

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 25, 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 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:	Ms. Susan Craddock
School Business Official:	Mrs. Colleen Card
Executive Director for Educational Services:	Mrs. Sandra Wojnowski
District Clerk:	Mrs. Patricia Morbillo

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 30, 2019 BUSINESS MEETING.

Mrs. Testa called the meeting to order at 8:04 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

A. Presentation by Cullen & Danowski – External Auditors

Mr. Christopher Reino, from the auditing firm Cullen and Danowski, presented to the Board of Education the findings of their 2018-19 external audit. Mr. Reino stated that the District had no significant deficiencies or material weaknesses. The District did not receive a management letter this year as there were no significant matters or difficulties encountered. Ms. Testa asked if it normal for a District not to receive a management letter and Mr. Reino stated no. He commended the Superintendent and Business Office staff for their hard work in maintaining a high level of internal controls throughout the year.

Following Mr. Reino's report, Dr. Cartisano continued her message as follows:

Congratulations to our newly tenured faculty and our Miller Place High School student Larry Davis, who will be honored by the Board of Education tonight. At this time, Dr. Cartisano introduced and welcomed Andrew Friedman as the Student Representative for the Board this year. She continued with the exciting summer 2019 programs including the Fine Arts, Athletic and LOTE Camps, the Primary and Elementary Summer Reading Program, and our Drivers Education Program.

As you may have heard there were several changes within our Administrative Leadership Team as we welcomed: Mr. Herrschaft as the Laddie A. Decker Sound Beach School Principal, Ms.

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Mangiamele joined the North Country Road Middle School team as the Assistant Principal, along with Dr. Bradshaw and Mr. LoRe who are sharing the Dean of Students position, and Mr. Cherouvis has joined the Miller Place High School team as an Assistant Principal. This summer when we were not staffing our administrative team, we conducted new teacher orientation, student orientations, and filled many faculty and support staff positions.

The year officially began for faculty and staff on August 29, 2019 with our Superintendent's Conference Day session. Ms. Craddock, Mrs. Wojnowski and Mr. Lipshie, with the support of our Building Principals, coordinated required training, faculty and department meetings.

The opening of school for students was Tuesday, September 3, 2019 was extremely positive. Mr. Lipshie, Ms. Craddock, Mrs. Card, Mrs. Wojnowski, Mr. Koch, Mrs. Weir and Mr. Warsaw were joined by Mrs. Testa, Mrs. Dunlop and me at Andrew Muller Primary School for the arrival of students and to assist them with finding their classrooms. Students were excited to begin the new school year, and eager to meet their new classmates. Later in the day we visited the Laddie A. Decker Sound Beach School, North Country Road Middle School and Miller Place High School, where staff and students were busy settling into their new routines.

Various parent meetings have been held including open house events for parents to meet their child's teacher and hear about our instructional initiatives for the coming year. North Country Road Middle School staff conducted a parent information meeting regarding the process for submitting National Junior Honor Society induction applications. Students and parents were eager to begin the application process and for being considered for entry into this prestigious organization. Ms. Craddock and I attended the parent workshop presented by Mr. White and the High School Guidance Department regarding assisting their child with the College Application Process.

On Friday, September 9, 2019, each school remembered the nearly 3,000 Americans who lost their lives due to the violent and tragic terrorist attacks that occurred fifteen years ago on September 11, 2001. Principals chose to commemorate the anniversary of this disastrous day in history with messages and moments of silence/reflection that were student age appropriate for their school building.

Regarding our facilities, the District completed several major projects for the opening of school including at Laddie A. Decker Sound Beach School - new hallway and cafeteria ceiling tiles and lighting, at Miller Place High School - Fuel tank replacement, asbestos removal, two parking lot areas have been renovated and repaved, wonderful renovations to the gym which no longer contains a sub-floor vaping mercury including new flooring, new bleachers, new curtain divider, repainted walls, and sanitized from top to bottom

Later in the evening, Andrew Friedman will share the details of our upcoming Homecoming and Spirit week celebrations, which include theme days, hallway decorations, building of class floats and parade preparations.

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Please take the time to review the October school calendar which is posted on the District website for the many upcoming student and community events.

II. BOARD MEMBERS MESSAGE – None

III. RECOGNITION

A. Tenured Employees

Mr. Lipshie announced that fifteen members were awarded tenure as of September 1, 2019. They were Christopher Cherouvis, Tricia Cucinello, Victoria Bleck, Brittany Bollbach, Maureen Escobar, Thomas Fank, Danielle Hoffman, Chrstine MacDowell, Justine Scutaro, Ashley Stapon, Alyssa Tortorella, Chase Lipshie, Mara Healy, Jacquelyn Molicaro and Emer Svoboda. The Board of Education congratulated everyone and they received a certificate of recognition from the Board of Education and Administration.

B. Scholar Artist Award Winner – MPHS

Larry Davis, Miller Place High School Senior, was the recipient of the Long Island Scholar Artist Award of Merit for Music. The Long Island Arts Alliance (LIAA) named Larry one of the “best of the best” in the Class of 2020 at their Induction Ceremony on September 11, 2019. While in High School Larry has been involved in Symphonic Band as a horn musician and is a trumpet player in the MPHS Instrumental Jazz Ensemble. Larry was congratulated by the Board of Education and received a certificate of recognition

IV. PUBLIC BE HEARD

Robotics Booster Club Members

Mr. Flaiz, Mr. Arnold, and Ms. Flerx spoke on behalf of the Miller Place Robotics Team and thanked the District for what they have done in support of the Robotics Team now and in the future.

Ms. Jennifer Keller, Resident

Ms. Keller discussed math modules, homework and reading curriculum.

Ms. Brianna Rovegno, Resident

Ms. Rovegno discussed the Microsoft 365 district pilot program. She had some questions on the pilot program and Microsoft 365 which Dr. Cartisano and the Board responded to her questions.

Ms. Erika Shannon, Resident

Ms. Shannon discussed a continuing issue that she has with a bus stop. Dr. Cartisano stated she could submit her information to the District Clerk and the District will have the bus company review the stop again.

Dr. Wlodek Guryn, Resident

Dr. Guryn stated that he was happy about the outcome of the Robotics. He asked about the Auditor’s reports which Mrs. Card stated will be posted on the District webpage shortly for the community to review.

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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, 2019 Audit Committee; August 28, 2018 Exec Session – Early; August 28, 2019 Business Meeting.”

B. **FINANCE/FACILITIES:**

1. **Treasurer Reports:**

Enclosed is the Treasurer reports as submitted by Mr. Donald Pearce for the periods ending June 30, 2019; July 31, 2019; and August 31, 2019.

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, 2019; July 31, 2019; and August 31, 2019.”

2. **Financial Reports:**

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the periods ending June 30, 2019; July 31, 2019; and August 31, 2019.

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, 2019; July 31, 2019; and August 31, 2019.”

3. **Extra Classroom Activity Reports:**

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the periods ending June 30, 2019; July 31, 2019; and August 31, 2019.

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, 2019; July 31, 2019; and August 31, 2019.”

4. **Claims Auditor Reports:**

Enclosed is the Claims Auditor Reports as submitted by Mr. Richard Seidell, CPA for the periods ending June 30, 2019; July 31, 2019; and August 31, 2019.

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 Claims Auditor Reports for the periods ending June 30, 2019; July 31, 2019; and August 31, 2019.”

5. **Contract – D.J. Tommy’s Tunes, Inc.:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following contract with D.J. Tommy’s Tunes, Inc. for the Junior Prom on Friday, April 24, 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 contract with D.J. Tommy’s Tunes, Inc. for the Junior Prom on Friday, April 24, 2020 and furthermore authorizes the President of the Board of Education to sign such agreement.”

6. **Eastern Suffolk BOCES Summer Transportation Contract 2019-20 :**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the 2019-20 Eastern Suffolk Summer Transportation Contract for the Summer 2019 special education students.

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 Eastern Suffolk BOCES Transportation contract for the Summer 2019 special education students, and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreement.”

7. **MTI Production Contract:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following contract with MTI Production for the Miller Place High School Drama Club production.

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 MTI Production for the Miller Place High School Drama Club production on 2-29-20 through 3-3-20 and furthermore authorizes the President of the Board of Education to sign such agreement.”

8. **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.”

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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 September 25, 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 September 25, 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.”

2. **Memorandum of Agreement - Miller Place Teachers’ Association - FMLA:**

Dr. Cartisano and Mr. Lipshie are requesting your approval of the Memorandum of Agreement with the Miller Place Teachers’ Association.

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 Memorandum of Agreement with the Miller Place Teachers’ Association, and furthermore authorizes the Board President and the Superintendent of Schools to sign such agreement.”

3. **Amendment - Superintendent of Schools to Pay for Physical Examinations:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval to amend the 2019-20 Authorization of Superintendent of Schools to Pay for Physical Examinations Resolution to read “a minimum of \$200 per hour (unless the number of physicals at \$7 per physical exceeds the \$200, they would be paid the higher amount) retroactive to June 1, 2019”.

RECOMMENDED MOTION: “**BE IT RESOLVED**, that the Board of Education of the Miller Place Union Free School District hereby authorizes the Superintendent of Schools, Dr. Marianne F. Cartisano, or her designee to pay a minimum of \$200 per hour (unless the number of physicals at \$7 per physical exceeds the \$200, they would be paid the higher amount) for physical examinations required by State Law and Board Policy and sports physicals performed on school campuses for the fiscal year, retroactive to June 1, 2019 .”

D. **SPECIAL EDUCATION RECOMMENDATIONS:**

1. **CSE Recommendations:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following CSE and CPSE recommendations.

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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 following recommendations of the CSE’s and CPSE’s dated: CPSE 09-13-19 CO; CSE 8-6-19 DO; CSE 9-5-19 LADSBS.”

2. Contract –Three Village Central School District 2019-20 Summer Program:

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Summer Contract with Three Village Central School District for the period July 1, 2019 through August 9, 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 July 1, 2019 through August 9, 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

1. Comprehensive School Counseling Plan:

Dr. Cartisano and Ms. Craddock are requesting your approval of the following resolution to approve the Guidance Plan.

RECOMMENDED MOTION: “BE IT RESOLVED, that it is the Board of Education of the Miller Place Union Free School District hereby approves the Developmental School Counseling Plan for 2019-20 school year as presented and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign the plan.”

2. Undue Burden Independent Evaluator Hardship Waiver Application:

Dr. Cartisano and Ms. Craddock recommend and request your approval of the Ratification of Undue Burden Independent Evaluator Hardship Waiver Application.

RECOMMENDED MOTION: “BE IT RESOLVED, that the Board of Education of the Miller Place Union Free School District, upon the recommendation of the Superintendent of Schools, hereby approves the submission of an Undue Burden Independent Evaluator Hardship Waiver Application to the State Education Department.”

F. OTHER – None

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

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VI. REPORTS AND PRESENTATIONS

A. MPHS Executive Council Student Representative Comments

Student Representative, Andrew Friedman gave his thoughts on happenings at the High School. He stated that he helped incoming freshman navigate through the High School and answer their questions to make their first day of high school successful and memorable. He stated that homecoming is on Saturday, October 5th and that Spirit week starts on Friday, September 27th. Other subjects discussed were ideas for a senior class trip and senior walk.

B. Board of Education Committees

The Board of Education Trustees discussed each committee and decided which board members would serve on each committee for the 2019 – 2020 school year as follows:

- Audit Committee: All Board Trustees
- Curriculum and Instruction: Lisa Reitan
Johanna Testa
Noelle Dunlop (alternate)
- Health and Safety: Richard Panico
Johanna Testa
- Legislative: Noelle Dunlop
Keith Frank
- Wellness Committee: Noelle Dunlop
Richard Panico
Keith Frank (alternate)

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 hereby accepts the following reports dated June 30, 2019 and cover letters dated September 13, 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 September 19, 2019.

- 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 13, 2019;
- School District’s response dated September 19, 2019.”

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

Mr. Panico moved, seconded by Mr. Frank to approve the resolution as presented.

Yes 5; No 0; Motion Carried

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VIII. DISCUSSION

A. Board of Education Policy Review Plan

Dr. Cartisano and Mrs. Card presented the Board of Education with the proposed 2019-2020 and 2020-2021 Policy Review Plan. They explained that there are 51 Board policies including their regulations that a review is planned for this school year. The plan is to review the policies in cycles throughout the school year.

B. Public Hearing – District-Wide Comprehensive School Safety Plan

The Board of Education held a public hearing on the proposed District-Wide Comprehensive School Safety Plan. Dr. Cartisano answered questions about the plan for the Board. The plan is posted on the District website for community members who would like to review the plan in detail. The Board will approve the plan at the October 30, 2019 Board of Education meeting.

IX. BOARD POLICIES

A. First Time Reading: None

B. Review: None

C. Action: None

X. OTHER – None

XI. PUBLIC BE HEARD

Ms. Christine Delaney, Parent

Ms. Delaney asked about the Board Committees and parent participation. Dr. Cartisano answered the questions.

XII. ADJOURNMENT OF MEETING

Mrs. Testa asked for a motion to adjourn the meeting at 9:26 P.M.

Mr. Panico moved, seconded by Mr. Frank to adjourn the meeting at 9:26 P.M.

Yes 5; No 0; Motion Carried

Respectively submitted by: Patricia A. Morbillo, District Clerk