**Kind of Meeting:** Business Meeting **Place of Meeting:** Zoom Meeting

**Those Present:** 

Board President:

Board Vice President:

Board Trustee:

Mr. Richard Panico

Mrs. Noelle Dunlop

Board Trustee:

Mr. Keith Frank

Board Trustee:

Mrs. Lisa Reitan

Superintendent of Schools: Dr. Marianne Cartisano

Deputy Superintendent:

Assistant Superintendent:

School Business Official:

Executive Director for Educational Services:

District Clerk:

Mr. Seth Lipshie

Ms. Susan Craddock

Mrs. Colleen Card

Mrs. Sandra Wojnowski

Mrs. Patricia Morbillo

**Invited Guests:** 

School Attorney, Guercio & Guercio: Mr. Richard Guercio School Attorney, Guercio & Guercio: Mr. Eric Levine

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 NOVEMBER 18, 2020 BUSINESS MEETING.

Mrs. Testa called the meeting to order at 8:10 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 difficult time. She stated that the District would like to recognize members of the media in attendance. She asked that they type in the Q&A box their name and media affiliation to be recognized. 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

Dr. Cartisano stated that she should would be sharing information and will also include a discussion with the Board Members regarding our Phase II and Phase III instructional models. She said that as a District, we recognize the struggles for our school community regarding the multiple changes and that we continue to monitor guidance from the CDC, NYS Department of Health and Suffolk County Department of Health. Dr. Cartisano reviewed new CDC guidance stating that close contact is not 10 minutes at one time and now viewed as 15 minutes cumulative in a day. We are reviewing how this

change will affect our school day. She said that as a school community, we can expect many more changes over the next 8 months including changes to instructional models, school calendar, and safety protocols. We recognize this can be exhausting especially when some are looking for consistency and normalcy.

Dr. Cartisano than reviewed positive schools news including that the High School and Middle School club advisors are being approved tonight as plans were submitted to our secondary principals plans to offer clubs, and activities in a virtual environment, allowing for both cohorts to participate. Additionally, student class elections are being held in November which will allow the District resume planning of events that are student driven ceremonies such as National Junior Honor Society, National Honor Society, Foreign Language National Honor Society and Tri-M Honor Society. We expect these ceremonies will be held virtually and additional information will be forthcoming from building principals. Dr. Cartisano stated that the student representatives would be elected to the student council shortly and the Present of the Council will become the student Board of Education member and join us at the November Board of meeting.

Dr. Cartisano stated that the high school Guidance Department is supporting students with the college application process and post high school planning. The Counselors have posted a "Class of 2021 College Processing Procedure" presentation on the Guidance webpage. The high school counselors have been working diligently in reaching out to seniors and their parents personally to assist them with the post high school planning and college process. The Financial Aid Night for 11<sup>th</sup> and 12<sup>th</sup> grade students was held on October 7<sup>th</sup> and the presentation and information is posted on the Guidance webpage. A College Search Workshop is being scheduled for January or February for 10<sup>th</sup> and 11<sup>th</sup> grade students reviewing the search and application process. The high school counselors also presented college process and planning information to all Senior English classes in September and distributed student copies of their transcripts.

Dr. Cartisano reviewed that earlier this week information was emailed to high school families regarding the creation of a Google Classroom specific to the Senior Class to create an information gateway for all morning announcements, graduation Cap, Gown and Diploma Forms, Senior and Executive Council Class Election Forms, and information regarding the 3<sup>rd</sup> Annual Pumpkin Contest Form. Additionally, Google Classrooms were also created specifically for the freshmen, sophomore, and junior Classes which now includes information on Student Council Class Election Forms. The Miller Place High School webpage has information on "Operation Success" and on how to order a 20-21 yearbook. Class advisors are in the process of being approved, once this is complete they will disseminate more specific information regarding class activities, t-shirts, and other items. She reminded everyone that the Miller Place High School graduation is scheduled for Friday June 25, 2021 and that we can expect that will be graduation day whether we have one ceremony or five ceremonies.

Dr. Cartisano discussed that North Country Road Middle School students are recognizing Red Ribbon week which is an alcohol, tobacco, and other drug and violence prevention awareness campaign observed annually in October in the United States. It is the nation's largest and longest-running drug awareness and prevention program. Student discussions are occurring in our health classes, during lunch time, and our Words of Wisdom contain a related message for each day of the week. Although we are not able to schedule assemblies this year, we have dedicated the week to stand united in

message through a visual representation by wearing neon to represent "your future in bright" and crazy socks to represent Sock it to Drugs. North Country Road Middle School students were allowed to dress up for Halloween on Tuesday, October 27<sup>th</sup> for cohort 1 and cohort 2 on Friday, October 30<sup>th</sup>. As a reminder last spring we rescheduled the North Country Road Middle School 8<sup>th</sup> grade trip to Washington from this November to May 2021.

Dr. Cartisano discussed that Andrew Muller Primary School students enjoyed their pumpkin picking this week and the Halloween parades are scheduled by grade level for Friday. Andrew Muller Primary School and Laddie A. Decker Sound Beach School playgrounds reopened up this month for students to use during recess and free time outside. Both Principals have sent parents information regarding Halloween celebrations planned for the end of this week. She stated that as of today, the only current change for elementary school students is the November 4, 2020 virtual learning day which building principals have emailed parents additional information regarding the day. She discussed that additional upcoming changes to the school calendar for elementary students is the parent-teacher conference day which is traditionally scheduled after the first trimester is completed in early December and that specific date is not on the school calendar yet, as we are working to determine how to structure the day, which will most likely be held virtually.

Dr. Cartisano stated that the additional school calendar change districtwide will be the scheduling of the early dismissal drill for Wednesday, November 25th. The District is discussing a district-wide spirit week event to celebrate our school community and we will continue the planning for another community celebration in the spring which we are expecting to be more of a homecoming type event. Additional information will be forthcoming. She reviewed that Athletics has started off season practices, preparing for college athlete signing recognition days and we are waiting for January 4th to start the winter athletic season. Dr. Cartisano that reviewed that the federally funded free Food Service program the District participates in has been extended through June 2021. It is requested that parents complete their ordering the night before as some parents are requesting breakfast and lunch as late as 8:30 in the morning for that same day. The District is looking to implement a system that allows parents to order in advance with specific pre-determined cut off times.

Dr. Cartisano reviewed COVID related information as school districts were advised this week that the state is moving towards identifying the spread of COVID-19 by defined "micro-clusters," and these are areas of outbreaks of new cases within a limited and definable geographic area. The guidance states "with the fall and winter approaching, New York is implementing a new strategy of aggressively responding to micro-clusters in order to limit COVID spread in a defined geographic area and by doing so prevent broader viral transmission that would result in widespread economic shutdowns." We have been advised that the Governor will release additional, more specific information, regarding the reporting requirements for school districts on how micro-clusters may impact potential school closings for us and our neighbors. Information was release today from the Governor's office that there are now 41 states on the travel advisory list. With the upcoming seasonal holidays such as Halloween, Thanksgiving and December holiday events, we have been advised by the State and Department of Health that school districts should expect an uptick of positive COVID cases.

Dr. Cartisano then moved to a discussion on Phase II of the secondary instructional model which she stated that per the Board's direction we are implementing two modifications for phase II – the addition

of live streaming classes for students on their asynchronous days beginning on Thursday, November 5, 2020 and converting the Wednesday virtual learning day to an in-person learning day with alternating the cohorts beginning on Wednesday, November 18, 2020. It is my understanding the Board wants to discuss tonight and provide me with direction regarding continuing the hybrid and live streaming model, the guidance recommendation of social distancing, how you will continue to evaluate the secondary instructional model over the next few weeks to consider increasing in-person student days and what metric you will use to monitor positive COVID-19 cases within our school community.

#### II. BOARD MEMBERS MESSAGE

Mrs. Testa thanked everyone for attending the scheduled Board Meeting tonight. 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. Thank you everyone for your dedication to our schools and for your input and support as we work to provide the best and safest educational environment for our students.

Mrs. Testa stated that recently, we have become aware of several very personal and disturbing comments directed at our superintendent, some other District personnel and some of our Board members. We realize that the decisions we make as a Board and the actions taken by our central administrative team will, at times, be questioned or unpopular with certain members of our community. There will be disagreements. However, voicing those disagreements with personal attacks only divides us and creates unnecessary static. It is not what our community is about. It is not what our school district is about. In this time of heightened passions and, at times, strong divisiveness, we are simply asking everyone to remember we are one community united in support of our children and their education. Working together through the challenges that this pandemic has presented to all of us, we can and will come out stronger, more united and with greater understanding of our differences. She reviewed that the Board has two public be heard opportunities. We are going to limit the first to an hour so we can get through the Agenda items for this evening and will follow up with a second for another hour if necessary. Please be respectful.

## III. RECOGNITION - None

#### IV. PUBLIC BE HEARD

Mrs. Testa asked the community to please submit your questions in the chat box with your full name not your screen name. If you do not identify yourself, we will not be reading the question and that in the interest of time, we will not be answering repeat questions.

The members of the public present asked questions in the Q&A box about the reopening plan and return to school protocols for the future. The questions were read by the various facilitators and Dr. Cartisano answered the questions. The Board then moved to the consent agenda for approval.

#### V. 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 September 30, 2020 Executive Session-Early; September 30, 2020 Business Meeting; September 30, 2020 Executive Session-Late; October 8, 2020 Executive Session/Business Meeting; October 22, 2020 Executive Session/Business Meeting."

# B. <u>FINANCE/FACILITIES</u>:

# 1. Treasurer Reports:

Enclosed is the Treasurer reports as submitted by Mr. Donald Pearce for the period ending September 30, 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 Treasurer Reports for the period ending September 30, 2020."

### 2. Financial Reports:

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the period ending September 30, 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 period ending September 30, 2020."

# 3. Extraclassroom Activity Reports:

Enclosed are the Extraclassroom Activity Reports as submitted by Mrs. Carrie Sandt for the period ending September 30, 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 Extraclassroom Activity Fund Reports for the period ending September 30, 2020."

## 4. Claims Auditor Reports:

Enclosed is the Claims Auditor Report as submitted by MacDonald & Rand LLP - Certified Public Accountants for the period ending September 30, 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 period ending September 30, 2019."

## 5. Internal Audit Reports:

Dr. Cartisano and Mrs. Card are requesting your acceptance of the following resolution to approve the below list of Internal Audit Reports dated October 2020 and District responses dated October 23, 2020.

**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 Internal Audit Reports listed below:

- Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2020
- District Response to the Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2020
- Internal Audit Plan Status Report for 2019-20
- Report on the Internal Controls of the Employee Credentialing Cycle
- District Response to the Report on the Internal Controls of the Employee Credentialing Cycle – October 2020
- Key Control Superintendent Attendance
- Key Control Retirement Payout Analysis
- District Response to the Key Control Reports
- Internal Audit Plan for 2020-21

#### 6. School Datebooks Contract:

Dr. Cartisano and Mrs. Card are requesting your approval of the contracts with School Datebooks for student agenda books for North Country Road Middle School and Miller Place High School for the 2021-22 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 contracts with School Datebooks for student agenda books for North Country Road Middle School and Miller Place High School for the 2021-22 school year and furthermore, authorizes the Board President to sign such contracts."

## 7. <u>Eastern Suffolk BOCES Summer Transportation Contract 2020-21:</u>

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the 2020-21 Eastern Suffolk Summer Transportation Contract for the Summer 2020 special education students.

**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 approves the Eastern Suffolk BOCES Transportation contract for the Summer

2020 special education students, and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement."

## 8. Stop Arm Camera Safety Program Opt-In Agreement:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the opt-in agreement to participate in the Suffolk County Stop Arm Safety Program. There is no cost for the program to the District.

RECOMMENDED MOTION: "WHEREAS, Miller Place UFSD intends to participate in the County of Suffolk School Bus Stop Arm Enforcement Program (hereinafter the "Stop Arm Program"); and WHEREAS, the Stop Arm Program is authorized under New York State Vehicle and Traffic Law Section 1174-a; WHEREAS, pursuant to NYS VTL Section 1174-a, in order to participate in the program, the School District must enter into an agreement with the County; and WHEREAS, Miller Place intends to execute the School Bus Stop Arm Enforcement Program Opt-In agreement, attached hereto as Exhibit 1, and enter into the Stop Arm Program; and BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools that the Miller Place Board of Education hereby acknowledges and approves the Suffolk County School Bus Stop Arm Enforcement Program Opt-In Agreement and the First Amendment to the Opt-In Agreement made between the County of Suffolk, Miller Place UFSD, Bus Patrol America LLC and First Student, Inc., and agrees to be bound by their terms."

## 9. <u>2020-21 Educational Services of New Jersey Cooperative Agreement:</u>

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to participate in the Educational Service of New Jersey Cooperative for purchasing various goods, materials , and services.

**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 authorizes the District's participation as follows:

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and **WHEREAS**, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 28, 2020, the governing body of the Miller Place UFSD, County of Suffolk, State of New York duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services; NOW, THEREFORE BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the (CONTRACTING UNIT) and pursuant to the provisions of *N.J.S.A.* 40A:11-11(5), the District Purchasing Agent is hereby authorized to enter into a Cooperative Pricing Agreement

with the Lead Agency. The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey. This resolution shall take effect immediately upon passage."

## **10.** <u>Donation – Scholarships and Awards</u>:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to the following donation for the general scholarship account:

**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 monetary donation of \$500.00 for the general scholarship account from the MPHS Drama Club."

## 11. Obsolete Assets:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to declare the attached District owned asset list as obsolete and its possible sale, and/or disposal.

**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 District owned assets on the attached list as obsolete and its possible sale, and/or disposal."

## C. <u>PERSONNEL</u>:

# 1. Personnel List:

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of October 28, 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 October 28, 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."

## 2. SCOPE Education Services Agreement:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the agreement with SCOPE Education Services for consultation services to assist the school district with the observation and evaluation of teachers for the 20/21 school year.

**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 approves the agreement with SCOPE Education Services for consultation services to assist the school district with the observation and evaluation of teachers for the 20/21 school year, and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement."

## 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 10-2-20 DO; CSE 10-15-20 AMPS; CSE 10-15-20 LADSBS; CSE 10-16-20 LADSBS; CSE 9-17-20 NCR; CSE 9-24-20 NCR; CSE 9-29-20 NCR; CSE 10-5-20 MPHS; CSE 10-5-20 NCR; CSE 10-6-20 LADSBS; CSE 10-8-20 MPHS; CSE-CPSE 9-18-20 AMPS."

## E. CURRICULUM AND INSTRUCTION

## 1. Textbook Obsolescence:

Dr. Cartisano and Ms. Craddock are requesting your approval of the following resolution to declare the attached list of textbooks as obsolete and for its possible sale, and/or disposal.

**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 attached list of textbooks as obsolete and its possible sale, and/or disposal."

## 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 5; No 0; Motion Carried

#### VI. REPORTS AND PRESENTATIONS

A. Board of Education Committees - None

#### VII. DISCUSSION AND ACTION

## A. District-Wide Comprehensive School Safety Plan:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the District-Wide Comprehensive School Safety Plan 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 2020-21 District-Wide Comprehensive School Safety Plan."

Mrs. Testa asked for a motion to approve the Comprehensive School Safety Plan as presented. Mr. Panio moved, seconded by Mr. Frank to accept the resolution as presented.

Yes 5; 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."

Mrs. Testa asked for a motion to re-approve the Reopening of Schools Plan as presented Mr. Panico moved, seconded by Mr. Frank to accept the resolution as presented.

Yes 5; No 0; Motion Carried

#### C. Acceptance of the Miller Place School District Calendar 2020-21:

Dr. Cartisano is requesting your approval of the following resolution to re-adopt the Miller Place Union Free School District 2020-21 Calendar, which has been revised to incorporate added staff professional development days.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Education of the Miller Place Union Free School District hereby re-adopts the revised school calendar for 2020-21 as presented."

Mrs. Testa asked for a moton to approve the resolution to re-adopt the District Calendar as presented.

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

Yes 5; No 0; Motion Carried

## **D. Food Service Management Contract:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the food service emergency management contract with Aramark as required to participate in the USDA program for the 2020-2021 school year effective October 1, 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 food service emergency Management Contract with Aramark Educational Services, LLC as required to participate in the USDA program for the 2020-21 school year effective October 1, 2020 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement."

Mrs. Testa asked for a moton to approve the resolution to accept the resolution as presented. Mr. Panico moved, seconded by Mr. Frank to accept the resolution as presented.

Yes 5; No 0; Motion Carried

#### VIII. DISCUSSION - None

#### IX. BOARD POLICIES

A. First Time Reading:

Policy 6950 Records Management

B. Review: None C. Action: None

## X. OTHER - None

#### XI. PUBLIC BE HEARD

The members of the public present continued asking questions in the Q&A box about the reopening plan and return to school protocols for the future. The questions were read by the various facilitators and Dr. Cartisano answered the questions.

#### XII. ADJOURNMENT OF MEETING

Mrs. Testa asked for a motion to adjourn the meeting.

Mr. Panico moved, seconded by Mr. Frank to adjourn the meeting at 10:08 P.M.

Yes 5; No 0; Motion Carried

Respectively submitted by: Patricia A. Morbillo, District Clerk