

**BOARD OF EDUCATION
PATCHOGUE-MEDFORD SCHOOL DISTRICT**

**241 South Ocean Avenue
Patchogue, New York 11772**

July 7, 2025

Saxton Middle School Auditorium

7:30 PM

MINUTES

PRESIDING OFFICER: Kelli Anne Jennings, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diane Andrade, Marc A. Negrin, Bernadette Smith, Jennifer Krieger, Francis Salazar, Lauren Kuban

OFFICIALS OF THE BOARD PRESENT: Theresa DeLeva, District Clerk; Lisa Hutchinson, General/Labor Counsel

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Lori Cannetti, Interim Superintendent of Schools, Michelle Marrone, Assistant Superintendent of Instruction, Joey Cohen, Assistant Superintendent of Human Resources

1. Call to Order

Board President, Kelli Anne Jennings called the meeting to order at 7:52 pm.

2. Welcome/Ground Rules

District Clerk, Theresa DeLeva, explained the ground rules and safety message

3. Presentations and/or Reports

A. Johnson Controls Inc. Presentation Regarding Energy Performance

4. Public Comments

The community was given an opportunity to make comments and/or ask questions on the presentation and/or Consent Agenda

5. **Consent Agenda** (Minutes, Finance, Personnel, New Business)

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

RESOLVED, the Board of Education hereby approves the Consent Agenda (items A-N)

Motion Carried: 7 – Yes, 0 – No, 0 - Abstentions

A. Approval of Minutes - Please refer to the section of this agenda entitled “Minutes” for the following minutes:

- June 23, 2025 – Business Meeting

B. Approval of Personnel – Please refer to the special section of this agenda entitled “Personnel.”

BE IT RESOLVED, that the Board of Education hereby approves the following personnel reports:

- A1. Instructional Staff
- A2. Instructional Staff LOA>Returns
- A3. Instructional Staff Payout
- B1. Operational Staff
- B2. Operational Staff LOA>Returns
- B3. Operational Staff Vacation Payout

C. Approval for Provision of Educational Opportunities to Resident Pupils with Disabilities

BE IT RESOLVED that the Board of Education approves the provision of educational opportunities to resident pupils as listed, in date order, on the following rosters shown in **Exhibit C**:

- 1. Committee for Preschool Special Education
- 2. Committee for Special Education
- 3. Section 504 Committee

D. Acceptance of Financial Reports – Please refer to the section of this agenda entitled “Finance” for finance program reports for the period of May 1, 2025, through May 31, 2026.

BE IT RESOLVED that the Board of Education hereby accepts the following financial reports for the period of May 1, 2025, through May 31, 2026

1. Claims Auditor Letter
2. Claims Auditor Reports
 - o Payroll Schedule Audit Report
 - o Payroll Adjustments Report
 - o Substitute Teacher Report (Budget)
 - o Substitute Teacher Report (Grants)
 - o Custodial Overtime Report
 - o Cash Disbursement Report
 - o Workers' Compensation Cash Disbursement
 - o Wire Reconciliation Report
 - o nVision Audit Reports
 - o Firewall Activity Report
3. Extra Classroom Activity Fund
4. Addition or Revision of Classroom Activity Account
5. Scholarship Activity Fund

E. Budgetary Adjustments

BE IT RESOLVED that the Board of Education hereby approves the following Budgetary Adjustments, which for the period from June 14, 2025, through July 1, 2025 will total \$23,000.00, as provided to the Board of Education (**Exhibit E**):

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

F. Approval of Contracts (**Exhibit F**)

BE IT RESOLVED that the Board of Education hereby accepts the following contracts:

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
1.	Apex Therapeutic Services, LLC	Nursing Services	See rate sheet for specific rate information	No	Attorney Approved District Template	Yes RFP #2025-10

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
2.	Bayport-Blue Point UFSD	Special Education Services	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	Yes
3.	Blue Sea Educational Consulting	Related Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2024-03 (2)
4.	Castle Software, Inc.	K-12 Instructional Software	Site License 1 Castle Learning District Site License K-12 \$40,121.30; Methodize ACT/SAT 1200 Licenses \$7,435.68	No	Attorney Approved District Template	Yes
5.	Classlink, Inc.	K-12/Staff Single Sign On	Classlink Analytics Plus, Annual License, Roster Server \$31,916.00	No	Attorney Approved District Template	Yes
6.	Finalsite	Addendum to Website Agreement	No cost	No	Not Necessary	Yes
7.	Frontline Education	Annual Subscription Renewal	\$31,970.39; An increase of \$1,522.39 over 2024-2025	Yes	Attorney Prepared Rider	Yes
8.	Girls Inc. of Long Island	Consultant Services	\$31,750.00. Remaining 50% of program cost to be covered by Girls Inc. funder.	No	Attorney Approved District Template	Yes

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
9.	Infojini Healthcare	Nursing Services	See rate sheet for specific rate information	No	Attorney Approved District Template	No RFP #2025-10
10.	Learning Internet, Inc. dba Learning.com	K-12 Instructional Software	Easy Tech \$4,385.00 each at 7 buildings for a total not to exceed \$30,695.00	No	Attorney Approved District Template	Yes
11.	Long Island Head Start	UPK Services	See contract for specific rates	No	Attorney Prepared District Template	No RFP #2025-02
12.	Mount Sinai UFSD	Special Education Services (2024-2025)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	Yes
13.	Mount Sinai UFSD	Special Education Services (2025-2026)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	Yes
14.	Munistat Services, Inc.	Fiscal Advisory Services	\$6,500 (\$4,750 for the TANs and \$1,750 for the SEC filing); Rate is unchanged from 2024-2025	No	Vendor Template	Yes RFP #2022-12
15.	One on One Medical Care, P.C. (Anthony N.	School Physician	\$47,754.36; Rate is up the allowable amount of 2% over 2024-2025	No	Attorney Approved District	Yes RFP

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
	Donatelli, Jr.)				Template	#2022-08
16.	Out East Therapy of New York	Related Services	See contract for specific rates	No	Attorney Approved District Template	Yes RFP #2024-03 (2)
17.	RCM Health Care Services	Nursing Services	See rate sheet for specific rate information	No	Attorney Approved District Template	No RFP #2025-10
18.	South Country CSD	Special Education Services (2024-2025)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	Yes
19.	South Country CSD	Special Education Services (2025-2026)	In accordance with the tuition rate established by the Commissioner of Education	No	Attorney Approved District Template	Yes
20.	St. Charles Hospital	High School Athletic Trainer	\$53,370.00; Rate is unchanged from 2024-2025	No	Attorney Approved Template	Yes RFP #2025-09
21.	Theralympic Speech	Related Services	Rates are unchanged from 2024-2025	No	Attorney Approved District Template	Yes RFP #2024-03 (2)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
22.	Wise Medical Staffing	Nursing Services	See rate sheet for specific rate information	No	Attorney Approved District Template	No RFP #2025-10

G. Bid Awards

BE IT RESOLVED that the Board of Education hereby approves the following Bid Awards (**Exhibit G**):

- Capital Bid – Additions/Alterations and HVAC and Unit Ventilator Improvements at Bay Elementary School:
 - Base Bid EC-1 (Electrical): Eldor Contracting Corp.
 - Add Alternate 1 to Base Bid EC-1 (Music Suite and Faculty / PE Toilet Room Reno): Eldor Contracting Corp.
 - Base Bid PC-1 (Plumbing): Island Piping Solutions
 - Add Alternate 1 to Base Bid PC-1 (Music Suite and Faculty / PE Toilet Room Reno): Island Piping Solutions
 - Base Bid GC-1 (General Construction): Stalco Construction
 - Add Alternate 1 to Base Bid GC-1 (Music Suite and Faculty / PE Toilet Room Reno): Stalco Construction
- Capital Bid – Theatrical Lighting & Sound Upgrades at PMHS, Oregon MS, Saxton MS, South Ocean MS: Rescind

H. Approval of 2025-2026 Budget Development Calendar

BE IT RESOLVED that the Board of Education hereby approves the 2025-2026 budget calendar as presented by the Assistant Superintendent for Business.

ADMIN. RESPONS.	ACTIVITY	DATE
Asst. Superintendent for Business	Budget Refresher Workshop	11/5/25 (W)
Asst. Superintendent for Business	Submit budget forms to Administrators	11/7/25 (F)
All Administrators	Administrators submit budget to Asst. Superintendent for Business	12/5/25 (F)
Asst. Superintendent for Business	Budget Workshop #1 – Superintendent & Asst. Superintendent for Business review Budget with Board	1/26/26 (M)
Asst. Superintendent for Business	Submit information to calculate tax levy limit to Comptroller’s Office <i>(No later than March 1, 2026)</i>	2/27/26 (F)
All Administrators	Preliminary projected staffing submitted to Asst. Superintendent for Business	2/27/26 (F)
All Administrators	Budget Workshop #2 – Superintendent & Asst. Superintendent for Business review Budget with Board	3/2/26 (M)
Asst. Superintendent for Business	Budget Workshop #3 – Superintendent & Asst. Superintendent for Business review Budget with Board	3/30/26 (M)
Board of Education	Final Budget adopted by the Board of Education and approval of Property Tax Report Card	3/30/26 (M)
Asst. Superintendent for Business	File Property Tax Report Card <i>(Day after Board of Education adoption but no later than April 27, 2026)</i>	4/1/26 (W)
District Clerk	Public legal notices published in LI	4/2/26, 4/9/26,

	Advance (Th) Public legal notices published in LI Business News (F)	4/23/26, 4/30/26 4/3/26, 4/10/26, 4/24/26, 5/1/26
Asst. Superintendent for Business	Submit final Budget brochure for printing	4/7/26 (T)
Asst. Superintendent for Business	Public meetings to present adopted budget will be held with the PTA's and various community/civic organizations	TBD
Asst. Superintendent for Business	Last day to mail Budget Brochure to residents	4/23/26 (Th)
Asst. Superintendent for Business	Budget available in schools, local Library and District website <i>(No later than 7 days before Budget Hearing)</i>	4/30/26 (Th)
Asst. Superintendent for Business	Budget Hearing <i>(7-14 days prior to budget vote)</i>	5/7/26 (Th)
Asst. Superintendent for Business	Budget Notices mailed to eligible voters <i>(Day after Budget Hearing but no later than 6 days before budget vote)</i>	5/8/26 (F)
	Budget Vote <i>(Third Tuesday in May)</i>	5/19/26 (T)
	Budget Re-Vote (if necessary)	6/16/26 (T)

I. Approval of Cooperative Bidding for the 2025/2026 School Year (Exhibit I)

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 2025-2026 school year.

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 FOR Patchogue-Medford UFSD, hereby appoints Long Island School Nutrition Directors Association Long Island Cooperative to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that Patchogue-Medford UFSD Board of Education authorized the above-mentioned cooperative to represent it in all matters leading up to and 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 in Bid with Nassau BOCES

BE IT RESOLVED, that, upon the recommendation of the Interim Superintendent of Schools, the Board of Education agrees to 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.

K. Approval of Fee Schedule for Before, After and Combined School Care

BE IT RESOLVED, that the Board of Education hereby approves the 2025-2026 rates for before, after and combined care as shown:

Before-School Daily Rate 2025-2026				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	9.03	15.80	18.06	22.58
Reduced Lunch Recipient	11.58	20.27	23.16	28.95
All Others	14.40	25.20	28.80	36.00
After-School Daily Rate				
Family Income	Number of children In Program			
	1	2	3	4
Free Lunch Recipient	9.03	15.80	18.06	22.58
Reduced Lunch Recipient	13.50	23.63	27.00	33.75
All Others	16.22	28.39	32.44	40.55
Before-and After-School Daily Rate				
(These rates are discounted 25% for participation in both programs)				
Family Income	Number of Children In Program			
	1	2	3	4
Free Lunch Recipient	13.55	23.70	27.09	33.87
Reduced Lunch Recipient	18.81	32.93	37.62	47.03
All Others	22.97	40.19	45.93	57.41

L. Authorization to Conduct Blood Drives The DECA Club, together with New York Blood Center, would like to organize blood drives and to secure a building facility, the Board of Education must approve the blood drives being held in

Patchogue-Medford Schools. There are four blood drives that are sponsored and organized by the DECA Club to be held in the Patchogue-Medford High School. Once Board approval has been granted, the New York Blood Center and the DECA Club will be required to follow school board policy concerning sponsoring blood drives in the district.

BE IT RESOLVED that the Board of Education hereby authorizes the DECA Club and the New York Blood Center to hold four blood drives on October 10, 2025, December 12, 2025, March 13, 2026, and May 15, 2026 at the Patchogue-Medford High School sponsored and organized by the DECA Club, and, as the blood drives are being conducted during school hours, the Board of Education hereby grants a waiver in accordance with Policy #1330.

M. Approval of 2025-2026 School Comprehensive Education Plan for South Ocean Middle School

BE IT RESOLVED, that upon the recommendation of the Interim Superintendent of Schools, the Board of Education approves the School Comprehensive Education Plans (SCEP) for South Ocean Middle School for the 2025-2026 School Year as presented and authorizes the district administration to submit said plan to the New York State Education Department (**Exhibit M**).

N. Approval of Settlement Agreement

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a Settlement Agreement with the Patchogue-Medford Congress of Teachers and the employee named in Confidential Schedule A, in regards to placement on the salary schedule and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

N. Approval of Standardization of Lighting

WHEREAS, Patchogue-Medford Union Free School District has transitioned to ETC LED fixtures, ETC controllers, ETC lighting, and ETC equipment in two of the four District buildings' Arts facilities; and

WHEREAS, the Board of Education has determined that, for reasons of efficiency or economy, there is need for standardization of the lighting equipment in the Arts facilities throughout the district; and

WHEREAS, the Board of Education has determined there is sufficient justification to support standardization in the purchase of such ETC LED fixtures,

specifically standardization will reduce costs and enhance efficiency by providing a single platform for staff training and operation, providing a single source for programming, maintenance, technical support and parts ordering, and allow the District to create a cohesive visual experience across all its performance spaces.

NOW, THEREFORE, BE IT RESOLVED, the District shall advertise for sealed bids for the purchase of ETC LED fixtures, repairs, upgrades, inspections, technical support and additions in the manner provided in § 103 of the General Municipal Law and may thereafter award a contract to the lowest responsible bidder furnishing the required security.

End of Consent Agenda

6. No Items Removed from Consent Agenda for a Separate Vote

7. 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 18, 2025, Board of Education agenda:

- 1330 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
- 1340 Public Conduct on School Property
- 1355 School Safety Plans and Teams
- 3340 Petty Cash/Petty Cash Accounts (with regulations)
- 3460.1 Purchase Contracts for Student Activity Funds
- 3460.2 Deposit of Student Activity Funds
- 3470 Wire Transfer Policy
- 3480 Fund Balance
- 3490 Returned Checks (Non-Sufficient Funds – NSF)
- 3527 Pesticides and Pest Management
- 3528 Carbon Monoxide Detection and Response
- 3545 Transportation Philosophy (with regulations)

- 3546.3 “Charging” School Meals and Prohibition Against Shaming
- 3801 Secure Data Destruction Policy
- 3802-E Parents’ Bill of Rights for Data Privacy and Security
- 4114.1 Drug and Alcohol Abuse Policy for School Bus Drivers (with regulations)
- 4411 Remote Access to Computer Network
- 4412 Information Security Breach and Notification (with regulations)
- 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
- 5154 Student Searches and Interviews (with regulations)
- 5154.1 Metal Detector Search Procedures
- 5158 Wellness Policy on Nutrition and Physical Activity (with regulations)
- 6153 Field Trips
- 7210.A Role of School Board, Administrative Staff, and Architect with Respect to New School Construction or Building Renovation

B. 2026 Annual Budget Vote and Election Timetable

Board of Education Candidate Packets Available.....	March 23, 2026
Voter Propositions Due (Signatures of 100 qualified voters required).....	March 27, 2026
Nominating Petitions Due.....	April 20, 2026
Drawing for Ballot Positions.....	April 21, 2026
Budget Hearing	May 7, 2026

Last Day to Register for Vote.....	May 13, 2026
Last Day to Apply for an Absentee Ballot.....	May 13, 2026
Last Day to Mail Budget to Residents.....	May 14, 2026
List of Absentee Voters Available.....	May 14, 2026
List of Registered Voters Available.....	May 14, 2026
Vote and Election (7 a.m. to 9:00 p.m.).....	May 19, 2026
Canvas of Election at Saxton (9:15 p.m.).....	May 19, 2026

Voters may register on any school day prior to May 14, 2026, at the Administrative Center, 241 South Ocean Avenue, Patchogue, New York, between the hours of 9 a.m. 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, 2026
Thursday, April 9, 2026
Thursday, April 23, 2026
Thursday, April 30, 2026

Long Island Business News:

Friday, April 3, 2026
Friday, April 10, 2026
Friday, April 24, 2026
Friday, May 1, 2026

8. No Actions Arising Out of Executive Session

9. Discussion Topics

- A. **Recess Resolution for NYSSBA** – The Board discussed the revision of the Recess Resolution for submittal to NYSSBA

Motion offered by Jennifer Krieger, seconded by Bernadette Smith to wit:

RESOLVED, that the Board of Education agrees on the wording of the Recess Resolution to be put forth to NYSBBA.

Motion Carried: 7 - YES, 0 – No, 0 – Abstentions

- B. **Sunset Resolutions for NYSSBA** – Further discussion to be had in upcoming months

10. Community Comments

The community was given an opportunity to bring forth any topic to the attention of the Board of Education

11. Board Comments

The Board of Education made closing comments

12. Adjournment

Motion offered by Francis Salazar, seconded by Bernadette Smith to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 9:27 pm

Board Approved