

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

Business Meeting
Patchogue-Medford High School Auditorium
September 21, 2020

PRESIDING OFFICER: Kelli Anne Jennings, President

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

OFFICIALS OF THE BOARD PRESENT: Dennis M. Logan, District Clerk; Richard Guercio, 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, Joey Cohen, Assistant Superintendent for Human Resources; 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 6:30 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 two pending legal matters, personnel commitment to extra-curricular programs and abolishment of part of a position at 6:31 p.m.

Motion carried: 7 - Yes; 0 – No

3. RESUME PUBLIC SESSION AND DEPARTURE OF ATTORNEY

Board of Education President Kelli Anne Jennings called the meeting to order in Public Session in the Patchogue-Medford High School Auditorium at 7:38 p.m.

School Attorney Christopher Shishko departed the meeting at this point.

4. PLEDGE OF ALLEGIANCE AND MOMENTS OF RECOGNITION

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

Ms. Jennings led a moment of silence to recognize beloved retired school district employee Salvatore Nicosia who died on September 2, 2020.

Dr. Jones led a moment of silence to recognize United States Supreme Court Justice Ruth Bader Ginsberg, a very important participant in the American Experience for many years who died on September 19, 2020.

5. 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.

6. PUBLIC HEARING REGARDING THE DISTRICT-WIDE SCHOOL SAFETY PLAN

The Board of Education conducted a hearing regarding the proposed District-Wide School Safety Plan for the 2020-2021 School Year. The proposed plan is an updated version of the one approved last year

7. APPROVAL OF DISTRICT-WIDE SCHOOL SAFETY PLAN

Motion offered by Thomas Donofrio, seconded by Marc Negrin to wit:

WHEREAS, the Patchogue-Medford School District is required to submit a District-Wide School Safety Plan to the New York State Education Department by October 1 each year, and

WHEREAS, the District is required to post the proposed District-Wide School Safety Plan for the 2020-2021 School Year for a period of 30-days for public review and has done so from the period July 15, 2020 through September 21, 2020, and

WHEREAS, the Board of Education is required to hold a Public Hearing in order to obtain additional input regarding the proposed District-Wide School Safety Plan, which was held on September 21, 2020, and

WHEREAS, the Board of Education has reviewed the proposed District-Wide School Safety Plan and considered community input, therefore, be it

RESOLVED, that the Board of Education approves the District-Wide School Safety Plan for the 2020-2021 School year, as provided, and directs that it be submitted to the New York State Education Department.

A roll-call vote was taken:

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

The resolution was approved unanimously

8. PRESENTATIONS AND REPORTS

Superintendent of Schools, Donna Jones, the Assistant Superintendents and the School Business Administrator presented reports on the re-opening of schools.

9. PUBLIC COMMENTS ON PRESENTATIONS AND AGENDA ITEMS

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

10. CONSENT AGENDA

Motion offered by Thomas Donofrio, seconded by Marc Negrin to approve the Consent Agenda (Items A through P) as follows:

A. Approval of Minutes

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

- August 24, 2020 – Business Meeting Minutes

10. CONSENT AGENDA – (continued)

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
- A3. Instructional Information - Payouts
- B1. Operational Staff
- B2. Operational Staff Leaves of Absence/Returns

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 Abolishment of Position

WHEREAS, the number of full time equivalents (FTE's) in the Reading tenure area is reduced for the 2020-2021 school year. Therefore, upon recommendation of the Superintendent of Schools, be it
RESOLVED, that the .5 FTE position(s), is abolished effective 9/1/20.

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, shown on the following rosters provided:

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

E. Acceptance of Financial Reports

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

- 1. Treasurer's Report - July
- 2. Claims Auditor Letter - July
- 3. Claims Auditor Reports - July
 - Payroll Schedule Audit Report
 - Payroll Adjustments Report
 - Custodial Overtime Report
 - Cash Disbursement Report
 - Workers' Compensation Cash Disbursement
 - Wire Reconciliation Report
 - nVision Audit Reports
- 4. Cash Flow Projection - July
- 5. Extra Classroom Activity Fund - July
- 6. Scholarship Activity Fund - July
- 7. General Fund Financial Reports – June Final, July
- 8. School Lunch Fund Financial Reports – June Final, July

10. CONSENT AGENDA – (continued)

- 10. Special Aid Fund Financial Reports – June Final, July
- 11. Capital Projects Fund Financial Reports – June Final, July
- 12. Trust & Agency Fund Financial Reports – June Final, July
- 13. Private Purpose Trust Fund Financial Reports – June Final, July
- 14. Debt Service Fund Financial Reports – June Final, July
- 15. Workers’ Comp. Reserve Financial Reports – June Final, July
- 16. Budget Transfer Query – June Final, July
- 17. Capital Project Report (7/01/99 – Present) – June Final, July
- 18. Warrants - July

F. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments in the amount of \$13,900.00 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 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.	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
3.	Developmental Disabilities Institute	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
4.	Harmony Heights School	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
5.	Julia Dyckman Andrus Memorial, Inc.	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
6.	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
7.	Leeway School	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
8.	Little Angels Center	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	No

10. CONSENT AGENDA – (continued)

#	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
9.	Nassau Suffolk Services for Autism	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
10.	New Interdisciplinary School (NIS)	611/619 IDEA Federal Flow Thru Funds	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	Yes
11.	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
12.	Safety & Environment Solutions, Inc.	Consultant Services	See contract for specific rates	No	Attorney Approved District Template	No
13.	Suffolk County Community College	Early College Program Extension	\$57 per college credit for Fall, Spring and Summer semester 2020-2021	No	Vendor Template	Yes
14.	William Floyd UFSD	Special Education Services – District of Location	In accordance with Educ. Law 3602-c and the regulations established by the Comm. of Educ.	No	Attorney Approved District Template	No

H. Acceptance of Donation

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

- An assortment of personal hygiene products (i.e., Depends, feminine napkins), household items (i.e., laundry detergent, soap, bath gel, deodorant), approximately four cases of water, as well as two shopping bags of soups and pastas from True North Community Church of Bohemia for the Family Center to distribute to families in the Patchogue-Medford Community.

I. Approval of Tax Levy and Tax Rate – Patchogue-Medford School District

RESOLVED, that the Board of Education hereby authorizes a tax levy of \$116,159,328 with a tax rate of \$268.0326 per \$100 of assessed valuation, which will result in a 0.11% tax rate increase.

J. Approval of Tax Levy and Tax Rate – Patchogue-Medford Library

RESOLVED, that the Board of Education hereby authorizes a Patchogue-Medford Public Library tax levy of \$8,799,012 with an actual tax rate of \$20.3033 per \$100 of assessed valuation.

K. Approval of Building Level School Safety Plans

WHEREAS, the district’s Individual School Safety Plans have been reviewed and revised by the district’s administration and School Safety Committee and a draft of each has been submitted to the Board of Education for review, therefore, be it

RESOLVED, that the Board of Education approves the Building Level School Safety Plans for the following buildings as submitted and directs the district

10. CONSENT AGENDA – (continued)

administration for submit said plans to the New York State Education Department as required:

- Patchogue-Medford High School
- Oregon Middle School
- Saxton Middle School
- South Ocean Middle School
- Barton Elementary School
- Bay Elementary School
- Canaan Elementary School
- Eagle Elementary School
- Medford Elementary School
- River Elementary School
- Tremont Elementary School

L. Approval of Transfer of Funds to Retirement Contribution Reserve Fund

RESOLVED, that the Board of Education apply \$500,000 in revenue from the 2019-2020 end of year Unreserved-Undesignated fund balance of the General Fund into the Retirement Contribution Reserve Fund (Employees' Retirement System) which the amount does not exceed the amount previously authorized by the Board of Education on June 29, 2020.

M. Approval of Transfer of Funds to Unemployment Insurance Payment Reserve Fund

RESOLVED, that the Board of Education apply \$50,000 in revenue from the 2019-2020 end of year Unreserved-Undesignated fund balance of the General Fund into the Unemployment Insurance Payment Reserve Fund which the amount does not exceed the amount previously authorized by the Board of Education on June 29, 2020.

N. Approval of Transfer of Funds to Retirement Contribution Reserve Fund Sub-Fund

RESOLVED, that the Board of Education apply \$500,000 in revenue from the 2019-2020 end of year Unreserved-Undesignated fund balance of the General Fund into the Retirement Contribution Reserve Sub-Fund which the amount does not exceed the amount previously authorized by the Board of Education on June 29, 2020.

O. Approval of New Records Retention Schedule

WHEREAS, the New York State guidance for the retention and disposition of records, Schedule ED-1 was adopted at the Re-Organization Meeting of the Board of Education on July 6, 2020 and

WHEREAS, New York State has issued a new schedule for this purpose, *Retention and Disposition Schedule for New York Local Government Records – LGS-1*, effective August 1, 2020, therefore be it

RESOLVED, that *Retention and Disposition Schedule for New York Local Government Records – LGS-1* issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by the district in legally disposing of valueless records listed therein, and be it further

RESOLVED, that in accordance with Article 57-A:

10. CONSENT AGENDA – (continued)

- a. only those records will be disposed of that are described in the *Retention and Disposition Schedule for New York Local Government Records – LGS-1*, after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

P. Engagement of Counsel in a Legal Matter

RESOLVED, that the Board of Education hereby retains the Law Office of Sokoloff Stern to provide legal representation, at the current hourly rates of its General Counsel and subject to a retainer to be reviewed by counsel and subject to a retainer executed by the President of the Board of Education, in regards to the matter listed in Confidential Schedule “A.”

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

Diana Andrade – Yes

Teresa Balducci-Greenberg – Yes

Thomas Donofrio – Yes

Marc Negrin - Yes

Anthony O’Brien - Yes

Bernadette Smith - Yes

Kelli Anne Jennings - Yes

The Consent Agenda was approved.

11. SUPERINTENDENT’S REPORT

Dr. Jones provided a report on her recent activities.

12. DISCUSSION TOPICS

The members of the Board of Education held a discussion regarding whether Board of Education Committee Meetings should be held in person or virtually, the consensus was that the committees will meet virtually for the time being.

The members of the Board of Education established October 24, 2020 as the date of their first Board Retreat, which is a gathering of the members of the Board of Education to discuss matters pertaining to the interactions of the members of the Board of Education.

13. COMMENTS AND QUESTIONS

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

14. BOARD OF EDUCATION COMMENTS

Members of the Board of Education made comments.

15. ADJOURNMENT

Motion offered by Diana Andrade, seconded by Marc Negrin to wit:
RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:59 p.m.

Motion carried: 7 - Yes; 0 – No

September 21, 2020
Business Meeting

Respectfully submitted,

Dennis M. Logan
District Clerk