

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
JULY 2, 2018

Time of Meeting: 6:30 P.M.

Kind of Meeting: Business Meeting

Place of Meeting: Miller Place High School

Those Present:

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

Those Absent:

Board Trustee:	Mrs. Noelle Dunlop
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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 AUGUST 29, 2018 BUSINESS MEETING.

Mrs. Testa called the meeting to order at 6:30 P.M. Mrs. Testa congratulated Mr. Frank on being re-elected to the Board of Education and thanked the Board for nominating her as President of the Board, Mrs. Testa, introduced Dr. Cartisano, Superintendent of Schools, to present her message.

I. SUPERINTENDENT'S MESSAGE

As we approached the final weeks of the 2017-18 school year, our calendars were filled with year-end celebrations, field days, class trips, concerts, award ceremonies, moving up ceremonies and our high school graduation on Friday, June 22, 2018.

Congratulations to our students on their accomplishments, and many thanks to our administrators, faculty, nurses, clerical and operations staff who contributed to our very successful 2017-18 school year.

We have begun the summer season which brings with it financial audits, implementing new initiatives, kicking off our summer camp offerings, the Drivers Education Program, curriculum writing and our Operations and IT Departments have begun their summer maintenance projects. We are in the final stages of completing our solar energy projects and beginning many security related infrastructure initiatives.

Administrators are completing the 2018-19 student scheduling, staff placements, and coordinating various staff development opportunities.

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As a reminder, for the upcoming 2018-19 school year, staff will be reporting before Labor Day for Superintendent's Conference Day on Thursday, August 30th and the first day of school for students is the Tuesday after Labor Day, which is September 4th.

On behalf of our administrative leadership staff, we wish everyone a safe and enjoyable summer.

II. BOARD MEMBERS MESSAGE

Mrs. Testa congratulated Mr. Frank, Dr. Cartisano and the appointed employees for their start of new terms of office. She wished everyone a happy and safe summer.

III. RECOGNITION - None

IV. PUBLIC BE HEARD - None

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 June 13, 2018 Executive Session-Early; June 13, 2018 Business Meeting; June 21, 2018 Business Meeting."

B. FINANCE/FACILITIES:

1. Treasurers Report:

Enclosed is the Treasurers Reports as submitted by Mr. Donald Pearce for the period ending May 31, 2018.

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 Treasurers Reports for the period ending May 31, 2018."

2. Financial Reports:

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the period ending May 31, 2018.

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 May 31, 2018."

3. Extra Classroom Activity Reports:

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the period ending May 31, 2018.

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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 Reports for the period ending May 31, 2018.”

4. Claims Auditor Report:

Enclosed is the Claims Auditor Report as submitted by Mr. Richard Seidell, CPA for the period ending May 31, 2018.

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 Report for the period ending May 31, 2018.”

5. Donation – Miller Place PTO, Inc.:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to hereby accept donations from the Miller Place PTO for the 2018-19 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 accepts with gratitude the following donation of \$43,000.00 and certain supply items from the Miller Place PTO for the 2018-19 school year.”

- Andrew Muller Primary School \$10,000.00
- Laddie A. Decker Sound Beach School \$10,000.00
- North Country Road Middle School \$10,000.00
- Miller Place High School \$10,000.00
- Miller Place Special Education Department \$ 3,000.00
- Umbrellas (4) for AMPS Value of \$179.96
- Sphero Steam Pack for NCRMS Value of \$274.99

6. Donations – Senior Scholarships and Awards:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept donations for the Senior Scholarships and Awards Fund:

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 \$400.00 for the Miller Place School District Senior Scholarships and Awards Fund:

- Miller Place Civic Association \$ 300.00
- Raymond and Mary Ann Sommerstad \$ 100.00

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7. Donations – Athletics Department:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept donations in memory of Vinny Altebrando to the Miller Place Union Free School District to be utilized by the Athletics Department;

- Joseph Gosler and Sheila Wolper \$ 100.00
- Raymond Beers Jr.. and Joanne Quinn Beers \$ 75.00

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 donations of \$175.00 for the Athletics Department.”

8. Donation – Craig R. Araujo AutoCAD Student of the Year Scholarship:

William Graiser would like to establish a scholarship in memory of Craig R. Araujo (Class of 1998). We are requesting your approval of the following resolution to create a new scholarship called the “Craig R. Araujo AutoCAD Student of the Year Scholarship” and accept the following monetary donation of \$250.00 for the “Craig R. Araujo AutoCAD Student of the Year Scholarship.

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 creates a new scholarship the “Craig R. Araujo AutoCAD Student of the Year Scholarship” and accepts the monetary donation of \$250.00 for the “Craig R. Araujo AutoCAD Student of the Year Scholarship.”

9. Obsolete/Surplus Assets:

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

10. District Transportation Contract Extension 2018-19:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the transportation contract extension for small buses and matrons with First Student for the 2018-2019 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 First Student contract for transportation for small buses and matrons for 2018-19 school year and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

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11. District Transportation Contract Extension 2018-19 Field Trips:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve transportation for field trips for the 2018-19 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 First Student contract for transportation for field trips for the 2018-19 school year, and furthermore authorizes the President of the Board of Education to sign such agreement.”

12. Transportation - 2018-19 Performance Bond:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the First Student request to waive the submission of a performance bond for the 2018-19 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 First Student request to waive the submission of a performance bond for the 2018-19 school year, with the condition that at any time during the year the District may reverse such decision and First Student will need to submit a performance bond to the District within ten days.”

13. Food Service Management Bid Extension #19-04 and Contract Renewal:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the Bid Extension and the Food Service Management Contract Renewal for the 2018-2019 school year.

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 extends the Food Service Management bid #15-13, to Aramark Educational Services, LLC as the lowest responsible bidder meeting bid specifications. The purpose of this bid extension is to provide for the operation of the Food Service Program by a Food Service Management Company. This bid extension #19-04 is for the 2018-19 school year with the option of extending each year, for a five year time period in accordance with NYSED regulations;

FURTHERMORE, that the Board of Education of the Miller Place Union Free School District hereby approves the attached food service management contract extension with Aramark Educational Services, LLC and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

14. Seneca Consulting Group Contract:

Dr. Cartisano and Mrs. Card are requesting your approval of the following contract extension with Seneca Consulting Group for Patient Protection and Affordable Care Act Employer Responsibility and IRS reporting requirements for the 2018-19 school year.

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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 contract extension with Seneca Consulting Group for Patient Protection and Affordable Care Act Employer Responsibility and IRS reporting requirements for the 2018-19 school year and furthermore authorizes the President of the Board of Education to sign such agreement.”

15. Miller Place 403(b) Retirement Plan:

Dr. Cartisano and Mrs. Card are recommending your approval of the updated 403 (B) Retirement Plan. This plan has been updated by Omni the District’s 403(b) provider and their legal General Counsel to reflect current language that is acceptable to the Internal Revenue Service. The plan was last updated to meet IRS guidelines in January 2009.

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 updated 403(b) Retirement Plan Adoption Agreement and furthermore authorizes the President of the Board of Education to sign such agreement.”

16. Purchasing and Related Expenditures Cycle Audit Report - 2016-17 Corrective Action Plan

Dr. Cartisano and Mrs. Card are recommending your approval of the Corrective Action Plan. The NYSED now is requiring the District to file a Corrective Action Plan for the Purchasing and Related Expenditures Cycle Report for 2016-17. This is a new requirement according to our auditors, Nawrocki & Smith and was not required at the time that audit was accepted by the Board. Please see the attached CAP for your reference.

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 Corrective Action Plan for the Purchasing and Related Expenditures Cycle Report for 2016-17.

C. PERSONNEL:

1. Personnel List:

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of July 2, 2018.

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 July 2, 2018, 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

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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. **Memorandum of Agreement with The Miller Place Secretarial and Clerical Unit C.S.E.A., Local 1000:**

Dr. Cartisano and Mr. Lipshie are requesting your approval of The Miller Place Secretarial and Clerical Unit C.S.E.A., Local 1000 Memorandum of Agreement-Employee # 1834.

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 Miller Place Secretarial and Clerical Unit C.S.E.A., Local 1000 Memorandum of Agreement-Employee No 1834.”

D. SPECIAL EDUCATION RECOMMENDATIONS:

1. **CSE Recommendations:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following CSE 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 dated: CSE LADSBS 2-1-18; CSE DO 3-5-18 (2); CSE DO 3-5-18; CSE DO 3-12-18 (2); CSE DO 3-12-18; CSE DO 3-19-18; CSE DO 3-20-18 (2); CSE DO 3-20-18; CSE DO 3-21-18 (2); CSE DO 3-21-18; CSE DO 3-23-18 (2); CSE DO 3-23-18; CSE DO 3-27-18; CSE DO 3-28-18 (2); CSE DO 3-28-18; CSE DO 3-29-18; CSE DO 4-17-18; CSE DO 5-15-18 (2); CSE DO 5-15-18; CSE DO 5-16-18; CSE DO 5-25-18; CSE DO 6-6-18; CSE LADSBS 2-27-18; CSE LADSBS 3-14-18; CSE LADSBS 3-28-18; CSE LADSBS 5-17-18; CSE LADSBS 6-11-18; CSE MPHS 4-9-18; CSE MPHS 4-10-18 (2); CSE MPHS 4-10-18; CSE MPHS 4-12-18; CSE MPHS 4-13-18 (2); CSE MPHS 4-13-18; CSE MPHS 4-16-16 (2); CSE MPHS 4-16-18 (3); CSE MPHS 4-18-18 (2); CSE MPHS 4-18-18; CSE MPHS 4-26-18; CSE MPHS 4-27-18; CSE MPHS 5-8-18; CSE MPHS 5-24-18; CSE MPHS 5-30-18; CSE MPHS 6-5-18; CSE MPHS 6-6-18; CSE NCR 3-6-18; CSE NCR 3-7-18; CSE NCR 3-13-18; CSE NCR 4-24-18; CSE NCR 6-4-18 (2); CSE NCR 6-4-18; CSE NCR 6-5-18; CSE NCR 6-14-18.”

2. **Contract with Eden II Programs:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contract with Eden II Programs, for the dates of service July 1, 2018 to June 30, 2019 for student identification number 100157.

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 Eden II Programs for Special Educational Services from July 1, 2018 to June 30, 2019 for student identification number 100157 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

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3. **Cross Contract with DDI for 2018-19 Summer and School Year:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following resolution to approve the attached Cross Contract with DDI for student identification numbers 500060044 and 100632.

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 Cross Contract with DDI for Special Education Instructional Services for student identification numbers 500060044 and 100632 for the period of July 9, 2018 to June 21, 2019.”

4. **Three Village Central School District Summer Contract:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the Three Village Central School District Summer Contract from July 2, 2018 through August 10, 2018 for student number 102746.

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 Three Village Central School District Summer Contract from July 2, 2018 through August 10, 2018 for student number 102746 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

E. **CURRICULUM AND INSTRUCTION:**

1. **Elementary Response to Intervention (RtI) Plan:**

Dr. Cartisano and Mrs. Hodun are requesting your approval of the following resolution to approve the Response to Intervention (RtI) Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Response to Intervention (RTI) Plan for 2018-19 school year as presented.”

2. **Professional Development Plan (PDP):**

Dr. Cartisano and Mrs. Hodun recommends and requests your approval of the enclosed Professional Development Plan for the 2018-19 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 approves the Professional Development Plan for the 2018-19 school year as presented.”

3. **Annual Professional Performance Review Plan (APPR):**

Dr. Cartisano and Mrs. Hodun are requesting your approval of the following resolution to approve the Annual Professional Performance Review Plan for the 2018-19 school year.

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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 Annual Professional Performance Review (APPR) Plan pursuant to Education Law 3012-d and Subpart 30-3 of the Rules of the Board of Regents, and authorizes execution by the Superintendent of Schools and President of the Board of Education of any and all required APPR plan documents and/or certifications for submission to the State Education Department for the 2018-19 school year.”

4. Chemical Hygiene Plan:

Dr. Cartisano and Mrs. Hodun are requesting your approval of the following resolution to approve the Chemical Hygiene Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Chemical Hygiene Plan for 2018-19 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such the plan.”

5. Comprehensive School Counseling Plan:

Dr. Cartisano and Mrs. Hodun are requesting your approval of the following resolution to approve the Guidance Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Developmental School Counseling Plan for 2018-19 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign the plan.”

6. Secondary Academic Intervention Services (AIS) Plan:

Dr. Cartisano and Mrs. Hodun are requesting your approval of the following resolution to approve the Academic Intervention Services (AIS) Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Academic Intervention Services (AIS) Plan for 2018-19 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign the plan.”

F. OTHER - None

Mrs. Testa read the donors names and thanked them for their generous donations to the Miller Place School District.

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

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VI. REPORTS AND PRESENTATIONS

- A. MPHS Student Representative Comments – None**
- B. Board of Education Committees – None**

VII. DISCUSSION AND ACTION

A. Acceptance of the Miller Place School District Calendar 2018-19:

Dr. Cartisano is requesting your approval of the following resolution to re-adopt the Miller Place Union Free School District revised calendar for 2018-19.

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 2018-19.”

Dr. Cartisano explained that the election Primary scheduled for September 11, 2018 was rescheduled to September 13, 2018 by the State due to the Jewish Holiday. The Board has made the decision to close the school buildings to students on days the buildings are being used by the Board of Elections due to security and safety concerns. September 13, 2018 will be a Superintendent’s conference day for staff members. The Board members suggested several programs that the staff might be able to participate in for the conference day.

Mrs. Testa asked for a motion to approve the resolution to re-adopt the school calendar as presented.

Mr. Panico moved, seconded by Mr. Frank to re-adopt the school calendar as presented.

Yes 4; No 0; Motion Carried

VIII. DISCUSSION –None

IX. BOARD POLICIES

- A. First Time Reading: None**
- B. Review: None**
- C. Action: None**

X. OTHER - None

XI. PUBLIC BE HEARD

XII. ADJOURNMENT OF MEETING

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

Mr. Panico moved, seconded by Mr. Keith to move into Executive Session for matters concerning specific student and specific public safety and security at 6:40 P.M.

Yes 4; No 0; Motion Carried

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