

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
JULY 1, 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

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 26, 2020 BUSINESS MEETING.

Mrs. Testa called the meeting to order at 6:30 P.M.

I. SUPERINTENDENT'S MESSAGE

The Superintendent acknowledged and thanked our school community for their patience and positivity as the 2019-20 school year ended. This school year has certainly not been what any of us expected, or wanted, but our community came together to the best of our abilities to celebrate our students' successes. The summer season that we are now entering brings activities such as curriculum writing, the Operations Department is performing summer cleaning and maintenance projects and IT Departments has begun their summer maintenance projects, and various other financial audits and activities.

The District has also developed a Task Force regarding the reopening of schools in September 2020. The Task Force is comprised of a Steering Committee and five subcommittees: Learning and Instruction, Special Education, Technology, Operations and Health and Safety. Committee members include Board of Education Trustees, Administrators, Parents, and Union Representation – Teachers, Clerical, Operations, Nurses and Administrators. Although we have not received guidance from the Governor's Office or State Education Department, we will be using the CDC and Capital Region BOCES guidance documents as the beginning framework for our committee discussions. The subcommittees, which are advisory in nature only, expect to meet weekly throughout July and August.

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

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II. BOARD MEMBERS MESSAGE

Mrs. Testa thanked the community members in attendance at the 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. Mrs. Testa noted that this has been a very difficult school year and noted that the school community has been dedicated and very supportive this year. She spoke about Senior week activities and the upcoming graduation ceremonies. She thanked all the volunteers who are serving on the Reopening Schools Task Force. Mrs. Testa also thanked the community who participated in the absentee budget vote process this year. We will accept the results of the budget vote later in the agenda.

III. PUBLIC BE HEARD

Mrs. Testa stated that the Board will now take public be heard comments or questions related to agenda items next as noted on the agenda. She asked that they type their name and address in the chat box with your question or raise your hand to be recognized. There was no public be heard comments so the Board moved to the Consent Agenda portion of the meeting.

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 June 16, 2020 Executive Session; June 17, 2020 Business Meeting."

B. FINANCE/FACILITIES:

1. Treasurers Report:

Enclosed are the Treasurers Reports as submitted by Mr. Donald Pearce for the period ending May 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 Treasurers Reports for the period ending May 31, 2020."

2. Financial Reports:

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

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School District hereby accepts, as presented the Financial Reports, for the period ending May 31, 2020.”

3. **Extra Classroom Activity Reports:**

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the period ending May 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 Extra Classroom Activity Reports for the period ending May 31, 2020.”

4. **Claims Auditor Report:**

Enclosed is the Claims Auditor Report as submitted by MacDonald & Rand LLP - Certified Public Accountants for the period ending May 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 Report for the period ending May 31, 2020.”

5. **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 \$4,800.00 for the Miller Place School District Senior Scholarships and Awards Fund:

- MPAA \$1,700.00
- MP Athletic Booster Club, Inc. \$3,100.00

6. **District Transportation Contract Extension 2020-21:**

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 2020-2021 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 2020-21 school year and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

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7. **District Transportation Contract Extension 2020-21 Field Trips:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve transportation for field trips for the 2020-21 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 First Student contract for transportation for field trips for the 2020-21 school year, and furthermore authorizes the President of the Board of Education to sign such agreement.”

8. **Transportation - 2020-21 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 2020-21 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 First Student request to waive the submission of a performance bond for the 2020-21 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.”

9. **Food Service Management Bid #20-05 Extension 21-05:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the attached bid as a qualified vendor for the food service management contract for the 2020-2021 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 approves the Food Service Management bid #20-05 Extension 21-05, to Whitsons Culinary Group as the lowest responsible bidder proposal meeting bid specifications as per the attached analysis of the maximum meal cost reimbursement rate. The purpose of this bid is to provide for the operation of the Food Service Program by a Food Service Management Company. This bid #21-05 is for the 2020-21 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 with Whitsons Culinary Group and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

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10. **Contract – The Waterview at Port Jefferson Country Club – 2021 Senior Prom:**

Dr. Cartisano and Mrs. Card recommends and requests your approval of the following motion to approve the contract with The Waterview at Port Jefferson Country Club for the 2020 Senior Prom on Thursday, June 24, 2021.

RECOMMENDED MOTION: “BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves the following contract for The Waterview at Port Jefferson Country Club for the Senior Prom on Thursday, June 24, 2021 and furthermore authorizes the President of the Board of Education to sign such agreement.”

11. **Purchase of Smartboards:**

Dr. Cartisano and Mrs. Card are requesting your acknowledgement and approval of the budget transfer of \$875,000 effective June 25, 2020 to purchase smartboards as part of the District-wide technology replacement plan.

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 acknowledges and approves the attached budget transfer of \$875,000 effective June 25, 2020 to purchase smartboards for the District-wide technology replacement plan.”

C. **PERSONNEL:**

1. **Personnel List:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of July 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 attached Personnel List of July 1, 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. **Authorization – Superintendent of Schools to Change Part-time Clerical Rate:**

Dr. Cartisano and Mr. Lipshie are requesting your acceptance of the following resolution to change the pay rate for starting part-time secretarial and clerical union employees from \$13.00 per hour to \$14.00 per hour to meet the required NYS minimum wage regulations effective December 31, 2020.

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RECOMMENDED MOTION: "BE IT RESOLVED, that the Board of Education of the Miller Place Union Free School District hereby authorizes the Superintendent to change pay rate for starting part-time secretarial and clerical union employees from \$13.00 per hour to \$14.00 per hour to meet the required NYS minimum wage regulations effective December 31, 2020."

3. Memorandum of Agreement with The Miller Place Operations Unit, CSEA, Inc. Local 1000

Dr. Cartisano and Mr. Lipshie are requesting your approval to rescind of The Miller Place Operations Unit, CSEA, Inc. Local 1000 Memorandum of Agreement that was approved on March 25, 2020 and to approve the revised Memorandum of Agreement.

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 rescinds The Miller Place Operations Unit, CSEA, Inc. Local 1000 Memorandum of Agreement of March 25, 2020 and hereby approves the revised Memorandum of Agreement with the Miller Place Operations Unit CSEA, Inc. Local 1000."

D. SPECIAL EDUCATION RECOMMENDATIONS:

1. CSE 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 4-20-20 AMPS; CPSE 4-22-20 AMPS; CPSE 5-21-20 DO (2); CPSE 6-8-20 AMPS; CPSE 4-21-20 AMPS; CPSE 5-21-20 DO; CPSE-CSE 5-5-20 AMPS; CPSE-CSE 4-24-20 AMPS; CPSE-CSE 6-1-20 AMPS; CSE 4-22-20 AMPS; CSE 4-23-20 AMPS; CSE 6-1-20 AMPS; CSE 6-17-20 AMPS; CSE 2-3-20 LADSBS; CSE 2-5-20 LADSBS; CSE 2-7-20 MPHS; CSE 2-11-20 NCR (2); CSE 2-12-20 NCR (2); CSE 2-14-20 NCR (2); CSE 2-24-20 LADSBS (2); CSE 2-25-20 LADSBS (2) ;CSE 3-2-20 NCR (2); CSE 3-6-20 NCR (2); CSE 4-20-20 AMPS; CSE 4-23-20 NCR (2) ;CSE 5-14-20 OOD; CSE 5-6-20 LADSBS ;CSE 5-6-20 NCR (2); CSE 5-13-20 LADSBS; CSE 6-4-20 MPHS; CSE 6-5-20 NCR (2) ; CSE 3-13-20 OOD; CSE 6-11-20 OOD."

2. Contract – Center Moriches UFSD Summer Program:

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Summer Contracts with Center Moriches UFSD, for the dates of service July 6, 2020 to August 14, 2020 for student identification numbers 102903; 102617 and 600040460.

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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 authorizes the contracts with Center Moriches UFSD for Special Educational Services from July 6, 2020 to August 14, 2020 for student identification numbers 102903; 102617 and 600040460 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

3. Contract with Da Vinci Education Center:

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following resolution to approve the attached contract with the Da Vinci Education Center for Special Educational Services for student identification numbers 600040345; 102525; 600040281 from July 1, 2020 through June 30, 2021.

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 authorizes the contract with the Da Vinci Education Center for Special Educational Services for student identification numbers 600040345; 102525; 600040281 from July 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:

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 for its possible sale, and/or disposal.”

2. Elementary Response to Intervention (RtI) Plan:

Dr. Cartisano and Ms. Craddock 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 2020-21 school year as presented.”

3. Professional Development Plan (PDP):

Dr. Cartisano and Ms. Craddock recommends and requests your approval of the enclosed Professional Development Plan for the 2020-21 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 approves the Professional Development Plan for the 2019-20 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such plan, if necessary..”

4. Chemical Hygiene Plan:

Dr. Cartisano and Ms. Craddock 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 2020-21 school years as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such plan, if necessary.”

5. Secondary Academic Intervention Services (AIS) Plan:

Dr. Cartisano and Mrs. Craddock 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 the 2020-22 school years as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign the plan.”

6. Comprehensive School Counseling Plan:

Dr. Cartisano and Mrs. Craddock are requesting your approval of the following resolution to approve the School Counseling Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the School Counseling Plan for the 2020-21 school year as presented.”

7. Physical Education Plan:

Dr. Cartisano and Mrs. Craddock are requesting your approval of the following resolution to approve the Physical Education Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Physical Education Plan for the 2020-21 school year as presented.”

Mrs. Reitan requested that Consent Agenda Section IV – C – #3 – Memorandum of Agreement with The Miller Place Operations Unit, CSEA, Inc. Local 1000 be pulled from the Consent

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Agenda and voted on separately. Mrs. Card requested that Consent Agenda Section IV – A - #9 – Food Service Management Bid #20-05 Extension #21-05 to be removed from the agenda.

Mrs. Testa asked for a motion to accept the Consent Agenda except for the above items – Section IV – Item C - #3 and Consent Agenda Section IV – A - #9 – Food Service Management Bid #20-05 Extension #21-05.

Mr. Frank moved, seconded by Mrs. Reitan to accept the Consent Agenda as presented except for the above item – Section IV – Item C - #3.

Yes 4; No 0; Motion Carried

Mrs. Testa asked for a motion to accept the Consent Agenda item – Section IV – Item C - #3 – Memorandum of Agreement with The Miller Place Operations Unit, CSEA, Inc. Local 1000

Mr. Frank moved, seconded by Mrs. Dunlop to accept the Consent Agenda – Section IV – Item C - #3 – Memorandum of Agreement with The Miller Place Operations Unit, CSEA, Inc. Local 1000.

Yes 3; No 1 (Reitan); Motion Carried

V. DISCUSSION

VI. BOARD POLICIES

Mrs. Testa noted that the Board has policies in First Time Reading. These policies will be moved to the Review cycle at next month's meeting.

A. First Time Reading:

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

B. Review: None

C. Action: None

VII. PUBLIC BE HEARD – None

VIII. ADJOURNMENT OF MEETING

Mrs. Testa wished that everyone in the community to have a wonderful summer. Mrs. Testa then asked for a motion to adjourn the meeting.

Mr. Frank moved, seconded by Mrs. Reitan to adjourn the meeting. The Board then voted to adjourn the meeting at 6:34 P.M.

Yes 4; No 0; Motion Carried

Respectively submitted by: Patricia A. Morbillo, District Clerk