

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
JULY 6, 2022

**Kind of Meeting:** Business Meeting (Immediately following the organizational meeting)  
**Place of Meeting:** Miller Place High  
**Time of Meeting:** 6:43 P.M.

**Those Present:**

Board President:	Ms. Lisa Reitan
Board Vice President:	Mr. Bryan Makarius
Board Trustee:	Mr. Keith Frank
Board Trustee:	Ms. Andrea Spaniolas
Board Trustee:	Ms. Johanna Testa
Superintendent:	Mr. Seth Lipshie
Assistant Superintendent	Ms. Susan Craddock
School Business Official	Ms. Colleen Card
Executive Director for Educational Services:	Ms. Sandy Wojnowski
Director Human Resources	Mr. Christopher Herrschaft
District Clerk:	Ms. Patricia Morbillo

**Invitee:**

School Attorney: Mr. Greg Gillen

**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 24, 2022, BUSINESS MEETING.**

**A. MESSAGES**

**1. SUPERINTENDENT MESSAGE**

Mr. Lipshie thanked Ms. Reitan and addressed the audience. He stated that for those of you who do not know me, that he has been working in the Miller Place School District for the past 32 years serving as a teacher, advisor, coach, building administrator and as a member of the District Office staff. He was excited and proud to continue serving the Miller Place School District as the Superintendent of Schools. He noted that at his first interview in Miller Place 32 years ago, he was asked if he had anything to say in closing and he said, "One thing you can count on, is that no one will out work me." And he pledged to continue that work ethic. Mr. Lipshie has held eight different titles in Miller Place, which have provided him with insight, knowledge, and experiences of Miller Place. He plans to combine that background working with students, parents, guardians, and staff to make the best possible decisions that result in improving student success.

He reviewed that June continued to be an eventful month in Miller Place with many ceremonies and activities celebrating the end of another school year. The District celebrated the senior athletes, awarded seniors who received academic scholarships and honored the best and brightest underclassman at MPHS. Mr. Lipshie said that at both AMPS and LADSBS students participated in various field day events. He noted that at this time of year that some of our

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students will be moving out of their respective buildings. He reviewed that the District held moving up ceremonies for the AMPS second graders heading to LADSBS, the LADSBS fifth graders heading to NCRMS and the NCRMS eighth graders heading to MPHS. The eighth-grade class concluded their time at NCRMS by celebrating at their moving up dance at the Miller Place Inn and as a group on June 23<sup>rd</sup>, they participated in the 19<sup>th</sup> Annual Moving up Ceremony. He said that the Senior Class had their second to last event together at the prom on June 23<sup>rd</sup> at The Waterview. The culmination of June events took place on June 24, 2022, as the District honored the graduation of 235 seniors at the 48<sup>th</sup> Commencement Ceremony. The Valedictorian, Emma LaMountain and Salutatorian, Diya Saini both gave heartfelt and humorous speeches to their classmates and Dr. Cartisano, Superintendent, made her final graduation address to the seniors. He stated that Mr. Slavin spoke about the accolades of the Class of 2022 and then Board President, Johanna Testa wished them luck and success moving forward. He stated that it was a wonderful ceremony to end the school year.

Mr. Lipshie finished his message by stating that July starts a new school year, and that the District will be preparing for the Class of 2035 who enters kindergarten in September, and that we will welcome and train new staff members for the start of school. He wished everyone a healthy and happy summer.

**2. BOARD MEMBERS MESSAGE**

Ms. Reitan congratulated Mr. Lipshie on his appointment as Superintendent of the Miller Place UFSD. She thanked Ms. Testa for her seven years of service as the President of the Board of Education and for her continued service as a Board of Education Trustee. She welcomed Ms. Andrea Spaniolas as the newest trustee to the Board of Education and stated that they are excited to work with her. She also congratulated Mr. Makarius on his election as the Board Vice President. She stated that the graduation ceremony was very nice and that it was great to return to the wonderful ceremony in the District. She congratulated the Class of 2022 graduates and wished them future success.

**B. PUBLIC BE HEARD**

Comments are limited to 2 minutes per person and a total of 30 minutes **related to agenda items only**, state name, resident, or non-resident.

The public present addressed the Board of Education regarding the Curriculum and Instruction plans scheduled for approval in the consent agenda. Mr. Lipshie noted that the plans are posted on the District Curriculum and Instruction webpage and a link to this page was posted on the meeting page as well.

**C. CONSENT AGENDA - MINUTES**

**1. 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 15, 2022 Executive Session; June 15, 2022 Business Meeting; June 16, 2022 Executive Session.”

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**D. CONSENT AGENDA - FINANCE/FACILITIES:**

**1. Treasurers Reports:**

This resolution is to approve the Treasurers Reports as submitted by Mr. Donald Pearce for the period ending May 31, 2022.

**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, 2022.”

**2. Financial Reports:**

This resolution is to approve the Financial Reports as submitted by Ms. Darlene Levi for the period ending May 31, 2022.

**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, 2022.”

**3. Extra Classroom Activity Reports:**

This resolution is to approve the Extra Classroom Activity Reports as submitted by Ms. Carrie Little for the period ending May 31, 2022.

**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, 2022.”

**4. Claims Auditor Report:**

This resolution is to approve the Claims Auditor Report as submitted by MacDonald, Rand & Vollaro, LLP - Certified Public Accountants for the period ending May 31, 2022.

**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, 2022.”

**5. District Transportation Contract Extension 2022-23 Large Buses:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the transportation contract extension for large bus services with First Student for the 2022-23 school year.

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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 approves the First Student contract for transportation for large bus services for 2022-23 school year and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

**6. District Transportation Contract Extension 2022-23 Small Buses & Matrons:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the transportation contract extension for small buses and matrons with First Student for the 2022-23 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 2022-23 school year and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

**7. District Transportation Contract Extension 2021-22 Field Trips:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve transportation for field trips for the 2022-23 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 2022-23 school year, and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

**8. District Transportation Performance Bond 2022-23:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept the First Student request to waive the submission of a performance bond for the 2022-23 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 2022-23 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. Tommy’s Tunes - Junior Prom:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the contract with Tommy’s Tunes for the Junior Prom to be held on April 29, 2022.

**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 approves the contract with Tommy's Tunes for the Junior Prom for the 2022-23 school year and furthermore authorizes the President of the Board of Education to sign such agreement."

**10. Tommy's Tunes – Senior Prom:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the contract with Tommy's Tunes for the Senior Prom to be held on June 22, 2023.

**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 contract with Tommy's Tunes for the Senior Prom for the 2022-23 school year and furthermore authorizes the President of the Board of Education to sign such agreement."

**11. The Waterview at Port Jefferson Country Club – Senior Prom:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the contract with The Waterview at Port Jefferson Country Club for the Senior Prom to be held on June 22, 2023.

**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 contract with The Waterview at Port Jefferson Country Club for the Senior Prom for the 2022-23 school year and furthermore authorizes the President of the Board of Education to sign such agreement."

**12. Donation – Senior Scholarships and Awards:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept donations for scholarships and awards.

**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 scholarship donation of \$220.22 from Orycia Kootz for the MPHS Senior Scholarships and Awards Accounts."

**13. School Lunch Prices – Food Service:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to establish the meal prices for Food Services as per the attached memorandum as required by NYSED Child Nutrition for the 2022-23 school year and future years.

**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 establishes the meal prices for Food Service per the attached memorandum as required by NYSED Child Nutrition for the 2022-23 school and future years."

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**14. Contract – Emergency Food Service Management Contract:**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept the attached emergency food service management contract for the 2022-23 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 attached emergency Food Service Management Contract 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.”

**E. CONSENT AGENDA - PERSONNEL:**

**1. Personnel List:**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list of July 6, 2022.

**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 6, 2022, 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:**

Mr. Lipshie and Mr. Herrschaft are requesting your acceptance of the resolution to change the pay rate for starting part-time secretarial and clerical union employees to the prevailing minimum wage rate to meet the required NYS minimum wage regulations effective December 31, 2022, if needed.

**RECOMMENDED MOTION: "BE IT RESOLVED** that the Board of Education of the Miller Place Union Free School District hereby authorizes the Superintendent to change the pay rate for starting part-time secretarial and clerical union employees from to the prevailing minimum wage rate to meet the required NYS minimum wage regulations effective December 31, 2022, if needed.”

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**F. CONSENT AGENDA - SPECIAL EDUCATION RECOMMENDATIONS:**

**1. CSE and CPSE Recommendations:**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the 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 4-11-22 DO; CPSE 5-18-22 DO; CPSE-CSE 5-2-22 DO; CPSE-CSE 5-3-22 DO; CSE 5-3-22 DO; CSE 5-5-22 DO; CSE 6-2-22 LADDIE; CSE 6-7-22 LADDIE; CSE 6-8-22 DO; CSE 6-10-22 LADDIE; CSE 6-14-22 AMPS; CSE 6-15-22 OOD; CSE 6-21-22 NCR.”

**2. Contract – Center Moriches UFSD Summer Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services Summer Contracts with Center Moriches UFSD, for the dates of service July 5, 2022 to August 12, 2022 for student identification numbers 600040111 and 600040460.

**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 5, 2022 to August 12, 2022 for student identification numbers 600040111 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. Contracts – East Moriches UFSD Summer Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services Summer Contracts with East Moriches UFSD, for the dates of service July 1, 2022, to August 31, 2022, for student identification numbers 102903, 600041592, 600041575, and 600041731.

**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 East Moriches UFSD for Special Educational Services from July 1, 2022 to August 31, 2022 for student identification numbers 102903, 600041592, 600041575, and 600041731 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

**4. Contracts – Rocky Point UFSD School Year Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services School Year Contracts with Rocky Point UFSD, for the dates of service September 1, 2022, to June 23, 2023 for student identification number 600042017.

**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

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District authorizes the contracts with Rocky Point UFSD for Special Educational Services the School Year from September 1, 2022 to June 30, 2023 for student identification number 600042017 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

**5. Contract – Three Village CSD Summer Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services Summer Contracts with Three Village CSD, for the dates of service July 5, 2022, to August 12, 2022, for student identification numbers 101714, 600041587, and 600040411.

**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 Three Village CSD for Special Educational Services from July 5, 2022 to August 12, 2022 for student identification numbers 101714, 600041587, and 600040411 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

**6. Contract – Devereaux School District School Year Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services Summer Contracts with Devereaux School District, for the dates of service July 1, 2022, to June 30, 2023 for student identification number 600041553.

**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 Devereaux School District for Special Educational Services from July 1, 2022 to June 30, 2023 for student identification number 600041553 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

**7. Contract – Little Flower UFSD Program:**

Mr. Lipshie and Mrs. Wojnowski are requesting your approval of the Special Education Instructional Services Contract with Little Flower Union Free School District for student identification numbers 600042321 for the period July 1, 2022, through June 24, 2023.

**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 Little Flower Union Free School District for student identification numbers 600042321 for the period July 1, 2022, through June 24, 2023 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”



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**G. CONSENT AGENDA - CURRICULUM AND INSTRUCTION:**

**1. Textbook Obsolescence:**

Mr. Lipshie and Ms. Craddock are requesting your approval of the resolution to declare the attached lists 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 lists of textbooks as obsolete and for its possible sale, and/or disposal.”

**2. Secondary Academic Intervention Services Plan:**

Mr. Lipshie and Mrs. Craddock are requesting your approval of the resolution to approve the Secondary Academic Intervention Services Plan for the 2022-24 school years.

**RECOMMENDED MOTION: “BE IT RESOLVED** that it is the Board of Education of the Miller Place Union Free School District hereby approves the Secondary Academic Intervention Services Plan for the 2022-24 school years as presented.”

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

Mr. Lipshie and Ms. Craddock recommends and requests your approval of the resolution to approve the Professional Development Plan for the 2022-23 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 2022-23 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such plan.”

**4. Chemical Hygiene Plan:**

Mr. Lipshie and Ms. Craddock are requesting your approval of the 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 2022-23 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. District Comprehensive School Counseling Plan:**

Mr. Lipshie and Mrs. Craddock are requesting your approval of the resolution to approve the District Comprehensive 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 2022-23 school year as presented.”

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**6. Elementary Response to Intervention (RtI) Plan (K-5):**

Mr. Lipshie and Ms. Craddock are requesting your approval of the resolution to approve the Elementary Response to Intervention (RtI) Plan (K-5).

**RECOMMENDED MOTION: “BE IT RESOLVED** that it is the Board of Education of the Miller Place Union Free School District hereby approves the Elementary Response to Intervention (RtI) Plan (K-5) for 2022-23 school year as presented.”

**H. CONSENT AGENDA – OTHER - None**

**I. CONSENT AGENDA - APPROVAL**

Ms. Spaniolas had some questions about the food service contract. Ms. Reitan asked Ms. Card to respond to the questions. Ms. Card discussed contract requirements, food supply, NYSED regulations and guidelines, personnel, and training. She stated that the District will continue to hold the food service management company accountable for the program operation and continue monitoring program compliance.

Ms. Reitan reviewed several of the consent agenda items and then asked if there were any questions.

As there were no further questions, Ms. Reitan asked for a motion to accept the Consent Agenda as presented.

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

**Yes 5; No 0; Motion Carried**

**J. REPORTS AND PRESENTATIONS**

**1. District-Wide Comprehensive School Safety Plan Public Hearing**

Ms. Reitan asked Ms. Card to present information and Ms. Card gave an overview of the District-Wide Comprehensive School Safety Plan. Ms. Card stated that 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. She noted that the draft plan is posted on the district's website under the Facilities Department tab. She explained that this review is the required public hearing and that the plan would be posted on the District website in draft form until it is approved by the Board of Education. Mrs. Card stated that the District-Wide Comprehensive School Safety Plan would be presented to the Board of Education for their approval at the August board meeting.

Mr. Lipshie than noted that the District had a security audit performed in June 2022 but that the results of this security audit would not be disclosed due to security reasons.

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K. **DISCUSSION** – None

L. **DISCUSSION AND ACTION** – None

M. **BOARD POLICIES - First Time Reading:**

Policy 2341 Agenda Format

Ms. Reitan noted that there currently is one policy in first time reading. This will move to review at the next board meeting.

N. **BOARD POLICIES – Review** – None currently

O. **BOARD POLICIES – Action** – None currently

P. **OTHER** – None

Q. **PUBLIC BE HEARD**

(Comments are limited to 2 minutes per person and a total of 30 minutes; state name, resident or non resident)

The public addressed the Board of Education regarding several items including the food service program, curriculum, and school safety which were addressed by the Board and Administration.

R. **ADJOURNMENT OF MEETING TO EXECUTIVE SESSION**

Ms. Reitan asked for a motion to adjourn the business meeting to go into Executive Session for matters concerning specific personnel and specific legal.

Mr. Makarius moved, seconded by Mr. Frank to approve moving into Executive Session for matters concerning specific personnel and specific legal at 7:11 P.M.

**Yes 5; No 0; Motion Carried**

The Board exited Executive Session and reconvened the Business Meeting at 8:19 P.M.

S. **ADJOURNMENT OF MEETING**

Ms. Reitan asked for a motion to adjourn the meeting.

Mr. Makarius moved, seconded by Mr. Frank to adjourn the meeting at 8:20 P.M.

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