

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 1/8/2024 **TIME:** 7:00 PM

LOCATION: Elementary School Library

DETAILS:

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. EDUCATIONAL PRESENTATIONS

- | | | |
|----|------------------------|------|
| 1. | Elementary Art Program | 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) three-minute presentation | Info |
|----|---|------|

5. MINUTES

- | | | |
|----|--|--------|
| 1. | Approval of the minutes of the December 11, 2023 Board of Education meeting | Action |
| 2. | Approval of the minutes of the December 14, 2023, Special Board of Education meeting | Action |

6. SPECIAL EDUCATION

- | | | |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 11/30, 12/1, 12/4, 12/6, 12/7, 12/8, 12/12, 12/18, 12/20 and CPSE 12/4. | Action |
|----|---|--------|

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- | | | |
|----|---|--------|
| 1. | RFP Award - Electrical Maintenance, Service & Repair for the 2023/24 school year | Action |
| 2. | RFP Award - Professional Construction Management Services for the 2023-2024 SY | Action |
| 3. | RFP Award - Cesspool Services 2023/24 School Year | Action |
| 4. | Resolution authorizing the execution of a settlement agreement amendment for an individual student. | Action |
| 5. | Approval of a Budget Transfer | Action |
| 6. | Donation - NFL Football Foundation | Action |
| 7. | Donation - Unpaid Cafe Balances | Action |

9. PERSONNEL

- | | | |
|----|--|--------|
| 1. | Request for Family Medical Leave of Absence (FMLA)/HS Custodial Worker I | Action |
| 2. | Revised Request for Medical Leave of Absence/Maintenance Mechanic IV | Action |
| 3. | Request for FMLA Revision/ES-HS PE Teacher | Action |

- | | | |
|-----|---|--------|
| 4. | Appointment Extension/0.8 FTE ES-HS PE Leave Replacement Teacher and 0.2 FTE Perm Sub | Action |
| 5. | Appointment Extension/0.2 FTE HS PE Leave Replacement Teacher | Action |
| 6. | Resignation/MS Permanent Substitute Teacher, Coach | Action |
| 7. | Resignation/ES 0.8 FTE Speech Teacher | Action |
| 8. | Appointment/District-Wide Speech Teacher | Action |
| 9. | Appointment/ES Monitor | Action |
| 10. | Appointment/ES Winter Recreation Staff | Action |
| 11. | Appointment/Volunteer Coaching Recommendation | Action |
| 12. | Appointment/Substitutes | Action |
| 13. | Resignation/Groundskeeper I | Action |
| 14. | Appointment/Groundskeeper II | Action |
| 15. | Resignation/Coaching Staff | Action |
| 16. | Appointment/Coaching Recommendations | Action |
| 17. | Appointment/HS English Regents Prep Staff | Action |

10. REPORTS

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

11. OLD BUSINESS

12. NEW BUSINESS

13. EXECUTIVE SESSION

14. ADJOURNMENT

- | | | |
|----|-------------|--------|
| 1. | Adjournment | Action |
|----|-------------|--------|

December 11, 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 December 11, 2023.

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

Absent: Mr. George R. Kast

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; Bill Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business; Chris Herr, High School Principal; Jay Cohen, Director of Athletics, and approximately 18 attendees.

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

The pledge was conducted.

EDUCATIONAL PRESENTATIONS

Jay Cohen recognized high school students Julia Stabile and Matilda Buchen who placed first in the NYS championship for doubles tennis this year.

Dr. Herr presented a proposal for a new elective course for next year called Youth and Government.

NEW HS COURSE OFFERING

On motion of Mr. Stevens, second by Ms. Donneson, the resolution to approve the creation of a new high school elective course called Youth and Government beginning next school year, to be and hereby is adopted.

Vote: Yes 6 No 0

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF MINUTES

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the minutes of the November 27, 2023 Board of Education meeting, to be and hereby are approved.

Vote: Yes 6 No 0

SPECIAL EDUCATION

On motion of Ms. Lanni-Hewitt, second by Ms. Wright, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of meetings of 11/14, 11/15, 11/16, 11/17, 11/20, 11/28, 11/30, 12/1 and CPSE 11/15, 11/20 & 11/30, to be and hereby are approved.

Vote: Yes 6 No 0

FINANCIAL REPORTS

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

Report	I.D.
Audited and Paid Bills	0069-0094
Budget Status Report	September 2023
Revenue Status Report	September 2023
Trial Balance Report	September 2023
Budget Transfer Report	September 2023
Treasurers & Collateral Reports	September 2023
Extraclass Activities ES, MS, HS	August & September 2023

Vote: Yes 6 No 0

HEALTH SERVICES CONTRACTS

On motion of Ms. Wright, second by Mr. Stevens, the resolution authorizing the execution of a Health Services contract with the Southampton School District for the 2023/24 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

On motion of Ms. Lanni-Hewitt, second by Ms. Donneson, the resolution authorizing the execution of a Health Services contract with Nassau BOCES for the 2023/24 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

SURPLUS REQUEST

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the request to surplus the following items as they are unrepairable, to be and hereby is approved:

Item	Asset Tag	Serial #	Location
Lincoln Impinger double oven			HS Kitchen
Market Force Steamer	000344		HS Kitchen
Cleveland Kettle	002711		HS Kitchen

Vote: Yes 6 No 0

GERI NIGG

On motion of Ms. Wright, second by Ms. Arrasate, the resolution authorizing the execution of a consulting agreement with Geri Nigg for Athletic Office support services, not to exceed \$3,000, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

NYSBDA FIELD TRIP

On motion of Ms. Donneson, second by Mr. Stevens, the requests from teachers Josh Seifert and Frank Monastero to take one HS and two MS students to the New York State Band Directors Association (NYSBDA) for the Middle School/High School Honor Band Symposium in Syracuse, NY, March 1 through March 3, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

AWARDS OF TENURE

On motion of Mr. Stevens, second by Ms. Donneson, the recommendation to award tenure to the following staff members, to be and hereby is approved:

Staff Member	Tenure date	Tenure Area
Kerry Pillittier	January 6, 2024	Assistant Principal
Jessica Williams	January 26, 2024	Director of Curriculum & Instructional Technology

Vote: Yes 6 No 0

JOHN VAHLE

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the request from John Vahle for a medical leave of absence from his position as a HS Science teacher December 12, 2023 through January 22, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

HEIDI KELLY-STRAWGATE

On motion of Ms. Wright, second by Ms. Donneson, the appointment of Heidi Kelly-Strawgate as a HS Science leave replacement teacher beginning December 12, 2023 through January 22, 2024 at \$150/day, to be and hereby is approved.

Vote: Yes 6 No 0

KELLI FITTER

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of Kelli Fitter as a MS permanent substitute teacher effective December 12, 2023 through June 7, 2024, at \$150/day, to be and hereby is approved.

Vote: Yes 6 No 0

ERIC REALANDER

On motion of Ms. Lanni-Hewitt, second by Ms. Donneson, the appointment of Eric Realander as an ES permanent substitute teacher effective December 12, 2023 through June 7, 2024, at \$150/day, pending receipt of official transcripts, to be and hereby is approved.

Vote: Yes 6 No 0

CAROLINE HILTVEIT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the provisional appointment of Caroline Hiltveit as a HS Senior Office Assistant, effective December 1, 2023 at Step 1, \$39,674 (prorated), pending fingerprint clearance, to be and hereby is approved.

Vote: Yes 6 No 0

ANA GARCIA

On motion of Ms. Donneson, second by Mr. Stevens, the provisional appointment of Ana Garcia as a HS 10-month Office Assistant (Spanish speaking), effective January 2, 2024 at Step 1, \$31,317 (prorated), to be and hereby is approved.

Vote: Yes 6 No 0

KIRIAN KOMAROVSKI

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of Kirian Komarovski as an ES monitor, effective December 12, 2023 at \$15/hr., pending fingerprint clearance, to be and hereby is approved.

Vote: Yes 6 No 0

SUBSTITUTES

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

Maida Berenblatt	Certified Substitute Teacher
Kristin Gray	Certified Substitute Teacher

Vote: Yes 6 No 0

VOLUNTEER COACHING APPOINTMENT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of the following volunteer coach, to be and hereby is approved.

JV/V Wrestling	Douglas Els
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Vote: Yes 6 No 0

SUPPORT STAFF RATES OF PAY

On motion of Ms. Wright second by Mr. Stevens, the revision to the Driver's Education Teacher's rate of pay for the 2023/24 school year to be \$150/hr. for the 2023/24 school year, to be and hereby is approved:

Vote: Yes 6 No 0

MICHAEL DAVIES

On motion of Mr. Stevens, second by Ms. Donneson, the appointment of Michael Davies as the HS Driver Education Teacher for the 2023/24 school year at \$150/hr., to be and hereby is approved.

Vote: Yes 6 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There were no Old Business items on the agenda.

NEW BUSINESS - BOARD POLICIES

Board Policy 8130.2 (Workplace Violence Prevention)

The first reading of the above new policy was held.

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

Vote: Yes 6 No 0

Board Policy 8520 (Free and Reduced Price Meal Services)

The first reading of the above revised policy was held.

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

Vote: Yes 6 No 0

Board Policy 9260 (Conditional Appointment and Emergency Conditional Appointment – Student Safety)

The first reading of the above revised policy was held.

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

Vote: Yes 6 No 0

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the Board of Education to convene to Executive Session at 7:17 PM to discuss ongoing special education litigation, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Donneson, second by Mr. Stevens, the Board of Education to reconvene from Executive Session at 8:00 PM, to be and hereby is approved.

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Ms. Donneson, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 8:00 PM.

Judy Iannone, District Clerk

December 11, 2023

December 14, 2023

A special meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the District Office on December 14, 2023 at 3:30 p.m.

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

Absent: Ms. Dawn Arrasate, Ms. Elizabeth Lanni-Hewitt, Mr. George Kast, Jr.

Also Present: Carolyn J. Probst, Superintendent of Schools and Ms. Lisa Rheaume

The meeting was called to order by Ms. Suzanne M. Mensch, President, at 3:30 PM.

The pledge was waived.

CLERK PRO TEM

On the motion of Mr. Stevens, second by Ms. Wright, the appointment of Carolyn J. Probst as clerk pro tem, to be and hereby is approved.

Vote: Yes 4 No 0

SUPERINTENDENT'S SECRETARY/DISTRICT CLERK/RECORDS ACCESS OFFICER
LISA RHEAUME

On motion of Ms. Donneson, second by Ms. Wright, the resolution to appoint Lisa Rheaume as the Superintendent's Secretary/District Clerk/Records Access Officer, effective January 1, 2024, with a secretarial salary of \$78,0000 (prorated), and a District Clerk stipend of \$8,930 (prorated), for the 2023/24 school year, and authorizing the execution of Ms. Rheaume's employment contract, as submitted, to be and hereby is adopted.

Vote: Yes 4 No 0

ADJOURNMENT

On motion of Ms. Donneson, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 3:33 p.m.

Carolyn J. Probst, Clerk Pro Tem

December 14, 2023

Westhampton Beach Union Free School District

Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: December 15, 2023

Re: RFP Electrical Maintenance, Service and Repair 2023-2024

The district requested proposals for electrical maintenance and repair services. Based on the submissions received I recommend the district award the RFP to Roland's Electric, Inc. for the 2023-24 school year. We will have the option to renew annually per the RFP for up to four additional years.

Two vendors submitted responses but only one fully complied with the prevailing wage rate requirements of a municipality, as confirmed by the local NYSDOL prevailing wage office.

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

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL - ELECTRICAL MAINTENANCE, SERVICE AND REPAIR

		COST PROPOSAL RESULTS		
		Normal hours of work 7am-4pm Monday-Friday Holidays posted on NYS Prevailing Wage Rate Schedule		
		ROLAND'S	NY TRENCHLESS	
1	ELECTRICIAN	\$104	\$121	PER HOUR
2	APPRENTICE 1 ST TERM	\$35	\$23	PER HOUR
3	APPRENTICE 2 ND TERM	\$44.50	\$24	PER HOUR
4	APPRENTICE 3 RD TERM	\$53.75	\$26	PER HOUR
5	APPRENTICE 4 TH TERM	\$64.50	\$29	PER HOUR
6	APPRENTICE 5 TH TERM	\$76.75	\$37	PER HOUR
7	APPRENTICE 6 TH TERM	\$93.25	\$45	PER HOUR
8	FOREMAN - ELECTRICIAN	\$114	\$125	PER HOUR
9	PROJECT SUPERVISOR – NON PREVAILING WAGE	\$125	\$100	PER HOUR
10	RESPONSE TIME FOR EMERGENCY REPAIR WORK	2-4hours	2hours	HOURS
11	RESPONSE TIME FOR NON- EMERGENCY NEW WORK	24hours	24hours	HOURS
12	NUMBER OF FULL TIME ELECTRICIANS ON STAFF	60	14	
13	NUMBER OF SERVICE VEHICLES	8	12	
14	LOCATION OF INVENTORY	Deer Park	East Moriches	

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Professional Construction Management Services RFP 2023-24

The district requested proposals for professional construction management services related to the remaining projects in the 2022 bond proposition. At this time I recommend the district award the RFP to Park East Construction Corporation at a rate of 3.1% of actual costs of construction. In an effort to add the district as a new client, the firm offered to lower their rate from the 3.5% originally submitted.

We will work with counsel to finalize an agreement with Park East Construction Corporation on an upcoming board agenda.

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

Appendix B – Cost/Fee Proposal

CONSTRUCTION MANAGEMENT SERVICES
APPENDIX B - COST/FEE PROPOSAL

ACTUAL COSTS OF CONSTRUCTION (EXCLUDING INCIDENTAL/SOFT COSTS)	
Wicks Law required for projects valued over \$1,500,000	
ALL REMAINING 2022 BOND PROJECTS	Single and/or Multiple Prime Contracts
Up to \$27,000,000	3.5% %
PER PROJECT	Single and/or Multiple Prime Contracts
Up to \$500,000	8.25% %
\$500,001 to \$1,500,000	6.25% %
\$1,500,001 to \$3,000,000	5.00% %
\$3,000,001 to \$5,000,000	4.75% %
\$5,000,001 to \$10,000,000	4.25% %
OVER \$10,000,000	3.75% %
OVER \$20,000,000	3.5%

Hourly Rates for Additional Services	Reimbursable Expenses: (trailer rental, equipment, services, reproduction costs, commissioning services, etc.)
Principal \$ 225.00 /Hr	Two (2) year duration
Project Executive \$ 175.00 /Hr	DESCRIPTION:
Project Manager \$ 150.00 /Hr	Field Trailer/Office \$ 30,000.00
Asst. Project Manager \$ 125.00 /Hr	Reproductions/Drawings \$ 5,000.00
Project Accountant \$ 100.00 /Hr	FedEx/UPS/Postage \$ 5,000.00
Estimator \$ 110.00 /Hr	Misc. \$ TBD
Clerical Support \$ 95.00 /Hr	other expenses approved by Owner TBD
	\$

**CONSTRUCTION MANAGEMENT SERVICES
APPENDIX B - COST/FEE PROPOSAL**

ACTUAL COSTS OF CONSTRUCTION (EXCLUDING INCIDENTAL/SOFT COSTS)	
Wicks Law required for projects valued over \$1,500,000	
ALL REMAINING 2022 BOND PROJECTS	Single and/or Multiple Prime Contracts
Up to \$27,000,000	2.93% %
PER PROJECT	Single and/or Multiple Prime Contracts
Up to \$500,000	4.0% %
\$500,001 to \$1,500,000	4.0% %
\$1,500,001 to \$3,000,000	3.75% %
\$3,000,001 to \$5,000,000	3.5% %
\$5,000,001 to \$10,000,000	3.25% %
OVER \$10,000,000	3.0% %

Hourly Rates for Additional Services	
Principal	\$ 200 /Hr
Project Executive	\$ 185 /Hr
Project Manager	\$ 125 /Hr
Asst. Project Manager	\$ 115 /Hr
Project Accountant	\$ 120 /Hr
Estimator	\$ 120 /Hr
Clerical Support	\$ - /Hr

Reimbursable Expenses: (trailer rental, equipment, services, reproduction costs, commissioning services, etc.)	
DESCRIPTION:	
Onsite Field Office Trailer	\$ _____
\$800/mo. x 20 months = \$16,000	\$ _____
Set-up \$7,500	\$ _____
Removal \$7,500	\$ _____
All other reimbursables such as	\$ _____
reproductions, internet access at	\$ _____
actual cost	\$ _____

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Cesspool Services RFP 2023-24 School Year

The district requested proposals for cesspool services for the remainder of the 2023-2024 school year, with an option to renew annually, for the subsequent four years. At this time I recommend the district award the RFP to United Site Services. In an effort to continue their business relationship with the district, United Site Services has reduced their original rates that were submitted.

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

RFP CESSPOOL SERVICES
October 3, 2023

Service	Clear River Environmental	United Site Services	Revised United Site Services
Cesspool Dumping Fee	\$225/1000 gals	\$350/1000 gals	\$300/1000 gals
Roto-Rooter	\$395 each location	N/A	N/A
Aeration	\$195 per pool	\$150 per pool	\$150 per pool
Septic Line Jetting	\$595 each location	N/A	N/A
Grease Traps	\$585 each trap	\$1,500 each trap	\$600 per 1000 gal
Chemical Tank Dump	\$2,500 each tank	\$350/1000 gal tank	\$350/1000 gal tank
Portable Toilets:			
Rental Fee Weekly	\$150	\$152	\$152
Rental Fee Monthly	\$600	\$152	\$152
Weekly Cleaning	\$20	included	included
Delivery Charge	\$75	\$120	\$75
PickUp Charge	\$75	\$0	\$0

WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2023-2024 SCHOOL YEAR

Requestor: Jessica Williams

Date of Request: 12/19/2023

Budget Code to **Transfer TO:**
2630-500-00-01

Code Number: _____
Code Title: Supplies - High School

Amount to Transfer: \$ 4000.00

Budget Code to **Transfer FROM:**
2630-500-00-02

Code Number: _____
Code Title: Supplies - Middle School

Reason for Transfer:
To pay for District Wide student laptop screen repairs.

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.**

 12/21/23
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

Budget Status Report With Encumbrance Detail

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	PO #	Date	Description	Initial Budget	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Pending Encumbrances	Available Balance
2630-500-00-01			Supplies- High School	49,770.00	58,851.41	27,602.90	23,476.67	7,771.84	2,489.78	5,282.06
23-01288	11/03/2022		SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				5,468.24			
23-01794	06/08/2023		HP COLOR LASERJET PRO M454DN/REG/B&H PHOTO				629.00			
24-00277	07/13/2023		XEROGRAPHIC 10/cs 4-20lb PAPER WHITE AW.B. MASON INC				2,666.00			
24-00231	07/11/2023		OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.34			
24-00251	07/11/2023		SPRINGBOARD ELA GRADE 9 LANGUAGE WORKSHO/EDUCATIONAL TESTING SERVICE				6,036.25			
24-01094	10/12/2023		MACBOOK SCREEN REPAIRS FOR ALL SCHOOLS/APPLE INC				7,012.04			
24-01195	11/01/2023		BLANK CD'S FOR BILL DAWSON IN THE HIGH S/W.B. MASON INC				50.65			
24-01265	11/21/2023		HP 58A (CF258A) TONER CARTRIDGE, BLACK.W.B. MASON INC				1,281.15			
PND-01416			TONER FOR HIGH SCHOOL GUIDANCE DEPT./AMAZON.COM						1,755.82	
PND-01425			TONER FOR HIGH SCHOOL GUIDANCE DEPT./STAPLES CONTRACT & COMMERCIAL INC						733.96	
2630-500-00-02			Supplies- Middle School	35,795.00	39,958.92	29,867.99	4,806.96	5,283.97	0.00	5,283.97
23-01288	11/03/2022		SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				2,694.01			
24-00231	07/11/2023		OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.33			
24-00325	07/13/2023		XEROGRAPHIC PAPER WHITE AND COLOR FOR 20W.B. MASON INC				1,722.00			
24-01232	11/16/2023		KEYBOARD FOR THE MIDDLE SCHOOL NURSE/W.B. MASON INC				57.62			
2630-500-00-03			Supplies- Elementary Scho	21,855.00	25,765.98	15,224.18	5,662.39	4,879.41	0.00	4,879.41
23-01288	11/03/2022		SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				2,529.78			
24-00231	07/11/2023		OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.33			
24-00323	07/13/2023		XEROGRAPHIC PAPER WHITE AND COLOR FOR 20W.B. MASON INC				832.40			
24-01044	09/26/2023		INK FOR ELEMENTARY SCHOOL/STAPLES CONTRACT & COMMERCIAL INC				1,034.88			
24-01126	10/16/2023		EARPHONES AND HEADPHONES FOR THE ELEMENT/W.B. MASON INC				932.00			
Total GENERAL FUND				107,420.00	124,576.31	72,695.07	33,946.02	17,935.22	2,489.78	15,445.44

Selection Criteria

Fund: A
 Budget Account: 2630-500-00-??
 Budget Type: R
 Payroll: N
 Show special budgetary accounts (962 object for other obligations)
 Sort by: Fund/Budget Code
 Printed by SAMANTHA REARDON

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: December 12, 2023

Re: NFL Football Program Donation

The district received a \$5,000 check from the NFL Foundation in accordance with the NFL's player matching youth football grant program. This check represents the match for Eli Manning's donation of \$5,000 received by the Board of Education on August 21, 2023.

I am asking the BOE to accept this donation so we can allocate the money towards football equipment and non-personnel related costs in the athletic program.



NFL FOUNDATION, Inc.

345 Park Avenue
Concourse Level C
New York, New York 10154

Check Date	Check No.
11/30/2023	1477

NFL FOUNDATION, Inc.

Vendor No.: 10581 000 Vendor Name: WESTHAMPTON BEACH SCHOOLS UFSD 2

INV. DATE	INVOICE NUMBER	P O NUMBER	DESCRIPTION	NET AMOUNT
11/27/2023	36639			5,000.00
TOTAL >				5,000.00



NFL FOUNDATION, Inc.

345 Park Avenue
Concourse Level C
New York, New York 10154

Citibank, N.A.
One Penns Way
New Castle, DE 19720

62-2031

CHECK DATE	CHECK NO.	AMOUNT
11/30/2023	1477	\$5,000.00

VOID AFTER 180 DAYS

PAY Five Thousand and 00/100 Dollars

TO THE ORDER OF WESTHAMPTON BEACH SCHOOLS UFSD 2
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978

John A. ...
Ray ...

THE BACK OF THIS DOCUMENT CONTAINS THE NFL LOGO PRINTED IN WHITE INK IN MULTIPLE POSITIONS. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT

⑈ 1477⑈

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4977144786⑈

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: NFL Foundation

Address: 345 Park Avenue, Concourse Level 1, NY, NY 10154

Contact Person: Ryan Catanese CPA, CFP

Business Phone: 216-920-4899 Home Phone: _____

Email Address: rcatanese@mai.capital

Donor's relation to the Westhampton Beach UFSD: none

Please specify the exact nature of this gift and estimated value: Donation to WTB Football program in the amount of \$5,000.00

_____ Do

you have a specific way you would like to see this gift used? Yes* No _____

If yes, how would you like to see this gift used? Purchase of a football sled.

*If yes, and the school district cannot use this donation in the way you specify, do you want to be notified? Yes _____ No _____

If you wish your name to remain confidential, meaning your name will not appear on the Board of Education Agenda when your gift is accepted, please check here: _____

Jason M. Cohen
Signature

12/11/23
Date

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

Donation transferred into Budget Code #:

\$2306.50 2855-200-00-05
\$2693.50 2855-500-00-05

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Donation – Unpaid Café Balances Year End 2023

A check in the amount of \$2,000 was received by the district from a local business who would like to remain anonymous. The donor asked that the money be used towards unpaid lunch balances for the year ending 2023.

I am asking the Board of Education to accept this donation from the donor with many thanks.

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: Anonymous

Address: N/A

Contact Person: _____

Business Phone: _____ Home Phone: _____

Email Address: _____

Donor's relation to the Westhampton Beach UFSD: Local Business

Please specify the exact nature of this gift and estimated value: \$2000 donation

Do you have a specific way you would like to see this gift used? Yes* No If yes, how would you like to see this gift used? towards 2022-23 unpaid lunch balances

*If yes, and the school district cannot use this donation in the way you specify, do you want to be notified? Yes No

If you wish your name to remain confidential, meaning your name will not appear on the Board of Education Agenda when your gift is accepted, please check here:

Signature J. Piro Date 1/2/2024

(on behalf of donor)

Westhampton Beach UFSD Employee accepting donation: Jacqueline Piro

Budget code donation to be transferred into: 2022-23 student school lunch debt.

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

BOE Meeting Date: _____

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 1/8/2024 **TIME:** 7:00 PM

LOCATION: Elementary School Library

DETAILS:

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. EDUCATIONAL PRESENTATIONS

- | | | |
|----|------------------------|------|
| 1. | Elementary Art Program | 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) three-minute presentation | Info |
|----|---|------|

5. MINUTES

- | | | |
|----|--|--------|
| 1. | Approval of the minutes of the December 11, 2023 Board of Education meeting | Action |
| 2. | Approval of the minutes of the December 14, 2023, Special Board of Education meeting | Action |

6. SPECIAL EDUCATION

- | | | |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 11/30, 12/1, 12/4, 12/6, 12/7, 12/8, 12/12, 12/18, 12/20 and CPSE 12/4. | Action |
|----|---|--------|

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- | | | |
|----|---|--------|
| 1. | RFP Award - Electrical Maintenance, Service & Repair for the 2023/24 school year | Action |
| 2. | RFP Award - Professional Construction Management Services for the 2023-2024 SY | Action |
| 3. | RFP Award - Cesspool Services 2023/24 School Year | Action |
| 4. | Resolution authorizing the execution of a settlement agreement amendment for an individual student. | Action |
| 5. | Approval of a Budget Transfer | Action |
| 6. | Donation - NFL Football Foundation | Action |
| 7. | Donation - Unpaid Cafe Balances | Action |

9. PERSONNEL

- | | | |
|----|--|--------|
| 1. | Request for Family Medical Leave of Absence (FMLA)/HS Custodial Worker I | Action |
| 2. | Revised Request for Medical Leave of Absence/Maintenance Mechanic IV | Action |
| 3. | Request for FMLA Revision/ES-HS PE Teacher | Action |

- | | | |
|-----|---|--------|
| 4. | Appointment Extension/0.8 FTE ES-HS PE Leave Replacement Teacher and 0.2 FTE Perm Sub | Action |
| 5. | Appointment Extension/0.2 FTE HS PE Leave Replacement Teacher | Action |
| 6. | Resignation/MS Permanent Substitute Teacher, Coach | Action |
| 7. | Resignation/ES 0.8 FTE Speech Teacher | Action |
| 8. | Appointment/District-Wide Speech Teacher | Action |
| 9. | Appointment/ES Monitor | Action |
| 10. | Appointment/ES Winter Recreation Staff | Action |
| 11. | Appointment/Volunteer Coaching Recommendation | Action |
| 12. | Appointment/Substitutes | Action |
| 13. | Resignation/Groundskeeper I | Action |
| 14. | Appointment/Groundskeeper II | Action |
| 15. | Resignation/Coaching Staff | Action |
| 16. | Appointment/Coaching Recommendations | Action |
| 17. | Appointment/HS English Regents Prep Staff | Action |

10. REPORTS

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

11. OLD BUSINESS

12. NEW BUSINESS

13. EXECUTIVE SESSION

14. ADJOURNMENT

- | | | |
|----|-------------|--------|
| 1. | Adjournment | Action |
|----|-------------|--------|

December 11, 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 December 11, 2023.

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

Absent: Mr. George R. Kast

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; Bill Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business; Chris Herr, High School Principal; Jay Cohen, Director of Athletics, and approximately 18 attendees.

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

The pledge was conducted.

EDUCATIONAL PRESENTATIONS

Jay Cohen recognized high school students Julia Stabile and Matilda Buchen who placed first in the NYS championship for doubles tennis this year.

Dr. Herr presented a proposal for a new elective course for next year called Youth and Government.

NEW HS COURSE OFFERING

On motion of Mr. Stevens, second by Ms. Donneson, the resolution to approve the creation of a new high school elective course called Youth and Government beginning next school year, to be and hereby is adopted.

Vote: Yes 6 No 0

PUBLIC PARTICIPATION

There was no public participation.

APPROVAL OF MINUTES

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the minutes of the November 27, 2023 Board of Education meeting, to be and hereby are approved.

Vote: Yes 6 No 0

SPECIAL EDUCATION

On motion of Ms. Lanni-Hewitt, second by Ms. Wright, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of meetings of 11/14, 11/15, 11/16, 11/17, 11/20, 11/28, 11/30, 12/1 and CPSE 11/15, 11/20 & 11/30, to be and hereby are approved.

Vote: Yes 6 No 0

FINANCIAL REPORTS

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

Report	I.D.
Audited and Paid Bills	0069-0094
Budget Status Report	September 2023
Revenue Status Report	September 2023
Trial Balance Report	September 2023
Budget Transfer Report	September 2023
Treasurers & Collateral Reports	September 2023
Extraclass Activities ES, MS, HS	August & September 2023

Vote: Yes 6 No 0

HEALTH SERVICES CONTRACTS

On motion of Ms. Wright, second by Mr. Stevens, the resolution authorizing the execution of a Health Services contract with the Southampton School District for the 2023/24 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

On motion of Ms. Lanni-Hewitt, second by Ms. Donneson, the resolution authorizing the execution of a Health Services contract with Nassau BOCES for the 2023/24 school year, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

SURPLUS REQUEST

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the request to surplus the following items as they are unrepairable, to be and hereby is approved:

Item	Asset Tag	Serial #	Location
Lincoln Impinger double oven			HS Kitchen
Market Force Steamer	000344		HS Kitchen
Cleveland Kettle	002711		HS Kitchen

Vote: Yes 6 No 0

GERI NIGG

On motion of Ms. Wright, second by Ms. Arrasate, the resolution authorizing the execution of a consulting agreement with Geri Nigg for Athletic Office support services, not to exceed \$3,000, as submitted, to be and hereby is adopted.

Vote: Yes 6 No 0

NYSBDA FIELD TRIP

On motion of Ms. Donneson, second by Mr. Stevens, the requests from teachers Josh Seifert and Frank Monastero to take one HS and two MS students to the New York State Band Directors Association (NYSBDA) for the Middle School/High School Honor Band Symposium in Syracuse, NY, March 1 through March 3, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

AWARDS OF TENURE

On motion of Mr. Stevens, second by Ms. Donneson, the recommendation to award tenure to the following staff members, to be and hereby is approved:

Staff Member	Tenure date	Tenure Area
Kerry Pillittier	January 6, 2024	Assistant Principal
Jessica Williams	January 26, 2024	Director of Curriculum & Instructional Technology

Vote: Yes 6 No 0

JOHN VAHLE

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the request from John Vahle for a medical leave of absence from his position as a HS Science teacher December 12, 2023 through January 22, 2024, to be and hereby is approved.

Vote: Yes 6 No 0

HEIDI KELLY-STRAWGATE

On motion of Ms. Wright, second by Ms. Donneson, the appointment of Heidi Kelly-Strawgate as a HS Science leave replacement teacher beginning December 12, 2023 through January 22, 2024 at \$150/day, to be and hereby is approved.

Vote: Yes 6 No 0

KELLI FITTER

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of Kelli Fitter as a MS permanent substitute teacher effective December 12, 2023 through June 7, 2024, at \$150/day, to be and hereby is approved.

Vote: Yes 6 No 0

ERIC REALANDER

On motion of Ms. Lanni-Hewitt, second by Ms. Donneson, the appointment of Eric Realander as an ES permanent substitute teacher effective December 12, 2023 through June 7, 2024, at \$150/day, pending receipt of official transcripts, to be and hereby is approved.

Vote: Yes 6 No 0

CAROLINE HILTVEIT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the provisional appointment of Caroline Hiltveit as a HS Senior Office Assistant, effective December 1, 2023 at Step 1, \$39,674 (prorated), pending fingerprint clearance, to be and hereby is approved.

Vote: Yes 6 No 0

ANA GARCIA

On motion of Ms. Donneson, second by Mr. Stevens, the provisional appointment of Ana Garcia as a HS 10-month Office Assistant (Spanish speaking), effective January 2, 2024 at Step 1, \$31,317 (prorated), to be and hereby is approved.

Vote: Yes 6 No 0

KIRIAN KOMAROVSKI

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of Kirian Komarovski as an ES monitor, effective December 12, 2023 at \$15/hr., pending fingerprint clearance, to be and hereby is approved.

Vote: Yes 6 No 0

SUBSTITUTES

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

Maida Berenblatt	Certified Substitute Teacher
Kristin Gray	Certified Substitute Teacher

Vote: Yes 6 No 0

VOLUNTEER COACHING APPOINTMENT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the appointment of the following volunteer coach, to be and hereby is approved.

JV/V Wrestling	Douglas Els
----------------	-------------

Vote: Yes 6 No 0

SUPPORT STAFF RATES OF PAY

On motion of Ms. Wright second by Mr. Stevens, the revision to the Driver's Education Teacher's rate of pay for the 2023/24 school year to be \$150/hr. for the 2023/24 school year, to be and hereby is approved:

Vote: Yes 6 No 0

MICHAEL DAVIES

On motion of Mr. Stevens, second by Ms. Donneson, the appointment of Michael Davies as the HS Driver Education Teacher for the 2023/24 school year at \$150/hr., to be and hereby is approved.

Vote: Yes 6 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There were no Old Business items on the agenda.

NEW BUSINESS - BOARD POLICIES

Board Policy 8130.2 (Workplace Violence Prevention)

The first reading of the above new policy was held.

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

Vote: Yes 6 No 0

Board Policy 8520 (Free and Reduced Price Meal Services)

The first reading of the above revised policy was held.

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

Vote: Yes 6 No 0

Board Policy 9260 (Conditional Appointment and Emergency Conditional Appointment – Student Safety)

The first reading of the above revised policy was held.

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

Vote: Yes 6 No 0

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the Board of Education to convene to Executive Session at 7:17 PM to discuss ongoing special education litigation, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Donneson, second by Mr. Stevens, the Board of Education to reconvene from Executive Session at 8:00 PM, to be and hereby is approved.

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Ms. Donneson, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 8:00 PM.

Judy Iannone, District Clerk

December 11, 2023

December 14, 2023

A special meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the District Office on December 14, 2023 at 3:30 p.m.

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

Absent: Ms. Dawn Arrasate, Ms. Elizabeth Lanni-Hewitt, Mr. George Kast, Jr.

Also Present: Carolyn J. Probst, Superintendent of Schools and Ms. Lisa Rheaume

The meeting was called to order by Ms. Suzanne M. Mensch, President, at 3:30 PM.

The pledge was waived.

CLERK PRO TEM

On the motion of Mr. Stevens, second by Ms. Wright, the appointment of Carolyn J. Probst as clerk pro tem, to be and hereby is approved.

Vote: Yes 4 No 0

SUPERINTENDENT'S SECRETARY/DISTRICT CLERK/RECORDS ACCESS OFFICER
LISA RHEAUME

On motion of Ms. Donneson, second by Ms. Wright, the resolution to appoint Lisa Rheaume as the Superintendent's Secretary/District Clerk/Records Access Officer, effective January 1, 2024, with a secretarial salary of \$78,0000 (prorated), and a District Clerk stipend of \$8,930 (prorated), for the 2023/24 school year, and authorizing the execution of Ms. Rheaume's employment contract, as submitted, to be and hereby is adopted.

Vote: Yes 4 No 0

ADJOURNMENT

On motion of Ms. Donneson, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 3:33 p.m.

Carolyn J. Probst, Clerk Pro Tem

December 14, 2023

Westhampton Beach Union Free School District

Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: December 15, 2023

Re: RFP Electrical Maintenance, Service and Repair 2023-2024

The district requested proposals for electrical maintenance and repair services. Based on the submissions received I recommend the district award the RFP to Roland's Electric, Inc. for the 2023-24 school year. We will have the option to renew annually per the RFP for up to four additional years.

Two vendors submitted responses but only one fully complied with the prevailing wage rate requirements of a municipality, as confirmed by the local NYSDOL prevailing wage office.

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

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL - ELECTRICAL MAINTENANCE, SERVICE AND REPAIR

		COST PROPOSAL RESULTS		
		Normal hours of work 7am-4pm Monday-Friday Holidays posted on NYS Prevailing Wage Rate Schedule		
		ROLAND'S	NY TRENCHLESS	
1	ELECTRICIAN	\$104	\$121	PER HOUR
2	APPRENTICE 1 ST TERM	\$35	\$23	PER HOUR
3	APPRENTICE 2 ND TERM	\$44.50	\$24	PER HOUR
4	APPRENTICE 3 RD TERM	\$53.75	\$26	PER HOUR
5	APPRENTICE 4 TH TERM	\$64.50	\$29	PER HOUR
6	APPRENTICE 5 TH TERM	\$76.75	\$37	PER HOUR
7	APPRENTICE 6 TH TERM	\$93.25	\$45	PER HOUR
8	FOREMAN - ELECTRICIAN	\$114	\$125	PER HOUR
9	PROJECT SUPERVISOR – NON PREVAILING WAGE	\$125	\$100	PER HOUR
10	RESPONSE TIME FOR EMERGENCY REPAIR WORK	2-4hours	2hours	HOURS
11	RESPONSE TIME FOR NON- EMERGENCY NEW WORK	24hours	24hours	HOURS
12	NUMBER OF FULL TIME ELECTRICIANS ON STAFF	60	14	
13	NUMBER OF SERVICE VEHICLES	8	12	
14	LOCATION OF INVENTORY	Deer Park	East Moriches	

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Professional Construction Management Services RFP 2023-24

The district requested proposals for professional construction management services related to the remaining projects in the 2022 bond proposition. At this time I recommend the district award the RFP to Park East Construction Corporation at a rate of 3.1% of actual costs of construction. In an effort to add the district as a new client, the firm offered to lower their rate from the 3.5% originally submitted.

We will work with counsel to finalize an agreement with Park East Construction Corporation on an upcoming board agenda.

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

Appendix B – Cost/Fee Proposal

CONSTRUCTION MANAGEMENT SERVICES
APPENDIX B - COST/FEE PROPOSAL

ACTUAL COSTS OF CONSTRUCTION (EXCLUDING INCIDENTAL/SOFT COSTS) Wicks Law required for projects valued over \$1,500,000	
ALL REMAINING 2022 BOND PROJECTS	Single and/or Multiple Prime Contracts
Up to \$27,000,000	3.5% %
PER PROJECT	Single and/or Multiple Prime Contracts
Up to \$500,000	8.25% %
\$500,001 to \$1,500,000	6.25% %
\$1,500,001 to \$3,000,000	5.00% %
\$3,000,001 to \$5,000,000	4.75% %
\$5,000,001 to \$10,000,000	4.25% %
OVER \$10,000,000	3.75% %
OVER \$20,000,000	3.5%

Hourly Rates for Additional Services	Reimbursable Expenses: (trailer rental, equipment, services, reproduction costs, commissioning services, etc.)
Principal \$ 225.00 /Hr	Two (2) year duration
Project Executive \$ 175.00 /Hr	DESCRIPTION:
Project Manager \$ 150.00 /Hr	Field Trailer/Office \$ 30,000.00
Asst. Project Manager \$ 125.00 /Hr	Reproductions/Drawings \$ 5,000.00
Project Accountant \$ 100.00 /Hr	FedEx/UPS/Postage \$ 5,000.00
Estimator \$ 110.00 /Hr	Misc. \$ TBD
Clerical Support \$ 95.00 /Hr	other expenses approved by Owner TBD
	\$ _____

**CONSTRUCTION MANAGEMENT SERVICES
APPENDIX B - COST/FEE PROPOSAL**

ACTUAL COSTS OF CONSTRUCTION (EXCLUDING INCIDENTAL/SOFT COSTS)	
Wicks Law required for projects valued over \$1,500,000	
ALL REMAINING 2022 BOND PROJECTS	Single and/or Multiple Prime Contracts
Up to \$27,000,000	2.93% %
PER PROJECT	Single and/or Multiple Prime Contracts
Up to \$500,000	4.0% %
\$500,001 to \$1,500,000	4.0% %
\$1,500,001 to \$3,000,000	3.75% %
\$3,000,001 to \$5,000,000	3.5% %
\$5,000,001 to \$10,000,000	3.25% %
OVER \$10,000,000	3.0% %

Hourly Rates for Additional Services	
Principal	\$ 200 /Hr
Project Executive	\$ 185 /Hr
Project Manager	\$ 125 /Hr
Asst. Project Manager	\$ 115 /Hr
Project Accountant	\$ 120 /Hr
Estimator	\$ 120 /Hr
Clerical Support	\$ - /Hr

Reimbursable Expenses: (trailer rental, equipment, services, reproduction costs, commissioning services, etc.)	
DESCRIPTION:	
Onsite Field Office Trailer	\$ _____
\$800/mo. x 20 months = \$16,000	\$ _____
Set-up \$7,500	\$ _____
Removal \$7,500	\$ _____
All other reimbursables such as	\$ _____
reproductions, internet access at	\$ _____
actual cost	\$ _____

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Cesspool Services RFP 2023-24 School Year

The district requested proposals for cesspool services for the remainder of the 2023-2024 school year, with an option to renew annually, for the subsequent four years. At this time I recommend the district award the RFP to United Site Services. In an effort to continue their business relationship with the district, United Site Services has reduced their original rates that were submitted.

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

RFP CESSPOOL SERVICES
October 3, 2023

Service	Clear River Environmental	United Site Services	Revised United Site Services
Cesspool Dumping Fee	\$225/1000 gals	\$350/1000 gals	\$300/1000 gals
Roto-Rooter	\$395 each location	N/A	N/A
Aeration	\$195 per pool	\$150 per pool	\$150 per pool
Septic Line Jetting	\$595 each location	N/A	N/A
Grease Traps	\$585 each trap	\$1,500 each trap	\$600 per 1000 gal
Chemical Tank Dump	\$2,500 each tank	\$350/1000 gal tank	\$350/1000 gal tank
Portable Toilets:			
Rental Fee Weekly	\$150	\$152	\$152
Rental Fee Monthly	\$600	\$152	\$152
Weekly Cleaning	\$20	included	included
Delivery Charge	\$75	\$120	\$75
PickUp Charge	\$75	\$0	\$0

WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2023-2024 SCHOOL YEAR

Requestor: Jessica Williams

Date of Request: 12/19/2023

Budget Code to **Transfer TO:**
2630-500-00-01

Code Number: _____
Code Title: Supplies - High School

Amount to Transfer: \$ 4000.00

Budget Code to **Transfer FROM:**
2630-500-00-02

Code Number: _____
Code Title: Supplies - Middle School

Reason for Transfer:
To pay for District Wide student laptop screen repairs.

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. Williams 12/21/23
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

Budget Status Report With Encumbrance Detail

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account PO #	Date	Description	Initial Budget	Current Budget	Year-to-Date Expenditures	Encumbrances		Unencumbered Balance	Pending Encumbrances	Available Balance
						Outstanding	Balance			
2630-500-00-01		Supplies- High School	49,770.00	58,851.41	27,602.90	23,476.67	7,771.84		2,489.78	5,282.06
23-01288	11/03/2022	SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				5,468.24				
23-01794	06/08/2023	HP COLOR LASERJET PRO M454DN/REG/B&H PHOTO				629.00				
24-00277	07/13/2023	XEROGRAPHIC 10/cs 4-20lb PAPER WHITE AW.B. MASON INC				2,666.00				
24-00231	07/11/2023	OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.34				
24-00251	07/11/2023	SPRINGBOARD ELA GRADE 9 LANGUAGE WORKSHO/EDUCATIONAL TESTING SERVICE				6,036.25				
24-01094	10/12/2023	MACBOOK SCREEN REPAIRS FOR ALL SCHOOLS/APPLE INC				7,012.04				
24-01195	11/01/2023	BLANK CD'S FOR BILL DAWSON IN THE HIGH S/W.B. MASON INC				50.65				
24-01265	11/21/2023	HP 58A (CF258A) TONER CARTRIDGE, BLACK.W.B. MASON INC				1,281.15				
PND-01416		TONER FOR HIGH SCHOOL GUIDANCE DEPT./AMAZON.COM							1,755.82	
PND-01425		TONER FOR HIGH SCHOOL GUIDANCE DEPT./STAPLES CONTRACT & COMMERCIAL INC							733.96	
2630-500-00-02		Supplies- Middle School	35,795.00	39,958.92	29,867.99	4,806.96	5,283.97		0.00	5,283.97
23-01288	11/03/2022	SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				2,694.01				
24-00231	07/11/2023	OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.33				
24-00325	07/13/2023	XEROGRAPHIC PAPER WHITE AND COLOR FOR 20W.B. MASON INC				1,722.00				
24-01232	11/16/2023	KEYBOARD FOR THE MIDDLE SCHOOL NURSE/W.B. MASON INC				57.62				
2630-500-00-03		Supplies- Elementary Scho	21,855.00	25,765.98	15,224.18	5,662.39	4,879.41		0.00	4,879.41
23-01288	11/03/2022	SCREEN REPAIR FOR 13 INCH MACBOOK AIR LA/APPLE INC				2,529.78				
24-00231	07/11/2023	OPEN PURCHASE ORDER FOR PARTS & SUPPLIES/NUTS & BOLTS WORKS INC.				333.33				
24-00323	07/13/2023	XEROGRAPHIC PAPER WHITE AND COLOR FOR 20W.B. MASON INC				832.40				
24-01044	09/26/2023	INK FOR ELEMENTARY SCHOOL/STAPLES CONTRACT & COMMERCIAL INC				1,034.88				
24-01126	10/16/2023	EARPHONES AND HEADPHONES FOR THE ELEMENT/W.B. MASON INC				932.00				
Total GENERAL FUND			107,420.00	124,576.31	72,695.07	33,946.02	17,935.22		2,489.78	15,445.44

Selection Criteria

Fund: A
Budget Account: 2630-500-00-??
Budget Type: R
Payroll: N
Show special budgetary accounts (962 object for other obligations)
Sort by: Fund/Budget Code
Printed by SAMANTHA REARDON

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: December 12, 2023

Re: NFL Football Program Donation

The district received a \$5,000 check from the NFL Foundation in accordance with the NFL's player matching youth football grant program. This check represents the match for Eli Manning's donation of \$5,000 received by the Board of Education on August 21, 2023.

I am asking the BOE to accept this donation so we can allocate the money towards football equipment and non-personnel related costs in the athletic program.



NFL FOUNDATION, Inc.

345 Park Avenue
Concourse Level C
New York, New York 10154

Check Date	Check No.
11/30/2023	1477

NFL FOUNDATION, Inc.

Vendor No.: 10581 000 Vendor Name: WESTHAMPTON BEACH SCHOOLS UFSD 2

INV. DATE	INVOICE NUMBER	P O NUMBER	DESCRIPTION	NET AMOUNT
11/27/2023	36639			5,000.00
TOTAL >				5,000.00



NFL FOUNDATION, Inc.

345 Park Avenue
Concourse Level C
New York, New York 10154

Citibank, N.A.
One Penns Way
New Castle, DE 19720

62-2031

CHECK DATE	CHECK NO.	AMOUNT
11/30/2023	1477	\$5,000.00

VOID AFTER 180 DAYS

PAY Five Thousand and 00/100 Dollars

TO THE ORDER OF WESTHAMPTON BEACH SCHOOLS UFSD 2
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978

Jan A. ...
Ray ...

THE BACK OF THIS DOCUMENT CONTAINS THE NFL LOGO PRINTED IN WHITE INK IN MULTIPLE POSITIONS. HOLD AT AN ANGLE TO VIEW. VOID IF NOT PRESENT

⑈ 1477 ⑈

⑆ 021000089⑆

4977144786⑈

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: NFL Foundation

Address: 345 Park Avenue, Concourse Level 1, NY, NY 10154

Contact Person: Ryan Catanese CPA, CFP

Business Phone: 216-920-4899 Home Phone: _____

Email Address: rcatanese@mai.capital

Donor's relation to the Westhampton Beach UFSD: none

Please specify the exact nature of this gift and estimated value: Donation to WTB Football program in the amount of \$5,000.00

_____ Do

you have a specific way you would like to see this gift used? Yes* No _____

If yes, how would you like to see this gift used? Purchase of a football sled.

*If yes, and the school district cannot use this donation in the way you specify, do you want to be notified? Yes _____ No _____

If you wish your name to remain confidential, meaning your name will not appear on the Board of Education Agenda when your gift is accepted, please check here: _____

Jason M. Cohen _____ 12/11/23
Signature Date

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education Superintendent of Schools

Donation transferred into Budget Code #: \$2306.50 2855-200-00-05
\$2693.50 2855-500-00-05

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 3, 2024

Re: Donation – Unpaid Café Balances Year End 2023

A check in the amount of \$2,000 was received by the district from a local business who would like to remain anonymous. The donor asked that the money be used towards unpaid lunch balances for the year ending 2023.

I am asking the Board of Education to accept this donation from the donor with many thanks.

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: Anonymous

Address: N/A

Contact Person: _____

Business Phone: _____ Home Phone: _____

Email Address: _____

Donor's relation to the Westhampton Beach UFSD: Local Business

Please specify the exact nature of this gift and estimated value: \$2000 donation

Do you have a specific way you would like to see this gift used? Yes* No If yes, how would you like to see this gift used? towards 2022-23 unpaid lunch balances

*If yes, and the school district cannot use this donation in the way you specify, do you want to be notified? Yes No

If you wish your name to remain confidential, meaning your name will not appear on the Board of Education Agenda when your gift is accepted, please check here:

Signature J. Piro Date 1/2/2024

(on behalf of donor)

Westhampton Beach UFSD Employee accepting donation: Jacqueline Piro

Budget code donation to be transferred into: 2022-23 student school lunch debt.

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

BOE Meeting Date: _____



WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

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

January 8, 2024

A - CERTIFIED STAFF

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

1. Appointment

NAME	TENURE AREA	CERTIFICATION	BUILDING	LEVEL/STEP	SALARY	DATE OF APPOINTMENT	END OF PROBATIONARY APPOINTMENT
*Diana Dautzenberg	Speech-Remedial	Speech & Language Disabilities	District-Wide	Step 3E, MA+10	\$68,955 (prorated)	2/1/2024	1/31/2028

2. Temporary Employment

NAME	POSITION	SALARY	EFFECTIVE DATES
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)	1/2/2024 - 1/5/2024 1/2/2024 - 1/5/2024
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)	1/2/2024 - 1/5/2024

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

NAME	POSITION	EFFECTIVE DATE	REASON
Carter Baron	MS Permanent Substitute Teacher	12/15/2023	Resignation
James Ford	ES-HS Physical Education Teacher	1/2/2024 - 1/5/2024	Paid Medical Leave of Absence Extension
Diana Dautzenberg	ES 0.8 FTE Speech Teacher	1/31/2024	Resignation

NEW APPOINTMENT LANGUAGE

*These individuals must receive three (3) annual APPR composite ratings of effective or highly effective in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

**The reduced probationary period for prior tenure/substitute service is contingent upon his or her receipt and submission to the District of a composite APPR rating of effective or highly effective in his or her prior years of service in the current tenure area as substitute.

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
Nicholas Lomonaco	Groundskeeper II	\$61,032 (prorated)	1/9/2024
Nancy Feliciano	ES Monitor	\$16/hour	1/9/2024

2. Appointment of Substitutes

2.1 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
Matthew O'Reilly	Guard Substitute	\$25/hour

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

NAME	POSITION	RATE OF PAY
Joseph Stepnowski	Custodial Worker I Substitute	\$17.50/hour
Peter Hudecek	Custodial Worker I Substitute	\$17.50/hour

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

NAME	POSITION	RATE OF PAY
William Zaffuto	Teacher Aide Substitute	\$116/day

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

NAME	POSITION	EFFECTIVE DATE	REASON
Philip Masterson	Maintenance Mechanic IV	1/16/2024 (Revised Return Date)	Revised Medical Leave of Absence
Nicholas Lomonaco	Groundskeeper I	1/8/2024	Resignation
Sean Madden	HS Custodial Worker I	12/5/2023 - 12/4/2024	Intermittent Family Medical Leave of Absence

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
Madison Mannix	Uncertified Per Diem Substitute Teacher	\$116/day
Kerriane Beaver	ES Winter Recreation Staff	\$480
Taryn Brown	ES Winter Recreation Staff	\$480
Jacquelyn DeCicco	ES Winter Recreation Staff	\$480
Jennifer Ferrantino	ES Winter Recreation Staff	\$480
Kaleigh Locke	ES Winter Recreation Staff	\$720
Kimberly Mercready	ES Winter Recreation Staff	\$480
Danielle Musumeci	ES Winter Recreation Staff	\$720
Jessica Nicholson	ES Winter Recreation Staff	\$480
Gabriella Thomasch	ES Winter Recreation Staff	\$480
Brooke Russell	HS English Regents Prep Staff	\$50.22/hour
Rebecca Sullivan	HS English Regents Prep Staff	\$50.22/hour

Date Submitted to the Board of Education: _____

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

NAME	SCHOOL	SPORT
Darren Yancey	High School	Boys Basketball - JV/Varsity

Date Submitted to the Board of Education: _____

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

1. Appointment

NAME	SCHOOL	SPORT	SALARY
Robert Pinney	Middle School	Girls Basketball - MS	\$4,193.37
Logan O'Hara	Middle School	Wrestling - MS	\$4,193.37
Kyle Allen-Morabito	Middle School	Boys Volleyball - MS	\$4,193.37

2. Resignation/Termination

NAME	POSITION	EFFECTIVE DATE	REASON
Carter Baron	MS Wrestling Coach	12/15/2023	Resignation
Jenny Price	MS Girls Basketball Coach	1/3/2024	Resignation

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 – 33

VACANCY

Middle School Wrestling Coach

Please apply immediately to:

Jason Cohen
Director of Health, Physical Education & Athletics
Westhampton Beach School District
631-288-3800

December 18, 2023

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

Bulletin No. 23/24 – 34

VACANCY

Groundskeeper I

Please apply by January 16, 2024 to:

Anthony Martino
Director of Facilities III
Westhampton Beach UFSD
631-288-3800

January 2, 2024

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

Bulletin No. 23/24 – 35

VACANCIES

High School After School English Regents Prep Sessions

One hour sessions, two days/week
Immediate - January 22, 2024

Please apply immediately to:

Dr. Christopher Herr
High School Principal
Westhampton Beach UFSD
631-288-3800

January 3, 2024