

TYPE: Board Meeting

DATE: 2/7/2022 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

- 1. Call to Order Info

2. PLEDGE OF ALLEGIANCE

- 1. Pledge of Allegiance Info

3. EDUCATIONAL PRESENTATIONS

- 1. High School - The Grid Method Info

4. PUBLIC PARTICIPATION

- 1. Note: The audience is asked to kindly present all comments at this time. If the chairman deems it wise, participation may be limited to one (1) five-minute presentation. Info

5. MINUTES

- 1. Approval of the minutes of the January 24, 2022 Board of Education Meeting Action

6. SPECIAL EDUCATION

- 1. Approval of CSE recommendations from the following meeting dates: 1/14, 1/18, 1/19, 1/20, 1/21, 1/25, 1/27, 1/28, 1/31, 2/1 and CPSE 1/12, 1/18 and 1/19. Action

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- 1. Resolution authorizing the execution of an individual student tuition contract for the 2021/22 - 2023/24 school years Action
- 2. Resolution authorizing the execution of Change Order #1 with Milcon Construction Corp for the MS Roof Replacement Project Action
- 3. Authorization for Annual Herbicide & CrabGrass Application for Spring 2022 Action
- 4. Resolution authorizing the execution of an accounting agreement with Keeping Your Books Action

9. PERSONNEL

- 1. Resignation/ES Office Assistant Action
- 2. Rescind Appointment/Additional MS ELA Section Action
- 3. Appointment/HS Permanent Substitute Teacher Action
- 4. Appointment/HS Permanent Substitute Teacher Action
- 5. Appointment of Substitutes Action
- 6. Request for a Military Leave of Absence/HS Foreign Language Teacher Action
- 7. Extension of Appointments/HS Spanish Sections Action

10. REPORTS

- 1. Posting Info

11. OLD BUSINESS

12. NEW BUSINESS

- | | | |
|----|-------------------------------------|------|
| 1. | Budget Presentation - High School | Info |
| 2. | Budget Presentation - Guidance | Info |
| 3. | Budget Presentation - Athletics | Info |
| 4. | Budget Presentation - Middle School | Info |

13. EXECUTIVE SESSION

14. ADJOURNMENT

January 24, 2022

A regular meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the Middle School Chorus Room of the Westhampton Beach Public Schools, Westhampton Beach, New York, on January 24, 2022.

Board of Education members present: Ms. Suzanne M. Mensch, Ms. Dawn Arrasate, Ms. Joyce Donneson, Mr. George R. Kast, , Mr. Halsey C. Stevens.

Absent: Ms. Stacy Rubio and Ms. Heather Wright

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; William Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business; Charisse Miller, Middle School Principal; and approximately 46 students, staff and community members.

The meeting was called to order by Ms. Suzanne Mensch, President, at 7:00 p.m.

The pledge was conducted.

EDUCATIONAL PRESENTATION

Ms. Miller and several Middle School students gave a presentation on their plans for an Outdoor Learning Space at the Middle School.

PUBLIC PARTICIPATION

Questions were raised regarding the mask mandate.

APPROVAL OF MINUTES

On motion of Mr. Stevens, second by Mr. Kast, the minutes of the January 10, 2022, Board of Education meeting, to be and hereby are approved.

Vote: Yes 5 No 0

SPECIAL EDUCATION

The Board reviewed the recommendations of the Westhampton Beach UFSD CSE meetings of 12/8, 12/9, 12/10, 12/14, 12/15, 12/20, 12/22, 1/4, 1/5, 1/6 and 1/14/2022.

On motion of Mr. Stevens, second by Mr. Kast, the Board of Education has no objections to the recommendations of the Committee and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.

Vote: Yes 5 No 0

FINANCIAL REPORTS

On motion of Mr. Kast, second by Mr. Stevens, the Tuition and Tax Payments through December 31, 2021; Trial Balances through December 31, 2021; Budget Status Report as of December 31, 2021; Revenue Status Report through December 31, 2021; Budget Transfer Report Oct - Dec 2021; Treasurer's Reports Oct - Dec 2021, Treasurer's Scholarships 2nd quarter; Collateral Reports Oct - Dec 2021; Extra Classroom Activity Reports for the ES Oct - Nov 2021 and HS for Dec 2021, the Audited and Paid Claims Dec 10 – Jan 11, 2022; to be and hereby are approved.

Vote: Yes 5 No 0

APPR HARDSHIP WAIVER APPLICATION

On motion of Mr. Stevens, second by Ms. Donneson, the following resolution authorizing the submission of an APPR Undue Burden Independent Evaluator Hardship Waiver Application, to be and hereby is adopted:

BE IT RESOLVED, that the Board of Education of the Westhampton Beach Union Free School District, upon the recommendation of the Superintendent of Schools, hereby approves the submission of an Undue Burden Independent Evaluator Hardship Waiver application to the New York State Education Department and hereby authorizes the Superintendent of Schools and the Board President to execute and submit such application on behalf of the District.

Vote: Yes 5 No 0

BUDGET TRANSFER

On motion of Ms. Donneson, second by Mr. Stevens, the following budget transfer, to be and hereby is approved:

From	To	Total Transfer Amount
A9760.710.00.05	A1420.400.00.05	\$100,000.00
A9050.800.00.05	A1420.400.00.05	70,000.00

Vote: Yes 5 No 0

CORRECTIVE ACTION PLAN

On motion of Ms. Arrasate, second by Mr. Stevens, the resolution to adopt the District's corrective action plan in response to the External Auditor's Report for the fiscal year ending June 2021, as submitted, to be and hereby is adopted.

Vote: Yes 5 No 0

RESOLUTION / BUDGET HEARING AND VOTE DATE

On motion of Ms. Donneson, second by Mr. Stevens, the following resolution, to be and hereby is adopted:

BE IT RESOLVED to hold the Budget Hearing on Monday, May 9, 2022, in the High School at 7:00 p.m. and to hold the Annual Budget Vote and Board of Education Election on Tuesday, May 17, 2022, in the High School LGI room with voting hours from 7:00 a.m. to 9:00 p.m.

Vote: Yes 5 No 0

RESOLUTION / CANVASS VOTE STAFF

On motion of Mr. Stevens, second by Mr. Kast, the following resolution, to be and hereby is adopted:

BE IT RESOLVED to authorize the District Clerk to canvass individuals to serve as Election Inspectors for the Annual Budget Vote and Board of Education Election to be held on Tuesday, May 17, 2022, during the hours of 7:00 a.m. and 9:00 p.m., as well as individuals for the purpose of delivering absentee ballots to qualified residents of Westhampton Care Center, and where necessary, to assist such qualified residents in casting absentee ballots, and to authorize the District Clerk to fill any vacancies in these positions which may occur before such date.

Vote: Yes 5 No 0

RESOLUTION / WESTHAMPTON FREE LIBRARY

On motion of Mr. Kast, second by Ms. Arrasate, the following resolution, to be and hereby is adopted:

BE IT RESOLVED to place the following proposition on the May 17, 2022 ballot: to authorize the Westhampton Beach UFSD Board of Education to contract with the Trustees of the Westhampton Free Library in an amount to be determined for support and maintenance of said Library for the 2022/2023 year and that a necessary tax be levied therefor.

Vote: Yes 5 No 0

NY THERAPY

On motion of Mr. Kast, second by Mr. Stevens, the resolution authorizing the Board President to execute an addendum to the agreement with NY Therapy for the 2021/22 school year, as submitted, to be and hereby is adopted.

Vote: Yes 5 No 0

EDWARD J. VINSKI, PH. D.

On motion of Mr. Stevens, second by Mr. Kast, the resolution authorizing the Board President to execute an agreement with Edward J. Vinski, Ph. D. as a School Psychologist at \$85/hr. for the 2021/22 school year, as submitted, to be and hereby is adopted.

Vote: Yes 5 No 0

RESCIND SURPLUS

On motion of Mr. Kast, second by Ms. Donneson, the resolution to rescind the surplus of a Ford vehicle which was approved at the December 6, 2021 board meeting, to be and hereby is adopted.

Asset #	Make	Model	VIN #	Location
003319	Ford	250	1FTNF21528EC88175	B&G

Vote: Yes 5 No 0

JONATHAN HILLMAN

On motion of Ms. Donneson second by Mr. Kast, the resignation of Jonathan Hillman as an Elementary School Custodial Worker I, with his last day of work being January 25, 2022, to be and hereby is accepted.

Vote: Yes 5 No 0

MIRIAM NUNEZ OLEAS

On motion of Mr. Stevens second by Mr. Kast, the resignation of Miriam Nunez Oleas as a HS Food Service Worker, with her last day of work being December 23, 2021, to be and hereby is accepted.

Vote: Yes 5 No 0

COACHING APPOINTMENTS

On motion of Mr. Kast, second by Mr. Stevens, the following coaching appointment for the 2022 late winter sports season, to be and hereby is approved:

Sport	Coach	Salary	Step
MS Boys Volleyball	Randy Lein	\$34,309.45	3

Vote: Yes 5 No 0

BRITTNEY WHITE

On motion of Mr. Stevens, second by Mr. Kast, the appointment of Brittney White as a Special Education leave replacement teacher assigned to the Elementary School effective January 12 through June 24, 2022 at Step 1D, MA, \$59,755 (prorated), to be and hereby is approved.

Vote: Yes 5 No 0

KATHERINE CARR

On motion of Ms. Donneson, second by Mr. Kast, the appointment of Katherine Carr as a .6 FTE Social Worker leave replacement assigned to the Elementary School effective January 25 through June 3, 2022 at Step 1D, MA, \$59,755 (prorated), to be and hereby is approved.

Vote: Yes 5 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS

There was no New Business on the agenda.

EXECUTIVE SESSION

On motion of Mr. Kast, second by Mr. Stevens, the Board of Education to convene to Executive Session at 8:15 PM to discuss specific personnel matters, to be and hereby is approved.

Vote: Yes 5 No 0

On motion of Mr. Stevens, second by Mr. Kast, the Board of Education to reconvene from Executive Session at 9:05 PM, to be and hereby is approved.

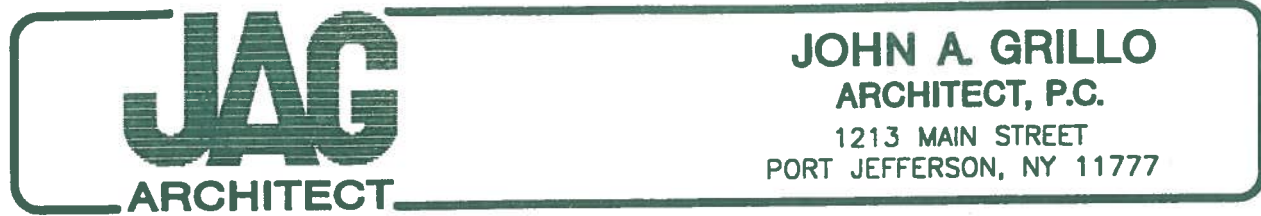
Vote: Yes 5 No 0

ADJOURNMENT

On motion of Mr. Stevens, second by Mr. Kast, all business being completed, Ms. Mensch declared the meeting adjourned at 9:05 PM.

Judy Iannone, District Clerk

January 24, 2022



TEL: (631) 476-2161

FAX: (631) 476-9846

December 16, 2021

Ms. Jacqueline I. Pirro
Assistant Superintendent for Business
Westhampton Beach UFSD
340 Mill Road
Westhampton Beach, NY 11978

RE: Westhampton Beach UFSD
2020/21 Capital Improvement Program
SED No.: 58-09-02-02-0-002-014 - Westhampton Beach MS
Contract No. 1 - Roof Replacement
Milcon Construction Corp.

Dear Ms. Pirro:

Enclosed please find four (4) copies of Change Order No. 1, as respects the work of the referenced project. Please have all four (4) copies signed, including the SED required Change Order Certification (attached to the backs of the change orders), retain one (1) copy for your files and return the remainder, to our office, for processing.

If additional information is required, please don't hesitate to contact our office.

Very truly yours,



John M. Grillo
Architect

JMG:kw

Milcon - CO1 - ltr - 2SD

CHANGE ORDER
AIA DOCUMENT G701

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

SED No.: 58-09-02-02-0-002-014

Westhampton Beach ES

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: Milcon Construction Corp.
(name,address) 142 Dale Street
West Babylon, NY 11704

CHANGE ORDER NUMBER: One
DATE: December 3, 2021
ARCHITECTS PROJECT NO.
CONTRACT DATE: 6/21/2021
CONTRACT FOR: Contract No. 1 - Roof Replacement

The Contract is changed as follows:

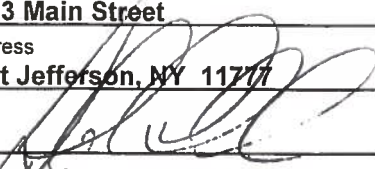
The contract amount shall be amended as follows:

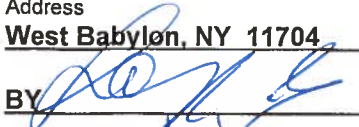
Please see attached.

Total Add: \$6,612.75

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$629,100.00
Net change by previously authorized Change Orders.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$629,100.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$6,612.75
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$635,712.75
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days
The Date of Substantial Completion as of the date of this Change Order therefore is	
NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.	

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777
BY 
DATE 12/3/2021

Milcon Construction Corp.
CONTRACTOR
142 Dale Street
Address
West Babylon, NY 11704
BY 
DATE 12/10/2021

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978
BY
DATE

AIA CAUTION: You should sign an original AIA document which has this caution printed in red. **An original** assures that changes will not be obscured as may occur when documents are reproduced.

AIA DOCUMENT G701 CHANGE ORDER 1987 EDITION AIA 1987 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006

**Westhampton Beach UFSD
2020/2021 Capital Improvement Program**

**Contract No. 1 - Roof Replacement
SED No.: 58-09-02-02-0-002-014 - Westhampton Beach ES
Change Order No. 1 - Page 2
Milcon Construction Corp.**

The contract amount shall be amended as follows:

1.	Installation of .040 aluminum step flashing - .040 aluminum counterflashing and cold fluid applied membrane over stone roof rake edges.	Add:	\$19,996.26
2.	Installation of six (6) through-wall scuppers.	Add:	\$6,616.49
3.	An Allowance, in the amount of \$20,000.00, was included in the Contract Documents for unforeseen conditions. The Allowance is being returned to the Owner:	Deduct:	\$20,000.00
	Total Add:		\$6,612.75



CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10
Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234
Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918
www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
1

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5 | 8 | 0 | 9 | 0 | 9 | 0 | 9 | 0 | 0 | 0 | 2 | 0 | 1 | 4

District BEDS Code

Building Identification Number

Project number

District & Building Name

Westhampton Beach UFSD - Westhampton Beach Elementary School

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Contract No. 1 - Roof Replacement

Architect / Engineer firm

John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY

name

address

Contact Person

John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com

name & title

phone number & e-mail

Construction Manager firm

School Construction Consultants 190 Motor Parkway, Hauppauge, NY 11788

name

address

Contact Person

Nick Amoruso, President 631-567-0200 na@scc-cm.com

name & title

phone number & e-mail

District Contact Person

Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org

name & title

phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contract amount shall be amended as follows:

Please see attached.

Total Add: \$6,612.75

Requested By: Owner/Architect

Relationship to Project Scope: See above

Basis of Need: See above

Description of Work: See above

CHANGE ORDER CERTIFICATION

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

_____ Date

_____ Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

12/3/2021

_____ Date

John A. Grillo, Architect, PC

_____ Architectural / Engineering Firm Name

John M. Grillo

_____ Signature and printed name of the Architect or Engineer

Westhampton Beach UFSD
Building & Grounds Department

Memo

To: Carolyn Probst, Superintendent

A handwritten signature in black ink, appearing to be 'AM', is enclosed in a hand-drawn circle. To the right of the signature, the date '2/2/22' is written in the same ink.

From: Anthony Martino, Assistant Plant Facility Administrator

Date: January 26, 2022

Subject: Annual herbicide & crabgrass application for Spring 2022

Please ask the Board of Education to approve an Annual herbicide & crabgrass application district wide to continue to control broadleaf weeds that deteriorate the quality and appearance of the districts' athletic fields and common areas.

AM/ka

Cc: Jacqueline Pirro

TURF BROTHERS, INC.

PO Box 1781

Quogue, NY 11959 US

+1 6316538873

rjmturf1@gmail.com



ADDRESS

Westhampton Beach UFSD

65 Montauk Hwy

Westhampton Beach, NY 11978

Attn: Buildings and Grounds

ESTIMATE #	DATE
1080	01/26/2022

DATE	ACTIVITY	AMOUNT
	Miscellaneous Crabgrass Control, Grub Control, Flea & Tick and clover/weed control all irrigated and non-irrigated areas. 2022. All schools district wide, including common areas.	14,500.00

We added a product to help control crabgrass on the fields. We also recommend mowing higher in the summer months to help protect the root systems from the heat and avoid crabgrass and weed breakouts. Thank you

SUBTOTAL	14,500.00
TAX	0.00
TOTAL	\$14,500.00

Accepted By

Accepted Date



Aleksandrowicz, Karen <kalek@whbschools.org>

Estimate from TURF BROTHERS, INC.

1 message

TURF BROTHERS, INC. <quickbooks@notification.intuit.com>

Wed, Jan 26, 2022 at 9:55 AM

Reply-To: rjmturf1@gmail.com

To: kalek@whbschools.org, amartino@whbschools.org

Cc: rjmturf1@gmail.com

Dear Westhampton Beach UFSD,

Please review the estimate below. Feel free to contact us if you have any questions.

We look forward to working with you. Crabgrass prevention has been added. This will help reduce crabgrass significantly on a yearly basis.

Thanks for your business!
TURF BROTHERS, INC.

----- Estimate Summary -----

Estimate # : 1080

Estimate Date: 01/26/2022

Total: \$14,500.00

The complete version has been provided as an attachment to this email.

 **Estimate_1080_from_TURF_BROTHERS_INC.pdf**
39K

THIS AGREEMENT made this _____ day of _____, 2022, by and between the WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT (“the DISTRICT”) and Keeping Your Books. (“CONSULTANT”) is constituted as follows:

WHEREAS, upon the recommendation of the Superintendent of School, the DISTRICT desires to enter a Consultant Agreement with Keeping Your Books to provide various accounting services to the District to be compensated at the rate of \$150.00 per hour;

WHEREAS, CONSULTANT has agreed to serve in such capacity;

NOW THEREFORE, the parties stipulate and agree as follows:

1. This Agreement will possess a duration of February 1, 2022 through and including June 30, 2022, unless otherwise terminated as set forth herein.
2. CONSULTANT will be paid at the rate of \$150.00 per hour, not to exceed 100 hours.
3. CONSULTANT will be engaged as an independent contractor, and therefore will be solely responsible for the payment of Federal and State income taxes applicable to this AGREEMENT; there being no withholding to be made from payment made from payment to CONSULTANT.
4. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this AGREEMENT including, but not limited to, social security, New York State Worker’s Compensation, unemployment insurance, New York State Employee’s Retirement System, health or dental insurance, or malpractice insurance.
5. DISTRICT, will submit a Form 1099 at year-end to the Federal Government if CONSULTANT’S gross income exceeds \$600, which will be reported for income tax purposes.
6. DISTRICT will have the right to terminate this AGREEMENT upon 10 (ten) days’ notice.
7. CONSULTANT will perform services under the supervision of the Assistant Superintendent for Business.
8. CONSULTANT knowingly, voluntarily and openly, being under no coercion and/or duress whatsoever, waives any right he/she may have to an appointment, seniority, and/or any benefits except as set forth herein.
9. The CONSULTANT further agrees that he/she will defend, indemnify and hold harmless the DISTRICT, its administrators, Board of Education, directors, agents and employees for all loss, costs, damages and expenses, including attorneys’ fees in defending

any action, judgments, fines and amounts paid in settlement in connection with any threatened, pending or completed action, suit or proceeding, arising from any act, error, omission, misstatement, misleading statement, neglect or breach of duty by the CONSULTANT or any of its officers, directors, agents or employees taken or made in the performance of their obligations undertaken or reasonably assumed with respect to this AGREEMENT.

10. The DISTRICT further agrees that it shall defend, indemnify and hold harmless the CONSULTANT, its administrators, directors, agents and employees for all loss, costs, damages and expenses, including attorneys' fees in defending any action, judgments, fines and amounts paid in settlement in connection with any threatened, pending or completed action, suit or proceeding, arising from any act, error, omission, misstatement, misleading statement, neglect or breach of duties by the DISTRICT or any of its officers, directors, agents or employees taken or made in the performance of their obligations undertaken or reasonably assumed with respect to this AGREEMENT.

11. CONSULTANT has read and fully understood each and every term, provision, and/or waiver contained in this Agreement, and has entered into same knowingly, voluntarily and openly, under no coercion and/or duress of any kind and nature, and acknowledges that he/she has not been misled in any way in connection with employment, status, compensation, and/or any of the waivers, terms and/or provisions of this agreement.

12. This AGREEMENT, and any amendments to this AGREEMENT, will not be in effect until agreed to in writing, signed by authorized representatives of both parties, and ratified by the Board of Education.

President, Board of Education
Suzanne Mensch

Consultant
Annette Savino, CPA

Westhampton Beach UFSD
340 Mill Road
Westhampton Beach, NY 11978

Keeping Your Books
25 Public Road
Hauppauge, NY 11788



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher (WF)
DATE: January 31, 2022
RE: Resignation/ES Office Assistant/Ana Garcia

Attached is a letter from Ana Garcia indicating that she is resigning from her position as an Elementary School Office Assistant. Her last day of employment will be February 4, 2022. Ms. Garcia has worked for the district since October 24, 2018.

WF/lh



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher (WF)
DATE: January 31, 2022
RE: Rescind Appointment/Additional MS ELA Section/Caitlynn Webber

It is recommended that Caitlynn Webber's appointment for an additional 0.1 FTE Grade 6 ELA class section for the 2021-2022 school year (approved August 23, 2021) be rescinded as of January 28, 2022, due to low enrollment.

WF/lh



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher (WA)
DATE: January 31, 2022
RE: Appointment/HS Permanent Substitute Teacher/Thomas Cummings

Attached is a memorandum from Ms. Pillittier recommending that Thomas Cummings be appointed as a Permanent Substitute Teacher assigned to the High School effective February 8, 2022 through June 10, 2022 at \$150.00 per day.

WF/lh



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher *WF*
DATE: January 31, 2022
RE: Appointment/HS Permanent Substitute Teacher/Holly Bittner

Attached is a memorandum from Ms. Pillittier recommending that Holly Bittner be appointed as a Permanent Substitute Teacher assigned to the High School effective February 8, 2022 through June 10, 2022 at \$150.00 per day.

WF/lh



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher *WF*
DATE: February 2, 2022
RE: Appointment/Clerical Substitute

Recommendations for substitutes and home tutors/proctors:

SUBSTITUTE TEACHERS:

HOME TUTORS/PROCTORS:

SUBSTITUTE CLERICAL, NURSES, AIDES, GUARDS, CUSTODIAL, MONITORS, FOOD SERVICE WORKERS:

Ana Garcia - Clerical Substitute

WF/lh




WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 FAX: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher 
DATE: February 2, 2022
RE: Request for Military Leave-of-Absence/HS Foreign Language Teacher/
Sandra Flores

Attached please find Sandra Flores' military orders for full time National Guard Duty. Sandra's leave-of-absence extends from November 30, 2021 through April 1, 2022.

WF/lh



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William A. Fisher
Assistant Superintendent for Personnel and Instruction

Carolyn J. Probst, Ed.D.
Superintendent of Schools

TO: Carolyn Probst
FROM: William Fisher *WF*
DATE: February 2, 2022
RE: Appointment/HS Additional Sections Spanish - Extension

It is recommended that the following staff continue their appointments as 0.2 FTE Spanish Instructors for the Spanish leave replacement until April 1, 2022. These appointments were originally approved at the Board of Education meeting on December 6, 2021.

Micaela Gallucci
Lisa Lagattolla
Dana Mester
Adriana Sedano
Monica Van Essendelft

WF/lh

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978
631-288-3800**

Bulletin No. 21/22 – 37

VACANCY

OFFICE ASSISTANT-SPANISH SPEAKING

Please apply by February 11, 2022 to:

William Fisher
Assistant Superintendent for Personnel & Instruction
Westhampton Beach School District

January 28, 2022