

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 11/27/2023 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

- | | | |
|----|---------------|------|
| 1. | Call to Order | Info |
|----|---------------|------|

2. PLEDGE OF ALLEGIANCE

- | | | |
|----|----------------------|------|
| 1. | Pledge of Allegiance | Info |
|----|----------------------|------|

3. EDUCATIONAL PRESENTATIONS

4. PUBLIC PARTICIPATION

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

5. MINUTES

- | | | |
|----|--|--------|
| 1. | Approval of the minutes of the November 6, 2023 Board of Education meeting | Action |
|----|--|--------|

6. SPECIAL EDUCATION

- | | | |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 11/06, 11/08 and 11/14. | Action |
|----|---|--------|

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- | | | |
|----|--|--------|
| 1. | Resolution to adopt the District's Corrective Action Plan in response to the Internal Auditor's Risk Assessment Update Report dated August 1, 2023 | Action |
| 2. | Resolution authorizing the execution of a supplemental special education services contract with Sag Harbor School District for the 2023/24 school year | Action |
| 3. | Resolution authorizing the execution of transportation contracts for the 2023/24 school year | Action |

9. PERSONNEL

- | | | |
|----|---|--------|
| 1. | Resignation/MS Permanent Substitute Teacher | Action |
| 2. | Appointment/HS Science Leave Replacement Teacher | Action |
| 3. | Appointment/HS Permanent Substitute Teacher | Action |
| 4. | Appointment/MS Permanent Substitute Teacher | Action |
| 5. | Appointment/ES ENL Homework, Extended Day Program | Action |
| 6. | Appointment/ES Monitor | Action |
| 7. | Appointment/Substitutes | Action |
| 8. | Appointment/Food Service Worker | Action |
| 9. | Appointment/Coaching Recommendations | Action |

- | | | |
|-----|--|--------|
| 10. | FMLA Revision/ES-HS Physical Education Teacher | Action |
| 11. | Extension/HS Physical Education Leave Replacement Teacher/Perm Sub | Action |
| 12. | Extension/HS Physical Education Leave Replacement Teacher | Action |
| 13. | Resignation/ES Monitor | Action |
| 14. | Appointment/0.2 FTE HS Science Research Teacher | Action |

10. REPORTS

- | | | |
|----|----------|------|
| 1. | Postings | Info |
|----|----------|------|

11. OLD BUSINESS

12. NEW BUSINESS

13. EXECUTIVE SESSION

14. ADJOURNMENT

November 6, 2023

A regular meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the High School Library, on November 6, 2023.

Board of Education members present: Ms. Suzanne M. Mensch, President; Ms. Elizabeth Lanni-Hewitt, Vice President; Ms. Dawn Arrasate, Ms. Joyce L. Donneson; Mr. George R. Kast, Jr.; and Ms. Heather A. Wright.

Absent: Mr. Halsey C. Stevens

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; Christopher Herr, High School Principal; and approximately 25 attendees.

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

The pledge was conducted.

EDUCATIONAL PRESENTATION

The following students were recognized and given Certificate of Achievement:

- National Merit Scholarship commended students: Jessica Curran, Kate Pomroy, Jack Hendrickson and Meghan Kelly
- 2 Perfect Scores in AP Research: Jessica Curran and Meghan Kelly

Dr. Herr provided an overview of the Robotics team, discussed upcoming competitions, and Robotics Team students demonstrated the robot.

PUBLIC PARTICIPATION

A question was raised about a girls field hockey team.

APPROVAL OF MINUTES

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the minutes of the October 23, 2023, 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 10/11, 10/16, 10/20, 10/23, 10/30, 10/31 and CPSE 10/19.

On motion of Mr. Kast, 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

CORRECTIVE ACTION PLAN

On motion of Ms. Donneson, second by Mr. Kast, the resolution to adopt the District's corrective action plan in response to the External Auditor's Report for the fiscal year ending June 2023, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

ST. JAMES TUTORING

On motion of Ms. Lanni-Hewitt, second by Ms. Arrasate, the resolution authorizing the execution of an addendum to the St. James Tutoring agreement which was approved at the August 21, 2023 Board of Education meeting, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

TEACHERS ASSOCIATION MOA - CLUB STIPENDS

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the resolution authorizing the execution of a Memorandum of Agreement with the Teachers' Association regarding club stipends, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

DONATIONS

On motion of Ms. Donneson, second by Mr. Kast, the donation from the Elementary Parent Teacher Association of a new outdoor sign valued at \$5,000 for the front of the ES building, to be and hereby is accepted with many thanks.

Vote: Yes 6 No 0

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the donation from MS Music Teacher Frank Monastero of a 1971 Yamaha G3 Grand Piano valued at \$8,000, to be used for MS Choral rehearsals, to be and hereby is accepted with many thanks.

Vote: Yes 6 No 0

CROSS COUNTRY FIELD TRIP

On motion of Ms. Donneson, second by Mr. Kast, the request from John Broich to take Cross Country student athletes on an overnight trip to attend the Federation Cross Country Championship Meet in Bowdin Park, NY from November 17 through November 18, 2023, to be and hereby is approved.

Vote: Yes 6 No 0

MUSIC IN THE PARKS FIELD TRIP

On motion of Ms. Donneson, second by Mr. Kast, the request from Joshua Seifert to take Chamber Singers and Pep Band members (grades 8-12) on an overnight trip to attend the Music in the Parks adjudications in Hershey, PA from June 1-2, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

PHILIP MASTERSON

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the request from Philip Masterson for a medical leave of absence from his position as a Maintenance Mechanic IV, using personal, sick, vacation, and sick bank time, effective November 3, 2023 through February 3, 2024, and returning to his position on February 5, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

JAMES FORD

On motion of Mr. Kast, second by Ms. Donneson, the request from James Ford for an extension of his FMLA medical leave of absence approved at the October 23 Board of Education meeting through November 27, 2023, to be and hereby is approved.

Vote: Yes 6 No 0

JAKOB RESTREPO-BONET

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the appointment of Jakob Restrepo-Bonet as a 0.2 FTE HS Physical Education leave replacement teacher beginning November 7 through November 27, 2023, at Step 1C, BA+30, \$57,882 (prorated), after which time he will continue his 0.8 FTE Physical Education teacher position and 0.2 FTE perm sub teacher position, to be and hereby is approved.

Vote: Yes 6 No 0

SANTO SAGUTO

On motion of Mr. Kast, second by Ms. Donneson, the appointment of Santo Saguto as a 0.8 FTE ES/HS Physical Education leave replacement teacher and a 0.2 FTE HS permanent substitute teacher at \$150/day beginning November 7 through November 27, 2023, after which time he will continue his position as a HS perm sub teacher, to be and hereby is approved.

Vote: Yes 6 No 0

CHEMICAL HYGIENE OFFICER

On motion of Mr. Kast, second by Ms. Donneson, the appointment of Benjamin Grodski as the Chemical Hygiene Officer for the 2023/24 school year at the professional rate of pay of \$50.22/hr., to be and hereby is approved.

Vote: Yes 6 No 0

WINTER RECREATION PROGRAM DIRECTOR

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the appointment of Anthony Capiello as Elementary School Winter Recreation Program Director for the 2023/24 school year at a stipend of \$1,976, to be and hereby is approved.

Vote: Yes 6 No 0

MARY TUTTLE

On motion of Mr. Kast, second by Ms. Donneson, the appointment of Mary Tuttle as a Food Service Worker effective November 7, 2023 at \$16.50/hr., to be and hereby is approved.

Vote: Yes 6 No 0

COACHING APPOINTMENTS

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the following coaching appointments for the 2023/24 Winter sports season , as submitted, to be and hereby are approved:

SPORT	LEVEL	COACH	STEP	SALARY
Basketball B	Varsity	Davis, Connor	2	\$8,685.23
Basketball B	Var Asst	TBD		
Basketball B	JV	Edwards, Shaki	1	\$6,188.34
Basketball G	Varsity	Peters, Kathleen	3	\$8,947.40
Basketball G	Var Asst	Hempfling, William	1	\$7,299.98
Basketball G	JV	Doroski, Jeffrey	2	\$6,380.98
Comp. Cheer	Varsity	Bennett-Rosman, Alexa	1	\$4,810.67
Wrestling	Varsity	Restrepo-Bonet, Jakob	1	\$8,423.04
Wrestling	Var Asst	Petroulias, Andrew	1	\$7,299.98
Wrestling	JV	O'Hara, Brice	1	\$6,188.34
Track G	Varsity	Broich, John	3	\$6,140.28
Track G	Var Asst	Yakaboski, Meghan	2	\$5,317.46
Track B	Varsity	Mensch, Joseph	2	\$5,966.38
Track B	Var Asst	Habersaat, Erika	3	\$5,477.98
Basketball G	MS	Price, Jenny - Green	1	\$4,193.37
Basketball G	MS	Harpaul, Sewdutt (Mike) - White	2	\$4,311.03
Volleyball B	MS	Tuttle, Joshua	2	\$4,311.03
Volleyball B	MS	TBD		
Wrestling	MS	TBD		

Vote: Yes 5 No 1
(Joyce Donneson opposed)

VOLUNTEER COACHING APPOINTMENTS

On motion of Ms. Donneson, second by Mr. Kast, the appointment of the following as volunteer coaches, to be and hereby is approved.

Girls Winter Track Annmarie McAuley
JV/V Wrestling Logan O'Hara

Vote: Yes 6 No 0

SUBSTITUTES

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the appointment of the following substitutes, to be and hereby is approved:

Carter Baron Teacher
Kelli Billish Fitter Teacher

Vote: Yes 6 No 0

JENNY PRICE

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the resignation of Jenny Price from her position as a Middle School Teaching Assistant, effective December 1, 2023, to be and hereby is accepted.

Vote: Yes 6 No 0

TARA BISHOP

On motion of Ms. Wright, second by Ms. Lanni-Hewitt, the request from HS ENL Teacher Tara Bishop for an extension of her childcare leave of absence which was approved at the July 11, 2023 Board of Education meeting through November 20, 2023, to be and hereby is approved.

Vote: Yes 6 No 0

EMILY BEHR

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the extension of the appointment of HS ENL Leave Replacement Teacher/MS Perm Sub Emily Behr which was approved at the August 21, 2023 Board of Education meeting through November 17, 2023, to be and hereby is approved.

Vote: Yes 6 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS

There was no New Business on the agenda.

EXECUTIVE SESSION

On motion of Mr. Kast, second by Ms. Wright, the Board of Education to convene to Executive Session at 7:40 PM to discuss special education litigation matters, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Kast, second by Ms. Arrasate, the Board of Education to reconvene from Executive Session at 8:40 PM, to be and hereby is approved.

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Mr. Kast, second by Ms. Arrasate, all business being completed, Ms. Mensch declared the meeting adjourned at 8:40 PM.

Judy Iannone, District Clerk

November 6, 2023

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: November 15, 2023

Re: Corrective Action Plan Internal Auditor's Risk Assessment August 2023

I respectfully request the Board of Education accept the district's corrective action plan for the internal auditor's risk assessment update report dated August 21, 2023 prepared by our internal auditor Cullen & Danowski, LLP.

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

Westhampton Beach Union Free School District

This corrective action plan is in response to the school district's internal auditor's risk assessment update report dated August 21, 2023 prepared by Cullen & Danowski, LLP.

Current Recommendations

PAYROLL, HUMAN RESOURCES AND RELATED BENEFITS

We recommend that the District ensure compliance with New York Labor Law Section 201 that requires employers to post the required labor notices on their website or provide to the employees in electronic format via emails.

District Corrective Action

The personnel office will provide the required labor notices to employees via electronic format or on the district website. Anticipated Completion Date: Fiscal Year 2023-2024 with oversight from the Assistant Superintendent for Personnel and Instruction.

SCHOOL ENVIRONMENT

We recommend that the District enhance the safety and security at the schools by replacing the outdated surveillance cameras, installing additional cameras, and moving all devices to the new program using a single platform resulting in efficiencies.

District Corrective Action

The district is looking at multi year funding opportunities to fund district security enhancements related to the installation of new and replacement surveillance cameras. Anticipated Completion Date: Fiscal Year 2025-2026 with oversight from the Assistant Superintendent for Business.

Status of Prior Recommendations – Open Items

GRANTS AND SPECIAL EDUCATION

Develop Written, Formal Procedures – Special Education Related Duties - 2021

We recommend that the District continue with efforts to complete the following:

- a) Assess the tasks performed by the employees in the Special Education Department and the Business Office and then develop written, formal procedure related to key processes.
- b) Define and enhance the billing process including the factors that determine the proper Special Education Non-resident Rate and proper backup to support the billings to the sending districts.
- c) Establish proper procedures related to billing the sending districts for students with partial attendance during a month.

Risk Assessment Update, 2023 – we found that the District is in the process of developing written, formal procedures related to key processes, enhanced the billing process, and established proper procedures related to billing the sending districts as recommended.

District Corrective Action

The District will continue to formalize the billing processes by replacing the manual invoicing with financial system generated tuition invoices to start with the 2023-2024 billing to the sending districts. Additionally, the Senior Account Clerk in the business office will continue the documentation process for determining partial month student billing and the overall billing process. Anticipated Completion Date: Fiscal Year 2023-2024 with oversight from the Assistant Superintendent for Business.

Related Service Provider Requests for Proposals - 2021

We recommended that the district strengthen the purchasing process by considering request for proposals (RFPs) for related service providers, since the District has not obtained RFPs from these vendors in over 5 years.

Risk Assessment Update, 2023 – we note that the District plans to start addressing this recommendation during the 2023-24 year.

District Corrective Action

The business office will prepare an RFP for the related services the district is often required to provide for our students. Anticipated Completion Date: Fiscal Year 2023-2024 with oversight from the Assistant Superintendent for Business.

EMPLOYEE BENEFITS ADMINISTRATION

Develop Written, Formal Procedures – Benefits Tasks - 2021

We recommended that the District develop written, formal procedures related to the key tasks performed by staff regarding employee benefits administration. These documents are helpful to facilitate tasks that are performed infrequently (e.g., annually) and to assist in the vent of staff changes (e.g., retirements, resignations, unexpected absences, etc.).

Risk Assessment Update, 2022 – we found that the District still needed to address this recommendation.

Risk Assessment Update, 2023 – we found that the District plans to start addressing this recommendation during the 2023-24 year.

District Corrective Action

The benefits staff in the business office and personnel office will start to develop written timelines and procedures for key benefit tasks. Anticipated Completion Date: Fiscal Year 2024-2025 with oversight from the Assistant Superintendent for Personnel and Instruction and the Assistant Superintendent for Business.

Medicare Part B Reimbursements – Frequency of Processing Payments

We recommended that the District consider processing Medicare Part B reimbursements annually after the retirees have provided their *Form SSA-1099 Social Security Benefit Statement* showing the amount of premiums deducted from the retiree's benefits for the calendar year. This would significantly reduce the administrative work that currently exists with processing quarterly reimbursements. The District Treasurer should continue to monitor this list of retirees quarterly or monthly based on changes from the HR Department to facilitate the annual reimbursement by having an eligibility list at the time the annual payment would be processed in March or April. The process would be simplified by using the Medicare Part B Deductions amount from the *Form SSA-1099 Social Security Benefit Statement* to support the reimbursement amount. The number of payments would be reduced to once per year instead of 4 times per year.

Risk Assessment Update 2022 – we noted that the District was assessing this recommendation and was considering a reduction in the frequency of the Medicare Part B reimbursements from quarterly to semi-annually starting in the 2022-23 year.

Risk Assessment Update 2023 – we found that the District plans to reduce the frequency of the Medicare Part B reimbursements from quarterly to semi-annually starting in the 2023-24 year, so the retirees can be provided appropriate advance notice of such change.

District Corrective Action

The District Treasurer will communicate to the retirees the reimbursement process changes for calendar year 2024 and begin reimbursement practices on a semi-annual basis. Anticipated Completion Date: Fiscal Year 2024-2025 with oversight from the Assistant Superintendent for Business.

SUPPLEMENTAL SPECIAL EDUCATION SERVICES CONTRACT
Education Law § 4401(2)(b)

This Supplemental Agreement is entered into this 6th day of November, 2023 by and between the Board of Education of the Westhampton Beach Union Free School District (hereinafter the "RECEIVING SCHOOL DISTRICT"), having its principal place of business for the purpose of this Agreement at 340 Mill Road, Westhampton Beach, New York 11978, and the Board of Education of the Sag Harbor Union Free School District (hereinafter "SENDING SCHOOL DISTRICT"), having its principal place of business for the purpose of this Agreement at 200 Jermain Avenue, Sag Harbor 11963.

W I T N E S S E T H

WHEREAS the SENDING SCHOOL DISTRICT is authorized under the Education Law to contract with other public school districts within the State of New York for the instruction of students with disabilities and has determined that the RECEIVING SCHOOL DISTRICT's educational program is appropriate of the student(s) identified herein; and

WHEREAS the SENDING SCHOOL DISTRICT and RECEIVING SCHOOL DISTRICT entered into a Special Education Services Contract ("SESC") pertaining to a certain student, said Contract annexed hereto as Exhibit "1", and said student identified in Exhibit "A" to the SESC; and

WHEREAS, the SENDING SCHOOL DISTRICT and RECEIVING SCHOOL DISTRICT wish to supplement the SESC to provide, in addition to the services set forth in the SESC, for the provision of reading instructional services owing to the student identified in Exhibit A to the SESC by SENDING SCHOOL DISTRICT for prior school year(s); and

WHEREAS, in all other respects the SESC shall remain unchanged and in full force and effect;

NOW, THEREFORE, the parties mutually agree as follows:

A. TERM

The term of this Agreement shall be from November 1, 2023 through June 30, 2024 or until the services contemplated herein have been completed, whichever occurs earlier, unless terminated early as provided for in this Agreement. It is understood that the parties are under no obligation to renew this Agreement upon its expiration.

B. SERVICES AND RESPONSIBILITIES:

1. During the term of this Supplemental Agreement, the services to be provided by the RECEIVING SCHOOL DISTRICT shall include, but not be limited to the following:

- Reading Instructional Services to the student that SENDING SCHOOL DISTRICT is obligated to provide to the student from the school year November 1, 2023 through June 30, 2024 which services have not yet been provided to the student by SENDING SCHOOL DISTRICT.

C. COMPENSATION:

1. The RECEIVING SCHOOL DISTRICT shall be entitled to compensation from the SENDING SCHOOL DISTRICT for the services provided to the student as set forth in this Supplemental Agreement in the amount of \$67.44 per hour for each hour of services provided, and such rate shall not exceed the actual cost of educating such student.
2. Compensation of the RECEIVING SCHOOL DISTRICT from the SENDING SCHOOL DISTRICT for all other services to be provided as set forth in the SESC shall remain as set forth in the SESC.

D. MISCELLANEOUS

1. Termination

- a. Either the SENDING SCHOOL DISTRICT or the RECEIVING SCHOOL DISTRICT may terminate this Supplemental Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
- b. The parties agree that either party's failure to comply with any terms or conditions of this Supplemental Agreement will provide a basis for the other party to immediately terminate this Supplemental Agreement without any further liability to the party which violated the Supplemental Agreement.
- c. In the event the SENDING SCHOOL DISTRICT or the RECEIVING SCHOOL DISTRICT terminates this Supplemental Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

2. Defense / Indemnification

- a. The RECEIVING SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the SENDING SCHOOL DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the RECEIVING SCHOOL DISTRICT, its officers,

directors, agents or employees in connection with the performance of services pursuant to this Supplemental Agreement. The obligations pursuant to this provision shall survive the termination of this Supplemental Agreement.

b. The SENDING SCHOOL DISTRICT agrees to defend, indemnify and hold harmless the RECEIVING SCHOOL DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the SENDING SCHOOL DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Supplemental Agreement. The obligations pursuant to this provision shall survive the termination of this Supplemental Agreement.

3. All notices which are required or permitted under this Supplemental Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To SENDING SCHOOL DISTRICT: Jeff Nichols,
Superintendent of Schools
Sag Harbor UFSD
200 Jermaine Avenue,
Sag Harbor, NY 11963
jnichols@sagharborschools.org

To RECEIVING SCHOOL DISTRICT: Dr. Carolyn Probst,
Superintendent of Schools
Westhampton Beach UFSD
340 Mill Road,
Westhampton Beach, NY 11978
cprobst@whbschools.org

-----THIS SPACE INTENTIONALLY LEFT BLANK-----

4. All terms and conditions of the SESC not specifically set forth herein are hereby incorporated herein by reference.

RECEIVING SCHOOL DISTRICT
WESTHAMPTON BEACH UNION
FREE SCHOOL DISTRICT

SENDING SCHOOL DISTRICT
SAG HARBOR UNION FREE
SCHOOL DISTRICT

By: Suzanne M. Mensch
President, Board of Education



By: Sandi Krue
President, Board of Education



David Wicks
District Superintendent/
Chief Executive Officer

James Stucchio
Associate Superintendent for
Management Services

Susan Maddi, CPA
Director of Administrative Services

Joseph Lesnick
Transportation Administrator

November 20, 2023

EMAIL TO:

Caroly Probst
Superintendent
Westhampton Beach UFSD

Dear Ms. Carolyn Probst:

Based on your district's shared service commitment for transportation services provided through Eastern Suffolk BOCES, enclosed are your "Transportation Contract Winter – Form TC" and the newly required form "Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page" Winter 2023 - 2024 School Year for the following programs:

REGIONAL TRANSPORTATION PROGRAM
FIELD TRIP TRANSPORTATION PROGRAM
IN-DISTRICT / NON-PUBLIC TRANSPORTATION PROGRAM

As a reminder in order for your district to receive Transportation Aid on these expenses, the attached forms/contract(s) must be filed within 120 days of the first day of winter service.

Please note that the process for submitting the Transportation Contract forms (i.e. Form TC or Form TCS) to the New York State Education Department (NYSED) has changed. The form must now be submitted electronically; according to the NYSED Instructions on their web site (<https://www.nysed.gov/sites/default/files/sed-paperless-pupil-transportation-5.10.23.pdf>) ESBOCES will fill in our portion of the Excel document. The ESBOCES Superintendent David Wicks is listed on this document.

A Signature Page (**Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page**) is required to be printed, signed, scanned, and uploaded as supporting documentation along with any and all contracts. A scan of these signature pages are attached. Please print it out, have your District representative sign it, scan it and attach it with your Excel contract submittal. A contract will not be approved for Aid without a valid signature page included as a related document uploaded to the SharePoint.

For your reference, links to all signature pages for the various contract types may be found on the May 31 entry on the PTU News and Notes page:
<https://link.zixcentral.com/u/9e60e39a/3iJprW847hGnvvwIC2wmKA?u=https%3A%2F%2Fwww.nysed.gov%2Fpupil-transportation%2Fnews-and-notes>.



All required forms must now:

- Be submitted electronically in NYSED's SharePoint Application

The Barton Avenue Armory • Transportation
100 Barton Avenue • Patchogue, NY 11772
631-472-6480 • fax: 631-240-8959 • jlesnick@esboces.org
www.esboces.org



- Include an additional signature form entitled “Transportation Contract Signature Page”
- Are no longer mailed to NYSED.

The new process is as follows:

1. Required forms (attached) must now be uploaded electronically to the NYSED Paperless Pupil Transportation SharePoint Application and are no longer mailed to NYSED.
 - a. You must first create your SharePoint Submitter account. The link and instructions for creating an account can be found by selecting control/left click on the link: <https://www.nysed.gov/pupil-transportation/news-and-notes> and scrolling down to “October 25, 2022 Paperless Pupil Transportation SharePoint Application”
 - b. Follow the instructions under “Please click to set up your SharePoint submitter account.”
2. You will then need to finish completing the attached forms as follows:
 - a. “Transportation Contract Winter – Form TC”: type in the name(s) of the Trustee or President of the Board of Education *and* the name of the Superintendent or Designee who will be signing the signature page and save it in EXCEL format.
 - b. Note: The “Transportation Contract Winter – Form TC” must be saved in EXCEL as that is the only format that can be uploaded to the SharePoint Application.
 - c. “Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page”: must be signed by the Trustee or President of the Board of Education and the Superintendent or Designee.
3. You will then need to upload both the “Transportation Contract Winter - Form TC” and the “Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page” to your SharePoint account. Both forms are needed to qualify for aid.
4. Please email a copy of your Form TC and TCS to me at TCcontracts@esboces.org, along with all attachments such as the scanned signature page. Keep a copy for your files.

For your reference, links to all forms, signature pages and directions on the new process may be found at <https://www.nysed.gov/pupil-transportation/news-and-notes> on the NYSED Pupil Transportation News and Notes page.

If you have any questions, please call.

Very truly yours,

Joseph Lesnick
Transportation Administrator
Regional Transportation Program

Attachments: TC and TCS Signature Page and Excel Workbook Contract





Office of School Governance, Policy and Religious & Independent Schools
 Room 475, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract - Form TC

C

School District/BOCES	WESTHAMPTON BEACH UFSD	
SED BEDS CODE:	580902	
Transportation Contact	First Name: Joseph	Last Name: Lesnick
Contact Email:	Jlesnick@esboces.org	
Telephone Number:	631-472-6480	
Business Official	First Name: Caroly	Last Name: Probst
Contact Email:	N/A	
Telephone Number:	631-288-3800	
Mailing Address:	340 Mill Rd	Westhampton Beach 11978
	Street Address	City ZIP
Contract Type:	Regular & Special Education Pupils Combined	RSC
Contract Duration:	1 YEAR	If individual contract or aggregate contracts is > 20k then contract must be bid
Contract Identity	Regional Transportation Program	
Specifications:	District will supply contractor with fuel	
	Provision for attendants and/or monitors	YES
	Clause for increasing or decreasing service	YES

AGREEMENT made on 8/18/23 by and between
WESTHAMPTON BEACH UFSD, County of Suffolk County, NY
 Name of School District/BOCES
 party of the first part BOCES EASTERN SUFFOLK, party of the second part.
 Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of
 service to **begin** on 9/1/23 w/ 1st date of school 9/5/23
 and service to **end** on 6/30/24

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part
 the sum of _____ which is a **UNIT COST**
 for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST 387000
 For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district. _____
 Please Select District

If awarded through a **Request for Proposal** please enter the date of RFP _____

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

_____	WESTHAMPTON BEACH UFSD	340 Mill Rd.,
Type Name of Trustee or President of the Board of Education	Party of the First Part	Post Office Address
<i>David Wicks</i>	BOCES EASTERN SUFFOLK	201 Sunrise Hwy.,
Type Name of Contractor Representative	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date: _____
 Filed By: _____
 Type Name of Superintendent or Designee

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control."
"The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder?

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of each notice** to Bidder **which appeared in the papers**. If **bid specifications** were used, kindly **submit** a copy using the SharePoint.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: "**first** year (first, second, etc.) of a **five-** year (two, three, etc.) contract, the total cost of which is \$_____ " (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.



Office of School Governance, Policy and Religious & Independent Schools
 Room 475, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract - Form TC

C

School District/BOCES WESTHAMPTON BEACH UFSD
 SED BEDS CODE: 580902

Transportation Contact First Name: Joseph Last Name: Lesnick

Contact Email: Jlesnick@esboces.org

Telephone Number: 631-472-6480

Business Official First Name: Caroly Last Name: Probst

Contact Email: N/A

Telephone Number: 631-288-3800

Mailing Address: 340 Mill Rd Westhampton Beach 11978
Street Address City ZIP

Contract Type: Regular Home to School (can be public and/or nonpublic schools) REG

Contract Duration: 1 YEAR If individual contract or aggregate contracts is > 20k then contract must be bid

Contract Identity In-District/Non-Public Transportation Program

Specifications: District will supply contractor with fuel	
Provision for attendants and/or monitors	YES
Clause for increasing or decreasing service	YES

AGREEMENT made on 8/18/23 by and between
WESTHAMPTON BEACH UFSD, County of Suffolk County, NY
Name of School District/BOCES
 party of the first part BOCES EASTERN SUFFOLK, party of the second part.
Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to **begin** on 9/1/23 w/ 1st date of school 9/5/23

and service to **end** on 6/30/24

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part the sum of which is a UNIT COST

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST 1535000

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.
Please Select District

If awarded through a **Request for Proposal**
 please enter the date of RFP

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

	WESTHAMPTON BEACH UFSD	340 Mill Rd., Westhampton
<small>Type Name of Trustee or President of the Board of Education</small>	<small>Party of the First Part</small>	<small>Post Office Address</small>
<i>David Wicks</i>	BOCES EASTERN SUFFOLK	201 Sunrise Hwy.,
<small>Type Name of Contractor Representative</small>	<small>Party of the Second Part</small>	<small>Post Office Address</small>

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:
 Filed By:
Type Name of Superintendent or Designee

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control."
"The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder?

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of each notice** to Bidder **which appeared in the papers**. If **bid specifications** were used, kindly **submit** a copy using the SharePoint.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: "**first** year (first, second, etc.) of a **five-** year (two, three, etc.) contract, the total cost of which is \$_____ " (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.



Office of School Governance, Policy and Religious & Independent Schools
 Room 475, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract - Form TC

C

School District/BOCES	WESTHAMPTON BEACH UFSD	
SED BEDS CODE:	580902	
Transportation Contact	First Name: Joseph	Last Name: Lesnick
Contact Email:	Jlesnick@esboces.org	
Telephone Number:	631-472-6480	
Business Official	First Name: Caroly	Last Name: Probst
Contact Email:	N/A	
Telephone Number:	631-288-3800	
Mailing Address:	340 Mill Rd	Westhampton Beach 11978
	Street Address	City ZIP
Contract Type:	Field Trip Contract FTC	
Contract Duration:	1 YEAR If individual contract or aggregate contracts is > 20k then contract must be bid	
Contract Identity	Field Trip Transportation Program	

Specifications: District will supply contractor with fuel	
Provision for attendants and/or monitors	YES
Clause for increasing or decreasing service	YES

AGREEMENT made on 8/18/23 by and between
WESTHAMPTON BEACH UFSD, County of Suffolk County, NY
 Name of School District/BOCES
 party of the first part BOCES EASTERN SUFFOLK, party of the second part.
 Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of
 service to **begin** on 9/1/23 w/ 1st date of school 9/5/23
 and service to **end** on 6/30/24

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part the sum of _____ which is a **UNIT COST** for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST 195000
 For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district. _____
 Please Select District

If awarded through a Request for Proposal please enter the date of RFP _____

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

_____	WESTHAMPTON BEACH UFSD	340 Mill Rd., Westhampton
Type Name of Trustee or President of the Board of Education	Party of the First Part	Post Office Address
<i>David Wicks</i>	BOCES EASTERN SUFFOLK	201 Sunrise Hwy.,
Type Name of Contractor Representative	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date: _____
 Filed By: _____
 Type Name of Superintendent or Designee

The party of the second part covenants with the party of the first part that in consideration of the payments hereinbefore stated and of the covenants and agreements set forth that said school children will be conveyed safely, that said duties and obligations in relation thereto pursuant to this contract will be faithfully performed, at all times exercising proper supervision over said children and that said party of the second part will abide by all reasonable rules and regulations and that the driver will be at least 21 years of age and duly licensed and that said driver will be currently approved by the chief school administrator.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be signed by the trustee or president of the board of education and the contractor. This contract or any right, title or interest therein may not be assigned by the party of the second part without the previous consent in writing of the party of the first part. This contract shall be void and of no effect unless the party of the second part shall comply with all applicable provisions of the Workman's Compensation Law in respect to employees engaged in the performance of this contract. The party of the second party will comply with the Labor Law.

"The contractor hereby consents to an audit of any and all financial records relating to this contract by the Department of Audit and Control."
"The contractor further agrees to provide to the board of education, trustee(s), or the Commissioner of Education, upon request, any information relating to this contract including financial data."

State aid will be computed on account of this contract in accordance with the total sum specified. Any expenditure in excess of this total sum will not be considered in computing State aid. For school districts eligible for transportation aid, no aid shall be allowed for a period greater than 120 days prior to the filing of the contract in accordance with Section 3625 of the State Education Law.

MINIMUM STATUTORY INSURANCE REQUIREMENTS as provided in Section 370 of New York State Vehicle and Traffic Law must be complied with.

If **COMPETITIVELY BID**, the date of the bid advertisement

If **COMPETITIVELY BID**, the date of the bid opening

Please complete BID TABULATION on the BID TABULATION FORM:

Was contract awarded to the lowest responsible bidder?

If not awarded to the lowest bidder, state reasons why. Give detailed and completed reasons below.

If no bids are received, it is necessary for the district to re-advertise.

Please submit with this contract the **Affidavits of Publication** which you can secure from the newspapers. Also, attach one **printed copy of each notice** to Bidder **which appeared in the papers**. If **bid specifications** were used, kindly **submit** a copy using the SharePoint.

MULTI-YEAR CONTRACT: A separate line item shall be included in the Annual Budget and Budget Brochures. Also, a footnote to that line item shall indicate: "**first** year (first, second, etc.) of a **five-** year (two, three, etc.) contract, the total cost of which is \$_____ " (total cost of multi-year contract).

REQUEST FOR PROPOSALS: If contract was awarded through a request for proposals (RFP), submit evidence of the date of the request, the forms and instructions used in making the request, the contract specifications, all proposals received, the criteria used in evaluating the proposals, the weights assigned to each criterion, and the scores used to assess each category of the criteria, in accordance with the provisions of Section 156.12 of Commissioner of Education Regulations.

EXTENSIONS AND ADDENDUMS: An Extension of Contract (Form CE) must be filed for all extensions. Please notify the Department by letter of any additions to a contract after it has been filed with the Department. Such additions can only be made where authorized by the contract specifications.



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
 Office of School Governance, Policy and Religious & Independent Schools
 Room 1075, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract: Transportation Contract Summer:

Contract Type:

DESCRIPTION TYPE

Contract Identity:

Agreement Date:

Contract Begin Date:

Contract End Date:

Specifications: District will supply contractor with fuel

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Provision for attendants and/or monitors

Clause for increasing or decreasing service

TOTAL ANTICIPATED AMOUNT:

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

	Westhampton Beach UFSD
--	------------------------

Signature or Trustee of President
of the Board of Education

Party of the First Part

	Eastern Suffolk BOCES
--	-----------------------

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

Filed By:

Signature of Superintendent or designee



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
 Office of School Governance, Policy and Religious & Independent Schools
 Room 1075, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract: Transportation Contract Summer:

Contract Type:

Regular Home to School	REG
------------------------	-----

DESCRIPTION TYPE

Contract Identity:

In-District / Non-Public Transportation Program

Agreement Date:

08/18/2023

Contract Begin Date:

09/05/2023

Contract End Date:

6/30/2024

Specifications: District will supply contractor with fuel

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Provision for attendants and/or monitors

Clause for increasing or decreasing service

TOTAL ANTICIPATED AMOUNT:

1,535,000.00

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

	Westhampton Beach UFSD
--	------------------------

Signature or Trustee of President
of the Board of Education

Party of the First Part

	Eastern Suffolk BOCES
--	-----------------------

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

--

Filed By:

--

Signature of Superintendent or designee



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
 Office of School Governance, Policy and Religious & Independent Schools
 Room 1075, Education Building Annex
 Tel: (518) 474-6541
 Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract: Transportation Contract Summer:

Contract Type:

Regular & Special Education Pupils	RSC
------------------------------------	-----

DESCRIPTION TYPE

Contract Identity:

Regional Transportation Program

Agreement Date:

08/18/2023

Contract Begin Date:

09/05/2023

Contract End Date:

6/30/2024

Specifications: District will supply contractor with fuel

YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

Provision for attendants and/or monitors

Clause for increasing or decreasing service

TOTAL ANTICIPATED AMOUNT:

387,000.00

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

	Westhampton Beach UFSD
--	------------------------

Signature or Trustee of President
of the Board of Education

Party of the First Part

	Eastern Suffolk BOCES
--	-----------------------

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

--

Filed By:

--

Signature of Superintendent or designee



WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

SCHEDULE - A (Certified Staff)
SCHEDULE - B (Civil Service)
SCHEDULE - C (Co-Curricular Appointments)

November 27, 2023

A - CERTIFIED STAFF

THE SUPERINTENDENT OF SCHOOLS RECOMMENDS ACCEPTANCE OF THE FOLLOWING IN ACCORDANCE WITH THE PROVISIONS OF EDUCATION LAW:

1. Temporary Employment

NAME	POSITION	SALARY	EFFECTIVE DATES
Noelle Oehler	HS Science Leave Replacement Teacher	Step A1, BA, \$52,525 (prorated)	12/7/2023 - 6/26/2024
Santo Saguto (Extension)	ES-HS 0.8 FTE Physical Education Leave Replacement Teacher HS 0.2 FTE Permanent Substitute	\$150/day (prorated) \$150/day (prorated)	11/28/2023 - 12/22/2023 11/28/2023 - 12/22/2023
Jakob Restrepo-Bonet (Extension)	HS 0.2 FTE Physical Education Leave Replacement Teacher in conjunction with his current 0.8 FTE HS PE Teacher appointment	\$57,882 (prorated)	11/28/2023 - 12/22/2023
Dianna Berry Gobler	HS 0.2 FTE Science Research Class	\$10,816.52	11/28/2023 - 6/26/2024

2. Resignation/Termination/Leave of Absence/Retirement/Excessed

NAME	POSITION	EFFECTIVE DATE	REASON
Fallon Schmidt	MS Permanent Substitute Teacher	11/15/2023	Resignation
James Ford	ES-HS Physical Education Teacher	10/2/2023 - 11/17/2023 11/20/2023 - 12/22/2023	Family Medical Leave of Absence Revision Paid Medical Leave of Absence

3. Appointment of Substitutes

3.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Teachers for the 2023-2024 school year at the Rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Sarah Cain	HS Permanent Substitute Teacher (Upon Receipt of Certification)	\$150/day
Carter Baron	MS Permanent Substitute Teacher	\$150/day

Date Submitted to the Board of Education: _____

B - CIVIL SERVICE STAFF

IN ACCORDANCE WITH THE PROVISIONS OF THE CIVIL SERVICE LAW, THE SUPERINTENDENT RECOMMENDS ACCEPTANCE OF THE FOLLOWING:

1. Appointment

NAME	POSITION	SALARY	EFFECTIVE DATES
Elizabeth Howson	Food Service Worker	\$16.50/hour	11/28/2023
Brian Mullahy	ES Monitor	\$15/hour	11/28/2023

2. Appointment of Substitutes

2.1 The following are appointed, conditioned upon fingerprint clearance, as a Substitute Clerical for the 2023-2024 school year at the rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Patti Engel	Clerical Substitute	\$17.50/hour
Ana Garcia	Clerical Substitute (returning)	\$17.50/hour
Anne Coyle	Clerical Substitute	\$17.50/hour

2.2 The following are appointed, conditioned upon fingerprint clearance, as a Substitute Guard for the 2023-2024 school year at the rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Danielle Snyder	Guard Substitute	\$25/hour

2.3 The following are appointed, conditioned upon fingerprint clearance, as Substitute Monitors for the 2023-2024 school Year at the rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Anne Coyle	Monitor Substitute	\$16/hour

3. Resignation/Termination/Leave of Absence/Retirement/Excessed

NAME	POSITION	EFFECTIVE DATE	REASON
Patricia Sposato	ES Monitor	11/20/2023	Resignation

Date Submitted to the Board of Education: _____

C - CO-CURRICULAR APPOINTMENTS

**The Superintendent of Schools Recommends Appointment of the Following
2023-2024 District-Wide Staff**

NAME	POSITION	RATE OF PAY
Sarah Cain	Uncertified Per Diem Substitute Teacher	\$116/day
All District Teaching/Professional Staff	ES ENL Homework, Extended Day Program Staff	\$50.22/hour

Date Submitted to the Board of Education: _____

**The Superintendent of Schools Recommends Appointment of the Following
2023-2024 Coaching Staff**

NAME	SCHOOL	SPORT	SALARY
Carter Baron	Middle School	Wrestling - MS	\$4,193.37
Cory Gaudiello	High School	Boys Basketball - Varsity Assistant	\$7,299.98

Date Submitted to the Board of Education: _____

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

Bulletin No. 23/24 – 27

VACANCY

MIDDLE SCHOOL TEACHING ASSISTANT

Please apply by November 21, 2023:

Dr. MaryAnn Ambrosini
Director of Pupil Personnel Services
Westhampton Beach School District
631-288-3800

November 6, 2023

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

Bulletin No. 23/24 - 28

VACANCY

**Secretary to the Superintendent of Schools &
District Clerk to the Board of Education**

Start date: January 2, 2024

The Westhampton Beach UFSD is accepting applications for the position of Secretary to the Superintendent of Schools. The successful candidate for this important position will also serve as District Clerk to the Board of Education. The District seeks an experienced candidate, or a candidate ready to learn, who possesses the following characteristics:

- Ability to plan, organize and manage complex administrative details.
- Ability to consistently apply sound judgment while maintaining confidentiality of information handled on behalf of the Superintendent and Board of Education.
- Ability to communicate effectively and relate well with administration, Board members, faculty, staff, parents, and community members.
- Ability to adapt to a fast-paced work environment, to problem solve, and to learn new skills and technologies as needed.

Competitive salary and benefits package, commensurate with experience

Application deadline: November 28, 2023

Send cover letter and resume to:

Dr. Carolyn Probst
Superintendent of Schools
Westhampton Beach UFSD
cprobst@whbschools.org

November 8, 2023

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

Bulletin No. 23/24 – 29

**ANTICIPATED OPENINGS
ES WINTER RECREATION PROGRAM**

January 22, 2024 – March 22, 2024
1 Hour/Day

General Recreation
Painting
Sports
Dance/Exercise
Scrapbooking
Rocket Science
Healthy Snacking
Arts & Crafts
Coding
Photography
Computers
Board Games
Music
Science Fair
Kindergarten Club

Other Creative and New Ideas Welcome

Indicate what course offering preference you have, what qualifies you to teach that course, and what ideas you have specific to the course content.

Please apply by November 28, 2023 to:

Jeremy Garritano
Elementary School Principal
Westhampton Beach School District
631-288-3800

November 8, 2023

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

Bulletin No. 23/24 – 30

VACANCY

**10-Month Office Assistant - Spanish Speaking
High School**

Please apply by December 4, 2023 to:

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

November 15, 2023