

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

Business Meeting  
Saxton Middle School  
Auditorium  
December 16, 2019

**PRESIDING OFFICER:** Anthony C. O'Brien, President

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

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

**ADMINISTRATIVE STAFF PRESENT AND REPORTING:** Donna Jones, Interim Superintendent of Schools; Lori Cannetti, Assistant Superintendent for Instruction; Joey Cohen, Assistant Superintendent for Human Resources; Frank Mazzie, School Business Administrator

**1. CALL TO ORDER**

Board of Education President Anthony O'Brien called the meeting order in Room 119 of Saxton Middle School at 6:02 p.m.

**2. EXECUTIVE SESSION**

Motion offered by Kelli Anne Jennings, seconded by Teresa Baldinucci-Greenberg to wit:

RESOLVED, that the Board of Education hereby enters Executive Session to conduct administrative employment interviews, consult counsel on the employment of a Superintendent of Schools and two confidential settlement agreements at 6:03 p.m.

Motion carried: 7 - Yes; 0 – No

**3. RESUME PUBLIC SESSION**

Ms. O'Brien called the meeting to order in Public Session, at 7:41 p.m. in the Saxton Middle School Auditorium.

**4. PLEDGE OF ALLEGIANCE**

Ms. O'Brien led those in attendance in the Salute to the Flag.

**5. SAFETY MESSAGE**

District Clerk Dennis Logan provided the emergency evacuation procedure and explained the prohibition of smoking on school property.

**6. APPOINTMENT OF SUPERINTENDENT OF SCHOOLS**

Motion offered by Teresa Baldinucci-Greenberg, seconded by Kelli Anne Jennings to wit:

RESOLVED, that the Board of Education hereby appoints Donna Jones, Ed.D. as Superintendent of Schools effective January 1, 2020; conditioned upon the receipt of all required documentation under Project SAVE; and be it further

RESOLVED, that the Board of Education hereby approves an Employment Agreement with Donna Jones, Ed.D. for the period of January 1, 2020 through

**6. APPOINTMENT OF SUPERINTENDENT OF SCHOOLS – (continued)**

June 30, 2023, pursuant to Section 1711 of the New York State Education Law, and authorizes the President of the Board of Education to execute said Employment Agreement on behalf of the Board of Education.

A roll call vote was taken:

Diana Andrade - No	Marc Negrin - Yes
Teresa Balducci-Greenberg - Yes	Bernadette Smith - Yes
Thomas Donofrio - Absent	Anthony O'Brien – Yes
Kelli Anne Jennings – Yes	

The resolution was approved.

**7. DEPARTURE OF BOARD MEMBER**

Board of Education member Thomas Donofrio departed the meeting at 7:47 p.m. during the discussion of the appointment of the Superintendent.

**8. ADMINISTRATION OF OATH OF OFFICE TO NEW SUPERINTENDENT OF SCHOOLS**

District Clerk Dennis Logan administered the Oath of Office to Donna Jones, Ed.D., the new Superintendent of Schools.

**9. PRESENTATIONS AND REPORTS**

A. Employees of the Month for November

Assistant Superintendent for Human Resources Joey Cohen recognized the Employees of the month for December:

- Melissa O'Brien, Teacher at Eagle Elementary School
- Elma Carpenter, Special Education Aide at Barton Elementary School
- Cynthia Mongrella, Special Education Aide at Barton Elementary School

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

Ex-Officio Student Member Sarah Emr provided a report to those present.

**11. COMMENTS ON REPORTS AND AGENDA ITEMS**

Those present were given an opportunity to comment on the reports and the items on the Consent Agenda.

**12. CONSENT AGENDA**

**Motion offered by Kelli Anne Jennings, 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 following meeting minutes:

- November 25, 2019 – Business Meeting
- December 2, 2019 – Special Meeting

**12. 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 LOA>Returns
- A3. Instructional Payout Information
- B1. Operational Staff
- B2. Operational Staff LOA>Returns

**C. Approval of a Salary Increase for Substitute Cafeteria Aides, Greeters, Food Service Workers and Lavatory Aides.**

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby authorizes a salary increase for Substitute Food Service Workers/Cafeteria Aides, Substitute Lavatory Aides and Substitute Greeters to \$13 per hour (not to exceed 29 hours a week) effective January 1, 2020 in accordance with the changes to the NYS minimum wage requirements.

**D. Approval of Agreement of Side Agreement with Patchogue-Medford Administrators' Association**

RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education hereby approves a side agreement with the Patchogue-Medford Administrators' Association and the administrator named in Confidential Schedule A regarding the terms of employment for the administrator and authorizes the President of the Board of Education to execute said agreement on behalf of the district.

**E. Approval of Provision of Educational Opportunities for 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 rosters provided.

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

**F. Acceptance of Financial Reports**

RESOLVED, that the Board of Education hereby accepts the following financial reports the October 2019 period:

- 1. Treasurer's Report
- 2. Claims Auditor Letter
- 3. Claims Auditor Reports
  - Payroll Schedule Audit Report
  - Payroll Adjustments Report
  - Substitute Teacher Report (Budget)
  - Substitute Teacher Report (Grants)
  - Custodial Overtime Report
  - Cash Disbursement Report

**12. CONSENT AGENDA – (continued)**

Workers' Compensation Cash Disbursement  
Wire Reconciliation Report  
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

G. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from November 15, 2019 through December 6, 2019, in the amount of \$116,893, as provided to the Board of Education.

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

H. 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.	American Family Life Assurance Company (Aflac)	Customer Agreement	No fee to District	Yes	Attorney Approved Agreement	Yes
2.	Central Islip UFSD	Health Services	\$989.86 per eligible pupil for 2019-2020; An increase of \$17.66 per eligible pupil in 2018-2019	No	Attorney Approved Template	Yes
3.	Cornell Cooperative Extension	Field Trip Memorandum of Understanding for Eagle Elementary School on 5/18/20 and 6/4/20	\$1,908.00 (\$954.00 per trip x 2 trips)	No	Not Necessary	No
4.	FBA National / FBA of Syosset	Business Associate Agreement	In conjunction with the Flexible Compensation Agreement (Rate is increased by \$0.25 per employee over 2019)	Yes	Vendor Template	Yes
5.	FBA National / FBA of Syosset	Flexible Compensation Agreement	\$4.25 per employee, per month; Rate has increase by \$0.25 per employee over 2019	Yes	Vendor Template	Yes

**12. CONSENT AGENDA – (continued)**

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
6.	G. Schirmer, Inc. & Associated Music Publishers, Inc.	Rental Contract for HS Pops Concert in March	\$455.00	No	Not Necessary	No
7.	Quest Diagnostics	Drug Testing Services & Employee Screening - AMENDMENT	\$37.74 per person; A decrease of \$0.26 per person from previously approved agreement	No	Attorney Approved District Template	Yes
8.	Sayville UFSD	Special Education Services – District of Residence – <b>July 1, 2018 through June 30, 2019</b>	In accordance with Educ. Law 3602-c and related provisions of the Educ. Law and Regulations of the Comm. of Educ.	No	Attorney Approved Template	Yes
9.	South Huntington UFSD	Special Education Services – District of Residence	In accordance with the Education Law and the Regulations of the Commissioner of Education, hereinafter referred to as the “Actual Cost of Services”	No	Attorney Approved Template	Yes
10.	State University of Stony Brook	Clinical Affiliation Agreement for Free Asthma Control Program	No fee associated with this agreement	No	Not Necessary	No
11.	Town of Brookhaven	Adopt-A-Preserve Agreement for Fish Thicket Nature Preserve – for environmental educational purposes	Maintain grounds and hold insurance coverage	Yes	Attorney Approved	Yes 7 Years
12.	Town of Brookhaven	Extension of Inter-Municipality Agreement (Salt & Sand 2020)	See contract for potential costs	No	Vendor Template	Yes

I. Authorization to Dispose of Obsolete Items

RESOLVED, that the Board of Education hereby authorizes disposition of the following books and/or equipment as per the list provided:

- Library Books (located at Tremont Elementary School Library)
- Library Books (located at PMHS Library)

J. Acceptance of Donations

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

- One Gaga Ball Pit from the Oregon PTA to Oregon Middle School.

12. CONSENT AGENDA – (continued)

K. Authorization for Student Trips

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

1. TRIP #R501048: Approximately 101 Canaan fifth grade students accompanied by Principal, Robert Epstein, Jennifer Hempfling, Nicole Cancellieri, William DuBois, Kim Hobbs, Vicki Cruz, Jackie Orsino and 101 additional parental chaperones will travel to Lyndhurst, NJ on Wednesday, May 14, 2020 to see Medieval Times. The cost to the students is approximately \$25.00. Transportation was booked with BOCES. There is no cost to the district as no substitutes are needed.
2. TRIP #R501112: Approximately 16 High School students accompanied by Craig Collins and Jennifer Simmons will travel to Yale University in New Haven, CT on Friday, January 10, 2020 to compete in a track meet. The cost to the students is approximately \$20.00. Transportation will be provided by Montauk Bus. The cost to the district is \$280.00 for two substitute teachers needed on January 10, 2020.

L. Approval of Attendance at Conference

RESOLVED, that the Board of Education hereby approves attendance by the following staff member at the conference specified:

Ryan Cox – NYS Athletic Administrators’ Association Conference, March 17 through March 20, 2020, Saratoga Springs, NY, at a cost of \$1,417.39, to be paid for by the district.

M. Addition of Textbook to Official Listing

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

English Department

Title: Fences  
Author: August Wilson  
Copyright: 1985  
Publisher: Plume  
Grade(s): 12  
Type: Basic Text

N. Approval of Special Examinations

RESOLVED, that the Board of Education hereby authorizes the Interim Superintendent of Schools to obtain examinations as required by recommendation of the Committees on Special Education at a fee schedule as follows:

Assistive Technology	\$1500
Educational Evaluation (academic or reading)	\$ 450

O. Approval of Revised Stipulation of Settlement and Release with PMAA Member

RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves a revised Stipulation of Settlement and Release with the member of the Patchogue-Medford Administrator’s Association named in Confidential Schedule A, with the original being approved on October 21, 2019, and authorizes the President of the Board of Education to execute said revised document on behalf of the district.

**12. CONSENT AGENDA – (continued)**

P. Memorandum of Agreement with CSEA Full-Time Operational Unit

RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the CSEA Full-Time Operational Unit and the employee named in Confidential Schedule A regarding payment for time at departmental meetings, and authorizes the President of the Board of Education to execute said agreement on behalf of the district.

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

**Diana Andrade – Yes**

**Teresa Balducci-Greenberg – Yes**

**Thomas Donofrio - Absent**

**Kelli Anne Jennings - Yes**

**Marc Negrin – Yes**

**Bernadette Smith - Yes**

**Anthony O’Brien – Yes**

**The Consent Agenda was approved.**

**END OF CONSENT AGENDA**

**13. 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 January 27, 2020 Board of Education agenda:

- 3610 Use of Credit Cards
- 4114.1 Drug and Alcohol Abuse Policy for School Bus Drivers
- 4114.1-R Drug and Alcohol Abuse Policy for School Bus Drivers – Regulations
- 5137 Students With Disabilities Pursuant To Section 504

**14. SUPERINTENDENT’S REPORT**

Dr. Jones discussed her recent activities in the district and upcoming events.

**15. COMMITTEE REPORTS**

Board of Education members provided updates on the activities of the Board Committees which they chair.

**16. COMMENTS AND QUESTIONS**

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

**17. BOARD OF EDUCATION COMMENTS**

Members of the Board of Education made comments.

**18. ADJOURNMENT**

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

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:52 p.m.

Motion carried: 6 - Yes; 0 – No; 1- Absent (T. Donofrio)

December 16, 2019  
Business Meeting

Respectfully submitted,

Dennis M. Logan  
District Clerk