

MILLER PLACE UNION FREE SCHOOL DISTRICT  
MILLER PLACE, NEW YORK  
**MINUTES**  
MARCH 12, 2025

**Date:** March 12, 2025  
**Kind of Meeting:** Business Meeting  
**Place of Meeting:** MPHS Auditorium

**Those Present:**

|                                              |                                                                 |
|----------------------------------------------|-----------------------------------------------------------------|
| Board President:                             | Ms. Lisa Reitan                                                 |
| Board Vice-President:                        | Mr. Bryan Makarius (arrived at 7:06 p.m.)                       |
| Board Trustee:                               | Mr. John Galligan                                               |
| Board Trustee:                               | Ms. Johanna Testa                                               |
| Board Trustee:                               | Ms. Andrea Spaniolas                                            |
| Superintendent of Schools:                   | Mr. Seth Lipshie (left at 9:15 pm)                              |
| Assistant Superintendent:                    | Ms. Susan Craddock (left at 9:15 pm)                            |
| School Business Official:                    | Ms. Colleen Card (left at 9:15 pm)                              |
| Executive Director for Educational Services: | Ms. Sandra Wojnowski (left at 9:15 pm)                          |
| Director Human Resources:                    | Mr. Chris Herrschaft (arrived at 7:08 p.m and left at 9:15 pm.) |
| District Clerk:                              | Ms. Louise Tromba                                               |

**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 MARCH 26, 2025, BUSINESS MEETING**

**A. BOARD SESSION**

**1. Open Business Meeting MPHS – 7:00 PM**

Ms. Reitan called the business meeting to order at 7:03 p.m.

**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. CONSENT AGENDA - FINANCE/FACILITIES**

**1. Accept External Audit Report**

Mr. Lipshie and Ms. Card are requesting your approval of the following resolution to accept the External Federal Single Audit Report and related documents.

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**RECOMMENDED MOTION: “BE IT RESOLVED**, that the Board of Education of the Miller Place Union Free School District hereby accepts the Federal Single Audit Report dated June 30, 2024 and audit letter dated February 26, 2025 which have been submitted by the District’s External Auditors, Cullen and Danowski, LLP, along with the District’s response to these documents dated February 28, 2025.

- Federal Single Audit Report with Independent Auditor’s Report;
- School District’s response to the Federal Single Audit Report.”

2. **Bid Award – Bond 2021 Work**

Mr. Lipshie and Ms. Card recommend and request your approval of the bid recommendations of Michael J. Guido, District Architect.

**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 hereby awards bid #25-19, for the listed contract to the lowest responsible bidder meeting bid specifications as follows:

District opened the bids on March 6, 2025, and hereby awards the Bid No. 25-19 for the listed contract to the lowest responsible bidder meeting the bid requirements;

| <u>Contract No.</u> | <u>Type</u> | <u>Vendor</u>             | <u>Bid Amount</u> |
|---------------------|-------------|---------------------------|-------------------|
| • Contract #16C     | Site Work   | Stasi General Contracting | \$597,000.00      |

**AND FUTHERMORE** authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreements.”

3. **Bid Awards – Bid #25-19 – Contract #16D & 19A – General Construction & Electrical**

Mr. Lipshie and Ms. Card recommend and request your approval of the recommendations of Michael J. Guido, District Architect, as follows: to reject Contract #16D, General Construction due to a technical issue at the bid opening. The district did not receive any bids for Contract #19A, Electrical and will have to issue a new bid.

**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 hereby approves the following:

**WHEREAS**, the Board of Education received bids in response to bid specifications for Bond Issue Related Capital Improvements including General Construction, as part of the voter approved 2021 Bond, Contract #16D (the “Contract”); and

**WHEREAS**, the Board of Education has the discretion to reject all bids received and call for new bids when it is in the best interest of the District to do so.

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**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby rejects all bids that it received in connection with Contract #16D; and

**BE IT FURTHER RESOLVED**, that the Board of Education directs the administration to revise the bid specifications as is deemed necessary and to rebid and re-advertise the revised Contracts in accordance with law.”

**D. CONSENT AGENDA – PERSONNEL**

**1. Personnel Agenda**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the attached personnel list of March 12, 2025.

**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 hereby approves the attached personnel list of March 12, 2025, as presented.”

**2. Memorandum of Agreement – 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 a retirement incentive.

**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 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.”

**3. Memorandum of Agreement–The Miller Place Administrators’ Association**

Mr. Lipshie and Mr. Herrschaft recommend and request your approval of the memorandum of agreement with the Miller Place Administrators Unit regarding a retirement incentive.

**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 memorandum of agreement with the Miller Place Administrators Association.”

**E. CONSENT AGENDA – OTHER**

**1. Waiver and Liability Release – Town of Brookhaven**

Mr. Lipshie and Mr. Petrie are requesting your approval of the waiver and liability release from the Town of Brookhaven for utilizing the Brookhaven Town fields for the Spring 2025.

**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 waiver and liability release with the Town of Brookhaven for the

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Brookhaven Town fields for Spring 2025 and furthermore authorizes the Board President to sign such waiver.”

**F. CONSENT AGENDA - APPROVAL**

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

Mr. Galligan moved, seconded by Ms. Spaniolas, to accept the Consent Agenda.

Yes 5; No 0; Motion Carried

**G. BOARD POLICIES – First Time Reading – None**

**H. BOARD POLICIES – Review**

1050 Annual District Meeting

6130 Budget Vote and Procedures for Voters Propositions

**I. BOARD POLICIES – Action – None**

**J. REPORTS AND PRESENTATIONS**

1. Budget Workshop Presentation

Ms. Card gave her second presentation of the Superintendent’s Proposed Budget for the 2024-25 school year. She reviewed budget schedules, total revenues and expenditures, enrollment history, projected class size information, occupational education, co-curricular activities, clubs and athletics, proposed revenue plan, governor’s state aid proposal, state aid ratios for the district, property tax levy cap history, tax cap calculation, projected revenue budget category breakdown, and proposed expenditure plans. She also provided detailed categorical expense. Ms. Card reviewed upcoming budget dates and stated that the next Budget Workshop will be held on Wednesday, March 26, 2025, during the regular Business Meeting. She reminded everyone that all of the budget information is posted on the District website under the Business Office department section for easy access and review including the line-by-line budget document. Ms. Card asked the board if they had questions about the presentation. A question was asked about the Board of Education code which relates to the cost for taping the board meetings. Additionally, the community made comments about bonds that have been paid off and the board meeting webpage which Ms. Card answered.

**K. OTHER – None**

**L. MOVEMENT TO/FROM EXECUTIVE SESSION**

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

Mr. Makarius moved, seconded by Mr. Galligan, to move into executive session for specific personnel, and legal matters at 7:23 p.m.

Yes 5; No 0; Motion Carried

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**MOVEMENT TO RETURN TO PUBLIC SESSION**

Ms. Reitan asked for a motion to exit the executive session and reconvene the business meeting at 9:50 p.m.

Ms. Spaniolas moved, seconded by Ms. Testa, to exit the executive session.

Yes 5; No 0; Motion Carried

**M. MEETING ADJOURNMENT**

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

Ms. Spaniolas moved, seconded by Ms. Testa, to adjourn the meeting at 9:50 p.m.

Yes 5; No 0: Motion Carried

**Respectively submitted by Ms. Louise Tromba, District Clerk**