

**TYPE:** Board Meeting**DATE:** 4/4/2022 **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. | 2022-2023 Budget | 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 March 21, 2022 Board of Education Meeting | Action |
|----|--|--------|

**6. SPECIAL EDUCATION**

- |    |  |        |
|----|--|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 1/20, 1/24, 1/31, 2/17, 3/8, 3/9, 3/11, 3/15, 3/23, 3/29 and CPSE 3/21 & 3/29. | Action |
|----|--|--------|

**7. FINANCIALS****8. SUPERINTENDENT'S REPORT**

- |     |   |        |
|-----|---|--------|
| 1.  | Resolution authorizing the execution of a Teachers Association MOA  | Action |
| 2.  | Approval of a budget transfer   | Action |
| 3.  | Adoption of the Eastern Suffolk BOCES Joint Municipal Cooperative Bidding Program Resolution A for the 2022/23 school year  | Action |
| 4.  | Resolution authorizing the rejection of the January 2022 printing bid and approving the use of ES BOCES printing services on an as-needed basis                               | Action |
| 5.  | Resolution authorizing the disbursement of funds for scholarship awards   | Action |
| 6.  | Surplus Request - B&G (tractor & salt spreader)   | Action |
| 7.  | Surplus Request - ES equipment (2 wet/dry vacs & 1 carpet extractor)  | Action |
| 8.  | Surplus Request - MM Shop (air compressor, table saw, radial arm saw)   | Action |
| 9.  | Call for nominations for the East End Health Plan for the term 7/1/2022 to 6/30/2025  | Action |
| 10. | Resolution calling a special meeting for Wednesday, April 27, 2022 at 8:30 a.m. for the purpose of voting on the Eastern Suffolk BOCES Budget and Board of Education Election | Action |
| 11. | Field Trip Request/FIRST Robotics Club Championship, Houston, TX, April 20-23, 2022   | Action |

**9. PERSONNEL**

- |    |                                   |        |
|----|-----------------------------------|--------|
| 1. | Appointment/ES Custodial Worker I | Action |
| 2. | Appointment/Food Service Worker   | Action |

- 3. Appointment/HS Additional Section Math Action
- 4. Appointment/ES Summer Recreation Assistant Director Action
- 5. Appointment/ES Summer Recreation Director Action
- 6. Appointment/HS Extra Help Support Staff for Students with Disabilities - Additional Staff Action
- 7. Appointment/MS Additional 0.1 FTE Math Section Action
- 8. Appointment/Volunteer Coaching Recommendation Action
- 9. Appointment/Security Guard Action

**10. REPORTS**

- 1. Postings Info

**11. OLD BUSINESS**

**12. NEW BUSINESS**

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

March 21, 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 of the Westhampton Beach Public Schools, Westhampton Beach, New York, on March 21, 2022.

Board of Education members present: Ms. Suzanne M. Mensch, Ms. Dawn Arrasate, Mr. Halsey Stevens, Ms. Joyce Donneson, Ms. Stacy Rubio, and Ms. Heather A. Wright.

*Absent: Mr. George R. Kast*

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; Bill Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business; and 4 attendees.

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

The pledge was conducted.

EDUCATIONAL PRESENTATION

Dr. Probst updated everyone on the status of the 2022-23 school budget.

PUBLIC PARTICIPATION

A community member commended the Board, administrators and staff for an exemplary job educating and keeping students safe during the COVID-19 pandemic.

APPROVAL OF MINUTES

On motion of Mr. Stevens, second by Ms. Donneson, the minutes of the March 7, 2022 Board of Education meeting to be and hereby are approved.

Vote: Yes 6 No 0

SPECIAL EDUCATION

The Board reviewed the recommendations of the Westhampton Beach UFSD CSE meetings of 1/24, 2/2, 2/3, 2/4, 2/7, 2/14, 2/16, 2/18 and CPSE 2/7 and 2/14/22.

On motion of Ms. Donneson, second by Ms. Wright, 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 6 No 0

SCHOOL DISTRICT CALENDAR

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution to adopt the 2022/2023 School District Calendar, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

SINGLE AUDIT OF FEDERAL PROGRAMS

On motion of Ms. Donneson, second by Ms. Wright, the resolution to adopt the external auditor's single audit report of Federal Programs for the fiscal year ending June 2021, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

INDIVIDUAL STUDENT TUITION CONTRACT

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

Vote: Yes 6 No 0

HEALTH SERVICES CONTRACT

On motion of Mr. Stevens, second by Ms. Rubio, the resolution authorizing the execution of a Health Services contract with the South Huntington School District for the 2021/22 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

BUDGET TRANSFERS

On motion of Ms. Wright, second by Ms. Donneson, the following budget transfers, to be and hereby are approved:

From	To	Amount
A1620.413.00.05	A1620.415.00.01	\$3,000.00
A1620.416.00.03	A1620.416.00.01	\$20,000.00
A2250.471.00.05	A2815.400.00.05	\$11,500.00

Vote: Yes 6 No 0

SURPLUS – SEWING MACHINES

On motion of Ms. Rubio, second by Mr. Stevens, the request to surplus the following Middle School sewing machines as they are no longer repairable, to be and hereby is approved:

Asset Tag	Make	Model	Serial#
None	Singer	CG590-C	C52711152
003382	Singer		C72541066
None	Singer	4432	ZHC1816413107
003386	Singer		C50426133
003384	Singer	CG590C	

Vote: Yes 6 No 0

ANNUAL BUDGET VOTE & ELECTION LEGAL NOTICE

On motion of Ms. Rubio, second by Ms. Wright, the resolution approving the legal notice for the Annual Budget Vote & Election to be held on May 17, 2022, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

RESOLUTION / VOTE STAFF

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

BE IT RESOLVED that the Board of Education appoint the following persons as Election Inspectors for the Annual Budget Vote and Election to be held on Tuesday, May 17, 2022 during the hours of 7:00 a.m. and 9:00 p.m., and to authorize the District Clerk to fill any vacancies in these positions which may occur on or before such date:

<b>Full Day @ \$200 each</b>
Thomas H. Betjemann (Chief Inspector of Elections)
Marth-ann Betjemann
Patricia Goncè
Doreen Croser
Bea Allen
Dot Berdinka
Suzanne Marie

Vote: Yes 6 No 0

RESOLUTION / CHAIRPERSON OF THE ELECTION

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

BE IT RESOLVED that the Board of Education appoint Thomas Betjemann as Chairperson for the Annual Budget Vote and Election to be held on Tuesday, May 17, 2022 during the hours of 7:00 a.m. and 9:00 p.m.

Vote: Yes 6 No 0

VIRTUAL ENTERPRISE FIELD TRIP

On motion of Ms. Rubio, second by Ms. Donneson, the request from Amy Demchak to take 9 Virtual Enterprise Business students to compete in the Virtual Enterprise Youth Business Summit in Brooklyn, New York from April 3 through April 6, 2022, as submitted, to be and hereby is approved.

Vote: Yes 6 No 0

CARSON WHITE

On motion of Mr. Stevens, second by Ms. Rubio, the resignation of Carson White from her position as a .4 FTE MS Study Skills teacher/permanent substitute teacher, effective April 1, 2022, to be and hereby is accepted.

Vote: Yes 6 No 0

ROBERTA ALIFANO

On motion of Ms. Rubio, second by Ms. Wright, the appointment of Roberta Alifano as a .4 FTE MS Study Skills teacher effective April 4, 2022, at Step 1D, MA, \$59,755 (prorated), pending receipt of official transcripts, and as a .6 FTE permanent substitute at \$150/day (prorated), to be and hereby is approved.

Vote: Yes 6 No 0

SANDRA FLORES

On motion of Ms. Donneson, second by Ms. Arrasate, the request to modify Sandra Flores's military leave of absence from her position as a HS Foreign Language teacher through March 21, 2022 (rather than April 1, 2022), to be and hereby is approved.

Vote: Yes 6 No 0

HS SPANISH SECTIONS

On motion of Mr. Stevens, second by Ms. Wright, the request to modify the appointments of the following staff as .2 Spanish leave replacement instructors, to end March 18 (rather than April 1, 2022), to be and hereby is approved.

Micaela Gallucci  
Lisa Lagattolla  
Dana Mester  
Adriana Sedano  
Monica Van Essendelft

Vote: Yes 6 No 0

ALAINA MAGGIO

On motion of Mr. Stevens, second by Ms. Arrasate, the request from Alana Maggio for an extension of her childcare leave of absence from her position as an ES Psychologist an additional two weeks using FMLA through June 21, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

KATHERINE CARR

On motion of Ms. Wright, second by Mr. Stevens, the extension of the appointment of Katherine Carr as a .6 FTE ES leave replacement Social Worker through June 17, 2022, to be and hereby is approved.

Vote: Yes 6 No 0

HIGH SCHOOL PERMANENT SUBSTITUTE

On motion of Ms. Rubio, second by Ms. Donneson, the appointment of Heidi Kelly-Strawgate as a permanent substitute teacher assigned to the high school, effective March 28 through June 10, 2022, at \$150 per day, to be and hereby is approved.

Vote: Yes 6 No 0

MS AFTER SCHOOL DETENTION

On motion of Mr. Stevens, second by Ms. Rubio, the appointment of Ifetayo Bonner as an additional staff member of the MS After School Detention Program for the remainder of the 2021/22 school year at \$25/hr., to be and hereby is approved.

Vote: Yes 6 No 0

VOLUNTEER COACHING APPOINTMENTS

On motion of Mr. Stevens, second by Ms. Rubio, the appointment of the following volunteer coaches for the 2021/22 spring sports season, to be and hereby is approved:

Sport	Coaches
JV/V Baseball	Bryan Schaumloffel
JV/V Baseball	Ryan Fay

Vote: Yes 6 No 0

SUBSTITUTES

On motion of Ms. Wright, second by Mr. Stevens, the appointment of the following substitute, to be and hereby is approved:

Zachary Zieniewicz - Certified Teacher

Vote: Yes 6 No 0

COACHING RESIGNATION

On motion of Mr. Stevens, second by Ms. Wright, the resignation of Sewdutt (Mike) Harpaul as a coach of spring season Jr. High Boys Track, to be and hereby is accepted.

Vote: Yes 6 No 0

COACHING APPOINTMENTS

On motion of Mr. Stevens, second by Ms. Arrasate, the following spring coaching appointments, to be and hereby are approved:

Sport	Coach	Step	Stipend
Jr. High Baseball	Mike Harpaul	1	\$4,080.39
Jr. High Softball	Pete DeTore	1	\$4,080.39
Jr. High Boys Track	Ellen Griffin	1	\$4,080.39

Vote: Yes 6 No 0

EXTRA HELP SUPPORT STAFF

On motion of Ms. Rubio, second by Ms. Donneson, the recommendation to appoint the following staff members for Extra Help Support for Students with Disabilities at the High School for the remainder of the 2021/22 school year, to be and hereby is approved:

Kaitlyn Gebhardt  
Samantha Zegel

Vote: Yes 6 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS

Mr. Fischer presented the Curriculum Development, Personnel, We Care, Winter & Summer Rec budget requests for the 2022/23 school year

Ms. Pirro presented the Transportation & BOCES Program budget requests for the 2022/23 school year.

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Arrasate, the Board of Education to convene to Executive Session at 7:27 p.m. to discuss specific personnel matters, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Stevens, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 9:00 p.m., to be and hereby is approved.

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Mr. Stevens, second by Ms. Wright, all business being completed, Ms. Mensch declared the meeting adjourned at 9:00 p.m.

\_\_\_\_\_  
Judy Iannone, District Clerk

March 21, 2022



**MEMORANDUM OF AGREEMENT**  
**between**  
**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**and the**  
**WESTHAMPTON BEACH TEACHERS' ASSOCIATION**

MEMORANDUM OF AGREEMENT dated this \_\_\_\_ day of March 2022 by and between the negotiating representatives of the Westhampton Beach Teachers Association (hereinafter referred to as the "Association") and the negotiating representatives of the Westhampton Beach Union Free School District (hereinafter referred to as the "District").

WHEREAS, the DISTRICT and the ASSOCIATION executed a collective bargaining agreement effective July 1, 2019 through June 30, 2024, and;

WHEREAS, Article VII, Section 1, of the collective bargaining agreement cites that the teacher work year shall fall between September 1 and June 30 annually, and;

WHEREAS, the school district adopts a school calendar each year consistent with this provision, and;

WHEREAS, due to 2022-23 school calendar having limited availability to fit one hundred and eighty-two (182) days between September 1 and June 30, and;

NOW, THEREFORE, in lieu of a disruption to the customarily scheduled holidays and recesses, the parties agree as follows:

1. Article VII, Section 1, will be waived to the extent that the one hundred and eighty-two (182) days can be scheduled between August 31 and June 30.
2. This Agreement is limited to the 2022-2023 school year only and all of its terms shall expire and be null and void in all respects on July 1, 2023. The terms as specified by this agreement and all its terms shall not establish a practice or precedent that may be relied upon by either party for future situations that may arise.

This stipulation contains all the terms and conditions agreed by the parties hereto with respect to the school calendar for the 2022-2023 school year and no other changes to vary any part of the collective bargaining agreement will be made except for the terms and conditions contained herein.

REPRESENTATIVE OF THE  
WESTHAMPTON BEACH  
UNION FREE SCHOOL DISTRICT

REPRESENTATIVE OF THE  
WESTHAMPTON BEACH  
TEACHERS ASSOCIATION

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Carolyn J. Probst, Ed. D, Superintendent

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Jamie Thom, President, WHBTA

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

Requestor: MaryAnn Milton  
Date of Request: 03/22/2022

**Budget Code to Transfer TO:**

Code Number: A2110.150.00.05  
Code Title: Home Tutoring Salaries  
Amount to Transfer: \$ 72,000.00

**Budget Code to Transfer FROM:**

Code Number: A2110.400.00.01  
Code Title: Home Tutoring Expenses

Reason for Transfer:  
Reclass payroll home tutoring expenses to proper .1 budgetcode for salaries

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.**

JRus                      3/22/2022                      \_\_\_\_\_  
Ass. 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**

Budget Status Report As Of: 03/22/2022

Fiscal Year: 2022

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2110-150-00-05	Home Tutoring Salaries	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total GENERAL FUND</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# WESTHAMPTON BEACH UFSD

Expenditure Detail Report  
Fund: A GENERAL FUND  
Fiscal Year: 2022

Effective Date	Tran Type	Tran ID#	Description	PO#	Issue Date	Check Number	Check Date	Liquidation	Expenditure
2110-400-00-01 R Home Tutoring									
10/01/2021	PR-X	003222	Post Payroll - Pay Period 007					0.00	684.19
10/15/2021	PR-X	003494	Post Payroll - Pay Period 008					0.00	2,802.80
10/29/2021	PR-X	004011	Post Payroll - Pay Period 009					0.00	2,655.11
11/12/2021	PR-X	004262	Post Payroll - Pay Period 010					0.00	4,231.61
11/23/2021	PR-X	004475	Post Payroll - Pay Period 011					0.00	2,357.15
12/10/2021	PR-X	004769	Post Payroll - Pay Period 012					0.00	1,950.58
12/23/2021	PR-X	005055	Post Payroll - Pay Period 013					0.00	3,878.78
01/07/2022	PR-X	005255	Post Payroll - Pay Period 015					0.00	1,625.18
01/21/2022	PR-X	005453	Post Payroll - Pay Period 016					0.00	3,032.38
02/04/2022	PR-X	005752	Post Payroll - Pay Period 017					0.00	2,618.20
02/18/2022	PR-X	005987	Post Payroll - Pay Period 018					0.00	3,988.87
03/04/2022	PR-X	006209	Post Payroll - Pay Period 019					0.00	3,539.12
03/18/2022	PR-X	006480	Post Payroll - Pay Period 020					0.00	2,626.77
11/01/2021	AP-XL	004095	002804-ITUTOR.COM INC.	22-01124	09/02/2021	137629	11/04/2021	180.00	180.00
12/27/2021	AP-XL	005129	002804-ITUTOR.COM INC.	22-01124	09/02/2021	138240	01/06/2022	420.00	420.00
01/18/2022	AP-XL	005396	002804-ITUTOR.COM INC.	22-01124	09/02/2021	138394	01/20/2022	420.00	420.00
02/11/2022	AP-XL	005913	002804-ITUTOR.COM INC.	22-01124	09/02/2021	138655	02/17/2022	480.00	480.00
03/16/2022	AP-XL	006526	002804-ITUTOR.COM INC.	22-01124	09/02/2021	138911	03/17/2022	85.00	85.00
Subtotal 2110-400-00-01									37,575.74
Total GENERAL FUND									37,575.74

### Selection Criteria

Transaction date(s): Effective in Budget from 07/01/2021 to 03/22/2022

Criteria Name: Last Run

Fund: A

Budget code like: 2110-400-00-01

Budget type: Regular

Payroll: No

Sort by: Fund/BudgetCode/PO#Date/Transaction Type

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*(A) = \$35990 74*

*Estimate  
3000 x 12 weeks = 36,000 02*

*71990 74*

**WESTHAMPTON BEACH UFSD**

Budget Status Report With Encumbrance Detail

Fiscal Year: 2022

Fund: A GENERAL FUND

Budget Account	PO #	Date	Description	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
2110 Teaching-Regular School										
2110-400-00-01	22-00836	07/26/2021	Home Tutoring	80,000.00	0.00	80,000.00	37,575.74	26,415.00	16,009.26	16,009.26
	22-01122	09/02/2021	Open Purchase Order for Tutoring Student/EDUCATION AT MATHER					5,000.00		
	22-00837	07/26/2021	Open Purchase Order for Tutoring Student/HOPE FOR YOUTH, INC.					1,000.00		
	22-00838	07/26/2021	Open Purchase Order for Tutoring Student/OUT EAST THERAPY OF NY FOR OT,PT,SLP &					1,000.00		
	22-01124	09/02/2021	Open Purchase Order for Tutoring Student/ST JAMES TUTORING					1,000.00		
			Open Purchase Order for Tutoring Student/ITUTOR.COM INC.					18,415.00		
			<b>2110 Function Subtotal</b>	80,000.00	0.00	80,000.00	37,575.74	26,415.00	16,009.26	16,009.26
			<b>Total GENERAL FUND</b>	80,000.00	0.00	80,000.00	37,575.74	26,415.00	16,009.26	16,009.26

**Selection Criteria**

Fund: A  
Budget Account: 2110-400-00-01  
Budget Type: R  
Sort by: Fund/Function  
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**Board of Cooperative Educational Services  
First Supervisory District of Suffolk County  
("Eastern Suffolk BOCES")**

**PROGRAM DESCRIPTION**

**Joint Municipal Cooperative Bidding Program – CoSer 612**

Description of the Program

Cooperative bidding is an alternative method of bidding that Eastern Suffolk BOCES can offer to local school districts and other municipalities. By using the Eastern Suffolk BOCES Joint Municipal Cooperative Bidding Program (hereinafter the "Program"), school districts, and other municipalities (hereinafter "Participants") may realize significant time allocation and cost savings within their purchasing functions. This method of bidding allows Participants to join with Eastern Suffolk BOCES to coordinate some or all of their bidding needs by cooperatively bidding goods and services for their mutual benefit. Eastern Suffolk BOCES will assign a Program Coordinator to administer the Program. The Program is offered pursuant to General Municipal Law §119-o and Education Law §1950.

Benefits of the Program

Participants may benefit from cooperative bidding activities with Eastern Suffolk BOCES in many ways, including the following:

1. **Lower (shared) administrative costs:** By eliminating duplicative efforts, Participants may save on administrative and clerical time as well as copying and legal publishing costs;
2. **Improved response from vendors:** Vendors may realize they are bidding on a potentially larger quantity and may be encouraged to compete for the purchase award. In addition, the bid solicitations may attract a broader range of vendors. Greater competition may lead to lower bid prices;
3. **Better product specifications:** Combining the knowledge and experience of all Participants in the Program may result in developing better bid specifications for goods and services; and
4. **Better compliance with State statutes on purchasing:** Since many purchases are subject to competitive bidding, cooperative bidding activities coordinated by Eastern Suffolk BOCES will potentially foster better compliance with bidding statutes and produce heightened awareness of legal requirements.

Participation in the Program

1. Participation in the Program must be evidenced by the adoption of either of the two attached (Exhibit 1 and Exhibit 2) Joint Municipal Cooperative Bidding Program Resolutions by the governing body of the Participant before its acceptance to the Program. A Participant

enrolling in the Program must file said resolution with Eastern Suffolk BOCES by July 31 of the school year in which it wishes to participate in awards of the Program.

2. The costs of operation of the Program will be prorated and will be paid by the Participant to Eastern Suffolk BOCES as an annual fee, payable over a period of ten (10) months commencing in September.
3. Eastern Suffolk BOCES shall act as the lead agency for Program Participants. Eastern Suffolk BOCES shall be responsible for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, either recommending or awarding the bids dependent upon which resolution is filed, and reporting the results to the Participants.
4. A Membership Committee shall be formed to assist Eastern Suffolk BOCES. The Membership Committee shall consist of one (1) representative from each Participant. The Membership Committee shall meet at least annually.
5. An Advisory Council shall be formed pursuant to the guidelines in Exhibit 3.
6. Bids will be developed by Eastern Suffolk BOCES based upon categories determined pursuant to applicable procedures.
7. An invitation to bid, with a statement of requirements and general conditions, will be sent to vendors, and advertised pursuant to General Municipal Law § 103.
8. Eastern Suffolk BOCES will place all legal advertisements for such cooperative bidding in Newsday, which shall be designated as the official newspaper for the Program.
9. Bids received before the designated time for opening will remain sealed and confidential until the designated time for opening. Sealed envelopes containing the bids will be stamped to indicate the date, time, and place of receipt. A bidder may seek to change his/her bid before the bids are opened. If this occurs, there will be no objection on the part of the Program Coordinator, provided the revised bids are received prior to the time and date specified in the bid opening. Bids received after the time and date specified for bid opening shall be refused and returned to the bidder.
10. Awards will be recommended and/or made by Eastern Suffolk BOCES to the lowest responsible bidder who meets the specifications. Participants that elect not to delegate awarding authority to Eastern Suffolk BOCES are responsible for making all bid awards through their governing body.
11. Participants in the Program shall issue their own purchase orders when purchasing from an award of the Program and accept full responsibility for all payments due the vendor relating to said purchase orders.
12. Eastern Suffolk BOCES, as the lead agent, will comply with notice requirements imposed by New York State Labor Law § 220 after awarding a public works contract. All Participants

utilizing such an award are also individually responsible for notifying the Department of Labor of the name and address of the contractor, the date a contract was let, and the consideration stipulated in the contract, as well as following any other prevailing wage laws.

13. Participants in the Program may not deviate from the terms of the bid specifications when utilizing an award of the Program and will notify Eastern Suffolk BOCES of any material deviations by the vendor from the bid specifications.
14. School districts or other municipalities may only utilize awards of the Program if they are a member at the time of bid award.
15. Eastern Suffolk BOCES supports their bids through vendor issue resolution and manages any legal issue that may arise.





School Year 2022-2023

**RESOLUTION (A)**

**JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM**

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the \_\_\_\_\_, an educational/municipal corporation (hereinafter the “Participant”) is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the “Program”) in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES’ standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated:

\_\_\_\_\_  
Name of Educational or Municipal Corporation

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Printed Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person - Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

Westhampton Beach Union Free School District  
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business

Date: March 28, 2022

Re: District Wide Printing Bid



The district solicited bids for district wide printing services in January 2022. It has since been determined that Eastern Suffolk BOCES will be able to fulfill most of the district's printing needs. Therefore, I am requesting the Board of Education reject the January 2022 bid so we may acquire printing services from ESBOCES on an as needed basis through the letter of intent process.

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

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 29, 2022

Re: Scholarship Awards for 2021-2022 School Year

The District maintains the following scholarship accounts in a private purpose fund:

- Cory Hubbard Memorial Scholarship
- Reina Nash Foundation Scholarship
- Melissa J. Payne Memorial Award
- Suffolk ASBO Scholarship
- Gordon A. Werner Scholarship
- Jennifer Tufo Feuerman Memorial Scholarship
- Doreen Kandell Memorial Scholarship

I am requesting the Board of Education authorize the award and disbursement of funds from these accounts as recommended by the committees associated with each scholarship. Once recipients are determined in early June, a memo identifying the students and amounts awarded for each will be provided to the Board of Education.


If you should have any questions or require additional information, please let me know.

Westhampton Beach UFSD  
Building & Grounds Department

MEMO

To: Carolyn Probst, Superintendent

From: Anthony Martino, Assistant Plant Facilities Administrator



Date: March 23,2022

Subject: Surplus Gravely & Salt Spreader

Please ask the Board of Education to approve the surplus of 2 pieces of obsolete and unrepairable equipment at building & grounds dept.

Asset#	ID#	Make	Model	Serial#	Location
001809		gravely	none	00564118	B&G
None	none	Air Flo	CP-8C-8	09286 PSV0 20250	B&G

AM/ka

Kfibkins, business office

Westhampton Beach UFSD  
Disposal of Assets

This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.


Asset Tag: # \_\_\_\_\_ No Tag:  Serial # PSVO 22250  
Make: AIR FLO Model: CP-8 C-8 09286  
Description of Item: TRUCK SALT SPREADER

Current Location:

Building: B+G DEPT Room: \_\_\_\_\_  
Reason for Disposal: OUTDATED PARTS UNAVAILABLE

Name of person requesting disposal: WALTER TRACY

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3/24/22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD  
Disposal of Assets

This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

Asset Tag: # 001809 No Tag: \_\_\_\_\_ Serial # 00564118  
Make: GRAVELP Model: \_\_\_\_\_  
Description of Item: Ride on SMALL TRACTOR

Current Location:  
Building: B+G Dept Room: \_\_\_\_\_  
Reason for Disposal: \_\_\_\_\_ ENGINE PARTS UNAVAILABLE

Name of person requesting disposal: WALTER TRACH

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-27-22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD

Memo

Building & Grounds Department

To: Carolyn Probst, Superintendent

From: Anthony Martino, Assistant Plant Facilities Administrator

*AM*  
3/18/22

Date: March 18, 2022

Subject: Surplus equipment Elementary school

Please ask the Board of Education to surplus the following equipment.

Asset#	ID#	Make	Model	Serial#	Location
001261	none	Advance	56262640	1483290	elementary
001257	none	Nobles	1592EV-120	W159E00033370IT	elementary
No tag	none	Advance	209004	1078866	elementary

This equipment is obsolete, and unrepairable; and should be excessed.

AM/ka

Cc: Kathy Fibkins, Business Office



Westhampton Beach UFSD

Disposal of Assets

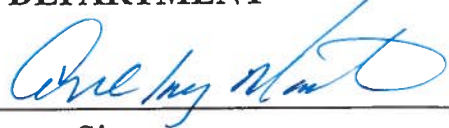
This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

Asset Tag: # \_\_\_\_\_ No Tag:  Serial # 1078866  
Make: Advance Model: 209004  
Description of Item: Wet dry vac

Current Location:  
Building: West Elementary Room: West outdoor closet  
Reason for Disposal: Poor function

Name of person requesting disposal: JAMES JONES 3/14/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3/18/22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD

Disposal of Assets

This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.


Asset Tag: # 001257 No Tag: \_\_\_\_\_ Serial # W159E00033370IT  
Make: Nobles Model: Typhoon EV W1592EV-120  
Description of Item: Wet / Dry vac

Current Location:

Building: Elementary Room: West Outdoor Closet  
Reason for Disposal: poor function

Name of person requesting disposal: JAMES JONES 3/14/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-14-22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD  
Disposal of Assets

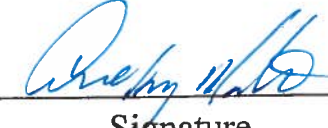
This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

Asset Tag: # 001261 No Tag: \_\_\_\_\_ Serial # 1483290  
Make: Advance Model: Apogee Clean Classic 56262640  
Description of Item: Extraction machine (carpet)

Current Location:  
Building: Elementary Room: West Outdoor Closet  
Reason for Disposal: Broken, dump spray

Name of person requesting disposal: JAMES JONES 3/14/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-18-2022  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

# WESTHAMPTON BEACH UFSD

Building & Grounds Department

Memo

To: Carolyn Probst, Superintendent  
From: Anthony Martino, Assistant Plant Facilities Administrator  
Date: March 18, 2022  
Subject: Surplus equipment Maintenance Mechanic Shop

AM  
3/18/22

Please ask the Board of Education to surplus the following equipment.

Asset#	ID#	Make	Model	Serial#	Location
000602	none	Delta	Unisaw	1220544	MM III shop
000603	none	Rigid	RS10000	00334P0299	MM III shop
002916	none	Dayton	speedaire	091086L-042108	MM III shop

This equipment is obsolete, unrepairable, and should be excessed.

AM/ka

Cc: Kathy Fibkins, Business Office

Westhampton Beach UFSD  
Disposal of Assets

This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

Asset Tag: # 2916 No Tag: \_\_\_\_\_ Serial # 091086L-042108  
Make: Dayton Model: Speedaire  
Description of Item: 120V Air Compressor

Current Location:  
Building: Buildings & Grounds Room: Mechanic Shop  
Reason for Disposal: Obsolete

Name of person requesting disposal: Phil Masterson 3/18/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-18-22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD  
Disposal of Assets

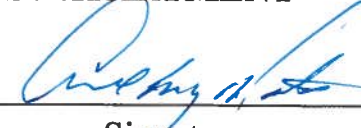
This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

Asset Tag: # 000602 No Tag: \_\_\_\_\_ Serial # 122 0544  
Make: Delta Model: Unisaw  
Description of Item: 220V table saw

Current Location:  
Building: Buildings & Grounds Room: Mechanic Shop  
Reason for Disposal: Purchased new saw

Name of person requesting disposal: Phil Masterson 3/18/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-18-22  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal

Westhampton Beach UFSD  
Disposal of Assets

This form is to be completed for disposal of any inventoried equipment. After completing the below information please mail this form to Anthony Martino, Assistant Plant Facilities Administrator.

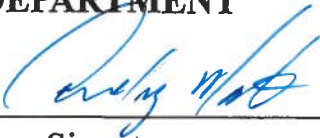
Asset Tag: # 000603 No Tag: \_\_\_\_\_ Serial # 00339P0299  
Make: Rigid Model: RS10000  
Description of Item: Radial arm saw

Current Location:

Building: Buildings & Grounds Room: Mechanic Shop  
Reason for Disposal: Obsolete. we have a 12" Compound miter saw

Name of person requesting disposal: Phil Masterson 3/18/22

**FORWARD TO BUILDING & GROUNDS DEPARTMENT**

Approval by A. Martino to submit to BOE:  3-18-2022  
Signature Date

BOE Approval Date: \_\_\_\_\_

Actual Disposal Date: \_\_\_\_\_ How Disposed: \_\_\_\_\_

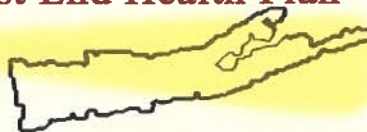
\_\_\_\_\_  
Anthony Martino, Asst Plant Facilities Administrator

**FORWARD COMPLETED FORM TO KATHY FIBKINS, BUSINESS OFFICE,  
FOR REMOVAL FROM ASSETMAXX INVENTORY.**

\_\_\_\_\_  
Date of Assetmaxx Removal



## East End Health Plan



201 Sunrise Highway  
Patchogue, New York 11772  
Telephone: 631-687-3140  
Fax: 631-687-3067

### Board of Trustees

Ms. Paulette Ofrias  
Chairperson  
Board Of Education  
Representative  
Southold UFSD

Ms. Lauren Porter  
Vice Chairperson  
Teacher Representative  
East Quogue UFSD

Ms. Patti DiGregorio  
Secretary  
Civil Service Representative  
Southold UFSD

Mr. Donald King  
Board of Education  
Representative  
Southampton UFSD

Mr. Halsey C. Stevens  
Board of Education  
Representative  
Westhampton Beach UFSD

Mr. Richard Malone  
Superintendent Representative  
Oysterponds UFSD

Mr. Jeffrey E. Ryvicker  
Superintendent Representative  
Quogue UFSD

Mr. Ryan Ruf  
ESBOCES Representative  
Eastern Suffolk BOCES

Mr. Nicholas DeBlanco  
Teacher Representative  
Eastern Suffolk BOCES

Mr. Nicholas Kochis  
Teacher Representative  
Westhampton Beach UFSD

Ms. Mindy Viggiano  
Teacher Representative  
Greenport UFSD

Mr. Darren Phillips  
Non-Central Office  
Administrator Representative  
Southampton UFSD

\* \* \* \* \*

Mr. Frank Perry  
Operations Administrator

### Participating Districts

East Quogue UFSD  
Eastern Suffolk BOCES  
Greenport UFSD  
New Suffolk Common SD  
Oysterponds UFSD  
Quogue UFSD  
Remsenburg-Speonk UFSD  
Southampton UFSD  
Southold Park  
Southold UFSD  
Tuckahoe Common SD  
Westhampton Beach UFSD

To: Superintendents of EEHP Participating Districts

From: East End Health Plan Election Committee

Subject: Trustee Elections – Nominations

Date: March 8, 2022

Due to expiring Board of Trustee terms, we must hold an election to fill the following positions:

1. One (1) Board of Education Member  
Term: Three (3) years from 7/1/2022 to 6/30/2025  
**Can only be elected by Board of Education Members;  
Nomination by Board Resolution or self-nomination.**  
Incumbent: Mr. Halsey C. Stevens-Westhampton Beach UFSD
2. One (1) School Superintendent  
Term: Three (3) years from 7/1/2022 to 6/30/2025  
**Can only be elected by School Superintendents;  
Nomination by Board Resolution, Letter from District Clerk, or self-nomination.**  
Incumbent: Mr. Jeffrey Ryvicker-Quogue UFSD
3. One (1) Teacher  
Term: Three (3) years from 7/1/2022 to 6/30/2025  
**Can be elected by Teachers, Civil Service Employees and Non-Central Office  
Administrators;  
Nomination by Executive Committee, Bargaining Unit President, or self-nomination.**  
Incumbent: Mr. Nicholas DeBlanco-Eastern Suffolk BOCES

Please notify your School Board Members regarding the Board of Education position. The Superintendent position is for your information.



**For the Teacher positions, you should forward this memorandum to each President of all bargaining groups advising them of these openings. We would also request that this notice be posted in your building(s) where such notices are posted, to inform all members of the nomination process.**

These positions usually require four quarterly meetings during the daytime and several evening meetings each year. There is no payment for service as a Trustee. **Nominated candidates should recognize that attendance at all meetings is critical for the governance of the Plan. Therefore, candidates should check with their district and/or work schedules to be certain of release time prior to your nomination.** The meetings are held at Eastern Suffolk BOCES, Raymond A. DeFeo Administration Building in Westhampton Beach.

In accordance with the Trust Document, please be advised that each district is limited to two (2) Trustees on the Board. One must represent management and the other labor. We have listed below the categories that are open to each of the respective districts.

<b>East Quogue UFSD:</b>	Currently holds a Labor position. <b><i>EEHP members can <u>only</u> apply for the Board of Education and Superintendent positions.</i></b>
<b>Eastern Suffolk BOCES:</b>	Currently holds a Labor position, which expires 6/30/2022, and a Management position. <b><i>EEHP members can <u>only</u> apply for the Teacher position.</i></b>
<b>Greenport UFSD:</b>	Currently holds a Labor position. <b><i>EEHP members can <u>only</u> apply for the Board of Education and Superintendent positions.</i></b>
<b>New Suffolk CSD:</b>	Currently holds no representation on the Board. <b><i>EEHP members <u>can</u> apply for <u>all</u> positions.</i></b>
<b>Oysterponds UFSD:</b>	Currently holds a Management position. <b><i>EEHP members can <u>only</u> apply for the Teacher position.</i></b>
<b>Quogue UFSD:</b>	Currently holds a Management position, which expires 6/30/2022. <b><i>EEHP members <u>can</u> apply for <u>all</u> positions.</i></b>
<b>Remsenburg-Speonk UFSD:</b>	Currently holds no representation on the Board. <b><i>EEHP members <u>can</u> apply for <u>all</u> positions.</i></b>
<b>Southampton UFSD:</b>	Currently holds a Labor position and a Management position. <b><i>EEHP members <u>cannot</u> apply for any positions.</i></b>
<b>Southold UFSD:</b>	Currently holds a Labor position and a Management position. <b><i>EEHP members <u>cannot</u> apply for any positions.</i></b>
<b>Southold Park District:</b>	Currently holds no representation on the Board. <b><i>EEHP members <u>can</u> apply for <u>all</u> positions.</i></b>
<b>Tuckahoe CSD:</b>	Currently holds no representation on the Board. <b><i>EEHP members <u>can</u> apply for <u>all</u> positions.</i></b>
<b>Westhampton Beach UFSD:</b>	Currently holds a Management position, which expires 6/30/2022, and a Labor position. <b><i>EEHP members can <u>only</u> apply for the Board Of Education and Superintendent positions.</i></b>

Nominations for any individual wishing to run for these positions must be received by close of business (3:00 p.m.), **April 8, 2022**. **Please include a short biography along with the nomination.** Nominations, as indicated on page 1, should be forwarded to the East End Health Plan Election Committee, Attention: Mr. Frank Perry, Operations Administrator, 201 Sunrise Highway, Patchogue, New York 11772.

If necessary, election procedures will be forwarded to you on or about **April 22, 2022**.

In the meantime, if you have any questions regarding this process, please contact Mr. Frank Perry at (631) 472-3969 or e-mail at [fperry@eehp.org](mailto:fperry@eehp.org).

cc: EEHP Trustees  
EEHP HPCs  
Mr. M. Vigliotta, Esq.



# 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 28, 2022  
RE: Field Trip Request/FIRST Robotics Club Championship, Houston, TX,  
April 20-23, 2022

---

Attached is an overnight field trip request from Andrew Lockwood to take the students in the Robotics Club to the FIRST Robotics Championship 2022, George R. Brown Convention Center, Houston, TX. This trip is scheduled for April 20-23, 2022.

Please place on the Board of Education agenda for action.

WF/lh



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Andrew Lockwood Date of Application: 3/25/22

Authorization is requested for this field trip at full expense to the School District. [X]
Authorization is requested for transportation only. [ ]

PURPOSE: First Robotics Championship 2022

DESTINATION: George R. Brown Convention Center, Houston, TX

DATE(S) OF EVENT: April 20-23 2022

TIME OF DEPARTURE: 8AM, 4/19/22 TIME OF RETURN: 9:00pm, 4/24/22

SUBSTITUTE NEEDED: Yes [ ] No [X]

Description and Number of Students Participating in Field Trip: Robotics Championship Competition, approximately 20 students

Form of Transportation needed: (indicate number of vehicles)

Personal Car Mini-Bus Bus X

List Additional Chaperones: Andrew Lockwood, Tony Kryl
Alex Devito, Mark Ebert, Daniel Caron

additional chaperones may be needed dependent upon how many students attend.

ANTICIPATED EXPENSES:\* (Purchase Order must accompany this form)

Registration/Admission Fee: \$ 5,000.00 (Requesting Payment by District)
If personal car: number of miles at .50 p/m
Tolls:
Meals: Pd by Booster Club
NO EXTRA PAY TOTAL \$ 5,000.00

APPROVAL ROUTE

1- Building Principal/Date 2-Asst. Superintendent for Personnel & Instruction/Date 3-Business Official/Date

cc: 1) Personnel Office 2) Business Office 3) Building Principal 4) Teacher 5) Transportation

\*RECEIPTS will be necessary to receive reimbursement of expenses. To avoid payment of tax (not reimbursable) request tax forms from the Business Office.

## FIELD TRIPS AND EXCURSIONS EXHIBIT

### REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

Please complete all information requested and attach supporting back-up information. This form must be submitted to the Office of Staff Services no later than two weeks prior to the Board of Education meeting at which the request will be considered.

1. Staff member(s) requesting the trip: Andrew Lockwood

2. Destination, education purpose of trip, and value to the students: \_\_\_\_\_  
First Championship 2022- Houston TX

Students compete against other FIRST robotics teams using a robot they have constructed

Value - STEM, Sportsmanship, Cooperation, Business, Team building

3. Which students will participate:

a. Number of students 20

b. Grade levels 9-12

c. Group(s) Robotics Club

d. Name (if known) \_\_\_\_\_

4. Method of Participant Selection: Club members in good academic standing who have completed 75% of the clubs contact time.

5. Dates:

a. Specify day(s) and date(s) 4/19/22 to 4/24/22

b. Are these school days? NO

6. Means of Transportation Bus transportation to and from airport as well as in Houston to and from convention center.

Transportation Company Name: \_\_\_\_\_ TBA

Approximate length of traveling time (one way) 4 hour flight

7. Chaperone(s): Andrew Lockwood, Tony Kryl, Daniel Caron, Alex Devito, Mark Ebert, additional chaperones may be needed dependent upon how many students attend.

8. Date of last participation for a similar trip: March 2018

9. COST FUNDING SOURCE

Transportation	\$TBD	District
Admission	\$5,000.00	District
Food	\$0	Parents/ Robotics Booster Club Funds
Lodging	\$TBD	District
Participation Fees		
Other		
TOTALS		

10. Accommodations will be at: TBD

11. Arrangements for student(s) who cannot afford to pay: \_\_\_\_\_

This will be coordinated with the District if the need arises

12. Organization sponsoring the program: FIRST Robotics

13. Substitutes needed?: YES \_\_\_\_\_ NO  How Many? \_\_\_\_\_

Dates Needed: \_\_\_\_\_

14. Other pertinent information: This trip will only happen if we are able to get the funds.

15. Meeting date to be considered by the Board: \_\_\_\_\_

16. Signature of Teacher or Staff member in charge: Andrew Lockwood

17. Signature of Principal recommending trip: [Signature]

Date: 3/24/22

Adoption date: November 19, 2001



- Select your top eight (8) hotel choices from the drop-down menus below. Please note that each response repeat the same hotel for more than one choice as this may delay the confirmation of your sub-block request
- As hotels become unavailable this grid will be updated noting the hotel as SOLD OUT.
- If the breakfast area for a hotel does not say "complimentary breakfast", it is not included. Some, but not all, hotel breakfast in the rate have discounts on food.
- All hotels have Complimentary Wi-fi included in the rate.
- For more detailed information on room descriptions/amenities, please click [HERE](#).

Hotel (Distance to venue)	Rates Single/Dbi/Triple/Quad	Room Types	Breakfast	Parking	Bus Parking Available
AC Hotel (0.6 miles) - <b>SOLD OUT</b>	\$165/165/165/165	one bed & two beds	15% discount on all Food & Beverage in hotel Restaurants and Lounges	not included	no
Aloft Downtown (0.6 miles) - <b>SOLD OUT</b>	\$232/232/242/252	two beds	Not included	not included	no
C Baldwin (1.1 miles) - <b>(2 Beds SOLD OUT)</b>	\$203/203/203/203	one bed & two beds	20% off discount coupon for breakfast for up to 4 guests	not included	yes - 2 buses max
Cambria Downtown CC (0.5 miles) - <b>SOLD OUT</b>	\$189/189/189/189	one bed & two beds	Not included	Discounted valet of \$30	no
Courtyard Hobby Airport (11.0 miles) - <b>SOLD OUT</b>	\$124/124/124/124	two beds	Complimentary Grab and go Breakfast	Complimentary parking	yes
Doubletree Greenway Plaza (5.8 miles) - <b>SOLD OUT</b>	\$186/186/186/186	two beds	complimentary Grab and Go Breakfast	Discounted self- parking at \$18 per vehicle per night	yes
Doubletree Hobby Airport (10.4 miles) - <b>SOLD OUT</b>	\$165/165/165/165	two beds	Complimentary Breakfast	Complimentary parking	yes
Doubletree Houston Galleria (9.2 miles)	\$172/172/172/172	two beds	Discounted Grab and Go Breakfast at \$10 per person per day	Discounted self- parking at \$12.00 per vehicle per night	yes - limited
Fairfield Inn & Suites Hobby Airport (11.6 miles)	\$139/139/139/139	two beds	Complimentary Breakfast	Complimentary parking	yes
Four Seasons (0.6 miles) - <b>SOLD OUT</b>	\$235/235/285/335	two beds	10% off published menu option in hotel's restaurant	Discounted valet parking to \$30 per vehicle per night	yes



			hotel's restaurant	vehicle per night	
Greentree Inn & Suites (10.9 miles) - <b>SOLD OUT</b>	\$140/140/150/160	two beds	Complimentary Breakfast	Complimentary parking	yes
Hilton Americas (0.7 miles) - <b>SOLD OUT</b>	\$207/207/207/207	one bed & two beds	Not included	not included	no
Hilton Garden Inn Medical Center (5.4 miles) - <b>SOLD OUT</b>	\$189/189/189/189	two beds	Complimentary Breakfast	Complimentary parking	yes
Hilton Plaza Medical Center (5.4 miles) - <b>SOLD OUT</b>	\$184/184/194/204 - King Suite and Standard 2 Beds \$194/194/204/214 Double Suite	one bed w/ sofa sleeper & two beds	Discounted Breakfast Vouchers at \$10 per person per day	not included	yes - 2 max
Holiday Inn Downtown (1.1 miles) - <b>2 Beds SOLD OUT</b>	\$159/159/159/159	one bed & two beds	Complimentary Breakfast	Discounted self-parking at \$10 per car per night	no
Holiday Inn Express & Suites Downtown Convention Center (0.9 miles) - <b>SOLD OUT</b>	\$199/199/199/199	two beds	Complimentary Breakfast	Complimentary parking	yes
Home 2 Suites Medical Center (5.0 miles) - <b>SOLD OUT</b>	\$199/199/199/199	two beds	Complimentary Breakfast	Complimentary parking	yes
Hotel Derek (8.4 miles) - <b>2 Beds SOLD OUT</b>	\$189/189/189/189	one bed & two beds	Discounted Breakfast at \$10 per person per day	not included	yes - 7 max
Hyatt Place Houston Downtown (0.6 miles) - <b>SOLD OUT</b>	\$199/199/199/199	two beds	Complimentary Breakfast	not included	no
Hyatt Place Houston Galleria (8.6 miles) - <b>SOLD OUT</b>	\$159/159/159/159	one bed w/ sofa sleeper & two beds	Complimentary Breakfast	Complimentary parking	yes
Hyatt Regency Houston (1.2 miles) - <b>SOLD OUT</b>	\$193/193/193/193	one bed & two beds	Not included	not included	no
Hyatt Regency Houston Galleria (9.1 miles) - <b>SOLD OUT</b>	\$179/179/179/179	two beds	Complimentary Breakfast	Complimentary parking	yes
InterContinental Medical Center (4.8 miles)	\$239/239/239/239	two beds	Not included	not included	no



Le Meridien Downtown (0.5 miles) - SOLD OUT	\$229/229/229/229	two beds	25% discount per person for breakfast	not included	no
Magnolia Houston (0.7 miles) - SOLD OUT	\$199/199/199/199	one bed & two beds	Complimentary Grab and Go Breakfast	not included	yes
Marriott Marquis (0.1 miles) - SOLD OUT	\$219/219/219/219	one bed & two beds	Not included	not included	no
Marriott Medical Center Museum District (4.4 miles) - SOLD OUT	\$230/230/245/260	two beds	10% Discount on Breakfast	not included	no
Marriott South Hobby Airport (11.1 miles) - SOLD OUT	\$135/135/135/135	two beds	Complimentary Breakfast	Complimentary parking	yes
Marriott West Loop by the Galleria (8.1 miles) - SOLD OUT	\$156/156/156/166	two beds	10% discount on Breakfast with badge	Discounted self-parking at \$5 per vehicle per night	yes
Marriott Westchase (17.9 miles) - SOLD OUT	\$159/159/159/159	two beds	Complimentary Breakfast	Complimentary parking	yes
Omni Galleria (7.3 miles) - SOLD OUT	\$159/159/159/159	one bed & two beds	Discounted items for lunch and dinner	50% off self-parking	yes
Residence Inn by the Galleria (8.6 miles)	\$149/149/149/149	two beds	Complimentary Breakfast	Complimentary parking	yes
Residence Inn Downtown Convention Center (0.9 miles) - SOLD OUT	\$174/174/184/194	one bed w/ sofa sleeper	Complimentary Breakfast	10% off valet parking rates	yes - max 2
SpringHill Hobby Airport (11.1 miles) - SOLD OUT	\$129/129/129/129	two beds	Complimentary Breakfast	Complimentary parking	yes
SpringHill Medical Center (6.2 miles) - 2 BEDS SOLD OUT	\$188/188/188/188	one bed w/ sofa sleeper & two beds	Complimentary Breakfast	Complimentary parking	yes
The Whitehall (1.4 miles) - SOLD OUT	\$162/162/162/162	two beds	Discounted Breakfast Buffet @ \$15 per person per day	not included	no
Westin Houston		one bed & two	Discounted limited		



SpringHill Hobby Airport (11.1 miles) - <b>SOLD OUT</b>	\$129/129/129/129	two beds	Complimentary Breakfast	Complimentary parking	
SpringHill Medical Center (6.2 miles) - <b>2 BEDS SOLD OUT</b>	\$188/188/188/188	one bed w/ sofa sleeper & two beds	Complimentary Breakfast	Complimentary parking	
The Whitehall (1.4 miles) - <b>SOLD OUT</b>	\$162/162/162/162	two beds	Discounted Breakfast Buffet @ \$15 per person per day	not included	
Westin Houston Downtown (0.4 miles) - <b>SOLD OUT</b>	\$259/259/259/259	one bed & two beds	Discounted limited breakfast menu at \$13 per person	not included	yes -
DoubleTree by Hilton Houston Medical Center (Formerly Wyndham Medical Center) (5.5 miles) - <b>SOLD OUT</b>	\$175/175/175/175	two beds	Discounted Breakfast at \$13 per person	not included	yes

First Hotel Choice\*

Second Hotel Choice\*

Third Hotel Choice\*

Fourth Hotel Choice\*

Fifth Hotel Choice\*

Sixth Hotel Choice\*

Seventh Hotel Choice\*

March 24<sup>th</sup> 2023



Dear Prospective Sponsor,

We are writing to you on behalf of the Westhampton Beach High School Robotics, F.I.R.S.T. Team #3171. We have talented, bright young students **that need your help to get them to the world's championship competition in Houston TX on April 20th - 23rd 2022.**

The Westhampton Beach High School Robotics Team, **Winners of the SBPLI1 FIRST Robotics Champions on March 23rd 2022**, has won the opportunity to participate in *FIRST* Robotics Worlds Championship in Houston. The goal of the *FIRST* (*For Inspirations and Recognition of Science and Technology*) Program is to give students hands-on, mentoring experience working with engineers and others and create interest in STEM programs for the future. Westhampton Beach High School Robotics Team #3171, and the *FIRST* Competitions offer many benefits to students. Not only do our students learn about engineering, computer processing and design skills, but they are involved in various other administration functions such as developing business, budgeting, social, artistic and writing skills in a hands-on environment. Our students have placed in national competitions in the past due to their dedication and commitment and support of sponsors such as yourself. COVID restrictions did not permit school team fundraising for the past 2 years, a key component for *FIRST* students to attend competitions as they are wholly responsible for hotel, transportation, food and robotics materials.

**We need your support now more than ever to provide this team the opportunity to represent themselves on a world stage. We have approximately 2 weeks to raise funds and secure our place in this prestigious competition amongst the best teams.**

**Estimated Costs for 20 students and 5 coaches \$43,000**

Roundtrip Airfare: \$17,500.00

Food: 25 x \$40 per day x 5 days: \$5,000

5 Night Hotel at \$200 (15 rooms, 5 coach singles and 10 doubles): \$ 15,000.00

Bus transportation to and from airport and hotel each day to competition: \$3,000

Estimated Shipping and transporting of the Robot and Equipment: \$ 2,500

If you would like to see the Robotics Team in the past competitions, please visit this website <https://whbrobotics.com>. You will be amazed at what Team #3171 have been doing with their time, even during these challenging times.

Please note that we are a **non-profit organization 501c #** and can provide additional documentation upon request. If you have any questions, feel free to contact us via email at [whb3171booster@gmail.com](mailto:whb3171booster@gmail.com).

**Donations can be sent to:  
Hurricane Robotics Booster Club, Inc.  
PO Box 851  
Westhampton Beach, NY 11978**

**Thank you for your support!!!**



# 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 25, 2022  
RE: Appointment/ES Custodial Worker I/Alexander Hamilton

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Attached is a letter from Mr. Martino recommending that Alexander Hamilton be appointed as a Custodial Worker I assigned to the Elementary School, effective April 19, 2022 at \$43,748 (prorated), with a twenty-six week probationary period through October 11, 2022, as per Civil Service rules and regulations.

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: April 1, 2022  
RE: Appointment/Food Service Worker/Lauri Morris

---

Attached is a memorandum from Naim Walcott recommending that Lauri Morris be appointed as a Food Service Worker for the Westhampton Beach School District. Ms. Morris will be appointed effective April 5, 2022 at \$15.00 per hour.

WF/lh



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*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn Probst  
FROM: William Fisher (WF)  
DATE: March 28, 2022  
RE: Appointment/HS Additional Section Math/Kristin Kalisak

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Attached is a memorandum from Dr. Herr recommending that Kristin Kalisak be appointed as a High School 0.2 FTE Math (Algebra) instructor retroactive from March 23, 2022 through the end of the school year.

WF/lh





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*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn Probst  
FROM: William Fisher (WF)  
DATE: March 28, 2022  
RE: Appointment/ES Summer Recreation Assistant Director/Laura  
Martuscello

---

Attached is a memorandum from Mr. Garritano recommending that Laura Martuscello be appointed as the Elementary School Summer Recreation Assistant Director for the 2021-2022 school year with a stipend of \$3,135.

WF/lh



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*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn Probst  
FROM: William Fisher   
DATE: March 28, 2022  
RE: Appointment/ES Summer Recreation Director/Anthony Cappiello

---

Attached is a memorandum from Mr. Garritano recommending that Anthony Cappiello be appointed as the Elementary School Summer Recreation Director for the 2021-2022 school year with a stipend of \$6,180.

WF/lh



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*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn Probst  
FROM: William Fisher (WF)  
DATE: March 28, 2022  
RE: Appointment/HS Extra Help Support Staff for Students with  
Disabilities - Additional Staff

---

Attached is a revised memorandum from Dr. Ambrosini with an additional recommendation for HS Extra Help Support Staff for Students with Disabilities for the remainder of the 2021-2022 school year. The supervisory staff will be compensated at the professional hourly rate of pay, \$48.87/hour.

Tom Cummings

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: March 29, 2022  
RE: Appointment/MS Additional Math Section/Diana Sweet

---

Attached is a letter from Mrs. Miller recommending that Diana Sweet be appointed to an additional 0.1 FTE Math section retroactive from March 30, 2022 through the end of the school year.

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 (WA)  
DATE: March 29, 2022  
RE: Appointment/Volunteer Coaching Recommendation

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

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: April 1, 2022  
RE: Appointment/Security Guard/Orlando Rivera

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Attached is a letter from Mr. Martino recommending that Orlando Rivera be appointed as a Guard, effective April 5, 2022 at \$31,781 (prorated), with a twenty-six week probationary period through December 6, 2022, as per Civil Service rules and regulations.

WF/lh