

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

Business Meeting
District Office Board Room
June 29, 2020
Broadcasted via Facebook Live

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; Lisa Hutchinson, General/Labor Counsel

ADMINISTRATIVE STAFF PRESENT AND REPORTING: Donna Jones, Interim Superintendent of Schools (via teleconference); 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 District Office Board Room at 6:30 p.m.

2. **PLEDGE OF ALLEGIANCE**

Mr. O'Brien led those in attendance in the Salute to the Flag.

3. **CONSENT AGENDA**

Motion offered by Teresa Baldinucci-Greenberg, seconded by Marc Negrin to approve the Consent Agenda (Items A through W) as follows:

A. Approval of Minutes

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

May 28, 2020 – Budget Information and Business Meeting
June 18, 2020 – Special Meeting and Canvass of Annual Budget Vote and Election

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

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 Payouts

3. CONSENT AGENDA – continued

C. Authorization to Assign Staff to Summer Committee on Special Education

RESOLVED, that the Board of Education hereby authorizes the Interim Superintendent of Schools or his/her designee to assign teachers for Committee on Special Education (CSE) meetings as may be needed during the summer months at the negotiated rate contained in the contract currently in effect with the Patchogue-Medford Congress of Teachers.

D. Authorization to Assign Staff to Summer Psychologist Work

RESOLVED, that the Board of Education hereby authorizes the Interim Superintendent of Schools or his/her designee to assign staff for Summer Psychologist Work as may be needed during the summer months at the negotiated rate contained in the contract currently in effect with the Patchogue-Medford Congress of Teachers.

E. Authorization to Assign Staff to Summer Guidance Work

RESOLVED, that the Board of Education hereby authorizes the Interim Superintendent of Schools or his/her designee to assign staff for Summer Psychologist Work as may be needed during the summer months at the negotiated rate contained in the contract currently in effect with the Patchogue-Medford Congress of Teachers.

F. 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
3. Section 504 Committee

G. Acceptance of Financial Reports

RESOLVED, that the Board of Education hereby accepts the following financial reports for the period of April 1, 2019 through April 30, 2019.

1. Treasurer's Report
2. Claims Auditor Letter
3. Claims Auditor Reports
- Payroll Schedule Audit Report
- Payroll Adjustments Report
- 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. 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

3. CONSENT AGENDA - continued

- 16. Capital Project Report (7/01/99 – Present)
- 17. Warrants

H. Budgetary Adjustments

RESOLVED, that the Board of Education hereby approves the following Budgetary Adjustments, provided to the board, which total \$878,050.00.

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

I. 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.	Achieve Beyond	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 No
2.	American Family Life Assurance Company (Aflac)	Business Associate Agreement	No fee to District	Yes	Attorney Approved Agreement	Yes
3.	All About Kids	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 Yes
4.	Apex Therapeutic Services	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 Yes
5.	Apex Therapeutic Services	Skilled Nursing Services	RN \$58.00 per hour, LPN \$45.00 per hour, CNA \$27.00 per hour for 2020-2021	No	Attorney Approved District Template	RFP #2020-05 No
6.	Bayada Home Health Care, Inc.	Skilled Nursing Services	RN \$56.00 per hour, LPN \$56.00 per hour	Yes	Attorney Approved District Template	RFP #2020-05 No
7.	Blue Sky Fireworks	Fireworks for HS Graduation	\$5,000.00 plus \$439.94 for Town permit plus \$208.00 for extra insurance for a total of \$5,647.94	No	Not Necessary	No
8.	Brentwood UFSD	Health Services	\$561.64 per eligible pupil for 2019-2020; A decrease of \$4.54 per eligible pupil in 2018-2019	No	Attorney Approved Template	Yes

3. CONSENT AGENDA - continued

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
9.	Christian Nursing Registry, Inc.	Skilled Nursing Services	RN \$50.00 per hour, RN (shared) \$55.00 per hour, LPN \$45.00 per hour, LPN (shared) \$50.00 per hour, HHA \$21.00 per hour for 2020-2021	No	Attorney Approved District Template	RFP #2020-05 No
10.	Cirigliano Agency	Business Associate Agreement	In conjunction with the established Customer Agreement	Yes	Attorney Prepared Agreement	Yes
11.	Community Care Companions, Inc.	Skilled Nursing Services	RN \$53.25 per hour, LPN \$43.25 per hour, HHA \$23.25 per hour	No	Attorney Approved District Template	RFP #2020-05 Yes
12.	Complete Rehabilitation PT, OT, SLP of the Hamptons, PLLC	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 Yes
13.	Eastern Suffolk BOCES	Shared Services Agreement 2020-2021	Total contract costs for 2020-2021 are \$17,667,118.94; Total contract costs for 2019-2020 were \$16,508,650.29 (an increase of \$1,158,468.65)	No	Attorney Approved Template	Yes
14.	Educational Data Services, Inc.	Licensing & Maintenance for 2020-2021	\$11,270 for 2020-2021; Rate is unchanged from 2019-2020	No	Vendor Template	Yes
15.	F&E Check Protector Sales Co.	Maintenance Agreement for two folding machines	\$1,890.00 rate for 2020-2021; Rate is unchanged from 2019-2020	No	Vendor Template	Yes
16.	Four Winds Domestic & International Tours & Travel	Cancellation Refund & Credit Policy	Refund of \$19,901.25 for cancelled April 1, 2020 Carnegie Hall Performance	No	Not Necessary	No
17.	Frontline Education	Annual Subscription Renewal	\$24,191.56; An increase of \$1,119.02 over 2019-2020	No	Not Necessary	Yes
18.	Health Source Group	Skilled Nursing Services	RN \$54.00 per hour, LPN \$40.00 per hour, CAN \$26.00 per hour for 2020-2021	No	Attorney Approved District Template	RFP #2020-05 Yes

3. CONSENT AGENDA - continued

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
19.	Homecare Therapies LLC d/b/a Horizon Healthcare Staffing	Skilled Nursing Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-05 Yes
20.	Mad Dogg Athletics	Consultant Services	\$2,495.00	Yes	Attorney Approved Updates	No
21.	Metro Therapy, Inc.	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 Yes
22.	Michelle Tor, Inc.	Assistive Technology Services	\$100.00 per hour for up to 24 hours per week, not to exceed \$96,000 per year; Rate is unchanged from 2019-2020	No	Attorney Approved District Template	RFP #2019-12 Yes
23.	Mindful Kid	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 No
24.	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
25.	New York Therapy Placement Services, Inc.	Related Services	See attached rate sheet	No	Attorney District Template	RFP #2020-07 Yes
26.	NutriLink Technologies	Maintenance of Annual Application Entry System	\$5,675.00; Rate is unchanged from 2019-2020	No	Vendor Template	Yes
27.	OMNI Group	403(b) Third Party Provider	\$2,652.00 based on 32 accounts at \$36.00 per account plus \$1,500.00 administrative fee; Rate is unchanged from 2019-2020	No	Not Necessary	Yes
28.	One on One Medical Care, P.C. (Anthony N. Donatelli, Jr., M.D.)	Medical Services	\$46,037.70	No	Attorney Approved District Template	RFP #2018-10 Yes
29.	PLC Associates, Inc.	Consultant Services	Not to exceed \$202,610.00	No	Attorney Approved District Template	Yes

3. CONSENT AGENDA - continued

#	Contract	Description	Rate	Atty. Reviewed	Reason	Renewal
30.	Profile Benefits (Pupil Benefits)	Student Accident Insurance	The pure rate per student will be \$20.15, based on 7,325 Pre-K-12 students. The Adult Ed rate will be \$5.00, based on 751 students. The premium for the excess or catastrophic coverage will be a flat premium of \$9,540.00	No	Not Necessary	Yes
31.	St. Charles Hospital and Rehabilitation Center	Athletic Trainer	\$46,350.00 for 2020-2021; Rate is unchanged from 2019-2020	No	Not Necessary	Yes
32.	Strategic Inquiry Consulting LLC d/b/a Strategic Inquiry	Consultant Services	Not to exceed \$20,000.00	No	Attorney Approved District Template	Yes
33.	Tender Age PT, Inc.	Related Services	See attached rate sheet	No	Attorney Approved District Template	RFP #2020-07 No
34.	Tri-State REACH, Inc.	Employee Assistance Program	\$14.00 per employee, per year (Instructional and Administrative based on 600 employees) and no cost per non-instructional employees. Rate is unchanged from 2019-2020	No	Vendor Template	Yes
35	Westbury UFSD	Health Services	\$1,010.95 per eligible pupil for 2019-2020; An increase of \$42.36 per eligible pupil in 2018-2019	No	Attorney Approved Template	Yes

J. Bid Awards

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

- #2018-04 (2) Universal Pre-Kindergarten: SCOPE Education Services
- #2020-09 Uniforms – Food Service Department: Hanover Uniform Company
- #2020-10 Security System Maintenance: J&K Alarm Systems

3. CONSENT AGENDA - continued

K. Disposition of Obsolete Items

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

- Two Wolf Flow Convection Ovens, PM Tag #s 004194 and 001075 (located at Eagle Elementary Kitchen)
- Library Books (located at South Ocean MS Library)

L. Acceptance of Donations

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

- 24 one-gallon bottles of hand sanitizer produced by New York State for distribution to state agencies and provided to the District by Eastern Suffolk BOCES.
- \$100.00 from Teresa Balducci-Greenberg to Saxton Middle School
- 650 face shields, with an estimated value of more than \$3,000.00, from the Patchogue Lioness-Lions Club for ENL, Special Education, elementary, reading, and speech teachers as well as teachers in other areas where students would benefit from seeing the mouth of the instructor.

M. Approval of Conferences

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

Colleen Vollaro – AP Summer Institute for AP Environmental Science – July 27 through July 30, 2020, Rockville Centre, NY, at a cost of \$830.00 to be paid for by the district.

N. Approval of Continuance and Funding of an “Employee Benefit Accrued Liability Reserve” (EBALR)

WHEREAS, section 6-p of the General Municipal Law authorizes a Board of Education to establish a reserve fund by resolution to be known as the Employee Benefit Accrued Liability Reserve Fund to be used for the purpose of paying any accrued employee benefits due to an employee upon termination of his/her employment; and

WHEREAS, such benefits are sick leave, personal leave, vacation leave and other benefits earned by employees and payable upon termination that are not covered by another existing reserve fund;

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Employee Benefit Accrued Liability Reserve Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Employee Benefit Accrued Liability Reserve Fund (EBALR).

O. Approval of Continuance and Funding of the “Workers’ Compensation Reserve Fund”

WHEREAS, section 6-j of the General Municipal Law authorizes a Board of Education to establish a reserve fund by resolution to be known as the Workers Compensation Reserve Fund to be used for the purpose of paying compensation and benefits, medical, hospital, or other expenses authorized by Article 2 of the Workers' Compensation Law and to pay the expenses of administering a self-insurance program; and

3. CONSENT AGENDA - continued

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Workers' Compensation Reserve Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Workers' Compensation Reserve Fund, and authorizes to transfer an amount not to exceed \$250,000 from the available fund balance from the 2019-2020 school year to the Workers' Compensation Reserve Fund.

P. Approval of Continuance of "Unemployment Insurance Payment Reserve Fund"

WHEREAS, section 6-m of the General Municipal Law authorizes a Board of Education to establish a reserve fund by resolution to be known as the Unemployment Insurance Payment Reserve Fund to be used for the purpose of reimbursing the State Unemployment Insurance Fund for payments made to claimants where the District has elected to use the "benefit reimbursement" method; and

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Unemployment Insurance Payment Reserve Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Unemployment Insurance Payment Reserve Fund, and authorizes to transfer an amount not to exceed \$250,000 from the available fund balance from the 2019-2020 school year to the Unemployment Insurance Payment Reserve Fund.

Q. Approval of Continuance of "Insurance Reserve"

WHEREAS, section 6-n of the General Municipal Law authorizes a Board of Education to establish a reserve fund by resolution to be known as the Insurance Reserve Fund to be used for the purpose of paying liability, casualty and any other types of losses, except losses incurred for which the following types of insurance may be purchased: life, accident, health, annuities, fidelity and surety, credit, title residential value and mortgage guarantee; and

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Insurance Reserve Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Insurance Reserve Fund.

R. Approval of Continuance and Funding of a "Retirement Contribution Reserve Fund"

WHEREAS, section 6-r of the General Municipal Law authorizes a Board of Education to establish a reserve fund by resolution to be known as the Retirement Contribution Reserve Fund (Employees Retirement System) to be used for the purpose of financing retirement contributions to the New York State and Local Employees' Retirement System; and

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Retirement Contribution Reserve Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Retirement Contribution Reserve Fund (Employees Retirement System), and authorizes to transfer an amount not to exceed \$750,000 from the available fund balance from the 2019-2020 school year to the Retirement Contribution Reserve Fund (Employees Retirement System).

3. CONSENT AGENDA - continued

S. Continuation and Funding of the Retirement Contribution Reserve Sub-Fund

WHEREAS, on May 20, 2019, the Board of Education of the Patchogue-Medford Union Free School District by resolution established a Retirement Contribution Reserve Fund Sub-Fund known as the RETIREMENT CONTRIBUTION RESERVE FUND SUB-FUND pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Patchogue-Medford Union Free School District Board of Education desires to continue the Retirement Contribution Reserve Sub-Fund for such purposes; and it is hereby

RESOLVED, that the Patchogue-Medford Union Free School District Board of Education hereby authorizes to continue a fund known as the Retirement Contribution Reserve Sub-Fund, and authorizes to transfer an amount not to exceed \$750,000 from the available fund balance from the 2019-2020 school year to the Retirement Contribution Reserve Sub-Fund.

T. Policy Adoption

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

- 3801 Secure Data Destruction Policy
- 3802 Technology Security for Personal, Private and Sensitive Information
- 3802-E Parents' Bill of Rights
- 3803 Computer Password Policy
- 4410 Computer Network and Internet Acceptable Use Policy - For Employees and Volunteers
- 4411 Remote Access to Computer Network
- 4412 Information Security Breach and Notification
- 4412-R Information Security Breach and Notification - Regulation
- 4430 Social Networking Sites
- 5125 Availability of Student Records in Accordance with the Family Educational Rights and Privacy Act of 1974
- 5125.1 Notification to be Provided to All Families Annually and Upon Registration in the District
- 5125.2 Family Education Rights & Privacy Act Student Record Release Form
- 6147 Computer Network and Internet Acceptable Use Policy - For Students
- 6147-R Computer Network and Internet Acceptable Use Policy - Regulations

U. Approval of Attendance at New York State School Boards Association Annual Convention

RESOLVED, that the Board of Education hereby approves that attendance of Board of Education members Diana Andrade, Teresa Baldinucci-Greenberg, Thomas Donofrio, Kelli Anne Jennings, Anthony O'Brien, Marc Negrin and Bernadette Smith, Superintendent of Schools Donna Jones and District Clerk Dennis Logan at the New York State School Boards Annual Convention to be held on October 29 through October 31, 2020 at the New York Hilton in NY, New York including lodging and meal expenses, and be it further,

RESOLVED, that all are authorized to attend either the Pre-Convention Law Conference or the Pre-Convention Communications Conference as well with a total cost to the district not-to-exceed \$2,300.00 per person.

3. **CONSENT AGENDA - continued**

V. Authorization to Destroy Cast Ballots from the 2019 Annual Budget Vote and Election

WHEREAS, on May 21, 2019, the Patchogue-Medford Union Free School District conducted its annual Budget Vote and Election; and

WHEREAS, the District Clerk is currently in possession of all cast ballots resulting from said annual Budget Vote and Election; and

WHEREAS, the Record Retention and Disposition Schedule ED-1 provides for the destruction of such ballots after one (1) year from the date of the Budget Vote and Election; and

WHEREAS, at least one (1) year has passed from the date of the Annual Budget Vote and Election held on May 21, 2019 and no proceedings have been commenced with regard to such Annual Budget Vote and Election; now, therefore be it,

RESOLVED, that the Board of Education hereby orders the destruction of all cast ballots from the May 21, 2019 Annual Budget Vote and Election.

W. Authorization to Destroy Unused, Defective, Void and/or Spoiled Ballots from the 2019 Annual Budget Vote and Election

WHEREAS, on May 21, 2019, the Patchogue-Medford Union Free School District conducted its annual Budget Vote and Election; and

WHEREAS, the District Clerk is currently in possession of all unused, defective, void, and/or spoiled ballots resulting from said annual Budget Vote and Election; and

WHEREAS, the Record Retention and Disposition Schedule ED-1 provides for the destruction of such ballots after six (6) months from the date of the Budget Vote and Election; and

WHEREAS, at least six (6) months have passed from the date of the Annual Budget Vote and Election held on May 21, 2019 and no proceedings have been commenced with regard to such Annual Budget Vote and Election; now, therefore be it,

RESOLVED, that the Board of Education hereby orders the destruction of all unused, defective, void, and/or spoiled ballots from the May 21, 2019 Annual Budget Vote and Election.

RESOLVED, that in addition to performing the duties of School Business Administrator, Francis Mazzie shall also perform additional duties as assigned by the Interim Superintendent of Schools in connection with the operation and supervision of the Business Office for the 2019-2020 school year for an additional sum of \$22,700 pro-rata, unless this additional assignment is terminated earlier at any time for any reason by the Board of Education.

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

**Diana Andrade – Yes
Teresa Balducci-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

4. **SUPERINTENDENT'S REPORT**

Dr. Jones discussed her recent activities in the district and upcoming events.

5. COMMITTEE REPORTS

The chair people of Board of Education Committees reported on the meetings and activities of their respective committees

6. BOARD OF EDUCATION COMMENTS

Members of the Board of Education made comments.

7. EXECUTIVE SESSION

Motion offered by Bernadette Smith, seconded by Diana Andrade to wit:

RESOLVED, that the Board of Education here by enters Executive Session to consult counsel about two employee discipline matters and to discuss non-affiliated employee benefit agreements and at 6:41 p.m.

Motion carried: 7 - Yes; 0 – No

8. RESUME PUBLIC SESSION

Mr. O'Brien called the meeting to order in Public Session at 8:09 p.m.

9. ADJOURNMENT

Motion offered by Diana Andrade, seconded by Mark Negrin to wit:

RESOLVED, that there being no further items for discussion, the meeting is adjourned at 8:10 p.m.

Motion carried: 7 - Yes; 0 – No;

Respectfully submitted,

Dennis M. Logan
District Clerk

DRAFT - SUBJECT TO BOARD OF EDUCATION APPROVAL