

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
NOVEMBER 17, 2021

**Kind of Meeting:** Business Meeting  
**Place of Meeting:** Miller Place High School  
**Time:** 8:00 P.M.

**Those Present:**

Board President:	Mrs. Johanna Testa
Board Vice President:	Mrs. Lisa Reitan
Board Trustee:	Mr. Keith Frank
Board Trustee:	Mr. Bryan Makarius
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

**Those Absent:**

Board Trustee: Mr. Richard Panico

**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 DECEMBER 8, 2021, BUSINESS MEETING.**

Mrs. Testa called the meeting to order at 8:08 P.M. Mrs. Testa acknowledged the veterans that were in the audience. No media was present. She reminded everyone that they are required to wear a mask.

**I. SUPERINTENDENT’S MESSAGE**

Dr. Cartisano gave a presentation entitled “Open Schools Plan for 2021-22 COVID-19 Protocols – COVID Positive Case Review and Elementary Classroom – Physical Layout Discussion”. This presentation reviewed guidance, goals, health & safety items, COVID positive data for students and staff, close contacts quarantined to date, and different elementary classroom layout examples. She noted that all of the information is posted on the District’s website on the Opening Schools Information page for 2021-22. Dr. Cartisano discussed this information with the Board of Education and the community who were present at the meeting.

**II. BOARD OF EDUCATION MEMBERS MESSAGE**

**III. RECOGNITION – None**

**IV. 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)

Mrs. Testa addressed the audience in preparation for moving into the public comment period of our meeting. She asked that questions and comments be directed to the Board. Accordingly, please do not

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expect the board to respond to your concerns and questions tonight and that parents can also address concerns with the appropriate building administrators. She stated that the Board takes your concerns and questions seriously and that they want to have sufficient time to process and research issues, if need be. No one from the audience had any questions or comments related to the Consent Agenda being presented at this meeting.

**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 October 26, 2021 Executive Session; October 27, 2021 Business Meeting.”

**B. FINANCE/FACILITIES:**

**1. Internal Audit Reports:**

Dr. Cartisano and Mrs. Card are requesting your acceptance of the following resolution to approve the below list of Internal Audit Reports received November 5, 2021, and District responses to these reports.

**RECOMMENDED MOTION: “BE IT RESOLVED,** that the Board of Education of the Miller Place Union Free School District hereby approves the following Internal Audit Reports:

- Internal Audit Plan Status Report for 2020-21
- Internal Audit Plan for 2021-22
- Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2021 dated September 27, 2021
- District Response to the Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2021–November 6, 2021
- Fund Balance and Reserves Cycle Report for 2020-21
- District Response to the Fund Balance and Reserves Cycle Report–November 6, 2021
- Key Control – Retirement Payout Analysis
- District Response to the Key Control Report–November 6, 2021

**2. School Datebooks Contract:**

Dr. Cartisano and Mrs. Card are requesting your approval of the contracts with School Datebooks for student agenda books for North Country Road Middle School and Miller Place High School 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 hereby approves the contracts with School Datebooks for student agenda books for North Country Road Middle School and Miller Place High School for the 2022-23 school year and furthermore, authorizes the Board President to sign such contracts.”

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3. **Contract – Curriculum Travel of America, Inc.:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the contract with Curriculum Travel of America, Inc. for the 2021-22 school year 8<sup>th</sup> grade Washington D.C. trip.

**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 Curriculum Travel of American, Inc. for the 2021-22 school year 8<sup>th</sup> grade Washington D.C. trip and furthermore authorizes the President of the Board of Education to sign such agreement.”

4. **Town of Brookhaven Extension Agreement for Salt, Sand and General Repairs for January 1, 2022 to December 31, 2022:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following Extension Agreement with the Town of Brookhaven Highway Department for salt, sand and general repairs on an as needed basis for January 1, 2022, to December 31, 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 Extension Agreement with the Town of Brookhaven Highway Department for salt, sand and general repairs on an as needed basis for January 1, 2022, to December 31, 2022, and furthermore authorizes the President of the Board of Education to sign such agreement.”

5. **Contract – Tommy’s Tunes:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following 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 District hereby approves the contract with Tommy’s Tunes for the Junior Prom and furthermore authorizes the President of the Board of Education to sign such agreement.”

C. **PERSONNEL:**

1. **Personnel List:**

Dr. Cartisano and Mr. Lipshie recommend and request your approval of the attached personnel list of November 17, 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 November 17, 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

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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 with The Miller Place Operations Unit, CSEA, Inc. Local 1000 – Sick Bank for Employee No. 2870:**

Dr. Cartisano and Mr. Lipshie are requesting your approval of the Memorandum of Agreement with the Miller Place Operations Unit, CSEA, Inc. Local 1000 for a sick bank for Employee No. 2870.

**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 – Sick Bank for Employee No. 2870 with The Miller Place Operations Unit, CSEA, Inc. Local 1000, and furthermore authorizes the President of the Board of Education and the Superintendent of Schools to sign such agreement.”

**D. SPECIAL EDUCATION RECOMMENDATIONS:**

**1. CSE and CPSE Recommendations:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following 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 10-29-21 DO; CSE 10-21-21 OOD; CSE 10-21-21 LADSBS; CSE 10-22-21 AMPS; CSE 10-27-21 AMPS; CSE 10-28-21 OOD; CSE 11-3-21 OOD; CSE 11-4-21 MPHS; CSE 11-8-21 OOD.”

**2. Contracts with Comsewogue School District:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following Special Education Instructional Services Contracts with the Comsewogue School District for the 2021-22 school from August 31, 2021, through June 24, 2022, for student identification numbers 600040781, 600041125, 600041043, and 000102005.

**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 authorizes the contracts with the Comsewogue School District for Special Educational Services for the 2021-22 school from August 31, 2021 through June 24, 2022 for student identification numbers 600040781, 600041125, 600041043, and 000102005 and furthermore, authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreements.”

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**3. Stipulation of Settlement:**

Dr. Cartisano and Mrs. Wojnowski are requesting your approval of the following resolution for Stipulation of Settlement for students #600041829, #600042146, and 600041830 for the remaining portion of the 2021-22 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 accepts the Stipulation of Settlement for students #600041829, #600042146, and 600041830 for the remaining portion of the 2021-22 school year.”

**E. CURRICULUM AND INSTRUCTION** – None

**F. OTHER** – None

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

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

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

**VI. REPORTS AND PRESENTATIONS**

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

The Board Student Representative, Scott Bisiani, gave his second report on the happenings at the High School. He stated that school hosted SAFE Halloween. It was a great event attended by students and there were many awesome costumes. The SIT committee held a bagel breakfast for new students who had entered the District over the past year and a half as a way to get to know the new students. The students did positive quotes on the lockers for “Positive Friday”. He noted that fall sports have come to a close, two honor society inductions were held, and there are many events that the executive board is planning for the high school students over the rest of the school year.

**B. Board of Education Committees** – No reports this month

**VII. DISCUSSION AND ACTION**

**A. Bond - Borrowing Resolution:**

Dr. Cartisano and Mrs. Card are requesting your approval of the following resolution to approve the resolution to bond or borrow money for the construction of improvements and alterations to District Buildings and grounds as approved by the voters on October 19, 2021. This motion requires a roll call vote.

**RECOMMENDED MOTION: “BOND RESOLUTION OF THE MILLER PLACE UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED NOVEMBER 17, 2021, AUTHORIZING THE CONSTRUCTION OF ALTERATIONS AND IMPROVEMENTS TO DISTRICT BUILDINGS AND/OR THE SITES THEREOF; STATING THE ESTIMATED MAXIMUM COST THEREOF IS \$30,000,000; APPROPRIATING SAID**

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**AMOUNT THEREFOR; AND AUTHORIZING THE ISSUANCE OF \$30,000,000 SERIAL BONDS OF SAID DISTRICT TO FINANCE SAID APPROPRIATION.**

**Recital**

**WHEREAS**, at the Special District Meeting duly called and held on October 19, 2021, in the Miller Place Union Free School District, in the County of Suffolk, New York (the “District”), a majority of the qualified voters present and voting approved a Bond Proposition authorizing the construction of alterations and improvements to District buildings and/or the sites thereof; and such qualified voters then present and voting further authorized the Board of Education to levy and collect a tax to be collected in annual installments to pay the principal of and interest on the \$30,000,000 serial bonds authorized to be issued;

**Now, therefore,**

**THE BOARD OF EDUCATION OF THE MILLER PLACE UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, HEREBY RESOLVES** (by the favorable vote of not less than two-thirds of all the members of said Board of Education) **AS FOLLOWS:**

**Section 1.** The Miller Place Union Free School District, in the County of Suffolk, New York, is hereby authorized to construct alterations and improvements to District buildings and/or the sites thereof, substantially as described in the plan prepared by the District with the assistance of Michael J. Guido, Jr., Architect P.C., including (as and where required): improvements to the heating, ventilation, air conditioning and electrical systems; the construction of a gymnasium building addition; interior reconstruction and space reconfiguration; the installation/construction of battery back-ups and generator hook-ups; parking/paving and playground improvements; the construction of emergency access roads; and the partial reconstruction of door frames; the foregoing to include the original furnishings, equipment, machinery, apparatus and ancillary or related site, demolition and other work required in connection therewith. The estimated maximum cost thereof, including preliminary costs and costs incidental thereto and to the financing thereof, is \$30,000,000 and said amount is hereby appropriated therefor. The plan of finance includes the issuance of \$30,000,000 serial bonds of the District to finance said appropriation, and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

**Section 2.** Serial bonds of the District in the amount of \$30,000,000 are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called “Law”) to finance said appropriation.

**Section 3.** The following additional matters are hereby determined and declared:

- (a) The period of probable usefulness applicable to the purpose for which serial bonds are authorized to be issued pursuant to this resolution, within the limitations of Section 11.00 a. 97 of the Law, is thirty (30) years.

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- (b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the District for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

**Section 4.** Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

**Section 5.** Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 of the Law, the powers and duties of the Board of Education relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of all bonds herein and heretofore authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

**Section 6.** The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary hereof, are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the constitution.

**Section 7.** This bond resolution shall take effect immediately, and the District Clerk is hereby authorized and directed to publish the foregoing resolution, in summary, together with a Notice attached in substantially the form prescribed by §81.00 of the Law *The Long Island Business News* and *The Times Beacon Record* each having a general circulation within the District and hereby designated the official newspapers of said District for such publication.”

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Mrs. Testa asked for a motion to accept the Bond Borrowing resolution as presented.

Mr. Frank moved, seconded by Mr. Makarius to accept the Bond Borrowing resolution as presented.

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

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

**VIII. DISCUSSION – None**

**IX. BOARD POLICIES**

**A. First Time Reading:**

- 5285 -- Concussion Management
- 7500 -- Naming Facilities
- 7500.R -- Naming Facilities Regulation

**B. Review:**

- 1120 -- School District Records
- 1120.F -- School District Records Public Access Application
- 2161 -- News Media Relations
- 3200 -- Safety Policy
- 3400 -- Meals and Refreshments
- 3400.R -- Meals and Refreshments Regulation
- 3410 -- Mobile Devices
- 3410.F -- Mobile Devices Form
- 3410.R -- Mobile Devices Regulation
- 3420 -- Use of Credit Cards
- 3420.F -- Credit Cards Form
- 3420.R -- Use of Credit Cards Regulation
- 5280.3 -- Transportation to and from School Events
- 6200 -- Revenues
- 6210 -- School Tax Assessment and Collection
- 6211 -- Property Tax Exemption for Senior Citizens
- 6230 -- Maintenance of Fiscal Effort - TITLE I Programs
- 6245 -- Capitalization
- 6252 -- Gate Receipts and Admissions
- 6300 -- Borrowing of Funds
- 6310 -- Accounting of Funds
- 6315 -- Fund Balance
- 6320 -- Expenditures of School District Funds



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6640 -- Inventories  
6670 -- Petty Cash Funds and Cash in School Buildings  
6670.R -- Petty Cash Funds and Cash in School Buildings Regulation  
6900 -- Disposal of District Property  
7100 -- Facilities Planning  
8100 -- Safety Program  
8110 -- Buildings & Grounds Inspection  
8111 -- Reporting of Hazards  
8120.2 -- Safe Use of Hazardous Materials  
8134 -- Emergency Closings  
8135 -- Safe Schools  
8212 -- Vandalism  
8420 -- Bomb Threats

**C. Action:** None

Mrs. Testa stated that the policies in review would move to action at the next board meeting.

**X. OTHER**

**XI. PUBLIC BE HEARD**

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

There were several comments from the public. The comments included changing the rules to allow for circle time, play centers, mystery readers, lunch tables, and additional guided reading tables. Some community members commented on how things are handled in their school districts or work settings and that they want everything to be back to normal. Some community members present stated that they would rather have quarantines in order to have the rest of the time be normal for the students while others stated that all COVID protocols should end immediately. Additionally, it was stated that staff should not engage in any discussion regarding the COVID vaccination in any capacity and that the District should not become a vaccination site. COVID statistics was also mentioned. Mrs. Testa stated that a list of elected officials was available on the stage for community members to reach out to these officials regarding how they feel about vaccine mandates.

**XII. ADJOURNMENT OF MEETING**

Mrs. Testa asked for a motion to adjourn meeting.

Mr. Frank moved, seconded by Mr. Markarius to adjourn the meeting at 9:16 P.M.

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

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