

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
MARCH 24, 2021

**Time:** 8:00 P.M.  
**Kind of Meeting:** Business Meeting  
**Place of Meeting:** Zoom Meeting

**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

Mrs. Testa called the meeting to order at 8:10 P.M. The Board of Education Meeting was conducted via Zoom so that it could be held in public within the guidelines of safe distancing and so that everyone is able to attend.

The meeting was restarted at 8:35 P.M. due to a ZOOM link issue.

Mrs. Testa and everyone present said the Pledge of Allegiance. Mrs. Testa stated that the District would like to recognize all veterans for their service and their family members. The District would also like to thank all essential workers for their service during this continuing difficult time. She reminded members that they can view the Q&A information. She stated that the District would like to recognize members of the media in attendance and asked that they type in the Q&A box their name and media affiliation to be recognized. There were no media present who identified themselves as being present.

**I. SUPERINTENDENT'S MESSAGE**

I would like to thank the Board of Education and members of the community who have attended our Board meetings over the past month where we discussed the 2021-22 proposed budget. These were important discussions and I look forward to implementing the Board's plan as they adopt this budget tonight which represents our staffing and program plans pre-COVID.

We have great news to share tonight, that Kyla Bruno is the Class of 2021 Valedictorian, with a cumulative GPA of 102.34. As a comparison, it has been decades since our number one high school graduate has a GPA over 102 – this is extremely impressive. Kyla has not chosen her college for September 2021 as she is awaiting her acceptances status for Harvard and other Ivy League schools. In addition, Jason Cirrito is the Class of 2021 Salutatorian with a cumulative GPA of 101.30. Jason has been accepted to study at Stony Brook University, St. Joseph's, Hofstra and Binghamton. Both of these students are accomplished athletes, have participated in numerous clubs and activities, as well as our honor societies. We look forward to celebrating their academic accomplishments over the next few months and at our June graduation ceremony.

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The Board has requested Ms. Craddock update them regarding the upcoming: Grades 3-8 assessments in math, ELA and Science; June 2021 regent exams; May 2021 Advanced Placement Exams and update for our Miller Place 2020-21 Instruction and Learning for 2020-21 plans.

Dr. Cartisano turned the screen over to Ms. Craddock so she could give her 2021 Assessment and Instruction presentation. Mrs. Craddock discussed the following items: U.S. Department of Education waiver not granted to NYS, Grades 3-8 assessments in Math and English for 2021, NYS Regents examinations in June, College Board Advanced Placement examinations, and update on our Instruction and Learning program. Ms. Craddock and Dr. Cartisano answered some questions about the presentation. The presentation is posted on the District website for the community to reference.

**II. BOARD OF EDUCATION MEMBERS MESSAGE**

Thank you for attending the scheduled Board Meeting tonight. This meeting is being conducted as a Zoom meeting so that the public may attend virtually. Thank you everyone for your dedication to our schools and for your input and support as we work to provide the best and safest educational environment for our students. On behalf of the Board, Mrs. Testa also congratulated the Valedictorian and Salutatorian on their amazing hard work.

**III. PUBLIC BE HEARD**

Mrs. Testa asked the community members to enter their name and address in the Q&A box with their questions or comments. Mrs. Testa asked Mrs. Craddock to read the questions or comments. Some of questions and comments included budget information, stimulus funding, assessments, cameras on in the classroom, new holiday (Juneteenth), digital teaching, and quarantine.

The Board then moved to the consent agenda for approval.

**IV. 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 February 22, 2021 Executive Session; February 24, 2021 Business Meeting; February 26, 2021 Executive Session; March 10, 2021 Executive Session Early; March 10, 2021 Budget Workshop / Business Meeting.”

**B. FINANCE/FACILITIES:**

**1. Treasurers Reports:**

Enclosed are the Treasurers Reports as submitted by Mr. Donald Pearce for the periods ending January 31, 2021 and February 28, 2021.

**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 periods ending January 31, 2021 and February 28, 2021.”

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2. **Financial Reports:**

Enclosed are the Financial Reports as submitted by Mrs. Darlene Levi for the periods ending January 31, 2021 and February 28, 2021.

**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 January 31, 2021 and February 28, 2021.”

3. **Extra Classroom Activity Reports:**

Enclosed are the Extra Classroom Activity Reports as submitted by Mrs. Carrie Sandt for the periods ending January 31, 2021 and February 28, 2021.

**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 periods ending January 31, 2021 and February 28, 2021.”

4. **Claims Auditor Reports:**

Enclosed are the Claims Auditor Reports as submitted by MacDonald & Rand LLP - Certified Public Accountants for the periods ending January 31, 2021 and February 28, 2021.

**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 January 31, 2021 and February 28, 2021.”

5. **First Student – Contract Extension:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following request from First Student to extend the bus contracts for one-year at the NYSED CPI renewal rate.

**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 extension letter from First Student for the 2021-22 school year and furthermore authorizes the Board President to sign such extension letter.

6. **Donation – Miller Place Athletic Booster Club:**

Dr. Cartisano and Mrs. Card are requesting your approval of the donations from the Miller Place Athletic Booster Club to the National Junior Honor Society for \$160.00 and the Class of 2021 for \$2,072.20.

**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 Miller Place Athletic Booster Club donation for the National Junior Honor Society for \$160.00 and the Class of 2021 for \$2,072.20.”

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

Dr. Cartisano and Mr. White are requesting your approval of the following resolution to accept donations for the Scholarships and Awards Fund:

**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 scholarship donations:

Miller Place School District Senior Scholarships and Awards Fund:

- Munistat 250.00
- Miller Place Secretarial and Clerical Association 500.00

Andrew McMorris Foundation Scholarship:

- Andrew McMorris Foundation, Inc. 2,000.00.”

8. **Property Tax Report Card:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to be in compliance with Educational Law section 2023, which references the budget process, and requires the Board of Education to develop a Property Tax Report Card form. The forms are now required to be translated into English and Spanish.

**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 Property Tax Report Card (English and Spanish) associated with the adopted 2021-22 fiscal year budget which may be amended if necessary. The Board further directs the School Business Official to transmit the approved Property Tax Report Card to the New York State Education Department on April 23, 2021 and to the District’s official newspapers by April 26, 2021.”

9. **Health Service Contracts:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following health service contracts as required per educational law, section 912, with the school districts providing health services to the District’s resident students who attend private or parochial school for the 2020-21 school year that are reimbursed for these services.

**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 health service contracts for the 2020-21 school year and furthermore authorizes the Board President and the Superintendent of Schools to sign such contracts with the following school districts:

- South Huntington Union Free School District
- Smithtown Central School District.”

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**10. Bid Rejection – Bucket Truck # 21-17:**

Dr. Cartisano, Mrs. Card, and Mr. Warsaw are requesting your rejection of the bid from Altec to supply a bucket truck for the district. Eight bids were solicited and 1 bid (from Altec) was received. The bid did not meet our requirements and a bid award is not recommended by the Facilities Department or the Business Office.

**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 rejects bid #21-17 from Altec in its entirety.”

**11. Obsolete Equipment:**

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.”

**12. Accept Donation and Expenditures/Revenue Budgets Increase:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to acknowledge the insurance reimbursement of \$9,101.52 from Utica National.

**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 acknowledges the insurance reimbursement of \$9,101.52 from Utica National; and

**WHEREAS;** that upon the recommendation of the Superintendent of Schools the Board of Education of the Miller Place Union Free School District hereby accepts the insurance reimbursement which will fund the expenditures in the General Fund; and

**WHEREAS,** the 2020-21 budget of \$75,718,821.81 did not make provisions for the District to meet certain unanticipated expenses and provide a revenue source in the amount of \$9,101.52 for the above insurance reimbursement; and

**THEREFORE, BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Miller Place Union Free School District approves increasing the 2020-21 expenditure budget of \$75,718,821.81 by \$9,101.52 for these unanticipated obligations, thereby totaling the 2020-21 budget at \$75,727,923.33

**FURTHERMORE, BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Miller Place Union Free School District approves increasing the 2020-21 insurance recoveries revenue section of the overall revenue budget of \$75,718,821.81 by \$9,101.52 for these unanticipated revenues, thereby totaling the 2020-21 revenue budget at \$75,727,923.33; and

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**FINALLY, BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Miller Place Union Free School District approves the Superintendent of Schools to expend the specific budget expenditure appropriation of \$9,101.52 to meet these certain unanticipated obligations.”

**C. PERSONNEL:**

**1. Personnel List:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of March 24, 2021.

**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 March 24, 2021, 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 and CPSE 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 and CPSE’s dated:

CPSE 2-5-21 AMPS; CPSE 2-23-21 AMPS; CPSE 3-8-21 DO; CSE 1-15-21 AMPS; CSE 2-9-21 NCR; CSE 2-11-21 NCR; CSE 2-22-21 NCR; CSE 3-1-21 AMPS; CSE 3-2-21 AMPS; CSE 3-5-21 AMPS.”

**2. Contract – Port Jefferson School District:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following resolution to approve the attached contract with The Port Jefferson Central School District for special education services for student identification numbers 000102748; 000101691 for the school year from July 1, 2020 through June 30, 2021.

**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 attached contract with The Port Jefferson Central School District for special education services for student identification numbers 000102748; 000101691 for the school year from July 1, 2020 through June 30, 2021, and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

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**E. CURRICULUM AND INSTRUCTION - None**

**F. OTHER - None**

Mrs. Testa recognized the donations from Munistat, Miller Place Secretarial and Clerical Association, and the Andrew McMorris Foundation for the scholarship account.

There were no board trustee questions or comments on the consent agenda. Mrs. Testa thanked all of the organizations for their generous donations to the Miller Place High School scholarship fund.

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 5; No 0; Motion Carried

**V. REPORTS AND PRESENTATIONS**

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

Student Representative, Marena Capocci, gave an update on some of the great things that have been happening in the high school these past few weeks. She thanked the Board and Administration for giving the students the opportunities to be playing sports, attending clubs and having their club yearbook pictures taken. Each group of class officers are working on events and fundraisers. Marena stated that the Senior Class is disappointed in not being able to be as involved in the planning of the prom and graduation, as in the past, due to the state restrictions. She asked that the students be informed and included in the planning of these events where possible.

**B. Superintendent's Proposed 2021-22 Budget Presentation**

Mrs. Card gave an overview and presentation of the Superintendent's Proposed Budget for 2021-22 school year. The Board and Community members had several remarks and questions about the budget which were answered by Mrs. Card and Dr. Cartisano. The budget information is posted on the District website under the Business Office Department for easy access and review. The Budget will be adopted tonight by the Board of Education during the Discussion and Action section of the meeting. Mrs. Testa thanked the administration and community for being a part of the budget process.

**VI. DISCUSSION AND ACTION**

**A. Budget Adoption:**

The District is required to adopt a budget each year for the annual budget vote that is scheduled for District voters this year on Tuesday, May 18 at the North Country Road Middle School gymnasium from 6:00 A.M to 9:00 P.M.

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Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to adopt the School Budget that will be submitted for the Tuesday, May 18, 2021 Budget Vote.

**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 adopts the Miller Place Union Free School District budget for the 2021-22 fiscal year in the amount of \$76,520,451 and will submit said budget to the qualified voters of the District on Tuesday, May 18, 2021, pursuant to law.”

Mrs. Testa asked for a motion to adopt the budget as presented.

Mr. Frank seconded by Mrs. Reitan to adopt the budget as presented.

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

**B. District-Wide Comprehensive School Safety Plan:**

The District, at the February Board meeting, held the required public hearing on the District-wide Comprehensive School Safety Plan. As a reminder 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 has now been updated for additional protocols in response to the declared public health emergency involving a communicable disease.

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the District-Wide Comprehensive School Safety Plan for the 2020-21 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 hereby approves the 2020-21 District-Wide Comprehensive School Safety Plan.”

Mrs. Testa asked for a motion to approve the District-Wide Comprehensive School Safety Plan.

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

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

**C. Reopening of Schools Plan Re-Adoption:**

The Board previously re-approved the school reopening plan at the March board meeting. The Board now needs to re-approve the plan to incorporate guidance changes related to vaccinations and quarantines.

Dr. Cartisano is requesting your re-approval of the updated Miller Place UFSD Reopening Schools Plan for the 2020-21 school year.



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**RECOMMENDED MOTION:** “**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the updated Re-Opening Plan with the changes as described above developed for the Miller Place School District for the 2020-21 school year in response to the COVID-19 pandemic.”

Mrs. Testa asked for a motion to re-approve the Re-Opening Plan as presented  
Mr. Frank moved, seconded by Mrs. Reitan to accept the resolution as presented.

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

**VII. DISCUSSION**

**A. ES BOCES Administrative Budget Vote-Determine a Meeting Time:**

The Miller Place Union Free School District Board of Education discussed the annual BOCES budget meeting and decided they will meet on Tuesday, April 20, 2021 at 12:00 P.M. for the purpose of voting on the 2021-22 Eastern Suffolk BOCES Administrative Budget and Trustee Election. The Board also approved to meet on Thursday, April 1, 2021 at 10:00 A.M. for a Board of Education Business Meeting

**VIII. BOARD POLICIES**

Mrs. Testa stated that the District has one policy in review that has been recommended to be added by the District’s attorney due to a change in regulations. We will review this policy at this meeting and then adopt the policy at the meeting in April.

- A. First Time Reading:** None
- B. Review:** Policy #TBD Gender Neutral Restrooms
- C. Action:** None

**IX. OTHER - None**

**X. PUBLIC BE HEARD**

The Board will now take public be heard comments or questions. Please enter your name and address in the Q&A box with your question and we will review the question. The members of the public present asked questions in the Q&A box about cameras in the classroom, virtual options, classroom spacing, reopening plan and the budget presentation. The questions were read by the Ms. Craddock. Dr. Cartisano and the Board of Education answered the questions depending upon who the question pertained to.

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**XI. ADJOURNMENT OF MEETING**

Mrs. Testa asked for a motion to adjourn the meeting.

Mr. Frank moved, seconded by Mrs. Reitan to adjourn the meeting at 9:40 P.M.

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

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