



## **Board of Education Business Meeting Minutes**

*Monday, September 15, 2025, at 7:00 PM*

*Patchogue-Medford High School Auditorium*

**Members of the Board Present and Voting:** Kelli Anne Jennings, Board President, Diana Andrade, Jennifer Krieger, Bernadette Smith, Francis Salazar, Lauren Kuban

**Members of the Board Absent:** Marc Negrin

**Officials of the Board Present:** Lori Cannetti, Interim Superintendent of Schools, Theresa DeLeva, District Clerk

**Administrative Staff Present and Reporting:** Dr. Joey Cohen, Assistant Superintendent for Human Resources, Dr. Jessica Lukas, Assistant Superintendent for Pupil Services, Ms. Michelle Marrone, Assistant Superintendent for Curriculum & Instruction, Mr. Frank Mazzie, Assistant Superintendent for Business and Operations

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### **1. Meeting Opening**

Meeting called to order at 5:34 pm

RESOLVED that the Board of Education enters into Executive Session for the purpose of discussing personnel, collective bargaining and legal matters.

*Moved by:* Francis Salazar

*Seconded by:* Bernadette Smith

**Carried**

### **2. Executive Session**

### **3. Resume Public Session**

### **4. Pledge of Allegiance**

Board President will lead the room in the pledge to the Flag

**5. Welcome/Safety Message/Ground Rules**

District Clerk, Theresa DeLeva, informed the community of the Board of Education meeting ground rules and informed the community of the emergency evacuation procedures.

**6. Presentations and Reports**

A. Tenure Recognition (end of 2024-2025)

B. Back to School Updates from Assistant Superintendents

**7. Report by Ex-Officio Student Member**

**8. Public Comments on Reports and Agenda Items**

Limited to three (3) minutes per person to total no more than sixty (60) minutes with no sharing of minutes.

**9. Consent Agenda**

Minutes, Finance, Personnel, New Business

RESOLVED, that the Board Of Education hereby accepts the Consent Agenda (items 9.1 through 9.16)

*Moved by:* Francis Salazar

*Seconded by:* Bernadette Smith

**Carried**

9.1 **APPROVAL OF MINUTES** # - #  
[3 - Minutes \(August 18, 2025 Business\) - 9-15-25.pdf](#) 

9.2 **APPROVAL OF PERSONNEL** # - #  
RESOLVED, that the Board of Education hereby approves the following personnel reports:

- A1. Instructional Staff
- A2. Instructional Staff LOA>Returns
- B1. Operational Staff

B2. Operational Staff LOA>Returns

B3. Operational Staff Payout

9.3 APPROVAL OF SETTLEMENT AGREEMENT

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 a disciplinary issue and authorizes the President of the Board of Education to execute said Agreement on behalf of the district.

9.4 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, on the following rosters:

1. CPSE
2. CSE
3. Section 504 Committee

9.5 APPROVAL OF BUDGETARY ADJUSTMENTS

RESOLVED that the Board of Education hereby approves the following Budgetary Adjustments for the period August 1, 2025 through September 4, 2025 in the amount \$764,300.00.

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

9.6 ACCEPTANCE OF FINANCIAL REPORTS

# - #

RESOLVED that the Board of Education hereby accepts the following financial reports for the periods specified:

1. Treasurer's Report – June (unaudited)
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
- Facilities Use Activiy Report
- 4. Cash Flow Projection - June
- 5. Extra Classroom Activity Fund – July
- 6. Extra Classroom Activity Fund Annual Report Ending June 30, 2025
- 7. Scholarship Activity Fund – July
- 8. Scholarship Activity Fund Annual Report Ending June 30, 2025
- 9. General Fund Financial Reports – June (unaudited)
- 10. School Lunch Fund Financial Reports – June (unaudited)
- 9. Special Aid Fund Financial Reports – June (unaudited)
- 10. Capital Projects Fund Financial Reports – June (unaudited)
- 11. Miscellaneous Special Revenue Funds Reports – June (unaudited)
- 12. Debt Service Fund Financial Reports – June (unaudited)
- 13. Workers' Comp. Reserve Financial Reports – June (unaudited)
- 14. Budget Transfer Query – June (unaudited)
- 15. Capital Project Report (7/01/99 – Present) – June (unaudited)

## 16. Warrants – June

- 9.7 APPROVAL OF CONTRACTS # - #  
RESOLVED that the Board of Education hereby accepts the following contracts:  
  
[Contract Agenda Memo 9-15-25.pdf](#) 
- 9.8 APPROVAL OF BID AWARD(S) # - #  
RESOLVED that the Board of education hereby approves the following Bid Awards:  
  
2025-16 Musical instrument Rentals Bid:  
  - Music and Arts
  - On Pitch Music2025-17 Custodial Uniforms Bid - Rescind
- 9.9 DISPOSITION OF OBSOLETE ITEMS # - #  
The Interim Superintendent of Schools wishes to rid the district of obsolete books and/or equipment. The process for disposition includes a first step in which bids will be taken, with an award to the high bidder at a future board meeting. If there is not a bid for these books and/or equipment, the second step will be to consider them as junk and have them disposed of accordingly.  
  
RESOLVED that the Board of Education hereby authorizes disposition of the following books and equipment:  
  - Twenty-five (25) black and blue chairs and one large table from the Barton Elementary School faculty room (Barton Elementary School)
  - One Dwyer Kitchens refrigerator, Serial #2003 08 00010, Model # RF-1001 (River Elementary School)
- 9.10 ACCEPTANCE OF DONATION(S) # - #

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

- 50 backpacks and 12 bags of assorted school supplies, with an approximate value of \$3,600.00, from the Medford Volunteer Ambulance
- 50 backpacks and 2 boxes of assorted school supplies, with an approximate value of \$3,200.00, from The Rachel Quinn Children's Foundation

9.11 APPROVAL OF SCHOLARSHIP(S)

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RESOLVED that the Board of Education hereby accepts the following Scholarship(s):

- "THE BARBARA KANE MEMORIAL SCHOLARSHIP", in the amount of \$1,000.00, honoring her dedication to our school district, our community and her commitment to helping others, will be presented to a college-bound high school senior who expresses an interest in pursuing a career of helping others. The recipients will reflect Barbara Kane's commitment to community service and family and will have demonstrated participation and leadership in community service activities and extra-curricular involvement. Consideration will be given based on the student's community service and pursuing a major in education.

9.12 APPROVAL OF TRANSFER OF FUNDS TO RETIREMENT CONTRIBUTION RESERVE FUND (EMPLOYEES' RETIREMENT SYSTEM)

RESOLVED, that the Board of Education apply \$1,000,000 in revenue from the 2024-2025 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 23, 2025.

9.13 APPROVAL OF TRANSFER OF FUNDS TO RETIREMENT CONTRIBUTION RESERVE SUB-FUND

RESOLVED, that the Board of Education apply \$750,000 in revenue from the 2024-2025 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 23, 2025.

9.14 APPROVAL OF TRANSFER OF FUNDS TO CAPITAL RESERVE FUND - 2022

RESOLVED, that the Board of Education apply \$1,750,000 in revenue from the 2024-2025 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 23, 2025.

9.15 APPROVAL OF CONFERENCES

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

- Assistant Superintendent for Business, Mr. Frank Mazzie, to attend the School Business Management Workshop 2025 in Saratoga Springs, NY, from November 17, 2025 through November 20, 2025 sponsored by the Association of School Business Officials at a \$1,562.30 cost to the district.
- Interim Superintendent, Mrs. Lori Cannetti, to attend the 2025 Fall Leadership Summit - Advancing Innovation: Leading & Learning at the Pace of Change in Saratoga Springs, NY, from September 28, 2025 through September 30, 2025, sponsored by LEAF, Inc. and NYSCOSS, at a \$1,767.00 cost to the district.

9.16 AUTHORIZATION FOR STUDENT TRIPS

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

**TRIP #503197:** Approximately 100 High School 12th grade students accompanied by Zackary Petker, Kerri Silsbe, Megan Space and Michelle Mars will travel to **Six Flags New England, Agawam, MA on Saturday, October 18, 2025.** Transportation was booked with ES BOCES (Hampton Jitney). The cost for the students is approximately \$140.00. There is no cost to the district as no substitute teachers are needed.

9.17 POLICY ADOPTION

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At the June 23, 2025 or July 7, 2025, Board of Education meeting, the following policies were presented for a first reading. Since that time there has been no suggested changes.

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

- 2410 Table of Administrative Organization
- 2451 Nondiscrimination in Education Programs and Activities
- 2452 Sexual Harassment Grievances Under title IX
- 2452.2 Sexual Harassment in the Workplace
- 3330 Transfer of Funds
- 5170 Student Harassment & Bullying Prevention and Intervention (Dignity for All Students Act)
- 6161.4 Distribution of Musical Instruments

[6 - Policies - 9-15-25.pdf](#) 

**10. No Items were Removed from the Consent Agenda for a Separate Vote**

**11. No Actions Arising Out of Executive Session**

**12. Information Items**

12.1 POLICY FIRST READING

The following policy will be circulated for a first reading. If there are no changes, the policy will be included on the September 15, 2025, Board of Education agenda:

- 5122 Programs for Students with Disabilities Under IDEA and New York Education Law Article 89

**13. Superintendent's/Assistant Superintendents' Report(s)**

The Interim Superintendent spoke about the start of the school year.

**14. Discussion Topics**

A. NYSSBA Resolutions - The Board of Education reviewed and decided on NYSSBA resolutions to support.

B. E-Bikes - Section in our Newsletter speaking about the laws involved in riding e-bikes.

C. Vice President, Diana Andrade, spoke about the extracurricular meeting that took place the week prior.

**15. Public Comment**

- 15.1 The community was given an opportunity to ask questions or make comments to the Board of Education.

**16. Board of Education Comments**

**17. Motion to Enter Executive Session**

RESOLVED that the Board of Education enters into Executive Session for the purpose of discussing personnel, collective bargaining and legal matters.

*Moved by:* Francis Salazar

*Seconded by:* Bernadette Smith

**Carried**

**18. Motion to Adjourn**

RESOLVED, being there is no further business to discuss at this time, the Board of Education Business Meeting is adjourned at 10:20 pm.

*Moved by:* Diana Andrade

*Seconded by:* Francis Salazar

**Carried**

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District Clerk

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