

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

Business Meeting
South Ocean Middle School
Conference Room
July 8, 2019

PRESIDING OFFICER: Anthony O'Brien, President

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

OFFICIALS OF THE BOARD PRESENT: Dennis M. Logan, District Clerk; Richard Guercio, General/Labor Counsel; Christopher Shishko, 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; Jessica Lukas, Assistant Superintendent for Pupil Services; Frank Mazzie, School Business Administrator

1. CALL TO ORDER

Board of Education President Anthony O'Brien called the meeting order in the Library of South Ocean Middle School at 7:38 p.m.

2. COMMENTS ON REPORTS AND AGENDA ITEMS

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

3. CONSENT AGENDA

Motion offered by Marc Negrin, seconded by Bernadette Smith to approve the Consent Agenda (Items A through L) as follows:

A. Approval of Minutes

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

June 24, 2019 – Business 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

located at River Elementary) Education hereby approves the following personnel Reports. (see Schedule #1 - Attached)

- A1. Instructional Staff
- A3. Instructional Payouts
- B1. Operational Staff

3. **CONSENT AGENDA** – (continued)

C. Approval for 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

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
 - Substitute Teacher Report (Budget)
 - Substitute Teacher Report (Grants)
 - Custodial Overtime Report
 - Cash Disbursement Report
 - Workers' Compensation Cash Disbursement
 - Wire Reconciliation Report
 - nVision Audit Report
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, provided to the board, which total \$ 158,000.

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

F. 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.	Alessi, Patricia	Adult Education Instruction	\$25.00 per hour for a maximum of 45 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
2.	Barnes, Sharon	Adult Education Instruction	\$25.00 per hour for a maximum of 16 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
3.	Bennett, Jo d/b/a Edward Jones	Adult Education Instruction	No fee required in connection with this contract	Yes	Attorney Approved District Template	Yes
4.	Berry, Dennis	Adult Education Instruction	\$25.00 per hour for a maximum of 12 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
5.	Bethpage UFSD	Special Education Services - District of Origin	In accordance with NYS Education Law 3202(4)(a)	Yes	Attorney Approved Template	No
6.	Black, George	Adult Education Instruction	\$25.00 per hour for a maximum of 40 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
7.	Developmental Disabilities Institute (DDI)	Special Education Services	In accordance with the tuition rate established by the Commissioner of Education	Yes	Attorney Approved District Template	Yes
8.	DiRoma, Dina d/b/a Notary Public Central, Inc.	Adult Education Instruction	\$75.00 per student for a maximum of 3 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
9.	Economic Opportunity Council of Suffolk, Inc.	Consultant Services – Advantage After School Program at Saxton and South Ocean	Consultant’s obligations are predicated on grant funding and therefore no compensation is due from the District	Yes	Attorney Prepared Template	No
10.	Edgewater Consulting	Consultant Services	\$12,000.00 annually	No	Attorney Approved District Template	Yes
11.	Family Service League	Professional Services Agreement for adult, continuing and community education services	\$193,059.00	Yes	Attorney Approved District Template	Yes
12.	Frey, Laurel	Adult Education Instruction	\$25.00 per hour for a maximum of 24 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
13.	Frontline Education	Annual Subscription Renewal	\$23,072.54; An increase of \$1,509.43 over 2018-2019	No	Not Necessary	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
14.	Gunderson, Brian	Adult Education Instruction	\$25.00 per hour for a maximum of 25 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
15.	Hillcrest Educational Centers, Inc.	611/619 IDEA Federal Flow Through Funds (2018-2019)	In accordance with NYS Law and procedures established by NYSED	No	Attorney Approved Template	No
16.	Julia Dyckman Andrus Memorial	Special Education Services	In accordance with the tuition rate established by the Commissioner of Education, and the maintenance rate established by the Commissioner of Social Services	No	Attorney Approved District Template	Yes
17.	Long Island University Post	High School Scholars Agreement	\$290 per course per participant	Yes	Vendor Template	No
18.	Lopez, Alma Lynn	Adult Education Instruction	\$25.00 per hour for a maximum of 40 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
19.	Maiorana, Kristin	Adult Education Instruction	\$25.00 per hour for a maximum of 4 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
20.	Moberg, Jennifer	Adult Education Instruction	\$25.00 per hour for a maximum of 15 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
21.	Munistat Financial Advisory Service	Fiscal Advisory Services	\$6,400 (\$4,700 for the TANs and \$1,700 for the SEC filing)	No	Vendor Template	RFP #2018-08 (2) Yes
22.	Music Theatre International (MTI)	PMHS All School Musical <i>Little Shop of Horrors</i> (February 6-8, 2020)	\$5,060.00	No	Vendor Template	Yes
23.	Nardozza, Ellen	Adult Education Instruction	\$25.00 per hour for a maximum of 12 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
24.	NSSA/The Martin C. Barell School	Special Education Services	In accordance with the tuition rate established by the Comm. of Educ.	No	Attorney Approved District Template	Yes
25.	NutriLink Technologies	Maintenance of Annual Application Entry System	\$5,675.00; Unchanged from 2018-2019	No	Vendor Template	Yes

3. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
26.	OMNI Group	403(b) Third Party Provider	\$2,796.00 based on 36 accounts at \$36.00 per account plus \$1,500.00 administrative fee; Rate is unchanged from 2018-2019	No	Not Necessary	Yes
27.	One on One Medical Care, P.C. (Anthony N. Donatelli, Jr., M.D.)	Medical Services	\$45,900.00	No	Attorney Approved District Template	Yes
28.	Pennenga, Dennis	Adult Education Instruction	\$40.00 per hour for a maximum of 12 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
29.	Quest Diagnostics	Drug Testing Services & Employee Screening	\$38.00 per person, per test; An increase of \$0.26 per person over 2018-2019	No	Attorney Approved District Template	Yes
30.	Ryan, Michael J. d/b/a First Aid Depot	Adult Education Instruction	\$40.00 per hour for a maximum of 9 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
31.	Spaccarotella, Cheryl	Adult Education Instruction	\$25.00 per hour for a maximum of 15 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
32.	St. Charles Hospital & Rehabilitation Center	Athletic Trainer	\$46,350.00 for 2019-2020; Rate is unchanged from 2018-2019	No	Not Necessary	Yes
33.	Three Village CSD	Special Education Services ESY (7/1/19-8/9/19)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved Template	Yes
34.	Treshan, Stephen	Adult Education Instruction	\$25.00 per hour for a maximum of 40 hours per fall 2019 semester; Rate is unchanged from 2018-2019	Yes	Attorney Approved District Template	Yes
35.	Villa Lombardi's	Venue for Class of 2020 Senior Prom (June 23, 2020)	450 person minimum, \$65.21 per person plus 20% administrative fee	No	Vendor Template	Yes

G. Disposition of Obsolete Items

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

- Assorted Library Books (*located at South Ocean MS*)
- Assorted Library Books (*located at River Elementary*)
- Assorted Library Books (*located at PMHS*)
- Assorted English Textbooks (*located at PMHS*)

3. **CONSENT AGENDA** – (continued)

- One Beverage-Air Milk Box Refrigerator, Model #SMF 58, PM Tag # 1001 102 (*located at High School Kitchen*)

H. Approval of Scholarship

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

- **THE CORPORATE RAIDER INTERNSHIP PROGRAM AWARD** is to honor a student intern whose superior positive attitude, leadership and outstanding effort were an asset during career days, shadowing days, contests, human resource panel programs, community service and/or in mentor appreciation advisory program.

I. Approval of 2020-2021 Budget Development Calendar

ADMIN. RESPONS.	ACTIVITY	DATE
Business Administrator	Submit budget forms to Administrators	9/30/19 (M)
All Administrators	Preliminary projected staffing submitted to Business Administrator	12/6/19 (F)
Central Administration	Administrators submit budget to Business Administrator	12/6/19 (F)
Business Administrator	Business Administrator submits proposed Budget to Interim Superintendent.	1/3/20 (F)
Business Administrator	Informal Budget Workshop #1 – Interim Superintendent & Business Administrator review Budget with Board	1/15/20 (W)
Business Administrator	Informal Budget Workshop #2 – Interim Superintendent & Business Administrator review Budget with Board	2/10/20 (M)
Business Administrator	Submit information to calculate tax levy limit to Comptroller's Office	2/26/20 (W)
Business Administrator	Informal Budget Workshop #3 – Interim Superintendent & Business Administrator review Budget with Board	2/26/20 (W)
Business Administrator	Informal Budget Workshop #4 – Interim Superintendent & Business Administrator review Budget with Board	3/16/20 (M)
Business Administrator	Submit final Budget draft to Interim Superintendent	3/16/20 (M)
Board of Education	Final Budget adopted by the Board of Education	3/16/20 (M)

3. **CONSENT AGENDA** – (continued)

ADMIN. RESPONS.	ACTIVITY	DATE
District Clerk	Public legal notices published in LI Advance (Th) Public legal notices published in LI Business News (F)	4/2/20, 4/9/20, 4/23/20, 4/30/20 4/3/20, 4/10/20, 4/24/20, 5/1/20
Business Administrator	Submit final Budget brochure for printing	4/10/20 (F)
Business Administrator	File Property Tax Report Card (No Later Than)	4/13/20 (M)
Business Administrator	Budget available in schools, local Library and District website	4/24/20 (F)
Business Administrator	Last day to mail Budget to residents	5/7/20 (Th)
Business Administrator	Budget Hearing	5/7/20 (Th)
Business Administrator	Budget Notices mailed to eligible voters	5/8/20 (F)
	Budget Vote	5/19/20 (T)

J. Approval of Cooperative Bidding for the 2019-2020 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 2019-2020 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).

K. 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.

L. Authorization of Student Trips

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

TRIP #R500864: Approximately 80 High School 12th grade students accompanied by Lauren Tirado, Michelle Mars and Assistant Principal, Richard Hoffmann will travel to the Winter Garden Theatre in NYC, NY on Friday,

3. CONSENT AGENDA – (continued)

November 8, 2019. Transportation will be provided by Northfork Express Bus. The cost to the students is approximately \$120.00. There is no cost to the district as no substitute teachers are needed.

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

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

The Consent Agenda was approved.

END OF CONSENT AGENDA

4. 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 26, 2019 Board of Education agenda:

1330	Community Use of School Facilities
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
1355	School Safety Plans and Teams
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
3326	Discontinuance of Claim Form
3330	Transfer of Funds
3340	Petty Cash/Petty Cash Accounts
3340-R	Petty Cash/Petty Cash Accounts - Regulations
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
3461	Capital Assets Accounting Procedures
3470	Wire Transfer Policy
3471	Online Banking
3480	Fund Balance
3490	Returned Checks (Non-Sufficient Funds - NSF)
3517	Security of Facilities
3600	Use of Cell Phones
3610	Use of Credit Cards

4. **INFORMATION ITEMS – (continued)**

- 3615 Key Distribution Policy
- 3700 Payroll Certification Forms (PAR)
- 3700-R Payroll Certification Forms (PAR) – Regulations
- 4114 Substance Abuse Control
- 4114.1 Drug and Alcohol Abuse Policy for School Bus Drivers
- 4114.1-R Drug and Alcohol Abuse Policy for School Bus Drivers – Regulations
- 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
- 5110 Comprehensive Attendance
- 5115.2 Tardiness Due to Bus Operations
- 5117.1 School Attendance Areas – Barton Elementary School
- 5117.3 School Attendance Areas – Canaan Elementary School
- 5117.8 School Attendance Areas – Oregon Middle School
- 5118 Non-Resident Students – Tuition Charge
- 7210.a Role of School Board, Administrative Staff, and Architect with Respect to New School Construction or Building Renovation

B. 2020 Annual Budget Vote and Election Timetable

- Board of Education Candidate
Petitions Available (after 12 p.m.)...March 16, 2020
- Voter Propositions Due (Signatures of
100 qualified voters required).....March 20, 2020 (4:30 p.m.)
- Nominating Petitions Due.....April 20, 2020 (5:00 p.m.)
- Drawing for Ballot Positions.....April 21, 2020 (3:30 p.m.)
- Budget Hearing at South Ocean.....May 7, 2020 (7:00 p.m.)
- Last Day to Register to Vote.....May 11, 2020 (4:30 p.m.)
- Last Day to Apply for Absentee Ballot
(to be sent via mail).....May 12, 2020 (4:30 p.m.)
- Last Day to Mail Budget to Residents.....May 13, 2020
- List of Absentee Voters Available.....May 14, 2020
- List of Registered Voters Available.....May 14, 2020
- Last Day to Apply for Absentee Ballots
(to be picked-up).....May 18, 2020 (4:30 p.m.)
- Vote and Election.....May 19, 2020 (7 a.m. to 9:00 p.m.)
- Canvas of Election at Saxton.....May 19, 2020 (9:15 p.m.)

Voters may register on any school day prior to May 11, 2020, 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:

Long Island Advance:

- Thursday, April 2, 2020
- Thursday, April 9, 2020
- Thursday, April 23, 2020
- Thursday, April 30, 2020

Long Island Business News:

- Friday, April 3, 2020
- Friday, April 10, 2020
- Friday, April 24, 2020
- Friday, May 1, 2020

5. **COMMENTS AND QUESTIONS**

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

6. BOARD OF EDUCATION COMMITTEE ASSIGNMENTS

Mr. O'Brien announced the assignment of committee chairs for 2019-2020 as follows:

- Legislative Committee – Thomas Donofrio
- District-Wide Technology Committee – Kelli Anne Jennings
- Instructional Services Committee – Teresa Baldinucci-Greenberg
- Building and Grounds Committee – Diana Andrade
- Finance Committee – Marc Negrin
- Extra-Curricular Program Committee – Anthony O'Brien and Bernadette Smith

7. BOARD OF EDUCATION COMMENTS

Members of the Board of Education made comments.

8. ADJOURNMENT

Motion offered by Marc Negrin, seconded by Diana Andrade_ to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 7:50 p.m.

Motion carried: 7 - Yes; 0 – No;

Respectfully submitted,

Dennis M. Logan
District Clerk