

# Westhampton Beach

Home of the Hurricanes  School District

## AGENDA

**TYPE:** Board Meeting

**DATE:** 10/3/2022 **TIME:** 7:00 PM

**LOCATION:** Elementary School

**DETAILS:**

### 1. CALL TO ORDER

1. Call to Order Info

### 2. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance Info

### 3. EDUCATIONAL PRESENTATIONS

1. Elementary School Presentation Info
2. Bond Presentation 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 September 12, 2022 Board of Education meeting Action

### 6. SPECIAL EDUCATION

### 7. FINANCIALS

### 8. SUPERINTENDENT'S REPORT

1. Resolution setting the tax levy for the 2022/23 school year Action
2. Approval of budget transfers Action
3. Field Trip Request - Youth & Government Conference in Albany NY Action

### 9. PERSONNEL

1. Tenure Recommendations Action
2. Retirement/Custodial Worker I Action
3. Request for Childcare Leave of Absence/Director of Curriculum and Instructional Technology Action
4. Request for Childcare Leave of Absence/District Social Worker Action
5. Resignation/MS Teaching Assistant Action
6. Resignation/MS Food Service Worker Action
7. Appointment/MS Monitor Action
8. Appointment/ES Permanent Substitute Teacher Action
9. Resignation/Coaching Staff Action
10. Appointment/Coaching Recommendation Action

### 10. REPORTS

1. Postings Info

### 11. OLD BUSINESS

**12. NEW BUSINESS**

- |    |   |        |
|----|---|--------|
| 1. | Board Policy 1130 (Media Relations)                               | Action |
| 2. | Board Policy 1131 (News Releases)                                 | Action |
| 3. | Board Policy 1135 (News Coverage of Sports & Special Events)      | Action |
| 4. | Board Policy 1140 (Use of Students in Public Information Program) | Action |

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

September 12, 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 LGI Room, on September 12, 2022.

Board of Education members present: Ms. Suzanne M. Mensch, Ms. Dawn Arrasate, Ms. Joyce Donneson, Ms. Elizabeth Lanni-Hewitt, and Mr. Halsey C. Stevens and Ms. Heather Wright.

*Absent: Mr. George R. Kast, Jr.*

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; Bill Fisher, Assistant Superintendent for Personnel & Instruction; and 6 attendees.

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

The pledge was conducted.

PUBLIC PARTICIPATION

There was no public participation.

EDUCATIONAL PRESENTATIONS  
FIELD TRIP

High School science teacher, Dr. Gobler, presented a Belize field trip proposal.

On motion of Mr. Stevens, second by Ms. Donneson, the request from Dr. Gobler to take high school students on a field trip to Belize February 18 through February 26, 2023, to be and hereby is approved.

Vote: Yes 6 No 0

BOND REFERENDUM

Bond Presentation - Dr. Probst reviewed the District's bond project which will be voted upon on Wednesday, October 19, 2022. The PowerPoint presentation is available on the District's website.

APPROVAL OF MINUTES

On motion of Ms. Arrasate, second by Mr. Stevens, the minutes of the August 15, 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 8/4, 8/10, 8/22, 9/1 and CPSE meetings of 8/23.

On motion of Ms. Donneson, second by Ms. Arrasate, 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

BUDGET TRANSFERS

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

From	To	Amount
A2250.150.00.01	A2810.150.00.01	\$27,958.40
A9060.800.00.05	A9089.800.00.05	\$149,329.29

Vote: Yes 6 No 0

FOOD SERVICE WORKERS UNIT AGREEMENT

On motion of Ms. Wright, second by Ms. Donneson, the resolution to ratify the Memorandum of Agreement with the Westhampton Beach Food Service Workers Unit (UPSEU), as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

INTERNAL AUDITOR - ENGAGEMENT LETTER

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution authorizing the execution of the Internal Auditor's AUP engagement letter for the fiscal year ending June 30, 2023, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

VILLAGE OF WESTHAMPTON BEACH SRO AGREEMENT

On motion of Ms. Wright, second by Mr. Stevens, the resolution authorizing the execution of the School Resource Officer (SRO) agreement with the Village of Westhampton Beach for the 2022/23 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

ELIZABETH SCHEINER-HOPPE

On motion of Ms. Wright, second by Mr. Stevens, the resolution authorizing the execution of a consulting agreement with Elizabeth Scheiner-Hoppe for the 2022/23 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

EAST MORICHES UFSD

On motion of Ms. Arrasate, second by Mr. Stevens, the resolution authorizing the execution of a municipal cooperative agreement with East Moriches UFSD for professional development training September 1, through December 31, 2022, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

EAST QUOGUE UFSD

On motion of Ms. Donneson, second by Ms. Arrasate, the resolution authorizing the execution of a stipulation of settlement agreement with East Quogue UFSD for the 2022/23 and 2023/24 school years, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

HEALTH SERVICES CONTRACT

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

Vote: Yes 6 No 0

AMENDED AGREEMENT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the resolution authorizing the execution of an amended agreement for an individual student for the 2022/23 and 2023/24 school years, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

RESOLUTION / CANVASS BOND VOTE STAFF

On motion of Ms. Donneson, second by Ms. Arrasate, the resolution authorizing the District Clerk to arrange for the appointment of Election Inspectors & Chairperson for the October 19, 2022 Special District Meeting (Bond Vote), to be and hereby is adopted:

Vote: Yes 6 No 0

RESOLUTION / CHAIRPERSON OF THE BOND VOTE

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

BE IT RESOLVED that the Board of Education appoint Thomas Betjemann as Chairperson for the Special District Meeting (Bond Vote) to be held on Wednesday, October 19, 2022.

Vote: Yes 6 No 0

RESOLUTION / VOTE STAFF

On motion of Mr. Stevens, second by Ms. Donneson, 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 Special District Meeting (Bond Vote) to be held on Wednesday, October 19, 2022 during the hours of 7:00 a.m. and 9:00 p.m., and to authorize the District Clerk to fill any vacancies that occur on or before such date:

- Full Day @ \$200 each (7:00 a.m. to 9:00 p.m.)**
- Thomas H. Betjemann (Chief Inspector of Elections)
- Marth-ann Betjemann
- Patricia Gonce
- Doreen Croser
- Stephen Wisnoski

- Half Day @ \$100 each**
- Lynn Stevens (7:00 a.m. to 2:00 p.m.)
- Randi DeMayo (7:00 a.m. to 2:00 p.m.)
- Bea Allen (2:00 p.m. to 9:00 p.m.)
- Patricia Speed (2:00 p.m. to 9:00 p.m.)

Vote: Yes 6 No 0

KAREN PETROWSKI

On motion of Ms. Wright, second by Mr. Stevens, the appointment of Karen Petrowski as a MS Teaching Assistant effective September 1, 2022 with a four-year probationary period through August 31, 2026 in the tenure area of Teaching Assistant at a salary of \$25,000, pending receipt of official transcripts, to be and hereby is approved.

Vote: Yes 6 No 0

HS PERMANENT SUBSTITUTES

On motion of Ms. Donneson, second by Ms. Wright, the appointment of the following people as permanent substitute teachers assigned to the High School at \$150/day, to be and hereby is approved:

Elaine Kelsey	September 28, 2022 – June 9, 2022
Allan Labbe	September 28, 2022 – June 9, 2022
Barbara Mims	September 28, 2022 – June 9, 2022

Vote: Yes 6 No 0

MS 6<sup>th</sup> GRADE RTI SUPPORT

On motion of Ms. Lanni-Hewitt, second by Ms. Arrasate, the appointment of the following staff as 0.1 FTE Grade 6 RTI support instructors for the 2022/23 school year, to be and hereby is approved:

Cynthia Hart  
Caitlynn Webber

Vote: Yes 6 No 0

JENNY PRICE

On motion of Ms. Donneson, second by Mr. Stevens, the appointment of Jenny Price as a MS Family & Consumer Science leave replacement teacher beginning September 1, 2022 through October 3, 2022 at a rate of \$150/day, to be and hereby is approved.

Vote: Yes 6 No 0

JILL STEVENS

On motion of Ms. Arrasate, second by Ms. Lanni-Hewitt, the appointment of Jill Stevens as an ES RTI/Title 1 teacher, effective September 28, 2022 through June 9, 2023, for 5.5 hours/day at \$25/hr., to be and hereby is approved.

Vote: Yes 5 No 0  
(Mr. Stevens abstained)

CO-CURRICULAR ADVISORSHIPS

On motion of Ms. Donneson, second by Ms. Arrasate, the HS, MS & ES Co-curricular Advisorships for the 2022/23 school year, as submitted, to be and hereby are approved.

Vote: Yes 6 No 0

SUBSTITUTES

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

Tara Bonawandt	Teacher
Jacquelyn DeCicco	Teacher
William Ponce	Teacher
Dale Quinn	Teacher
James Schulz	Teacher
Gabriella Thomasch	Teacher
Patricia Ziparo	Teacher
Catharine Nobiletti	Teacher
Susan Kearns	Teacher
Jenna Arcuri	Nurse
Danielle Polanish	Nurse
Lisa Zaino-Jones	Nurse
Sarah Fabian	Monitor

Vote: Yes 6 No 0

JAKE SWEET

On motion of Ms. Donneson, second by Ms. Arrasate, the appointment of Jake Sweet as the ES Head Custodian, effective September 19, 2022 at \$50,607 (prorated), with a twenty-six week probationary period through April 6, 2023, as per Civil Service rules & regulations, to be and hereby is approved.

Vote: Yes 6 No 0

CARRIE BENDER

On motion of Mr. Stevens, second by Ms. Arrasate, the appointment of Carrie Bender to provide support services for Students with Disabilities, effective July 1, 2022 through June 30, 2023, at the hourly professional rate of pay (\$49.60/hr.), to be and hereby is approved.

Vote: Yes 6 No 0

SEWDUTT HARPAUL

On motion of Ms. Donneson, second by Ms. Wright, the request to rescind the resignation of Sewdutt Harpaul approved at the August 15, 2022 board meeting, to be and hereby is approved.

Vote: Yes 6 No 0

NICOLETTE GALANTE

On motion of Ms. Wright, second by Ms. Arrasate, the appointment of Nicolette Galante to an additional 0.2 FTE HS French section retroactive from September 1, 2022 through the end of the school year, to be and hereby is approved.

Vote: Yes 6 No 0

POSTINGS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS - BOARD POLICIES

Board Policy 0115 (Student Harassment and Bullying Prevention and Intervention)

The first reading of the above policy was held.

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 1000 (Community Relations Goals)

The first reading of the above policy was held.

On motion of Ms. Wright, second by Ms. Arrasate, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 1110 (School-Sponsored Information Media)

On motion of Mr. Stevens, second by Ms. Arrasate, the resolution to delete the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 1100 (Public Information Program)

The first reading of the above policy was held.

On motion of Mr. Stevens, second by Ms. Wright, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 2310 (Regular Meetings)

The first reading of the above policy was held.

On motion of Ms. Arrasate, second by Ms. Wright, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 2340 (Notice of Meetings)

The first reading of the above policy was held.



On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

Board Policy 2360 (Minutes)

The first reading of the above policy was held.

On motion of Mr. Stevens, second by Ms. Donneson, the resolution to waive the second and third readings and adopt the above policy, to be and hereby is adopted.

Vote: Yes 6 No 0

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Arrasate, the Board of Education to convene to Executive Session at 7:40 PM to discuss ongoing litigation and contract negotiations with the Aides/Monitors Unit, to be and hereby is approved.

Vote: Yes 6 No 0

*Assistant Superintendent for Business, Jacqueline I. Pirro, arrived at 7:41 p.m.*  
*Board Member, George R. Kast, Jr., arrived at 7:43 p.m.*

On motion of Mr. Stevens, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 8:15PM, 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 8:15 PM.

---

Judy Iannone, District Clerk

September 12, 2022

Westhampton Beach Union Free School District  
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: September 28, 2022

Re: 2022-2023 Tax Levy

The Town of Southampton Assessor's Office has published its 2022-2023 Final Assessment Roll and has provided the final assessed valuation for the Westhampton Beach UFSD.

For budget purposes, an estimated total assessed valuation of \$5,362,778,126 was used. The actual amount is \$5,432,930,774.

In order to set the tax rate for the 2022-2023 school year, I am requesting the Board of Education set the total amount of tax dollars to be raised at \$32,849,387 which reflects the amount approved by voters on May 17, 2022.

Using the updated assessment roll, a tax rate of \$6.05 per one thousand of assessed valuation has been calculated.

If you have any questions please feel free to contact me.

**WESTHAMPTON BEACH UFSD**  
**REQUEST FOR BUDGET TRANSFER**  
**2022-2023 SCHOOL YEAR**

Requestor: MaryAnn Milton

Date of Request: 09/28/2022

Budget Code to Transfer TO:

Code Number: A 1420-400-00-05

Code Title: School Attorney Fees

Amount to Transfer: \$ \$81,700.00

Budget Code to Transfer FROM:

Code Number: A 9030-800-00-05

Code Title: Board Share FICA

Reason for Transfer:

Legal Expenses

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. Paw 9/28/2022  
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: J. Piro

Date of Request: 9/26/2022

Budget Code to **Transfer TO:**

Code Number: A9787.610.00.05

Code Title: Installation Debt Laptops

Amount to Transfer: \$ 158,187.00

Budget Code to **Transfer FROM:**

Code Number: A2250.470.00.05

Code Title: Out of District Tuition

Reason for Transfer:  
*Auditors reclassified additional funds received to revenue and grossed up the expense.*

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. Piro      9/26/22  
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 \_\_\_\_\_

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

Requestor: J. Piro

Date of Request: 9/26/2022

Budget Code to **Transfer TO:**

Code Number: A9040.800.00.05

Code Title: Workers Compensation

Amount to Transfer: \$ 252,469.00

Budget Code to **Transfer FROM:**

Code Number: Various (attached)

Code Title: \_\_\_\_\_

Reason for Transfer:  
*Auditors recommended to gross up Workers Comp expenses and use WC Reserve as revenue*

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. Piro 9/26/22  
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 \_\_\_\_\_

**WESTHAMPTON BEACH UFSD**  
**REQUEST FOR BUDGET TRANSFER**  
**2022-2023 SCHOOL YEAR**

Requestor: Jackie Finn

Date of Request: 9/24/2022

Budget Code to **Transfer TO:**

Code Number: A 2010-150-00-05

Code Title: Professional Salaries

Amount to Transfer: \$ 7983-

Budget Code to **Transfer FROM:**

Code Number: A 9089-800-00-05

Code Title: Other Employee Benefits

Reason for Transfer:

*To increase salary code based on contractual agreement.*

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 Finn      9/26/22      \_\_\_\_\_      \_\_\_\_\_  
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 \_\_\_\_\_

**WESTHAMPTON BEACH UFSD**  
**REQUEST FOR BUDGET TRANSFER**  
**2022-2023 SCHOOL YEAR**

Requestor: J. Pirm

Date of Request: 9/26/2022

Budget Code to **Transfer TO:**

Code Number: A 2250.164.00.01 Teacher Aide Salary - HS - 24,000  
A 2250.164.00.02 Teacher Aide Salaries - MS - 20,000

Code Title: Teacher Aide Salaries - HS + MS

Amount to Transfer: \$ 44,000

Budget Code to **Transfer FROM:**

Code Number: A 2250-164.00.03 - 24,000  
A 2250-164.00.05 - 20,000

Code Title: Teacher Aide Salaries - ES + DW

Reason for Transfer:

*To reallocate salary funds for teacher  
aide expenses*

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. Pirm 9/26/2022  
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**  
**2022-2023 SCHOOL YEAR**

Requestor: MaryAnn Milton

Date of Request: 09/09/2022

Budget Code to **Transfer TO:**

Code Number: A 9760-710-00-05

Code Title: T.A.N. Interest

Amount to Transfer: \$ 97,777.78

Budget Code to **Transfer FROM:**

Code Number: A 9060-800-00-05

Code Title: Medical Insurance

Reason for Transfer:

*TAN Interest for 2022-2023*

- 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.**

<u>J. Puro</u>	<u>9/9/22</u>		
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**  
**2022-2023 SCHOOL YEAR**

Requestor: Gwen Gaines G.G.

Date of Request: 9/9/2022

Budget Code to **Transfer TO:**

Code Number: A1480-490-00-08

Code Title: Public Information - BOCES Services

Amount to Transfer: \$ 10,000.00

Budget Code to **Transfer FROM:**

Code Number: A1480-500-00-05

Code Title: Public Information - M&S

Reason for Transfer: To cover the \$6,254 difference between the budget and the AS-7 amount and have \$3,745.60 left to cover the initial printing costs of the Cupola, etc. which had previously been printed by other vendors.

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.**

 9/9/22  
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 \_\_\_\_\_



# WESTHAMPTON BEACH PUBLIC SCHOOLS

## REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Kelly Massaro Date of Application: 9.20.2022

Authorization is requested for this field trip at full expense to the School District.

Authorization is requested for transportation only.

PURPOSE: Attend Youth and Government Conference in Albany

DESTINATION: Desmond Hotel and State Capital, Albany NY

DATE(S) OF EVENT: November 20 - November 22, 2022

TIME OF DEPARTURE: 11Am (11/20) TIME OF PICK-UP: 5pm (11/22)

SUBSTITUTE NEEDED: Yes  No

Description and Number of Students Participating in Field Trip: Approximately 30-35 students will attend

Form of Transportation needed: (indicate number of vehicles) Town of Southampton is donating  
Personal Car \_\_\_\_\_ Mini-Bus \_\_\_\_\_ Bus N/A

List Additional Chaperones:  
Josh Tuttle Chanise Miller  
Kelly Massaro Yvonne Perez

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

Registration/Admission Fee:	\$ <u>300.00 per student</u> - students paid by caregivers
If personal car: number of miles at .50 p/m	<u>N/A</u>
Tolls:	<u>N/A</u>
Meals:	<u>N/A</u>
NO EXTRA PAY	TOTAL \$ <u>450 per adult x 4 = \$1800 for Room/Board plus 5 hours supervision x 3 days</u>

9/22/2022  
Chaim Miller  
1- Building Principal/Date

APPROVAL ROUTE  
[Signature]  
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: Kelly Massaro  
Charisse Miller

2. Destination, education purpose of trip, and value to the students: This trip is to the state Capital of NY. Our students were given the unique opportunity to present on the senate floor a bill they researched and prepared. Students will develop research, communication skills, leadership and strengthen the bridge between community and school.

3. Which students will participate:

a. Number of students 35 - approximately

b. Grade levels 7/8

c. Group(s) Youth and Government / Southampton YMCA

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

4. Method of Participant Selection: Self - Selected / Volunteer  
Rigorous timelines / Research to be eligible

5. Dates:

a. Specify day(s) and date(s) November 20 - 22, 2022

b. Are these school days? Monday + Tuesday 11/21 + 11/22

6. Means of Transportation Coach Bus - Donated by Town of Southampton

Transportation Company Name: Details about donation in separate document

Approximate length of traveling time (one way) 4 hours

7. Chaperone(s): Charisse Miller, Kelly Massaro,  
Yvonne Perez, Josh Tottle

8. Date of last participation for a similar trip: Never

9. COST FUNDING SOURCE

Transportation	Town of Southampton is donating buses	
Admission	300 per student	450 per adult
Food	includes food / lodging / conference	
Lodging		
Participation Fees	(Conference Agenda includes)	
Other	training, food, lodging	
TOTALS	\$1800 for chaperones	students pay individually

10. Accommodations will be at: Desmond Hotel, Albany NY

11. Arrangements for student(s) who cannot afford to pay: YMCA, Town of Southampton,  
Community outreach → Rotary, Kiwanis

12. Organization sponsoring the program: YMCA of New York

13. Substitutes needed?: YES  NO  How Many? (2)

Dates Needed: 11/21 + 11/22

14. Other pertinent information: Every student attending will have  
a role. They will be official delegates, senators,  
Running for office including governor for the day.

15. Meeting date to be considered by the Board: October 3, 2022

16. Signature of Teacher or Staff member in charge: Kelly Massaro

17. Signature of Principal recommending trip: Char Miller

Date: September 23, 2022

Adoption date: November 19, 2001



# 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: September 16, 2022  
RE: Tenure Recommendations

---

The following staff members are recommended for tenure:

### **Elementary School**

Kimberly Hall

Tenure date - November 3, 2022

Tenure Area - Elementary Education

Caitlin Mancuso

Tenure date - November 5, 2022

Tenure Area - Speech

Attached are the tenure recommendations.

WF/lh

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

---

Bulletin No. 22/23 – 8

**VACANCY**

**Custodial Worker I**

Please apply by October 6, 2022 to:

Anthony Martino  
Assistant Plant Facilities Administrator  
Westhampton Beach UFSD  
631-288-3800

September 19, 2022

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

---

Bulletin No. 22/23 – 9

**IMMEDIATE VACANCY**

**0.6 FTE HS Special Education Teacher  
(10 a.m. - 2 p.m.)**

- Providing instruction to an individual high school age student.
- Experience supporting students with intellectual disabilities preferred.

Please apply immediately to:

Dr. MaryAnn Ambrosini  
Director of Pupil Personnel Services  
Westhampton Beach School District

September 19, 2022

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

---

Bulletin No. 22/23 – 10

**VACANCY**

**MIDDLE SCHOOL TEACHING ASSISTANT**

Please apply immediately to:

Dr. MaryAnn Ambrosini  
Director of Pupil Personnel Services  
Westhampton Beach School District

September 23 2022



## MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media, print and electronic, in educating the public and improving education within the district and the wider community. The Board and Superintendent will make every reasonable effort to cooperate with the media by providing accurate information about district operations, to the extent permissible by statute and regulation.

The Board President is designated as the spokesperson for the Board when the Board is making a statement on an issue. The Superintendent of Schools is designated as the spokesperson for the district.

All staff intending to release information to the media ~~should first~~must notify the ~~Superintendentsupervisor~~. The Superintendent of Schools shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media.

The Board and the Superintendent agree that a ~~blog (short for weblog), which is a log posted on the World Wide Web which may be accessed from the district's homepage, and a presence on social media sites~~presence can be beneficial ~~meehanisms~~ for communicating with the community. All postings ~~to the blog and social media sites~~ will be treated with the same care and consideration as any other communication which the Superintendent or his/her designee generates on behalf of the district. ~~Postings will adhere to the standards set in the Board's "acceptable use of computers" policy.~~

If a Board Mmembers chooses to ~~blog on their own or if the member~~ maintains a social ~~networking media~~ presence, the Board Mmember must ensure that is clear that the postings do not represent the Board as a whole.

Cross-ref: 4526, Computer Use in Instruction  
8630, Computer Resources and Data Management

Ref: Arts and Cultural Affairs Law §61.09

Adoption date: September 24, 2001  
Revision adopted: December 15, 2008  
Revision adopted: May 9, 2011  
Revision adopted:

## NEWS RELEASES

~~It will be the policy of the Board of Education to maintain a continuing information program for compiling and distributing news of events, noteworthy facts, statistics, plans and forecasts necessary to the creation of an interested and informed public.~~

~~In keeping with its policy to maintain a continuous program for informing the public about the district, †~~The Board encourages the release ~~of such~~of information-subject only to the following procedural limitations:

- ~~1. Official information regarding the Board will be issued only by the President of the Board or the Superintendent of Schools. Such information will be released through the Superintendent's Office. Information about the district, as a whole, shall also be released by the public information office. Copies of all releases will be given to Board members and the Superintendent as soon as is practical.~~
- ~~2. Official information about individual school activities, student performances, athletic events, instructional or social programs conducted at individual schools may be released through the office of the Building Principal in charge of the school involved or through the Superintendent's Office provided, in either case, that a parent or guardian of any student who is quoted directly or who is identified, by photograph, name or identifying description, has signed a statement of permission authorizing such release.~~

Adoption date: September 24, 2001

Revision adopted:

~~NEWS COVERAGE OF SPORTS AND SPECIAL EVENTS~~

~~The Board of Education encourages news coverage of all sports and special events of the district. The Superintendent of Schools shall be informed of the event being covered and the agency providing such coverage.~~

~~Adoption date: September 24, 2001~~

## USE OF STUDENTS IN PUBLIC INFORMATION PROGRAM

The participation of students in interpreting the educational program of the schools to the community shall be encouraged, with the understanding that students shall participate only in appropriate situations.

- ~~1. — students shall not be exploited for the benefit of any individual or group;~~
- ~~2. — students shall participate only in appropriate situations;~~
- ~~3. — the use of students shall always be evaluated in terms of the effect on the child; and~~
- ~~4. — students shall not solicit or promote school district issues without approval of the Superintendent of Schools' office.~~

~~The best possible community relations grow from a superior teaching job in the classroom. Enthusiastic students with serious intentions, well directed by sympathetic and capable teachers, are certain to communicate with the parents and the community. The district believes this is the cornerstone of good community relations.~~

Adoption date: September 24, 2001

Revision adopted: