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# Westhampton Beach

Home of the Hurricanes  School District

## AGENDA

**TYPE:** Board Meeting

**DATE:** 3/25/2024      **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. Athletics Budget Presentation Info
2. 2024-25 Budget and Enrollment Presentation Info

### 4. PUBLIC PARTICIPATION

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

### 5. MINUTES

1. Approval of the minutes of the March 11, 2024 Board of Education meeting Action

### 6. SPECIAL EDUCATION

### 7. FINANCIALS

### 8. SUPERINTENDENT'S REPORT

1. Approval of the legal notice for the May 21, 2024 School Budget Vote & Election Action
2. Resolution appointing the Chairperson for the Annual Budget Vote & Election Action
3. Resolution appointing Election Inspectors for the Annual Budget Vote and Election Action
4. Establishment of a TRS Retirement Contribution Reserve Fund Action
5. Approval of Budget Transfer Action
6. Approval of Memorandum of Agreement with a Member of the Westhampton Beach Teacher's Association Action
7. Acceptance of the Corrective Action Plan Action
8. Field Trip Request/Varsity Girls' Lacrosse Players, Boston, MA, April 12-14, 2024 Action
9. Field Trip Request/Walt Disney World, Orlando, FL, April 3-6, 2025 Action
10. Approval to Excess Science Textbooks Action
11. Approval of Bid Award Action

### 9. PERSONNEL

1. Approval of Tenure/Assistant Superintendent for Business Action

- |     |   |        |
|-----|---|--------|
| 2.  | Request for Childcare Leave of Absence/MS PE-Health Teacher                 | Action |
| 3.  | Request for Medical Leave of Absence Extension/HS Special Education Teacher | Action |
| 4.  | Appointment/Extension Additional Sections                                   | Action |
| 5.  | Appointment/MS Teaching Assistant   | Action |
| 6.  | Resignation/HS Special Education Teacher                                    | Action |
| 7.  | Resignation/HS Math Teacher   | Action |
| 8.  | Resignation/ES Monitor  | Action |
| 9.  | Appointment/HS June Regents Prep Staff                                      | Action |
| 10. | Appointment/ES Summer Recreation-Academy Director                           | Action |
| 11. | Appointment/ES Summer Recreation-Academy Assistant Director                 | Action |
| 12. | Appointment/Volunteer Coaching Recommendation                               | Action |

**10. REPORTS**

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

**11. OLD BUSINESS**

**12. NEW BUSINESS**

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

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

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**340 Mill Road**  
**Westhampton Beach, NY 11978**



**Minutes of Regular Board of Education Meeting held in the High School Library**  
**Monday, March 11, 2024 (7:00 PM)**

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

Also present: Carolyn J. Probst, Superintendent of Schools; Bill Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business

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

The pledge was conducted.

PUBLIC PARTICIPATION

No questions or concerns were raised by the public.

APPROVAL OF MINUTES

On motion of Mr. Kast, second by Ms. Donneson, the minutes of the February 26, 2024 Board of Education meeting, to be and are hereby approved.

Vote: Yes 7 No 0

SPECIAL EDUCATION

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, 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 2/16, 2/27, 2/28, 2/29, 3/5 and CPSE 3/1 & 3/4, to be and hereby are approved.

Vote: Yes 7 No 0

FINANCIALS

On motion of Mr. Stevens, second by Ms. Donneson, the recommendation to approve the financial items below as a whole, are hereby approved.

1. Budget Status Report October as of January 31, 2024
2. Revenue Status Report as of January 31, 2024
3. Trial Balances as of January 31, 2024
4. Budgetary Transfer Report December 2023 - January 2024
5. Treasurers Reports & Collateral December 2023 and January 2024
6. Extraclass Activities ES, MS, HS October, November, December 2023
7. Audited and paid Claims Warrants 0114-0145

Vote: Yes 7 No 0

## SINGLE AUDIT REPORT OF FEDERAL PROGRAMS

On motion of Ms. Lanni-Hewitt, second by Ms. Wright, the adoption of the External Auditor's Single Audit Report of Federal Programs for fiscal year ended June 30, 2023, to be and hereby is adopted.

Vote: Yes 7 No 0

## HEALTH AND WELFARE SERVICES AGREEMENT

On motion of Mr. Stevens, second by Ms. Wright, the resolution to approve a health and welfare service agreement with Center Moriches UFSD, to be and is hereby adopted.

Vote: Yes 7 No 0

## INDIVIDUAL CONTRACT AGREEMENTS

On motion of Ms. Wright, second by Ms. Arrasate, the resolution authorizing the execution of the following individual contract agreements, to be and are hereby approved:

Jacqueline Pirro  
Anthony Martino

Vote: Yes 7 No 0

## INTERMUNICIPAL AGREEMENT

On motion of Mr. Stevens, second by Ms. Lanni-Hewitt, the resolution to approve an Intermunicipal Agreement with Riverhead School District, to be and is hereby adopted.

Vote: Yes 7 No 0

## ROBOTICS CLUB FIELD TRIPS

On motion of Ms. Wright, second by Ms. Donneson, the field trip request for the Robotics Club to the Hudson Valley Robotics Regional in Suffern, NY, on March 6-10, 2024, is hereby accepted.

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the field trip request for the Robotics Club to the Tech Valley Robotics Regional at MVP Arena in Albany, NY, on March 20-23, 2024, is hereby accepted.

Vote: Yes 7 No 0

## VIRTUAL ENTERPRISE FIELD TRIP

On motion of Ms. Wright, second by Ms. Donneson, the field trip request for the high school Virtual Enterprise students to the Enterprise Youth Business Summit at the Jacob Javits Center, New York, NY, on April 10-12, 2024, is hereby accepted.

Vote: Yes 7 No 0

DONATION

On motion of Mr. Stevens, second by Mr. Kast, the donation of \$2,000 from The Society for Science and Regeneron, is hereby accepted.

Vote: Yes 7 No 0

KAREN ALEKSANDROWICZ

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the resignation of Karen Aleksandrowicz from her position as a Senior Office Assistant, effective April 26, 2024, with her retirement beginning on April 27, 2024, is hereby accepted.

Vote: Yes 7 No 0

HARRY SCHULTZ

On motion of Mr. Stevens, second by Mr. Kast, the request from Harry Schultz for FMLA beginning February 13, 2024 through March 8, 2024, to be and is hereby approved.

Vote: Yes 7 No 0

MARLINA KOSASIH

On motion of Ms. Lanni-Hewitt, second by Ms. Arrasate, the resignation of Marlina Kosasih from her position as a High School Food Service Worker, effective March 11, 2024, to be and is hereby accepted.

On motion of Ms. Donneson, second by Ms. Lanni-Hewitt, the appointment of Marlina Kosasih as a cook assigned to the High School effective March 12, 2024, at \$26.22 per hour, to be and is hereby accepted.

Vote: Yes 7 No 0

2023-24 SPRING COACHING

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the 2023-2024 spring sport season coaching recommendations listed below, are hereby accepted.

SPORT	LEVEL	COACH	STEP	SALARY	Years as of 6/2024
GIRLS LAX	MS	Rongo, Lindsay	1	\$4,193.37	1
BOYS TENNIS	MS	Johnson, Shaun	1	\$4,193.37	2

Vote: Yes 7 No 0

2023-24 VOLUNTEER COACHING

On motion of Mr. Kast, second by Ms. Arrasate, the 2023-2024 spring sport season volunteer coaching recommendations listed below, are hereby accepted.

SPORT	LEVEL	COACH
BASEBALL	V	Moran, Terrance
BOYS LAX	V	Naglieri, Ralph
BOYS LAX	MS	Mansfield, Jeffrey
SOFTBALL	V	Maloney, John
BOYS TENNIS	V	Smith, Riley

Vote: Yes 7 No 0

SUBSTITUTES

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

Custodial Worker I - Kevin McNamara

Vote: Yes 7 No 0

REPORTS

Personnel postings were noted.

OLD BUSINESS

There was no Old Business on the Agenda.

NEW BUSINESS

The following presentations were given:

1. Transportation Budget presentation - Jacqueline Pirro, Assistant Superintendent for Business
2. BOCES Budget presentation - Jacqueline Pirro, Assistant Superintendent for Business
3. We Care Budget presentation - Bill Fisher, Assistant Superintendent for Personnel & Instruction
4. Winter and Summer Recreation Budget presentation - Bill Fisher, Assistant Superintendent for Personnel & Instruction
5. Curriculum Development and Personnel Budget Presentation - Bill Fisher, Assistant Superintendent for Personnel & Instruction
6. 2024-25 Budget and Enrollment Presentation - Carolyn Probst, Superintendent

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Mr. Kast, the Board of Education convened into Executive Session at 7:32 p.m. to discuss negotiations with bargaining units.

Vote: Yes 7 No 0

On motion of Mr. Stevens, second by Mr. Kast, the Board of Education to reconvene from Executive Session at 8:45 p.m., to be and hereby is approved.

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Mr. Stevens, second by Mr. Kast, all business being completed, Ms. Mensch declared the meeting adjourned.

Vote: Yes 7 No 0



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Lisa Rheume, District Clerk

**NOTICE OF PUBLIC HEARING, BUDGET VOTE AND ELECTION  
OF THE WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT  
TOWN OF SOUTHAMPTON, COUNTY OF SUFFOLK, NEW YORK**

NOTICE IS HEREBY GIVEN, that a Public Hearing of the qualified voters of the Westhampton Beach Union Free School District, Town of Southampton, County of Suffolk, New York, will be held in the Westhampton Beach High School Large Group Instruction (LGI) Room, in said district on Monday, May 13, 2024, at 7:00 PM, prevailing time, for the transaction of business as authorized by the Education Law, including the following items:

1. To present to the voters a detailed statement of the amount of money which will be required for the 2024-2025 fiscal year.
2. To discuss all the items hereinafter set forth to be voted upon by voting machine at the Budget Vote and Election to be held on Tuesday, May 21, 2024.
3. To transact such other business as may properly come before the meeting pursuant to Education Law of the State of New York and acts amendatory thereto.

AND FURTHER NOTICE IS HEREBY GIVEN that a copy of the statement of the amount of money which will be required to fund the School District's budget for 2024-25, exclusive of public moneys, may be obtained by any resident of the District beginning May 7, 2024, between the hours of 8:00 AM and 4:00 PM, prevailing time, except Saturday, Sunday or holidays at the Office of the District Clerk, 340 Mill Road, Westhampton Beach, New York, and on the District's internet website.

AND FURTHER NOTICE IS HEREBY GIVEN, that said Budget Vote and Election will be held on Tuesday, May 21, 2024, in the LGI Room (behind the District Auditorium) of the Westhampton Beach High School, Lilac Road, Westhampton Beach, New York, between the hours of 7:00 AM and 9:00 PM, prevailing time, at which time the polls will be opened to vote by voting machine upon the following items:

1. To adopt the annual budget of the School District for the fiscal year 2024-25 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the District.
2. To elect three (3) members of the Board of Education for a term of three (3) years commencing July 1, 2024, and expiring on June 30, 2027.
3. To authorize the Westhampton Beach Union Free School District's Board of Education to contract with the Trustees of the Westhampton Free Library in an amount to be determined for the support, maintenance, and capital financing of said Library for the fiscal year 2024-2025 in accordance with Section 256 of the Education Law, and that a necessary tax be levied therefor.
4. Shall the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, be authorized to raise the sum of \$100,000.00 for payment of operational and maintenance expenses of The Greater Westhampton Historical Museum for the fiscal year 2024/2025 and to levy the necessary tax, therefore?

AND FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Section 495 of the Real Property Tax Law, the School District is required to attach to its proposed budget an exemption report. Said exemption report, which will also become part of the final budget, will show how the total assessed value of the final assessment roll used in the budgetary process is exempt from taxation, list every type of exemption granted



by the statutory authority, and show the cumulative impact of each type of exemption, the cumulative amount expected to be received as payments in lieu of taxes (PILOT) and the cumulative impact of all exemptions granted. In addition, said exemption report shall be posted on any bulletin board maintained by the District for public notices and on any website maintained by the District.

AND FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School District at her office in the District Office, 340 Mill Road, Westhampton Beach, New York, not later than April 22, 2024, between 9:00 a.m. and 5:00 p.m., prevailing time. Each petition shall be directed to the Clerk of the District, and must be signed by at least 25 qualified voters of the District.

Vacancies on the Board of Education are not considered separate, specific offices; candidates run at large. Nominating petitions shall not describe any specific vacancy upon the Board for which the candidate is nominated.

All other persons who wish to vote must present himself or herself at the meeting in order to establish that he or she is eligible to vote and after he or she has been placed on the poll list may cast a ballot.

AND FURTHER NOTICE IS HEREBY GIVEN, that military voters who are qualified voters of the district may submit an application for a military ballot to the District Clerk or may be downloaded from the District's website. Completed applications for a military ballot must be returned by mail or in person, and received by the District Clerk not later than April 19, 2024. Military voters may designate a preference to receive the military ballot application for military ballot by mail, facsimile transmission or electronic mail. All qualified military voters' ballot application and military ballot must be returned by mail or in person. Ballots for military voters shall be distributed to qualified military voters no later than April 26, 2024. Military ballots must be received by the District Clerk (1) before the close of the polls, on Tuesday, May 21, 2024, and must show a cancellation mark of the United States postal service or a foreign country's postal service, or must show a dated endorsement of receipt by another agency of the United States Government; or (2) not later than 5:00 pm on the day of the election and be signed and dated by the military voter and one witness, with a date ascertained to be not later than the day before the election.

A list of persons to whom military ballots are issued will be available for inspection to qualified voters of the District in the Office of the District Clerk on and after Thursday, May 16, 2024, between the hours of 8:00 AM and 4:00 PM, prevailing time, on each day prior to the day set for the annual election, except Sunday, and on May 21, 2024, the day set for the election. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his or her challenge and the reasons therefore known to the Inspector of Election before the close of the polls.

AND FURTHER NOTICE IS HEREBY GIVEN, that applications for early mail ballots and absentee ballots will be obtainable during school business hours from the District Clerk beginning April 15, 2024; completed applications must be received by the District Clerk no earlier than April 22, 2024 and at least seven (7) days before the election, May 14, 2024, if the ballot is to be mailed to the voter, or the day before the election, May 20, 2024, if the ballot is to be delivered personally to the voter. Early mail ballots and absentee ballots must be received by the District Clerk not later than 5:00 p.m., prevailing time, on Tuesday, May 21, 2024.

AND FURTHER NOTICE IS HEREBY GIVEN, the District Clerk shall mail an early mail ballot to every qualified voter otherwise eligible for such ballot, who requests an early mail ballot from the District Clerk in a letter which is signed by the voter and received by the District Clerk not earlier than the thirtieth (30th) day before the election, April 21, 2024, nor later than the seventh (7th) day before the election, May 14, 2024 and which states the address where the voter resides and to which the ballot is to be mailed. The early mail ballot

of a voter who requested a ballot by letter, rather than application, shall not be counted unless a valid application form, signed by such voter, is received by the District Clerk together with the early mail ballot.

A list of persons to whom early mail ballots and absentee ballots are issued will be available for inspection to qualified voters of the District in the Office of the District Clerk on and after Thursday, May 16, 2024, between the hours of 8:00 AM through 4:00 PM prevailing time, on each day prior to the day set for the annual election, except Sunday, and on May 21, 2024, the day set for the election. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his or her challenge and the reasons therefore known to the Inspector of Election before the close of the polls. A challenge to an absentee ballot may not be made on the basis that the voter should have applied for an early mail ballot.

AND FURTHER NOTICE IS HEREBY GIVEN, that pursuant to a rule adopted by the Board of Education in accordance with Section 2035 of the Education Law, any referenda or propositions to amend the budget, or otherwise to be submitted for voting at said election, must be filed with the Clerk of the Board of Education at the District Office, 340 Mill Road, Westhampton Beach, New York, in sufficient time to permit notice of the proposition to be included with the Notice of the Public Hearing, Budget Vote and Election required by Section 2004 of the Education Law or on or before March 22, 2024, at 4:00 PM, prevailing time; must be typed or printed in the English language; must be directed to the Clerk of the School District; must be signed by at least 100 qualified voters of the District; and must legibly state the name of each signer. However, the School Board will not entertain any petition to place before the voters any proposition the purpose of which is not within the powers of the voters to determine, which is unlawful, or any proposition which fails to include a specific appropriation where the expenditure of monies is required by the proposition, or where other valid reason exists for excluding the proposition from the ballot.

Dated: Westhampton Beach, New York  
March 26, 2024

By Order of the  
BOARD OF EDUCATION OF THE WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT  
Westhampton, New York  
Lisa Rheume, District Clerk

**AVISO DE AUDIENCIA PÚBLICA, VOTACIÓN DE PRESUPUESTO Y ELECCIÓN  
DEL DISTRITO ESCOLAR LIBRE DE WESTHAMPTON BEACH UNION  
CIUDAD DE SOUTHAMPTON, CONDADO DE SUFFOLK, NUEVA YORK**

POR EL PRESENTE SE NOTIFICA que una Audiencia Pública de los votantes calificados del Distrito Escolar Libre de Westhampton Beach Union, Ciudad de Southampton, Condado de Suffolk, Nueva York, se llevará a cabo en la Sala de Instrucción de Grupos Grandes (LGI) de la Escuela Secundaria de Westhampton Beach. en dicho distrito el lunes 13 de mayo de 2024, a las 7:00 PM, hora vigente, para la realización de los negocios autorizados por la Ley de Educación, incluyendo los siguientes puntos:

1. Presentar a los electores una declaración detallada de la cantidad de dinero que se requerirá para el año fiscal 2024-2025.
2. Discutir todos los puntos que a continuación se establecen para ser votados mediante máquina de votación en la Votación y Elección del Presupuesto que se llevará a cabo el martes 21 de mayo de 2024.
3. Tramitar otros asuntos que puedan presentarse adecuadamente ante la reunión de conformidad con la Ley de Educación del Estado de Nueva York y las leyes que la modifican.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS que cualquier residente del Distrito podrá obtener una copia de la declaración de la cantidad de dinero que se requerirá para financiar el presupuesto del Distrito Escolar para 2024-25, excluyendo los fondos públicos, a partir del 7 de mayo. de 2024, entre las 8:00 a. m. y las 4:00 p. m., hora vigente, excepto sábados, domingos o días festivos, en la Oficina del Secretario del Distrito, 340 Mill Road, Westhampton Beach, Nueva York, y en el sitio web de Internet del Distrito.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que dicha votación y elección del presupuesto se llevarán a cabo el martes 21 de mayo de 2024, en la Sala LGI (detrás del Auditorio del Distrito) de la Escuela Secundaria de Westhampton Beach, Lilac Road, Westhampton Beach, Nueva York. entre las 7:00 a. m. y las 9:00 p. m., horario vigente, momento en el cual se abrirán las urnas para votar mediante máquina de votación sobre los siguientes puntos:

1. Adoptar el presupuesto anual del Distrito Escolar para el año fiscal 2024-25 y autorizar que la porción requerida del mismo se recaude mediante impuestos sobre la propiedad sujeta a impuestos del Distrito.
2. Elegir tres (3) miembros de la Junta de Educación por un período de tres (3) años que comenzará el 1 de julio de 2024 y finalizará el 30 de junio de 2027.
3. Autorizar a la Junta de Educación del Distrito Escolar Libre de Westhampton Beach Unión a contratar con los Fideicomisarios de la Biblioteca Gratuita de Westhampton por un monto a determinar para el apoyo, mantenimiento y financiamiento de capital de dicha Biblioteca para el año fiscal 2024-2025 de conformidad con Artículo 256 de la Ley de Educación, y que por ello se imponga el impuesto necesario.
4. ¿Se debe autorizar a la Junta de Educación del Distrito Escolar Libre de Westhampton Beach Union, Condado de Suffolk, Nueva York, a recaudar la suma de \$100,000.00 para el pago de los gastos de operación y mantenimiento del Museo Histórico de Greater Westhampton para el año fiscal 2024/2025 y para ¿Por tanto, recaudar el impuesto necesario?

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que de conformidad con la Sección 495 de la Ley del Impuesto sobre Bienes Inmuebles, el Distrito Escolar debe adjuntar a su proyecto de presupuesto un informe de exención. Dicho informe de exenciones, que también formará parte del presupuesto final, mostrará cómo el valor tasado total de la nómina final utilizada en el proceso presupuestario está exento de tributación, enumerará cada tipo de exención otorgada por la autoridad estatutaria y mostrará el impacto acumulativo de cada tipo de exención, el monto acumulado que se espera recibir como pagos en lugar de impuestos (PILOT) y el impacto acumulativo de todas las exenciones otorgadas. Además, dicho informe de exención se publicará en cualquier tablero de anuncios mantenido por el Distrito para avisos públicos y en cualquier sitio web mantenido por el Distrito.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que las peticiones para nominar candidatos para el cargo de miembro de la Junta de Educación se presentarán ante la Secretaria de dicho Distrito Escolar en su oficina en la Oficina del Distrito, 340 Mill Road, Westhampton Beach, Nueva York, no a más tardar el 22 de abril de 2024, entre las 9:00 y las 17:00 horas, horario vigente. Cada petición se dirigirá al Secretario del Distrito y deberá estar firmada por al menos 25 votantes calificados del Distrito.

Las vacantes en la Junta de Educación no se consideran cargos separados y específicos; los candidatos se postulan en libertad. Las peticiones de nominación no describirán ninguna vacante específica en la Junta para la cual se nombra al candidato.

Todas las demás personas que deseen votar deberán presentarse en la reunión para establecer que son elegibles para votar y después de haber sido incluidas en la lista de votación pueden emitir su voto.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que los votantes militares que son votantes calificados del distrito pueden presentar una solicitud para una boleta militar al Secretario del Distrito o pueden descargarla del sitio web del Distrito. Las solicitudes completas para una boleta militar deben devolverse por correo o en persona y recibirse en el Secretario de Distrito a más tardar el 19 de abril de 2024. Los votantes militares pueden designar una preferencia para recibir la solicitud de boleta militar para boleta militar por correo, transmisión por fax o correo electrónico. Todas las solicitudes de boleta de votantes militares calificados y la boleta militar deben devolverse por correo o en persona. Las boletas para votantes militares se distribuirán a los votantes militares calificados a más tardar el 26 de abril de 2024. Las boletas militares deben ser recibidas por el Secretario de Distrito (1) antes del cierre de las urnas, el martes 21 de mayo de 2024, y deben mostrar una marca de cancelación del servicio postal de los Estados Unidos o del servicio postal de un país extranjero, o debe mostrar un endoso fechado de recepción por parte de otra agencia del Gobierno de los Estados Unidos; o (2) a más tardar a las 5:00 pm del día de la elección y estar firmado y fechado por el votante militar y un testigo, con una fecha que se determine no posterior al día anterior a la elección.

Una lista de personas a quienes se emiten boletas militares estará disponible para su inspección para los votantes calificados del Distrito en la Oficina del Secretario de Distrito a partir del jueves 16 de mayo de 2024, entre las 8:00 a. m. y las 4:00 a. m. PM, hora predominante, de cada día anterior al día fijado para la elección anual, excepto el domingo, y el 21 de mayo de 2024, día fijado para la elección. Cualquier votante calificado presente en el lugar de votación puede oponerse a la votación de la boleta por motivos apropiados haciendo saber su impugnación y las razones por lo tanto al Inspector de Elecciones antes del cierre de las urnas.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que las solicitudes para boletas por correo anticipadas y boletas en ausencia se podrán obtener durante el horario comercial escolar a través de la Secretaria del Distrito a partir del 15 de abril de 2024; las solicitudes completas deben ser recibidas por el Secretario de Distrito no antes del 22 de abril de 2024 y al menos siete (7) días antes de las elecciones, el 14 de mayo de 2024, si la boleta se enviará por correo al votante, o el día antes de las elecciones, , 20 de mayo de 2024, si la

boleta debe ser entregada personalmente al elector. Las boletas de voto anticipado por correo y en ausencia deben ser recibidas por el Secretario del Distrito a más tardar a las 5:00 p. m., hora predominante, del martes 21 de mayo de 2024.

Y POR EL PRESENTE SE DA AVISO ADICIONAL, el Secretario del Distrito enviará por correo una boleta anticipada por correo a cada votante calificado que de otro modo sería elegible para dicha boleta, quien solicite una boleta anticipada por correo del Secretario del Distrito en una carta firmada por el votante y recibida por el Distrito. Secretario no antes del trigésimo (30.º) día antes de la elección, el 21 de abril de 2024, ni más tarde del séptimo (7.º) día antes de la elección, el 14 de mayo de 2024 y que indique la dirección donde reside el elector y a la que se envió la boleta. se enviará por correo. La boleta anticipada por correo de un votante que solicitó una boleta por carta, en lugar de una solicitud, no se contará a menos que el Secretario del Distrito reciba un formulario de solicitud válido, firmado por dicho votante, junto con la boleta anticipada por correo.

Una lista de las personas a quienes se emiten boletas por correo anticipado y boletas en ausencia estará disponible para su inspección para los votantes calificados del Distrito en la Oficina del Secretario del Distrito a partir del jueves 16 de mayo de 2024, entre las 8:00 a.m. hasta las 4:00 p. m., hora vigente, cada día anterior al día establecido para la elección anual, excepto el domingo, y el 21 de mayo de 2024, día fijado para la elección. Cualquier votante calificado presente en el lugar de votación puede oponerse a la votación de la boleta por motivos apropiados haciendo saber su impugnación y las razones por lo tanto al Inspector de Elecciones antes del cierre de las urnas. No se puede impugnar una boleta de voto ausente basándose en que el votante debería haber solicitado una boleta de voto anticipado por correo.

Y POR EL PRESENTE SE NOTIFICA ADEMÁS, que de conformidad con una norma adoptada por la Junta de Educación de conformidad con la Sección 2035 de la Ley de Educación, cualquier referéndum o propuesta para enmendar el presupuesto, o de otro modo para ser presentado para votación en dicha elección, debe ser presentada ante el Secretario de la Junta de Educación en la Oficina del Distrito, 340 Mill Road, Westhampton Beach, Nueva York, con tiempo suficiente para permitir que la notificación de la propuesta se incluya con la Notificación de la audiencia pública, votación del presupuesto y elección requerida por Artículo 2004 de la Ley de Educación o en o antes del 22 de marzo de 2024, a las 4:00 PM, hora vigente; debe estar mecanografiado o impreso en idioma inglés; debe dirigirse al Secretario del Distrito Escolar; debe estar firmado por al menos 100 votantes calificados del Distrito; y debe indicar de manera legible el nombre de cada firmante. Sin embargo, la Junta Escolar no considerará ninguna petición para presentar ante los votantes ninguna propuesta cuyo propósito no esté dentro del poder de los votantes para determinar, que sea ilegal, o cualquier propuesta que no incluya una asignación específica donde el gasto de la propuesta requiere dinero, o cuando existe otra razón válida para excluir la propuesta de la boleta.

Fecha: Westhampton Beach, Nueva York  
marzo, 26 2024

Por Orden del  
JUNTA DE EDUCACIÓN DEL DISTRITO ESCOLAR LIBRE DE WESTHAMPTON BEACH UNION  
Westhampton, Nueva York  
Lisa Rheame, Secretaria de Distrito

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

Requestor: Eileen Seidler

Date of Request: 3/8/24

Budget Code to Transfer TO:

Code Number: A-2250-400-00-05

Code Title: Contractual Services

Amount to Transfer: \$ \$26,000.00

Budget Code to Transfer FROM:

Code Number: A-2250-470-00-05

Code Title: Out of District Tuition

Reason for Transfer:

Resource room cost 5x/wk for a parentally placed student at Ross School.

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.**

 3/13/24  
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
2250-470-00-05			Out of District Tuition	300,000.00	300,000.00	61,637.50	121,662.50	116,700.00	0.00	116,700.00
24-00061		07/01/2023	Tuition Reimbursement for J.B. for the 2/WENDY BARON				35,000.00			
24-00062		07/01/2023	Tuition Reimbursement for Jacob B. for t/DEBRA BESSER				60,000.00			
24-00595		07/27/2023	Fall Tuition for R.V. 9/1/23 - 6/30/24/NYSARC. INC. - SUFFOLK CHAPTER				26,662.50			
Total GENERAL FUND				300,000.00	300,000.00	61,637.50	121,662.50	116,700.00	0.00	116,700.00

### Selection Criteria

Fund: A  
 Budget Account: 2250-470-00-05  
 Budget Type: R  
 Payroll: N  
 Sort by: Fund  
 Printed by Eileen Seidler







Westhampton Beach Union Free School District  
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 15, 2024

Re: Corrective Action Plan Internal Auditor's Detailed Testing

I respectfully request the Board of Education accept the district's corrective action plan for the internal auditor's report on detailed testing dated January 22, 2024 prepared by our internal auditor Cullen & Danowski, LLP.

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

# WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

*Recommendations from the Internal Audit Report on Detailed Testing dated January 22, 2024 to assist the District with their Corrective Action Plan (CAP):*

## **RECOMMENDATIONS**

### **FACILITIES**

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.

#### **District Corrective Action Plan**

The district will include this analysis as part of the recommended 2024-2025 budget plan in the spring of 2024 by the Assistant Superintendent for Business.

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.

#### **District Corrective Action Plan**

The Assistant Superintendent for Business will perform a cost-benefit analysis and include this consideration during unit negotiations for the bargaining agreement expiring June 30, 2024.

3. Establish procedures to ensure staff are submitting requests for facilities usage timely and appropriately through the District's School Dude Facilities Use system.

#### **District Corrective Action Plan**

The Assistant Superintendent for Business will work with building administration at an administrative meeting in the Spring of 2024 to affirm compliance with facility usage requests and protocols.

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.

#### **District Corrective Action Plan**

The district will include this analysis as part of the recommended 2024-2025 budget plan in the spring of 2024 by the Assistant Superintendent for Business.

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.

#### **District Corrective Action Plan**

The Assistant Superintendent for Personnel will include this consideration during unit negotiations for the bargaining agreement expiring June 30, 2024.

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.

**District Corrective Action Plan**

The district will continue to support the buildings & grounds department with clerical assistance to cover excessive absenteeism contributing to the delays in the opening of purchase requisitions. A Senior Office Assistant in the business office will assist the buildings and grounds department starting in the spring of 2024 during periods of clerical absenteeism and/or periods of clerical transition.

7. Continue with efforts to ensure payments are made to vendors in a timely manner.

**District Corrective Action Plan**

The district will continue to support the buildings & grounds department with clerical assistance to cover excessive absenteeism contributing to the delays in submission of receipts and supporting documentation for payments to be made. A Senior Office Assistant in the business office will assist the buildings and grounds department starting in the spring of 2024 during periods of clerical absenteeism and/or periods of clerical transition.

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.

**District Corrective Action Plan**

The Assistant Superintendent for Personnel will include this consideration during unit negotiations for the bargaining agreement expiring June 30, 2024.

**CAPITAL PROJECTS**

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 [recommendation # 6])*

**District Corrective Action Plan**

The district will continue to support the buildings & grounds department with clerical assistance to cover excessive absenteeism contributing to the delays in the opening of purchase requisitions. A Senior Office Assistant in the business office will assist the buildings and grounds department starting in the spring of 2024 during periods of clerical absenteeism and/or periods of clerical transition.

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 [recommendation # 7])*

**District Corrective Action Plan**

The district will continue to support the buildings & grounds department with clerical assistance to cover excessive absenteeism contributing to the delays in submission of receipts and supporting documentation for payments to be made. A Senior Office Assistant in the business office will assist the buildings and grounds department starting in the spring of 2024 during periods of clerical absenteeism and/or periods of clerical transition.



# WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 Fax: (631) 288-6509

William A. Fisher  
*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn J. Probst  
FROM: William A. Fisher (WAF)  
DATE: March 15, 2024  
RE: Field Trip Request/Varsity Girls' Lacrosse Players, Boston, MA,  
April 12-14, 2024

---

Attached is an overnight field trip request from Mary Bergmann to take the varsity girls' lacrosse players to Boston, MA for a college tour, project adventure team experience and play against a nationally ranked team. This trip is scheduled for April 12-14, 2024.

Please place on the Board of Education agenda for action.

WAF/lh



# WESTHAMPTON BEACH PUBLIC SCHOOLS

## REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Mary C Bergmann Date of Application: 3/6/24

Authorization is requested for this field trip at full expense to the School District.  N/A WTB Lax is fully funded  
Authorization is requested for transportation only.

PURPOSE: WTB Lacrosse Team Building/Nationally ranked game

DESTINATION: BOSTON

DATE(S) OF EVENT: April 12-14 Friday-Sunday

TIME OF DEPARTURE: 1:00pm TIME OF RETURN: 7:00pm

SUBSTITUTE NEEDED: Yes  No  Coverage for period 9 Health

Description and Number of Students Participating in Field Trip: approx 24 Varsity Lacrosse players grades 9-12

Form of Transportation needed: (indicate number of vehicles)

Personal Car \_\_\_\_\_ Mini-Bus \_\_\_\_\_ Bus (1)

List Additional Chaperones:  
Carlunn Webber - asst varsity coach  
Raleigh Locke - Jr coach

ANTICIPATED EXPENSES:\* (Purchase Order must accompany this form) WTB Lax is fully funding trip

Registration/Admission Fee: \$ 1900 (project adventure)

If personal car: number of miles at .58 p/m \_\_\_\_\_

Tolls: \_\_\_\_\_

Meals: 2500 (for 27 people)

**NO EXTRA PAY** TOTAL \$ 4400

-----  
**APPROVAL ROUTE**  
\_\_\_\_\_  
1- Building Principal/Date      2-Asst. Superintendent for Personnel & Instruction/Date      3-Business Official/Date

- cc: 1) Personnel Office    2) Business Office    3) Building Principal    4) Teacher    5) Transportation

\*RECEIPTS will be necessary to receive reimbursement of expenses. To avoid payment of tax (not reimbursable) request tax forms from the Business Office.



## FIELD TRIPS AND EXCURSIONS EXHIBIT

### REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

Please complete all information requested and attach supporting back-up information. This form must be submitted to the Office of Staff Services no later than two weeks prior to the Board of Education meeting at which the request will be considered.

1. Staff member(s) requesting the trip: Mary Bergmann

2. Destination, education purpose of trip, and value to the students: \_\_\_\_\_

Boston - Nationally ranked opponent. Headquarter  
Project Adventure team experience. College tour (BC)  
or Holy Cross

3. Which students will participate:

a. Number of students 24 Varsity Lacrosse Players

b. Grade levels 9-12

c. Group(s) \_\_\_\_\_

d. Name (if known) Roster available March 14

4. Method of Participant Selection: Varsity Lacrosse Roster

5. Dates:

a. Specify day(s) and date(s) April 12 1:00 pm - April 14 7:00 pm

b. Are these school days? girls will leave a little early on Friday

6. Means of Transportation Coach Bus

Transportation Company Name: M and V Limosine/Charters

Approximate length of traveling time (one way) 4.5-5 hours



# WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

(631) 288-3800 Fax: (631) 288-6509

William A. Fisher  
*Assistant Superintendent for Personnel and Instruction*

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

TO: Carolyn J. Probst  
FROM: William A. Fisher *WAF*  
DATE: March 21, 2024  
RE: Field Trip Request/Walt Disney World, Orlando, FL, April 3-6, 2025

---

Attached is an overnight field trip request from Joshua Seifert to take the chamber singers and pep band members (grades 8-12) to Walt Disney World, Orlando, FL, April 3-6, 2025 for Adjudications and/or workshops for the High School Chamber Singers and Pep Band.

Please place on the Board of Education agenda for action.

WAF/lh



# WESTHAMPTON BEACH PUBLIC SCHOOLS

## REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: JOSH SEIFERT Date of Application: 3/20/24

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

Authorization is requested for transportation only.

PURPOSE: ADJUDICATIONS AND/OR WORKSHOPS FOR THE HS CHAMBER SINGERS + PEP BAND

DESTINATION: WALT DISNEY WORLD (ORLANDO, FL)

DATE(S) OF EVENT: THURSDAY, APRIL 3 - SUNDAY, APRIL 6, 2025

TIME OF DEPARTURE: approx. 3AM on 4/3 TIME OF RETURN: approx. 6PM on 4/6

SUBSTITUTE NEEDED: Yes  No

Description and Number of Students Participating in Field Trip: approx. 40-45 members of the HS Chamber Singers (GRADES 9-12) and HS Pep Band (GRADES 8-12)

Form of Transportation needed: (indicate number of vehicles)

Personal Car \_\_\_\_\_ Mini-Bus \_\_\_\_\_ Bus 2 (from WHB to airport)

List Additional Chaperones:

HANNAH PAWLAK  
FRANK MONASTERO  
ALI GOGAS

TOM COMERFORD  
SHAWN JOHNSON

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

Registration/Admission Fee:

If personal car: number of miles at .58 p/m

Tolls:

Meals:

- airfare to/from Orlando
- \$ - bus transportation in Orlando
- hotel @ Disney (3 nights)
- meals @ Disney
- security guard @ hotel
- park tickets
- fees for adjudication and/or workshop

**NO EXTRA PAY**

TOTAL

\$ 1,900.00 per person (approx.)

### APPROVAL ROUTE

1- Building Principal/Date \_\_\_\_\_  
 2- Asst. Superintendent for Personnel & Instruction/Date \_\_\_\_\_  
 3- Business Official/Date \_\_\_\_\_

cc: 1) Personnel Office 2) Business Office 3) Building Principal 4) Teacher 5) Transportation

\*RECEIPTS will be necessary to receive reimbursement of expenses. To avoid payment of tax (not reimbursable) request tax forms from the Business Office.



## FIELD TRIPS AND EXCURSIONS EXHIBIT

## REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

Please complete all information requested and attach supporting back-up information. This form must be submitted to the Office of Staff Services no later than two weeks prior to the Board of Education meeting at which the request will be considered.

1. Staff member(s) requesting the trip: JOSH SEIFERT, HANNAH PAWLAK

2. Destination, education purpose of trip, and value to the students: WALT DISNEY WORLD (ORLANDO, FL); OPPORTUNITY TO BE ADJUDICATED BY WORLD-CLASS VOCAL/INSTRUMENTAL JUDGES AND/OR OPPORTUNITY TO PRODUCE A SOUNDTRACK SET TO DISNEY FILM FOOTAGE; DISNEY MUSIC PROFESSIONALS WILL GIVE GROUP LESSONS ON VOCAL AND INSTRUMENTAL TECHNIQUES, OVERSEE PRODUCTIONS IN SOUNDTRACK SESSIONS AND SHARE INSIGHTS ABOUT THE HIGH EXPECTATIONS OF BEING A PROFESSIONAL MUSICIAN.

3. Which students will participate:

a. Number of students approx. 46-45

b. Grade levels 8-12

c. Group(s) CHAMBER SINGERS, PEP BAND

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

4. Method of Participant Selection: audition (CHAMBER SINGERS) - volunteers group (PEP BAND); attend required rehearsals and performances

5. Dates:

a. Specify day(s) and date(s) THURSDAY, APRIL 3 - SUNDAY, APRIL 6, 2025

b. Are these school days? YES (4/3 + 4/9)

6. Means of Transportation AIRPLANE to and from Orlando; COACH BUS in Orlando

Transportation Company Name: JET BLUE; MEARS

Approximate length of traveling time (one way) 3 hours

7. Chaperone(s): JOSH SEIFERT, HANNAH PAWLUK, FRANK MONASTERO, ALI GOGAS, SHAUN JOHNSON, TOM COMERFORD

8. Date of last participation for a similar trip: APRIL 2018

9. COST FUNDING SOURCE

Transportation		
Admission		
Food		
Lodging		- FUNDRAISERS
Participation Fees		- OUT-OF-POCKET
Other		
TOTALS	\$1,900.00 (approx.)	

10. Accommodations will be at: a hotel on Disney property TBD

11. Arrangements for student(s) who cannot afford to pay: Multiple fundraising opportunities

12. Organization sponsoring the program: HS Music

13. Substitutes needed?: YES  NO  How Many? 1 per teacher chaperone  
 Dates Needed: 4/3 + 4/4/25

14. Other pertinent information: \_\_\_\_\_

15. Meeting date to be considered by the Board: \_\_\_\_\_

16. Signature of Teacher or Staff member in charge: Joshua Seifert

17. Signature of Principal recommending trip: \_\_\_\_\_

Date: 3/21/24

★ SAMPLE OF ANOTHER SCHOOL'S TRIP PROPOSAL, COMPARABLE TO OURS,  
THAT SHOWS WHAT THE TRIP PRICE INCLUDES ★

# Custom Tours Inc.

www.customtoursinc.net  
(866) 379-8890 • Fax: 516-379-7170

This proposal prepared for:

Trip dates: February 1-February 5, 2024  
Destination: Walt Disney World

Cost for your Walt Disney World trip will be \$ 1770.00 based on quad occupancy.

The cost will include:

1. Round trip airfare from JFK to MCO airport
2. Accommodations: 3 nights at Walt Disney World All Star Resort
3. Meals: Total \$90.00 debit to cover 3 breakfast @\$15.00 each and 2 dinners (one breakfast or one dinner included in package)
4. 3 Day Park Hopper Disney Performing Arts plus workshop.  
Special Events to include: One Breakfast or One Dinner
5. Custom Tours Staff Escort for your entire stay 24 hours
6. Airport transfers in Orlando as well as private motor coach during your stay
7. Security from 10:00pm-4:00am each night
8. Gratuities: all gratuities for chambermaids, dining room, and baggage handling.
9. Complimentary policy: 1 for every 10 fully paid passengers

*\*\*not included: gratuities for tour escort and items of a personal nature*

1

*\* THIS ITINERARY, FROM THE TRAVEL COMPANY WE'D WORK WITH (CUSTOM TOURS, INC.), IS FOR CENTER MORICHES HS' UPCOMING TRIP AND IS COMPARABLE TO WHAT WE WOULD BE DOING. \$*

#### **April 7<sup>th</sup>**

- 4:30 AM: Group arrives at LGA Jet blue Terminal
- 6:30 AM: Group departs for MCO Jet blue flt. 299
- 9:18 AM: Group arrives MCO and boards Coaches for Magic Kingdom
- PLEASE MAKE SURE THAT STUDENTS TAKE A PHOTO OF THEIR TICKET NUMBER!  
THIS IS VERY IMPORTANT IN CASE OF A LOST TICKET!**
- 9:00 PM: Group meets at Tony's Town Square to view Fireworks
- 9:20 PM: Group departs for hotel
- 10:00 PM: Security on

#### **April 8<sup>th</sup>**

- 5:15AM Coaches stage**
- 5:30AM Group boards coaches to Breakfast with Instruments**
- 5:45AM Meet Event Guides**
- 6:00 AM: Breakfast Buffet and first ride Millennium Falcon
- 8:30AM Meet at First Aid Front of Park
- 9:00 AM: Depart for Disney Springs
- 9:30AM: Arrival Disney Springs
- 11:00 AM: Performance
- 11:30 AM: Change and enter Disney Spring
- 1:30 PM: Gather to depart to Animal Kingdom
- 2:00 PM: Animal Kingdom
- 6:30pm Group gathers at Flagpole outside of park entrance to depart for Hollywood Studios
- 9:30 PM: Group gathers to return to hotel
- 10:00 PM: Security on

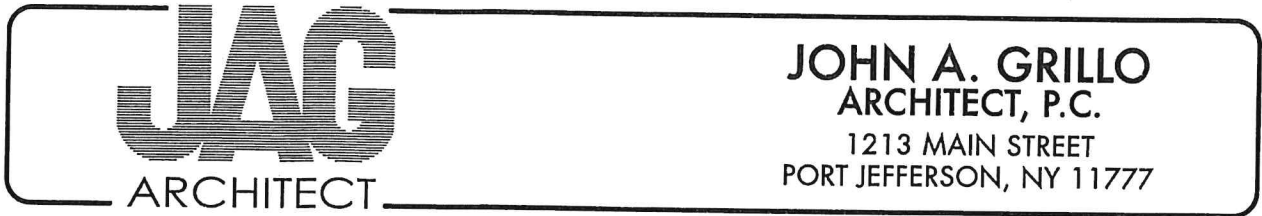
#### **April 9<sup>th</sup>**

8:30 AM: Breakfast in food court  
9:00 AM: Depart for Epcot  
12:15 PM: Group to gather at International Gateway by World Traveler Gift Shop  
1:00 PM: Coaches depart for Disney Event Group Building Workshop  
2:00 PM: Workshop  
4:30 PM: Group departs back to Epcot  
7:30PM: Group gathers front of American Adventure for Special Diner and Fireworks  
9:00 PM: HARMONIOUS Fireworks  
9:30 PM: Depart via backstage Epcot  
10:00 PM: Security on

**April 10<sup>th</sup>**

**6:45AM Coaches stage for loading(Please have group load prior to breakfast)**  
7:00 AM: Breakfast at Food Court  
7:30 AM: Coaches depart for MCO airport for Jet Blue Flight 698 to LGA  
10:05 AM: Jet Blue Flight 698 departs

Lisa Menegio	NY Prentice Hall Biology	0-13-126051-0	Prentice Hall	2006	47	228	No longer used - online resources more current
Jeanne Lotito	Prentice Hall Biology - Miller / Levine	0-13-126-051-0	Prentice Hall	2006	42	227	These books are no longer used in this classroom. I am not sure if a teacher in a different room would be able to use them.
Jeanne Lotito	Biology The Study of Life	0-13-435086-3	Prentice Hall	1999	65	227	Outdated.
Jeanne Lotito	Biology - Campbell Reece	0-8053-6566-4	Prentice Hall	5th Edition	6	227	Outdated.
Jeanne Lotito	Biology - Campbell - Reece	0-8053-0009-0	Prentice Hall	6th ed.	6	227	Outdated.
Jeanne Lotito	Living Environment - Activity Book - Softcover	978-937323-16-86	UPCO	2013	32	227	These books are no longer used in this classroom. I am not sure if a teacher in a different room would be able to use them. Also, they may be outdated.
Jeanne Lotito	Living Environment - Review Book - Softcover - Small	978-937323-20-5	UPCO	2020	54	227	These books are no longer used in this classroom. I am not sure if a teacher in a different room would be able to use them.
Jeanne Lotito	Living Environment - Review Book - Softcover- Small	0-937323-20-9	UPCO	2006	49	227	Outdated.
Debi Erickson	Biology the Study of Life	0-13-435086-3	Prentice Hall	1999	35	125	Out of date, have more recent books for reference
Frank Diehl	Chemistry The Central Science	0-13-050987-6	Prentice Hall	2000 (8th Ed)	59	229	
Frank Diehl	Chemistry	0-13-125-886-9	Pearson/Prentice Hall	2005	90	229	
Bufalo	Biology - Campbell - Reece		Prentice Hall	2007-	44	229A	Outdated
Bufalo	Chemistry The Central Science	0-13-050987-6	Prentice Hall	2000 (8th Ed)	17	229A	Outdated
Bufalo	NY Prentice Hall Biology	0-13-126051-0	Prentice Hall	2006	25	229A	Outdated



TEL: (631) 476-2161

JAGarchitect.com

FAX: (631) 476-9846

March 21, 2024

Ms. Jacqueline I. Pirro  
Assistant Superintendent for Business  
Westhampton Beach UFSD  
340 Mill Road  
Westhampton Beach, NY 11978

RE: Westhampton Beach UFSD  
2022 Bond Issue Related Capital Improvement Program  
SED No.: 58-09-02-02-7-019-001 - Demo Press Box  
SED No.: 58-09-02-02-7-018-001 - New Press Box  
SED No.: 58-09-02-02-0-004-024 - Westhampton Beach HS  
SED No.: 58-09-02-02-7-014-002 - Demo Concession Stand  
SED No.: 58-09-02-02-7-017-001 - New Concession Stand

Dear Ms. Pirro:

We have reviewed the bids received on March 21, 2024, for the work of the above referenced project. We recommend awards of contracts as follows:

Contract No. 1: Roof Reconstruction:

We recommend the award of Contract No. 1 be made to the lowest responsible bidder as follows:

GTS Construction Corp.  
37 Bethpage Road  
Hicksville, NY 11801  
516-470-1910

FAX 516-470-1908

in the following amount:

1. Base Bid: \$3,334,000.00

Contract No. 2: General Construction:

We recommend the award of Contract No. 2 be made to the lowest responsible bidder as follows:

Construction Consultants of LI, Inc.  
36 East 2nd Street  
Riverhead, NY 11901  
631-727-6604

FAX 631-727-6605

in the following amount:

1. Base Bid: \$3,116,000.00

Contract No. 3: Plumbing Reconstruction:

We recommend the award of Contract No. 3 be made to the lowest responsible bidder as follows:

Seaford Avenue Corp.  
25 Brooklyn Avenue  
Massapequa, NY 11758  
516-785-6581

FAX 516-785-5160

in the following amount:

1. Base Bid: \$128,200.00

Contract No. 4: HVAC Reconstruction:

We recommend the award of Contract No. 4 be made to the lowest responsible bidder as follows:

Traditional Air Conditioning, Inc.  
32 E. Carl Street  
Hicksville, NY 11801  
516-932-2214

FAX: 516-932-2216

in the following amount:

1. Base Bid: \$54,900.00

Contract No. 5: Electrical Reconstruction:

We recommend the award of Contract No. 5 be made to the lowest responsible bidder as follows:


MRJ Industries, Ltd.  
98 E. Montauk Highway  
Hampton Bays, NY  
631-594-2098

in the following amount:

1. Base Bid: \$543,929.00



RECAP:

Contract No. 1 - Roof Replacement:	\$3,334,000.00	
Contract No. 2 - General Construction:	\$3,116,000.00	
Contract No. 3 - Plumbing Reconstruction:	\$128,200.00	
Contract No. 4 - HVAC Reconstruction:	\$54,900.00	
Contract No. 5 - Electrical Reconstruction:	\$543,900.00	543,929.00
	-----	
Total All Recommended Awards:	\$7,177,029.00	

If additional information is required, please don't hesitate to contact our office.

Very truly yours,



John M. Grillo  
Architect

JMG:kw

cc: G. Gonzalez - PEC

2022 B! - HS - Rec Ltr

**CONTRACT #1 ROOF REPLACEMENT**

	Base Bid
More Consulting Corp	\$ 4,980,000
Milcon Construction	\$ 3,931,916
Proton Construction	\$ 3,844,000
PTS General Construction	\$ 4,206,000
<b>GTS Construction</b>	<b>\$ 3,334,000</b>

**CONTRACT #2 GENERAL CONSTRUCTION**

	Base Bid
Irwin Contracting	\$ 3,481,000
Renu Contracting	\$ 3,187,000
The Landtek Group	\$ 3,516,000
<b>Construction Consult/LI, Inc.</b>	<b>\$ 3,116,000</b>
Stalco Construction Inc.	\$ 3,664,000
ACL Construction Corp	\$ 3,125,000

**CONTRACT #3 PLUMBING RECONSTRUCTION**

	Base Bid
Amrosio & Co.	\$ 163,000
W.H.M Plumbing & Heating	\$ 134,628
<b>Seaford Ave. Corp</b>	<b>\$ 128,200</b>
Hartcorn Plumbing & Heating	\$ 159,000
Hirsch & Co.	\$ 195,000

**CONTRACT #4 HVAC RECONSTRUCTION**

	Base Bid
Intricate Tech Solutions, LTD	\$ 98,000
JNS Heating	\$ 117,000
<b>Traditional Air Conditioning</b>	<b>\$ 54,900</b>

**CONTRACT #5 ELECTRICAL RECONSTRUCTION**

	Base Bid
Palace Electrical Contractors	\$ 571,000
J.P. Daly & Sons	\$ 685,000
Haugland Energy Group	\$ 778,600
<b>MRJ Industries. LTD</b>	<b>\$ 543,929</b>
VSC Electrical	\$ 1,029,000
Corporate Electrical Technologies	\$ 721,000
Relle Electric Corp	\$ 588,183

**MEMORANDUM OF AGREEMENT**

WHEREAS, the Westhampton Beach Union Free School District (“District”) and the Westhampton Beach Teacher’s Association (“WHBTA”) are parties to a Collective Bargaining Agreement for the period July 1, 2019 through June 30, 2024 (“CBA”); and

WHEREAS, Article VI.3(A) of the CBA addresses column advancement and provides that 75% of the total credits required for each column advancement may be earned from online courses; and

WHEREAS, WHBTA filed a grievance claiming that the District violated Article VI.3(A) by failing to grant WHBTA member, Timothy McDermott, credit for a fully synchronous Empire State College course *Toolbox for the Inclusion Classroom* (the “Grievance”); and

WHEREAS, the parties have discussed the Grievance and wish to resolve it amicably without resort to litigation.

NOW, THEREFORE, it is hereby agreed as follows:

1. The District shall grant Mr. McDermott credit for *Toolbox for the Inclusion Classroom* toward movement to Column MA30 effective September 1, 2023.
2. This Agreement shall not be construed as an admission by the District that it violated the CBA in connection with the Grievance.
3. This Agreement shall not be construed as obligating the District in the future to treat synchronous classes as exempt from the online limitations set forth in Article VI.3(A).
4. The Grievance referred to above is hereby fully settled in accordance with the terms of this Agreement.
5. Except as specifically set forth herein, this Agreement shall not be construed as modifying the CBA or any practices which may exist as between the District and WHBTA.

2/26/24

6. This Agreement shall not be precedent setting and shall not be utilized by any party in any grievance, arbitration, or claim of any kind except as necessary to enforce its terms.

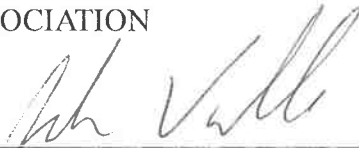
WESTHAMPTON BEACH UNION  
FREE SCHOOL DISTRICT

Date: \_\_\_\_\_

\_\_\_\_\_  
Dr. Carolyn Probst  
Superintendent of Schools

WESTHAMPTON BEACH TEACHER'S  
ASSOCIATION

Date: 3-12-24

  
\_\_\_\_\_  
John Vahle  
President, WHBTA

Date: 3-12-24

  
\_\_\_\_\_  
Timothy McDermott  
Employee



# **WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT**

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

**March 25, 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	SALARY	DATE OF APPOINTMENT	END OF PROBATIONARY APPOINTMENT
*Alexa Bennett-Rosman (Replacing Karla Contreras-Perez)	Teaching Assistant	Teaching Assistant	Middle School	\$25,000 (prorated)	4/3/24	4/2/27

2. Temporary Employment

NAME	POSITION	SALARY	EFFECTIVE DATES
Matthew Berkhout	HS 0.2 FTE Environmental Science	\$758.32	3/21/24 - 4/3/24 (Extension)
Emily Isselbacher	HS 0.2 FTE FALP Science	\$465.68	3/21/24 - 4/3/24 (Extension)
Debora Erickson	HS 0.2 FTE Applied Chemistry	\$930.72	3/21/24 - 4/3/24 (Extension)
Lisa Menegio	HS 0.2 FTE Living Environment	\$930.72	3/21/24 - 4/3/24 (Extension)
Maria Pepey	HS 0.1 FTE Living Environment Lab	\$464.24	3/21/24 - 4/3/24 (Extension)
Maryann Higgins	HS 0.1 FTE Special Education Consult	\$452.96	3/21/24 - 4/3/24 (Extension)

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

NAME	POSITION	EFFECTIVE DATE	REASON
Thomas Cummings	HS Mathematics Teacher	6/30/24	Resignation
Steven Hassan	HS Special Education Teacher	6/30/24	Resignation
Kelly Roesel	HS Special Education Teacher	2/28/24 - 4/3/24	Medical Leave of Absence Extension
Dana Hoyt	MS PE/Health Teacher	6/14/24 - 6/26/24	Childcare Leave of Absence

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.

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

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>REASON</b>
Kirian Komarovskij	ES Monitor	3/28/24	Resignation

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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**

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<b>NAME</b>	<b>POSITION</b>	<b>RATE OF PAY</b>
Anthony Cappiello	ES Summer Recreation/Academy Director	\$6,180
Kimberly Mercready	ES Summer Recreation/Academy Assistant Director	\$3,135
Brooke Russell	June Regents Prep Session Staff	\$50.22/hour
Rebecca Sullivan	June Regents Prep Session Staff	\$50.22/hour
Maria Pepey	June Regents Prep Session Staff	\$50.22/hour
Jeanne Lotito	June Regents Prep Session Staff	\$50.22/hour
Bernadette Ryan	June Regents Prep Session Staff	\$50.22/hour
Joseph Bruno	June Regents Prep Session Staff	\$50.22/hour
Thomas Cummings	June Regents Prep Session Staff	\$50.22/hour
Alyssia Tempera	June Regents Prep Session Staff	\$50.22/hour
Adriana Sedano	June Regents Prep Session Staff	\$50.22/hour

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Date Submitted to the Board of Education: \_\_\_\_\_



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

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<b>NAME</b>	<b>SCHOOL</b>	<b>SPORT</b>
Brooke McKay	High School	Softball - Varsity Assistant

---

Date Submitted to the Board of Education: \_\_\_\_\_

**BUDGET 2024-25**

**Fiscal Year: 2025**

**Fund: A GENERAL FUND**

<b>Budget Account</b>	<b>Description</b>	<b>2024-2025 Proposed Budget</b>	<b>2023-2024 Adopted Budget</b>	<b>2022-2023 Actual Expenditure</b>	<b>Percent Change</b>	<b>Dollar Change</b>
2855-200-00-05	Equipment	84,820	18,800	27,647	351.17%	66,020
2855-400-00-05	Contractual and Other	23,900	17,900	6,181	33.52%	6,000
2855-401-00-05	Conference & Travel	6,000	6,000	3,972	0.00%	
2855-403-00-05	Reconditioning Equipment	18,000	15,000	2,608	20.00%	3,000
2855-406-00-05	Dues & Assessments	23,176	23,176	20,432	0.00%	
2855-430-00-05	Awards	7,500	7,500	9,860	0.00%	
2855-431-00-05	Tournament Expenses	13,000	13,000	11,880	0.00%	
2855-432-00-05	Officials Fees- Sect XI	94,806	88,977	83,867	6.55%	5,829
2855-434-00-05	Sports Physicals	7,000	7,000	159	0.00%	
2855-452-00-05	Athletics Contest- Police	7,000	7,000	2,198	0.00%	
2855-490-00-05	BOCES Services-Athletics			392	0.00%	
2855-500-00-05	Supplies	93,000	86,000	81,840	8.14%	7,000
<b>Total GENERAL FUND</b>		<b>378,202</b>	<b>290,353</b>	<b>251,036</b>	<b>30.26%</b>	<b>87,849</b>

**Selection Criteria**

Criteria Name: Last Run  
 Fund: A  
 Budget code like: 2855-???-??-??  
 Budget type: Regular  
 Payroll: No  
 Suppress Budget Accounts with Zero Amounts  
 Report Title: 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/Department  
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