

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

Business Meeting
Patchogue-Medford High School Auditorium
July 27, 2020

PRESIDING OFFICER: Kelli Anne Jennings, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diana Andrade, Teresa Balducci-Greenberg, Thomas Donofrio, Marc Negrin, Bernadette Smith

MEMBERS OF THE BOARD ABSENT: Anthony O'Brien

OFFICIALS OF THE BOARD PRESENT: Dennis M. Logan, District Clerk; Richard Guercio, General/Labor Counsel; Lisa Hutchinson, General/Labor Counsel

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Donna Jones, Superintendent of Schools; Joey Cohen, Assistant Superintendent for Human Resources; Lori Cannetti, Assistant Superintendent for Instruction; 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 to order in the Patchogue-Medford High School Library at 6:32 p.m.

2. EXECUTIVE SESSION

Motion offered by Diana Andrade, seconded by Marc Negrin to wit:
RESOLVED, that the Board of Education enters Executive Session in order to conduct a confidential discussion regarding employee contracts and possible staffing changes due to the COVID-19 pandemic.

Motion carried: 5 - Yes; 0 - No; 2 - Absent (T. Donofrio, A. O'Brien)

3. ARRIVAL OF BOARD MEMBER

Board of Education member Thomas Donofrio arrived and joined Executive Session at 6:43 p.m.

4. RESUME PUBLIC SESSION

Board of Education President Kelli Anne Jennings called the meeting to order in Public Session in the Patchogue-Medford High School Auditorium at 7:43 p.m.

5. PLEDGE OF ALLEGIANCE

Ms. Jennings led those present in the Salute to the Flag.

6. SAFETY MESSAGE

District Clerk Dennis Logan explained the Emergency Evacuation Procedure, the prohibition of smoking on school property and the rules pertaining to the COVID-19 pandemic.

7. RECOGNITION OF BOARD MEMBERS

Ms. Jennings congratulated Board of Education members Thomas Donofrio and Bernadette Smith for being recognized by the New York State School Board Association for their participation in NYSSBA training and events.

Mr. Donofrio achieved Level 3 and Ms. Smith achieved Level 2.

8. PUBLIC HEARING REGARDING CHANGES TO THE DISTRICT CODE OF CONDUCT

The Board of Education conducted a Public Hearing regarding proposed changes to the district’s Code of Conduct. Those in attendance were given the opportunity to make comments and ask questions regarding the revisions.

9. APPROVAL OF RESOLUTION TO UPDATE THE DISTRICT CODE OF CONDUCT

Motion offered by Marc Negrin, seconded by Teresa Balducci-Greenberg to wit:

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the changes to the district’s Code of Conduct as presented, to be effective immediately.

A roll-call vote was taken:

Diana Andrade – Yes	Anthony O’Brien - Absent
Teresa Balducci-Greenberg – Yes	Bernadette Smith - Yes
Thomas Donofrio – Yes	Kelli Anne Jennings - Yes
Marc Negrin - Yes	

The resolution was approved.

10. DISCUSSION AND VOTE REGARDING SCHOOL RE-OPENING PLAN

District Administrators and the Board of Education conducted a discussion regarding the District’s proposed School Re-Opening Plan, which need to be submitted to the New York State Education Department no later than July 31, 2020.

Motion offered by Teresa Balducci-Greenberg, seconded by Bernadette Smith to wit:

WHEREAS, the district has established several committees charged with formulating potential school re-opening plans in response to the COVID-19 pandemic, and

WHEREAS, these committees have considered all available guidance from all relevant governmental agencies, and made recommendations regarding the plan, and

WHEREAS, the Board of Education is aware that any actual school re-opening will be based on the determination of, and anticipated order by Governor Andrew Cuomo in the near future, therefore, be it

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the School Re-Opening Plan proposed by the district administration and authorizes its submission to the New York State Education Department.

A roll-call vote was taken:

Diana Andrade – Yes	Anthony O’Brien - Absent
Teresa Balducci-Greenberg – Yes	Bernadette Smith - Yes
Thomas Donofrio – Yes	Kelli Anne Jennings - Yes
Marc Negrin - Yes	

The resolution was approved.

11. CONSENT AGENDA

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

A. Approval of Minutes

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

- June 29, 2020 – Business Meeting Minutes
- July 6, 2020 – Annual Re-Organization Meeting Minutes
- July 6, 2020 – 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 and least three (3) of the four (4) proceeding years, and if the individual receives a rating of one (1) 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

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. 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, shown on the following rosters provided:

- 1. Committee for Pre-School Special Education
- 2. Committee for Special Education

D. Acceptance of Financial Reports

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

- 1. Treasurer's Report
- 2. Claims Auditor Letter
- 3. Claims Auditor Reports
 - Payroll Schedule Audit Report
 - Payroll Adjustments Report
 - Custodial Overtime Report
 - Cash Disbursement Report
 - Workers' Compensation Cash Disbursement
 - Wire Reconciliation Report

11. CONSENT AGENDA – (continued)

nVision Audit Reports

4. Cash Flow Projection
5. Extra Classroom Activity Fund
6. Scholarship Activity Fund
7. General Fund Financial Reports
8. School Lunch Fund Financial Reports
9. Special Aid Fund Financial Reports
10. Capital Projects Fund Financial Reports
11. Trust & Agency Fund Financial Reports
12. Private Purpose Trust Fund Financial Reports
13. Debt Service Fund Financial Reports
14. Workers' Comp. Reserve Financial Reports
15. Budget Transfer Query
16. Capital Project Report (7/01/99 – Present)
17. Warrants

E. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments in the amount of \$608,761.00 as provided to the Board of Education.

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

F. Approval of Contracts

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

<i>#</i>	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
1.	American Red Cross	Emergency Shelter Agreement	No cost to District – Reimbursement from Red Cross (see contract)	Yes	Attorney Approved Template	Yes
2.	Arux Software, Inc and Bruber Financial Services, Inc. d/b/a Persolvent	Software Vendor Services	Rate is unchanged from 2019-2020	Yes	Attorney Prepared Contract	Yes
3.	Blue Sea Educational Consulting, Inc.	Behavioral Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-08 No
4.	Developmental Disabilities Institute	Special Education Services	In accordance with the tuition rate established by the Commissioner of Education	Yes	Attorney Approved District Template	Yes
5.	Helping Hands Consultation Services, Inc. d/b/a Helping Hands Children Services	Behavioral Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-08 Yes
6.	Long Island Developmental Consulting	Behavioral Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-08 Yes

11. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
7.	Loving Guidance Inc. d/b/a Conscious Discipline	Consultant Services - AMENDMENT	\$990.00 for 2-hour virtual training; Due to transition from full-day live training to 2-hour virtual training, rate has been reduced by \$2,980.00	No	Attorney Approved District Template	Yes
8.	MegaMation LLC	Directline Service Agreement Renewal	\$280.00 per month for 2020-2021; Rate is unchanged from 2019-2020	No	Not Necessary	Yes
9.	Out East Therapy	Behavioral Services	See attached rate schedule	No	Attorney Approved District Template	No RFP #2020-08
10.	PLC Associates, Inc.	Consultant Services – AMENDMENT	Not to exceed \$132,125.00	No	Attorney Approved District Template	Yes
11.	Suffolk Center for Rehabilitation	Emergency Shelter Agreement	No cost to District – Reimbursement from Suffolk Center (see contract)	Yes	Attorney Approved Template	Yes
12.	Sunshine Alternative Education and Prevention Center	Academic Tutoring	See attached rate schedule	No	Attorney Approved District Template	Yes
13.	Tecogen	Maintenance Agreement	See contract for specific rates	No	Not Necessary	Yes
14.	Three Village CSD	Health Services (2019-2020)	\$1,333.06 per eligible pupil for 2019-2020; An increase of \$72.78 per eligible pupil in 2018-2019	No	Attorney Approved District Template	Yes
15.	United Cerebral Palsy of Suffolk (UCP of Suffolk)	School Service Agreement	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved Template	Yes

G. Acceptance of Donations

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

- \$200 from the Pilot Club of Patchogue, Inc. to be used for the Anchor Club 2020 Award;
- \$10,000.00 from Zebra Technologies Corporation to be used for Robotic expenses;
- \$500.00 from the Kiwanis Club of Patchogue to be used for Key Club Honor Cords.

H. Approval of 2021-2022 Budget Development Calendar

RESOLVED, that the Board of Education hereby approves the 2021-2022 Budget Development Calendar as presented by the School Business Administrator:

11. CONSENT AGENDA – (continued)

ADMINISTRATOR. RESPONSIBILITY	ACTIVITY	DATE
Business Administrator	Submit budget forms to Administrators	10/30/20 (F)
All Administrators	Preliminary projected staffing submitted to School Business Administrator	12/4/20 (F)
Central Administration	Administrators submit budget to School Business Administrator	12/4/20 (F)
Business Administrator	School Business Administrator submits proposed Budget to Superintendent.	1/15/21 (F)
Business Administrator	Informal Budget Workshop #1 – Superintendent & School Business Administrator review Budget with Board	1/19/21 (T)
Business Administrator	Informal Budget Workshop #2 – Superintendent & School Business Administrator review Budget with Board	2/9/21 (T)
Business Administrator	Submit information to calculate tax levy limit to Comptroller’s Office	2/23/21 (T)
Business Administrator	Informal Budget Workshop #3 – Superintendent & School Business Administrator review Budget with Board	3/2/21 (T)
Business Administrator	Informal Budget Workshop #4 – Superintendent & School Business Administrator review Budget with Board	3/23/21 (T)
Business Administrator	Submit final Budget draft to Superintendent	3/23/21 (T)
Board of Education	Final Budget adopted by the Board of Education	3/23/21 (T)
District Clerk	Public legal notices published in LI Advance (Th)	4/1/21, 4/8/21, 4/22/21, 4/29/21
	Public legal notices published in LI Business News (F)	4/2/21, 4/9/21, 4/23/21, 4/30/21
Business Administrator	Submit final Budget brochure for printing	4/9/21 (F)

11. CONSENT AGENDA – (continued)

ADMINISTRATOR. RESPONSIBILITY	ACTIVITY	DATE
Business Administrator	File Property Tax Report Card (No Later Than) <i>(Day after Board of Education adoption)</i>	4/23/21 (F)
Business Administrator	Budget available in schools, local Library and District website	4/23/21 (F)
Business Administrator	Last day to mail Budget to residents	4/30/21 (F)
Business Administrator	Budget Hearing <i>(7-14 days prior to budget vote)</i>	5/6/21 (Th)
Business Administrator	Budget Notices mailed to eligible voters <i>(Day after Budget Hearing)</i>	5/7/21 (F)
	Budget Vote	5/18/21 (T)

I. Approval of Cooperative Bidding for the 2020-2021 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 2020-2021 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

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.

11. CONSENT AGENDA – (continued)

K. Approval of School District Comprehensive Improvement Plans

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the School District Comprehensive Improvement Plan for 2020-2021 school year and authorizes the administration to send them to the New York State Education Department:

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

Diana Andrade – Yes	Anthony O’Brien - Absent
Teresa Balducci-Greenberg – Yes	Bernadette Smith - Yes
Thomas Donofrio – Yes	Kelli Anne Jennings - Yes
Marc Negrin - Yes	

The Consent Agenda was approved.

12. 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 24, 2020 Board of Education agenda:

1338	Use of School Facilities for Blood Drives
1339.1	Safety Message – Evacuation of Buildings in Time of Emergency
1339.1a	Safety Message for the Administrative Center
1350	Public Safety
3100	Budget Planning
3100.1	Fiscal Management Goals
3100.2	Determination of Budget Priorities
3101	Budget Deadlines and Schedules
3101.1	Budget Hearing
3102	Dissemination of Budget Recommendations
3230	Federal Funds
3231	Post-Issuance Compliance Policy for Bond Issues
3240	Tuition for Foster Children
3250	Spectator Admissions – Athletic Events
3290	Investment Policy
3290-R	Investment Policy - Regulations
3310	Purchasing Policy
3310-R	Purchasing Policy – Regulations
3326	Discontinuance of Claim Form
3340	Petty Cash/Petty Cash Accounts
3340-R	Petty Cash/Petty Cash Accounts Regulation
3350	Travel and Conference Expense Reimbursement
3350-R	Travel and Conference Expense Reimbursement Regs.
3434	Claims Auditor
3434.1	Independent Audit Policy
3460.1	Purchase Contracts for Student Activity Funds
3460.2	Deposit of Student Activity Funds
3470	Wire Transfer Policy
3471	Online Banking
3480	Fund Balance
3490	Returned Checks (Non-Sufficient Funds - NSF)
3517	Security of Facilities
3527	Pesticides and Pest Management
3545	Transportation Philosophy
3545-R	Transportation Philosophy – Regulations

12. INFORMATION ITEMS – (continued)

- 3546.1 Free and Reduced Price Meals
- 3546.1-R Free and Reduced Price Meals - Regulations
- 3546.2 Meal Charge Policy
- 3546.3 Meal Charge and Prohibition of Meal Shaming Policy
- 3600 Use of Cell Phones
- 3610 Use of Credit Cards
- 3615 Key Distribution Policy
- 4133 Professional Trips
- 4216.3 Food Services Director
- 4216.3-R Food Services Director Regulations
- 4216.5 Director of Facilities
- 4312 Threats and Violence as it Relates to District Employees
- 5115.2 Tardiness Due to Bus Operations
- 5117 School Attendance Areas
- 5117.1 School Attendance Areas – Barton Elementary School
- 5117.2 School Attendance Areas – Bay Elementary School
- 5117.3 School Attendance Areas – Canaan Elementary School
- 5117.4 School Attendance Areas – Eagle Elementary School
- 5117.5 School Attendance Areas – Medford Elementary School
- 5117.6 School Attendance Areas – River Elementary School
- 5117.7 School Attendance Areas – Tremont Elementary School
- 5117.8 School Attendance Areas – Oregon Middle School
- 5117.9 School Attendance Areas – Saxton Middle School
- 5117.10 School Attendance Areas – South Ocean Middle School
- 5117.11 School Attendance Areas – Patchogue-Medford High School
- 5153 Threats and Violence As it Relates to Students
- 6145.3 Interscholastic Athletics
- 7210.a Role of School Board, Administrative Staff, and Architect with Respect to New School Construction or Building Renovation

B. 2021 Annual Budget Vote and Election Timetable

- Voter Propositions Due (Signatures of 100 qualified voters required) March 19, 2021 (4:30 p.m.)
- Board of Education Candidate Petitions Available (after 12 p.m.)... March 29, 2021
- Nominating Petitions Due..... April 19, 2021 (5:00 p.m.)
- Drawing for Ballot Positions..... April 20, 2021 (3:30 p.m.)
- Military Ballots Distributed.....April 23, 2021
- Budget Hearing at South Ocean..... May 6, 2021 (7:00 p.m.)
- Last Day to Register to Vote... May 10, 2021 (4:30 p.m.)
- Last Day to Apply for Absentee Ballot (to be sent via mail)..... May 11, 2021 (4:30 p.m.)
- Last Day to Mail Budget to Residents..... May 12, 2021
- Last Day to Apply for Absentee Ballots (to be picked-up).....May 17, 2021 (4:30 p.m.)
- List of Absentee Voters Available.....May 13, 2021
- List of Registered Voters Available.....May 13, 2021
- Vote and Election.....May 18, 2021 (7 a.m. to 9:00 p.m.)
- Canvas of Election at Saxton.....May 18, 2021 (9:15 p.m.)

Voters may register to vote with the school district on any school day prior to May 10, 2021 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:

12. INFORMATION ITEMS

Long Island Advance:

Thursday, April 1, 2021
Thursday, April 8, 2021
Thursday, April 22, 2021
Thursday, April 29, 2021

Long Island Business News:

Friday, April 2, 2021
Friday, April 9, 2021
Friday, April 23, 2021
Friday, April 30, 2021

13. BOARD DISCUSSION

The Board of Education conducted a discussion of Board of Education goals for the 2020-2021 School Year.

14. SUPERINTENDENT'S REPORT

Dr. Jones provided a report on her recent activities and announced the names of the winners of the Superintendent's Creativity Contest.

Dr. Jones also presented community member Manuel Felouzis with the SCOPE Community Service Award which he earned for his long-standing service and commitment to the district.

15. COMMENTS AND QUESTIONS

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

16. BOARD OF EDUCATION COMMENTS

Members of the Board of Education made comments.

17. EXECUTIVE SESSION

Motion offered by Thomas Donofrio, seconded by Marc Negrin to wit:
RESOLVED, that the Board of Education enters Executive Session in order to conduct a confidential discussion regarding annual evaluation of the Superintendent of Schools at 9:27 p.m.

Motion carried: 5 - Yes; 0 – No; 2 – Absent (T. Donofrio, A. O'Brien)

18. RESUME PUBLIC SESSION

Board of Education President Kelli Anne Jennings called the meeting to order in Public Session in the Patchogue-Medford High School Library at 9:49 p.m.

19. ADJOURNMENT

Motion offered by Bernadette Smith, seconded by Marc Negrin to wit:
RESOLVED, that there being no further items for discussion, the meeting is adjourned at 9:49 p.m.

Motion carried: 6 - Yes; 0 – No; 1 – Absent (A. O'Brien)

Respectfully submitted,

Dennis M. Logan
District Clerk