

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

Business Meeting
Saxton Middle School Auditorium
September 16, 2024

PRESIDING OFFICER: Marc Negrin, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diana Andrade, Thomas Donofrio, Kelli Anne Jennings, Jennifer Krieger, Marc Negrin, Francis Salazar, Bernadette Smith

OFFICIALS OF THE BOARD PRESENT: Matthew Mehnert, General/Labor Counsel

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Donna Jones, Superintendent of Schools; Lori Cannetti, Assistant Superintendent for Instruction; Joey Cohen, Assistant Superintendent for Human Resources, Jessica Lukas, Assistant Superintendent for Special Education & Pupil Personnel Services; Frank Mazzie, Assistant Superintendent for Business & 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 6:01p.m.

2. Appointment of District Clerk Pro-Tem

Motion offered by Bernadette Smith, seconded by Kelli Anne Jennings to wit:

RESOLVED, that in the absence of the District Clerk, the Board of Education hereby appoints Joey Cohen, Ed.D. to serve as District Clerk pro tem for this evening's meeting.

Motion carried: 7- Yes; 0 – No; 0 - Absent

3. Executive Session

Motion offered by Diana Andrade, seconded by Francis Salazar to wit:

RESOLVED, that the Board of Education enters Executive Session in order to discuss employee interviews, employee discipline matters, agreements with employees, pending litigation and collective bargaining negotiations at 6:02 p.m.

Motion carried: 7- Yes; 0 – No; 0 - Absent

4. Adjourn Executive Session and Resume Public Session

Motion offered by Francis Salazar and seconded by Kelli Anne Jennings to wit:

RESOLVED, that the Board of Education adjourns Executive Session and resumes public session at 7:42 p.m.

Motion carried: 7- Yes; 0 – No; 0 - Absent

Board of Education President Marc Negrin called the meeting to order in Public Session in the Saxton Middle School Auditorium at 7:42 p.m.

5. Pledge of Allegiance

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

6. Safety Message

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

7. Report by Ex-Officio Student Member

Ex-Officio Student Member Ella McCann provided her monthly report to those present.

8. Presentations

A. The Superintendent and Assistant Superintendents' Back to School Presentations

B. Assistant Superintendent for Instruction, Mrs. Cannetti reviewed recent revisions to the district's grading policy.

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 Kelli Anne Jennings; seconded by Francis Salazar to approve the Consent Agenda.

A roll-call vote was taken on the Consent Agenda (Items A through Y):

Diana Andrade - Y
Thomas Donofrio - Y
Jennifer Krieger - Y
Marc Negrin - Y

Francis Salazar - Y
Bernadette Smith - Y
Kelli Anne Jennings - Y

The Consent Agenda was approved.

A. Approval of Minutes

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

- August 26, 2024 – Business Meeting Minutes
- September 11, 2024 – Special Meeting Minutes

B. Approval of Personnel

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 Staff Payouts
- B1. Operational Staff
- B2. Operational Staff Leaves of Absence>Returns

C. Establishment of Sick Leave Bank – CSEA Full-Time Clerical Unit

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 Civil Service Employees' Association Full-Time Clerical Unit named in Confidential Schedule A for 11 days. The donation of leave by the Clerical Unit is not to be considered precedent-setting.

D. Approval of Memorandum of Agreement

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 Operations Unit and the employee named in Confidential Schedule A, and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

E. Approval of Memorandum of Agreement with Civil Service Employee's Association Part-Time Unit Regarding Annual Performance Reviews

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Civil Service Employee's Association Part-Time Unit regarding Annual Performance Reviews and authorizes the President of the Board of Education to execute said document on behalf of the district.

F. Approval of Memorandum of Agreement with Civil Service Employee's Association Part-Time Unit Regarding the Attendance Review Process

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Civil Service Employee's Association Part-Time Unit regarding Attendance Review Process and authorizes the President of the Board of Education to execute said document on behalf of the district.

G. Approval of Memorandum of Agreement with Civil Service Employee's Association Part-Time Unit Regarding Work Hours for Lavatory Aides

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Memorandum of Agreement with the Civil Service Employee's Association Part-Time Unit regarding work hours for lavatory aides and authorizes the President of the Board of Education to execute said document on behalf of the district.

H. 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:

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

I. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period August 17, 2024, through September 6, 2024, in the amount of \$221,800.

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

J. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the time period noted below:

1. Treasurer's Report - July
2. Claims Auditor Letter - July
3. Claims Auditor Reports - July
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 Reports
- Firewall Activity Report
- 4. Cash Flow Projection
- 5. Extra Classroom Activity Fund - July
- 6. Scholarship Activity Fund - July
- 7. General Fund Financial Reports – June, July
- 8. School Lunch Fund Financial Reports – June, July
- 9. Special Aid Fund Financial Reports – June, July
- 10. Capital Projects Fund Financial Reports – June, July
- 11. Miscellaneous Special Revenue Funds Reports – June, July
- 12. Debt Service Fund Financial Reports – June, July
- 13. Workers' Comp. Reserve Financial Reports – June, July
- 14. Budget Transfer Query – June, July
- 15. Capital Project Report (7/01/99 – Present) – June, July
- 16. Warrants - July

K. Approval of Contracts

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

#	<i>Contract</i>	<i>Description</i>	<i>Rate</i>	<i>Atty. Reviewed</i>	<i>Reason</i>	<i>Renewal</i>
1.	Bright Star Occupational Therapy, P.C.	Related Services	See attached rate sheet	No	Attorney Approved District Template	No RFP #2024-03 (2)
2.	CMG EDGROUP, LLC	Consultant Services	9 full-day sessions at \$2,200.00 each. Not to exceed \$19,800.00	No	Attorney Approved District Template	No

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
3.	Genesis School	Special Education Services	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	No
4.	Kidz Educational Services SLP, OT, PT, LMSW, Psychology, Audiology, PLLC	Related Services	See attached rate sheet	Yes	Attorney Approved District Template	No RFP #2024-03 (2)
5.	Majestic Gardens	Venue for Class of 2026 Junior Prom	See contract for specific rates	Yes	Vendor Template	No
6.	Rubicon West LLC (“Atlas”)	Services Agreement	Atlas Subscription for 7800 students \$31,200.00	No	Not Necessary	No
7.	SAVVAS Learning Company, LLC	Consultant Services	See contract for specific rates	Yes	Attorney Approved District Template	Yes
8.	Serene Home Nursing	Nursing Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2022-09
9.	SUNY Fredonia, College of Education	Affiliation Agreement	No fee associated with this agreement	Yes	Vendor Template	No
10.	SUNY Stony Brook, School of Dental Medicine	Dental Van Extension Agreement	No fee associated with this agreement	No	Attorney Approved District Template	Yes

L. Approval of Bid Award(s)

RESOLVED that the Board of Education hereby approves the following Bid Award:

- 2024-09 HS NOC Power, HS NOC Cleanup, MS Switch Upgrade: No award

M. Disposition of Obsolete Items

RESOLVED that the Board of Education hereby authorizes disposition of the following books and/or equipment:

- A Ten Chairs (*located at Barton*)
- One Fellowes Powerhouse 1000 Shredder, Serial # PH1990419A00100001442, PM Tag # 010423 (*located at PMHS*)
- Three warmers: 1) Make: Crescorp, Model # H137UA12C, Serial # HAE-J66714-1278, 2) Make: Winston, Model # HA4511GE, Serial # 110700143302, 3) Make: Crescorp, Model # H137US120, Serial # HBFJ3941901 (*located at PMHS*)

N. Acceptance of Donation(s)

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

- \$430.00 from the Patchogue-Medford Hall of Fame Booster Club, Inc. to be used as the stipend for the High School advisor working with the Patchogue-Medford Hall of Fame Booster Club's High School Club in the 2024-2025 school year.

O. Approval of Transfer of Funds to Workers' Compensation Reserve Fund

RESOLVED, that the Board of Education apply \$500,000 in revenue from the 2023-2024 end of year Unreserved-Undesignated fund balance of the General Fund into the Workers' Compensation Reserve Fund which the amount does not exceed the amount previously authorized by the Board of Education on June 24, 2024.

P. Approval of Transfer of Funds to Retirement Contribution Reserve Fund (Employees' Retirement System)

RESOLVED, that the Board of Education apply \$1,850,000 in revenue from the 2023-2024 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 24, 2024.

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

RESOLVED, that the Board of Education apply \$500,000 in revenue from the 2023-2024 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 24, 2024.

R. Approval of Transfer of Funds to Capital Reserve Fund - 2022

RESOLVED, that the Board of Education apply \$1,500,000 in revenue from the 2023-2024 end of year Unreserved-Undesignated fund balance of the General Fund into the Capital Reserve Fund - 2022 which the amount does not exceed the amount previously authorized by the Board of Education on June 24, 2024.

S. Setting of the Tax Levy and Tax Rate – Patchogue-Medford School District

RESOLVED that the Board of Education hereby authorizes a tax levy of \$131,318,680 with a tax rate of \$303.0203 per \$100 of assessed valuation. This will result in a 3.15% tax rate increase.

T. Setting of the Tax Levy and Tax Rate – Patchogue-Medford Public Library

RESOLVED that the Board of Education hereby authorizes a Patchogue-Medford Public Library tax levy of \$9,459,591 with an actual tax rate of \$21.8282 per \$100 of assessed valuation.

U. Approval of Attendance at Conferences

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

#	<i>Staff Member(s)</i>	<i>Name of Conference and Location (City, State)</i>	<i>Date(s)</i>	<i>Professional Organization Sponsoring Conference</i>	<i>Cost</i>	<i>District or Grant Funded</i>
1.	Jessica Lukas	LIASEA Fall Conference Montauk, NY	November 6, 2024 – November 8, 2024	LIASEA	\$960.00	Grant
2.	Lori Goldstein	LIASEA Fall Conference Montauk, NY	November 6, 2024 – November 8, 2024	LIASEA	\$960.00	Grant

3.	Shannon Ott	LIASEA Fall Conference Montauk, NY	November 6, 2024 – November 8, 2024	LIASEA	\$960.00	Grant
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V. District Audit Committee

RESOLVED that the Board of Education hereby appoints the following as a member of the District Audit Committee for the terms specified:

1. Ronald Ardito – July 1, 2024 through June 30, 2026

W. District-Wide School Safety Team

RESOLVED, that the Board of Education appoints the following additional member of the District-wide School Safety Team:

Name	Area of Representation
Felicia Cardella	Bus Driver/Monitor

X. Policy Adoption

RESOLVED that the Board of Education adopts the following policies which were circulated for a first reading:

- 1330 Use of School Facilities
- 1339.1 Safety Message Evacuation of Buildings in Time of Emergency
- 1339.1a Safety Message
- 1340 Public Conduct on School Property
- 1350 Public Safety
- 1355 School Safety Plans and Teams
- 3310 Purchasing
- 3326 Discontinuance of Claim Form
- 3340 Petty Cash
- 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
- 3527 Pesticide and Pest Management
- 3546.1 Free and Reduced Price Meals (to suspend indefinitely)

- 3546.2 Meal Charge Policy (to suspend indefinitely)
- 3610 Use of Credit Card
- 3615 Key Distribution Policy
- 3801 Secure Data Destruction
- 3802 Technology Security for Personal, Private and Sensitive Information
- 4410 Technology Acceptable Use Policy *For Employees and Volunteers*
- 4411 Remote Access to Computer Network
- 4412 Information Security Breach and Notification
- 4420 Computer Controls Policy for Financial Software
- 4430 Social Networking Sites
- 5154 Student Searches and Interviews
- 5154.1 Metal Detector Search Procedures
- 5160 Student Identification Cards
- 7210.a Role of School Board, Administrative Staff, and Architect with Respect to New School Construction or Building Renovation

Y. Approval of Appointment of Hearing Officer
RESOLVED, that pending the hearing and determination of the disciplinary charges against the Subject Employee, said Employee shall be suspended without pay for a period of thirty (30) days commencing September 17, 2024. IT IS FURTHER RESOLVED, that Steven Kasarda, Esq. be appointed as the Hearing Officer to conduct the hearing required by Civil Service Law Section 75, make a determination of the disciplinary charges against the Subject Employee, and to make a recommendation thereafter to the Board of Education.

11. Items Added to Consent Agenda for Separate Vote

RESOLVED, that the Board of Education hereby appoints Theresa Deleva to the position of District Clerk, effective September 30, 2024, for the completion of the one year term ending June 30, 2025, at the pro-rated salary of \$85,000.

Motion offered by Thomas Donofrio, seconded by Bernadette Smith to approve the District Clerk.

Motion carried: 7- Yes; 0 – No; 0 - Absent

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 October 28, 2024, Board of Education agenda:

- 6145.6 Attendance, Department and Academic Eligibility for Participation in Extracurricular Activities

13. Actions Arising Out of Executive Session

14. Superintendent's Report

Dr. Jones provided comment and information regarding her activities and happenings in the district.

15. Discussion Topics

- A. Committee Requirements
- B. New Grading Policy
- C. NYSSBA Resolutions
- D. Donation of Plaque to Athletic Department

16. Community Comments

17. Board Comments

Members of the Board of Education provided comments.

18. Adjournment

Motion offered by Kelli Anne Jennings, seconded by Francis Salazar to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 10:18 p.m.

Motion carried: 7 - Yes; 0 – No

Respectfully submitted,

Joey J. Cohen, Ed.D.
District Clerk Pro Tem