

MILLER PLACE UNION FREE SCHOOL DISTRICT
MILLER PLACE, NEW YORK
MINUTES
DECEMBER 17, 2025

Date: December 17, 2025
Kind of Meeting: Business Meeting
Place of Meeting: MPHS

Those Present:

Board President:	Ms. Lisa Reitan
Board Vice-President:	Mr. Bryan Makarius
Board Trustee:	Mr. John Galligan
Board Trustee:	Ms. Jennifer Keller
Board Trustee:	Ms. Andrea Spaniolas
Superintendent of Schools:	Mr. Seth Lipshie
Assistant Superintendents:	Ms. Susan Craddock
School Business Official:	Ms. Colleen Card
Director of Human Resources:	Mr. Chris Herrschaft
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 JANUARY 28, 2026 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 6:34 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. Makarius moved, seconded by Mr. Galligan, to move into executive session for specific legal and specific personnel matters.

Yes 5; No 0; Motion Carried

Ms. Reitan asked for a motion to exit the executive session and reconvene the business meeting at 8:12 p.m.

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

Yes 5; No 0; Motion Carried

2. Ms. Reitan reviewed the emergency procedures.

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A. RECOGNITION

1. Recognition of Veterans

There were no veterans at the meeting.

2. Recognition of Media

There was no media present at the meeting.

B. MESSAGES

1. Superintendent Message

Ms. Reitan introduced Mr. Lipshie to give his message, who welcomed everyone to the December Board of Education meeting. He noted the safety concerns that our school campuses are experiencing and on the streets of Miller Place and Sound Beach communities with the increased use of e-bikes and e-scooters. In conjunction with the Suffolk County Police Department's guidance on laws governing the operation of e-bikes and e-scooters, the Miller Place School District has banned e-bikes, e-scooters, minibikes or any similar motorized transportation from our school grounds. In addition, the Miller Place School District is partnering with neighboring School Districts on the North Shore with the Suffolk County Police Department to educate parents, guardians and students about the safe use and laws governing e-bikes and e-scooters. The Suffolk County Police Department presentation will be hosted by the Miller Place School District which will take place after the New Year.

He reviewed the recent Superintendent's Conference Day where faculty and staff participated in a variety of conferences, workshops and articulation sessions throughout the day. He noted that parent-teacher conferences were held for students in grades K-5.

Administration, staff and Board of Education members gathered with the Brindley family and friends for a dedication ceremony for the naming of the District Office Conference Room in honor of Grace J. Brindley, a highly respected and long-serving member of the Miller Place community. The Board of Education approved of the naming to recognize Dr. Brindley's leadership, commitment, and decades of service to the students, staff, and families of Miller Place.

Traditional food drives were conducted to assist families in need in the Miller Place community for the Thanksgiving holiday. Each school and District Office held collections and fundraisers to stock local and district food pantries. The Miller Place PTO also provides Stop and Shop gift cards to over 40 families in need throughout the District.

At AMPS, SCPD Officer Allison spoke to students about the many roles of a police officer in our community and about safety tips for students including wearing seat belts, not talking to strangers, wearing a helmet when riding a bicycle, asking to pet dogs before touching them. Officer Berry (AMPS parent) was also in attendance. At LADSBS, Students were visited by musician/songwriter Jared Campbell. He performed a concert for all to inspire and promote kindness and care and becoming leaders who support those around you. Several Fourth grade classes learned about the Veterans Day from guest speaker, Sergeant Cronk who shared his experience serving 12 years in the military in both the Air Force and the Marines and Master

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Sergeant Jackowski of the USAF who shared his experience in the Air Force. Fourth grade students wrote letters of appreciation to thank service members for their dedication and sacrifice which were delivered and distributed to the Westhampton Beach Air Force Base in honor of the holiday. Fifth grade students participated in a Family Connect Night where students enjoyed playing family-style games with their parents and classmates.

At NCRMS, National Junior Honor Society inducted sixty-five students and Mr. Sullivan, Social Studies teacher, was selected as the honorary member. In honor of Veterans Day, staff and students collected biographies, photos of family members and friends of our students, who have served our country. These veteran profiles recognized, celebrated and honored those individuals for their courage and sacrifice. Students created patriotic pennants and wrote letters of appreciation to thank veterans for their service. These letters were delivered to patients at the Northport VA Hospital. The Family and Consumer Science Class and a first-grade class worked together to create tooth pillows. The first-grade students decorated the pillow shapes and the Family and Consumer Science students stitched and stuffed them, turning them into pillows. During Digital Citizenship Week, sixth grade homeroom classes visited the library for a lesson exploring the connection between technology and personal values.

At MPHS, the National Honor Society inducted eighty students for their academic excellence and Mr. Weber, Social Studies Teacher, was selected as the honorary member by students. The Reading Buddies Club visited AMPS to read to students and help them create Thanksgiving Craft. The college forensics class welcomed guest speaker Mr. Galdi, from the Suffolk County Crime Lab: and he presented real-case forensic techniques to help solve crimes. Sports History and Sports Marketing students participated in Sports Business Day with the New York Jets which included a full behind the scenes tour of Metlife Stadium to experience what it takes to run an NFL franchise. Spanish III classes welcomed guest speaker Patricia Sandover-Parker, who shared her Guatemalan culture and insights into the history and significance of the tortilla as a symbol of community and heritage throughout Latin America. The Class of 2027 transformed MPHS into a Winter Wonderland where they created 20 themed rooms to entertain and create holiday crafts with the community's younger students.

Miller Place Music Department honored our veterans with a musical performance at the annual Sound Beach Civic Association Veterans Day ceremony. The NCRMS Orchestra class hosted Mr. Samuel Gelfer, who studied Music Education at SUNY Fredonia and earned his Master's in Music from Stony Brook University who incorporated traditional Celtic, Scandinavian, and American folk music styles into the classroom through lessons on fiddle tunes and improvisation. Mr. Lipshie noted that the last two winter concerts are upcoming in the next week. He reminded everyone to check the calendar on the District website for the following upcoming events including LADSBS STEAM Night, MPHS Driver Safety Program, MPHS Tri-M Honor Society induction ceremony, AMPS STEAM Night, and incoming 9th grade Parent Orientation.

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 wished the Miller Place Community a happy and healthy holiday season with your families!

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2. Board Members Message

Ms. Reitan expressed her appreciation for all the community members that are taking part in the classrooms. Regarding the Superintendent search, a live survey link was sent to the community in an email and is posted on the main page of the website until January 9, 2026. The survey is being used to gather information for the consultants to see what qualities our community is looking for in our next Superintendent. On January 5, 2026 and January 6, 2026 the consultants will be meeting with different community and school community focus groups. On January 5th, the search firm will be meeting with the focus groups including the current superintendent, cabinet members, various directors, curriculum specialists, NCRMS students, faculty, clerical staff, and facilities staff. On January 6, 2026, the search firm will be meeting with the building administration, union officers, MPHS students, parent leaders from Miller Place Friends of the Arts, Miller Place Booster Clubs, Miller Place PTA/PTSA, Miller Place PTO and other community member leaders. Finally, they will meet with the community at large, and anyone that wants to participate is welcome to attend. Connect Ed messages and invitations have been sent out. The search firm will gather this information and give it to the Board of Education, and we will put it together and will use that data to guide them in selecting the next Superintendent of Schools. She noted that the Board would continue to provide search updates at board meetings.

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.

There were no public be heard comments regarding the agenda items.

D. 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 17, 2025 Business Meeting, November 19, 2025 Business Meeting, and November 19, 2025 Audit Committee Meeting.”

E. CONSENT AGENDA – FINANCE/FACILITIES

1. Treasurer Reports

This resolution accepts the Treasurer Reports for the period ending November 30, 2025.

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 November 30, 2025.”

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2. **Financial Reports**

This resolution accepts the Financial Reports for the period ending November 30, 2025.

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 November 30, 2025.”

3. **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.”

4. **Agreement – SCOPE Education Services**

Mr. Lipshie and Ms. Card are requesting your approval of the following SCOPE Education Services for Behavior Counselors Independent Consulting Agreement resolution to approve amending the contract with SCOPE Education Services for the 2025-26 school year.

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 approves the amending the contract with SCOPE Education Services for the 2025-2026 school year and furthermore authorizes the President of the Board of Education to sign such agreement.”

F. **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 December 17, 2025, as presented.”

2. **Stipulation of Settlement with the Clerical Unit**

Mr. Lipshie and Mr. Herrschaft are requesting your approval of the Stipulation of Settlement and Release with the Clerical Unit regarding Employee #2941.

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 Stipulation of Settlement with The Miller Place UFSD Clerical Unit regarding Employee #2941 and furthermore authorizes the President of the Board of Education and the Superintendent of Schools to sign such agreement.”

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G. CONSENT AGENDA – SPECIAL EDUCATION RECOMMENDATIONS

1. CSE and CPSE Recommendations

Mr. Lipshie and Dr. Koch 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 11-14-25; CPSE AMPS 11-19-25; CSE AMPS 11-12-25; CSE AMPS 11-18-25; CSE AMPS 11-21-25; CSE LADSBS 10-24-25; CSE LADSBS 11-20-25; CSE MPHS 11-24-25; CSE MPHS 12-3-25; CSE NCR 12-8-25; CSE OOD 11-10-25; CSE OOD 11-20-25; CSE OOD 11-25-25.”

2. Contract – Shoreham Wading River Central School District 2025-26

Mr. Lipshie and Ms. Wojnowski are requesting your approval of the Shoreham Wading River Central School District and the Miller Place School District for the school year 2025-2026.

RECOMMENDED MOTION: “BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that Board of Education of the Miller Place Union Free School District hereby accepts the attached contract (Re: students #: 600040166, 600042017600040373) and furthermore authorizes the President of the Board of Education and Superintendent of Schools to sign such agreements.”

3. 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 2025-2026 school year for student #: 000102005, 60004078.”

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 2025-2026 school year for student #: 000102005, 60004078 and furthermore, authorizes the President of the Miller Place Union Free School District Board of Education to sign such agreement.”

H. CONSENT AGENDA – CURRICULUM AND INSTRUCTION – None

I. CONSENT AGENDA – OTHER

5. Agreement – School Leadership LLC

Please approve the revised Agreement between Miller Place Union Free School District, and School Leadership, LLC to conduct a search for a new Superintendent of Schools.

RECOMMENDED MOTION: “BE IT RESOLVED, that the Miller Place Union Free School District hereby approves the revised Agreement with School Leadership, LLC to search for a new Superintendent of Schools.”

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J. CONSENT AGENDA – APPROVAL

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

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

Yes 5; No 0; Motion Carried

K. REPORTS AND PRESENTATIONS

1. Student Representative Report

Ms. Reitan introduced Stephen Ye, board student representative. He provided an update that the high school has been busy with a series of spirited student events including the annual door decorating competition and the Junior Class hosted Winter Wonderland which was filled with lots of festive energy. He noted that the winter concert series is underway if anybody wants to attend and that it is nice to see such support from families in the community. The Foreign Language Society have their field trip to NYC this Friday where they will visit the Metropolitan Museum of Art, Rockefeller Center, and Bryant Park. He said that this week marks the release of many early college application decisions and that college decisions make it an especially meaningful and emotional time for the Senior Class.

2. Board Committees:

Audit Committee

Mr. Makarius reported that the District held its Audit Committee Meeting on November 19, 2025 with the audit firm Nawrocki Smith, LLP. The committee met with the audit manager to discuss and review the audit function, final reports, and specific staff performance. The manager reviewed the key control reports that were finalized for the 2024-25 school year. The key control reports covered employee hiring and retirement calculations. The Committee reviewed the required annual 2024-25 Risk Assessment report which reviews the overall internal controls of the district. There were no findings on these reports. This completed the audit reports for the 2024-2025 school year. The Committee then reviewed the internal audit plan for 2025-26 school year. The Board accepted the audit reports and district responses at the November board meeting. The committee will meet the auditors again in the spring.

Health and Safety Committee

Mr. Galligan reported that the Health and Safety committee met on November 4, 2025. He reviewed that District Architect, Mr. Guido, updated the committee on the bond work. At MPHS: classroom air conditioning work complete, two art classrooms, and two parking lots were completed and that at NCRMS, two classrooms were updated and the electrical service update for the ventilation was completed at NCRMS. This completes all ventilation projects. He noted that the District is still awaiting a town permit to put the emergency roadway in attached to Miller Place Road. The District has moved the tennis courts from the B-list to the work list and this project is currently in design as is the robotics/tech room. The plan is to complete these projects next summer if all permits are received in time. He noted that a new radio server has been installed, that a building management server was replaced, some classroom tile work, and the NCRMS PA System was fully replaced.

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At LADSBS, some classroom tile was abated and replaced over the summer and the lower level girls bathroom was updated this summer. At AMPS, the lock system is being replaced and some classroom tile was abated and replaced over the summer, some fencing was replaced including the shared driveway, UPK arrival area, and upper playground shared fence. We plan on replacing additional fencing on the upper hill to the right and left of the driveway once we have a chance to survey the property line. The District will be holding the early dismissal drill shortly which practices leaving school early in case of an emergency. The Stop the Bleed Kits in every district room are in the process of being updated and should be completed by Veterans Day. It was noted that if a committee member has a potential concern to report it and not to wait for these meetings as the District would rather address concerns immediately when possible or when appropriate.

Curriculum Committee

Ms. Keller reported that the Curriculum committee met on November 6, 2025. She highlighted the impressive accomplishments of our students and the focused efforts the district is undertaking to enhance our curriculum, noting that our commitment to excellence is reflected in the energy and engagement we see across all grade levels. Our students are active both inside and outside the classroom, demonstrating responsibility, academic depth, and community spirit. In our elementary schools: students participated in a Duck Pond 4th grade field trip and learned lessons during Fire Safety Day. Our 5th graders enjoyed a field trip to the Bronx Zoo to see the new "World of Darkness" exhibit. Miller continues to support student safety through the ROAR Initiative and the Jared Campbell assembly. AMPS students participated in reading and writing practices by creating literary connections through books and personal experiences. The elementary schools are supporting student learning in social studies, Foundations, multidisciplinary challenges, character education and science. Students are encouraged to build their civic skills by celebrating community traditions and writing letters of appreciation to members of the Miller Place Fire Department and the Sound Beach Fire Department. At NCRMS and LADSBS, fostering empathy and building global competency were addressed. In the NCRMS Explorations in Literature course, students read A Long Walk to Water, which focuses on Sudan which supports this development. The grade three curriculum covers communities around the world and students actively engaged in a six-week partnership with students in Kenya to learn about different cultures, traditions, and interests. At the middle and high school levels, students are diving into academic work and are participating in field trips including MPHS ELA students who have been developing academic skills, learning different strategies for writing essays, students participated in peer reviews and wrote essays based on challenging first-quarter units while exploring different literary theories. The business department utilized cooperative learning to teach business skills and students were actively engaged in the learning process. Computer literacy courses completed a workshop on cybersecurity, digital footprints, and practice in software skills. The Sports Marketing course completed a field trip to Top Golf, where they learned about advertising, branding, and company mergers. The AP Government students completed a field trip to the Suffolk County Legislature Office in Riverhead for a mock legislature meeting. These efforts, from strengthening our ELA analysis skills, field trips, and intentionally fostering empathy through literature, demonstrate the district's commitment to providing a well-rounded education for our students.

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Wellness Committee

Ms. Reitan reported that the committee met on November 12, 2025. They discussed food drives, donations and activities going on throughout the schools for students and families that are in need of food, personal hygiene or clothing supplies. The counselors in every building are made aware of those children and families that need help. We have an NCRMS food bank that runs through the MPPTO which is available year-round for anyone in need. There are also available behavior counselors that identify families of need and/or teachers will make recommendations if there are students that are in need. If anyone knows of someone in need please contact someone in the building. We have a new food service director, Catherine Frielingsdorf. The wellness policies are reviewed every three years and will be reviewed this year. A new athletic trainer has been hired who also handles the defibrillators and checking the batteries to make sure that they are up-to-date, etc.

3. Bond 2021

Ms. Reitan advised that Dr. Galligan covered most of the bond updates in his committee report and Ms. Card had no additional updates at this time.

4. MPHS Course Offering Guide

Ms. Craddock, Superintendent of Curriculum and Mr. White, Assistant Principal presented an overview of the Course Offering Guide: “A Blueprint for Student Success” at the meeting. This presentation reviewed course offerings and scheduling, alignment with the Miller Place UFSD Strategic Plan 2023-2028 goals concerning rigor and diverse offerings, alignment with the New York State Portrait of a Graduate, the Miller Place High School scheduling process, and the components of the 2026-2027 Miller Place High School Course Offering Guide.

L. DISCUSSION – None

M. DISCUSSION AND ACTION

1. Code of Conduct 2025-26

Mr. Lipshie and Mr. Herrschaft are requesting your approval of the revised 2025-26 Code of Conduct.

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 reapproves the revised 2025-26 Code of Conduct.”

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

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

Yes 5; No 0; Motion Carried

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2. **Miller Place District-Wide Comprehensive School Safety Plan**

Mr. Lipshie and Ms. Card are requesting your approval of the following resolution to approve the revised District-Wide Comprehensive School Safety Plan for the 2025-26 school year. This plan is mandated by the NYSED in accordance with the Safe Schools Against Violence in Education (SAVE) legislation. This plan shows general procedures, programs, and curricula that the District has implemented to prevent or minimize the effects of serious incidents or emergencies. This revision has been updated with additional cardiac care information.

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 revised 2025-26 District-Wide Comprehensive School Safety Plan.”

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

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

Yes 5; No 0; Motion Carried

N. BOARD POLICIES – FIRST TIME READING

3420	Use of Credit Cards
3420.F	Credit Card Form
3420.R	Use of Credit Cards Regulation
5162	Students Dismissal Precaution
5810	Confidentiality and Access to Individualized Education Programs (IEPs), Individualized Education Services (IESPs), and Service Plans (SPS)
5811	Homeless Children
5811.R	Homeless Children Regulation

O. BOARD POLICIES – REVIEW

5140	Student Wellness
5140.R	Student Wellness-Regulation
5140.1.R	Student Wellness-Administrative Guidelines
5146	Food Allergy Policy
5251	Fundraising
5700	Voter Registration Policy
6110	Budget Planning
6111	Budget Deadlines and Schedules
6113	Dissemination of Budget Recommendations
6120	Budget Hearing
6133	Administration of the Budget
6135	Contingency Budget
6150	Budget Transfers
6630	School District Report Cards
6635	Publication of the District’s Annual Financial Statements
6830	Expense Reimbursement
6830.R	Expense Reimbursement Regulation

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6950	Records Management
8500	School Lunch and Breakfast Program
8505	Meal Charges
8700	Insurance

P. BOARD POLICIES – ACTION

4321.12 Use of Time Out Rooms, Physical Restraints and Aversives
4321.12-R Use of Time Out Rooms, Physical Restraints and Aversives Regulation

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

Mr. Makarius moved, seconded by Ms. Spaniolas, to approve the policies in action.

Yes 5; No 0; Motion Carried

Q. OTHER – None

R. 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.

Residents and a student stated that there is a need for a JV cheer spirit team and a JV competition cheer team in the Fall. One parent expressed the importance of education and students taking state tests.

S. MOVEMENT TO/FROM EXECUTIVE SESSION

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

Mr. Makarius moved, seconded by Mr. Galligan, to adjourn the meeting at 9:17 p.m.

Yes 5; No 0: Motion Carried

Respectively submitted by Ms. Louise Tromba, District Clerk