

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
SEPTEMBER 30, 2020

**Kind of Meeting:** Business Meeting

**Place of Meeting:** Zoom Meeting

**Those Present:**

Board President:	Mrs. Johanna Testa
Board Trustee:	Mrs. Noelle Dunlop
Board Trustee:	Mr. Keith Frank
Board Trustee:	Mrs. Lisa Reitan
Superintendent of Schools:	Dr. Marianne Cartisano
Deputy Superintendent:	Mr. Seth Lipshie
Assistant Superintendent:	Ms. Susan Craddock
School Business Official:	Mrs. Colleen Card
Executive Director for Educational Services:	Mrs. Sandra Wojnowski
District Clerk:	Mrs. Patricia Morbillo

**Those Absent:**

Board Vice President:	Mr. Richard Panico
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**Invited Guests:**

Cullen and Danowski	Mr. Chris Reino, Partner
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**PLEASE NOTE: THE MINUTES, AS WRITTEN, ARE SUBJECT TO CHANGE AND ARE NOT CONSIDERED AN OFFICIAL RECORD UNTIL THEY HAVE BEEN APPROVED BY THE BOARD OF EDUCATION AT THE OCTOBER 28, 2020 BUSINESS MEETING.**

Mrs. Testa called the meeting to order at 8:05 P.M.

The Board of Education Meeting was conducted via Zoom so that it could be held in public within the guidelines of safe distancing due to the Governor's Executive Order putting the state on "Pause".

Mrs. Testa and everyone present said the Pledge of Allegiance. Mrs. Testa stated that the District would like to recognize all veterans for their service and that the District would also like to thank all essential workers for their service during this extremely difficult time. She stated that the District would like to recognize members of the media in attendance. She asked that they type in the chat box their name and media affiliation. There were no media present who identified themselves as being present.

Mrs. Testa asked the Superintendent of Schools, Dr. Cartisano, to give her message at this time.

**I. SUPERINTENDENT'S MESSAGE**

On behalf of our administrative staff, we welcome everyone back to our first business meeting of the school year. Although the Board of Education has met numerous times over the summer, this is our first meeting since school started.

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**A. Presentation by Cullen & Danowski – External Auditors**

Dr. Cartisano invited Mr. Christopher Reino from the auditing firm Cullen and Danowski to present to the Board of Education the findings of their 2019-20 external audit. Mr. Reino stated that the District had no significant deficiencies or material weaknesses this year as there were no significant matters or difficulties encountered. The District received a management letter related to the food service program which was due to the shutdown of the program during the pandemic. He was happy with the Superintendent and Business Office staff for their hard work in completing the audit in a timely manner during the pandemic.

**B. Recognition of Tenure Recipients**

Following Mr. Reino's report, Dr. Cartisano invited Mr. Lipshie to honor the faculty and teacher assistant who are newly tenured. Dr. Cartisano and the Board congratulated the newly tenured staff for completing tenure and that their hard work on behalf of our school community is greatly appreciated.

Dr. Cartisano continued her message and noted that the Board does not have a Student Representative for the Board yet. Due to the pandemic elections were not held in the spring but will be held soon. We look forward to a student representative joining us in the future.

As we are all aware, we officially began the school year for faculty and staff one week later than anticipated with Superintendent Conference days on September 8th and 9th. Elementary students and cohort 2 secondary students began on September 10<sup>th</sup>. Secondary cohort 2 and our elementary virtual students began the following week. We have all experienced this non-traditional school year as we are educating our students in various formats, in-person, hybrid, asynchronous, and virtual. It is complicated and ever changing.

Dr. Cartisano noted that posted on the District website are various safety precautions and that over the next few months many of our traditional parent information meetings will also be held virtually. Principals will be connecting with parents with these details including our virtual open house presentations which are being finalized for next week. Our plan for virtual open house is to have the teacher videos available next week for parents to view. This is a flexible event that allows parents to view at their own time each teacher's open house video through their child's Google Classrooms. Parents will receive a message via Ed Connect instructing them to log into their child's classroom next week and to look for the open house video under each classroom's assignment tab.

Regarding our Athletic Program, we are aware of the decision of Section XI to postpone and reschedule the 20-21 athletics seasons. We will continue to partner with Section XI, our athletic counterparts, and our school community to return athletes to our fields, courts and track in the safest method possible. I expect we will continue to receive guidance and updates regarding our athletic teams over the next few weeks and months. Dr. Cartisano regarding off-season workouts, we are in the process of developing a schedule that may offer these sessions for our athletes over the next few months. In doing so, we will adhere to safety protocols and rely on guidance and resources accordingly.

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Dr. Cartisano asked Mrs. Card to discuss the USDA Federally Funded Program that allows the District to serve meals free to all students with many caveats which include understanding eligibility, participation rules and potential issues with federal reimbursements. Mrs. Card discussed the program and the impact on the district. The Board agreed that the District should move forward with participating in the program.

Dr. Cartisano reviewed the Board's direction to transition from Microsoft 365 to Google Classroom and gave a history of the process from mid-July to the present including legal agreements, obtaining licensing and developing an implementation schedule. The initial goals from our faculty have been met which included switching to the new software product that was supposed to be more intuitive and easier, receiving new laptops so all are on a common device, and upgrading our internal networks to provide reliable internet access. The District has provided and continues to provide professional development opportunities to staff in the form of virtual training, daily digital dives, technical tips, access to technology integration specialists. The process has proven to be very complicated, and at times overwhelming, and for a staff who is working harder and faster than ever before, very challenging. When I say this it is important to understand why – it is because we are attempting to implement a cloud based environment and system at a rapid pace that other districts have taken years to develop. Google takes time to learn and fully understand and our faculty is learning as they are implementing. They are dedicated to this initiative but that has not made the process easy. Dr. Cartisano stated that we wish we were experts and fully integrated but we recognize each small and large step takes time, stamina and resources.

The Superintendent then reviewed the K-6 100% virtual program which has nearly 100 students enrolled and so far it has been very successful. Students log-on each morning and spend the day learning in a virtual environment with their assigned teachers. Congratulations to those students whose transition was seamless due to the dedication of their teachers and support of their families. Additionally, regarding the K-5 in-person, 5 days per week program, students arrive each day, smiling through their masks and have quickly adapted to our safety protocols. Our faculty has been revising their instructional practices to teach in this very non-traditional environment.

We have begun the process of introducing Google classroom to our elementary students. This is extremely important as we need to prepare them for a possible quarantine period or school closure where the learning environment could change overnight due to COVID-19. Although laptop computers were ordered for AMPS and LADSBS students in April, they are not expected to arrive until late October (if the delivery date remains the same) and be distributed in early November. Therefore, we will begin using our mobile computer labs, (COWS) and hard-wired labs to begin this training. Student Google log-on information has been sent to the elementary parents and parent videos have been posted on the District website. Dr. Cartisano stated that we will continue to stay focused on preparing our students, staff and parents for the possibility of existing in a remote educational setting.

Dr. Cartisano gave credit to our faculty and administrative staff as they have been working diligently to provide the best instruction possible under less than ideal circumstances. Everyone

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is adapting their in-school lessons, while developing asynchronous lessons, researching video links, preparing for full class virtual instruction and so much more. The District is in the final stages of preparing to implement phase 2 of our secondary instructional program, which relies heavily on implementing Google Classroom as described above. We will be able to provide the community with more specific information over the next few weeks in order to improve our current hybrid instructional model while remaining focused on safety. Dr. Cartisano reviewed some of the reopening plan details including masks being worn on school grounds, visitor access to the buildings, contact tracing process, and return to school protocols. This plan is being re-adopted by the Board later in the agenda.

**II. BOARD MEMBERS MESSAGE**

Mrs. Testa thanked everyone for attending the scheduled Board Meeting tonight. She thanked teachers, staff, administration, custodians, central office staff, parents, caregivers and students for their dedication and understanding to our schools and community during this difficult time. This meeting is being conducted as a Zoom meeting so that the public may attend virtually and follow the guidelines of safe distancing due to the Governor's Executive Orders. She also thanked everyone for their dedication to our schools and for your input and support as we work to provide the best and safest educational environment for our students.

**III. PUBLIC BE HEARD**

Multiple members of the public asked questions in the chat box about the reopening plan and return to school protocols. The questions were read by the various facilitators and Dr. Cartisano answered the questions.

**IV. CONSENT AGENDA**

**A. MINUTES:**

This resolution is to approve the meeting minutes of the Board of Education.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Education of the Miller Place Union Free School District hereby accepts, as written, the minutes of the August 26, 2020 Audit Committee; August 26, 2020 Business Meeting; August 26, 2020 Executive Session – Late; September 1, 2020 Business Meeting; September 6, 2020 Business Meeting; September 10, 2020 Business Meeting; September 13, 2020 Executive Session; September 18, 2020 Business Meeting."

**B. FINANCE/FACILITIES:**

**1. Treasurer Reports:**

Enclosed is the Treasurer reports as submitted by Mr. Donald Pearce for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School

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District hereby accepts, as presented, the Treasurer Reports for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.”

2. **Financial Reports:**

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts, as presented the Financial Reports, for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.”

3. **Extra Classroom Activity Reports:**

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts the Extra Classroom Activity Fund Reports for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.”

4. **Claims Auditor Reports:**

Enclosed is the Claims Auditor Reports as submitted by MacDonald & Rand LLP - Certified Public Accountants for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts as presented the Claims Auditor Reports for the periods ending June 30, 2020; July 31, 2020; and August 31, 2020.”

5. **Contract - Eastern Suffolk BOCES Google Agreement:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the Eastern Suffolk BOCES Google Agreement for the 2020-21 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby approves the Eastern Suffolk BOCES Google Agreement for the 2020-21 school year and furthermore authorizes the President of the Board of Education to sign such agreement.”

6. **Approval - Records Retention and Disposition Schedule:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution, as the District is required to replace the currently used Records Retention and Disposition Schedule

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(ED-1) that is currently in use with the new Retention and Disposition Schedule for New York Local Governments (LGS-1):

**RECOMMENDED MOTION: “BE IT RESOLVED,** that the Board of Education of the Miller Place Union Free School District hereby approves the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**BE IT FURTHER RESOLVED,** that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.”

**C. PERSONNEL:**

**1. Personnel List:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of September 30, 2020.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon recommendation of the Superintendent of Schools, that the Board of Education of the Miller Place Union Free School District hereby approves the attached Personnel List of September 30, 2020, as presented. For any probationary appointment for a class room teacher or building principal that except to the extent required by the applicable provisions of the Education Law, in order to be granted tenure the class room teacher or building principal shall have received composite or overall APPR ratings pursuant to Education Law §§3012-c and/or 3012-d of either E or H in at least three of the four preceding years and if the class room teacher or building principal receives an I composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at this time.”

**D. SPECIAL EDUCATION RECOMMENDATIONS:**

**1. CSE and CPSE Recommendations:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following CSE and CPSE recommendations.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts the following recommendations of the CSE’s and CPSE’s dated: CPSE 9-11-20 DO; CSE 7-30-20 DO; CSE 8-25-20 DO; CSE 9-18-20 MPHS; CSE 9-11-20 NCR; CSE/CPSE 8-20-20 DO; CSE 9-17-20 MPHS; CSE 9-18-20 MPHS.”

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2. **Contract – Three Village Central School District 2020-2021 Program:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contract with Three Village Central School District for student identification numbers 101011; 101714; 102233 for the period September 1, 2020 through June 30, 2021.

**RECOMMENDED MOTION:** “**BE IT RESOLVED** that upon the recommendation of the Superintendent of Schools, that the Board of Education of the Miller Place Union Free School District authorizes the contract with Three Village Central School District for Special Educational Services for student identification numbers 101011; 101714; 102233 for the period September 1, 2020 through June 30, 2021 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

E. **CURRICULUM AND INSTRUCTION** – None

F. **OTHER** – None

Mrs. Testa asked for a motion to accept the Consent Agenda as presented.

Mr. Panico moved, seconded by Mr. Frank to accept the Consent Agenda as presented.

Yes 4; No 0; Motion Carried

V. **REPORTS AND PRESENTATIONS**

A. **Board of Education Committees**

The Board Members discussed the Board of Education committees and decided that the board members would serve on the same committees as in 2019-2020 which were as follows:

- Audit Committee: All Board Trustees
- Curriculum and Instruction: Lisa Reitan  
Johanna Testa  
Noelle Dunlop (alternate)
- Health and Safety: Richard Panico  
Johanna Testa
- Legislative: Noelle Dunlop  
Keith Frank
- Wellness Committee: Noelle Dunlop  
Richard Panico  
Keith Frank (alternate)

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**VI. DISCUSSION AND ACTION**

**A. Accept External Audit Reports:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the External Audit Reports.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools that the Board of Education of the Miller Place Union Free School District hereby accepts the following reports dated June 30, 2020 and cover letters dated September 11, 2020, which have been submitted by the District’s external auditors, Cullen and Danowski, LLP, along with the District’s response to these documents dated September 25, 2020.

- Financial Statements and Supplementary Schedules with Independent Auditor’s Report including Management Letter;
- Extraclassroom Activity Funds Financial Statement with Independent Auditor’s Report;
- Professional Standards Letter (AUC 260) letter dated September 11, 2020;
- School District’s response dated September 25, 2020.”

Mrs. Testa stated that each year the Board is required to have an external audit which reviews and prepares the financial statements for the District which Mr. Reino, the partner from Cullen and Danowski, reviewed the audit results. The District is required to accept the external audit reports so that they can be submitted to NYSED.

Mrs. Testa asked for a motion to approve the resolution as presented.

Mr. Frank moved, seconded by Mrs. Reitan to approve the resolution as presented.

**Yes 4; No 0; Motion Carried**

**B. Reopening of Schools Plan Re-Approval:**

Dr. Cartisano is requesting your re-approval of the updated Miller Place UFSD Reopening Schools Plan for the 2020-21 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the updated Re-Opening Plan developed for the Miller Place School District for the 2020-21 school year in response to the COVID-19 pandemic.”

The Board previously approved the school reopening plan in August as required by the Governor’s Office. The Board now needs to re-approve the plan as some minor changes have been made. Dr. Cartisano reviewed additional information regarding details of the reopening plan and some additional questions from the public.

Mrs. Testa asked for a motion to re-approve the Reopening of Schools Plan as presented

Mr. Frank moved, seconded by Mrs. Reitan to accept the resolution as presented.

**Yes 4; No 0; Motion Carried**



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**C. Contact Tracing and Testing Protocols Plan:**

Dr. Cartisano is requesting your approval of the updated Miller Place UFSD Contact Tracing and Testing Protocols Plan for the 2020-21 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the updated Miller Place UFSD Contact Tracing and Testing Protocols Plan for the 2020-21 school year in response to the COVID-19 pandemic.”

The District was required to create a contact tracing and testing protocols plan. The Board now needs to approve this plan. Dr. Cartisano reviewed additional information regarding the contact tracing process for the Board.

Mrs. Testa asked for a motion to approve the updated plan as presented

Mr. Frank moved, seconded by Mrs. Reitan to accept the updated plan as presented.

**Yes 4; No 0; Motion Carried**

**D. Remote Learning Plan:**

Dr. Cartisano is requesting your approval of the updated Miller Place UFSD Remote Learning Plan for the 2020-21 school year.

**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the updated Miller Place UFSD Remote Learning Plan for the 2020-21 school year in response to the COVID-19 pandemic.”

The District was required to create a remote learning plan. The Board now needs to approve this plan. Dr. Cartisano reviewed the remote learning plan and requested the Board approve the plan.

Mrs. Testa asked for a motion to approve the Remote Learning Plan as presented

Mr. Frank moved, seconded by Mrs. Reitan to accept the resolution as presented.

**Yes 4; No 0; Motion Carried**

**VII. DISCUSSION**

**A. Board of Education Policy Review Plan**

The Board each year sets a policy review plan for the current school year. Last year the Board set a two-year plan, which is reflected on the policy plan document. Mrs. Testa asked the Board if they should put the policy review plan on hold due to the COVID pandemic issues still being addressed. The Board agreed that the plan would be put on hold and that they would only address policies that as needed this school year.

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**B. Public Hearing – District-Wide Comprehensive School Safety Plan**

Mrs. Card reviewed that the District is required each year to review the District-wide Comprehensive School Safety Plan at a Public Hearing. This plan is mandated by the NYSED in accordance with the Safe Schools Against Violence in Education (SAVE) legislation. This plan shows general procedures, programs and curricula that the District has implemented to prevent or minimize the effects of serious incidents or emergencies. This plan also facilitates the coordination of the District with local, county, state and federal agencies in the event that an incident or emergency does occur. The Board will approve the Comprehensive District-Wide School Safety Plan at the October board meeting.

**VIII. BOARD POLICIES**

A. **First Time Reading:** None

B. **Review:** None

C. **Action:**

Policy #8635 Information and Data Privacy, Security, Breach, and Notification

Policy #8635.R Information and Data Privacy, Security, Breach, and Notification Regulation

Mrs. Testa asked for a motion to approve the policies in action as presented.

Mr. Frank moved, seconded by Mrs. Reitan to approve the policies in action as presented.

**Yes 4; No 0; Motion Carried**

**IX. OTHER**

**X. PUBLIC BE HEARD**

Additional questions were asked by the public in the chat box about the reopening plan, instruction, contact tracing and testing protocols and procedures. The questions were read by the facilitator and Dr. Cartisano answered the questions.

**XI. ADJOURNMENT OF MEETING**

Mrs. Testa asked for a motion to adjourn the meeting to move into Executive Session for matters concerning a specific student item and specific public health and safety.

Mrs. Dunlop moved, seconded by Mrs. Reitan to move into Executive Session for matters concerning a specific student item and specific public health and safety at 10:08 P.M.

**Yes 4; No 0; Motion Carried**

**Respectively submitted by:** Patricia A. Morbillo, District Clerk