

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 26, 2018

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 Vice President:	Mr. Richard Panico
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

Invitees:

Cullen & Danowski, Senior Audit Manager	Ms. Deidre Lunetta
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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 OCTOBER 24, 2018 BUSINESS MEETING.

Mrs. Testa called the meeting to order at 8:00 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

Dr. Cartisano stated that her message tonight would be changed to several presentations and that the agenda order was being changed to accommodate these presentations.

A. Presentation by Cullen & Danowski – External Auditors

Ms. Deidre Lunetta, Senior Audit Manager from Cullen & Danowski, stated that the financial reports were completed and would be accepted later in the board meeting. The District is in good financial condition and received an unmodified opinion on the financial statements which is the best opinion that the District can receive. The District also had no significant deficiencies or material weaknesses. The District did not receive a management letter as there were no significant matters. Ms. Testa asked if it normal for a District not to receive a management letter. Ms. Lunetta stated that it is rare occurrence not to receive a management letter. She commended the Superintendent and Business Office staff for their hard work in maintaining a high level of internal controls throughout the year. Mrs. Testa asked about the Food Service program's current financial status. Ms. Lunetta stated that the Food Service program is currently self-sustaining which is good news for the District.

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B. GSA Presentation

MPHS student Casey Sauer addressed the Board of Education and gave an overview of the GSA Club. Casey explained the benefits of having a GSA Club for the all District students. Club Advisor, Ms. Aiken, will be retiring and is no longer running her unpaid GSA club. The funding for the club is not available in the 2018-19 budget to hire a new advisor. Dr. Cartisano thanked Casey for his presentation and said that she and Mr. Slavin were seeking donations for the club advisor for this school year and trying to secure funding for the club for the 2019-20 school year as well. Mrs. Dunlop thanked Casey for his advocacy. She stated that the club was a safe space for students with special needs and providing them a club with inclusivity. Casey Sauer gave a copy of the presentation to the District Clerk.

C. Tenured Employees

Mr. Lipshie announced that two staff members were awarded tenure as of September 1, 2018. Ms. Ronnie Farrell and Ms. Kristine Murray were congratulated and received a certificate of recognition from the Board of Education and Administration.

D. Safety & Security Update Presentation

Dr. Cartisano gave an updated presentation on District's Safety & Security measures. She stated that every security protocol cannot be discussed due to security reasons. Some of the items that were discussed were the general rules of entering the buildings, dropping items off to students and security enhancements made to each building to help provide a safe environment. She stated that the presentation will not be posted on the District website for security reasons. Dr. Cartisano asked if the Board Members or anyone in the audience had any questions. Mrs. Testa stated that she appreciated all of the hard work of the stakeholders involved in the safety and security updates. She stated that this is what a school community is all about.

II. BOARD MEMBERS MESSAGE

Mrs. Testa thanked everyone for coming to the Board meeting and is looking forward to the new school year.

III. RECOGNITION

A. Tenured Employees – see Superintendent's Message

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 August 28, 2018 Exec Session/Business Meeting; August 29, 2018 Business Meeting.”

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B. FINANCE/FACILITIES:

1. Treasurer Reports:

Enclosed is the Treasurer reports as submitted by Mr. Donald Pearce for the periods ending June 30, 2018; July 31, 2018; and August 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 Treasurer Reports for the periods ending June 30, 2018; July 31, 2018; and August 31, 2018.”

2. Financial Reports:

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the periods ending June 30, 2018; July 31, 2018; and August 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 periods ending June 30, 2018; July 31, 2018; and August 31, 2018.”

3. Extra Classroom Activity Reports:

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the periods ending June 30, 2018; July 31, 2018; and August 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 the Extra Classroom Activity Fund Reports for the periods ending June 30, 2018; July 31, 2018; and August 31, 2018.”

4. Claims Auditor Reports:

Enclosed is the Claims Auditor Reports as submitted by Mr. Richard Seidell, CPA for the periods ending June 30, 2018; July 31, 2018; and August 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 Reports for the periods ending June 30, 2018; July 31, 2018; and August 31, 2018.”

5. Donation – Miller Place Friends of the Arts:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the monetary donation of \$9,000.00 from Miller Place Friends of the Arts. These funds will be used in support of the students of the District as follows:

Drama Club	\$3,000.00
Art	\$3,000.00
Music	\$3,000.00

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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 monetary donation of \$9,000.00 from the Miller Place Friends of the Arts for the above listed areas.”

6. System for Award Management Grant(SAM) – Capital Fund Commitment:

The District is receiving a SAM Grant from Senator LaValle for \$100,000 toward the replacement of the MPHS fuel tank. They have requested that the Board commit the additional funding from the Capital Fund for this project to show that the District is able to pay the remaining project balance. Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to the commit existing funds from the Capital Fund to the MPHS Fuel Tank capital project in an amount up to \$200,000.

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 \$200,000 from the Capital Fund for the replacement of the MPHS Fuel Tank capital project (SAM Grant Project ID #13216).”

C. PERSONNEL:

1. Personnel List:

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of September 26, 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 September 26, 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 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 accepts the following recommendations of the CSE’s dated: CSE DO 8-6-18 NCR; CSE DO 8-22-18; LADSBS; CSE DO 9-14-18.”

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2. Contract with Comsewogue School District:

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contract with Comsewogue School District from September 5, 2018 through June 26, 2019 for student identification number 600040781.

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 Comsewogue School District for Special Educational Services from September 5, 2018 through June 26, 2019 for student identification number 600040781 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

3. Cross Contract with Westhampton Beach Union Free School District:

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following resolution to approve the attached Cross Contract with Westhampton Beach Union Free School District for student identification numbers 600041071.

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 Westhampton Beach Union Free School District for Special Education Services for student identification number 600041071 for the school year from September 5, 2018 through June 26, 2019.”

E. CURRICULUM AND INSTRUCTION - None

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 5; No 0; Motion Carried

VI. REPORTS AND PRESENTATIONS

A. MPHS Executive Council Student Representative Comments

Ms. Sarah Shaljian, Student Representative, Comments

The Board of Education and Administration welcomed Sarah Shaljian to the Board meeting as the Board of Education Student Representative. Sarah gave an overview of the happenings at the high school. She stated that the theme for Homecoming is the Decades and that the Homecoming Parade and Game is scheduled for October 13. They will be fundraising for the ALS Ride for Life charity as part of these activities.

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B. Board of Education Committees

The Board of Education Trustees discussed each committee and decided which board members would serve on each. They decided the committees for the 2018 – 2019 school year would be as follows:

- Audit Committee: All Board Trustees

- Curriculum and Instruction: Johanna Testa
Lisa Reitan
Noelle Dunlop (alternate)

- Health and Safety: Johanna Testa
Richard Panico

- Legislative: Noelle Dunlop
Keith Frank

- Wellness Committee: Richard Panico
Noelle Dunlop
Keith Frank (alternate)

- Research Committee: Noelle Dunlop
Lisa Reitan
Johanna Testa (alternate)

C. Security Presentation – see Superintendent’s Message

VII. DISCUSSION AND ACTION

A. Accept External Audit Reports:

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to accept the External Audit Reports.

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 accept the following reports dated June 30, 2018 and cover letters dated September 14, 2018, which have been submitted by the District’s external auditors, Cullen and Danowski, LLP, along with the District’s response to these documents dated September 20, 2018.

- Financial Statements and Supplementary Schedules with Independent Auditor’s Report;
- Extraclassroom Activity Funds Financial Statement with Independent Auditor’s Report;
- Professional Standards Letter (AUC 260) letter dated September 14, 2018;
- School District’s response dated September 20, 2018.”
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Mrs. Testa asked for a motion to accept the External Audit Reports as presented.

Mr. Panico moved, seconded by Mr. Frank to accept the External Audit Reports as presented.

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Yes 5; No 0; Motion Carried

VIII. DISCUSSION

A. 2018-19 BOE Policy Review Plan

Dr. Cartisano and Mrs. Card presented the Board of Education with the proposed 2018-2019 Policy Review Plan. They explained that there are 71 Board policies including their regulations that are slated to be reviewed this year. The plan is to review a certain number in cycles throughout the school year.

IX. BOARD POLICIES

A. First Time Reading: None

B. Review: None

C. Action: None

X. OTHER - None

XI. PUBLIC BE HEARD - None

XII. ADJOURNMENT OF MEETING TO EXECUTIVE SESSION

Mrs. Testa asked for a motion to adjourn the meeting to Executive Session for matters concerning specific students, specific public safety and specific personnel.

Mr. Panico moved, seconded by Mr. Frank to adjourn the meeting to Executive Session for matters concerning specific students, specific public safety and specific personnel at 8:46 P.M.

Yes 5; No 0; Motion Carried

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