

TYPE: Board Meeting

DATE: 3/10/2025 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance Info

3. EDUCATIONAL PRESENTATIONS AND UPDATES

4. MINUTES

1. Approval of February 24, 2025 Meeting Minutes Action

5. SPECIAL EDUCATION

1. Approval of CSE recommendations from the following meeting dates: 1/21, 1/24, 1/27, 1/31, 2/3, 2/4, 2/6, 2/10, 2/24, 2/25, 2/26, 2/27, 2/28, 3/3, 3/4 and CPSE 1/23, 1/28, 1/31, 2/3 & 2/6. Action

6. FINANCIALS

7. SUPERINTENDENT'S REPORT

1. Approval of MOA with the Clerical Unit Action
2. Approval of Change Order No. GC-1 Construction Consultants of LI, Inc. Action
3. Approval of Intermunicipal Agreements with Riverhead, Southampton and Longwood School Districts Action
4. Approval of Health and Services Agreements with Southampton and West Islip School Districts Action
5. Approval of Budget Transfers Action
6. Field Trip Request/YMCA Youth and Government State Conference, Albany, NY, March 21-23, 2025 Action
7. Field Trip Request/Virtual Enterprise Youth Business Summit, Jacob Javits Center, April 6-8, 2025 Action

8. PERSONNEL

1. Retirement/HS Science Teacher Action
2. Request for Medical Leave of Absence/ES-HS Physical Education Teacher Action
3. Appointment/Substitute for the 2024-2025 School Year Action

9. 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) five minute presentation. Info

10. REPORTS

1. Posting Info

11. OLD BUSINESS

12. NEW BUSINESS

- | | | |
|----|--|------|
| 1. | 2025-26 Budget: Curriculum Development & Personnel | Info |
| 2. | 2025-26 Budget: BOCES Programs | Info |
| 3. | 2025-26 Budget: Buildings & Grounds | Info |
| 4. | 2025-26 Budget: High School | Info |
| 5. | 2025-26 Budget: Transportation | Info |

13. EXECUTIVE SESSION

- | | | |
|----|-------------------------------|--------|
| 1. | Motion into executive session | Action |
|----|-------------------------------|--------|

14. ADJOURNMENT

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



Minutes of Regular Board of Education Meeting
Elementary School Library
Monday, February 24, 2025 (7:00 PM)

Board of Education members present: Ms. Elizabeth T. Lanni-Hewitt, Ms. Heather A. Wright, Mr. Ryan M. Fay, Mr. Halsey C. Stevens

Absent: Ms. Dawn Arrasate, Mr. Daniel A. Bennett, Ms. Jennifer Neumaier

Also present: Carolyn J. Probst, Superintendent of Schools; Lisa Rheume, District Clerk; Jacqueline I. Pirro, Assistant Superintendent for Business; Jeremy Garritano, Elementary School Principal, and approximately 30 attendees.

The meeting was called to order by Ms. Lanni-Hewitt, at 7:00 p.m.

The pledge was conducted.

EDUCATIONAL PRESENTATIONS AND UPDATES

Elementary School Presentation:

Dr. Garritano explained how students are spending time on social emotional work in two programs. The first being the D.A.R.E. program which was brought by SRO Tony Vecchio. Officer Vecchio spoke about the program and three students shared their winning essays.

Dr. Garritano then spoke about the No Drama Club led by Ms. Phillips. Ms. Phillips, Social Worker, spoke about what the club is and stated that all of the girls in the 5th grade participate in the club. Three students shared their experiences in the club.

The full presentation can be found [here](#).

APPROVAL OF MINUTES

On motion of Mr. Stevens, second by Ms. Wright, the minutes of the February 3, 2025 regular board meeting, to be and are hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Mr. Fay, the minutes of the February 11, 2025 special board meeting, to be and are hereby approved.

Vote: Yes 4 No 0

FINANCIAL

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve audited and paid claims 0103-0112, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve the budget status report as of December 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Ms. Wright, the recommendation to approve the revenue status report as of December 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Ms. Wright, the recommendation to approve the trial balances through December 31, 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Fay, second by Mr. Stevens, the recommendation to approve the budget transfer report December 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Mr. Fay, the recommendation to approve the monthly treasurer's reports for December 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve the extraclass activities report for December 2024, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

TEACHER CENTER INSTRUCTION CONTRACTS

On motion of Mr. Stevens, second by Ms. Wright, the resolution authorizing the Board of Education President to execute contracts with Emily Eich and Renee Johnson, each for a Teacher Center of the Western Hamptons class, as submitted, to be and hereby is adopted.

Vote: Yes 4 No 0

CALL FOR NOMINATIONS TO THE EASTERN SUFFOLK BOCES BOARD

No nominations were made.

FIELD TRIPS

On motion of Mr. Stevens, second by Mr. Fay, the recommendation to approve the field trip for the Robotics Club to participate in the Tech Valley Regional at the MVP Arena in Albany, NY on March 26-30, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Ms. Wright, the recommendation to approve the field trip for the Robotics Club to participate in the First Robotics Competition Rochester Institute of Technology in Rochester, NY on March 13-17, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

ALFRED MUSUMECI

On motion of Mr. Stevens, second by Mr. Fay, the resignation of Alfred Musumeci from his position as an Elementary Special Education Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

JAMES FORD

On motion of Mr. Stevens, second by Mr. Fay, the resignation of James Ford from his position as a Elementary/High Physical Education Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

DONNA WINKLER-FLAHERTY

On motion of Mr. Stevens, second by Ms. Wright, the resignation of Donna Winkler-Flaherty from her position as a Middle School English Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

SHAUN JOHNSON

On motion of Mr. Stevens, second by Mr. Fay, the resignation of Shaun Johnson from his position as a Middle School Music Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

STEVEN LACKER

On motion of Mr. Stevens, second by Ms. Wright, the resignation of Steven Lacker from his position as a High School Science Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

DEBORA ERICKSON

On motion of Mr. Stevens, second by Mr. Fay, the resignation of Deborah Erickson from her position as a High School Science Teacher for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

LISA MONTI

On motion of Ms. Wright, second by Mr. Fay, the resignation of Lisa Monti from her position as a Middle School Senior Office Assistant for the purpose of retirement, effective June 30, 2025, with retirement beginning on July 1, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

TEACHER COLUMN MOVEMENT

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve the salary step increases for the following teachers, effective February 1, 2025, as submitted, to be and are hereby approved.

Name	Prior Column	New Column
Harmony Dileo	MA+10 (E), \$87,881	MA+20 (F), \$89,730
Matthew Reed	MA+30 (G), \$85,727	MA+42 (H), \$87,576
Anthony Cappiello	MA+42 (H), \$122,669	MA+60 (I), \$124,563

Vote: Yes 4 No 0

HS ROBOTICS ADVISOR

On motion of Mr. Stevens, second by Mr. Fay, the resignation of Jonathon Fletcher from his position as the High School Robotics Advisor, effective January 31, 2025, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Ms. Wright, the appointment of Jordan Manowitz as Interim High School Robotics Club Advisor, effective February 1, 2025, with a contractual stipend of \$3,779 (prorated), as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

2024-25 SPRING COACHING

On motion of Mr. Stevens, second by Mr. Fay, the 2024-2025 spring sport season coaching recommendations listed below, are hereby accepted.

SPORT	LEVEL	COACH	STEP	SALARY	YEARS as of 6/2025
BASEBALL	V	Grunenwald, Asa	2	\$7,444.47	7
BASEBALL	Var Asst	Pulick, Daniel	1	\$6,257.11	3
BASEBALL	JV	Smith, Michael	2	\$6,260.82	7
BASEBALL	MS - Green	Kern, Bruce	1	\$4,193.37	
BASEBALL	MS - White	Saguto, Santo	1	\$4,193.37	2
BOYS LAX	V	Peters, Drew	3	\$7,669.17	
BOYS LAX	Var Asst	Hoyt, Cody	3	\$6,646.64	
BOYS LAX	JV	McDermott, Timothy	3	\$6,390.99	11
BOYS LAX	JV	Duca, Rob	1	\$6,016.44	5
BOYS LAX	MS	Zenie, Jared	1	\$4,193.37	1
GIRLS LAX	V	Bergmann, Mary	3	\$7,669.18	
GIRLS LAX	JV	Montpetit, Sean	3	\$6,391.00	
GIRLS LAX	JV	Locke, Kaliegh	3	\$6,391.00	
GIRLS LAX	MS	TBD			
SOFTBALL	V	Doroski, Jeffrey	2	\$7,444.46	7
SOFTBALL	Var Asst	Lynch, Christian	1	\$6,257.11	3
SOFTBALL	JV	Fabian, Sarah	1	\$5,156.95	3
SOFTBALL	MS	TBD			
BOYS TENNIS	V	Reed, Matthew	1	\$6,446.19	5
BOYS TENNIS	JV	Williams, Korey	3	\$5,021.47	
BOYS TENNIS	MS	Bender, Carrie	1	\$4,193.37	2
BOYS TRACK	V	Mensch, Joseph	2	\$6,934.34	8
BOYS TRACK	Var Asst	Habersaat, Erika	3	\$5,477.98	
BOYS TRACK	MS	Griffin, Ellen	1	\$4,193.37	3
GIRLS TRACK	V	Broich, John	3	\$7,131.23	
GIRLS TRACK	Var Asst	Yakoboski, Meghan	2	\$5,317.46	10
GIRLS TRACK	MS	TBD			

Vote: Yes 4 No 0

VOLUNTEER ASSISTANT COACHES

On motion of Mr. Fay, second by Mr. Stevens, the recommendation to appoint the following volunteer assistant coaching positions for the 2024-25 spring season, as submitted, to be and is hereby approved.

GIRLS LAX	Varsity	Webber, Caitlynn
BOYS LAX	Varsity	Naglieri, Ralph
BOYS LAX	MS/JV	Arrasate, Zachary
SOFTBALL	Varsity	Maloney, John
SOFTBALL	Varsity	McKay, Brooke
BASEBALL	Varsity	Moran, Terry
GIRLS TRACK	Varsity	McAuley, Annemarie

Vote: Yes 4 No 0

MARITZA HOWSON

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to terminate Martiza Howson from her position as a Food Service Worker, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

SUBSTITUTE

On motion of Mr. Stevens, second by Mr. Fay, the recommendation to approve the following substitute for the 2024-2025 school year, pending fingerprint clearance, as submitted to be and is hereby approved.

Substitute Teachers, Home Tutors:

Robin Held Uncertified

Vote: Yes 4 No 0

PUBLIC PARTICIPATION

A community member asked for clarification for the purpose for appointing counsel at the February 11, 2025 special board meeting.

A community member asked the superintendent for clarification of her message to parents regarding testing and help for all students.

REPORTS

Personnel postings were noted.

OLD BUSINESS

There was no Old Business on the Agenda.

NEW BUSINESS

Short presentations were given to the board on the following 2025-26 Budgets:

1. Elementary School
2. Technology
3. Winter/Summer Recreation

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Mr. Fay, the Board of Education convened into Executive Session at 8:01 p.m. to discuss negotiations.

Vote: Yes 4 No 0

On motion of Mr. Stevens, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 8:40 p.m., to be and hereby is approved.

Vote: Yes 4 No 0

NICA STRUNK, PLLC

On motion of Mr. Stevens, second by Ms. Wright, the recommendation to approve a retainer agreement with Nica Strunk, PLLC, as submitted, to be and is hereby approved.

Vote: Yes 4 No 0

ADJOURNMENT

On motion of Mr. Stevens second by Ms. Wright, all business being completed, Ms. Lanni-Hewitt declared the meeting adjourned at 8:41 p.m.

Vote: Yes 4 No 0

Lisa Rheume, District Clerk

DRAFT

MEMORANDUM OF AGREEMENT

Except as modified herein, the contract between the Board of Education of the Westhampton Beach Union Free School District (the “District”) and the United Public Service Employees (“UPSEU”), Westhampton Beach Clerical Unit, expiring June 30, 2024, shall remain in full force and effect.

This Memorandum of Agreement shall be subject to ratification by the Board of Education and the membership of the UPSEU. The parties’ respective negotiating teams agree to recommend such ratification to their principals.

1. **Article 2, Section A.** Remove the title “Switchboard Operator.”
2. **Article 2, Section A.** Add the title “Translator.”
3. **Article 3:** Make the following modification:

This Agreement covers the period of four (4) years commencing July 1, 2024 and ending June 30, 2028

4. **Article 4:** Make the following modifications:

Salary Schedule are to be increased as follows:

2024/25 – 2.0%, plus increment. After applying the 2% increase, one (1) new step will be added to the salary schedule: step 20 shall be \$1,000.00 above step 19.

2025/26 – 2.0%, plus increment.

2026/27 – 2.5%, plus increment. After applying the 2.5% increase, one (1) new step will be added to the salary schedule: step 21 shall be \$1,000.00 above step 20.

2027/28- 2.5%, plus increment.

5. **Article 4:** Make the following modifications:

Longevity

Longevity payments of \$700, \$1200 and \$950 are to be paid, following, respectively, 10 years of service, 15 years of service and 20 years of service to the District in the clerical unit.

6. **Article 6:** Add the following paragraph:

10 month clerical employees work year shall begin September 1, or on the first Superintendent's conference day of the year, whichever occurs first, and end on June 30th of each year.

7. **Article 10:** Add the following paragraph:

Unit members shall be required to submit a doctor's note after use of three (3) consecutive sick leave days or in cases of suspected abuse as determined by the District.

8. **Article 12** Add: Ten (10) month clerical employees do not receive vacation days, and place after the first sentence of the current paragraph.

9. **Article 12** Add: Unit Members must notify their respective administrators by May 1st of each year as to when they plan to use their remaining vacation days, and place after the second sentence of the current paragraph.

10. **Article 12:** Add the following paragraph:

Clerical Unit employees may carry over five (5) unused vacation days each year. The five (5) carry-over vacation days must be used by August 31st of each calendar year. The District reserves the right to deny the use of a carry-over vacation day if it determines that the requested vacation day would result in an insufficient number of clerical staff working on that day.

11. **Article 15:** Modify the last sentence as follows:

Unit Members must be provided with the opportunity to sign and respond in writing to the memorandum before it is placed in their personnel file. The Unit Member's written response to the memorandum shall be entered into their personnel file along with the memorandum.

12. **Article 19:** Section B: Make the following modification:

All members of the unit shall receive either family or individual coverage as provided by the East End Health Plan ("EEHP") through and including December 31, 2025. Effective January 1, 2026, all members of the unit shall receive either family or individual coverage as provided by the New York State Health Insurance Program ("NYSHIP"). Should the District elect to adopt a different insurance plan,

it will be permitted to do so provided that the coverage afforded is the same as that provided by NYSHIP at the time of the adoption of the alternative insurance coverage.

13. **Article 19:** Section B, Second Paragraph: Make the following modification:

Effective July 1, 2026, unit members hired prior to July 1, 2011, are to contribute 15.5% of the cost of health insurance premiums for individuals or family coverage as applicable.

Effective July 1, 2027, unit members hired prior to July 1, 2011, are to contribute 16% of the cost of health insurance premiums for individuals or family coverage as applicable.

Effective July 1, 2026, unit members hired on or subsequent to July 1, 2011, are to contribute 18% of the cost of health insurance premiums for individuals or family coverage as applicable.

Effective July 1, 2027, unit members hired on or subsequent to July 1, 2011, are to contribute 18.5% of the cost of health insurance premiums for individuals or family coverage as applicable.

Effective July 1, 2026, unit members hired on or subsequent to April 21, 2015, are to contribute 20.5% of the cost of health insurance premiums for individuals or family coverage as applicable.

Effective July 1, 2027, unit members hired on or subsequent to April 21, 2015, are to contribute 21% of the cost of health insurance premiums for individuals or family coverage as applicable.

14. **Article 19:** Add as the last sentence to the last paragraph of Section B: After that period of 10 years, the District shall contribute 50% toward the individual premium and 35% toward the family premiums, as applicable.

15. **Article 19:** Add as last sentence to Section D: The District shall provide unit members with the same vision insurance coverage as offered unit members of the Teacher's Association.

16. **Article 19:** Modify Section E as follows: The District will provide each member of the Unit with a life insurance policy in such face amount that an annual premium of no more than \$20.00 will purchase.

17. **Article 20:** Modify: On days designated as Teacher Conference Days, unit members shall be permitted to hold or attend a unit conference.

18. **Article 22:** Delete the second sentence of the first paragraph and replace with: All

District employees who are employed in the clerical unit represented by UPSEU are eligible to join the Sick Leave Bank.

19. **Article 24:** Delete


20. **Salary Schedule:** Delete "Switchboard" Title.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the dates

set forth below.

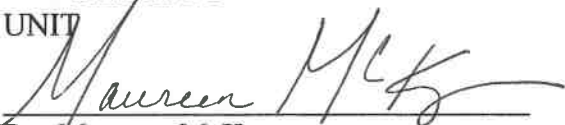
WESTHAMPTON BEACH UNION
FREE SCHOOL DISTRICT

Dated: 2-12-25

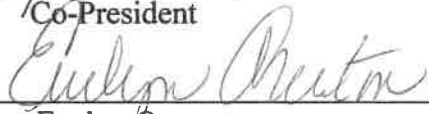

By: Carolyn J. Probst, Ed.D.
Superintendent of Schools

WESTHAMPTON BEACH CLERICAL
UNIT

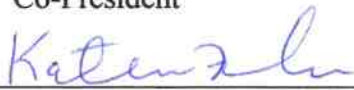
Dated: 2/12/24


By: Maureen McKay
Co-President

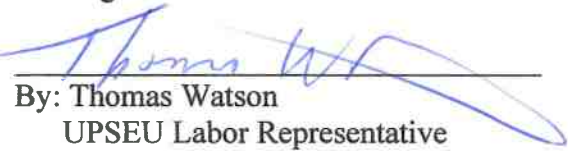
Dated: 2/12/25


By: Evelyn Overton
Co-President

Dated: 2/12/25


By: Katherine Fibkins
Negotiation Committee Member

Dated: 2/12/25


By: Thomas Watson
UPSEU Labor Representative

2024-2025 CLERICAL SALARY SCHEDULE

	Account Clerk	Office Assistant I	Office Assistant II	Senior Office Assistant	Principal Account Clerk	Data Processing Clerk	Office Applications Specialist	Translator	Senior Account Clerk
1	44,597	31,943	37,115	40,467	54,155	44,597	47,672	31,717	47,946
2	45,975	32,932	38,260	41,721	55,832	45,977	49,145	32,698	49,429
3	47,399	33,950	39,444	43,009	57,559	47,398	50,665	33,709	50,959
4	49,053	34,908	40,589	44,425	59,568	49,053	52,432	34,652	52,634
5	50,763	35,892	41,768	45,887	61,647	50,763	54,264	35,625	54,366
6	52,536	36,905	42,980	47,396	63,797	52,536	56,157	36,620	56,155
7	54,369	37,945	44,225	48,956	66,025	54,369	58,117	37,646	58,002
8	56,266	39,015	45,507	50,565	68,328	56,266	60,143	38,699	59,911
9	58,233	40,117	46,826	52,231	70,712	58,233	62,243	39,785	61,880
10	60,263	41,245	48,186	53,947	73,180	60,263	64,416	40,897	63,918
11	62,366	42,410	49,581	55,725	75,734	62,366	66,664	42,044	66,020
12	64,544	43,604	51,020	57,556	78,378	64,544	68,990	43,220	68,192
13	66,796	44,834	52,499	59,452	81,113	66,796	71,399	44,432	70,437
14	69,126	46,099	54,022	61,407	83,944	69,126	73,892	45,674	72,754
15	71,538	47,399	55,590	63,426	86,875	71,538	76,469	46,953	75,146
16	74,045	48,657	57,159	65,663	89,919	74,045	79,135	48,267	77,603
17	74,609	49,223	57,725	66,229	90,484	74,609	79,703	48,833	78,171
18	75,171	49,785	58,288	66,790	91,050	75,171	80,266	49,394	78,730
19	77,613	51,595	60,309	69,023	93,887	77,613	82,831	51,194	81,260
20	78,613	52,595	61,309	70,023	94,887	78,613	83,831	52,194	82,260

2025-2026 CLERICAL SALARY SCHEDULE

	Account Clerk	Office Assistant I	Office Assistant II	Senior Office Assistant	Principal Account Clerk	Data Processing Clerk	Office Applications Specialist	Translator	Senior Account Clerk
1	45,489	32,582	37,857	41,277	55,238	45,489	48,625	32,351	48,905
2	46,895	33,590	39,025	42,555	56,948	46,896	50,128	33,352	50,418
3	48,347	34,629	40,233	43,870	58,710	48,346	51,679	34,383	51,978
4	50,034	35,607	41,401	45,314	60,759	50,034	53,481	35,346	53,687
5	51,779	36,610	42,603	46,804	62,880	51,779	55,349	36,337	55,453
6	53,587	37,643	43,839	48,344	65,073	53,587	57,280	37,352	57,278
7	55,456	38,704	45,110	49,935	67,345	55,456	59,279	38,399	59,162
8	57,392	39,795	46,417	51,577	69,694	57,392	61,346	39,473	61,109
9	59,397	40,919	47,763	53,276	72,126	59,397	63,488	40,581	63,118
10	61,468	42,070	49,150	55,026	74,643	61,468	65,704	41,715	65,197
11	63,613	43,258	50,573	56,839	77,249	63,613	67,997	42,885	67,340
12	65,834	44,476	52,041	58,707	79,945	65,834	70,370	44,085	69,556
13	68,132	45,731	53,549	60,641	82,736	68,132	72,827	45,321	71,846
14	70,509	47,021	55,103	62,635	85,623	70,509	75,370	46,587	74,209
15	72,968	48,347	56,702	64,694	88,613	72,968	77,999	47,892	76,649
16	75,526	49,630	58,302	66,976	91,718	75,526	80,717	49,233	79,155
17	76,101	50,208	58,879	67,553	92,294	76,101	81,297	49,809	79,734
18	76,674	50,781	59,454	68,125	92,871	76,674	81,871	50,381	80,304
19	79,165	52,627	61,515	70,404	95,765	79,165	84,488	52,218	82,886
20	80,185	53,647	62,535	71,424	96,785	80,185	85,508	53,238	83,906

2026-2027 CLERICAL SALARY SCHEDULE

	Account Clerk	Office Assistant I	Office Assistant II	Senior Office Assistant	Principal Account Clerk	Data Processing Clerk	Office Applications Specialist	Translator	Senior Account Clerk
1	46,627	33,397	38,803	42,309	56,619	46,627	49,841	33,160	50,128
2	48,067	34,430	40,001	43,619	58,372	48,068	51,381	34,186	51,678
3	49,556	35,494	41,239	44,966	60,178	49,555	52,971	35,243	53,278
4	51,285	36,497	42,436	46,446	62,278	51,285	54,818	36,229	55,029
5	53,073	37,525	43,668	47,975	64,452	53,073	56,733	37,245	56,840
6	54,927	38,584	44,935	49,553	66,700	54,927	58,712	38,286	58,710
7	56,843	39,672	46,237	51,183	69,029	56,843	60,761	39,359	60,641
8	58,826	40,790	47,578	52,866	71,437	58,826	62,880	40,460	62,637
9	60,882	41,942	48,957	54,608	73,929	60,882	65,076	41,595	64,696
10	63,005	43,121	50,378	56,401	76,510	63,005	67,347	42,758	66,827
11	65,204	44,339	51,837	58,260	79,180	65,204	69,697	43,957	69,023
12	67,480	45,588	53,342	60,174	81,944	67,480	72,129	45,187	71,295
13	69,835	46,874	54,888	62,157	84,804	69,835	74,648	46,454	73,642
14	72,272	48,196	56,480	64,201	87,763	72,272	77,254	47,752	76,064
15	74,793	49,556	58,119	66,312	90,828	74,793	79,949	49,089	78,566
16	77,414	50,871	59,759	68,650	94,010	77,414	82,735	50,464	81,134
17	78,004	51,463	60,351	69,242	94,601	78,004	83,329	51,054	81,728
18	78,591	52,050	60,940	69,829	95,193	78,591	83,918	51,641	82,312
19	81,144	53,942	63,053	72,164	98,159	81,144	86,600	53,523	84,958
20	82,190	54,988	64,098	73,209	99,204	82,190	87,645	54,569	86,003
21	83,190	55,988	65,098	74,209	100,204	83,190	88,645	55,569	87,003

2027-2028 CLERICAL SALARY SCHEDULE

	Account Clerk	Office Assistant I	Office Assistant II	Senior Office Assistant	Principal Account Clerk	Data Processing Clerk	Office Applications Specialist	Translator	Senior Account Clerk
1	47,792	34,232	39,774	43,366	58,034	47,792	51,087	33,989	51,381
2	49,269	35,291	41,001	44,710	59,831	49,270	52,665	35,041	52,970
3	50,795	36,382	42,270	46,090	61,682	50,794	54,295	36,124	54,610
4	52,567	37,409	43,497	47,608	63,835	52,567	56,188	37,135	56,405
5	54,400	38,463	44,760	49,174	66,063	54,400	58,151	38,177	58,261
6	56,300	39,548	46,059	50,792	68,367	56,300	60,180	39,243	60,178
7	58,264	40,663	47,393	52,463	70,754	58,264	62,280	40,343	62,157
8	60,297	41,810	48,767	54,188	73,223	60,297	64,452	41,471	64,203
9	62,404	42,990	50,181	55,973	75,777	62,404	66,702	42,635	66,313
10	64,580	44,199	51,638	57,811	78,422	64,580	69,031	43,827	68,497
11	66,834	45,448	53,133	59,717	81,159	66,834	71,440	45,056	70,749
12	69,167	46,728	54,675	61,679	83,993	69,167	73,932	46,317	73,077
13	71,581	48,046	56,260	63,711	86,924	71,581	76,514	47,615	75,483
14	74,078	49,401	57,892	65,806	89,957	74,078	79,185	48,945	77,965
15	76,662	50,795	59,572	67,969	93,099	76,662	81,947	50,316	80,530
16	79,349	52,143	61,253	70,366	96,361	79,349	84,804	51,725	83,162
17	79,954	52,749	61,860	70,973	96,966	79,954	85,413	52,331	83,771
18	80,556	53,352	62,463	71,574	97,573	80,556	86,016	52,932	84,370
19	83,173	55,291	64,629	73,968	100,613	83,173	88,765	54,861	87,082
20	84,244	56,362	65,701	75,040	101,684	84,244	89,837	55,933	88,153
21	85,269	57,387	66,726	76,065	102,709	85,269	90,862	56,958	89,178

Westhampton Beach Union Free School District Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 5, 2025

Re: Change Order No. GC-1 Construction Consultants of LI, Inc.

I respectfully request the Board of Education approve the attached change order request for Construction Consultants of LI, Inc. relating to the high school athletic complex for additional work needed for asphalt, concrete and press box selections. The change order is an addition in the amount of \$33,585.83. The original contract was \$3,116,000.00 and after the increase will be for \$3,149,585.83.

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

CHANGE ORDER

AIA DOCUMENT G701

OWNER

SED No.: 58-09-02-02-0-004-024

ARCHITECT
CONTRACTOR
FIELD
OTHER

Westhampton Beach HS

PROJECT: Westhampton Beach UFSD
(name,address) 340 Mill Road
Westhampton Beach, NY 11978
CONTRACTOR: Construction Consultants/L.I., Inc.
(name,address) 36 East 2nd Street
Riverhead, NY 11901

CHANGE ORDER NUMBER: GC-1
DATE: February 10, 2025
ARCHITECTS PROJECT NO.
CONTRACT DATE: 3/25/2024
CONTRACT FOR: Contract No. 2 - GC

The Contract is changed as follows:

The contractor is directed to provide all labor, material and equipment required to complete the following:

Please see attached.

Total Add: \$33,585.83

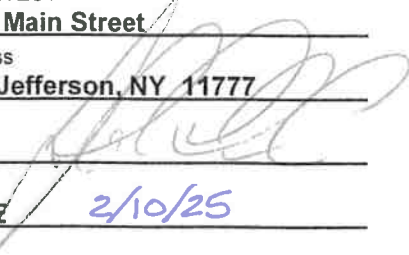
Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Cost) was.....	\$3,116,000.00
Net change by previously authorized Change Orders.....	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was.....	\$3,116,000.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$33,585.83
The new (Contract Sum)(Guaranteed Maximum Cost) including this Change Order will be	\$3,149,585.83
The Contract Time will be (increased)(decreased)(unchanged) by	(0) days

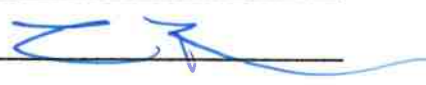
The Date of Substantial Completion as of the date of this Change Order therefore is

NOTE: The summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

John A. Grillo, P.C.
ARCHITECT
1213 Main Street
Address
Port Jefferson, NY 11777

BY 
DATE 2/10/25

Construction Consultants LI
CONTRACTOR
36 East 2nd Street
Address
Riverhead, NY 11901

BY 
DATE 2/13/25

Westhampton Beach UFSD
OWNER
340 Mill Road
Address
Westhampton Beach, NY 11978

BY _____
DATE _____

AIA CAUTION: You should sign an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

AIA DOCUMENT G701 CHANGE ORDER 1987 EDITION AIA 1987 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W. WASHINGTON, D.C. 20006

**Westhampton Beach UFSD
2022 Bond Issue
Contract No. 2 - General Construction
Construction Consultants/L.I., Inc.
SED No.: 58-09-09-0-004-024 - Westhampton Beach HS**

Change Order GC-1 (page 2)

The Contractor is directed to supply all labor, material and equipment required to complete the following:

- | | | | |
|----|---|------|-------------|
| 1. | Supply and install custom color on bleacher and press box: | Add: | \$13,650.00 |
| | | | |
| 2. | Supply and install additional asphalt paving and concrete: | | |
| | | | |
| a. | Replace asphalt drive from exit road adjacent to concrete sidewalk thru brick piers tie into new asphalt drive. | | |
| | | | |
| b. | Install concrete curb adjacent to location of new asphalt drive. Extend concrete to area between bleachers and asphalt drive that was originally scheduled to receive topsoil and seed. | | |
| | | | |
| c. | Modify / extend new concrete walkway along East side of stadium field adjacent to vehicle access. | | |
| | | | |
| d. | Install drop curb to create continuous level walkway around North end of site due to grade change. Extension of walkway was requested after survey work took place. | | |
| | | Add: | \$19,935.83 |

Total Add: \$33,585.83



CHANGE ORDER CERTIFICATION

Must be attached to back of Change Order

FP-COC 09/02, rev 08/06,
rev. 04/10

Page One

THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / Albany, NY 12234

Office of Facilities Planning, Room 1060 Education Building Annex
Tel. (518) 474-3906 Fax (518) 486-5918

www.emsc.nysed.gov/facplan/

Instructions: This CERTIFICATION is required for all change orders submitted to SED
Fill out all three parts completely.

Change Order Number:
GC-1

Part One - General Information

Provide separate Change Orders for each Project Number

SED Project Number

5	8	0	9	0	9	0	9	0	0	0	4	0	2	4
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

District BEDS Code

Building Identification Number

Project number

District & Building Name

Westhampton Beach UFSD - Westhampton Beach High School

Type of Project

Reconstruction /Alteration Addition & Alteration New Building Other

Project Description

Contract No. 2 - General Construction

Architect / Engineer firm

John A. Grillo, Architect, PC 1213 Main Street, Port Jefferson, NY

name

address

Contact Person

John M. Grillo, Architect 631-476-2161 jmgrillo@jagarchitect.com

name & title

phone number & e-mail

Construction Manager firm

Park East Construction Corp. 266 East Jericho Turnpike, South Huntington, NY 11746

name

address

Contact Person

James Wojcik, President 631-549-9800 jwojcik@parkeastconstruction.com

name & title

phone number & e-mail

District Contact Person

Jacqueline Pirro, Asst. Supt. For Business 631-288-3800 jpirro@whbschools.org

name & title

phone number & e-mail

Part Two

Provide the following information for each individual item in the change order:

(Number each item if there is more than one and provide additional sheets as necessary.)

- A. Requested By (Who initiated the change request)
- B. Relationship to Project Scope (How is this change related to the original project scope)
- C. Basis of Need (Describe why the change is needed)
- D. Description of Work (Provide a detailed description of the work or services provided in the change order. Provide text, a drawing or both as necessary to demonstrate code compliance and the individual cost of each item.)

The contractor is directed to provide all labor, material and equipment required to complete the following:

Please see attached.

Add: \$33,585.83

Requested By: Owner/Architect
Relationship to Project Scope: See above
Basis of Need: See above
Description of Work: See above

CHANGE ORDER CERTIFICATION

FP-COC 04/10

Page Two

Part Three

1

Change order requirements:

- ✓ The scope of the change order must relate to the project scope previously approved.
- ✓ Dollar amounts applied from allowances toward costs associated with the changes must be provided.
- ✓ If the cost of this change order is not within the approved amount as currently established on the SA-4, please provide a Form FP-FI, Request for Revision of Financial Information, with documentation showing the additional authorization of funds.
- ✓ Each change order shall be signed by the president of the board of education, the architect/engineer, and the contractor.

2

Certification of the Superintendent of Schools (District Superintendent if a BOCES project)

The following statements are true and correct to the best of my knowledge and belief:

- The revised total cost is within the authorized appropriation for this project.
- Where any work of this change order requires a type or kind of work that is not included in the original contract documents, the school district's attorney has been contacted to assure conformance with the Opinion of the State Comptroller No. 60-505.

_____ Date

Carolyn Probst

Signature and printed name of the School Superintendent or District Superintendent if a BOCES project

3

Certification of the Architect or Engineer

The following statements are true and correct to the best of my knowledge and belief:

- Work required by this change order is in accordance with applicable sections of the approved contract documents.
- Any plan, sketch, or attachment referenced in this change order is included herein.
- Work required by this change order is in accordance with applicable provisions of the NYS Uniform Fire Prevention and Building Code, State Education Department's building standards, and NYS Department of Labor's Code Rule 56.
- Work required by this change order was designed by an architect or engineer who is currently licensed by the State of New York.
- Work required by this change order that involves asbestos-containing building material (ACBM) was designed by an architect or engineer who is currently licensed by the State of New York and who is appropriately certified as an asbestos designer by the NYS Department of Labor at the time he/she designed the asbestos-related project.

2/10/2025

_____ Date

John A. Grillo, Architect, PC

Architectural / Engineering Firm Name

John M. Grillo

Signature and printed name of the Architect or Engineer

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 6, 2025

Re: Intermunicipal Agreement – Riverhead Transportation, Key Club Conference

I respectfully request the Board of Education approve the attached intermunicipal agreement between Riverhead Central School District, Southampton Union Free School District and Westhampton Beach Union Free School District. Riverhead Central School District is providing transportation on a shared bus with our students attending the Key Club Conference in Albany. The cost of transportation is paid for directly from the High School Key Club.

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

INTERMUNICIPAL AGREEMENT

This Intermunicipal Agreement (“IMA” or “Agreement”), by and between the **Riverhead Central School District** (hereinafter referred to as “Riverhead”), having its principal place of business located at 814 Harrison Avenue, Riverhead, New York 11901, the **Southampton Union Free School District** (hereinafter referred to as “Southampton”), having its principal place of business located at 70 Leland Lane, Southampton, New York 11968-5089, and the **Westhampton Beach Union Free School District** (hereinafter referred to as “Westhampton Beach”), having its principal place of business located at 340 Mill Road, Westhampton Beach, New York 11978 (collectively referred to as “the Parties”).

WHEREAS, the Parties have determined to enter into this IMA pursuant to New York Education Law sections 1709, 3625, and General Municipal Law section 119-o for the purpose of providing transportation for a limited event for certain children who reside in Riverhead, Southampton and Westhampton Beach; and

WHEREAS, pursuant to Article IX Section 1 of the New York State Constitution, as effectuated by General Municipal Law § 119-o, municipal corporations of the State of New York may enter into agreements for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative or contract basis; and

WHEREAS, pursuant to Education Law § 1709(25)(h), a school board may enter into a contract with another district to provide transportation for students for an appropriate cost;

WHEREAS, in consideration of the payments, as more fully set forth herein, Southampton and Westhampton Beach wish for Riverhead to provide transportation to the approximate number of students listed in Schedule “A” (annexed hereto) for the purpose of attending the **Key Club Conference in Albany, New York from March 28, 2025 through March 30, 2025**; and

WHEREAS, Riverhead, Southampton and Westhampton Beach have each determined that it would be in their best interests for Riverhead to provide transportation to Riverhead, Southampton and Westhampton Beach students for this purpose; and

WHEREAS, Riverhead is willing to provide transportation services to the Southampton and Westhampton Beach students between the established pick-up and drop-off points listed in Schedule "A" and the specific location listed in Paragraph "4(a)" of this Agreement; and

WHEREAS, Riverhead is willing to provide transportation services to Southampton and Westhampton Beach students pursuant to the terms and conditions as more fully set forth herein.

NOW THEREFORE, the Parties incorporate each of the above WHEREAS clauses into the body of this Agreement as if more fully set forth in the body of this Agreement, and hereby agree as follows:

1. Riverhead, Southampton and Westhampton Beach each represent that they are authorized, pursuant to both Article IX, Section 1 of the State Constitution and Article 5-G of the General Municipal Law to enter into intergovernmental/intermunicipal agreements.

2. Riverhead, Southampton and Westhampton Beach, believing it to be in the best interests of their taxpayers, do hereby authorize intermunicipal cooperation and assistance with and between each other for the limited transportation of its students to the Key Club Conference in Albany, New York from March 28, 2025 through March 30, 2025.

3. The term of this IMA shall commence on March 28, 2025 and terminate on April 1, 2025.

4. Riverhead agrees to provide the following transportation services to Southampton and Westhampton Beach students and chaperone(s), pursuant to Schedule "A", annexed hereto, which is incorporated into this Agreement and made a part hereof:

- a. After considering and balancing the issues of student safety, convenience, routing efficiency and cost as required by the Commissioner of Education, Riverhead agrees to transport the Southampton and Westhampton Beach students as listed on Schedule "A" to and from and to the established pick-up/drop-off point agreed upon between the Parties (Riverhead High School, 700 Harrison Ave, Riverhead, New York 11901), to the following location: Key Club Conference, located at 660 Albany Shaker Road, Albany, New York 12211.
 - b. Riverhead shall be responsible for establishing the bus route for the transportation services described herein.
 - c. Riverhead will utilize the school buses owned/leased and operated by Riverhead for providing such transportation pursuant to this Agreement.
 - d. Riverhead shall provide Southampton and Westhampton Beach with reports of incidents that may occur on the bus, and such other requirements or documents as may be requested and/or required by Southampton and Westhampton Beach, within a reasonable timeframe upon request for such documents.
5. Southampton, Westhampton Beach and Riverhead shall comply and be responsible for compliance with all applicable federal, state, and local statutes and rules regarding transportation services for students, including but not limited to, the New York State Education Law, the New York State Vehicle and Traffic Law, New York State Department of Transportation and the Commissioner of Education's rules and regulations.
6. Southampton, Westhampton Beach and Riverhead shall comply and be responsible for compliance with all applicable federal, state, local statutes and rules, including, but not limited to, the regulations of the New York State Education Department ("NYSED") specific to safety

training requirements, including the completion of the School Bus Driver Safety Training Program.

7. Southampton, Westhampton Beach and Riverhead represent that the proper Transportation Contract (Form TC) and New York State Aid forms, have been or will be duly filed with the State Education Department in compliance with all applicable Federal, State and local statutes, rules and regulations.

8. In full consideration for the services to be rendered by Riverhead for the term of this IMA, Southampton and Westhampton Beach agree to pay Riverhead the sums contained on Schedule "A" based on the actual number of students being transported.

9. Riverhead shall invoice Southampton and Westhampton Beach for all transportation services provided. Invoices shall be due and payable within 30 days of the date of the invoice.

10. Southampton, Westhampton Beach and Riverhead shall maintain in full force and effect during the term of this Agreement, (i) Workers' Compensation Insurance, Employers Liability & NYS Disability Benefits Insurance for the statutory limits as prescribed by the laws of the State of New York; (ii) Comprehensive general liability insurance with limits of liability of \$1 million for each occurrence, \$2 million in the general aggregate and \$2 million for products/completed operations; and (iii) Automobile Liability: \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles. Each party shall provide a copy of the insurance certificates to the other upon request by any party and shall further provide prior written notice of the cancellation, termination or modification of said policies. Southampton and Westhampton Beach agree to name Riverhead as an additional insured. Riverhead agrees to name Southampton and Westhampton Beach as additional insureds.

- a. In the event that any of the insurance coverage to be provided by any party contains a deductible, the parties shall indemnify and hold each other harmless from the payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of each party.
- b. The parties shall provide each other with evidence of the above insurance requirements upon execution of the within IMA. The parties further acknowledge that its failure to obtain or keep current the insurance coverage required by this IMA shall constitute a material breach of this IMA.
- c. Prior to commencement of the within services, the parties shall obtain and pay for insurance as may be required to comply with the indemnification and hold harmless provisions outlined under this IMA.

11. Any notices to be given under this IMA by any party to the other parties may be affected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Notice shall be delivered or mailed to:

Riverhead Union Free School District
Attn: Superintendent of Schools
814 Harrison Avenue
Riverhead, NY 11901

Southampton Union Free School District
Attn: Superintendent of Schools
70 Leland Lane
Southampton, NY 11968-5089

Westhampton Beach Union Free School District
Attn: Superintendent of Schools
340 Mill Road
Westhampton Beach, NY 11978-2045

17. This IMA may be terminated by any party upon 15 days' prior written notice to the non-terminating party. Upon termination, the parties shall undertake all necessary steps to wind down activities hereunder. In the event of termination by Southampton and/or Westhampton Beach, Southampton and Westhampton Beach shall be liable for and make payment of all sums due and owing for transportation services rendered up to the effective date of termination.

18. **Indemnification and Hold Harmless Provision.**

- a. Southampton and Westhampton Beach further agree that they shall defend, indemnify, and hold harmless Riverhead, its officers, directors, agents and employees, for all loss, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts paid in settlement in connection with a terminated, pending or completed action, suit or proceeding arising from any act, error or omission, neglect or breach of duties by Southampton and/or Westhampton Beach or any of their officers, directors, or agents taken or made with respect to this IMA.
- b. Riverhead further agrees that it shall defend, indemnify, and hold harmless Southampton and Westhampton Beach, their officers, directors, agents and employees, for all loss, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts paid in settlement in connection with a terminated, pending or completed action, suit or proceeding arising from any act, error or omission, neglect or breach of duties by Riverhead or any of its officers, directors, or agents taken or made with respect to this IMA.

19. Services provided pursuant to this IMA shall be provided without regard to race, creed, gender, gender identity or expression, color, sex, sexual orientation, national origin, religion, age or disability.

20. This IMA shall be governed by the laws of the State of New York.

21. If any term, provision, covenant or condition of this IMA, or the application thereof, to any person, place or circumstance shall be held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this IMA and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

22. This IMA constitutes the full and complete IMA between Riverhead, Southampton and Westhampton Beach and supersedes all prior written and oral agreements, commitments or understanding with respect thereto.

23. This IMA has been mutually arrived at and shall not be construed against any party as being the drafter or causing this IMA to be drafted.

24. Any alteration, change, addition, deletion or modification of any of the provisions of this IMA or any right any party has under this IMA shall be made by mutual agreement of the parties in writing and signed by the parties, and subject to the approval of the State Education Department, as required.

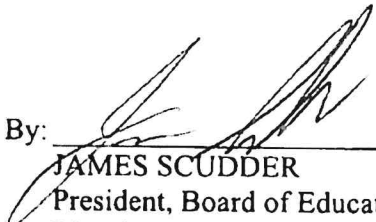
25. This IMA may not be assigned by any party without the prior written authorization of the non-assigning parties.

26. Nothing contained in this IMA shall be construed to create an employment or principal-agent relationship or partnership or joint venture, between the parties and any officer, employee, servant, agent or independent contractor of any party; nor shall any party have the right, power or authority to obligate or bind the other parties in any manner whatsoever.

27. The undersigned representatives of Southampton, Westhampton Beach and Riverhead hereby represent and warrant that they have the full legal rights, power and authority to enter into this IMA on behalf of the respective school districts and bind the same with respect to the obligations and terms contained herein. This IMA shall not become binding until approved by Riverhead, Southampton and Westhampton Beach's respective Boards of Education by resolution at a duly convened public meeting. This IMA may be executed in counterparts, each of which will be deemed an original document and will, together, be deemed to be one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Intermunicipal Agreement to be effective on the latest date written below.

Dated: 3/1/25

By: 

JAMES SCUDDER
President, Board of Education
Riverhead Central School District

Dated: _____

By: _____
ELIZABETH LANNI-HEWITT
President, Board of Education
Westhampton Beach Union Free School
District

Dated: _____

By: _____
JACQUELINE ROBINSON
President, Board of Education
Southampton Union Free School
District

SCHEDULE "A"

District Receiving Transportation Services	Pick-Up (3/28/25) Location & Drop-Off (3/30/25) Location	Destination	Approximate # of Students	# of Chaperones	Price Per Student	Approximate Total Price*
Southampton	Riverhead High School (700 Harrison Ave, Riverhead, New York, 11901)	Key Club Conference (660 Albany Shaker Road, Albany, New York 12211)	7	1	\$64.00	\$448.00
Westhampton Beach	Riverhead High School (700 Harrison Ave, Riverhead, New York, 11901)	Key Club Conference (660 Albany Shaker Road, Albany, New York 12211)	13	1	\$64.00	\$832.00

*Final price shall be based on the actual number of students transported pursuant to this Agreement.

INTERMUNICIPAL AGREEMENT

This Intermunicipal Agreement (“IMA”) made and entered into this 1st day of July, 2023 by and between the Longwood Central School District (hereinafter referred to as the “Longwood”), as the party of the first part, having its principal place of business located at 35 Yaphank Middle Island Road, Middle Island, New York 11953 and the Westhampton Beach Union Free School District, as the party of the second part, having its principal place of business located at 340 Mill Road, Westhampton Beach, New York 11978 (hereinafter referred to as the “Westhampton Beach”) and (collectively referred to as “the Parties”).

WITNESSETH:

WHEREAS, the Parties have determined to enter into this IMA pursuant to New York Education Law Sections 1709, 1804, 3625, and General Municipal Law Section 119-o for the purpose of providing transportation for a limited event for certain children who reside in within the Longwood and Westhampton Beach school districts; and

WHEREAS, in consideration of the payments, as more fully set forth herein, Westhampton Beach wishes for Longwood to provide transportation for the students listed in Schedule “A” (annexed hereto), subject to additions and deletions during the term hereof, for the purpose of attending the Robotics Conference in Rochester, New York from March 12, 2025 through March 15, 2025;

WHEREAS, Longwood and Westhampton Beach have each determined that it would be in their best interests for Longwood to provide transportation to certain Westhampton Beach students; and

WHEREAS, Longwood is willing to provide transportation services to certain Westhampton Beach students pursuant to the terms and conditions as more fully set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. Longwood and Westhampton Beach each represent that it is authorized, pursuant to both Article IX, Section 1 of the State Constitution and Article 5-G of the General Municipal Law to enter into intergovernmental/intermunicipal agreements.
2. Longwood and Westhampton Beach, believing it to be in the best interests of their taxpayers, do hereby authorize intermunicipal cooperation and assistance with and between each other for the transportation of its students.
3. **Term.** The term of this IMA shall commence on March 12, 2025 and terminate on March 15, 2025.
4. **Scope of services to be provided by Longwood.** Longwood agrees to provide the following transportation services to Westhampton Beach students listed in Schedule A, annexed hereto, which is incorporated into this Agreement and made a part hereof:

A. After considering and balancing the issues of student safety, convenience, routing efficiency and cost as required by the Commissioner of Education, Longwood agrees to transport Westhampton Beach students as listed in Schedule "A" to and from the established pick-up/drop-off point agreed upon between the Parties: Longwood High School, located at 100 Longwood Road, Middle Island, New York 11953.

B. Longwood shall be responsible for establishing the bus route for the transportation services described herein.

C. Longwood will utilize a Coach Bus, operated by Hampton Jitney on behalf of Longwood, as established by contract between Longwood and Hampton Jitney.

D. Longwood shall provide Westhampton Beach with:

- i. A complete description of the bus routes along with pick-up and drop-off times;
- ii. Copies of required insurance certificates as set forth herein; and
- iii. Reports of incidents that may occur on the buses, and such other requirements or documents as may be requested and/or required by Westhampton Beach.

5. Longwood and Westhampton Beach shall comply and be responsible for compliance with all applicable federal, state, and local statutes and rules regarding transportation services for students, including but not limited to, the New York State Education Law, the New York State Vehicle and Traffic Law, New York State Department of Transportation and the Commissioner's rules and regulations.

6. Longwood and Westhampton Beach will comply and be responsible for compliance of all applicable federal, state, local statutes, and rules, including but not limited to the regulations of the New York State Education Department ("NYSED") specific to safety training requirements, including the completion of the School Bus Driver Safety Training Program.

7. Longwood and Westhampton Beach represents that the proper Transportation Contract (Form TC) and New York State Aid forms, have been duly filed with the State Education Department in compliance with all applicable federal, state, and local statutes, rules, and regulations.

8. **Consideration.** In full consideration for the services to be rendered by Longwood for the term of this IMA, Westhampton Beach agrees to pay Longwood the following sums for transportation to the specified destination point listed in Schedule "A":

The sum of FOUR THOUSAND NINE HUNDRED EIGHTY TWO DOLLARS (\$4,982.00), representing half of the cost for the transportation services.

9. Longwood shall invoice Westhampton Beach for all transportation services provided. Invoices shall be due and payable within thirty (30) days of the date of the invoice.

10. Longwood and Westhampton Beach shall file the fully executed IMA with the Department of Education as may be required.

11. **Insurance.** Longwood and Westhampton Beach shall maintain in full force and effect during the Term of this Agreement, (i) Workers' Compensation Insurance Employers Liability & NYS Disability Benefits Insurance for the statutory limits as prescribed by the laws of the State of New York; (ii) commercial general liability insurance with limits of liability of \$1,000,000 million for each occurrence, \$2,000,000 million in the general aggregate and \$2,000,000 million for products/completed operations; and (iii) Automobile Liability: \$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles. Each party shall provide a copy of the insurance certificates to the other at least ten (10) days prior to the commencement of the Term of this IMA and shall further provide prior written notice of the cancellation, termination, or modification of said policies. Longwood agrees to name Westhampton Beach as an additional insured.

A. In the event that any of the insurance coverage to be provided by either party contains a deductible, the Parties shall indemnify and hold each other harmless from the payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of each party.

B. The parties shall provide each other with evidence of the above insurance requirements upon execution of the within IMA. The parties further acknowledge that its failure to obtain or keep current the insurance coverage required by this IMA shall constitute a material breach of this IMA.

C. Prior to commencement of the within services, the parties shall obtain and pay for insurance as may be required to comply with the indemnification and hold harmless provisions outlined under this IMA.

12. **Notices:** Any notices to be given under this IMA by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Notice shall be delivered or mailed to:

Longwood Central School District
35 Yaphank Middle Island Road
Middle Island, New York 11953
Attn: Assistant Superintendent for Business

Westhampton Beach Union Free School District
340 Mill Road
Westhampton, New York 11978
Attn: Assistant Superintendent for Business

13. **Termination.** This IMA may be terminated by either party upon thirty (30) days written notice to the non-terminating party. Upon termination, all Parties shall undertake all necessary steps to wind down activities hereunder. In the event of termination by Westhampton Beach, Westhampton Beach shall be liable for and make payment of all sums due and owing for transportation services rendered up to the effective date of termination.

14. **Indemnification and Hold Harmless:** Longwood and Westhampton Beach further agree that it shall defend, indemnify and hold harmless each other, its officers, members of the Board of Education, agents and employees for all loss, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts paid in settlement in connection with a terminated, pending or completed action, suit or proceeding arising from any act, error or omission, neglect or breach of duties by either Longwood or Westhampton Beach or any of its officers, directors, agents, or employees taken or made with respect to this IMA.

15. **Discrimination Prohibited:** Neither party will discriminate against any individual because of their age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, reproductive health decisions, disability, predisposing genetic characteristics or marital status and will take affirmative action to ensure that each individual is afforded equal opportunities without discrimination because of their age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, reproductive health decisions, disability, predisposing genetic characteristics or marital status.

16. **Governing Law:** This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of New York without regard to conflicts or choice of law provisions that would defer to the substantive laws of another jurisdiction. 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 in Federal District Court for the Eastern District of New York located in the County of Suffolk, State of 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 any such court.

17. **Severability:** If any term, provision, covenant or condition of this IMA, or the application thereof, to any person, place or circumstance shall be held by a court of competent jurisdiction to be invalid, unenforceable, or void, the remainder of this IMA and such term, provision, covenant, or condition as applied to other persons, places and circumstances shall remain in full force and effect.

18. This IMA constitutes the full and complete IMA between Longwood and Westhampton beach, and supersedes all prior written and oral agreements, commitments, or understandings with respect thereto.

19. This IMA has been mutually arrived at and shall not be construed against either party as being the drafter or causing this IMA to be drafted.

20. Any alteration, change, addition, deletion, or modification of any of the provisions of this IMA or any right either party has under this IMA shall be made by mutual assent of the Parties in writing and signed by both parties, and subject to the approval of the State Education Department, as required.

21. This IMA may not be assigned by either party without the prior written authorization of the non-assigning party.

22. Nothing contained in this IMA shall be construed to create an employment or principal-agent relationship or partnership or joint venture, between the Parties and any officer, employee, servant, agent, or independent contractor of either party; nor shall either party have the right, power or authority to obligate or bind the other party in any manner whatsoever.

23. The undersigned representatives of Longwood and Westhampton Beach hereby represent and warrant that they have the full legal rights, power, and authority to enter into this IMA on behalf of the respective school districts and bind the same with respect to the obligations and terms contained herein. This IMA shall not become binding until approved by Longwood and Westhampton Beach by resolution at a duly convened public meeting.

24. This IMA may be executed in counterparts, each of which will be deemed an original document and will, together, be deemed to be one and the same instrument.

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

LONGWOOD CENTRAL SCHOOL DISTRICT

Date: 3/6/2025

By: Victoria Molloy
PRESIDENT, BOARD OF EDUCATION
Victoria Molloy

WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

Date: _____

By: _____
PRESIDENT, BOARD OF EDUCATION

Schedule A

School District Receiving Transportation Services	Pick-Up Location (3/12/25) and Drop-Off Location (3/15/25)	Destination	No. of Students	No. of Chaperones
Westhampton Beach Union Free School District	Longwood High School 100 Longwood Road Middle Island, NY 11953	Robotics Conference in Rochester, NY Fairfield Inn Rochester Henrietta/University Area 4695 W. Henrietta Road, Henrietta, NY 14467 Homewood Suites by Hilton Rochester/ Henrietta 2095 Hylan Drive Rochester, NY Rochester Institute of Technology	19	3

SOUTHAMPTON UNION FREE SCHOOL DISTRICT
Southampton, New York

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this 1st day of February 2025, by and between the Board of Education of the Westhampton Beach UFSD , County of Suffolk, NY, party of the first part, and Board of Education of the Southampton Union Free School District of Southampton, County of Suffolk, NY, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section #912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending non-public schools in the Southampton School District, County of Suffolk, NY, to begin September 4, 2024, and to end June 26, 2025.

Now, Therefore, The said party of the first part hereby agrees to pay the party of the second part the sum of **\$ 2,100.39** per student for health and welfare services to be provided under Section #912 to approximately students residing in the Westhampton Beach UFSD, County of Suffolk, NY and attending non-public schools in said Southampton Union Free School District, County of Suffolk, NY.

And the party of the second part hereby agrees with the party of the first part as follows:

1. The health and welfare services provided shall consist of the following:

Annual medical inspection, as required, school nursing service, examination for employment certificates, notification of parents regarding defects and follow-up, instructions for first-aid for school emergencies, vision and hearing tests, as provided to public school pupils, examinations for participation in athletics.

2. The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the non-public school:

Supplies and equipment for use by school nurse, (i.e. scales, vision and hearing testing devices, health record forms, first-aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services.)

It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

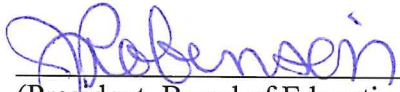
It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the Southampton Superintendent of Schools shall approve the same.

In witness thereof, the parties have hereunto set their hands the day and year above written.

Westhampton Beach UFSD
340 Mill Road
Westhampton Beach, NY 11978

(Trustee/President, Board of Education)
(Party of the First Part)

Southampton UFSD
70 Leland Lane
Southampton, NY 11968



(President, Board of Education)
(Party of the Second Part)

HEALTH AND WELFARE SERVICES AGREEMENT

This Agreement is entered into this 1st day of July 2024 by and between the Board of Education of Westhampton Beach Union Free School District (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, New York.

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, 2024 through June 30, 2025 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:

- a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker, or school speech therapist,
- b. dental prophylaxis,
- c. vision and hearing screening examinations,
- d. the taking of medical histories and the administration of health screening tests,
- e. the maintenance of cumulative health records, and
- f. the administration of emergency care programs for ill or injured students.

It is expressly understood and agreed between the parties that the services to be provided pursuant to this Agreement shall not include any teaching services.

5. In exchange for the provision of health and welfare services pursuant to this Agreement, SENDER agrees to pay PROVIDER the sum of \$1,140.95 per eligible pupil for the 2024 – 2025 school year.
6. SENDER shall pay PROVIDER within thirty (30) days of SENDER's receipt of a detailed written invoice from PROVIDER. Said invoice shall specify the services provided, dates that the invoice covers, and the total amount due for the period specified.
7. If, during the term of this Agreement, a student becomes eligible to receive services pursuant to this Agreement, PROVIDER shall undertake to provide services pursuant to this Agreement, and the amount of compensation owed by SENDER shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
8. If, during the term of this Agreement, a student ceases to be eligible to receive services pursuant to this Agreement, PROVIDER shall no longer be responsible for providing services to that student pursuant to this Agreement, and the amount of compensation owed by SENDER shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
9. PROVIDER shall furnish any supplies or equipment necessary to provide the services pursuant to this Agreement to the extent such items are not provided by the non-public school.
10. Both parties agree to provide the State access to all relevant records which the State requires to determine either PROVIDER's or SENDER's compliance with applicable Federal, State, or local laws, rules, or regulations with respect to provision of services pursuant to this Agreement. Both parties agree to retain all materials and records relevant to the execution or performance of their obligations pursuant to this Agreement in accordance with the record retention requirements for such materials and records.

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 Union Free School District
 340 Mill Road, Westhampton Beach, NY 11978

 PROVIDER: Superintendent of Schools
 West Islip Union Free School District
 100 Sherman Avenue, West Islip, NY
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.

18. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations
19. 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.
20. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
21. This contract shall not become valid and binding upon either party until the contract is approved by the Board of Education of each party and signed by the authorized representatives listed below.

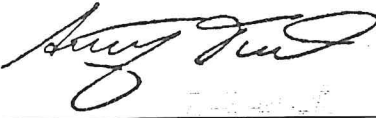
IN WITNESS WHEREOF, the parties have set their hands and seals the day and year written above.

Superintendent of Schools
Westhampton Beach Union Free School District

Date

President, Board of Education
Westhampton Beach Union Free School District

Date



President, Board of Education
West Islip Union Free School District

2/24/2025

Date

WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2024-2025 SCHOOL YEAR

Requestor: Jacqueline Pirro

Date of Request: 2/26/2025

Budget Code to **Transfer TO:**

Code Number: 2110-405-00-01

Code Title: Teaching Reg School

Amount to Transfer: \$ \$32,720

Budget Code to **Transfer FROM:**

Code Number: A 2110.470.00.01

Code Title: Tuition Charter School

Reason for Transfer: Spring 2025 Driver Education Program
(Revenues offset cost)

Back-up attached

**PLEASE FORWARD COMPLETED FORM TO THE BUSINESS OFFICE FOR APPROVAL.
THE BUSINESS OFFICE SHALL THEN FORWARD IT TO THE SUPERINTENDENT'S
OFFICE FOR FINAL APPROVAL.**

J. Pirro 2/27/2025
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 _____

All Suffolk Auto School

20 Medford Avenue, Patchogue, NY, 11772
Phone (631) 289-1862
Fax (631) 654-8251
Anthony.Cairo@allsuffolkauto.com

2/19/2025

Westhampton Beach High School
49 Lilac Road
West Hampton Beach, NY 11978

Re: In-car driving instruction, Spring 2025

Dear Ms. Walther:

The following is the number of students in the above program. 72 students @ \$510.00 per student, For a total of \$36,720.00. Listed below is the payment schedule. Final payment is due on June 15th or after the final day of driving.

March 15,2025 - \$9180.00

April 15,2025 - \$9180.00

May 15 ,2025 - \$9180.00

June 15,2025 - \$9180.00

Kindly remit your payment at your earliest convenience.

Regards,

Anthony Cairo

CC: Accounts payable

WESTHAMPTON BEACH UFSD

Purchase Order Status Report

Fiscal Year: 2025

Date	Order No. Other Ref.	Status	Vendor Name Order Description Budget Code	Amount	Encumbrance	Liquidated	Expended	Enc. Balance
004463	NZR, INC.							
02/25/2025								
02/25/2025	25-01508 PND-01712	O	004463 - ALL SUFFOLK AUTO SCHOOL SPRING 2024 DRIVER ED DRIVING COURSE A 2110-405-00-01 R	4,000.00	4,000.00	0.00	0.00	4,000.00
20250225 Date Subtotal				4,000.00	4,000.00	0.00	0.00	4,000.00
NZR, INC. Vendor name Subtotal				4,000.00	4,000.00	0.00	0.00	4,000.00
				Amount	Encumbrance	Liquidated	Expended	Enc. Balance
Total Purchase Orders		1						
Report Totals				4,000.00	4,000.00	0.00	0.00	4,000.00

Selection Criteria

Criteria Name: Last Run
 Document Range: 25-01508 -
 Transaction date(s): from 07/01/2024 to 02/27/2025
 Pending Orders Selected: All
 Issued Orders Selected: All
 : KFIB - Blank
 Show Budget Codes? Yes
 Sort by: Vendor name/Date/Date/Document
 Printed by Kathy Fibkins

WESTHAMPTON BEACH UFSD

Budget Status Report As Of: 02/27/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2110 Teaching-Regular School							
2110-405-00-01	Driver Education	50,000.00	0.00	50,000.00	39,397.50	10,602.50	0.00
2110 Teaching-Regular School - Function Subtotal		50,000.00	0.00	50,000.00	39,397.50	10,602.50	0.00
Total GENERAL FUND		50,000.00	0.00	50,000.00	39,397.50	10,602.50	0.00



WESTHAMPTON BEACH UFSD
REQUEST FOR BUDGET TRANSFER
2024-2025 SCHOOL YEAR

Requestor: J. Pirro

Date of Request: 3/6/2025

Budget Code to **Transfer TO:**

Code Number: A9901.930.00.05

Code Title: Transfer to School Lunch Fund

Amount to Transfer: \$ 14,928.00

Budget Code to **Transfer FROM:**

Code Number: A9901.950.00.05

Code Title: Transfer to Special Aid Fund

Reason for Transfer:

To fund negative fund balance in the school lunch fund.

Back-up attached

**PLEASE FORWARD COMPLETED FORM TO THE BUSINESS OFFICE FOR APPROVAL.
 THE BUSINESS OFFICE SHALL THEN FORWARD IT TO THE SUPERINTENDENT'S
 OFFICE FOR FINAL APPROVAL.**

J. Pirro 3/6/2025
 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 As Of: 03/06/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9901-930-00-05	Transfer- Lunch Fund	0.00	0.00	0.00	0.00	0.00	0.00
9901-950-00-05	Transfer to Special Aid F	38,875.00	0.00	38,875.00	0.00	0.00	38,875.00
Total GENERAL FUND		38,875.00	0.00	38,875.00	0.00	0.00	38,875.00




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 
DATE: February 28, 2025
RE: Field Trip Request/YMCA Youth and Government State Conference,
Albany, NY, March 21-23, 2025

Attached is an overnight field trip request from Marissa Diveris to take thirty-one high school students to the YMCA Youth and Government State Conference in Albany, New York. The trip is scheduled for Friday, March 21, 2025 through Sunday, March 23, 2025.

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: WHBHS Youth and Government, Marissa Date of Application: 2/24/25

Diveris

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

Authorization is requested for transportation only.

PURPOSE: YMCA Youth and Government State Conference

DESTINATION: Crowne Plaza Albany - Desmond Hotel, 660 Albany Shaker Rd., Albany, N

12211

DATE(S) OF EVENT: March 21st - 23rd, 2025

TIME OF DEPARTURE: 7:30am 3/21/25 TIME OF RETURN: 4-5pm 3/23/25

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: 31 students from the two WHBHS Youth and Government classes, 9th graders.

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus Hampton Jitney

List Additional Chaperones:

Christie Larson
Brooke Russell
Jared Zenie

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

Registration/Admission Fee: \$ 2,600 (Adult Fee, students paid for themselves)

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

Tolls: _____

Meals: _____

NO EXTRA PAY TOTAL \$ 2,600

APPROVAL ROUTE

2
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: Marissa Diveris, Youth and
Government HS Teacher

2. Destination, education purpose of trip, and value to the students: Desmond Hotel in
Albany for New York State's YMCA Youth and Government
Conference. This 3-day learning conference offers students the
opportunity to participate in a simulation of the state's
democratic process. Students are empowered to become active
participants in the legislative process and will present their
original legislation proposals on the floor of the Capitol.

3. Which students will participate:

a. Number of students 31

b. Grade levels 9th Grade

c. Group(s) Youth and Government Classes

d. Name (if known) _____

4. Method of Participant Selection: Students currently enrolled in
the Youth and Government elective course.

5. Dates:

a. Specify day(s) and date(s) Friday, March 21st - Sunday, March 23rd, 2025

b. Are these school days? March 21st is a Friday

6. Means of Transportation Hampton Jitney Coach Bus

Transportation Company Name: See above

Approximate length of traveling time (one way) 4 hours

7. Chaperone(s): Marissa Diveris, Christie Larson, Brooke Russell, and Jared Zenie

8. Date of last participation for a similar trip: November 2024 (middle school)

9.

COST

FUNDING SOURCE

Transportation	\$5,949	District
Admission	\$2,600 (adults)	District
Food		
Lodging		
Participation Fees	\$395 per student	Parents
Other		
TOTALS	\$8,549 (adults and transportation)	District

10. Accommodations will be at: Desmond - Crowne Plaza Hotel, Albany, NY

11. Arrangements for student(s) who cannot afford to pay: This will be coordinated with the district if the need arises.

12. Organization sponsoring the program: Westhampton Beach High School

13. Substitutes needed?: YES NO How Many? 4

Dates Needed: Friday, March 21st

14. Other pertinent information: _____

15. Meeting date to be considered by the Board: March 10th, 2025

16. Signature of Teacher or Staff member in charge: Marissa Diveris

17. Signature of Principal recommending trip: [Signature]

Date: 2/24/25

Adoption date: November 19, 2001

New York State YMCA Foundation

2/17/2025

465 New Karner Road, Albany NY 12205

Tel (518) 462-8241

Invoice 2025021726

BILL TO

Westhampton Beach High School

Model Youth Legislature

Details	Unit Price	Quantity	AMOUNT
Standard Conference Registration -4 to a room	\$395	0	\$0
Student Conference Registration -2 to a room	\$495	0	\$0
Student Conference Registration -Private room	\$550	0	\$0
Adult Conference Registration -2 to a room	\$395	0	\$0
Adult Conference Registration -Private room	\$550	4	\$2200
Adult Conference Registration -Bus Driver	\$400	1	\$400
TOTAL			\$2600

Please make all checks payable to **New York State YMCA Foundation**



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Amy Demchak Date of Application: 3/3/25

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

PURPOSE: Virtual Enterprise Youth Business Summit including National Business Plan Competition, other competitions, and international trade show
DESTINATION: Jacob Jovits Center 1400 Times Square

DATE(S) OF EVENT: April 6, 2025 - April 8, 2025

TIME OF DEPARTURE: 5:30 pm 4/6/25 TIME OF RETURN: 5:30 pm 4/8/25

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: 16 virtual enterprise / business students

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus Hampton Journey charter bus

List Additional Chaperones:

John Erickson
Brooke Russell - 4/8 only

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

^{Hotel}
Registration/Admission Fee: _____ \$ 1,498.08

Hampton Journey bus 4/6 - 4/8
If personal car: number of miles at .58 p/m _____ 3,697.00

Tolls: _____

Meals: _____

NO EXTRA PAY

TOTAL \$ 300.00 (2 teachers, 3 days @ \$50/day)
5,495.08

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: Amy Demchak

2. Destination, education purpose of trip, and value to the students: Virtual Enterprise Youth Business Summit in NYC. Students have advanced to the National Business Plan Competition. They are also participating in the National Financial Literacy Competition, Social media marketing competition, and Global Innovation Challenge. The entire class will participate in the VE International Trade Show on 4/8/25.

3. Which students will participate:

a. Number of students 16

b. Grade levels 11-12

c. Group(s) Virtual Enterprise

d. Name (if known) student list is attached

4. Method of Participant Selection: Students participated in competitions and advanced to the national competition.

5. Dates:

a. Specify day(s) and date(s) Sunday 4/6 (leaving at 5:30pm) - Tuesday 4/8

b. Are these school days? Monday and Tuesday are school days

6. Means of Transportation Hampton Jitney charter bus

Transportation Company Name: Hampton Jitney

Approximate length of traveling time (one way) 2 1/2 hours

7. Chaperone(s): Amy Demchak and John Erickson

8. Date of last participation for a similar trip: April 2024

9. COST FUNDING SOURCE

	COST	FUNDING SOURCE
Transportation	\$3,697.00	District
Admission	n/a	
Food	\$300.00	District
Lodging	\$1,498.08	District
Participation Fees	n/a	
Other	n/a	
TOTALS	\$5,495.08	

10. Accommodations will be at: Voco Times Square

11. Arrangements for student(s) who cannot afford to pay: Business Advisory Board can sponsor

12. Organization sponsoring the program: Virtual Enterprise International

13. Substitutes needed?: YES NO How Many? 2

Dates Needed: 4/7 + 4/8

14. Other pertinent information: Brooke Russell will bring remaining 8 students in the class to the Jacob Javits Center via Hampton Jitney charter bus on 4/8 to participate in the trade show.

15. Meeting date to be considered by the Board: March 10, 2025

16. Signature of Teacher or Staff member in charge: Amy Demchak Counselor

17. Signature of Principal recommending trip: _____

Date: 3/3/25

VE YBS Overnight Trip: 4/6/25-4/8/25

First Name	Last Name
Aden	Ali
Sydney	Beardslee
Sophia	Biondi
Drew	Calloway
Joseph	Carasiti
Sandra	Clarke
Willow	DuBrovin
Meadow	DuBrovin
Maggie	Gilbride
Rylee	McGinness
Anthony	Messina
Lincoln	O'Connell
MikaiLing	Pantophlet
Carlos	Perez Alonso
Michelle	Rodriguez
Jasmine	Taylor



David Wicks
Chief Operating Officer

James J. Stucchio
Associate Superintendent for
Management Services

Susan Maddi, CPA
Director of
Administrative Services

Joseph Lesnick
Transportation Administrator

March 3, 2025

COACH TRIP CONFIRMATION 3376-0

SCHOOL DISTRICT: Westhampton Beach

REQUESTED BY: Amy Demchak

DEPARTURE INFORMATION:

Date: Sunday April 6, 2025

Pick up Point: Westhampton Beach High School 49 Lilac Rd, Westhampton Beach NY

Departure Time: 5:30 PM (Onsite Inspection 5:15 PM)

TRANSPORT TO: Voco Times Square South New York
343 W 36th St., New York, NY 10018

CONTRACTOR: Hampton Jitney

Phone Number: 631-283-4600

Number of Coaches & Seating Capacity: 1 – 54 passenger

SPECIAL REQUIREMENTS: As a minimum, please have two chaperones on the vehicle, one seated in the back and one seated in the front. Coach will have storage area available for trade show materials. *This is a drop off only.*

Based on the above information, the **cost of the coach bus** will be approximately **\$1,657**. This does not include gratuity. Note, there will be an additional **congestion pricing** charge on the invoice of **\$15**. *Final invoice to be combined with the 4/8/25 Jacob Javits trip.

If there are any additions, changes, or deletions, please notify Eastern Suffolk BOCES by email or by faxing the details to 631-240-8960/8958 ASAP.



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



David Wicks
Chief Operating Officer

James J. Stucchio
Associate Superintendent for
Management Services

Susan Maddi, CPA
Director of
Administrative Services

Joseph Lesnick
Transportation Administrator

March 3, 2025

COACH TRIP CONFIRMATION 3376-0

SCHOOL DISTRICT: Westhampton Beach

REQUESTED BY: Amy Demchak

DEPARTURE INFORMATION:

Date: Tuesday April 8, 2025

Pick up Point: Westhampton Beach High School 49 Lilac Rd, Westhampton Beach NY

Departure Time: 6:00 AM (Onsite Inspection 5:45 AM)

TRANSPORT TO: Jacob Javits Convention Center
429 11th Ave, New York, NY 10001

RETURN TRIP INFORMATION:

Date: Tuesday April 8, 2025

Return to: Westhampton Beach High School 49 Lilac Rd, Westhampton Beach NY

Return time at school 6:00 PM (Departing Javits 3:30 PM)

CONTRACTOR: Hampton Jitney

Phone Number: 631-283-4600

Number of Coaches & Seating Capacity: 1 – 54 passenger

SPECIAL REQUIREMENTS: As a minimum, please have two chaperones on the vehicle, one seated in the back and one seated in the front. Coach will have storage area available for trade show materials.

Based on the above information, the **cost of the coach bus** will be *approximately \$2,010*. This does not include gratuity. Note, on the invoice, there will be an additional congestion pricing charge of **\$15**. *Final invoice to be combined with the 4/6/25 Voco Times Square drop off.

If there are any additions, changes, or deletions, please notify Eastern Suffolk BOCES by email or by faxing the details to 631-240-8960/8958 ASAP.



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www.esboces.org

Your Reservation Confirmation # 48510504 at voco.

From voco <voco@tx.ihg.com>
Date Thu 1/16/2025 6:01 PM
To amycharleen@msn.com <amycharleen@msn.com>

Thank you for booking with voco.

[View with Images](#)



[Make a Reservation](#) | [IHG One Rewards](#) | [Need Help?](#)

voco Times Square South New York

343 West 36th Street
New York, NY United States 10018

Hotel Front Desk: 12125428990
Email: reservations@hotelnycvm.com

Guest Name: Amy Demchak

Check In:	Check Out:	Rooms:	Adults:
06 Apr 2025 — 4:00 PM	08 Apr 2025 — 11:00 AM	1	1

[Modify Reservation](#)

[Customer Care](#)

[Property Overview](#)

[Download the IHG App](#)

[Ground Transportation](#)

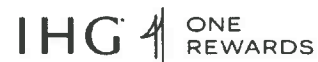
[Cancel Reservation](#)

Your confirmation number is: 48510504. Select your preferences before your stay.

1 King Standard

Rate Type: Ihg1r Breakfast Bb
Number of Rooms: 1

Room Rate Per Night:
Sun 06 Apr 2025 - Mon 07 Apr 2025 \$265.05 (USD)
Mon 07 Apr 2025 - Tue 08 Apr 2025 \$331.55 (USD)



Discover your new benefits

Estimated Earnings:
5966 IHG REWARDS POINTS

Total Taxes:	\$95.06 (USD)
Additional Charges:	\$57.38 (USD)
Estimated Total Price:	\$749.04 (USD)

[View More Reservation Details](#)

Cancellation Policy: Canceling your reservation before 6:00 PM (local hotel time) on Saturday, 5 April, 2025 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 5 April, 2025, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

Rate Description: Full breakfast daily for up to two adults sharing a room. Supplemental fee for additional guests. Exclusive savings for our IHG One Rewards members.

Early Departure Fee: \$100.00 (USD)

Daily Parking Fee: \$50.00 (USD)

Pet Policy: Dogs under 35 pounds allowed.

Weapon Policy: This hotel does not allow any guns on its premises. This prohibition includes concealed and openly carried handguns.

Things to do

Make the most of your stay, check out local information and nearby attractions.

[See What's Local](#)

Places to Dine

Explore New York dining and restaurants in the nearby area.

[See What's on the menu](#)

Rate your Service

Thank you for calling our Reservations department. Please provide feedback for your phone representative.

[Give Your Feedback](#)



Your Reservation Confirmation # 25175545 at voco.

From voco <voco@tx.ihg.com>
Date Thu 1/16/2025 6:01 PM
To amycharleen@msn.com <amycharleen@msn.com>

Thank you for booking with voco.

[View with Images](#)



[Make a Reservation](#) | [IHG One Rewards](#) | [Need Help?](#)

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4:00 PM	11:00 AM		

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[Ground Transportation](#)

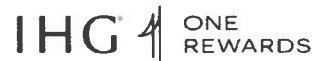
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Thank you for calling our Reservations department. Please provide feedback for your phone representative.

[Give Your Feedback](#)



WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

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

March 10, 2025

A - CERTIFIED STAFF

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

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

NAME	POSITION	EFFECTIVE DATE	REASON
Maria Pepey	HS Science Teacher	6/30/25	Retirement
James Ford	ES/HS Physical Education Teacher	2/24/25 - 3/14/25	Leave of Absence

2. Appointment of Substitutes

2.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Teachers for the 2024-2025 school year at the Rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Robin Held	Certified Per Diem Substitute	\$140/day

Date Submitted to the Board of Education: _____