

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
BOARD MINUTES  
NOVEMBER 15, 2023

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

**Those Present:**

Board President:	Ms. Lisa Reitan
Board Vice President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Board Trustee:	Ms. Andrea Spaniolas
Board Trustee:	Ms. Johanna Testa
Superintendent of Schools:	Mr. Seth Lipshie
Assistant Superintendent:	Ms. Susan Craddock
School Business Official:	Ms. Colleen Card
Executive Director for Educational Services:	Ms. Sandra Wojnowski
Director of Human Resources	Mr. Christopher J. Herrschaft
District Clerk	Ms. 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 DECEMBER 13, 2023, BUSINESS MEETING.**

**A. BOARD SESSION**

**1. Audit Committee – MPHS – 6:30 PM**

**2. Open Business Meeting and move to Executive Session – MPHS – 7:00 PM**

Ms. Reitan called the business meeting to order at 7:00 p.m. and stated that the board needed a motion to move directly into executive session for the purpose of discussing specific personnel and specific legal matters. She noted that following the executive session, the Board will reconvene at approximately 8:00 p.m. to continue with the board agenda.

Ms. Reitan asked for a motion to move into executive session for specific personnel and specific legal matters.

Ms. Testa moved, seconded by Mr. Makarius, to move into executive session for specific personnel and specific legal matters.

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

Ms. Reitan asked for a motion to exit the executive session and reconvene the business meeting at 8:04 p.m.

Mr. Makarius moved, seconded by Mr. Galligan, to exit the executive session.

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

**3. Ms. Reitan reviewed the emergency procedures.**

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**B. RECOGNITION**

**1. Recognition of Veterans**

Ms. Reitan acknowledged the veterans, and their families present at the meeting.

**2. Recognition of Media**

There was no media present at the meeting.

**3. Recognition**

• **New York State Art Teachers Association (NYSATA) Virtual Art Exhibit Students**

Mr. Lipshie introduced Ms. Craddock to recognize students, Josie Attisano, Patrick Milord, Gisela Killary, who were invited to display their artwork in the NYSATA State Legislative Virtual Art Exhibit this year. This virtual exhibit is a celebration of the amazing artwork of NYS children and the importance of the visual arts and art education in the lives of our students. The artwork on display for this evening's meeting. The Board of Education and Administration congratulated the students on their beautiful artwork, and they received a certificate of recognition.

• **All State Music Students**

Mr. Lipshie introduced Ms. Isenberg, Lead Teacher for Music, to recognize students for their music talent, Nailah Rahman, Alan Yue, Lucy Chang, and James Loughlin. These students have participated in many festivals, ensembles, Tri-M Honor Society, and they are some of the top musicians in New York State. She noted that they would be performing this week at the NSCA All County Festival. The Board of Education and Administration congratulated the students on their All-State Music designation, and they received a certificate of recognition.

**C. MESSAGES**

**1. Superintendent Message**

Ms. Reitan introduced Mr. Lipshie to give his message. Mr. Lipshie welcomed everyone to the November board meeting. He stated that he would like to review activities that have taken place recently. He noted that staff members gathered for the November Superintendent's Conference Day and that it was a very productive day focusing on improving instructional practice, working on curriculum and various specialized training for use in the classroom.

He said that at the Andrew Muller Primary School; the Second-Grade students have started a program to introduce them to typing fluency and accuracy skills which will include students learning how to access activities and games in order to become more proficient with typing skills. He noted that a sensory hallway has been created at AMPS which was developed to support students who need help with sensory deficits and sensory sensitivity. This hallway will also provide needed movement breaks for students allowing students to release their energy so they can focus on schoolwork. AMPS will be collecting holiday food for families in our community to make this a warm and thankful holiday. Non-perishable items along with supermarket gift cards can be sent in with students.

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He stated that at Laddie A. Decker Sound Beach School that in an effort to give back to our community, LADSBS students are excited to participate in the “Food for Thought” Food Drive which will take place throughout the holiday season and the colder months ahead and that November through January, all classes will be appointed as “Ambassadors of Giving Back” for the food drive. Next, Miller Place and Sound Beach Fire Departments visited LADSBS to teach our students about fire safety and students enjoyed interacting with the firefighters and learning what to do in an emergency. Mr. Mas's third-grade class had a virtual visit with author R.L. Stine and had the opportunity to listen to a chapter of his new book, received some advice for future writers, and hear funny stories from his experiences. Meanwhile, Ms. Simonetti’s third grade class had a visit from Jessica Fallica, Vice President of Redefine Meals and her colleagues who discussed nutrition and healthy choices. Ms. McCann's third grade class wrote letters to the Delray Beach Fire Department to express their condolences for the loss of Lt. Ray Keith, who lost his two-year battle with cancer earlier this month and the fire department then sent a thank you letter and a Delray Beach Fire Department patch for each student. The building also had Veterans’ Day lessons. Ms. Haag and Ms. Muratore's fifth grade class zoomed with United States Marine Corps Veteran Mr. Tyler Cerce who shared with the class information about his time overseas as a Marine and as a Marine Security Guard. Ms. Runfolia and Ms. Losee's fourth grade class had a visit from Staff Sergeant Cronk from the United States Air Force who read "Celebrate Veterans Day" and who spoke about the history of Veterans Day. Students wrote letters to Veterans to wish them “a happy Veterans Day”, thank them for their service and include a fact about themselves. The letters were then sent to the Long Island State Veterans Home at Stony Brook University.

At North Country Road Middle School, the 8th grade plans are moving forward for the Washington D.C. trip with 143 students registered to go on this educational and historical trip. The National Junior Honor Society inducted 75 students and this induction recognizes students who have exceptional grades, a desire to provide community service, promote leadership, develop character, and encourage good citizenship. Ms. Wood's sixth grade Art students in honor of Hispanic Heritage Month, worked on a lesson inspired by Amate, which is a tradition of paper making from Mexico. Amate paper is brightly decorated with scenes from nature and everyday life.

At the Miller Place High School student government along with over 150 high school students hosted over 700 trick or treaters in 28 decorated classrooms that children had the opportunity to visit and participate in various activities. The Miller Place Robotics Club and the Miller Place Fire Department also had displays at this event. Tri-M Honor Society inducted 20 music students this month. The Miller Place High School Panther Troupe put on two performances of the play, The Curious Savage by John Patrick while the students honed their acting skills, technical theatre skills and developed characters. To celebrate Hispanic Heritage month, guest speaker Patricia Sandoval-Parker, a native of Guatemala visited Ms. Kalin’s Spanish II classes which included a unit of study on Hispanic Cuisine and a reading on the Legend of the Corn, Ms. Sandoval-Parker gave a presentation on how to make corn tortillas and the importance of this staple in Latin cuisine.

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In Dr. Skolnick's Honors Living Environment course, the exploration of homeostasis is brought to life with a "Driving Question Board" (DQB) where the class began with a video that illustrated the contrasts between diverse aquatic ecosystems, featuring life forms such as seals, sea urchins, and kelp. This visual introduction spurred students to formulate investigative questions, setting the stage for a deeper dive into the scientific principles that regulate life. This month World Language students learned about the vibrant cultures of Italy, Spain, and Latin America during Heritage month. Classrooms were transformed into cultural feasts and the Foreign Language National Honor Society enjoyed a luncheon at the conclusion of the day where students enjoyed the delicious cultural cruises, shared stories, and embraced the traditions of the beautiful countries of study.

In Music, the MPHS Instrumental and Vocal Jazz Ensembles performed with the Bristol Glee Club of Port Jefferson in a community concert conducted by former student Shaina Schwartzburg. This event is supported by our FOTA and Tri M members. NYSCAME recognized 9 MPHS students with an All-County designation selected based on NYSSMA scores and teacher recommendation. These students were selected to participate with other students from throughout Suffolk County in the NYSCAME All County Festival.

In Athletics, 257 students participated in Winter JV/V tryouts which is the highest number of participants since 2016-17 and 133 students participated in mid-Winter Middle School tryouts. Ten senior athletes committed to play on the collegiate level when they go to college in the fall of 2024 and there were several teams recognized by fellow coaches for sportsmanship awards. The following teams received the Outstanding Sportsmanship Awards for their Fall 2023 seasons: Varsity Boys Cross Country, MS Girls Cross Country, MS Football, Varsity Boys Golf, Varsity Girls Tennis, MS Girls Tennis, and Varsity Girls Volleyball.

Miller Place School District community staff, students, parents and guardians attended a vaping seminar presented by Sheriff Errol D. Toulon Jr. and the Suffolk County Sheriff's Office hosted by Ed Flood and the Comsewogue Public Library. The latest vaping devices are disguised as everyday items, such as strings in hoodies, working magic markers, pens, smart watches, and highlighters. NCRMS and MPHS students will attend Substance Abuse Presentation assemblies in December with Dr. Pachter, an Associate Professor at Stony Brook University who specializes in Family and Addiction Medicine addressing Vaping & Cannabis. Dr. Pachter will return in the Spring for a second high school presentation on Alcohol & Opioids and he will speak to the 8th Grade student about Substance Abuse and Decision Making.

Please visit the Community link on the District website where you can find links with information and activities to various groups that support our students. He noted that the last week of November and throughout the month of December, is concert season. Concerts are scheduled for MPHS, NCRMS and LADSBS students. Please check the District website calendar for specific event dates and times including the upcoming National Honor Society Induction Ceremony. He wished everyone a healthy and happy Thanksgiving with your families!

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**2. Board Members Message**

Ms. Reitan welcomed everyone to the meeting. She reminded everyone to access upcoming events through the District website. She noted that a board representative attended the NCRMS National Junior Honor Society induction and the upcoming MPHS National Honor Society induction.

Ms. Reitan introduced Board Trustee, Mr. Galligan, to give a report on the 2023 NYSSBA Convention that he attended in Buffalo, New York. Mr. Galligan stated that he had the opportunity to attend the 2023 NYSSBA Convention and found it to be a fantastic networking and learning opportunity that benefits our community. He met Board of Education members and school district leaders from all parts of New York State including Nassau and Suffolk and had the opportunity to share ideas and discuss a wide range of issues and topics that impact us all as well with our Regional NYSSBA Representatives. He noted that he attended leadership training sessions on the latest regulations, trends, and information regarding school board governance, school district goal setting, school district policies, and curriculum initiatives. He reported that he provided his fellow Board of Education colleagues with information from the sessions he attended and how it could benefit Miller Place UFSD. The seminars and training session presenters were mainly from the NYS Education Department, lawyers that specialize in various aspects of educational law and governance, and experts in particular fields. Additionally, he attended the Education Expo which was comprehensive and included exhibitions from multiple vendors showcasing a wide array of educational products and programs including curriculum demonstrations by students and staff and programmatic exhibits offered by multiple Regional BOCES Centers.

**D. 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. All comments are to be directed to the Board of Education.

One community member asked a series of questions about the proposed policy: Equity, Inclusivity, and Diversity in Education that is currently in first time reading. The District Clerk accepted the list of questions that will be reviewed by the Administration and the Board.

**E. CONSENT AGENDA – MINUTES**

**1. 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 28, 2023 Business Meeting; November 6, 2023 Business Meeting.”

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**F. CONSENT AGENDA – FINANCE/FACILITIES**

**1. MPFOTA – Donation for Drama**

This resolution is to approve the donation from Miller Place Friends of the Arts towards the costs of the Fall Drama.

**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 donation of \$1,000 from Miller Place Friends of the Arts towards the cost of the Fall Drama.”

**2. Internal Audit Reports**

Mr. Lipshie and Ms. Card are requesting your acceptance of the resolution to approve the list of Internal Audit Reports received November 7, 2023, and District responses to these reports dated November 7, 2023.

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

- Internal Audit Plan Status Report for 2022-23
- Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2023 dated October 15, 2023
- District Response to the Annual Risk Assessment Update Pertaining to the Internal Controls of District Operations June 2023
- Key Control Report – Retirement Payout Analysis
- District Response to the Key Control Report
- Internal Audit Plan for 2023-24

**G. CONSENT AGENDA – PERSONNEL**

**1. Personnel List**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list.

**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 15, 2023, as presented. For any probationary appointment for a classroom 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.”

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**H. CONSENT AGENDA – SPECIAL EDUCATION RECOMMENDATIONS**

**1. CSE and CPSE Recommendations**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the CSE and CPSE recommendations.

**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 recommendations of the CSE’s and CPSE’s dated: CPSE AMPS 10-17-23; CPSE AMPS 10-19-23; CPSE AMPS 10-30-23; CSE LADSBS 10-23-23; CSE MPHS 10-23-23; CSE MPHS 11-6-23; CSE OOD 10-23-23; CSE OOD 10-31-23.”

**2. Contract – Three Village Central School District**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services Contract with Three Village CSD, for the dates of service from September 1, 2023, to June 30, 2024 for student identification numbers 102233; 101714; 600040411; 600041955; 600042656; 600040189; 600041819; 102610.

**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 CSD for Special Educational Services from September 1, 2023 to June 30, 2024 for student identification numbers 102233; 101714; 600040411; 600041955; 600042656; 600040189; 600041819; 102610; and furthermore authorizes the President of the Miller Place Union Free School District Board of Education and Superintendent of Schools to sign such agreements.”

**I. CONSENT AGENDA – CURRICULUM AND INSTRUCTION – None**

**J. CONSENT AGENDA – OTHER – None**

**K. CONSENT AGENDA – APPROVAL**

Ms. Reitan thanked Miller Place Friends of the Arts for their generous donations.

Ms. Reitan asked for a motion to accept the Consent Agenda as presented.

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

Yes 5; No 0; Motion Carried

**L. REPORTS AND PRESENTATIONS**

**1. Student Representative Report**

The Board Student Representative, Shane Lomascolo, gave a report on the happenings of the Miller Place High School. He noted that the winter sports is starting up, honor society induction

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is scheduled for next week, upcoming honor society blood drive, SIT committee discussed that this is the 50<sup>th</sup> graduating class and commemorating this milestone.

**2. Board Committees, if applicable**

**Wellness Committee Meeting**

Mr. Galligan reported that the Wellness Committee met in November. He said the Whitsons, is the new Food Service Management Company and their Director has over 30 years of experience in food service. The new company has been well received so far. The schools are now fully staffed with their nurses and the District has a student athletic trainer from the Stony Brook program this fall. He reported that more VAPE sensors are being used in the secondary bathrooms and how the system works. He noted that a vaping educational seminar had been offered at the library and that half of the attendees were from the Miller Place community. There are seminars for students that are scheduled for this fall and spring to educate students on this epidemic. He noted that Mr. Petrie is addressing this in health education. The health curriculum is also being updated.

**Audit Committee Meeting**

Ms. Reitan reported that the Audit Committee meeting was held tonight with the Internal Audit firm Nawrocki Smith. The Audit Partner and Audit Manager were in attendance to discuss the audit function and reports including the specific key control report and the required Risk Assessment report which reviews the overall internal controls of the District that were finalized for the 2022-2023 school year. There were no findings on the reports. This completed the audit reports for the 2022-2023 school year. The Committee then reviewed the internal audit plan for 2023-2024 school year. The Board accepted the presented internal audit reports and district responses in the consent agenda at tonight's meeting.

**3. Bond 2021 Update**

Ms. Card updated the board and community on the progress of the bond work. She said that since we accepted the bids for the NCR ventilation project, NCR Family and Consumer Science classroom and LADSBS art room at the October board meeting, the architect is working on bonds, insurance, and the contracts with the contractors. The contractors have started working on the planning submittals to the architect for approval so that they can begin the ordering process. We will be having a construction kick-off meeting scheduled shortly. The LADSBS ventilation is still pending switchgear delivery in late February 2024 and then the transformer installation will be scheduled with PSEG. The AMPS ventilation project is proceeding. The new cabinet work around the ventilation is almost complete and some finishing cabinet work is still continuing. The switchgear is expected to arrive next summer (2024) and once that is completed the transformer installation will be scheduled with PSEG. The AMPS sink and cabinet installation is being planned for the December break period at this time. The AMPS classroom door frame project is complete. The AMPS Gymnasium construction has continued with the excavation for the foundation and related foundation work has is underway. We moved two classrooms temporarily during this phase of the construction. Once the foundation is poured there will be a short period of time where there will be elevated construction noise due to the need for additional soil compaction, but it should not be for an extended time. The MPHS ventilation and paving



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projects have been submitted to NYSED this week. The MPHS projects have officially been logged into their system and put into the review queue. We will continue to check to see the progress on the state review.

We are working on a financial analysis of the projected bids and expenses to date and that will be posted on the website in the next few weeks. We will also continue to provide regular updates to the board and this information can be found on the district website under departments > business office > bond information for your reference. Ms. Testa asked a question about the supply chain issues which Ms. Card answered that we keep checking on outstanding supply chain issues and currently there has been no change in these projected delivery dates. We will continue to check these timelines.

**4. Strategic Plan Update**

Mr. Lipshie gave his report on the Strategic Plan which is in the final stages of completion. Data is being reviewed to complete the goals of the plan that will measure the plan's progress and success. Once the final version is completed it will be shared with the Strategic Planning Committee prior to the community presentation. He will be meeting with our PR firm to organize the layout of the finalized plan for the BOE presentation. Following the presentation, the Strategic Plan will be available for the community to view on the District website. He hopes that the final Strategic Plan will be presented at the December Board of Education meeting.

**M. DISCUSSION – None**

**N. DISCUSSION AND ACTION – None**

**O. BOARD POLICIES – First Time Reading**

- TBD -- Equity, Inclusivity, and Diversity in Education
- 1050 -- Annual District Meeting
- 1521 -- Campaigning in Schools
- 2120.1 -- Candidates and Campaigning
- 2120.2 -- Voting Procedures
- 2130 -- Poll Watchers Guide for the Annual Meeting
- 2170 -- Board Member Conflict of Interest
- 2360 -- Minutes
- 2410 -- Formulation, Adoption, and Amendment of Policies
- 2450 -- Policy Dissemination
- 2451 -- Service of Process Upon the District for Subpoenas Duces Tecum and  
Legal Documents in General
- 2550 -- Compensation and Expenses-Board Members
- 4321 -- Programs for Students with Disabilities
- 4321.1 -- Allocation of Space for Special Education Programs and Services
- 4321.2 -- Preschool Special Education
- 4321.4 -- Impartial Hearing Officer Appointment and Compensation
- 4321.5 -- Individualized Education Program Distribution
- 4773.2 -- Credentials for Students with Disabilities

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5150 -- School Admissions  
5150.E -- School Admissions-Affidavits  
5160 -- Student Attendance  
9600 -- Campaigning in Schools

**P. BOARD POLICIES – Review – None**

**Q. BOARD POLICIES – Action – None**

**R. OTHER – None**

**S. PUBLIC BE HEARD**

Comments are limited to 2 minutes per person and a total of 30 minutes; state name, resident, or non-resident. All comments are to be directed to the Board of Education. The Board of Education follows Policy 1440 – Public Complaints about District Personnel in which the Board discourages complaints or criticisms about individual District personnel at our public meetings. If there is a concern about individual District personnel, please contact the Superintendent of Schools.

One community member thanked the board for beginning the work on the new Equity, Inclusivity, and Diversity in Education policy and stated that while there may be questions that we have answer that they are pleased to see the board potentially implementing the policy and that they are in support of this policy.

**T. ADJOURNMENT OF MEETING**

Ms. Reitan asked for a motion to adjourn the meeting.

Mr. Makarius moved, seconded by Mr. Galligan, to adjourn the meeting at 8:49 p.m.

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

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