

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 3/7/2022 **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

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 February 7, 2022 Board of Education Meeting | Action |
|----|--|--------|

6. SPECIAL EDUCATION

- | | | |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 1/24, 2/2, 2/3, 2/4, 2/7, 2/14, 2/16, 2/18 and CPSE 2/7 and 2/14. | Action |
|----|---|--------|

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- | | | |
|----|---|--------|
| 1. | Resolution adopting the State Audit 2021M-9 as well as the Corrective Action Plan in response to the audit | Action |
| 2. | Resolution authorizing the execution of an amendment to the BusPatrol Stop-Arm Safety Camera Program | Action |
| 3. | Approval of a two (2) Budget Transfers | Action |
| 4. | Resolution authorizing the execution of a Health Services contract with the West Islip School District | Action |
| 5. | Resolution authorizing the execution of a Health Services contract with the Center Moriches School District | Action |
| 6. | Resolution authorizing the execution of a Health Services contract with the Southampton School District | Action |
| 7. | Call for nominations to the Eastern Suffolk BOCES Board of Education | Action |

9. PERSONNEL

- | | | |
|----|--|--------|
| 1. | Retirement/ES-HS Physical Education Teacher | Action |
| 2. | Retirement/ES Special Education Teacher | Action |
| 3. | Request for Childcare Leave of Absence/ES Reading Specialist | Action |
| 4. | Appointment/MS After School Detention Program | Action |
| 5. | Appointment/MS Co-Curricular Advisorship | Action |
| 6. | Appointment/MS W.I.N. Academy Additional Staff | Action |
| 7. | Coaching Appointments | Action |
| 8. | Volunteer Coaching Appointments | Action |

10. REPORTS

- 1. Postings

Info

11. OLD BUSINESS

12. NEW BUSINESS

- 1. Budget Presentation - Buildings & Grounds
- 2. Budget Presentation - Elementary School
- 3. Budget Presentation - Special Education
- 4. Budget Presentation - Technology

Info

Info

Info

Info

13. EXECUTIVE SESSION

14. ADJOURNMENT

February 7, 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 High School Library, on February 7, 2022.

Board of Education members present: Ms. Dawn Arrasate, Ms. Joyce Donneson, Mr. George R. Kast, Ms. Stacy Rubio, Mr. Halsey C. Stevens, and Ms. Heather Wright.

Absent: Ms. Suzanne M. Mensch

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; Chris Herr, HS Principal; Jessica Williams, Director of Curriculum & Instructional Technology; Charisse Miller, MS Principal; Rob Finn, Director of Guidance; Kathy Masterson, Director of Athletics; and approximately 25 attendees.

The meeting was called to order by Ms. Dawn Arrasate, Vice President, at 7:00 p.m.

The pledge was conducted.

EDUCATIONAL PRESENTATION

Dr. Herr, Ms. Williams, and two HS students gave a presentation on the high school's Mastery Grid Method.

PUBLIC PARTICIPATION

Questions were raised regarding the mask mandate and legal counsel.

APPROVAL OF MINUTES

On motion of Mr. Kast, second by Mr. Stevens, the minutes of the January 24, 2022, Board of Education meeting, to be and hereby are approved.

Vote: Yes 6 No 0

SPECIAL EDUCATION

On motion of Ms. Donneson, second by Mr. Stevens, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of 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; to be and hereby are approved.

Vote: Yes 6 No 0

INDIVIDUAL STUDENT TUITION CONTRACT

On motion of Ms. Rubio, second by Ms. Donneson, the resolution authorizing the President of the Board of Education to execute an individual student tuition contract for the 2021/22 through 2023/24 school years, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

CHANGE ORDER

On motion of Ms. Donneson, second by Mr. Kast, Change Order #1 with Milcon Construction Corp., for the Middle School roof replacement project in the amount of \$6,612.25, to be and hereby is approved.

Vote: Yes 6 No 0

ANNUAL HERBICIDE APPLICATION

On motion of Ms. Rubio, second by Mr. Kast, the resolution to approve the application of herbicide to the district's athletic fields and common areas for Spring 2022, to be and hereby is adopted.

Vote: Yes 6 No 0

KEEPING YOUR BOOKS

On motion of Mr. Kast, second by Ms. Rubio, the resolution authorizing the execution of a contract with Keeping Your Books, for accounting services February 1 through June 30, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

ANA GARCIA

On motion of Ms. Donneson, second by Mr. Stevens, the resignation of Ana Garcia from her position as an ES Office Assistant, effective February 4, 2022, to be and hereby is accepted.

Vote: Yes 6 No 0

CAITLYNN WEBBER

On motion of Mr. Kast, second by Mr. Stevens, the resolution to rescind the appointment of Caitlynn Webber as a MS ELA teacher due to low enrollment, effective January 28, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

HIGH SCHOOL PERMANENT SUBSTITUTES

On motion of Mr. Stevens, second by Ms. Rubio, the appointment of Thomas Cummings as a permanent substitute teacher assigned to the high school, effective February 8 through June 10, 2022, at \$150 per day, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Rubio, second by Mr. Stevens, the appointment of Holly Bittner as a permanent substitute teacher assigned to the high school, effective February 8 through June 10, 2022, at \$150 per day, to be and hereby is approved.

Vote: Yes 6 No 0

SUBSTITUTES

On motion of Ms. Rubio, second by Ms. Donneson, the appointment of the following substitute, to be and hereby is approved:

Ana Garcia Clerical

Vote: Yes 6 No 0

SANDRA FLORES

On motion of Mr. Kast, second by Ms. Rubio, the request from Sandra Flores for a military leave of absence from her position as a HS Foreign Language teacher, November 30, 2021 through April 1, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

HS SPANISH SECTIONS

On motion of Ms. Rubio, second by Mr. Stevens, the extension of the appointments of the following staff as .2 Spanish Instructors, through April 1, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS - BUDGET PRESENTATIONS

Chris Herr, High School Principal, presented the high school budget requests for the 2022/23 school year.

Rob Finn, Director of Guidance, presented the guidance budget requests for the 2022/23 school year.

Kathy Masterson, Director of Health, Athletics & Physical Education, presented the athletics budget requests for the 2022/23 school year.

Charisse Miller, Middle School Principal, presented the middle school budget requests for the 2022/23 school year.

EXECUTIVE SESSION

On motion of Mr. Kast, second by Mr. Stevens, the Board of Education to convene to Executive Session at 8:30 PM to discuss specific personnel matters, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Donneson, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 9:15 PM, to be and hereby is approved.

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Mr. Stevens, second by Ms. Wright, all business being completed, Ms. Mensch declared the meeting adjourned at 9:15 PM.

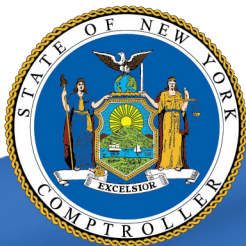
Judy Iannone, District Clerk

February 7, 2022

Westhampton Beach Union Free School District

Extra-Classroom Activity Funds

APRIL 2021



OFFICE OF THE NEW YORK STATE COMPTROLLER
Thomas P. DiNapoli, State Comptroller

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Report Highlights

Westhampton Beach Union Free School District

Audit Objective

Determine whether Westhampton Beach Union Free School District's (District's) clubs properly accounted for, supported, deposited and used extra-classroom activity (ECA) funds.

Key Findings

The ECA clubs did not maintain adequate records. Therefore, we could not determine whether all funds received and disbursed were properly accounted for.

- Deposits were not always supported by school deposit forms or accurately completed bank deposit slips and activity logs.
- Of the collections we reviewed, \$82,592 (95 percent) were not supported by a duplicate press-numbered receipt.
- Twenty-one of the 24 ECA clubs did not maintain ledgers.
- Deposit slip compositions did not always match records provided to the central treasurer.
- No profit and loss statements were prepared

In addition, while ECA clubs provide schools with the opportunity to teach students good business procedures through participation in handling the funds and operating a successful business, District officials did not ensure that students were adequately involved with ECA activities.

Key Recommendations

- Maintain separate club records including deposit slips, duplicate press-numbered receipts and ledgers and activity logs, and prepare profit and loss statements.
- Ensure activity logs and check copies match the deposit slips before depositing funds.

District officials generally agreed with our recommendations and indicated they will take corrective action.

Background

The District is located in the Town of Southampton in Suffolk County. The seven-member Board of Education (Board) is responsible for the District's financial and educational affairs, including ECA funds.

The Superintendent of Schools is the District's chief executive officer and is responsible, along with other administrative staff, for day-to-day management under the Board's direction.

The Board appoints a central treasurer to administer ECA funds. The central treasurer is responsible for collecting, recording, depositing and disbursing ECA funds. The District Treasurer reviews monthly ECA reports and presents them to the Board.

Quick Facts

Enrolled Students	1,833
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Extra-classroom Activity

Active Clubs	24
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Audit Period Receipts ^a	\$117,567
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Audit Period Disbursements ^a	\$123,545
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^a Does not include transfers

Audit Period

July 1, 2018 – December 31, 2019

Extra-Classroom Activity (ECA) Funds

ECA funds are administered by and for the benefit of the students. Students raise and spend these funds to promote the general welfare, education and morale of all students and to finance the normal and appropriate extracurricular activities of the student body. Funds are usually collected by students from a number of sources (e.g., admissions, membership dues and sales) and are spent as they see fit within established regulations.

How Can the Board Ensure ECA Funds Are Properly Collected, Recorded and Disbursed?

The Regulations of the Commissioner of Education (Commissioner's Regulations)¹ of the New York State Education Department (SED) were formulated to safeguard ECA funds and provide schools with the opportunity to teach students good business procedures through participation in handling the funds and operating a successful business. The Commissioner's Regulations require that the board and district officials adopt and implement policies and procedures to protect ECA fund money.

ECA clubs must maintain separate, independent sets of records and a school district board should appoint a central treasurer to maintain custody of all ECA funds, including depositing funds, preparing disbursements for signature and maintaining the central accounting records. Additionally, a faculty auditor must be appointed to reconcile the ECA clubs' records to the central treasurer's records. Each ECA club must have a student treasurer and faculty advisor. Student treasurers, with the assistance of faculty advisors, maintain independent account records of collections and disbursements.

The District developed its policy and procedures to provide guidance for the safeguarding, accounting and auditing of the District's ECA fund operations. The District's written policy provides guidance on how clubs should account for collections, deposits and disbursements of ECA funds. The faculty advisors should ensure club members issue duplicate press-numbered receipts when collecting funds, or use some other method to document accurately the source, date, amount, form and purpose of collections received, such as daily sales reports. This documentation should be provided with collections and remitted to the central treasurer as soon as possible with supporting documentation. The District's written policy requires that funds be placed in a locked safe until it is possible to make a deposit. District officials also should ensure clubs maintain club ledgers and activity logs with dates and prepare profit and loss statements.

The central treasurer should provide a receipt to the student treasurer and deposit collections intact (in the same amount and form as received) and in a timely manner to prevent loss or misuse and disburse ECA clubs' money only upon

¹ Regulations of the Commissioner of Education (Commissioner's Regulations), 8 CRR-NY 172

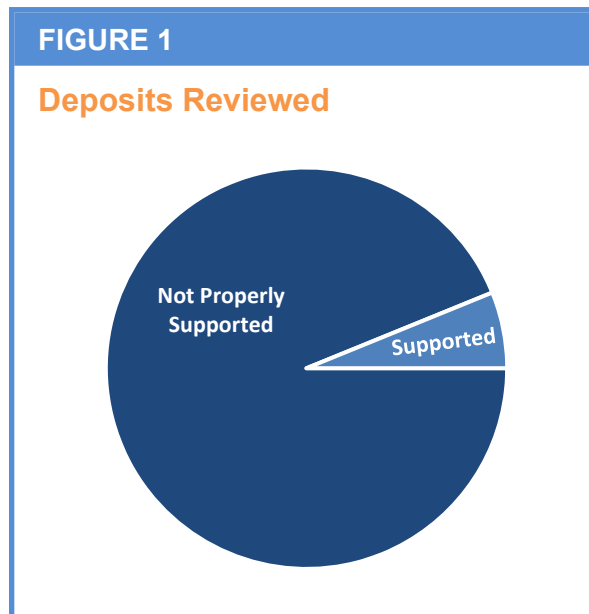
receiving payment orders signed by the student treasurer and faculty advisor. Disbursements should have documentation to support the expenditures, such as itemized receipts or invoices. The central treasurer should not have any payment approval responsibilities.

Cash Collection Records Were Not Adequate

The District had 24 active ECA clubs with deposits totaling \$117,567 during our audit period. We requested all records from nine of the clubs. We also tested all 65 deposits with recorded collections totaling \$87,300 (more than 74 percent of total deposits for all 24 clubs). These deposits were not always supported by school deposit forms or accurately completed bank deposit slips.

We found that 61 deposits totaling \$82,592 (95 percent) were not supported by duplicate press-numbered receipts (Figure 1). This occurred because faculty advisors did not always ensure club members issued duplicate press-numbered receipts or some other method to accurately document collections - such as a daily sales report - when they collected funds.

Furthermore, the District uses an activity log to document funds remitted to the central treasurer. Each ECA club is supposed to maintain a log for each activity where funds are collected. These activity logs should record when the funds are deposited, the breakdown of the deposit (cash, coins, checks) and signatures of the student treasurer, faculty advisor and central treasurer and include copies of any checks included in the deposit. However, of the 61 deposits where clubs did not give receipts, eight of these deposit slips for \$32,906 did not reflect the same amount and number of checks as the check copies submitted to the central treasurer.



Lastly, while the central treasurers were able to provide all activity logs, the nine ECA clubs tested did not have 49 of the 65 logs and only three clubs tested maintained any kind of ledger. In addition, none of the clubs prepared profit and loss statements to analyze the profitability of their activities.

Because the clubs do not maintain adequate records, we cannot determine whether all money collected was accounted for, properly remitted and deposited intact and in a timely manner, and we cannot analyze the profitability of ECA activities. While we determined these issues were primarily a result of poor recordkeeping, the District is at risk of ECA funds being lost or misappropriated unless it improves its controls.

Students Were Not Involved With All ECA Activities

We interviewed nine faculty advisors who represented nine different clubs and asked if students were involved with the maintenance of the clubs' accounting records. Eight clubs had student treasurers actively maintaining records with the advisors' assistance, and one - the Elementary Yearbook club - had no student involvement.

The Assistant Superintendent for Business informed us that faculty advisors are provided with a copy of the District's policy that states student treasurers are responsible for maintaining the records with the faculty advisors' assistance.

Furthermore, upon testing 42 disbursements totaling \$49,635 made by eight clubs (approximately 40 percent of the 144 disbursements totaling \$123,545 made by all 24 clubs), we found that seven disbursements totaling \$5,263 (11 percent of those tested) were not signed by the student treasurers. Three of these were for the Elementary Yearbook club. Managing ECA club finances is meant to be a learning experience for student club members. By not having students involved in all aspects of managing ECA finances, students miss a learning opportunity. Furthermore, with no student involvement, the Elementary Yearbook club does not qualify as a bona fide club.

What Do We Recommend?

District officials should:

1. Ensure student treasurers sign all club disbursements.
2. Ensure clubs maintain separate sets of records and that duplicate press-numbered receipts are issued or some other method is used to document the source, date, amount, form and purpose of each collection.
3. Ensure clubs maintain club ledgers and activity logs with dates and prepare profit and loss statements.
4. Ensure students are involved in the Elementary Yearbook club or cease accounting for these activities as an ECA club.

By not having students involved in all aspects of managing ECA finances, students miss a learning opportunity.

The central treasurers should:

5. Ensure that activity logs and check copies match the prepared deposit slips before depositing funds, working with the student treasurers to reconcile any differences.

Appendix A: Response From District Officials



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT
340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978-2045
(631) 288-3800 FAX: (631) 288-8351

Michael R. Radday
Superintendent of Schools

March 15, 2021

Mr. Ira McCracken, Chief Examiner
Division of Local Government and School Accountability
Office of the State Comptroller
Hauppauge Regional Office
NYS Office Building - Room 3A10
250 Veterans Memorial Highway
Hauppauge, NY 11788-5533

Re: Westhampton Beach Union Free School District
Extra Classroom Activity Funds, Report of Examination 2021M-9

Dear Mr. McCracken:

The Westhampton Beach Union Free School District acknowledges receipt of the above referenced draft report of the recent audit conducted by your office. We have reviewed the report and concur with its findings.

A corrective action plan is being developed and will be approved by the Board of Education at its meeting on April 5. The corrective action plan will be forwarded on April 6.

The District would like to express its appreciation to the Office of the State Comptroller and commend the members of the audit team for the professional and courteous manner in which they undertook their important responsibilities.

Very truly yours,

Michael R. Radday
Superintendent of Schools

Suzanne M. Mensch
Board of Education President

Appendix B: Audit Methodology and Standards

We conducted this audit pursuant to Article V, Section 1 of the State Constitution and the State Comptroller's authority as set forth in Article 3 of the New York State General Municipal Law. To achieve the audit objective and obtain valid audit evidence, our audit procedures included the following:

- To gain an understanding of ECA policy and procedures, we interviewed District officials, central treasurers, auditors and faculty advisors from each of the schools. We also reviewed the Education Law, Commissioner's Regulations, the District's written policies and other documentation to obtain an understanding of the policy and procedures governing ECA activities. We determined whether all clubs meet the State's definition of a bona fide club.
- We reviewed Board minutes to determine whether the District appointed a central treasurer and an auditor for each of the three schools and whether the appointments were documented in the minutes.
- We requested and reviewed the financial reports that the central treasurer creates. We determined whether there was a signature of approval from the central treasurer. We determined whether bank statements were kept with bank reconciliations. We determined what documents and forms the central treasurers give to the ECA clubs.
- We reviewed the financial records and documents that each club maintains. We examined whether signatures from advisors and students were on the appropriate documents. We also determined whether clubs issued receipts for cash received and logged all collections, maintained copies of checks received with deposit packets and invoices or receipts with disbursement packets, and whether each club had a club charter application on file. We determined whether the deposits were recorded properly and in a timely manner.
- We examined the purposes of the disbursements from each ECA club, determined whether all disbursements had approvals, whether all supporting documentation was attached, and what date the disbursements were posted to the bank.
- For the disbursements testing, we used our professional judgment and selected four clubs from the High School, three clubs from the Middle School and one club from the Elementary School. From these eight clubs, we examined all 42 disbursements greater than \$50, which totaled \$49,635.
- For the cash receipts testing, we used our professional judgment and selected four clubs from the High School, four clubs from the Middle School and one club from the Elementary School. We then examined all 65 deposits for these nine clubs, which totaled \$87,300.

We conducted this performance audit in accordance with generally accepted government auditing standards (GAGAS). Those standards require that we plan

and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Unless otherwise indicated in this report, samples for testing were selected based on professional judgment, as it was not the intent to project the results onto the entire population. Where applicable, information is presented concerning the value and/or size of the relevant population and the sample selected for examination.

The Board has the responsibility to initiate corrective action. A written corrective action plan (CAP) that addresses the findings and recommendations in this report must be prepared and provided to our office within 90 days, pursuant to Section 35 of General Municipal Law, Section 2116-a (3)(c) of New York State Education Law and Section 170.12 of the Regulations of the Commissioner of Education. To the extent practicable, implementation of the CAP must begin by the end of the next fiscal year. For more information on preparing and filing your CAP, please refer to our brochure, *Responding to an OSC Audit Report*, which you received with the draft audit report. The CAP should be posted on the District's website for public review.

Appendix C: Resources and Services

Regional Office Directory

www.osc.state.ny.us/sites/default/files/local-government/documents/pdf/2018-12/regional_directory.pdf

Cost-Saving Ideas – Resources, advice and assistance on cost-saving ideas

www.osc.state.ny.us/local-government/publications?title=&body_value=&field_topics_target_id=263196&issued=All

Fiscal Stress Monitoring – Resources for local government officials experiencing fiscal problems

www.osc.state.ny.us/local-government/fiscal-monitoring

Local Government Management Guides – Series of publications that include technical information and suggested practices for local government management

www.osc.state.ny.us/local-government/publications?title=&body_value=&field_topics_target_id=263206&issued=All

Planning and Budgeting Guides – Resources for developing multiyear financial, capital, strategic and other plans

www.osc.state.ny.us/local-government/resources/planning-resources

Protecting Sensitive Data and Other Local Government Assets – A non-technical cybersecurity guide for local government leaders

www.osc.state.ny.us/sites/default/files/local-government/documents/pdf/2020-05/cyber-security-guide.pdf

Required Reporting – Information and resources for reports and forms that are filed with the Office of the State Comptroller

www.osc.state.ny.us/local-government/required-reporting

Research Reports/Publications – Reports on major policy issues facing local governments and State policy-makers

www.osc.state.ny.us/local-government/publications?title=&body_value=&field_topics_target_id=263211&issued=All

Training – Resources for local government officials on in-person and online training opportunities on a wide range of topics

www.osc.state.ny.us/local-government/academy

Contact

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www.osc.state.ny.us/local-government

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**Westhampton Beach Union Free School District
Business Office**

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: February 15, 2022

Re: Corrective Action Plan – 2021M-9

The district was in audited by the Office of the State Comptroller during the 2020-2021 school year. The district had corrective action plan prepared and board approved; however, the audit report had not been approved by the board. To correct the order of approval, please approve the attached corrective action plan in response to the associated audit report approved.



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
BUSINESS OFFICE
340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978-2044
Tel. 631-288-3800 Fax 631-288-4828

Kathleen A. O'Hara
Assistant Superintendent for Business
kohara@whbschools.org

**Westhampton Beach Union Free School District
Extra Classroom Activity Funds
Report of Examination 2021M-9
District Corrective Action Plan**

Audit Recommendation 1:

District officials should ensure student treasurers sign all club disbursements.

Implementation Plan of Action(s):

The District will require building administrators to verify that the central building treasurers are requiring students to sign all club disbursements. This will be accomplished as follows:

- A generic, uniform "Request for Disbursement" form will be developed/revised by the building treasurers to have a student signature required for any disbursement.
- Before a check may be issued, the principal or designated administrator must also sign off that he/she has verified the students' signature for all club disbursements.
- Once the designated administrator has verified and signed the form, the central building treasurer will file the form in a binder.
- The designated building auditors will verify, on a quarterly basis, that the "Request for Disbursement" form is being properly executed.

Implementation Date:

Planned Implementation should begin in May 2021 and be fully implemented by October 2021.

Person Responsible for Implementation:

Building Principals, Christopher Herr, Charisse Miller, and Lisa Slover, or their designated administrator will be responsible for this corrective action.

Audit Recommendation 2:

District officials should ensure clubs maintain separate sets of records and that duplicate press-numbered receipts are issued or some other method is used to document the source, date, amount, form and purpose of each collection.

Implementation Plan of Action(s):

The District will review with all club advisors their roles and responsibilities in educating students about proper controls as they relate to cash receipts and the collection of funds.

Specific actions will include:

- All clubs will maintain a separate set of records. These records will be reconciled to the central building treasurers' records on a quarterly basis by the building auditors.
- All clubs will use the press-numbered receipts each building has been given. If receipts are not a viable tool another form of accounting will be defined and utilized.
- The source of the funds, the date received, the date deposited, the amount, the form of the funds and purpose for each collection will be clearly defined on the receipt.
- The "Cash Receipt" should be signed off by the student treasurer, club advisor and building central treasurer.

Implementation Date:

Planned Implementation should begin in May 2021 and be fully implemented by October 2021.

Person Responsible for Implementation:

Building Principals, Christopher Herr, Charisse Miller, and Lisa Slover, or their designated administrator will be responsible for this corrective action.

Audit Recommendation 3:

District officials should ensure clubs maintain club ledgers and activity logs with dates and prepare profit and loss statements.

Implementation Plan of Action(s):

The District will provide a sample Treasurer's Report spreadsheet to each building principal as well as a monthly expenditure and revenue spreadsheet to log activities. Building principals will also require clubs that sell items to prepare a profit and loss statement for each activity if practical.

Implementation Date:

Planned Implementation should begin in May 2021 and be fully implemented by October 2021.

Person Responsible for Implementation:

Assistant Superintendent for Business, Kathleen O'Hara will provide templates to the Principals. Building Principals, Christopher Herr, Charisse Miller, and Lisa Slover, or their designated administrator will be responsible for this corrective action.

Audit Recommendation 4:

District officials should ensure students are involved in the Elementary Yearbook club or cease accounting for these activities as an ECA club.

Implementation Plan of Action(s):

The District will cease accounting for these activities as an Extra Class Activity Club. The district will account for revenue and expenditures for the Elementary School Yearbook through the Trust & Agency Fund.

Implementation Date:

Planned Implementation should begin in May 2021 and be fully implemented by October 2021.

Person Responsible for Implementation:

The Assistant Superintendent, Kathleen O'Hara will work with the Lisa Slover, the Elementary School Building Principal to implement this course of action.

Audit Recommendation 5:

The central treasurers should ensure that activity logs and check copies match the prepared deposit slips before depositing funds, working with the student treasurers to reconcile any differences.

Implementation Plan of Action(s):

The District will review with the central treasurers the importance of ensuring that check copies match the prepared deposit slips prior to depositing the funds. Club advisors will be required to initial deposit slips and back-up copies of checks prepared by students before it is handed to the Central Treasurer. The Central Treasurers will be instructed NOT to make deposits that have not been verified by the advisor first.

Implementation Date:

Planned Implementation should begin in May 2021 and be fully implemented by October 2021.

Person Responsible for Implementation:

Building Principals, Christopher Herr, Charisse Miller, and Lisa Slover, or their designated administrator will be responsible for this corrective action.

Signed:

Kathleen A. O'Hara
Assistant Superintendent for Business

Date

**FIRST AMENDMENT TO
INTERNAL SAFETY CAMERA SYSTEM TERMS OF USE**

1. Purpose. This Amendment is being entered into for the purpose of the modifying the "INTERNAL SAFETY CAMERA SYSTEM TERMS OF USE" ("Internal Camera Agreement" or "Agreement") between the School District identified above ("Participating District") and Bus Patrol America LLC (the "Contractor") regarding Participating District's use of the Internal Safety Camera System installed and operated by BusPatrol selected on school buses operated within the Participating District.
2. Modifications. In accordance with Section 10 of the Internal Camera Use Agreement, the parties agree to modify the Agreement as follows:
 - a. Section 13, regarding Access to Recorded Images, is revised as :

13. ACCESS TO RECORDED IMAGES.

Video and images generated by the External Enforcement Cameras will be provided only to the designated authorized Law Enforcement Agency responsible for reviewing evidence of Potential Violations and other County personnel who are specifically authorized to review such evidence for purposes of enforcing the Stop Arm Law. In no event shall School District have access to video, images and other data from the External Enforcement Cameras.

Video and images generated by the Internal Non-Enforcement Cameras will be provided only to designated authorized personnel within the School District, and shall not be made available to the County or any third party except as explicitly authorized by the School District under applicable law. School District agrees that to, the extent that school buses used to transport students on behalf of the School District are also used to transport students on behalf of other school districts (such school buses hereinafter referred to as "Pooled Buses"), School District agrees that its personnel will only access video and images generated while the Pooled Buses are transporting students on behalf of School District. In no event shall School District personnel access video and images of students being transported on behalf of other school districts.

School District hereby authorizes Bus Patrol to provide access to video and images generated by the Internal Non-Enforcement Cameras to designated authorized personnel employed by School District's Transportation Services Vendor ("Bus Company"). School District shall be responsible for ensuring that Bus Company takes appropriate steps to safeguard such video and images against improper disclosure, and for ensuring that Bus Company does not use such video and images except as authorized under applicable law. School District shall hold harmless BusPatrol against any and all liabilities resulting from disclosure of video and images to Bus Company.

9. Effect. This Amendment takes effect on the last date of signature of each of the parties below. All other terms and conditions of the Internal Camera Agreement other than those provisions expressly set forth above remain unchanged. In the event of any conflict or inconsistency between the Opt-In Agreement and this Amendment, the terms of the Opt-In Agreement shall govern.

Acknowledged and Agreed:

PARTICIPATING DISTRICT:

Westhampton Beach UFSD

District Name

Authorized Signature

Carolyn Probst, Superintendent

Name, Title

Date

BUSPATROL AMERICA LLC:

Authorized Signature

Name, Title

Date

(End of Modification)

WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2021-2022 SCHOOL YEAR

Requestor: MaryAnn Milton

Date of Request: 02/22/2022

Budget Code to **Transfer TO:**

Code Number: A9711-610-00-05

Code Title: Term Bond Principal

Amount to Transfer: \$ 100,590.28

Budget Code to **Transfer FROM:**

Code Number: A9711-710-00-05

Code Title: Term Bond Interest

Reason for Transfer: Required payments for 2021 Serial Bonds - Series A and Series B Legal Expenses based on current activity

Back-up attached

**PLEASE FORWARD COMPLETED FORM TO THE BUSINESS OFFICE FOR APPROVAL.
THE BUSINESS OFFICE SHALL THEN FORWARD IT TO THE SUPERINTENDENT'S
OFFICE FOR FINAL APPROVAL.**

J. P. Mo 2/28/2022 _____
Asst. Supt for Business Date Superintendent Date

_____ Transfer #

_____ Transfer Made By

_____ Transfer Date

Board of Education Approval Required (for over \$10,000)

Date of BOE Approval _____

WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2021-2022 SCHOOL YEAR

Requestor: Anthony Martino

Date of Request: 2/17/22

Budget Code to **Transfer TO:** 01 = 1500

Code Number: 1621-418-00 02 = 1500

Code Title: Maint Projects & Repairs 03 = 1500

Amount to Transfer: \$ 4500 -

Budget Code to **Transfer FROM:**

Code Number: 1620-413-00-05

Code Title: Fuel oil

Reason for Transfer:

Back-up attached

**PLEASE FORWARD COMPLETED FORM TO THE BUSINESS OFFICE FOR APPROVAL.
THE BUSINESS OFFICE SHALL THEN FORWARD IT TO THE SUPERINTENDENT'S
OFFICE FOR FINAL APPROVAL.**

[Signature] 2/28/22 _____
Asst. Supt for Business Date Superintendent Date

_____ Transfer #

_____ Transfer Made By

_____ Transfer Date

Board of Education Approval Required (for over \$10,000)
Date of BOE Approval _____

WI
West Islip Union Free School District
The Michael and Christine Freyer Administration Building
100 Sherman Ave. • West Islip, N.Y. 11795
Tel: 631.930.1513 • **Email:** c.kearney@wi.k12.ny.us • **Fax:** 631.893.3217

January 15, 2022

To Whom It May Concern:

Enclosed please find all relevant documentation related to Health and Welfare Services billing for SY 2021-22. This billing is for health services rendered to students residing in your school district who attend St. John the Baptist Diocesan High School or The Bridges Academy in West Islip.

This packet includes:

- Two copies of the 2021-2022 Health and Welfare Services Agreement with Schedule A document attached
- An invoice for health services rendered (SY 2021-2022 health services cost is \$985.94 per pupil)
- Backup documentation for the SY 2021-2022 health services cost per pupil

Please note that all students listed on the Schedule A document have been verified as residing in your school district. If you have any questions or concerns on this, contact me directly at the email/phone number listed above.

I ask that you return one copy of the signed contract (with Schedule A attached), along with payment, to my attention at the address listed above at your earliest convenience.

Thank you in advance for your attention to this matter.

Sincerely,

Christine Kearney

Christine Kearney
Business & Operations Administrator

HEALTH AND WELFARE SERVICES AGREEMENT

This Agreement is entered into this 1st day of July 2021 by and between the Board of Education of Westhampton Beach Union Free School District (hereinafter "SENDER"), having its principal place of business for the purpose of this Agreement at 340 Mill Rd., Westhampton Beach, NY 11978

, and the Board of Education of the West Islip School District (hereinafter "PROVIDER"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, NY 11795.

W I T N E S S E T H

WHEREAS, Sender is authorized pursuant to Section 912 of the Education Law, to enter into a contract with PROVIDER for the purpose of having PROVIDER provide health and welfare services to children residing in SENDER and attending a non-public school located in PROVIDER,

WHEREAS, certain students who are residents of SENDER are attending non-public schools located in PROVIDER,

WHEREAS, PROVIDER has received a request(s) from said non-public schools for the provision of health and welfare services to the aforementioned students,

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby mutually agree as follows.

1. The term of this Agreement shall be from July 1, 2021 through June 30, 2022 inclusive.
2. PROVIDER warrants that the health and welfare services will be provided by licensed health care providers. PROVIDER further represents that such services shall be performed by health care providers that are licensed under the laws of the State of New York, including New York State Department of Health and the State Education Department licensing requirements, if applicable. PROVIDER further represents that such services will be in accordance with all applicable provisions of Federal, State, and local laws, rules, and regulations, including Section 912 of the Education Law, and the student's IEP, if applicable. PROVIDER shall certify that all service providers possess documentation evidencing such license qualifications as required by Federal, State, and local laws, rules, regulations and orders.
3. PROVIDER understands and agrees that it will comply and is responsible for complying with all applicable Federal, State, and local laws, rules, and regulations with respect to the services provided pursuant to this Agreement.

4. The services provided by PROVIDER shall be consistent with the services available to students attending public schools within the PROVIDER School District; and may include, but are not limited to:
 - a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker, or school speech therapist,
 - b. dental prophylaxis,
 - c. vision and hearing screening examinations,
 - d. the taking of medical histories and the administration of health screening tests,
 - e. the maintenance of cumulative health records, and
 - f. the administration of emergency care programs for ill or injured students.

It is expressly understood and agreed between the parties that the services to be provided pursuant to this Agreement shall not include any teaching services.

5. In exchange for the provision of health and welfare services pursuant to this Agreement, SENDER agrees to pay PROVIDER the sum of \$985.94 per eligible pupil for the 2021 – 2022 school year.
6. SENDER shall pay PROVIDER within thirty (30) days of SENDER's receipt of a detailed written invoice from PROVIDER. Said invoice shall specify the services provided, dates that the invoice covers, and the total amount due for the period specified.
7. If, during the term of this Agreement, a student becomes eligible to receive services pursuant to this Agreement, PROVIDER shall undertake to provide services pursuant to this Agreement, and the amount of compensation owed by SENDER shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
8. If, during the term of this Agreement, a student ceases to be eligible to receive services pursuant to this Agreement, PROVIDER shall no longer be responsible for providing services to that student pursuant to this Agreement, and the amount of compensation owed by SENDER shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
9. PROVIDER shall furnish any supplies or equipment necessary to provide the services pursuant to this Agreement to the extent such items are not provided by the non-public school.
10. Both parties agree to provide the State access to all relevant records which the State requires to determine either PROVIDER's or SENDER's compliance with applicable Federal, State, or local laws, rules, or regulations with respect to provision of services pursuant to this Agreement. Both parties agree to retain all materials and records relevant to the execution or performance of their obligations pursuant to this Agreement in accordance with the record retention requirements for such materials and records.

11. Both parties to this Agreement understand that they may receive and/or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
12. Both parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
13. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
14. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

SENDER: Superintendent of Schools
Westhampton Beach Union Free School District
340 Mill Rd., Westhampton Beach, NY 11978

PROVIDER: Superintendent of Schools
West Islip Union Free School District
100 Sherman Avenue, West Islip, NY 11795

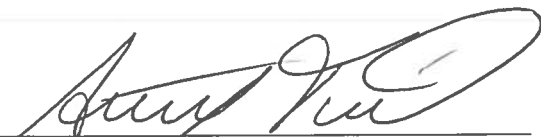
15. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
16. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

17. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
18. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations
19. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
20. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
21. It is mutually agreed that this contract shall not become valid and binding upon either party until the contract is approved by the Superintendent of Schools for the SENDER School District.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year written above.

Superintendent of Schools
Westhampton Beach Union Free School District

President, Board of Education
Westhampton Beach Union Free School District



President, Board of Education
West Islip Union Free School District

Center Moriches Union Free School District

BOARD OF EDUCATION
George Maxwell, *President*
Danielle Dench, *Vice President*
Marcus Babzien
Robyn Rayburn
Thomas Kelly

Jeannine Barr
District Clerk
Diane M. Smith
Treasurer

529 Main Street
Center Moriches, New York 11934
(631) 878-0052
Fax (631) 878-4326
www.cmschools.org

Dr. Ronald M. Masera
Superintendent of Schools

Dr. Ricardo Soto
*Assistant Superintendent for Student Services,
Personnel and Instructional Technology*

Ms. Keri Loughlin
Assistant Superintendent for Business

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in triplicate this First day of July 2021, by and between the Board of Education of the Westhampton Beach Union Free School District, 340 Mill Road, Westhampton Beach, New York, party of the first part, and the Board of Education, Center Moriches Union Free School District of Center Moriches, New York, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in Center Moriches School District, Center Moriches, New York, to begin on September 1, 2021, and to end June 30, 2022.

Now, Therefore, the said party of the first part hereby agrees to pay the party of the second part the sum of **\$746.54** for health and welfare services to be provided under Section 912 for 1 child residing in said school district of Westhampton Beach Union Free School District, New York, and attending nonpublic schools in said Center Moriches Union Free School District, of Center Moriches, New York.

And the party of the second part hereby agrees with the party of the first part as follows:

The services provided by ***Center Moriches UFSD*** shall be consistent with the services available to students attending public schools within the ***Center Moriches UFSD*** and may include, but are not limited to:

- a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker, or school speech therapist,
- b. dental prophylaxis,
- c. vision and hearing screening examinations,
- d. the taking of medical histories and the administration of health screening tests,
- e. the maintenance of cumulative health records, and
- f. the administration of emergency care programs for ill or injured students.

It is expressly understood and agreed between the parties that the services to be provided pursuant to this Agreement shall not include any teaching services.

The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the nonpublic school:


Supplies and equipment for use by physician, school nurse-teacher, psychologist, dental hygienist, social worker, and speech correctionist (i.e. scales, vision and hearing testing devices, health record forms, first-aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services).

It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching services.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the (District) superintendent of schools.

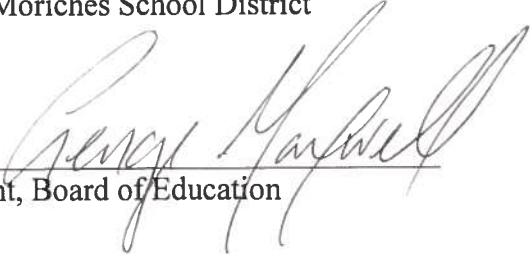
In Witness Whereof, the parties have hereunto set their hands the day and year above written.

SENDER School District
Center Moriches School District



Superintendent of Schools

SENDER School District,
Center Moriches School District



President, Board of Education

PROVIDER School District
Westhampton Beach Union Free School District

President, Board of Education



SOUTHAMPTON UNION FREE SCHOOL DISTRICT

DISTRICT ADMINISTRATION

Nicholas J. Dyno, Ed.D.
Superintendent of Schools

Jean E. Mingot, Assistant Superintendent for Business

Tricia A. Desiderio, Assistant Superintendent for Student Services

February 2022

Westhampton Beach School District
340 Mill Road
Westhampton Beach, NY 11978

Invoice

HEALTH SERVICES BILLING - COST JUSTIFICATION

Related Costs:

	<u>2021/2022</u>
Clerical	\$26,072.10
Nurses	\$300,130.22
Psychologists	\$342,194.00
Speech Therapist	\$645,739.00
Social Workers/Guidance	\$329,755.72
Fringe Benefits	\$680,069.65
Physician's Fees	\$12,500.00
Supplies	\$9,000.00
Total	\$2,345,460.69

Students Served:

Southampton Public School	1388
Our Lady of the Hamptons RC School (K-8)	<u>334</u>
Total Students:	1722

Cost Per Student (K-12) (total costs/total students) \$1,362.06

See attached list of student(s) 5

TOTAL AMOUNT DUE: \$6,810.28

If you have any questions contact Helen Dykeman -631-591-4506

70 Leland Lane • Southampton, NY 11968
Phone: 631-591-4500 • Fax: 631-287-2870 • www.southamptonschools.org

ANCHORING THE COMMUNITY

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
Southampton, New York

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this 1st day of February 2022, by and between the Board of Education of the **Westhampton Beach School District**, County of Suffolk, NY, party of the first part, and Board of Education of the Southampton Union Free School District of Southampton, County of Suffolk, NY, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section #912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending non-public schools in the Southampton School District, County of Suffolk, NY, to begin September 8, 2021, and to end June 24, 2022.

Now, Therefore, The said party of the first part hereby agrees to pay the party of the second part the sum of **\$ 1,362.06** per student for health and welfare services to be provided under Section #912 to approximately students residing in the Westhampton Beach School District, County of Suffolk, NY and attending non-public schools in said Southampton Union Free School District, County of Suffolk, NY.

And the party of the second part hereby agrees with the party of the first part as follows:

1. The health and welfare services provided shall consist of the following:

Annual medical inspection, as required, school nursing service, examination for employment certificates, notification of parents regarding defects and follow-up, instructions for first-aid for school emergencies, vision and hearing tests, as provided to public school pupils, examinations for participation in athletics.

2. The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the non-public school:

Supplies and equipment for use by school nurse, (i.e. scales, vision and hearing testing devices, health record forms, first-aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services.)


It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the Southampton Superintendent of Schools shall approve the same.

In witness thereof, the parties have hereunto set their hands the day and year above written.

Westhampton Beach School District
340 Mill Road
Westhampton Beach, NY 11978

(Trustee/President, Board of Education)
(Party of the First Part)



(President, Board of Education)
(Party of the Second Part)

Southampton UFSD
70 Leland Lane
Southampton, NY 11968



Julie Davis Lutz, Ph.D.
Chief Operating Officer
201 Sunrise Highway
Patchogue, New York 11772
Phone: (631) 687-3001
Fax: (631) 240-8965
E-mail: jlutz@esboces.org
www.esboces.org

**CALL FOR NOMINATIONS
April 27, 2022 ELECTION**

MEMORANDUM

TO: Members of Boards of Education, Chief School Administrators, and Clerks in the First Supervisory District of Suffolk County

FROM: Fred Langstaff, Clerk

DATE: February 15, 2022

The Eastern Suffolk Board of Cooperative Educational Services (ESBOCES) is calling for nominations of individuals to the ESBOCES Board. There are five (5) seats expiring on June 30, 2022, and one (1) seat expiring on June 30, 2023. The seats up for election are as follows:

1. **Position held by Walter Denzler of Setauket (Three Village Central School District) – Deceased**
2. Position currently held by Linda Goldsmith of Oysterponds (Oysterponds Union Free School District)
3. Position currently held by William Hsiang of Riverhead (Riverhead Central School District)
4. Position currently held by Lisa Israel of Greenport (Greenport Union Free School District)
5. Position currently held by Fred Langstaff of Sayville (Sayville Union Free School District)
6. Position currently held by John Wyche of Bridgehampton (Bridgehampton Union Free School District)

Five candidates will be elected for three-year terms commencing on July 1, 2022 and ending on June 30, 2025. One candidate will be elected to complete the balance of the unexpired term of Walter Denzler, which ends on June 30, 2023.

Individuals must be nominated by at least one component Board of Education. Resolutions of nominations shall be sent to the ESBOCES Clerk no less than 30 days prior to the election on Wednesday, April 27, 2022. Nominations must be transmitted to the Office of the Clerk of Eastern Suffolk BOCES, First Supervisory District of Suffolk County, no later than Monday, March 28, 2022.

Copies of resolutions indicating the nomination of candidates shall be submitted to the ESBOCES Clerk as evidence of the official action taken by the Board of Education. A suggested format for the resolution is attached for your information.

Resolutions shall indicate the full name and home address of the nominee and should be sent to:

**Mr. Fred Langstaff, Clerk
Eastern Suffolk BOCES
201 Sunrise Highway
Patchogue, NY 11772**

Members of the Boards of Education of our component school districts will be asked to vote on Wednesday, April 27, 2022. **That is the only date when all component boards of education should be meeting in their home districts to elect members to the ESBOCES Board.**

The only requirement for membership on the ESBOCES Board is that an individual be an eligible voter who resides within the boundaries of a component school district. Employees of any of the ESBOCES component school districts or employees of ESBOCES are ineligible for election to the Board. **The Clerk of ESBOCES shall not accept any nomination from a component school district which currently has a resident serving on the ESBOCES Board unless that member's term will expire at the end of the current year, or unless an unrepresented school district declines to make a nomination.** The school districts that now have residents serving on the ESBOCES Board and whose terms are not expiring on June 30, 2022 are Islip, Longwood, Mattituck-Cutchogue, Middle Country, Mount Sinai, Patchogue-Medford, Sag Harbor, Southampton, and West Islip. However, those school districts may participate in the election of ESBOCES Board Members on Wednesday, April 27, 2022.

Component districts shall vote for members of the ESBOCES Board by resolution and indicate their vote on the ballot prepared by the ESBOCES Clerk. This special ballot shall be mailed to component Boards no later than 14 days prior to the election.

Please note the following procedures:

- A component Board of Education may not cast more than one vote for an individual candidate.
- Each component school district shall be entitled to up to six votes.
- The five candidates with the highest vote totals will be elected to three-year terms. The candidate receiving the sixth highest vote total will be elected to complete the balance of the unexpired term of Walter Denzler, which expires on June 30, 2023.

February 15, 2022

Page 3

In the event of a tie, the President of the ESBOCES Board shall call a run-off election to be conducted, according to these same procedures, to be held within 20 days of the initial vote.

If you have any questions, you may contact me or Julie Davis Lutz at 687-3001.

FL/km

Attachment

ESBOCES Incumbents
April 27, 2022 Board Election

1. Linda Goldsmith
250 Bay Avenue
East Marion, NY 11939
(Oysterponds UFSD)
2. William Hsiang
345 Howell Avenue
Riverhead, NY 11901
(Riverhead CSD)
3. Lisa Israel
745 Osprey Nest Road
Greenport, NY 11944
(Greenport UFSD)
4. Fred Langstaff
164 Lincoln Avenue
Sayville, NY 11782
(Sayville UFSD)
5. John Wyche
489 Sag Harbor Turnpike
Bridgehampton, NY 11932
(Bridgehampton UFSD)



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: March 3, 2022
RE: Appointment/Coaching Recommendations

Attached is a memorandum from Kathy Masterson with coaching recommendations for the 2021-2022 spring sport season.

WF/lh

MEMO

TO: William Fisher, Assistant Superintendent for Personnel & Instruction
 FROM: Kathleen Masterson, Director of Health, Physical Education & Athletics
 DATE: March 2, 2022
 SUBJECT: 2022-22 Spring Coach Recommendations

Please accept my recommendation for board approval for the candidates listed below for the 2021-22 spring sport season.

SPORT	LEVEL	COACH	SALARY	STEP
BASEBALL	V	Asa Grunenwald	\$7,025.22	1
BASEBALL	JV	Mike Smith	\$5,920.31	1
BASEBALL	MS			
BASEBALL	MS	Connor Davis	\$4,194.89	2
BOYS LAX	V	Drew Peters	\$7,462.55	3
BOYS LAX	Var Asst	Cody Hoyt	\$6,467.57	3
BOYS LAX	JV	Tim McDermott	\$6,036.58	2
BOYS LAX	JV	Rob Duca	\$5,854.34	1
BOYS LAX	MS	Devin Laube	\$4,080.39	1
GIRLS LAX	V	Mary Bergmann	\$7,243.90	2
GIRLS LAX	Var Asst	Caitlynn Webber	\$6,088.53	1
GIRLS LAX	JV	Sean Montpetit	\$6,218.82	3
GIRLS LAX	JV	Kaleigh Ray Locke	\$6,036.58	2
GIRLS LAX	MS	Jennifer Price	\$4,080.39	1
SOFTBALL	V	Jeff Doroski	\$7,025.22	1
SOFTBALL	JV	Jaclyn Olivotti	\$5,018.01	1
SOFTBALL	MS			
BOYS TENNIS	V	Matthew Reed	\$6,272.52	1
BOYS TENNIS	JV	Korey Williams	\$4,886.19	3
BOYS TENNIS	MS	Pete Horan	\$4,194.89	2
BOYS TRACK	V	Joe Mensch	\$6,555.94	1
BOYS TRACK	Var Asst	Erika Habersaat	\$5,330.39	3
BOYS TRACK	MS	Mike Harpaul	\$4,080.39	1
GIRLS TRACK	V	John Broich	\$6,939.10	3
GIRLS TRACK	Var Asst	Megan Yakaboski	\$5,174.20	2
GIRLS TRACK	MS	Josh Tuttle	\$4,194.89	2



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: May 3, 2022
RE: Appointment/Volunteer Coaching Recommendations

Attached is a memorandum from Kathy Masterson with volunteer coaching recommendations for the 2021-2022 spring sport season.

WF/lh

MEMO

TO: William Fisher, Assistant Superintendent for Personnel & Instruction
FROM: Kathleen Masterson, Director of Health, Physical Education & Athletics
DATE: March 2, 2022
SUBJECT: 2022-22 Spring Coach Recommendations

Please accept my recommendation for board approval for the candidates listed below for the 2021-22 spring sport season as volunteer coaches.

JV/V Boys Lacrosse

Ralph Naglieri - Previously board approved, paperwork on file

JV/V Baseball

Daniel Pulick - Previously board approved, paperwork on file

JV/V Softball

Mackenzie Buckly - Previously board approved, paperwork on file

Varsity Boys Track

Charles Mason - Previously board approved, paperwork on file