

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

Date: September 23, 2024
Kind of Meeting: Business Meeting
Place of Meeting: MPHS Library
Time of Meeting: 8:00 pm

Those Present:

Board President:	Ms. Lisa Reitan
Board Vice-President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Board Trustee:	Ms. Johanna Testa
Board Trustee:	Ms. Andrea Spaniolas
Superintendent of Schools:	Mr. Seth Lipshie
Assistant Superintendent:	Ms. Susan Craddock
School Business Official:	Ms. Colleen Card
Director Human Resources:	Mr. Chris Herrschaft
District Clerk:	Ms. Louise Tromba

Those Invited:

Auditor Partner, Cullen and Danowski	Mr. Chris Reino
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Those Absent:

Executive Director for Educational Services:	Ms. Sandra Wojnowski
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PLEASE NOTE: THE MINUTES, AS WRITTEN, ARE SUBJECT TO CHANGE AND ARE NOT CONSIDERED AN OFFICIAL RECORD UNTIL THEY HAVE BEEN APPROVED BY THE BOARD OF EDUCATION AT THE OCTOBER 30, 2024, BUSINESS MEETING

A. PUBLIC SESSION

1. Executive Session – MPHS – 6:30 PM

Ms. Reitan called the business meeting to order at 6:54 p.m. and stated that the board needed a motion to move into the executive session for the purpose of discussing specific personnel and specific legal matters. She also noted that following the executive session the Board would 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 Ms. Spaniolas, to move into executive session for specific personnel and specific legal matters.

Yes 5; No 0; Motion Carried

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

Ms. Reitan asked for a motion to exit executive session and reconvene the business meeting at 8:11 p.m.

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

Yes 5; No 0; Motion Carried

2. Ms. Reitan reviewed the emergency procedures.

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.

C. MESSAGES

1. Superintendent Message

Ms. Reitan introduced Mr. Lipshie to give his message. Mr. Lipshie began by saying that we have hired over 30 new staff members: clericals, nurses, aides, operations, teacher assistants, teachers and administrators. On September 3, 2024, the District welcomed over 2,000 excited students to our school buildings for the 2024-25 school year. He said that throughout September, parents and guardians were invited to Open Houses to meet their child's teacher.

Mr. Lipshie discussed that in an effort to provide students with a well-rounded experience, students have the option to participate in extracurricular activities including interscholastic athletic teams and over 40 secondary level clubs. Students can select activities that interest them and allow for students to be involved in school. He noted that in the late fall and early winter, clubs will start at both Andrew Muller Primary School and Laddie A. Decker Sound Beach School. He stated that on September 11, 2023, each building recognized the importance of this day through inspiring morning announcements and instructional activities that took place throughout the day.

Mr. Lipshie also mentioned that a recent New York State Department of Education amendment to School Safety Plans requires schools to notify parents and guardians at least one week prior to any lockdown drills. During the upcoming week, the District will be conducting lockdown drills in each building and that prior to the drill, staff will review with students the protocols and procedures in the event of a lockdown. As part of our District-wide and building safety plans, four lockdown drills are conducted each year in each building and prior to the start of each school year, these plans are reviewed by all staff. In addition, all staff complete the following required tutorials: *School Safety-NY* and *Mental Health Awareness*. These tutorials address school safety and student mental health. The District employs armed guards who are positioned in each of our buildings. The *Miller Place School District Emergency Guide* has been sent out to parents that includes various safety protocols. The Miller Place School District remains diligent in securing our buildings, reviewing our safety plans and conducting drills. In the event of a safety concern, the District works closely with the Suffolk County Police Department and the safety and well-

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

being of our students, faculty, staff and the residents of the Miller Place School District Community are our first priority. As always, the District regularly reviews our protocols and procedures and makes any necessary adjustments.

He noted that the monthly calendar for the district has been posted to the website. Please note that changes/updates to the calendar throughout the school year will be made in red. Please refer to the calendar for important upcoming events that include: school pictures, MPHS Open House, MPHS College Application Procedure Night, Grade 8 Washington DC Parent Information Night, Safe Halloween, and Foreign Language Honor Society Induction Ceremony.

Financial Statement Presentation

Mr. Lipshie introduced Mr. Reino from the auditing firm Cullen and Danowski to present to the Board of Education the report on the External Audit Report that the Board of Education will vote on during Discussion and Action. Mr. Reino stated that the District had no significant deficiencies or material weaknesses this year. There were also no significant matters or difficulties encountered. The District received a management letter this year for one item. The financial statements will be posted on the District's website for the community to reference in the Business Office webpage. It was also noted that these reports and responses would be submitted to the Office of the State Comptroller and the NYS Education Department.

2. Board Members Message

Ms. Reitan welcomed everyone to the meeting. Ms. Reitan thanked Mr. Lipshie for updating the school on the school safety plan and appreciates that the district is taking necessary precautions. She mentioned that the board meeting date change is due to several board members attending a Nassau-Suffolk County Board Association meeting. Ms. Reitan mentioned that on September 14, 2024 the Board of Education did the annual board building tour. She noted that the board walked through the district's grounds and buildings with the Superintendent, district administrators, principals and architect. She noted that it enables the board to see the ongoing building maintenance, ask questions, and see the status of bond work. This year, a big highlight for us was the new AMPS gym which is beautiful and close to being completed. The Board responded to a past question from a parent regarding bus tracking and Ms. Card responded the expected parent app rollout is projected for mid to late October. The app First View will be available for parents to have access to the large bus route location.

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.

There were no questions to the board of education at this time.

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

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 August 21, 2024 Business Meeting, August 21, 2024 Audit Committee Meeting, August 26, 2024 Business Meeting and September 4, 2024 Business Meeting.”

F. CONSENT AGENDA - FINANCE/FACILITIES

1. Treasurer Reports

This resolution accepts the Treasurer Reports for the period ending June 30, 2024.

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 period ending June 30, 2024.”

2. Financial Reports

This resolution accepts the Financial Reports for the period ending June 30, 2024.

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 period ending June 30, 2024.”

3. Extra Classroom Activity Reports

This resolution accepts the Extra Classroom Activity Reports for the period ending June 30, 2024.

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 period ending June 30, 2024.

4. Claims Auditor Reports

This resolution accepts the Claims Auditor Reports as submitted by MacDonald, Rand & Vollaro LLP - Certified Public Accountants for the period ending June 30, 2024.

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 period ending June 30, 2024.

5. Obsolete Assets

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to declare the attached District owned asset list as obsolete and its possible sale, and/or disposal.

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

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.”

6. **Donation – Fidelity Charitable**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept a donation from Fidelity Charitable in support of the Miller Place baseball program or related improvement.

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 donation of \$25,000 from Fidelity Charitable to be used in support of the Miller Place baseball program or related improvement.”

G. CONSENT AGENDA - PERSONNEL

1. **Personnel Agenda**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list of September 23, 2024.

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 23, 2024, 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.”

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 following recommendations of the CSE’s and CPSE’s dated: CPSE AMPS 9-12-24; CPSE DO 7-25-24; CPSE DO 7-31-24; CPSE DO 8-6-24; CPSE DO 8-19-24; CSE MPHS 8-28-24; CSE MPHS 9-4-24 2; CSE MPHS 9-4-24; CSE MPHS 9-6-24; CSE MPHS 9-10-24; CSE MPHS 9-13-24; CSE OOD 9-9-24; CSE OOD 9-11-24; CSE OOD 9-12-24.”

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

2. **Contract – East Moriches UFSD Re: Student #000102903 Summer 2024**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services – Summer 2024 Contract with East Moriches UFSD for the dates of service from July 1, 2024 to August 30, 2024 for student identification number #000102903.

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 (RE: Student #000102903) and authorizes the Instructional Services Contract – Summer 2024 with East Moriches USFD for Special Educational Services from July 1, 2024 to August 30, 2024 for student identification number #000102903 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

3. **Contract – East Moriches UFSD Re: Student #000102903 School Year 2024-2025**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services – School Year 2024-2025 contract with East Moriches UFSD for the dates of service from September 1, 2024 to June 30, 2025 for student identification number #000102903.

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 (RE: Student #000102903) and authorizes the Instructional Services Contract – School Year 2024-2025 with East Moriches USFD for Special Educational Services from September 1, 2024 through June 30, 2025 for student identification number #000102903 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

4. **Contract – East Moriches UFSD Re: Student #60041575 School Year 2024-2025**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services – School Year 2024-2025 contract with East Moriches UFSD for the dates of service from September 1, 2024 to June 30, 2025 for student identification number #60041575.

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 (RE: Student #60041575) and authorizes the Instructional Services Contract – School Year 2024-2025 with East Moriches USFD for Special Educational Services from September 1, 2024 through June 30, 2025 for student identification number #60041575 and furthermore authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

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

J. **CONSENT AGENDA – OTHER - None**

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

K. CONSENT AGENDA - APPROVAL

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

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

Yes 5; No 0; Motion Carried

L. REPORTS AND PRESENTATIONS

1. **Student Representative** – The representative did not attend due to prior commitment.
2. **Board Committees**
3. **Bond 2021 Update**

Ms. Reitan asked Ms. Card to give an update on the 2021 bond project. Ms. Card stated that the AMPS gymnasium floor is in the process of being installed. There is some remaining roof work and we expect to have the gym complete by mid-to-late October. Work also is ongoing in the two new hallway bathrooms. Kindergarten playground has been installed and hydroseeding has been done. The NCRMS family and consumer science classroom is complete with some minor finishing work pending. NCRMS unit ventilators were installed this summer which will provide heat, but the air conditioning will not be operational this school year. The architect expects the electrical gear to arrive and be installed next summer. LADSBS ventilation switch gear is installed. PSEG has inspected and is tentatively set to install transformer late next week when school is not in session as we need to shut off all electricity in the building. This installation is weather dependent, and PSEG may reschedule if any bad weather is anticipated or if anything else unanticipated occurs in their scheduling. After switch gear is installed, then we would begin the testing of the ventilation systems to make sure that everything is functioning properly. The LADSBS art room work is complete with some minor finishing work pending. The MPHS ventilation and paving projects are still in the state review process at this time. Once approval is received then we can move forward preparing for the bidding process. The District has received engineering approval and now we await project manager's approval. All of the bond information can be found on the district website under departments >business office > bond information for your reference.

M. DISCUSSION

1. **Board of Education Policy Review Plan**

Ms. Reitan noted that this year the Board of Education would be reviewing policies over the course of the school year according to this year's policy review plan.

N. DISCUSSION AND ACTION

1. **Accept External Audit Reports**

Each year the Board is required to have an external audit which reviews and prepares the financial statements for the District. We are required to accept the external audit reports so that they can be submitted to NYSED. Mr. Lipshie is requesting your approval of the resolution to accept the External Audit Reports and related documents.

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

RECOMMENDED MOTION: “BE IT RESOLVED, that the Board of Education of the Miller Place Union Free School District hereby accepts the reports dated June 30, 2024 and cover letters dated September 13, 2024, which have been submitted by the District’s external auditors, Cullen and Danowski, LLP, along with the District’s response to these documents dated September 20, 2024.

- Financial Statements and Supplementary Information with Independent Auditor’s Report including Management Letter;
- Extraclassroom Activity Funds Financial Statement with Independent Auditor’s Report;
- Professional Standards Letter (AUC 260) letter dated September 13, 2024;
- School District’s response dated September 20, 2024.”

Ms. Reitan stated that the Board is required to have an external audit. The firm also prepares the financial statements for the District. Mr. Reino, the Audit Partner from Cullen and Danowski, reviewed the audit results earlier in the meeting. The district is required to accept the external audit reports so that the financial statements and district response can be submitted to NYSED and Office of State Comptroller.

Ms. Reitan asked for a motion to approve the resolution as presented.

Mr. Galligan moved, seconded by Mr. Makarius, to approve the resolution as presented.

Yes 5; No 0; Motion Carried

O. BOARD POLICIES – First Time Reading

- | | |
|------------|--|
| 6670 | Petty Cash Funds and Cash in School Buildings |
| 9010.2 | Sexual Harassment |
| 9010.2.E-1 | Complaint Form for Reporting Sexual Harassment |
| 9010.2.R | Sexual Harassment Regulation |
| 9140.1 | Employee Complaint Procedure |
| 9140.1.R | Employee Complaint Procedure Regulation |

P. BOARD POLICIES – Review - None

Q. BOARD POLICIES – Action – None

R. OTHER – None

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
SEPTEMBER 23, 2024

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.

There were several comments from the community about about: student summer assignments, bond financial borrowing information, and regarding a flyer from the civic association.

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 8:37 p.m.

Yes 5; No 0: Motion Carried

Respectively submitted by Ms. Louise Tromba, District Clerk