

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
MAY 6, 2025

Kind of Meeting: Business Meeting/Budget Hearing
Place of Meeting: Auditorium
Time of Meeting: 7:00 P.M.

Those Present:

Board President:	Ms. Lisa Reitan
Board Vice-President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Superintendent of Schools:	Mr. Seth A. Lipshie (left at 8:05 pm)
Assistant Superintendent:	Ms. Susan G. Craddock (left at 8:00 pm)
School Business Official:	Ms. Colleen Card
Executive Director for Educational Services:	Ms. Sandra Wojnowski (left at 8:00 pm)
Director of Human Resources:	Mr. Christopher Herrschaft (left at 8:00 pm)
District Clerk:	Ms. Louise Tromba

Those Absent:

Board Trustee:	Ms. Andrea Spaniolas
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Invitee:

Attorney for the District:	Mr. Eric Levine (arrived at 7:35 pm)
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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 MAY 28, 2025, BUSINESS MEETING.

A. BOARD SESSION begins at approximately 7:00 p.m. – Miller Place High School

1. Ms. Reitan called the business meeting to order at 7:10 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. 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.

Residents posed questions pertaining to the library proposition and deadlines for absentee ballots. Ms. Card answered these questions. She noted that the library proposition is for the annual contract for library services for the Port Jefferson and Comsewogue Libraries for any district resident to use their services. This contract is based on the population of 15,150 of the Miller Place UFSD as of 2020 which charges 152.83 per person. The District has no control over this contract and is required by the library system to submit to the voter each year for approval. Regarding the absentee ballots deadline, the deadline to mail an absentee ballot to a voter is May 13, 2025 and to hand deliver is May 19, 2025. Absentee ballots must be received at District Office by May 20, 2025 at 5 pm in order to be counted.

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D. CONSENT AGENDA – FINANCE AND FACILITIES

1. Contract-Lessing’s Hospitality Group - Port Jefferson Country Club-2026 Junior Prom

Mr. Lipshie and Ms. Card are requesting your approval of the resolution to approve the contract with Lessing’s Hospitality Group – Port Jefferson Country Club for the 2026 Junior Prom for Friday, April 24, 2026, which the students in the 2025-26 class agreed upon as the venue.

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 authorizes the contract with Lessing’s Hospitality Group – Port Jefferson Country Club for the 2026 Junior Prom and furthermore authorizes the President of the Board of Education to sign such agreement.”

2. Construction Change Order

Mr. Lipshie and Ms. Card are requesting your approval of the resolution of the bond change order to increase/decrease to the total required payment to the vendor.

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 accept and approve the attached construction change order with Relle Electric Corp and authorizes the Board President and Superintendent of Schools to sign such change order as listed below.”

Project	SED #	Contractor	Description	Amount
2021 Bond Phase 2	0002-021	Relle Electric Corp	C/T Cabinet, Circuit Breaker, Panelboard	\$30,257.99

E. CONSENT AGENDA – PERSONNEL

1. Personnel Agenda

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 hereby approves the attached personnel list of May 6, 2025, as presented.”

F. 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 3; No 0; Motion Carried

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G. REPORTS AND PRESENTATIONS

1. Budget Hearing

Ms. Reitan introduced Ms. Card to speak about the 2025-26 proposed budget hearing information and she reviewed the budget hearing handout in detail. She noted that the budget information is posted on the district website for the community to reference included this handout.

A community resident had a question regarding the bond information and about the tax levy on the budget newsletter. Ms. Card noted that the Space Bond and Bond 2014 final payments will be in the 2029-30 school year and the Energy Performance Contract 2012 (EPC) final payment will be in 2027-28 school year, and that the District had completed a payment on a prior bond a year or two ago. With respect to the property tax levy, this information is included in the revenue section of the budget newsletter under Property Taxes & STAR program and the tax levy is increasing by 3.21%. She noted that for the tax levy cap calculation, the overall change in debt service less building aid from 2024-25 to 2025-26 was \$543,979 which is offset by utilizing fund balance to offset this increase for tax payers.

H. MOVEMENT TO/FROM EXECUTIVE SESSION

Ms. Reitan asked for a motion to go into Executive Session for matters concerning specific legal and personnel issues.

Mr. Makarius moved, seconded by Mr. Galligan, to go into Executive Session for matters concerning specific contractual negotiations at 7:31 p.m.

Yes 3; No 0; Motion Carried

Ms. Reitan asked for a motion to move out of the Executive Session to return to public session.

Mr. Makarius moved, seconded by Mr. Galligan, to move out of the Executive Session at 9:04 p.m.

Yes 3; No 0: Motion Carried

I. ADJOURNMENT OF MEETING

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

Ms. Makarius moved, seconded by Mr. Galligan, to adjourn the meeting at 9:05 p.m.

Yes 3; No 0: Motion Carried

Respectively submitted by Ms. Louise Tromba, District Clerk