee discipline matter and staffing matters at 6:01 p.m.

Motion carried: 6 - Yes; 0 – No; 1 – Absent (Bernadette Smith)

**4. ARRIVAL OF BOARD OF EDUCATION MEMBER**

Board of Education member Bernadette Smith arrived and joined Executive Session at 6:11 p.m.

**5. RESUME PUBLIC SESSION**

Board of Education President Marc Negrin called the meeting to order in Public Session in the Saxton Middle School Auditorium at 7:32 p.m.

**6. PLEDGE OF ALLEGIANCE**

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

**7. SAFETY MESSAGE**

District Clerk Pro Tem Kelli Anne Jennings explained the Emergency Evacuation Procedure, the prohibition of smoking on school property and the ground rules for the meeting.

**8. PRESENTATIONS AND REPORTS**

A. Employees of the Month

Assistant Superintendent for Pupil Services, Jessica Lukas recognized the employees of the month for April:

- Mildred Campos, Bilingual Aide at Saxton Middle School
- Daniel Martinez, Part Time Custodian at Medford Elementary School
- Alisa Milano, Teacher at River Elementary School

B. Recognition of Baseball Coach

The Board of Education recognized Patchogue-Medford High School baseball coach Anthony Frascogna for his 300 career victories.

C. Recycling Program Update

Assistant Superintendent for Business and Operations, Frank Mazzie presented an update on the Recycling Committee Program.

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

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

**10. 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.

**11. CONSENT AGENDA**

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

A. Approval of Minutes

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

- March 25, 2024 – Business Meeting Minutes
- April 8, 2024 - 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 Staff Payouts

11. CONSENT AGENDA – (continued)

- C. Approval of Memorandum of Agreement with the Patchogue-Medford Congress of Teachers regarding Summer Recreation Support Teachers

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Patchogue-Medford Congress of Teachers regarding Summer Recreation Support Teachers and authorizes the President of the Board of Education to execute said Agreement on behalf of the District.

- D. Establishment of Sick Leave Bank – Patchogue-Medford Congress of Teachers

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 A for 62 days. The donation of leave by the Patchogue-Medford Congress of Teachers is not to be considered precedent-setting.

- E. Memorandum of Agreement with the CSEA Full Time Clerical/Aides Unit

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the CSEA Full Time Clerical/Aides Unit regarding the Attendance Review Process and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

- F. Approval of Memorandum of Agreement with a Member of the Patchogue-Medford Congress of Teachers

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the member of the Patchogue-Medford Congress of Teachers, named in Confidential Schedule A, and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

- G. Approval of JUUL Agreement

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the written request of the employee named Personnel Schedule A-1 (attached) for an extension of her probationary period for an additional calendar year. The Employee's new tenure date is August 22, 2025.

- H. Approval of JUUL Agreement

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the written request of the employee named Personnel Schedule A-1 (attached) for an extension of her probationary period for an additional calendar year. The Employee's new tenure date is August 31, 2025.

- I. 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:

**11. CONSENT AGENDA – (continued)**

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

J. 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 – MRJ Industries, LTD. – New Cosmetology Lab Reconstruction at Patchogue-Medford High School – The contract is changed as follows: 1) Credit – Back charge for work performed the GC – for the cost to spackle and paint soffits at light fixture flanges due to delay in light fixture installation. (\$2,500.00); 2) Credit for unused allowance (\$15,655.00) – Total Deduct Amount of (\$18,155.00)

K. Acceptance of Financial Reports

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

1. Treasurer's Report - January (revised) & February
2. Claims Auditor Letter - February
3. Claims Auditor Reports - February
  - Payroll Schedule Audit Report - February
  - 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
5. Extra Classroom Activity Fund - February
6. Scholarship Activity Fund – January (revised) & February
7. General Fund Financial Reports - February
8. School Lunch Fund Financial Reports - February
9. Special Aid Fund Financial Reports - February
10. Capital Projects Fund Financial Reports - February
11. Miscellaneous Special Revenue Funds Reports – December, January & February
12. Debt Service Fund Financial Reports - February
13. Workers' Comp. Reserve Financial Reports - February
14. Budget Transfer Query - February
15. Capital Project Report (7/01/99 – Present)
16. Warrants - February

L. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period March 15, 2024 through April 8, 2024 in the amount of \$270,335.88, as provided to the Board of Education.

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

M. Approval of Contracts

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

11. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	All About Kids SLP, OT, PT, LMSW, Psychology, PLLC	Behavioral Services	See attached rate sheet; Rates are unchanged from 2023-2024	No	Attorney Approved District Template	Yes RFP #2023-04
2.	All Suffolk Auto School	In-Car Driver's Education Services (Summer 2024 / Fall 2024 / Spring 2025)	\$510.00 per student (based on four students per car); Rate is unchanged from 2023-2024	No	Attorney Approved District Template	Yes Re-Bid #2024-01
3.	Brentwood UFSD	Health Services	Per pupil rate is \$961.24 for 2023-2024; Rate has increased by \$44.99 per pupil since 2022-2023	No	Attorney Approved Template	Yes
4.	Calendly	Calendar Scheduling Service	\$2,520.00	Yes	Vendor Template	No
5.	Center Moriches CSD	Health Services	Per pupil rate is \$1,022.88 for 2023-2024; Rate has increased by \$88.02 per pupil since 2022-2023	No	Attorney Approved Template	Yes
6.	Cohen Children's Medical Center –	Consultant Services	No fee associated with this agreement	Yes	Changes Made to Attorney Approved District Template	No
7.	Community Care Home Health Services	Nursing Services	RN \$57.22/hour, LPN \$46.82/hour; Rates have been increased by 2% per the RFP	No	Attorney Approved District Template	Yes RFP #2022-09
8.	Eastern Suffolk BOCES	Multi-Year Service Agreement for Internet Services 2024-2027	\$182,541.74; Rate has increased by \$8,341.34 over the last 3-year period	No	Not Necessary	Yes
9.	Half Hollow Hills UFSD	Health Services	Per pupil rate is \$1,448.06 for 2023-2024; Rate has increased by \$88.17 per pupil since 2022-2023	No	Attorney Prepared Rider	Yes
10.	Homecare Therapies LLC d/b/a Horizon Healthcare Staffing	Nursing Services	See attached rate sheet; Rates have been increased by 2% per the RFP	No	Attorney Approved District Template	Yes RFP #2022-09

11. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
11.	Michelle Tor, Inc.	Assistive Technology	\$114.44 per hour, up to 24 hours per week, not to exceed \$109,862.40; Rates have increased by the allowable 2% over 2022-2023	No	Attorney Approved District Template	Yes RFP #2022-07
12.	Music Theatre International (MTI)	License Agreement for PMHS All School Musical Production of Mean Girls High School Version	\$6,191.25	No	Not Necessary	Yes
13.	Nassau Suffolk Services for Autism (NSSA)	Behavioral Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2023-04
14.	New York Therapy Placement Services, Inc.	Behavioral Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2023-04
15.	Out East Therapy	Behavioral Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2023-04
16.	P.R. Security Consulting d/b/a P.S.A.	Consultant Services	Not to exceed \$3,654.00	No	Attorney Approved District Template	No
17.	Sachem UFSD	Health Services	Per pupil rate is \$1,308.00 for 2023-2024; Rate has increased by \$205.00 per pupil over 2018-2019	No	Attorney Approved Template	Yes
18.	SUNY Plattsburgh	Affiliation Agreement	No fee associated with this agreement	No	Attorney Approved District Template	Yes
19.	SUNY Potsdam, Crane School of Music	Affiliation Agreement	No fee associated with this agreement	No	Attorney Approved District Template	Yes
20.	SUNY Stony Brook, School of Professional Development and Distributed Teacher Leader Education Program	Affiliation Agreement	No fee associated with this agreement	No	Attorney Approved District Template	Yes

**11. CONSENT AGENDA – (continued)**

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
21.	Uniondale UFSD	Health Services	Per pupil rate is \$1,101.05 for 2023-2024; Rate has increased by \$132.66 per pupil over 2022-2023	No	Attorney Approved Template	Yes
22.	XanEdu Publishing, Inc. d/b/a Scholarus Learning	Consultant Services	Comprehensive Diagnostics & Analysis: not to exceed \$7,075.00; School Improvement Planning: not to exceed \$19,250.00	No	Attorney Approved District Template	No

N. Approval of Bid Awards

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

- #2022-16 Outsourced UPK Services:
  - SCOPE Education Services
  - YMCA of Long Island
- #2024-02 Core Switch, 40G Switch Upgrade, NOC Cleanup RFP: Core BTS
- #2024-03 Related Services RFP: Rescind

O. Acceptance of Donations

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

- Ms. Nicole Pfeifer would like to donate 13 dresses, valued at approximately \$650.00 to the High School’s Fashion Design & Merchandising Program.
- Ms. Mia Torres would like to donate 10 dresses, valued at approximately \$500.00 to the High School’s Fashion Design & Merchandising Program.

P. Approval of Scholarships

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

- THE MARCELL FREY SCHOLARSHIP will be presented to a graduating senior who intends to declare their college major in the field of medicine. Applicants must present an economic need for assistance.
- THE FUREVER SAM MEMORIAL AWARD is for any senior who loves animals, will be pursuing a college degree/continuing education and falls into any of the following criteria: has a pet at home who is loved; has had a pet that was loved and is missed; will pursue an education in the Animal Science field; has volunteered at an animal shelter/adoption event and wants to pursue and employment/volunteer opportunities with animals; or has concern for all animals’ welfare and shows overall kindness to all our furry friends. Applicants should compose a short essay about their pet (past or present) and how this pet impacted their life, how they have helped an animal in need or

11. CONSENT AGENDA – (continued)

what they think should be done to be a stronger voice for abused/neglected animals.

- Name Change from: THE PATCHOGUE-MEDFORD HALL OF FAME SCIENCE ACHIEVEMENT SCHOLARSHIP to THE PATCHOGUE-MEDFORD HALL OF FAME KEVIN LUSTIG SCIENCE SCHOLARSHIP.
- Name Change from: THE PATCHOGUE-MEDFORD HALL OF FAME COMMUNITY SERVICE SCHOLARSHIP to THE PATCHOGUE-MEDFORD HALL OF FAME KEVIN LUSTIG COMMUNITY SERVICE SCHOLARSHIP.

Q. Approval of Property Tax Report Card

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the Property Tax Report Card for the 2024/2025 school year.

R. Approval of Multi-Year Service Agreement with Eastern Suffolk BOCES for Internet Services

WHEREAS, the District (District) and the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (BOCES) desire, pursuant to § 109-b and §119-o of the General Municipal Law, and Section 1950(4)(aa) of the Education Law, to undertake a Technology Project consisting of the renewal of Internet Access Project, and other services as indicated in said Technology Project, and

WHEREAS, the cost of the project #PM-IA-0327724-2024-2027 // Internet Access Project, Co-Se Number 514-G002 Instructional Technology – Internet Services, is \$182,541.74 to be paid in equal installments over a 3-year period. Now, therefore, be it

RESOLVED, by the Board of Education of the District as follows:

The President of the Board of Education and the Superintendent of Schools are hereby authorized, on behalf of the District to execute and deliver the Eastern Suffolk BOCES Multi-Year Service Agreement; the execution thereof by the President of the Board of Education and Superintendent of Schools to constitute conclusive evidence of such approval.

The officers, employees and agents of the District are hereby authorized and directed for and in the name of and on behalf of the District to do all acts and things required or provided for by the provisions of the Eastern Suffolk BOCES Multi-Year Service Agreement, including all acts and things necessary to ensure the payments due thereunder, and deliver all additional certificates, instruments and documents, to pay all such fees, charges and expenses and to do all such further acts and things as may be necessary or, in the opinion of the officers, employee or agent acting, desirable and proper to effect the purpose of the foregoing resolution and to cause compliance by the District with all of the terms, covenants and provisions of the Eastern Suffolk BOCES Multi-Year Service Agreement upon the District.

S. Designation of Official Bank Depositories

RESOLVED, that the Board of Education hereby authorizes the addition of the following bank to the list of banks noted on the July 10, 2023 Re-Organization meeting agenda designated as official depositories for the General Fund, School Lunch Fund, Payroll Clearing Account, Payroll, Disbursing, Special Aid Fund, Scholarship Fund, Student Activity Fund, Bond and Coupon, Collateral Accounts, Investment Accounts, Workers' Compensation Reserve and Capital Funds:



**11. CONSENT AGENDA – (continued)**

- NY Class

**T. Authorization to Deposit Funds into Interest Bearing Account**

RESOLVED, that the Board of Education hereby authorizes that funds from any of the official bank depositories are authorized for deposit into interest-bearing accounts or certificates of deposit after the banks listed below have been surveyed to determine the highest rate of interest to be paid at the time of transfer; and be it further

RESOLVED, that this authorization shall include U.S. Treasury Bills if at the time of transfer the Treasury Bills are paying the highest rate of interest:

- TD Bank
- J. P. Morgan Chase Bank
- Capital One
- Sterling National Bank/Webster Bank
- Flushing Bank
- Hanover Bank
- Woodbury Financial
- NY Class

**U. Cancellation of Classes for Year-End Exams**

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the following changes to High School and Middle School student schedules will take place during the final examination period in June of 2024:

- High School students will be excused Friday, June 14, 2024, through Wednesday, June 26, 2024.
- In addition, this year we will be administering the New Algebra 1 Exam on Tuesday, June 4, 2024, for High School students and Middle School students enrolled in accelerated Math. The High School will be moving to a synchronous remote day for students not taking the Regents. The Middle Schools will run a regular in-person day and only students taking the Regents will be bused to the High School.
- Middle School students in grades 7-8 will be excused from daily instruction on Monday, June 17, 2024, through Wednesday, June 26, 2024, to participate in Final Exams.
- Grade 6 students will be on a modified school schedule from Monday, June 17, 2024, through Wednesday, June 26, 2024. Students will have an early dismissal.
- Regents examination days will count toward fulfilling the 180 required days of instruction

**V. Approval of Attendance at Nassau-Suffolk School Boards Association's Annual Business Meeting**

RESOLVED, that Board of Education members Marc Negrin and Kelli Anne Jennings are authorized to attend the Nassau-Suffolk School Boards Association's Annual Business Meeting on Thursday, May 30, 2024 at the Hamlet Golf and Country Club in Commack at a cost of \$125 per person to the district.

**A roll-call vote was taken on the Consent Agenda, Items A through V 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.**

**12. INFORMATION ITEMS**

A. Policy Second Reading

Due to recommended changes, this policy is being presented for a second reading. If no other changes are made, it will be presented at the June 24, 2024, Board of Education meeting:

- 5420 Student Health Services

**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. COMMENTS AND QUESTIONS**

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

**16. BOARD COMMENTS**

Members of the Board of Education provided comments.

**17. ADJOURNMENT**

Motion offered by Bernadette Smith; seconded by Jennifer Krieger to wit: RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:45 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Kelli Anne Jennings  
District Clerk Pro Tem