
Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Special Board Meeting

DATE: 12/14/2023 **TIME:** 3:30 PM

LOCATION: District Office Conference Room

DETAILS:

CALL TO ORDER

1. Call to Order Info

APPOINTMENT OF CLERK PRO TEM

1. Appointment of Dr. Carolyn J. Probst as Clerk Pro Tem Action

PLEDGE OF ALLEGIENCE

1. Pledge of Allegiance Info

EDUCATIONAL PRESENTATIONS

PUBLIC PARTICIPATION

MINUTES

SPECIAL EDUCATION

FINANCIALS

SUPERINTENDENT'S REPORT

1. Appointment/Superintendent's Secretary/District Clerk/Records Access Officer Action

PERSONNEL

REPORTS

OLD BUSINESS

NEW BUSINESS

EXECUTIVE SESSION

ADJOURNMENT



**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT**

340 Mill Road, Westhampton Beach, New York 11978-2045
(631) 288-3800

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

To: Westhampton Beach UFSD Board of Education
From: Carolyn J. Probst, Ed.D. *CFP*
Re: Appointment of Superintendent's Secretary and District Clerk
Date: December 13, 2023

Please accept this memo as my recommendation that the Board of Education appoint Lisa Rheaume as Superintendent's Secretary and District Clerk effective January 2, 2024. Per the attached contractual agreement, Ms. Rheaume is recommended for appointment at a salary of \$78,000.00 (prorated) and a clerk stipend of \$8,930.00 (prorated).

Ms. Rheaume is highly qualified for this position and impressed the hiring committee through multiple rounds of interviews. Ms. Rheaume has worked in the Riverhead CSD for the past 23 years, and has served as the District Clerk there for the past four years. In addition to Ms. Rheaume's clerk responsibilities, she has served as a confidential secretary for various central office administrators in Riverhead.

Ms. Rheaume's experience makes her a strong candidate for this unique role, a sentiment that was emphatically confirmed by all of her references.