

Miller Place Union Free School District

7 Memorial Drive, Miller Place, New York 11764-2036

Telephone: (631) 474-2700

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Richard Panico, Vice President
Noelle Dunlop, Trustee
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Assistant Superintendent

Susan G. Craddock

Executive Director for

Educational Services

Sandra A. Wojnowski

School Business Official

Colleen V. Card

School Reopening Steering Committee

Committee Chairperson: Dr. Marianne Cartisano

Committee Co-Chairpersons: Ms. Johanna Testa, President

Committee Representatives: Mr. Richard Panico, Vice President; Mr. Keith Frank, Trustee; Ms. Noelle Dunlop, Trustee; Ms. Lisa Reitan, Trustee; Mr. Seth Lipshie, Deputy Superintendent; Ms. Susan Craddock, Assistant Superintendent; Ms. Colleen V. Card, School Business Official; Ms. Sandra Wojnowski, Executive Director for Educational Services

✓ **Meeting Minutes for June 16, 2020 - 7:00 pm**

Dr. Cartisano reviewed the following topics with the new Steering Committee:

1. The District is still awaiting guidance from New York State Education Department, the CDC, the Governor's Office, state and local health departments and/or the Suffolk County Executive's Office.
2. Committees to form
 - a. Steering Committee will have the following subcommittees to address specific areas:
 - i. Operations Subcommittee
 - ii. Health and Safety Subcommittee
 - iii. Learning & Instruction Subcommittee
 - iv. Special Education Subcommittee
 - v. Technology Subcommittee
 - vi. Communications Subcommittee
3. Purpose of creating these committees:
 - a. Best ways to optimize education under the new conditions for the upcoming school year
 - b. Prepare potential ideas, strategies and approaches that will fit within the new guidelines
 - c. Receive ideas, have discussions, and receive suggestions of potential plans that will best fit the Miller Place School District.
4. Reviewed the proposed goals of the committees:
 - a. Propose suitable, practical and effective practices to best educate the students of Miller Place School District under these circumstances.

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- b. Identify barriers and obstacles to educating the students of Miller Place and the best ways to remove or reduce these barriers and obstacles to the extent possible.
 - c. When guidelines become available, provide additional ideas, feedback and input to the Board of Education and Central Administration to make final decisions
5. Structure of the proposed committees:
- a. Committee Chairpersons / Co-chairpersons - chaired by Central Office Administrators and Superintendent
 - b. Subcommittee membership - The subcommittees membership plan is for a combination of parents, administrators, and union representatives – teachers, operations, clerical and nurses to be members of each committee. These members may have a special knowledge base related to the subcommittee.
6. Areas of proposed research and discussion for each committee:
- a. Operations Subcommittee - Topics of committee discussion are: School Calendar, Facilities, Transportation Services, Food Service Program, Security, Grounds and Playgrounds, Visitor Policy, Budget, and Use of Facilities
 - b. Health and Safety Subcommittee - Topics of committee discussion are: Nurses Offices, Athletics, Student Clubs, Activities and Events, Staff Mental Health, and Employee Workspaces and PPE
 - c. Learning & Instruction Subcommittee - Topics of committee discussion are: Remote Learning, Hybrid Learning, In-School Learning, Specific programs with unique variables, Shared Instructional Materials, Professional Development, SEL/Mental Health Students, and Assessment and Grading
 - d. Special Education Subcommittee – Topics of committee discussion are: In-District Programs, Out-of-District Programs and Home Services
 - e. Technology Subcommittee – Topics of committee discussion are: Devices (Distribution, Staff, Students), Access (Teachers and Students: In-District and Out-of-District), Digital Citizenship (AUP), Support Learning Platform (Elementary and Secondary), Professional Development – Teachers, and Staff, Students, Parents (Summer and September)
 - f. Communications Subcommittee –
 - i. Create a Reopen Schools Information webpage on the District website as a central location for posting all reopening school information to help keep community members informed
 - ii. Post committee information memo on website
 - iii. Post committee minutes on website after meetings
 - iv. Post reopening plan on website when guidance received and update as needed based on updated guidance received
 - v. Continue to monitor and update community as needed