

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
JANUARY 23, 2019

**Time of Meeting:** 8:00 P.M.

**Kind of Meeting:** Business Meeting

**Place of Meeting:** Miller Place High School

**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:	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 Vice President:	Mr. Richard Panico
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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 FEBRUARY 27, 2019 BUSINESS MEETING.**

Mrs. Testa called the meeting to order at 8:09 P.M. Mrs. Testa acknowledged the veterans that were in the audience. Mrs. Testa introduced Dr. Cartisano, Superintendent of Schools, to present her message.

**I. SUPERINTENDENT'S MESSAGE**

Since this is the first time we are meeting publicly since the holiday's I would like to wish everyone a Happy New Year.

Thank you to all our students, staff and community organizations who supported our community during the holiday season with various fundraising events. On behalf of the Board of Education and the Administrative staff, we congratulate all of our students and faculty who participated in our Districtwide winter concert series. We hope our community has had the opportunity to review the District's new Facebook page, which has posts celebrating our students, staff and community. We have completed the registration process for the High School spring 2019 Driver's Education Program. We continue to have the maximum number of students register, which is 40 for this spring. Tomorrow night is our first of four building based STEAM nights, beginning with Laddie A. Decker Sound Beach School. Information regarding these events can be found on the District website. We anticipate these nights to be an amazing and fun opportunity for our K – 12 students and parents to participate in together. Finally, the Miller Place High School parent workshops for incoming September 2019 9<sup>th</sup> Grade Orientation is scheduled for January 30<sup>th</sup>.

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**II. BOARD OF EDUCATION MEMBERS MESSAGE**

**III. RECOGNITION**

**A. Emma Casey & Jesse Pallas – Toy Drive**

Dr. Cartisano introduced two Hometown Heroes, Emma Casey, a Rocky Point Student and Jesse Pallas, a Miller Place student. Dr. Cartisano celebrated the two families who turned tragedy into hope and kindness. She explained that Emma asked for permission to put toy collection boxes in the lobby for her Emma's Holiday Hugs program. Emma explained to her that she was in 3<sup>rd</sup> grade when Jesse was in the hospital very ill and she realized that some children did not have toys while they were in the hospital. She founded Emma's Holiday Hugs to provide toys to these children. Jesse Pallas explained that he takes part in goodwill toy drives to give children in hospitals toys as he was provided. The Board and Administration congratulated both Hometown Heroes and presented them with a certificate of recognition.

**B. Virtual Enterprise (MPHS Course)**

Mrs. Hodun thanked the Board of Education for inviting Mr. Fank, MPHS Business Teacher, and his students from the Virtual Enterprise (VE) course to the Board of Education meeting. Virtual Enterprise International (VEI) is an educational nonprofit with the goal of transforming students into business professionals by bringing the workplace into the classroom. The program provides students with an authentic, collaborative business and entrepreneurship experience through its live global business simulation model. This course was offered for the first time this year at Miller Place High School and there was enough interest that for two sections of the course. Each class developed their own business model and competed at a local competition where they both won awards. The businesses were named Amplify Audio NY and Snap Shack Organization. Each organization gave a presentation featuring their business model to the Board and audience. The Board and Administration congratulated all of the students on their creativity, knowledge and hard work and presented them with certificates of recognition.

**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 December 12, 2018 Executive Session – Early; December 12, 2018 Business Meeting; December 12, 2018 Executive Session – Late; January 10, 2019 Business Meeting.”

**B. FINANCE/FACILITIES:**

**1. Treasurers Report:**

Enclosed is the Treasurers reports as submitted by Mr. Donald Pearce for the period ending November 30, 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, as presented, the Treasurers Reports for the period ending November 30, 2018.”

**2. Financial Reports:**

Enclosed are the Financial Reports as submitted by Ms. Darlene Levi for the period ending November 30, 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 November 30, 2018.”

**3. Extra Classroom Activity Report:**

Enclosed are the Extra Classroom Activity Report as submitted by Ms. Carrie Sandt for the period ending November 30, 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 Extra Classroom Activity Report for the period ending November 30, 2018.”

**4. Claims Auditor Report:**

Enclosed is the Claims Auditor Report as submitted by Mr. Richard Seidell, CPA for the periods ending November 30, 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 periods ending November 30, 2018.”

**5. Accept External Audit Report:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the External Federal Single Audit Report and related documents.

**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 report dated June 30, 2018 and audit letter dated January 15, 2019 which have been submitted by the District’s External Auditors, Cullen and Danowski, LLP, along with the District’s response to these documents dated January 16, 2019:

- Federal Single Audit Report with Independent Auditor’s Report;
- School District’s response to the Federal Single Audit Report.”

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6. **2018-19 Eastern Suffolk BOCES Shared Services Contract-Field Trips:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the 2018-19 Eastern Suffolk BOCES Shared Services Contract for Field Trips.

**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 2018-19 Eastern Suffolk BOCES Shared Services Contract for Field Trips, and furthermore authorizes the President of the Board of Education and the Superintendent of Schools to sign such agreement."

7. **Town of Brookhaven Regional Agreement for Salt, Sand and General Repairs for January 1 to December 31, 2019:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following Renewal Agreement with the Town of Brookhaven Highway Department for salt, sand and general repairs on an as needed basis for January 1, 2019 to December 31, 2019.

**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 Renewal Agreement with the Town of Brookhaven Highway Department for salt, sand and general repairs on an as needed basis for January 1, 2019 to December 31, 2019 and furthermore authorizes the President of the Board of Education to sign such agreement."

8. **Donation – General Mills Box Tops for Education:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept a donation of \$70.00 from General Mills, through its Box Tops for Education Program. These funds will be used in support of the students in the Andrew Muller Primary School.

**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 monetary donation of \$70.00 from General Mills Box Tops for Education."

9. **Donation – Miller Place PTO, Inc:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept a donation of \$1,500.00 to the Miller Place Union Free School District for the 2018-19 school year. These funds will be used in support of the students of the District as follows:

- North Country Road Middle School \$ 1,000.00
- Miller Place High School Service Club \$ 500.00

**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 with gratitude the donation of \$1,500.00 from the Miller Place PTO Inc. for the 2018-19 school year."

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**10. 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.”

**11. Capital Fund Commitment:**

The District is replacing elementary playground equipment and completing classroom asbestos abatement projects. Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to the commit existing funds from the Capital Fund to the above projects in an amount up to \$99,910.

**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 commits \$99,910 from the Capital Fund for the replacement of an elementary playground and completing classroom asbestos projects at the Andrew Muller Primary School.”

**12. Apportionment of Building Aid Application:**

Dr. Cartisano and Mrs. Card are requesting approval of the following resolution to approve the apportionment of Building Aid Applications for the replacement of elementary playground equipment and completing classroom asbestos abatement projects at the Andrew Muller Primary School.

**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 and approves the following:

1. The enclosed Application for Apportionment of Building Aid Summary
2. The Applications for Apportionment of Building Aid, and
3. For the District Architect to file such documents with the State Education Department allowing for the Commissioner’s issuance of Certificates of Apportionment”

**13. Capital Improvements - Bid Award #19-17:**

Dr. Cartisano and Mrs. Card requesting your approval of the attached bid recommendations of Michael J. Guido, District Architect for capital improvements of the Miller Place High School fuel oil tank, asbestos flooring and Laddie A. Decker Sound Beach School ceiling reconstruction.

**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 awards bid #19-17 for the following contracts to the lowest responsible bidder meeting bid specifications as follows:

- Contract #1 U/G Fuel Tank – Carter-Melence, Inc. \$276,000
- Contract #2 General Construction – High-Lume Corp. \$163,853
- Contract #3 Electrical – Relle Electric Corp. \$55,177.”

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C. **PERSONNEL:**

1. **Personnel List:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of January 23, 2019.

**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 January 23, 2019, 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.”

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 accept0s the following recommendations of the CSE’s dated: CSE DO 1-4-19;CSE DO 1-9-19; CSE LADSBS 1-10-19; CSE DO 11-19-18; CSE MPHS 12-3-18;CSE DO 12-6-18; CSE MPHS 12-11-18; CSE DO 12-14-18; CSE MPHS 12-14-18; CSE LADSBS 12-17-18; CSE LADSBS 12-19-18; CSE LADSBS 1-7-19; CSE LADSBS 12-18-18; CSE NCR 1-3-19; CSE NCR 12-4-18; CSE NCR 12-18-18 ”

2. **Contract –Center Moriches Union Free School District:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contract with Center Moriches Union Free School District for special education services for student identification number 600040362 for the period January 2, 2019 through June 30, 2019.

**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 Center Moriches Union Free School District for Special Educational Services for student identification number 600040362 from January 2, 2019 through June 30, 2019, and furthermore authorizes the President of the Miller Place Union Free School District to sign such agreement.”

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**3. Contract –Three Village Central School District:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contract with Three Village Central School District for the period September 1, 2018 through June 30, 2019.

**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 Three Village Central School District for Special Educational Services from September 1, 2018 to June 30, 2019 for student identification numbers 102746, 101714 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

**E. CURRICULUM AND INSTRUCTION – None**

**F. OTHER – None**

Mrs. Testa thanked the organizations for their generous donations.

Mrs. Testa asked for a motion to accept the Consent Agenda as presented

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

**Yes 4; No 0; Motion Carried**

**VI. REPORTS AND PRESENTATIONS**

**A. MPHS Executive Council Student Representative Comments**

Ms. Sarah Shaljian, Student Representative, Comments

Sarah discussed the past month’s events including Athletes Helping Athletes Fundraiser Dodge Ball game, the upcoming variety show and the first Valentines’ Day event for the Sophomore class.

**B. Board of Education Committees**

Mrs. Testa announced that the Health and Safety Committee meeting was rescheduled for January 27, 2019. Mrs. Testa asked for the report of the remaining committees that meet since the last Board of Education meeting.

**Research Committee**

Mrs. Dunlop gave an overview of the Research Committee Meeting that was held on January 17, 2019. Mrs. Dunlop stated that Mrs. Hodun and Mr. Roth have been working on mapping out the research skills to help navigate the tiered expectations of student’s research skills as they advance through the grade levels and any gaps in the expectations. She stated that the students are building the research skills at age appropriate levels.

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**Curriculum & Instruction Committee**

Mrs. Reitan gave an overview of the Curriculum and Instruction Committee that was held on December 13, 2018. She stated that there were a lot of teachers in attendance at the meeting. The committee discussion centered on the amazing curriculum and instruction projects that are being taught at each grade level. Mrs. Reitan stated that this is her favorite committee and she enjoys seeing all the progress being made in each building. Mrs. Testa stated that there is a focus on project based learning in the District.

**VII. DISCUSSION AND ACTION**

**A. SEQRA Resolution – Proposed Building and Site Improvements at the Andrew Muller Primary School**

State Environment Quality Review

Notice of Determination of Non-Significance

**RECOMMENDED MOTION:** “WHEREAS, the Board of Education of the Miller Place UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

**Andrew Muller Primary School: Asbestos Flooring Abatement & Elementary Playground**

**WHEREAS**, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of an Environmental Impact Statement (Type II Actions). The project mentioned above is now classified as Type II Actions as determined by 6NYCRR§617.5 and

**WHEREAS**, the project falls under the following categories:

- A. Routine Maintenance and Repair 6NYCRR§617.5 (c)(1): Maintenance or repair involving no substantial change in an existing facility.
- B. Replace or Rehabilitation 6NYCRR§617.5 (c)(2): replacement or rehabilitation or reconstruction of a structure of facility, in kind, on the same site, unless the work exceeds a threshold for a Type I action in 6NYCRR§617.4.
- C. 6NYCRR§617.5(c)(8); Routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings.

**THEREFORE**, as the lead agency for the SEQRA determination, the above referenced project falls under Categories “A” or “B” above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is “No Additional Required Action under 6NYCRR§617.5(a)”.

Mrs. Testa asked for a motion to approve the resolution as presented.

Mr. Frank moved, seconded by Mrs. Reitan and duly put to a roll call vote which resulted as follows:



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<u>Roll Call Vote:</u>	<u>Yes</u>	<u>No</u>
Mrs. Johanna Testa, President	X	_____
Mr. Richard Panico, Vice President	<u>ABSENT</u>	
Mrs. Noelle Dunlop, Trustee	X	_____
Mr. Keith J. Frank, Trustee	X	_____
Mrs. Lisa Reitan, Trustee	X	_____

**Yes 4; No 0; Motion Carried**

**VIII. DISCUSSION – None**

**IX. BOARD POLICIES**

**A. First Time Reading:**

Policy #5020.1	Sexual Harassment of Students
Policy #5020.1.E1	Sexual Harassment Formal Complaint Form
Policy #5020.1.E2	Sexual Harassment Complaint Appeal Form
Policy #5020.1.R	Sexual Harassment of Students Regulation 4
Policy #8414.5.R	Alcohol and Controlled Substance Testing for Drivers Regulation
Policy #9010	Equal Employment Opportunity

**B. Review:**

Policy #5285	Concussion Management
Policy #5310.4	Public Conduct on School Property
Policy #5320	Student Conduct on School Buses
Policy #5320.R	Student Conduct on School Buses Regulation
Policy #6235	Use of District Funds for Political Expenditures
Policy #6236	Use of Federal Funds for Political Expenditures
Policy #8410	Student Transportation
Policy #8411	School Bus Scheduling and Routing
Policy #8411.E	Agreement to Provide Transportation on Private Roads
Policy #8411.R	School Bus Scheduling and Routing Regulation
Policy #8413	Transportation for Non-Public School Students
Policy #8414.5	Alcohol and Controlled Substance Testing for Drivers (Formerly: Alcohol and Drug Substance Testing for Bus Drivers)
Policy #8414.5.R	Alcohol and Controlled Substance Testing for Drivers Regulation (new)
Policy #8415	Idling of School Buses and Private Vehicles on School Grounds
Policy #8415.R	Idling of School Buses and Private Vehicles on School Grounds Regulation
Policy #9120.1	Staff Conflict of Interest
Policy #9140.1	Employee Complaint Procedure
Policy #9140.1.R	Employee Complaint Procedure Regulation

**Policies to be Reviewed at a Future Board Meeting Pending Legal Information**

Policy #2160	Code of Ethics
Policy #6700	Purchasing
Policy #6700.R	Purchasing Regulation
Policy #6710	Principles of Purchasing
Policy #6720	Competitive Bids and Quotations

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Policy #6730

Contracts for Services Equipment and Materials

**C. Action:**  
Policy #5020.3

Students with Disabilities Pursuant to Section 504

Mrs. Testa asked for a motion to approve the policies in action as presented.

Mr. Frank moved, seconded by Mrs. Reitan to approve the policies in action as presented.

**Yes 4; No 0; Motion Carried**

**X. OTHER – None**

**XI. PUBLIC BE HEARD – None**

**XII. ADJOURNMENT OF MEETING**

Mrs. Testa asked for a motion to adjourn the meeting to executive session to discuss specific students.

Mr. Frank moved, seconded by Mrs. Reitan to adjourn the meeting at 9:11 P.M. to go into executive session to discuss specific students.

**Yes 4; No 0; Motion Carried**

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