

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 2/5/2024 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. EDUCATIONAL PRESENTATIONS

- | | | |
|----|--------------------------------------|------|
| 1. | High School Science Research Program | Info |
|----|--------------------------------------|------|

4. PUBLIC PARTICIPATION

- | | | |
|----|----------------------|--------|
| 1. | Public Participation | Action |
|----|----------------------|--------|

5. MINUTES

- | | | |
|----|---|--------|
| 1. | Approval of the minutes of the January 22, 2024 Board of Education meeting. | Action |
|----|---|--------|

6. SPECIAL EDUCATION

- | | | |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 1/3, 1/4, 1/5, 1/9, 1/10, 1/12, 1/17, 1/19, 1/22, 1/23, 1/24 and CPSE 11/30, 1/16 & 1/23. | Action |
|----|---|--------|

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

- | | | |
|----|---|--------|
| 1. | Adoption of 24-25 School Calendar | Action |
| 2. | Adoption of 2024-2025 Budget Calendar | Action |
| 3. | Approval of State and Municipalities (SAM) grant from DASNY | Action |
| 4. | Acceptance of Internal Audit Report on Detailed Testing - Facilities and Capital Projects during the period of July 1, 2022 - October 31, 2023. | Action |
| 5. | Health and Welfare Service Agreement - West Islip UFSD | Action |
| 6. | Bid Extension for Field Maintenance for the 2024-25 School Year | Action |
| 7. | Bid Extension for Pest Management Services for the 2024-25 School Year | Action |
| 8. | 2024-25 Contract Agreement with Melrose Sewing Company | Action |

9. PERSONNEL

- | | | |
|----|--|--------|
| 1. | Retirement/HS Senior Office Assistant | Action |
| 2. | Retirement/HS English Teacher | Action |
| 3. | Retirement/MS Math Teacher | Action |
| 4. | Retirement/HS Cook | Action |
| 5. | Resignation/Office Assistant | Action |
| 6. | Appointment/0.8 FTE Speech Therapist | Action |
| 7. | Appointment/Revised ES Winter Recreation Staff | Action |

- 8. Appointment/MS Permanent Substitute Teacher Action
- 9. Appointment/Substitutes Action

10. REPORTS

- 1. Postings Info

11. OLD BUSINESS

12. NEW BUSINESS

- 1. High School Budget Presentation Info
- 2. Middle School Budget Presentation Info
- 3. Elementary School Budget Presentation Info
- 4. Pupil Personnel Services Budget Presentation Info
- 5. Town of Southampton Community Center Info

13. EXECUTIVE SESSION

14. ADJOURNMENT

- 1. Adjournment Action

WESTHAMPTON BEACH SCHOOL DISTRICT 2024-2025 School Calendar

July 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

29 Staff Conference Day
+1

September 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2 Labor Day
3 First Day for Students
20

October 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

3-4 Rosh Hashanah
14 Columbus Day/Indigenous Peoples' Day
20

November 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

11 Veteran's Day
27-29 Thanksgiving Recess
17

December 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

23-31 Winter Recess
15

January 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1-3 Winter Recess
20 Martin Luther King Jr. Day
29 Lunar New Year
18

February 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

17-21 Mid-winter Recess
15

March 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

21

April 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

14-18 Spring Recess
17

May 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

26 Memorial Day
21

June 2025				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

19 Juneteenth
27 Last Day of School
19

183 + 1

= Holiday / School Closing
 = Staff Conference Day

This calendar includes one emergency closing day. The Board of Education reserves the right to revise this calendar if emergency closings during the school year require additional teaching days. Adopted by the Board of Education on

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 31, 2024

Re: 2024-2025 Budget Calendar

BUDGET CALENDAR
2024-2025 Budget Preparation

February 5, 2024	Board Meeting & Budget Workshop High School, Elementary School, Middle School, Special Education
February 26, 2024	Board Meeting & Budget Workshop Athletics, Buildings & Grounds, Technology
March 11, 2024	Board Meeting & Budget Workshop Transportation, BOCES Programs, We Care, Winter & Summer Recreation, Curriculum Development & Personnel
March 25, 2024	Board Meeting – Regular meeting & Final Budget Discussion
April 15, 2024	Board Meeting – Budget Adoption
May 13, 2024	Board Meeting – Regular meeting & Budget Hearing
May 21, 2024	Budget Vote – 7:00am-9:00pm, WHB HS LGI

Westhampton Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 30, 2024

Re: Internal Audit Report on Detailed Testing – Facilities and Capital Projects

I am requesting the Board of Education accept the internal audit report on detailed testing from Cullen & Danowski, LLP which was approved by the Audit Committee on January 22, 2024. The detailed testing relates to facilities and capital projects during the period July 1, 2022 through October 31, 2023.

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

Westhampton Beach
Union Free School District
Internal Audit Report on Detailed Testing –
Facilities and Capital Projects
January 22, 2024



INDEPENDENT AUDIT REPORT ON DETAILED TESTING

To the Board of Education and Audit Committee
Westhampton Beach Union Free School District
Westhampton Beach, New York

We have prepared this report as the result of our detailed testing as further described, which were agreed to by the Westhampton Beach Union Free School District (District), on facilities and capital projects during the period July 1, 2022 through October 31, 2023.

The District's management is responsible for administering these areas.

This engagement for detailed testing was performed in accordance with consulting standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are described in the following pages.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively on facilities and capital projects. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our engagement.

This report is intended solely for the information and use of the District and is not intended to be and should not be used by anyone other than the specified parties.

Cullen & Danowski, LLP

January 22, 2024

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects
For the Period Ended October 31, 2023

Introduction:

This report is categorized by function (i.e., facilities and capital projects), and there are five sections under each function consisting of:

- Background information
- Summary of the engagement
- Procedures performed during our detailed testwork
- Findings as a result of our review
- Recommendations to further strengthen internal controls or improve operational efficiency.

Some of the recommendations may require a reassignment of personnel duties within the District and/or a monetary investment. However, any enhancement of controls should be done after a careful cost-benefit analysis.

Corrective Action Plan:

Commissioner of Education Regulation §170.12(e)(4) requires that a corrective action plan (CAP), approved by the Board of Education, must be filed within 90 days of issuance with the New York State Education Department (NYSED).

The District should submit the CAP along with the respective Internal Audit Report via the NYSED Portal.

FACILITIES

Background:

The District has a Facilities Department (Department) that is responsible for maintenance and operations of the buildings and grounds of the District's properties, including the High School (HS), the Middle School (MS), and the Elementary School (ES). The Director of Facilities (Director) has been in this role and with the District since October 2021 and is responsible for overseeing and managing the Department's activities and the staff that includes 3 head custodians, 16 custodians, 2 maintenance mechanics, 4 grounds workers, 1 clerical employee, and 3 substitute workers at the time of this report. The Department's general fund budget for the fiscal year 2023-24 was \$4,076,437 (includes the 1620, 1621, and 1625 account codes) as of October 25, 2023.

Our engagement included interviews with the Department staff (i.e., administrators, head custodians, and clerks), testing of payroll and purchasing transactions; and reviewing processes related to the Department's budget preparation; budget monitoring; inventory control; and vehicle usage, mileage, and fuel consumption. The payroll testwork covered 2 payroll cycles that included testing of 10 employees to ensure accuracy of their contractual amounts or hourly rates when applicable. Our testwork also included a review of 18 disbursements totaling \$152,344, paid to the selected 6 large vendors and an additional 15 disbursements totaling \$30,226, paid to other selected vendors. The details of the results of the interviews conducted, processes reviewed, and testwork performed are included in the findings section below.

Summary:

We noted that the Department's Director, who we interviewed, demonstrated a positive attitude towards strengthening the Department's procedures and operations, as well as enhancing their role through training, seminars and relevant associations. We recommend that the District and Department continue to be active in improving processes and consider implementing the recommendations noted below to further strengthen internal controls and enhance operational efficiencies related to the facilities function.

Procedures:

Our procedures, as per the engagement letter dated September 14, 2023, were as follows:

- Review Board policies and District procedures related to the Department and activities.
- Interview appropriate personnel regarding internal controls over staffing, time reporting, work flow, purchasing and invoice approval, budget preparation, budget monitoring, inventory control, fuel, District vehicles, and other areas of responsibility within the Department. Document the various systems and identify key internal control attributes for testing.
- Review processes related to the Department vehicles to ensure that procedures are in place to adequately monitor their usage, mileage, and fuel consumption. Also validate that these assets are properly safeguarded. Assist with developing written, formal procedures related to these activities.
- Examine payroll records of the Department employees for two (2) payroll cycles during the period and, on a test basis, compare to source documentation.
- Review a selection of purchase orders (POs) for 6 of the 10 largest Department vendors during the period and examine 2-3 invoices related to those POs to determine if the policies and procedures of the District have been followed.

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects (Continued)
For the Period Ended October 31, 2023

- Select 15 additional disbursements from the Department accounts and review supporting documentation to determine if applicable purchasing and disbursement policies and procedures have been followed.
- Review the Department’s work order process to determine if there are opportunities for improvement.
- Review the Department budget for fiscal 2023-24 and compare to the 2022-23 budget and 2022-23 actual results. Obtain explanations for unusual variances. Review latest budget status report as of date of field work and obtain explanations for any variances.

Findings:

Review of Board policies and District procedures and interviews with appropriate personnel regarding internal controls over staffing, time reporting, purchasing and invoice approval, budget preparation, budget monitoring, inventory control, fuel, District vehicles, and other areas of responsibility related to facilities found:

- The District has Board policies related to facilities that include planning, development goals, closing, naming, access to buildings, buildings and grounds management, buildings and grounds security, purchasing and payroll.
- The Director is relatively new to the role and has been active with improving operations that includes establishing consistent protocols, setting up bids for various types of purchases, and setting up scheduled meetings with the staff.
- The Department has many written, formal procedures related to key processes performed by the staff that include the work order process, use of facilities, District vehicles, maintenance of major equipment, cleaning, and approval of timesheets and overtime, to name a few.
- There are procedures to perform maintenance of equipment (e.g., univents, HVAC, boilers, etc.), but the Department lacks a detailed maintenance plan to facilitate this process. However, we were informed that the District is currently in the process of implementing a new building management software that will create an efficient way to manage these activities.
- The Department utilizes the Frontline Absence Management system to track the daily attendance of the employees. There are procedures in the Department to monitor, track, and approve staff attendance activities as required.
- The Department monitors the purchases of inventory items (e.g., tools, equipment, etc.) for reasonableness (e.g., frequent requests for the same items) and the District applies the tags to the capital assets. In addition, the Department is in the process of developing an inventory listing for small walkable, inventory items that are maintained at the respective schools.
- The District does not have a head or lead custodian to supervise the work being performed after school hours.
- The District currently requires all three head custodians to perform building checks at their respective buildings on days when school is not in session (e.g., weekends, holidays, recess, etc.).
- We were informed that there have been instances where building staff did not properly submit a request for facilities usage through the District’s School Dude Facilities Use system. When these requests are not properly submitted and approved, the Department is not aware of these individuals being in the building after hours and the additional staffing needed to clean cannot be assigned.
- We were informed that there have been instances where the District’s athletic fields have been used on weekends without proper approval by outside organizations.

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects (Continued)
For the Period Ended October 31, 2023

Review of the processes related to the District vehicles related to usage, mileage, and fuel consumption noted:

- The Department has formal procedures and standard documents to monitor the reasonableness of each District vehicle's condition, usage, mileage, and fuel that includes the following:
 - All of the District vehicles are properly affixed with logos and license plates clearly marking these assets as District property.
 - The employees are not allowed to drive the District vehicles to/from their home and all District vehicles are parked in the designated parking areas.
 - The District has procedures to ensure adequate controls, appropriate records, and proper approvals are in place to track, monitor, and approve expenditures related to fuel usage. The District uses the Suffolk County Department of Public Work's fuel depot to fuel the Department's vehicles. The District tracks the purchasing of fuel by reviewing reports that provide the detailed transactions of each purchase by the employees.

Examination of payroll records of the Department and selection of 2 payrolls during the period and testing of payroll related payments to facilities employees found:

- There were no exceptions or errors noted during our testing of 10 selected employees regarding the payroll amounts that were properly supported. However, there was 1 instance where an employee was being paid a stipend of \$500 over scale based on the contract with the United Public Service Employees Union (UPSEU), which covers the period July 1, 2004 through June 30, 2008, and this language has been omitted from the contract renewals with this bargaining unit.
- The District is currently utilizing manually prepared standard forms each payroll to document non-contractual payments (e.g., overtime, hourly timesheets, substitute coverages, etc.). The use of hard copy forms is inefficient and there are potential errors (e.g., manual preparation, duplicate submissions, etc.) as compared to utilizing a program to systematically process these payments.

Review of the selected POs for 6 of the 10 largest Department vendors during the period and examination of the selected 30 invoices related to those POs noted:

- There were 4 instances where goods or services were obtained prior to the issuance of a PO, commonly referred to as a confirming PO.
- There was an instance where a payment to a vendor was made more than 60 days after the date listed on the invoice.

Selection of 15 additional disbursements from the Department accounts and review of the supporting documentation found:

- There were 4 instances where goods or services were obtained prior to the issuance of a PO, commonly referred to as a confirming PO.
- There were 3 instances where a payment to a vendor was made more than 60 days after the date listed on the invoice.

Review of the Department's work order process and use of facilities procedures found:

- The District utilizes a Google Sheet to facilitate the work order process. This includes electronic submission, review, approval, and assignment of the work order requests. The Department has procedures to track and monitor these activities utilizing this web-based document and access to this document is restricted appropriately.

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects (Continued)
For the Period Ended October 31, 2023

- The District utilizes a web-based program, School Dude Facilities Direct (FS) Program, to facilitate the request and approval process related to the use of facilities. This includes electronic submission, review, approval, and tracking of facilities use requests by the Director to the staff. The Department has procedures to track and monitor these activities utilizing this web-based program.

Review of the Department's budget for the fiscal 2023-24 year and comparison to the 2022-23 budget and 2022-23 actual results noted:

- The Administrator works with the Assistant Superintendent for Business to prepare the Department's annual budget, which includes discussions about the key accounts (i.e., utilities, oil, gas, supplies, and equipment) and any potential variations. We understand that the District's practice has been to budget conservatively due to uncertainty related to volatile fuel and utility related costs.
- The Department's general fund budget for fiscal year 2023-24 is \$4,076,437 as of October 25, 2023, and the general fund budget and actual expenditures for fiscal year 2022-23 totaled \$3,964,387 and \$3,622,005, respectively. We understand that the variance between the budget and actual expenditures for the 2022-23 year were largely due to personnel turnover including the retirements of a head custodian and a head groundskeeper, as well as a reduction in the purchase of supplies (e.g., paper towels, gloves, garbage bags, etc.) as a result of the new Directors initiative to decrease the amount of supplies on hand to a reasonable level (i.e., 3 months, etc.)

Recommendations:

We recommend that the District consider implementing the following items to further improve internal controls and operational efficiencies related to the facilities function:

1. Perform a cost-benefit analysis to determine if the addition of a night time head or lead custodian is warranted. The creation of this role would enhance the oversight of the work being performed by the staff after the school has closed.
2. Consider reducing the duplication of efforts regarding building checks by having only one of the head custodians check all three buildings on a rotational basis.
3. Establish procedures to ensure staff are submitting requests for facilities usage timely and appropriately through the District's School Dude Facilities Use system.
4. Perform a cost-benefit analysis to determine if the addition of a weekend security guard is desirable. The creation of this role would enhance the safety and security of the District's athletics fields after school hours to ensure individuals using the fields are properly approved and insured.
5. Revise the language in the upcoming UPSEU contract to include the stipend of \$500 over scale paid to an employee, since this has been omitted from the contracts that have been renewed following the contract for period July 1, 2004 through June 30, 2008.
6. Improve the purchasing process by continuing with efforts to create POs in advance of receiving goods or services, thus preventing instances of confirming POs where goods or services are received prior to preparing the purchase requisition.
7. Continue with efforts to ensure payments are made to vendors in a timely manner.
8. Continue with the efforts to enhance operational efficiencies by investigating opportunities to reduce the duplication of efforts, reduce potential manual errors, and streamline processes by utilizing a time management system (e.g., WinCap Web) related to the payments supported by timesheets (e.g., hourly staff, overtime, substitute teachers, etc.). The District is aware that the use of a biometric time system for these staff will require the consent of these employees, individually or through their union, in compliance with State Technology Law §106-b.

CAPITAL PROJECTS

Background:

On October 19, 2022, the voters approved a bond referendum related to infrastructure upgrades, instructional updates, and health and safety improvements throughout the District's three school buildings and the athletic complex and allowed the District to borrow an amount not to exceed \$33M. The District is required to ensure that proper accounting is maintained related to the capital and bond projects within the Capital Projects (H) Fund. As part of this responsibility, the District must report the status of individual capital projects in the annual financial statements (i.e., Capital Projects Schedule). The District is currently involved with capital projects of various sizes that are funded by proceeds of obligations (i.e., bonds) or by approved transfers from the general fund. The *Capital Projects Fund – Project Length Schedule* in the financial statements for the year ended June 30, 2023, includes numerous projects. The schedule lists the authorization amounts, expenditures/transfers to date, unexpended balance, methods of financing, the fund balance/(deficit) amount for each project, and any bond anticipation note outstanding. We found that the capital projects' costs are accounted for in the District's H Fund within the financial system.

Summary:

Overall, we found that the District has appropriate policies and procedures in place to manage the capital projects. The administrators and employees we interviewed understand their responsibilities and perform a diligent job in tracking, recording, and maintaining the capital projects records. We found that there are opportunities for further improvement as noted in the findings and recommendations section below.

Procedures:

Our procedures, as per the engagement letter dated September 14, 2023, were as follows:

- Interview appropriate personnel to discuss key processes that includes the monitoring, recording, and accounting for the financial activities of the capital projects.
- Assess the District's account codes in the financial system to ensure that the codes facilitate the tracking and monitoring of budgets and expenditures related to the capital projects.
- Review the Capital Projects Fund statements and schedule as per the Financial Statements, for the year ended June 30, 2022 and year ended June 30 2023, to assess the financial activity related to this fund and respective projects. On a test basis, we will compare budgets of selected projects to the filings with the New York State Education Department (NYSED).
- Review the state aid reports for fiscal years 2022 and 2023 and compare to the District's records.
- Select 15 disbursements from the Capital Projects Fund to ensure that the vendor invoices were properly reviewed and approved, and that the charges were posted to the correct capital project.

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects (Continued)
For the Period Ended October 31, 2023

Findings:

Interviews with appropriate personnel to discuss key processes that includes the monitoring, recording, and accounting for the financial activities of the capital projects found:

- The Business Office has spent considerable time and effort related to tracking, recording, and managing the District’s capital and bond projects. This includes the creation of a detailed, thorough Project Management and Tracking manual that provides key information along with appendices, which references many spreadsheets to facilitate the management of the capital and bond projects. In addition, the Assistant Superintendent for Business has improved the budget account codes in the Capital Projects Fund within the WinCap financial system to enhance the tracking and reporting of projects, with these budget account codes being aligned with the SED recommended structure.
- The District has standard practices related to the handling of change orders regarding capital projects in compliance with Board Policy #7390 – Construction Project Records and Report that states “a change order must have the Board’s approval before the change in construction can be instituted.”

Assessing the District’s account codes in the financial system to ensure that the codes facilitate the tracking and monitoring of budgets and expenditures related to the capital projects noted:

- The District has distinct account codes in the H Fund of the financial system to record the budgets and expenditures of each project. The Business Office has developed procedures to properly set-up the capital projects in the H Fund in accordance with the recommended account codes using the location code for the building and the program code for the NYSED project number. This facilitates the recording, tracking, and monitoring of the budgets and expenditures for each capital project.

Review of the Capital Projects Fund statements and schedule as per the Financial Statements, for the year ended June 30, 2022 and year ended June 30, 2023, to assess the financial activity related to this fund and respective projects and, on a test basis, comparison of budgets of selected projects to the filings with the NYSED found:

- Review of the capital projects within the financial system-generated *Budget Status Detail Reports*; the *Schedule of Project Expenditures – Capital Projects Fund*, as of June 30, 2023; the significant transactions posted to the capital projects budget account codes; and the supporting documentation related to the bond projects noted:
 - The expenditure amounts listed for each project related to the 2023-23 year in the *Budget Status Detail Reports*; agreed to the *Schedule of Project Expenditures – Capital Projects Fund* for each project with the annual total amount of \$925,560.
 - The *Schedule of Project Expenditures – Capital Projects Fund* includes several old projects and we found that the District has been working on closing out these projects with the goal of completing this initiative for the year ending June 30, 2024.
 - The District has only recently started creating POs related to the \$33M bond, which are mainly the initial soft costs, at the time of our fieldwork.

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
Internal Audit Report on Detailed Testing – Facilities and Capital Projects (Continued)
For the Period Ended October 31, 2023

Review of state aid reports and comparison to the District's records noted:

- The District has filed several SA4 applications with the assistance of the architect and only a single SA139 with the facilities planning office of the SED at the time of our fieldwork related to the \$33M bond projects. Since this bond work only recently started, the District has not filed any final cost reports to begin receiving the respective state aid.

Selection of 15 disbursements from the Capital Projects Fund to ensure that the vendor invoices were properly reviewed and approved, and that the charges were posted to the correct capital project found:

- There were 3 instances where goods or services were obtained prior to the issuance of a PO, commonly referred to as a confirming PO. Although the contracts related to 2 of these instances were approved by the Board, the services had been provided before the respective PO was issued.
- There were 3 instances where a payment to a vendor was made more than 60 days after the date listed on the invoice.

Recommendations:

We recommend that the District consider implementing the following items to further improve internal controls and operational efficiencies related to capital projects:

6. Improve the purchasing process by continuing with efforts to create POs in advance of receiving goods or services, thus preventing instances of confirming POs where goods or services are received prior to preparing the purchase requisition. *(Note: same recommendation as noted above under the Facilities section on page 6 [recommendation number 6])*
7. Continue with efforts to ensure payments are made to vendors in a timely manner. *(Note: same recommendation as noted above under the Facilities section on page 6 [recommendation number 7])*

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst

From: Jacqueline Pirro



Date: January 11, 2024

Re: Health and Welfare Service Agreement – West Islip UFSD

I respectfully request the Board of Education approve the attached Health and Welfare Service Agreement for a Westhampton Beach district resident attending a non-public school in the West Islip UFSD. The district is responsible for the cost of health services provided by districts where the students are attending a non-public school.

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

HEALTH AND WELFARE SERVICES AGREEMENT

This Agreement is entered into this 1st day of July 2023 by and between the Board of Education of Westhampton Beach UFSD (hereinafter "SENDER"), having its principal place of business for the purpose of this Agreement at 340 Mill Road, Westhampton Beach, NY 11978 and the Board of Education of the West Islip School District (hereinafter "PROVIDER"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, NY 11795.

W I T N E S S E T H

WHEREAS, Sender is authorized pursuant to Section 912 of the Education Law, to enter into a contract with PROVIDER for the purpose of having PROVIDER provide health and welfare services to children residing in SENDER and attending a non-public school located in PROVIDER,

WHEREAS, certain students who are residents of SENDER are attending non-public schools located in PROVIDER,

WHEREAS, PROVIDER has received a request(s) from said non-public schools for the provision of health and welfare services to the aforementioned students,

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby mutually agree as follows.

1. The term of this Agreement shall be from July 1, 2023 through June 30, 2024 inclusive.
2. PROVIDER warrants that the health and welfare services will be provided by licensed health care providers. PROVIDER further represents that such services shall be performed by health care providers that are licensed under the laws of the State of New York, including New York State Department of Health and the State Education Department licensing requirements, if applicable. PROVIDER further represents that such services will be in accordance with all applicable provisions of Federal, State, and local laws, rules, and regulations, including Section 912 of the Education Law, and the student's IEP/IESP, if applicable. PROVIDER shall certify that all service providers possess documentation evidencing such license qualifications as required by Federal, State, and local laws, rules, regulations and orders.
3. PROVIDER understands and agrees that it will comply and is responsible for complying with all applicable Federal, State, and local laws, rules, and regulations with respect to the services provided pursuant to this Agreement.
4. The services provided by PROVIDER shall be consistent with the services available to students attending public schools within the PROVIDER School District; and may include, but are not limited to:

11. Both parties to this Agreement understand that they may receive and/or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
12. Both parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
13. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
14. All notices which are required or permitted under this 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:

 SENDER: Superintendent of Schools
 Westhampton Beach UFSD
 340 Mill Road, Westhampton Beach, NY 11978

 PROVIDER: Superintendent of Schools
 West Islip Union Free School District
 100 Sherman Avenue, West Islip, NY 11795
15. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
16. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
17. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 24, 2024

Re: School Field Maintenance Bid Extension 2024-2025

Attached please find a letter from Turf Brothers Inc. stating they will extend the current pricing agreement for the 2024-2025 school year. Turf Brothers Inc. was the lowest bidder when the School Field Maintenance services contract was bid for the 2021-22 school year.

The District is pleased with the services Turf Brothers Inc. provides. Therefore, I am recommending the Board of Education extend the current agreement for the 2024-25 school year.

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



December 8, 2023

Dear Westhampton Beach School District. Please note, Turf Brothers wishes to extend the turf field maintenance bid 21-325 for the 2024-25 school year at the existing cost with no additional cost added. Thank you.

Robert J. Michalowski

Owner

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



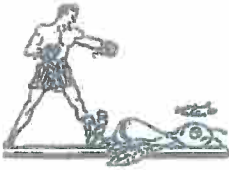
Date: January 24, 2024

Re: Pest Management Bid Extension for School Year 2024-2025

Attached please find a letter from Bug Fighters Etc., Inc. stating they will extend the current pricing agreement for the 2024-25 school year. Bug Fighters Etc., Inc. was the lowest bidder when the pest management services contract was bid for the 2016-17 school year.

The district has been pleased with the services Bug Fighters Etc., Inc. provides. Therefore, I am recommending the Board of Education extend the current agreement for the 2024-25 school year.

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



BUG FIGHTERS ETC., INC.

P.O. Box 746
Yaphank, NY 11980
Phone (631) 924-6355 or (631) 871-6765 (Cell)

December 17, 2023

Westhampton Beach Schools
Karen Aleksandrowicz
340 Mill Rd
Westhampton Beach, NY 11978

Attn: Buildings and Grounds

Dear Ms. Aleksandrowicz,

I am forwarding this letter to confirm that Bug Fighters Etc. wants to extend the current Bid #16-300 at the same monthly cost of \$210 for pesticide inspections for the new school year July 1, 2024, thru June 30, 2025.

Should you need any additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jeremy Ecker'. The signature is written in a cursive style with a large initial 'J'.

Jeremy Ecker
President

"The First Round Is All We Need"

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: January 24, 2024

Re: 2024-2025 Contract Agreement - Melrose Sewing Company

I respectfully request the Board of Education approve the attached agreement between Westhampton Beach UFSD and Melrose Sewing Company. Melrose Sewing provides maintenance and repairs of sewing machines used in the Middle School's Family and Consumer Science Program.

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

CONSULTANT SERVICES CONTRACT

This Agreement is entered into this 18th day of December, 2023, by and between the Board of Education of the WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at 340 Mill Road, Westhampton Beach, NY 11978 and Melrose Sewing Co. (hereinafter the "CONSULTANT"), having a principal mailing address of 2044 Goldbach Ave. Ronkonkoma NY 11779.

A. TERM

1. The term of this Agreement shall be from September 1, 2024 through June 20, 2025, inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. CONDITIONS

In performing services specified in this Agreement, it is understood that:

1. CONSULTANT will be engaged as an Independent Contractor, and therefore be solely responsible for the payment of federal and state income taxes applicable to this Agreement.
2. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this contract including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Employees' Retirement System, health or dental insurance, or malpractice insurance, or the like.
3. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing, and signed by authorized representatives of both parties.
4. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuit costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the CONSULTANT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

C. SERVICES AND RESPONSIBILITIES

1. The CONSULTANT shall provide services set forth in this Agreement. CONSULTANT shall provide a variety of consulting activities, as follows:
 - 1) To provide Preventative maintenance repair and installation of parts when needed on sewing machines
 - 2) To provide _____
2. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Department of Education.
3. CONSULTANT hereby represents that he is duly licensed and/or certificated to perform the services set forth in this Agreement. CONSULTANT shall provide the appropriate proof of any applicable license or certification.
4. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner. CONSULTANT shall obtain any necessary documents from the New York Teachers Retirement System to perform services as a retiree, if applicable.
5. CONSULTANT shall comply with the provisions of the Safe Schools Against Violence in Education (SAVE) Act, including, but not limited to background checks and fingerprinting of all staff directly providing services to students.
6. CONSULTANT acknowledges that the DISTRICT retains supervisory control over him to the same extent as if CONSULTANT were employed by the District.

D. COMPENSATION

1. CONSULTANT shall submit invoices for payment on a monthly basis. The DISTRICT shall pay CONSULTANT within thirty (30) days of the DISTRICT's receipt of a detailed written invoice from the CONSULTANT. Said invoice shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified.
2. Compensation shall be at the rate of \$45.00 per machine ("maintenance" oiling, adjustments, inspection, instillation of parts if needed
Preventative maintenance
\$46.00 per hour on repairs needed
15% discount on parts needed

E. INSURANCE

1. Minimum Required Insurance:

a. Commercial General Liability Insurance

\$1,000,000 per Occurrence/\$2,000,000 Aggregate

\$2,000,000 Products/Completed Operations

\$1,000,000 Personal and Advertising Injury

\$100,000 Fire Damage

\$1,000,000 Sexual Misconduct and Assault

\$10,000 Medical Expense

b. Automobile Liability

\$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Cyber Liability

\$2,000,000 per occurrence/\$2,000,000 aggregate for the professional services of the service provider performed under contract for the District.

d. Fidelity and Cyber Crime Insurance

\$1,000,000 per claim with no aggregate. For dishonest acts of the consultant's employees including coverage for computer fraud and fund transfer fraud. Covered property must also include the Client's property.

e. Professional Errors and Omissions Insurance

\$2,000 per occurrence/\$2,000,000,000 aggregate for the professional services of the service provider performed under contract for the District. Coverage shall remain in effect for three years following the completion of work.

f. Umbrella/Excess Insurance

\$3 million each occurrence and aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required General Liability and Professional Liability coverages.

g. Worker's Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3) and NYS Disability Insurance (DB-120.1) for all employees. ACCORD certificates are not acceptable.

2. CONSULTANT shall provide the DISTRICT with a certificate of insurance naming the DISTRICT as an indemnified party. The failure to obtain such insurance on behalf of the District constitutes a material breach of contract.

F. TERMINATION

1. The CONSULTANT'S services shall be at the will of the Board of Education of the DISTRICT. The DISTRICT may terminate the appointment at any time prior to the end of the term with or without cause.
2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will be deemed a material breach of contract, and will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
3. In the event the CONSULTANT or the DISTRICT terminates this 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.

G. SUCCESSORS AND ASSIGNS

It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

H. WAIVER OF RIGHTS

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

I. SEVERABILITY

Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

J. GOVERNING LAW

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the substantive and procedural laws and regulations of the State of New York and applicable Federal laws and regulations. Each of the parties hereto consents to the jurisdiction of any state court located within the County of Suffolk, State of New York, or federal court located in County of Suffolk, New York, and irrevocably agrees that all actions or proceedings relating to this Agreement must be litigated in such courts, and each of the parties waives any

objection which it may have based on improper venue or *forum non conveniens* to the conduct of and proceeding, in such court.

K. ENTIRE AGREEMENT

1. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
2. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by the authorized representatives of both parties.
3. To be in force and effect, this Agreement must be approved by the Board of Education.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Westhampton Beach UFSD

BY:



Bill Underwood
Sewing Machine Repair Man



WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

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

February 5, 2024

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
Katherine Tarantowicz	District 0.8 FTE Speech Therapist	Step 1E, MA+10, \$63,224 (prorated)	2/26/2024 - 6/30/2024

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

NAME	POSITION	EFFECTIVE DATE	REASON
Anne Gassner	MS Math Teacher	6/30/2024	Retirement
Florence Wiles	HS English Teacher	6/30/2024	Retirement

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
Erica DeMartino	MS Permanent Substitute Teacher	\$150/day

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

NAME	POSITION	EFFECTIVE DATE	REASON
Gloria Meyer	HS Senior Office Assistant	2/27/2024	Retirement
Samantha Reardon	Office Assistant	2/7/2024	Resignation
Hark Ebsen	HS Cook	2/16/2024	Retirement

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
Chloe Franza	Uncertified Per Diem Substitute Teacher	\$116/day
Taryn Brown	ES Winter Recreation Staff - Sports	\$480
Jacquelyn DeCicco	ES Winter Recreation Staff - Art/Drawing	\$720
Jacquelyn DeCicco	ES Winter Recreation Staff - General Recreation	\$480
Jennifer Ferrantino	ES Winter Recreation Staff - Sports	\$480
Kaleigh Locke	ES Winter Recreation Staff - Sports	\$360
Kimberly Mercready	ES Winter Recreation Staff - Dance	\$240
Danielle Musumeci	ES Winter Recreation Staff - General Recreation	\$480
Jessica Nicholson	ES Winter Recreation Staff - American Sign Language	\$720
Gabriella Thomasch	ES Winter Recreation Staff - Board Games	\$720
Kerriane Beaver	ES Winter Recreation Staff - Computers	\$480
Tara Mahon	ES Winter Recreation Staff - Sports	\$480

Date Submitted to the Board of Education: _____

HS PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	2024-2025	2023-2024	2022-2023	Percent Change	Dollar Change
		Proposed Budget	Adopted Budget	Actual Expenditure		
2020-200-00-01	Equipment	1,000	1,000	2,000	0.00%	
2020-406-00-01	Travel & Memberships- HS	3,150	3,150	387	0.00%	
2020-500-00-01	HS Principal's Supplies	4,250	4,250	3,784	0.00%	
2070-400-00-01	Contractual and Other			2,500	0.00%	
2070-490-00-01	BOCES In-Service - HS			150	0.00%	
2110-200-01-01	Classroom Furniture- HS	7,250	7,750	6,972	-6.45%	-500
2110-200-11-01	Equip. Brdcast Journalism			3,959	0.00%	
2110-200-41-01	Equipment -Science -HS	7,024	19,406	18,644	-63.81%	-12,382
2110-200-71-01	Equipment- Industrial Art		3,900		-100.00%	-3,900
2110-200-81-01	Equipment - Health/PE -HS	3,000	3,000	3,000	0.00%	
2110-200-91-01	Equipment - Music- HS	6,923	4,000	4,997	73.08%	2,923
2110-400-00-01	Home Tutoring	100,000	100,000	113,863	0.00%	
2110-400-41-01	Memberships & Contractual	31,545	24,450	20,484	29.02%	7,095
2110-400-61-01	Contractual - Business	7,000	4,450	5,850	57.30%	2,550
2110-400-71-01	Contractual Expenses - In	6,000	6,000	6,003	0.00%	
2110-400-92-01	Contractual Expenses - Ar	750	750		0.00%	
2110-401-00-01	Conference & Travel - HS	4,400	4,400	4,576	0.00%	
2110-401-05-01	Travel - Instructional Co	11,500	11,500	1,762	0.00%	
2110-403-91-01	Music Contractual HS	6,000	5,900	3,889	1.69%	100
2110-404-01-01	College Prep Training	1,750	1,750		0.00%	
2110-404-19-01	AP Fees F&R	1,500	1,500		0.00%	
2110-405-00-01	Driver Education	50,000	50,000	50	0.00%	
2110-410-00-01	Copier Leases - High Scho	11,000	11,000	5,259	0.00%	
2110-420-00-01	Field Trip Admissions - H	1,875	1,875		0.00%	
2110-436-19-01	AP TESTING EXPENSES		80,000		-100.00%	-80,000
2110-437-19-01	ACT TESTING EXPENSES		10,000		-100.00%	-10,000
2110-438-19-01	SAT TESTING EXPENSES		15,000		-100.00%	-15,000
2110-480-11-01	Textbooks- English- HS	6,083	6,083	6,418	0.00%	
2110-480-21-01	Textbooks- Social Studies	13,156	18,416	19,076	-28.56%	-5,260
2110-480-31-01	Textbooks- Math- HS	4,138	24,763	1,478	-83.29%	-20,625
2110-480-41-01	Textbooks- Science- HS	8,450	20,833	13,145	-59.44%	-12,383
2110-480-51-01	Textbooks- Foreign Langua	11,392	4,192	2,690	171.76%	7,200
2110-480-52-01	Textbooks- ESL- HS	2,800	2,800	823	0.00%	
2110-480-61-01	Textbooks- Business- HS	1,740	1,740		0.00%	
2110-490-00-01	BOCES Services - HS	6,000	6,000	5,271	0.00%	
2110-500-00-01	Office Supplies- HS	18,500	16,500	11,558	12.12%	2,000
2110-500-11-01	Supplies- English- HS	3,365	3,365	687	0.00%	
2110-500-12-01	Supplies- Comm Tech- HS	700	700		0.00%	
2110-500-21-01	Supplies- Social Studies-	750	750	655	0.00%	
2110-500-31-01	Supplies- Math- HS	1,080	1,080	1,295	0.00%	
2110-500-41-01	Supplies- Science- HS	57,612	37,700	46,543	52.82%	19,912
2110-500-51-01	Supplies- Foreign Languag	1,325	1,325	1,601	0.00%	
2110-500-52-01	Supplies- ESL - HS	700	700	640	0.00%	
2110-500-61-01	Supplies- Business- HS	825	825	817	0.00%	
2110-500-71-01	Supplies- Industrial Arts	8,100	8,100		0.00%	
2110-500-81-01	Supplies- Health/PE- HS	3,500	3,500	3,490	0.00%	
2110-500-91-01	Supplies- Music- HS	12,735	11,665	10,173	9.17%	1,070
2110-500-92-01	Supplies- Art- HS	25,337	25,337	23,534	0.00%	
2110-501-00-01	Testing Supplies-HS	3,000	3,000	2,613	0.00%	
2110-502-00-01	HS Copier Supplies	24,600	24,600	24,047	0.00%	
2110-503-00-01	HS Graduation Supplies	20,000	20,000	13,041	0.00%	
2610-466-00-01	Library Books- High Schoo	13,325	13,325	14,734	0.00%	
2610-469-00-01	Periodicals & Subscriptio	3,773	3,773	3,125	0.00%	
2610-500-00-01	Library Supplies- High Sc	650	650	627	0.00%	
2620-403-00-01	Equipment Repair- High Sc	1,750	1,750		0.00%	
2620-500-00-01	Supplies- High School	3,500	3,500	456	0.00%	
2630-220-00-01	Hardware- High School	24,590	24,590	21,124	0.00%	
2630-403-00-01	Repairs & Service Contrac	22,367	22,367	5,047	0.00%	

HS PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	2024-2025 Proposed Budget	2023-2024 Adopted Budget	2022-2023 Actual Expenditure	Percent Change	Dollar Change
2630-460-00-01	Software- High School	42,552	42,552	28,814	0.00%	
2630-500-00-01	Supplies- High School	49,770	49,770	54,743	0.00%	
2815-500-00-01	Supplies- Nurse Office HS	1,520	1,220	990	24.59%	300
2850-400-00-01	Contractual and Other	10,000	10,000	10,000	0.00%	
2850-423-00-01	School Newspaper & Seasca	6,000	6,000	3,674	0.00%	
2850-427-00-01	High School Fall Play	8,000	7,500	3,535	6.67%	500
2850-428-00-01	High School Spring Musica	25,800	25,300	18,392	1.98%	500
2850-429-00-01	HS Trips & Assemblies	3,000	3,000	1,479	0.00%	
2850-500-00-01	Supplies- High School	2,250	2,250	387	0.00%	
Total GENERAL FUND		720,652	836,552	564,851	-13.85%	-115,900

Selection Criteria

Criteria Name: Last Run
 Fund: A
 Budget code like: 2??-??-??-?1
 Budget type: Regular
 Payroll: No
 Suppress Budget Accounts with Zero Amounts
 Report Title: HS PROPOSED BUDGET 2024-25
 Column 1 Value: Proposed Amount
 Column 2 Value: Current Year Initial
 Column 3 Value: Prior Year Expenditure
 Column 4 Value: Percent
 Column 5 Value: Dollar
 Column 6 Value: None
 Column 7 Value: None
 Column 8 Value: None
 Column 9 Value: None
 Column 10 Value: None
 Column 11 Value: None
 Column 12 Value: None
 Column 13 Value: None
 From Column Value: Current Year Initial
 To Column Value: Proposed Amount
 Sort by: Fund/Function
 Printed by JACQUELINE PIRRO

WESTHAMPTON BEACH UFSD

MS PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	2024-2025	2023-2024	2022-2023	Percent Change	Dollar Change
		Proposed Budget	Adopted Budget	Actual Expenditure		
2020-406-00-02	Travel & Membersips- MS	1,700	1,700	399	0.00%	
2020-500-00-02	MS Principal's Supplies	6,875	6,875	4,690	0.00%	
2070-400-00-02	Contractual and Other	2,000	2,000	2,500	0.00%	
2070-490-00-02	BOCES In-Service - MS			818	0.00%	
2110-200-00-02	Classroom Furniture - MS	13,500	13,500	17,432	0.00%	
2110-200-91-02	Equipment-Music MS	3,748	2,000	10,247	87.40%	1,748
2110-400-20-02	Speakers & Assemblies	3,250	3,250		0.00%	
2110-400-91-02	Music Contractual- MS	5,750	5,200	3,801	10.58%	550
2110-401-00-02	Conferece & Travel - MS	1,800	1,800	185	0.00%	
2110-403-00-02	Machine Repairs - MS	11,840	11,840	7,813	0.00%	
2110-410-00-02	Copier Leases- Middle Sch	8,250	8,250	6,873	0.00%	
2110-420-00-02	Field Trip Admissions - M	1,875	6,500	5,157	-71.15%	-4,625
2110-480-01-02	Textbooks- Reading- MS	385	385	242	0.00%	
2110-480-06-02	Textbooks- Grade 6- MS	690	905	1,137	-23.76%	-215
2110-480-11-02	Textbooks- English- MS	535	2,925	2,988	-81.71%	-2,390
2110-480-41-02	Textbooks- Science- MS		5,181	2,213	-100.00%	-5,181
2110-480-52-02	Textbooks- ESL- MS	375	375	26	0.00%	
2110-490-00-02	BOCES Services - MS	4,000	4,000	7,922	0.00%	
2110-500-00-02	Supplies- Middle School	8,400	8,272	6,241	1.55%	128
2110-500-01-02	Supplies - Reading - MS	308	285	32	8.07%	23
2110-500-06-02	Supplies- Grade 6- MS	824	825	871	-0.12%	-1
2110-500-11-02	Supplies- English- MS	353	460	327	-23.26%	-107
2110-500-12-02	Supplies- Social Studies-	560	560	403	0.00%	
2110-500-16-02	Shared Decision Making Su			429	0.00%	
2110-500-21-02	Supplies- Home & Career-	7,980	7,980	6,685	0.00%	
2110-500-31-02	Supplies- Math- MS	1,100	525	614	109.52%	575
2110-500-41-02	Supplies- Science- MS	5,136	2,208	1,226	132.61%	2,928
2110-500-51-02	Supplies- Foreign Languag	90	325		-72.31%	-235
2110-500-52-02	Supplies- ESL - MS	385	525	614	-26.67%	-140
2110-500-71-02	Supplies- Technology- MS	5,087	5,127	4,302	-0.78%	-40
2110-500-81-02	Supplies- Health & PE- MS	2,928	4,051	2,983	-27.72%	-1,123
2110-500-91-02	Supplies- Music- MS	12,500	10,000	10,236	25.00%	2,500
2110-500-92-02	Supplies- Art- MS	7,317	6,500	5,817	12.57%	817
2110-502-00-02	Copier Supplies - MS	9,176	9,176	4,460	0.00%	
2610-466-00-02	Library Books- Middle Sch	6,000	6,000	7,138	0.00%	
2610-469-00-02	Periodicals & Subscriptio	1,400	1,400	1,500	0.00%	
2610-500-00-02	Library Supplies- Middle	1,250	1,250	1,273	0.00%	
2620-200-00-02	Equipment- Middle School	1,000	1,000		0.00%	
2620-403-00-02	Equipment Repair- Middle	2,000	2,000		0.00%	
2620-500-00-02	Supplies- Middle School	3,375	3,375		0.00%	
2630-220-00-02	Hardware- Middle School	19,900	19,900	6,841	0.00%	
2630-403-00-02	Repairs & Service Contrac	21,367	21,367	5,047	0.00%	
2630-460-00-02	Software- Middle School	20,548	20,548	19,650	0.00%	
2630-500-00-02	Supplies- Middle School	35,795	35,795	33,380	0.00%	
2815-500-00-02	Supplies- Nurse Office MS	1,350	1,300	1,156	3.85%	50
2850-428-00-02	Middle School Musical	3,000	3,000	1,372	0.00%	
2850-500-00-02	Supplies- Middle School	1,325	1,325	1,607	0.00%	
Total GENERAL FUND		247,027	251,765	198,647	-1.88%	-4,738

Selection Criteria

WESTHAMPTON BEACH UFSD

MS PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Budget Account	Description	2024-2025 Proposed Budget	2023-2024 Adopted Budget	2022-2023 Actual Expenditure	Percent Change	Dollar Change
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Criteria Name: Last Run
Fund: A
Budget code like: 2???-???-??-?2
Budget type: Regular
Payroll: No
Suppress Budget Accounts with Zero Amounts
Report Title: MS PROPOSED BUDGET 2024-25
Column 1 Value: Proposed Amount
Column 2 Value: Current Year Initial
Column 3 Value: Prior Year Expenditure
Column 4 Value: Percent
Column 5 Value: Dollar
Column 6 Value: None
Column 7 Value: None
Column 8 Value: None
Column 9 Value: None
Column 10 Value: None
Column 11 Value: None
Column 12 Value: None
Column 13 Value: None
From Column Value: Current Year Initial
To Column Value: Proposed Amount
Sort by: Fund/Function
Printed by JACQUELINE PIRRO

ES PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	2024-2025	2023-2024	2022-2023	Percent Change	Dollar Change
		Proposed Budget	Adopted Budget	Actual Expenditure		
2020-200-00-03	Equipment	1,500	1,500	1,809	0.00%	
2020-406-00-03	Travel & Memberships- ES	1,550	1,550	348	0.00%	
2020-500-00-03	ES Principal's Supplies	2,400	2,400	1,167	0.00%	
2070-400-00-03	Contractual and Other	12,150	10,500	2,000	15.71%	1,650
2070-490-00-03	BOCES In-Service - ES			663	0.00%	
2110-200-00-03	Classroom Furniture - ES	10,000	1,500	2,542	566.67%	8,500
2110-200-91-03	Equipment- Music- ES	2,966	2,000	5,379	48.30%	966
2110-400-00-03	Contractual	8,000	8,000	16,445	0.00%	
2110-400-20-03	Odyssey of the Mind - ES	2,275	2,275	515	0.00%	
2110-400-41-03	Science Contractual- ES	1,200	1,000	900	20.00%	200
2110-400-91-03	Music Contractual- ES	3,000	2,650	3,618	13.21%	350
2110-401-00-03	Conference & Travel - ES	1,950	1,950		0.00%	
2110-403-00-03	Machine Repairs - ES	7,500	7,500	4,370	0.00%	
2110-410-00-03	Copier Leases- Elem Schoo	7,800	7,800	5,259	0.00%	
2110-420-00-03	Field Trip Admissions - E	2,400	843	519	184.70%	1,557
2110-480-01-03	Textbooks- Grade 1	650			****.***%	650
2110-480-02-03	Textbooks- Grade 2	1,110	900		23.33%	210
2110-480-03-03	Textbooks- Grade 3	1,150	900		27.78%	250
2110-480-04-03	Textbooks- Grade 4	1,400	900		55.56%	500
2110-480-11-03	Textbooks - Reading - ES	36,650	33,100	11,689	10.73%	3,550
2110-480-21-03	Textbooks- Social St-ES	11,800	11,800	11,283	0.00%	
2110-480-31-03	Textbooks- Math- ES	18,910	20,690	18,488	-8.60%	-1,780
2110-480-33-03	Textbooks- K-5 General	7,020	7,020	7,131	0.00%	
2110-480-41-03	Textbooks - Science - ES	9,478	9,478	9,186	0.00%	
2110-490-00-03	BOCES Services - ES	5,075	5,075	2,515	0.00%	
2110-500-00-03	Office Supplies -ES	7,600	7,600	4,580	0.00%	
2110-500-01-03	Supplies- Grade 1	900	900	704	0.00%	
2110-500-02-03	Supplies- Grade 2	900	900	975	0.00%	
2110-500-03-03	Supplies- Grade 3	900	900	935	0.00%	
2110-500-04-03	Supplies- Grade 4	900	900	628	0.00%	
2110-500-05-03	Supplies- Grade 5	900	900	955	0.00%	
2110-500-07-03	Supplies- Grade K	900	900	974	0.00%	
2110-500-08-03	Supplies - K-5	10,500	10,500	7,727	0.00%	
2110-500-11-03	Supplies- Reading- ES	8,750	5,100	1,568	71.57%	3,650
2110-500-20-03	Supplies- Enrichment- ES	185	185		0.00%	
2110-500-22-03	Supplies- Speech	440	440	385	0.00%	
2110-500-41-03	Supplies- Science- ES	4,350	2,860	1,576	52.10%	1,490
2110-500-51-03	Supplies- Foreign Languag	225	195	240	15.38%	30
2110-500-52-03	Supplies- ESL - ES	1,000	1,000	779	0.00%	
2110-500-81-03	Supplies- Health & PE- ES	2,750	2,750	1,870	0.00%	
2110-500-91-03	Supplies- Music- ES	7,500	5,875	7,054	27.66%	1,625
2110-500-92-03	Supplies- Art-ES	3,875	3,875	2,959	0.00%	
2110-502-00-03	Copier Supplies - ES	3,315	3,315	3,315	0.00%	
2610-466-00-03	Library Books- ES	6,000	6,000	7,466	0.00%	
2610-500-00-03	Library Supplies- ES	950	950	994	0.00%	
2620-403-00-03	Equipment Repair- ES	1,000	1,000		0.00%	
2620-500-00-03	Supplies- ES	3,650	3,650		0.00%	
2630-220-00-03	Hardware- Elementary Scho	17,300	17,300	5,507	0.00%	
2630-403-00-03	Repairs & Service Contrac	21,367	21,367	5,043	0.00%	
2630-460-00-03	Software- Elementary Sch	22,003	16,228	11,641	35.59%	5,775
2630-500-00-03	Supplies- Elementary Scho	21,855	21,855	18,771	0.00%	
2815-500-00-03	Supplies- Nurse Office ES	1,550	1,365	613	13.55%	185
2850-500-00-03	Supplies- ES	400	400		0.00%	
Total GENERAL FUND		309,899	280,541	193,085	10.46%	29,358

WESTHAMPTON BEACH UFSD

ES PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Budget Account	Description	2024-2025 Proposed Budget	2023-2024 Adopted Budget	2022-2023 Actual Expenditure	Percent Change	Dollar Change
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Selection Criteria

Criteria Name: Last Run
Fund: A
Budget code like: 2???-??-?-?3
Budget type: Regular
Payroll: No
Suppress Budget Accounts with Zero Amounts
Report Title: ES PROPOSED BUDGET 2024-25
Column 1 Value: Proposed Amount
Column 2 Value: Current Year Initial
Column 3 Value: Prior Year Expenditure
Column 4 Value: Percent
Column 5 Value: Dollar
Column 6 Value: None
Column 7 Value: None
Column 8 Value: None
Column 9 Value: None
Column 10 Value: None
Column 11 Value: None
Column 12 Value: None
Column 13 Value: None
From Column Value: Current Year Initial
To Column Value: Proposed Amount
Sort by: Fund/Function
Printed by JACQUELINE PIRRO

PPS PROPOSED BUDGET 2024-25

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	2024-2025	2023-2024	2022-2023	Percent Change	Dollar Change
		Proposed Budget	Adopted Budget	Actual Expenditure		
2250-200-00-05	Equipment	3,000	3,000		0.00%	
2250-400-00-05	Contractual Services	350,130	350,130	281,686	0.00%	
2250-401-00-05	Conference & Travel	2,500	2,500	327	0.00%	
2250-403-00-05	Equipment Repair	4,850	4,850	1,761	0.00%	
2250-406-00-05	Travel & Memberships- Dir	2,870	2,870	2,355	0.00%	
2250-470-00-05	Out of District Tuition	300,000	300,000	193,112	0.00%	
2250-471-00-05	Foster Care Tuition	25,000	25,000		0.00%	
2250-480-00-05	Textbooks	2,500	2,500		0.00%	
2250-490-00-08	BOCES Services - PPS	772,709	873,884	426,480	-11.58%	-101,175
2250-500-00-05	Supplies	7,675	7,675	5,833	0.00%	
2250-501-00-05	Testing Supplies	3,250	3,250	51	0.00%	
Total GENERAL FUND		1,474,484	1,575,659	911,605	-6.42%	-101,175

Selection Criteria

Criteria Name: Last Run
 Fund: A
 Budget code like: 2250-???-??-??
 Budget type: Regular
 Payroll: No
 Suppress Budget Accounts with Zero Amounts
 Report Title: PPS PROPOSED BUDGET 2024-25
 Column 1 Value: Proposed Amount
 Column 2 Value: Current Year Initial
 Column 3 Value: Prior Year Expenditure
 Column 4 Value: Percent
 Column 5 Value: Dollar
 Column 6 Value: None
 Column 7 Value: None
 Column 8 Value: None
 Column 9 Value: None
 Column 10 Value: None
 Column 11 Value: None
 Column 12 Value: None
 Column 13 Value: None
 From Column Value: Current Year Initial
 To Column Value: Proposed Amount
 Sort by: Fund/Function
 Printed by JACQUELINE PIRRO