

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

Business Meeting
Via Teleconference Due to Covid-19 Virus
Broadcast via Facebook Live
March 30, 2020

PRESIDING OFFICER: Anthony C. O'Brien, President

MEMBERS OF THE BOARD PRESENT AND VOTING: Diana Andrade, Teresa Balducci-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, 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 on the Zoom application at 6:34 p.m.

2. EXECUTIVE SESSION

Motion offered by Bernadette Smith, seconded by Marc Negrin to wit:
RESOLVED, that the Board of Education hereby enters Executive Session to conduct a confidential discussion regarding agreements with the district's collective bargaining units and a confidential employee sick bank at 6:35 p.m.

Motion carried: 7 - Yes; 0 - No

3. RESUME PUBLIC SESSION AND DEPARTURE OF ATTORNEY

Mr. O'Brien called the meeting to order in Public Session, at 7:30 p.m. via the Zoom application and broadcast on Facebook Live.

4. WELCOME AND GROUND RULES

Mr. O'Brien explained the ground rules for the meeting.

5. CONSENT AGENDA

Motion offered by Teresa Balducci-Greenberg, seconded by Diana Andrade to approve the Consent Agenda (Items A through Z) as follows:

A. Approval of Minutes

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

- February 24, 2020 - Business Meeting Minutes
- March 2, 2020 - Special Meeting/Budget Workshop #3 Minutes
- March 16, 2020 - Special Meeting Minutes

5. **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 at 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
- B1. Operational Staff
- B2. Operational Staff LOA>Returns
- B3. Operational Staff Payouts

C. Approval of Agreement with Non-Aligned Employees

WHEREAS, the Board of Education of the Patchogue Medford Union Free School District (the "Board") employs staff who are not represented by a recognized employee organization pursuant to the New York State Public Employees' Fair Employment Act ("Non-aligned Employees"); and

WHEREAS, the Non-aligned Employees do not have collective bargaining agreements and, therefore, have their terms and conditions of employment established by action of the Board of Education; and

WHEREAS, on March 15, 2020, Governor Andrew Cuomo issued Executive Order 202.4, which mandates that effective March 17, 2020 through April 15, 2020, the District must allow non-essential personnel to be able to work from home or take leave without charging accruals, except for those personnel essential to the District's response to the COVID-19 emergency, and such non-essential personnel shall total no less than 50% of the total number of employees across the District's entire workforce; and now, therefore be it

RESOLVED, that pursuant to New York General Municipal Law Section 92 and Executive Order 202.4, the Board shall provide paid leave to all non-essential non-aligned employees on regularly scheduled workdays, at their regular rates of pay, who are ready, willing and able to work as determined by the Superintendent of Schools during the period that Executive Order 202.4 remains in effect and any period that extends the effect of Executive Order 202.4; and be it further

RESOLVED, all essential personnel who are ready, willing and able to work as determined by the Superintendent of Schools shall perform such duties within the scope of their title during the period that Executive Order 202.4 remains in effect and any period that extends the effect of Executive Order 202.4 whether remotely and/or in the District; and be it further

RESOLVED, that for Non-aligned Employees who are ready, willing and able to work as determined by the Superintendent of Schools during the period that Executive Order 202.4 remains in effect and any period that extends the effect of Executive Order 202.4 and who also have a vacation buy-back option in their 2019-2020 Benefits Agreement, in addition to such benefit, such employees who reported to work from March 18, 2020 up through and including March 27, 2020, may buy back one (1) additional day for each day worked up to a maximum of eight (8) additional days. However, if these Non-Aligned Employees specifically, utilized their leave days from March 18, 2020 up through and including March 27, 2020, such time will be deducted from their leave accruals.

D. Approval 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

5. **CONSENT AGENDA** – (continued)

Civil Service Employees' Association Full-Time Clerical Unit named in Confidential Schedule A for 12 days. The donation of leave by the Clerical Unit is not to be considered precedent-setting.

- E. Approval of Memorandum of Agreement with CSEA Part-Time Unit regarding Dental and Vision Plan

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the Civil Service Employees part-time unit pertaining to enrollment of unit employees in Solstice Dental and Vision Plans.

- F. Approval of Memorandum of Agreement with CSEA Part-Time Unit regarding Retiree Dental and Vision Plan

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the Civil Service Employees part-time unit pertaining to retiree dental and vision benefits.

- G. Change of Pay Rate for Election Staff to Comply with New Minimum Wage

1. Permanent Chairpersons

RESOLVED, that the Board of Education hereby increases the pay for the following persons as members of the Board of Registry for the fiscal year 2019-2020 to \$13.00 per hour to comply with new the new minimum wage; and be it further

RESOLVED, that permanent chairpersons for the fiscal year 2019-2020 each receive an additional \$40.00 fee for each Election Day worked; and that the district clerk is authorized to fill vacancies as they occur.

Juta (Judy) Rohla
Barbara Ramirez
Margaret Safranek
Angela Kaiser
Donna Cochrane
Lorraine Crowley (alternate)
Ursula Closson (alternate)

2. Assistant Clerks and Election Inspectors

RESOLVED, that the Board of Education hereby increases the pay for the following persons as election inspectors (or substitute election inspectors) for the fiscal year 2019-2020 to \$13.00 per hour to comply with the new minimum wage; and be it further

RESOLVED, that the chief election inspectors for fiscal 2019-2020 will serve at no additional fee; and that the district clerk is authorized to fill vacancies as they occur.

Assistant Clerks

Edna Jonck	Patricia Condos (alternate)
Mary Ellen Bodkin	Camille Bridson
Carol Lopez	Ursula Closson
Jean Pisculli	Donna Murname
Geraldine Restifo (alternate)	Manuel Felouzis (alternate)
Judy Sullivan (alternate)	Lorraine Crowley
Jessica Boehm	Florette Loughlin
Thomas Cheshire (alternate)	Harry Farides (alternate)
Diane Giaquinto (alternate)	Linda Happel (alternate)
Cathy Shulder	Patricia Bohlert (alternate)

5. CONSENT AGENDA – (continued)

Election Inspectors

Louise Ebert	John Ramirez
Lorraine Chapparino (alternate)	Kelly Berwick
Jane Knopp	Rita Mae Hihn (alternate)
Patricia Rizzi (alternate)	John Guisto (alternate)
Susan Comunale	Paulette Green
Winnifred Kuhn	Marie Gebbia (alternate)
Joanne Pironti	Jeanette Holmes (alternate)
Gerard Giaquinto (alternate)	

H. 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 to the Board of Education:

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

I. Approval of Construction Program Change Orders

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following construction program change orders:

- Change Order #1 – Stalco Construction, Inc. – ADA Toilet Renovations at Bay Elementary School – Provide all labor, materials and equipment for the following: 1) New Durock infill at toilet rooms. Add \$6,392.75; 2) Credit balance of Unforeseen Conditions Allowance. Deduct (\$20,000.00) – Total Deduct Amount of (\$13,607.25)
- Change Order #1 – Stalco Construction, Inc. – ADA Toilet Renovations at Eagle Elementary School – Provide all labor, materials and equipment for the following: 1) Asbestos ceiling plaster removal at nurses room A23. Add \$4,659.52; 2) Credit for balance of Unforeseen Conditions Allowance. Deduct (\$7,500.00) – Total Deduct Amount of (\$2,840.48)

J. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports of the January 1, 2020 through January 31, 2020 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
 - Workers' Compensation Cash Disbursement
 - Wire Reconciliation Report
 - nVision Audit Reports
4. Cash Flow Projection
5. Extra Classroom Activity Fund
6. Addition of Extra Classroom Activity Account
7. Scholarship Activity Fund
8. General Fund Financial Reports
9. School Lunch Fund Financial Reports

5. **CONSENT AGENDA** – (continued)

10. Special Aid Fund Financial Reports
11. Capital Projects Fund Financial Reports
12. Trust & Agency Fund Financial Reports
13. Private Purpose Trust Fund Financial Reports
14. Debt Service Fund Financial Reports
15. Workers' Comp. Reserve Financial Reports
16. Budget Transfer Query
17. Capital Project Report (7/01/99 – Present)
18. Warrants

K. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, for the period from February 14, 2020 through March 20, 2020, in the amount of \$63,590.00, as provided to the Board of Education.

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

L. 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.	Academic Entertainment, Inc.	Consultant Services	\$1,750.00 per day for one day	No	Attorney Approved District Template	No
2.	Deer Park UFSD	Health Services	\$931.50 per eligible pupil for 2019-2020; An increase of \$69.86 per eligible pupil over 2014-2015	No	Attorney Approved Template	No
3.	Encore Performing Arts, Inc.	Consultant Services	\$1,875.00 per day for one day	No	Attorney Approved District Template	No
4.	GM Data Communications	Erate Category Two Products & Services	See contract for details	No	Not Necessary	RFP # 2020-04 No
5.	Nauppauge UFSD	Health Services	\$1,056.00 per eligible pupil for 2019-2020; An increase of \$63.00 per eligible pupil over 2018-2019	No	Attorney Approved Template	Yes
6.	Hip Pickles	Consultant Services	\$1,500.00 per day for one day	No	Attorney Approved District Template	No
7.	Long Island University Post	High School Scholars Agreement	\$290 per course per participant	Yes	Vendor Template	Yes
8.	Mobile Ed Productions, Inc.	Consultant Services	\$1,195.00 per day for one day	No	Attorney Approved District Template	No

5. CONSENT AGENDA – (continued)

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
9.	Sayville UFSD	Health Services	\$1,280.14 per eligible pupil for 2019-2020; An increase of \$68.74 per eligible pupil over 2018-2019	No	Attorney Approved Template	Yes
10.	Seneca Consulting	Affordable Care Act Consulting Services	\$10,500.00; Rate is unchanged from 2019-2020	Yes	Vendor Template	Yes
11.	Smithtown CSD	Health Services	\$1,023.65 per eligible pupil for 2019-2020; An increase of \$20.78 per eligible pupil over 2018-2019	No	Attorney Approved Template	Yes

M. Approval of Bid Awards

RESOLVED, that the Board of Education hereby approves the following Bid Awards:

- #2017-25 Pouring Rights RFP: Canteen Vending
- #2018-05 Floor Mats Bid: American Pad, Inc.
- #2019-03 (2) Inspection & Repair of Edwards Fire Alarm Systems: Briscoe Protective
- #2019-04 Maintenance & Repair of District Owned Motor Vehicles: T & T Baldwin Automotive, Inc.
- #2019-08 Maintenance & Repair of District Owned School Buses: T & T Baldwin Automotive, Inc.
- #2019-10 Treated Dust Mops & Cloths: American Pad, Inc.
- #2020-03 Snow Plow Bid: Laser Industries
- #2020-04 RFP Cabling/Closet Wire Management & Organization: GM Data Communications
- Capital Bid Window Reconstructions at Oregon Middle School: Arrow Steel Window Corp.

N. Disposition of Obsolete Items

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

- Library Books (*located at Medford Elementary School Library*)
- Library Books (*located at Tremont Elementary School Library*)

O. Acceptance of Donations

RESOLVED, that the Board of Education hereby accepts the donation(s) of:

- One (1) Bee-Bot valued at \$199.95 through www.donorschoose.org to Ms. Draghi's first grade class at Barton Elementary School for the "Bee Excited for Programming" project.
- \$500.00 from the ExxonMobil Educational Alliance Program to the PMHS Student Recognition Account to support Math or Science activities at the High School.
- \$400.00 from the Fashion Institute of Design & Merchandising for the Fashion Design Club.
- \$20.00 gift card to ShopRite from Island Harvest to the Family Center.
- \$200.00 from the Bay Elementary School Big Mac Club to the Family Center.

5. **CONSENT AGENDA** – (continued)

- Fifty-inch Samsung Flat Panel Video Hi Def Display Television Monitor (Model #UN50NU6900) valued at approximately \$325.83 from the Patchogue-Medford Hall of Fame Booster Club, Inc. to the Patchogue-Medford High School.

P. Approval of Scholarships

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

- THE ROBERT HAMID PERMENTER JR. MEMORIAL SCHOLARSHIP will be awarded to a family or close relative of Robert H. Permenter Jr.

Q. Approval of SEQRA Resolution for Bay Avenue Elementary School Additions and Alterations

WHEREAS, the Board of Education desires to embark upon the Bay Avenue Elementary School Additions and Alterations (Project), including construction of a 13,500sf rear building addition with utilities and required services, associated site work, relocating a playground area and backstop; and

WHEREAS, said Project is subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the Project and has determined that the project as a whole is classified as an Unlisted Action as defined by Section 617.2 of the SEQRA Regulations; now, therefore be it

RESOLVED, that the Board of Education hereby declares itself lead agency in connection with the requirements of SEQRA; and be it further

RESOLVED, that the Board of Education hereby declares that the Project as proposed hereto will not result in any significant adverse environmental impacts; and be it further

RESOLVED, that upon recommendation of the Superintendent of Schools, the Board of Education hereby approves this resolution and shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the Short Environmental Assessment Forms and correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of said projects from the New York State Education Department.

R. Approval of Attendance at Conferences

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

- Frank Mazzie – Educational Summit & Expo – May 31 through June 3, 2020, Saratoga Springs, NY, at a cost of \$1,725.86 to be paid for by the District.

S. Approval of Qualified Lead Evaluators

RESOLVED, that Michelle Sullivan, Director of Elementary Humanities and Derek Robinson, Director of Student and Family Supports have received appropriate training in teacher and/or principal evaluation in accordance with the regulations of the Commissioner of Education, and these individuals are hereby certified as qualified lead evaluators for the purpose of conducting and completing evaluations.

5. **CONSENT AGENDA** – (continued)

- T. Authorization for Special Meeting to Participate in the Annual Eastern Suffolk BOCES Annual Meeting

RESOLVED, that the Board of Education will conduct a Special Meeting on April 21, 2020 at 7:00 p.m. in the South Ocean Conference Room in order to participate in the Annual Eastern Suffolk BOCES Trustee Election and Budget Vote.

- U. Approval of Summer Meeting Dates

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

Monday, July 6, 2020 – 6:30 p.m. – Annual Re-Organization Meeting
Monday, July 27, 2020 – 6:30 July Business Meeting
Monday, August 24, 2020 – 6:30 p.m. – August Business Meeting

- V. Approval of Memorandum of Agreement with the Patchogue-Medford Congress of Teachers Unit regarding School Closure due to the COVID-19 Virus

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the Patchogue-Medford Congress of Teachers regarding school closures due to the COVID-19 virus and authorizes the Superintendent and the Board of Education to execute same.

- W. Approval of Memorandum of Agreement with Patchogue-Medford Administrators' Association regarding School Closure due to the COVID-19 Virus

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the Patchogue-Medford Administrators' Association regarding school closures due to the COVID-19 virus and authorizes the Superintendent and the Board of Education to execute same.

- X. Approval of Memorandum of Agreement with Patchogue-Medford Professional Nurses' Association regarding School Closure due to the COVID-19 Virus

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Memorandum of Agreement with the Patchogue-Medford Professional Nurses' Association regarding school closures due to the COVID-19 virus and authorizes the Superintendent and the Board of Education to execute same.

- Y. Recommended Agreement with regarding SCOPE Educational Services regarding the provision of Emergency Child Care Services due to the COVID-19 Virus

RESOLVED, that, upon the recommendation of the Superintendent of Schools, the Board of Education approves an Agreement with SCOPE Educational Services regarding the provision of emergency child care service due to the COVID-19 virus and authorizes the Superintendent and the Board of Education to execute same.

- Z. Policy Adoption

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

5. **CONSENT AGENDA – (continued)**

- 2410 Table of Administrative Organization
- 5161 Voter Registration and Pre-Registration of Students

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

Diana Andrade – Yes

Teresa Baldinucci-Greenberg – Yes

Thomas Donofrio - Yes

Kelli Anne Jennings - Yes

Marc Negrin – Yes

Bernadette Smith - Yes

Anthony O’Brien – Yes

The Consent Agenda was approved.

END OF CONSENT AGENDA

6. **COMMITTEE REPORTS**

Ms. Baldinucci-Greenberg provided information regarding a recent meeting of the Instructional Committee.

7. **SUPERINTENDENT’S REPORT**

Dr. Jones discussed the status of the district during the COVID-19 shut-down.

8. **ADJOURNMENT**

Motion offered by Thomas Donofrio, seconded by Kelli Anne Jennings to wit: **RESOLVED**, that there being no further items for discussion, the meeting is adjourned at 8:00 p.m.

Motion carried: 7 - Yes; 0 - No

Respectfully submitted,

Dennis M. Logan
District Clerk

DRAFT - SUBJECT TO BOARD OF EDUCATION APPROVAL