

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
NOVEMBER 20, 2024

Date: November 20, 2024
Kind of Meeting: Business Meeting
Place of Meeting: MPHS Auditorium

Those Present:

Board President:	Ms. Lisa Reitan
Board Vice-President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Board Trustee:	Ms. Andrea Spaniolas
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 Human Resources:	Mr. Chris Herrschaft
District Clerk:	Ms. Louise Tromba

Those Absent:

Board Trustee:	Ms. Johanna Testa
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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 DECEMBER 11, 2024, BUSINESS MEETING

A. PUBLIC SESSION

1. Open Business Meeting and move to Executive Session – MPHS – 6:30 PM

Ms. Reitan called the business meeting to order at 6:31 p.m. and stated that the board needed a motion to move into executive session for the purpose of discussing specific legal and specific personnel 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 legal and specific personnel matters.

Mr. Galligan moved, seconded by Andrea Spaniolas to move into executive session for specific legal and specific personnel matters.

Yes 3; No 0; Motion Carried

Ms. Reitan asked for a motion to exit the executive session and reconvene the business meeting at 8:00 p.m.

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

Yes 4; No 0; Motion Carried

2. 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.

Recognition of Media

There was no media present at the meeting.

2. Recognition

• **MPHS – LI Arts Alliance - Scholar-Artist for the Class of 2025**

Ms. Craddock introduced Dr. Reinhardt, Lead Teacher for Music. She introduced Lucy Chang, a senior who was recently named a Long Island Scholar Artist for the Class of 2025. Selections are chosen from five different disciplines: visual arts, music, theater, dance and media arts. Selections are made from a pool of students nominated by Long Island public school districts and from independent and parochial schools. The scholar artist selection committees choose only one monthly award winner from Nassau and Suffolk County for 10 consecutive months throughout the school year. The Board of Education and Administration congratulated Lucy Chang, and she received a pin and certificate of recognition.

• **MPHS – All-State Music Conference Students**

Ms. Craddock introduced Dr. Reinhardt, Lead Teacher for Music, to recognize students for their music talent, Lucy Chang, Nailah Rahman, and Stephen Ye. Lucy Chang, a senior, who plays the viola, and piano, Nailah Rahman, a senior who plays the bass, and Stephen Ye, a junior, who plays the violin. These students have participated in many festivals, orchestra groups, drama productions, ensembles, Dean's List, Tri-M Honor Society, and they are some of the top musicians in New York State. The Board of Education and Administration congratulated the students, and they received a pin and certificate of recognition.

• **MPHS – National Merit Scholarship**

Ms. Craddock introduced Mr. White, Director of Guidance and Miller Place High School Assistant Principal to recognize students who placed in the National Merit Scholarship. He noted that Andrew McGuirk achieved recognition as a National Merit Commended Scholar. Lucy Chang and Sean Pepe received the National Merit Scholarship for Semifinalist. They will be notified later this year if they will receive a finalist status and receive the National Merit Scholarship. The Board of Education and Administration congratulated the students, and they received a pin and certificate of recognition.

• **Athletics - NYS Public High School Athletic Association "School of Distinction" Award**

Mr. Lipshie introduced Mr. Herrschaft who spoke about the District's recognition as a NYS Public High School Athletic Association "School of Distinction". There were only 114 districts statewide including 19 in Suffolk County who received this prestigious award. Mr. Petrie accepted the award on behalf of the Miller Place Athletics program. The Board of Education and Administration congratulated Mr. Petrie and he received a pin and certificate of recognition on behalf of the 23 varsity teams.

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- **Athletics – Student Athletes Long Island Records**

Ms. Craddock introduced Mr. Petrie, Athletic Director, who recognized DJ Williamson and Shane Kiernan, student athletes who had an outstanding football season and their performances are going to go down in the history of football. As a receiver, DJ has had 49 receptions for 731 yards and 10 touchdowns, those records are currently Miller Place records. Shane Kiernan, a junior, has also had an impressive season, a 70% completion rate, 2,654 yards, 29 touchdowns which are part of the 12 school records he currently holds. Additionally at the October 5, 2024 football game against Babylon, DJ walked off the field with 17 total receptions, 219 yards and three touchdowns. His 17 receptions put him at the top to tie the Long Island record for the most receptions in a game. Shane's final stats: 39 completions on 56 attempts against 70% completion percentage, 550 yards and six touchdowns. The 550 yards has put him at the top of the Long Island record for passing yards in the game. Newsday verified that we have two Long Island record holders at Miller Place. The Board of Education and Administration congratulated the students, and they received a pin and certificate of recognition.

- **Tenure Recipients**

Mr. Herschaft announced the employees who were awarded tenure and spoke about the tenure recipients who were Krista Abbriano, Kristi Blankenship, Allison Cotes, Kaitlin Dowd, Gala Esposito, Brianna Grippe, Sara Kaiser, Brian Mas, Brittany Meyer, Rachel Palmaccio, Danielle Runfola, Sydney Urazova, Maxx Vogelsberg, Jessica Warren, Angela Guido, and Jacqueline Malone. The Board of Education congratulated the recipients who were present, and they received a certificate of recognition and pin from the Board and Administration.

- **NCRMS – Retiree**

Mr. Lipshie recognized Mr. Matt Clark, North Country Road Middle School, who retired in September 2024. Matthew Clark was recognized for his years of service in the District. The Board of Education and Administration extended their thanks and well-wishes to him. Matthew Clark received a pin and a clock as a token of appreciation for his years of service and dedication to the Miller Place School District.

C. MESSAGES

1. Superintendent Message

Ms. Reitan introduced Mr. Lipshie to give his message. Mr. Lipshie welcomed everyone to the November BOE meeting. He noted that the Superintendent's Conference Day on November 5, 2024 faculty and staff participated in a variety of conferences, workshops and articulation sessions throughout the day.

He mentioned that the AMPS students celebrated the 50th day of school with 50's flashback attire and era-appropriate celebrations. He stated that the LADSBS students participated in anti-bullying lessons through the School Guidance Counselor in grades 3-5 along with a special presentation from musician/songwriter Mr. Jared Campbell who sang inspirational songs that focused on anti-bullying, team building, and spreading kindness to all. Mr. Lipshie mentioned that 56 NCRMS students were inducted into the National Junior Honor Society and that Ms. Lynch was selected as the honorary member for this year. The Miller Place High School chapter

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of the National Honor Society proudly welcomed 86 new members into this esteemed organization and Ms. Annicelli was selected as the honorary member for this year.

In Athletics, 16 senior fall athletes have committed to play on the collegiate level. This fall we had one of most successful seasons in recent memory: Field Hockey-Regular Season Division 2 Champs making it to the Suffolk County Championship, Football-was crowned a Big 4 Champions, Boys Cross Country – finished in 2nd Place Team in the Class B Division, Game Day Cheer - 3rd Place in Division 2 Counties, and Boys Soccer-Suffolk County Semifinalist. He noted that we were recognized as a School of Distinction for 2023-24 and that the teams are off to another good start this year as all 9 varsity teams qualified as Scholar teams and that in order to qualify, a varsity team must have at least 75% achieve a 90 or better. The District was also recognized for our demeanor on the fields and courts as 9 Fall Teams received Sportsmanship awards which included: Varsity Girls Lacrosse, Middle School Boys Cross Country, Girls Cross Country, JV Football, Middle School Football, Middle School Girls Soccer, Varsity Girls Tennis, Middle School Girls Tennis, and Varsity Girls Volleyball. He noted that the Varsity Football team will be competing in the Division IV Suffolk County Championship tomorrow at 6 pm at Stony Brook University and if they win, then they will compete for the Long Island Championship at Hofstra University.

The Miller Place High School Music Department honored our Veterans by performing in the Sound Beach Civic Association's Veteran's Day event. They performed America the Beautiful, Taps, and God Bless America. The month of December is concert season and concerts are scheduled for the MPHS, NCRMS and LADSBS performing groups. Please check the calendar on the District website for specific dates and times.

He reminded everyone to 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 wished everyone in the community a healthy and happy Thanksgiving with your families.

2. Board Members Message

Ms. Reitan welcomed everyone to the meeting. Ms. Reitan advised that the letter to the Governor regarding the Board's stance on Regionalization is posted on the website. Ms. Reitan advised that at the last meeting it was stated that "threats" were not included in the Code of Conduct. She advised that Code of Conduct "threat" language can be found on page 11 under: Section VI (6) *Prohibited Student Conduct* Subsection D - Engage in conduct that is violent. Examples of violent conduct includes but are not limited to: Number 5 - Threatening to use any weapon or violence upon any person.

She noted that the Health and Safety committee acts as the District-Wide School Safety Team as well as for the development and maintenance of the District-Wide Comprehensive School Safety Plan and building plans. The committee consists of: Board of Education Member, Facilities Director, School Business Official, Human Resources Director, Teachers' Association Representative, Operations Union Representative, Nurse's Union Representative, Clerical Union Representative, Administrator's Association Representative, and a community member.

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As far as forming committees, each building has a safety committee comprised of building/school/employees/outside members to these committees would impede the process of safety since very specific building plans and procedures are often discussed in these meetings.

She mentioned that a community member brought up that our students' social and emotional health are not being addressed. The board wanted to let the community know that social and emotional health is always a top priority. It is very important that every parent remind their child that at any time if they do not feel safe that they are to tell any adult in their school building. She also wants to let the parents know that each building has qualified mental health teams. For example: school psychologists and behavior counselors are in every building and school counselors are in every building. If there is an actual incident that occurs in our school, we have the Building-Level Post-Incident/Emergency. Each building has a Response Team that provides post-incident psychological and medical aftercare, if necessary. If the Building-Level Response Team does not have sufficient resources to handle the aftercare necessary, other Building-Level Post Incident Response Teams resources would be utilized. In addition, some incidents may expand beyond the capability of the school district and require the assistance of county and state services including the Suffolk County Division of Community Mental Hygiene Services to access these services. Community members can also contact the Health and Safety Committee and Wellness Committee with questions, concerns, or suggestions. All of these plans are looked at yearly and updated accordingly. The District-wide plan can be found on the website.

There was also a question about the food policy in the elementary classrooms which she noted that the board is looking at the relevant policy to see if we can make any changes.

On behalf of the board, she thanked the community members for bringing their suggestions to us as these are often looked at carefully and help to form and sometimes inform our policies for the better. While we appreciate communication from the community, she noted that we also like to use these opportunities to let you know what we have in place.

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 comments from the public.

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 November 30, 2024 Business Meeting.”

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F. CONSENT AGENDA – FINANCE/FACILITIES

1. Treasurer Reports

This resolution accepts the Treasurer Reports for the period ending October 31, 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 October 31, 2024.”

2. Financial Reports

This resolution accepts the Financial Reports for the period ending October 31, 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 October 31, 2024.”

3. Extra-Classroom Activity Reports

This resolution accepts the Extra-Classroom Activity Reports for the period ending October 31, 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 October 31, 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 October 31, 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 October 31, 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.

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. Agreement – Town of Brookhaven – Regional Services

Mr. Lipshie and Ms. Card are requesting your approval of the following Agreement with the Town of Brookhaven- Highway Department for salt, sand and general repairs on an as needed basis for January 1, 2025 to December 31, 2025.

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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 agreement with the Town of Brookhaven - Highway Department for regional services including salt, sand and general repairs on an as needed basis for January 1, 2025 to December 31, 2025 and furthermore authorizes the President of the Board of Education to sign such agreement.”

7. **Donation – Miller Place PTO**

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to accept a donation of \$3,690.00 from the Miller Place PTO.

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 \$3,600.00 from the Miller Place PTO for the Athletic Department’s adaptive athletics program for \$2,500.00 and the Class of 2025 club of \$1,190.00.”

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 20, 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.”

2. **Memorandum of Agreement with The Miller Place Teachers’ Association**

Mr. Lipshie and Mr. Herrschaft are requesting your approval of the Memorandum of Agreement with The Miller Place Teachers’ Association regarding adding an assistant coach for the wrestling teams.

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 Memorandum of Agreement – Assistant Coach Wrestling with The Miller Place UFSD Teachers’ Association and furthermore authorizes the President of the Board of Education and the Superintendent of Schools to sign such agreement.”

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3. **Employee Examination for Employee Number 1194**

Mr. Lipshie and Mr. Herrschaft are requesting your approval of the 913 resolution for employee #1194.

RECOMMENDED MOTION: “BE IT RESOLVED that pursuant to Section 913 of the Education Law, employee #1194 in executive session is hereby directed to appear for a psychological examination in the office of Dr. Randall Solomon and it is;

FURTHER RESOLVED that Dr. Randall Solomon is hereby appointed school medical inspector pursuant to Section 913 of the Education Law in order to evaluate said employee’s ability to perform their duties.”

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 11-1-24; CPSE AMPS 11-7-24; CPSE-CSE AMPS 11-4-24; CSE AMPS 10-25-24; CSE AMPS 10-29-24; CSE LADSBS 11-4-24; CSE MPHS 10-24-24; CSE MPHS 10-31-24; CSE MPHS 11-8-24; CSE NCR 11-4-24; CSE NCR 11-6-24.”

2. **Contract - Comsewogue UFSD**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services Contract with the Comsewogue UFSD for Special Educational Services for the 2024-2025 school year for student identification numbers 600040781; 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 authorizes the contract with the Comsewogue UFSD for Special Educational Services from for the 2024-2025 school year for student identification numbers 600040781; 000102005; and furthermore, authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

3. **Contract – Middle Country CSD**

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Special Education Instructional Services Contract with the Middle Country Central School District for Special Educational Services for the 2024-2025 school year for student identification number 600043224.”

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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 the Middle Country Central School District for Special Educational Services from for the 2024-2025 school year for student identification number 600043224; 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

K. CONSENT AGENDA – APPROVAL

Ms. Reitan thanked the Miller Place PTO for their donations to the District.

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 4; No 0; Motion Carried

L. REPORTS AND PRESENTATIONS

1. Student Representative Report

The Board Student Representative, Lucy Chang, gave a report on the activities of Miller Place High School. She noted that the seniors are in the middle of completing college applications, and NHS and FLHS inductions were held and there has been some friendly competition between classes. There is going to be a Thanksgiving NHS food drive where they raised a few hundred pounds of food and they will be sending baskets to 14 families. She noted that they are excited to attend the playoff football game. They are starting a holiday toy drive and looking forward to the winter break.

2. Board Committees – no committee report

3. Bond 2021 Update

The AMPS gymnasium passed the fire marshal inspection and the certificate of occupancy paperwork was sent to NYSED Facilities Planning for approval. The new kindergarten playground is in use and the students are enjoying all of the new equipment. Regarding the MPHS ventilation project and the tree work for the emergency access road, the bid opening is scheduled for December 6. The other approved projects will be bid out in January. We expect most of this work to be completed in the summer of 2025. The 2021 bond project information can be found on the district website under departments > business office > bond information for your reference.

4. Strategic Plan Presentation Update

Ms. Reitan asked Mr. Lipshie to give the presentation on the final Strategic Plan for 2023-2028. Mr. Lipshie discussed the reasons for a strategic plan to give us some guidance, road map, guidance and metrics and embraced all the stakeholders “to build on our student success and to continue to make Miller Place the best possible District”and what the purpose of the strategic

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plan is including the utilization of surveys in order to get feedback to help shape the final plan. He noted that a strategic plan is the shared vision of the future which helps communicate and focus energy and resources around common priorities. He reviewed the planning timeline, committee membership, needs assessment, initial survey questions, community focus groups, and planning committee subgroups. He reviewed that the final plan includes the five pillars of transformation, goals, activities, vision statement, mission, values and discussed this information in detail. He read the vision statement *"Empowering excellence today, developing tomorrow's achievers, forever Miller Place proud"*. He said that this plan will have ongoing analysis, follow-up, and will not be a stagnant document. He noted that the presentation and final Strategic Plan document and presentations is posted on the district webpage under the district information tab for the community to reference. Ms. Reitan thanked Mr. Lipshie for the presentation and the entire committee for their work on the plan.

M. DISCUSSION – None

N. DISCUSSION AND ACTION – None

O. BOARD POLICIES – First Time Reading

1600	Use of School-Owned Materials and Equipment
2160	Code of Ethics
2200	Duties of District Clerk
2230	Duties of the External Independent Auditor
2230.E	Duties of the External Independent Auditor-Exhibit
2230.R	Duties of the External Independent Auditor-Regulation
2231	Duties of the Claims Auditor
2231.E	Duties of the Claims Auditor Warrant Certification
2231.R	Duties of the Claims Auditor-Regulation
2235	Duties of the Extra-Classroom Activities Fund Treasurer
5020.3	Students with Disabilities Pursuant to Section 504
5320	Student Conduct on School Buses
5320.R	Student Conduct on School Buses Regulation
6235	Use of District Funds for Political Expenditures
6236	Use of Federal Funds for Political Expenditures
6700	Purchasing
6700.R	Purchasing Regulation
6710	Principles of Purchasing
6720	Competitive Bids and Quotations
6730	Contracts for Services, Equipment and Materials
7100	Facilities Planning
8410	Student Transportation
8411	School Bus Scheduling and Routing
8411.E	Agreement to Provide Transportation on Private Roads
8411.R	School Bus Scheduling and Routing Regulation
8413	Transportation for Non-Public School Students
8414.5	Alcohol and Controlled Substance Testing for Drivers

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- 8414.5.R Alcohol and Controlled Substance Testing for Drivers Regulation
- 8415 Idling of School Buses, Other School Vehicles and Private Vehicles on School Grounds
- 8415.R Idling of School Buses, Other School Vehicles and Private Vehicles on School Grounds Regulation
- 9010.2 Sexual Harassment
- 9010.2.E-1 Complaint Form for Reporting Sexual Harassment
- 9010.2.R Sexual Harassment Regulation

P. BOARD POLICIES – Review – None

Q. BOARD POLICIES – Action

- 6670 Petty Cash Funds and Cash in School Buildings
- 6670.R Petty Cash Funds and Cash in School Buildings Regulation
- 9140.1 Employee Complaint Procedure
- 9140.1.R Employee Complaint Procedure Regulation

Ms. Reitan asked for a motion to approve the policies in action.

Mr. Galligan moved, seconded by Mr. Makarius, to approve the policy in action.

Yes 4; No 0; Motion Carried

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.

There were no comments from the public.

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 9:28 p.m.

Yes 4; No 0: Motion Carried

Respectively submitted by Ms. Louise Tromba, District Clerk