



# AGENDA

**TYPE:** Board Meeting

**DATE:** 3/24/2025      **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

1. Great Hurricane Award Info
2. High School Presentation Info
3. 2025-2026 Budget Info

## 4. MINUTES

1. Approval of March 10, 2025 Meeting Minutes Action

## 5. SPECIAL EDUCATION

1. Approval of CSE recommendations from the following meeting dates: 3/7, 3/10 & 3/11. Action

## 6. FINANCIALS

1. Audited and Paid Claims 0113 - 0122 Action
2. Budget Status Report January and February 2025 Action
3. Revenue Status Report for January and February 2025 Action
4. Trial Balances January and February 2025 Action
5. Budget Transfers January and February 2025 Action
6. Monthly Treasurers Reports January and February 2025 Action
7. Extraclass Activities January 2025 Action

## 7. SUPERINTENDENT'S REPORT

1. Approval of the legal notice for the May 20, 2025 School Budget Vote & Election Action
2. Resolution appointing the Chairperson for the Annual Budget Vote & Election Action
3. Resolution appointing Election Inspectors for the Annual Budget Vote and Election Action
4. Approval of Risk Assessment Report Action
5. Approval of Memorandum of Agreement Action
6. Approval of eRate Bid Action
7. Field Trip Request/Varsity Girls' Lacrosse Players, New Canaan, CT, April 5-6, 2025 Action

## 8. PERSONNEL

1. Retirement/MS Science Teacher Action

- |    |   |        |
|----|---|--------|
| 2. | Request for Medical Leave of Absence Extension/ES-HS Physical Education Teacher | Action |
| 3. | Appointment Revision/MS Co-Curricular Advisorship                               | Action |
| 4. | Appointment/Coaching Recommendations  | Action |
| 5. | Appointment/Substitutes, Proctors for 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) three-minute presentation | Info |
|----|---|------|

**10. REPORTS**

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

**11. OLD BUSINESS**

**12. NEW BUSINESS**

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

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



**Minutes of Regular Board of Education Meeting**  
**High School Library**  
**Monday, March 10, 2025 (7:00 PM)**

Board of Education members present: Ms. Elizabeth T. Lanni-Hewitt, Ms. Heather A. Wright, Ms. Dawn Arrasate, Mr. Daniel A. Bennett, Mr. Ryan M. Fay, Ms. Jennifer Neumaier and Mr. Halsey C. Stevens

Also present: Carolyn J. Probst, Superintendent of Schools; Lisa Rheaume, District Clerk; William Fisher, Assistant Superintendent for Personnel & Instruction, Jacqueline I. Pirro, Assistant Superintendent for Business; and approximately 8 attendees.

The meeting was called to order by Ms. Lanni-Hewitt, at 6:05 p.m.

EXECUTIVE SESSION

On motion of Ms. Arrasate, second by Mr. Stevens, the board entered into executive session to discuss negotiations.

Vote: Yes 6 No 0

*Ms. Wright was not present at the start of executive session.*

On motion of Ms. Arrasate, second by Mr. Stevens, the Board of Education to reconvene from Executive Session at 6:58 p.m.

Vote: Yes 7 No 0

The public portion was called to order by Ms. Lanni-Hewitt at 7:07 p.m.

The pledge was conducted.

EDUCATIONAL PRESENTATIONS AND UPDATES

Dr. Probst spoke about the recent events that took place in the district and community. She shared her appreciation for the support of the Westhampton Beach Fire Department and St. Mark's Episcopal Church for providing shelter for students and staff during the bomb threat that occurred on Friday. Appreciation was also given to the numerous agencies who were on hand to help, such as, Westhampton Beach Police Department, Southampton Police Department, Suffolk County Police Department, Westhampton Beach Public Works Department, Montauk Bus Company, as well as district staff who acted swiftly to move the students to safety. Dr. Probst also expressed her gratitude to the Westhampton Beach Fire Department and the fire departments from all over Long Island who helped distinguish the enormous brush fire that burned many acres of land in Westhampton Beach on Saturday. In spite of those events, the Westhampton Beach Fire Department was still able to escort the girl's varsity basketball team home after they clinched the Suffolk County Championship on Sunday afternoon. It is humbling to be a part of such a wonderful community.

APPROVAL OF MINUTES

On motion of Mr. Stevens, second by Ms. Wright, the minutes of the February 24, 2025 regular board meeting, to be and are hereby approved.

Vote: Yes 7 No 0

SPECIAL EDUCATION

On motion of Mr. Stevens, second by Ms. Arrasate, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of 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 to be and hereby are approved.

Vote: Yes 7 No 0

RATIFICATION OF MEMORANDUM OF AGREEMENT (WHB CLERICAL UNIT)

On motion of Mr. Stevens, second by Mr. Fay, the resolution ratifying the “Memorandum of Agreement” executed by and between the representatives of the Westhampton Beach Union Free School District and the Westhampton Beach Clerical Unit (“UPSEU”), as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

CHANGE ORDER

On motion of Mr. Bennett, second by Ms. Arrasate, the request to approve a change order for GC-1 Construction Consultants of LI, Inc. with an addition of \$33,585.83 from the original contract, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

INTERMUNICIPAL AGREEMENTS

On motion of Mr. Bennett, second by Ms. Arrasate, the recommendations to approve intermunicipal agreement with Riverhead, Southampton and Longwood school districts, as submitted, to be and are hereby approved.

Vote: Yes 7 No 0

HEALTH AND SERVICES AGREEMENTS

On motion of Ms. Arrasate, second by Mr. Stevens, the recommendation to approve health and service agreements with Southampton and West Islip school districts, as submitted, to be and are hereby approved.

Vote: Yes 7 No 0

BUDGET TRANSFERS

On motion of Mr. Stevens, second by Mr. Fay, the recommendation to approve the following budget transfers, as submitted, to be and is hereby approved.

	From		To		Amount
	Code Number	Code Title	Code Number	Code Title	
1.	2110-470-00-01	Tuition Charter School	2110-405-00-01	Teaching Reg School	\$32,720
2.	9901-950-00-05	Special Aid Fund	9901-930-00-05	School Lunch Fund	\$14,928

Vote: Yes 7 No 0



FIELD TRIPS

On motion of Ms. Arrasate, second by Ms. Wright, the recommendation to approve the field trip for thirty-one high school students to the YMCA Youth and Government State Conference in Albany, NY on March 21-23, 2025, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve the field trip for sixteen high school students to attend the Virtual Enterprise Youth Business Summit at the Jacob Javits Center in NYC on April 8, 2025, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

MARIA PEPEY

On motion of Mr. Stevens, second by Mr. Fay, the resignation of Maria Pepey from her position as an 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 7 No 0

JAMES FORD

On motion of Mr. Bennett, second by Mr. Stevens, the request from James Ford for an unpaid leave of absence from February 24, 2025 through March 14, 2025, with an expected return to his teaching position on March 17, 2025, as submitted, to be and is hereby approved.

Vote: Yes 7 No 0

SUBSTITUTE

On motion of Mr. Stevens, second by Ms. Neumaier, 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 School Social Worker

Vote: Yes 7 No 0

PUBLIC PARTICIPATION

A community member expressed his gratitude to the fire department for welcoming the girls basketball team back after their win on Sunday.

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. Curriculum Development & Personnel
2. BOCES Programs
3. Buildings & Grounds
4. High School
5. Transportation

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Ms. Arrasate, the Board of Education convened into Executive Session at 7:47 p.m. to discuss negotiations.

Vote: Yes 7 No 0

On motion of Ms. Wright, second by Mr. Stevens, the Board of Education to reconvene from Executive Session at 10:03 p.m., to be and hereby is approved.

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Ms. Wright, second by Mr. Stevens, all business being completed, Ms. Lanni-Hewitt declared the meeting adjourned.

Vote: Yes 7 No 0

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Lisa Rheume, District Clerk

**Westhampton Beach Union Free School District**  
**Committee Meeting Recommendations for Board of Education**

<b>Student:</b> 'Board of Education Copy'		<b>AltID#:</b>		<b>DOB:</b> 8/22/2016 (8:6)		<b>Grade:</b> 03		
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Placement Recommendation / School</b>			
03/07/2025	03/24/2025	Committee on Special Education / Initial Eligibility Determination Meeting	Classified	Autism	Home Public School District(HPSD) / Westhampton Beach Elementary School			
<b>Recommended Program/Service</b>		<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
Physical Therapy		03/25/2025	06/27/2025	Small Group	2	Weekly	30min.	Therapy Room
Counseling		03/25/2025	06/27/2025	Small Group	1	Weekly	30min.	Counselor's Office
Parent Counseling and Training		03/25/2025	06/27/2025	Individual	1	Monthly	1hr.	Home
Aide		03/31/2025	06/27/2025	1:1	1	Daily	6 hours 30 minutes	School
Occupational Therapy Consultation		03/25/2025	06/27/2025		1	Monthly	30 minutes	School
Behavioral Intervention Consultation for Team		03/25/2025	06/27/2025		1	Monthly	1 hour	School

<b>Student:</b> 'Board of Education Copy'		<b>AltID#:</b>		<b>DOB:</b> 10/15/2009 (15:4)		<b>Grade:</b> 10		
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Placement Recommendation / School</b>			
03/10/2025	03/24/2025	Committee on Special Education / Transfer Student - Agreement No Meeting	Classified	Emotional Disability	Approved Private School - Residential(APS-R) / Summit School			
<b>Recommended Program/Service</b>		<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
Special Class		03/10/2025	06/27/2025	12:1+1	5	Weekly	5hr.	School
Special Class (Sequoia High School)		07/08/2024	08/16/2024	12:1+1	5	Weekly	3hr.	School
Psychological Counseling Services		03/10/2025	06/27/2025	Individual	2	Weekly	30min.	Counselor's Office and other therapeutic settings
Psychological Counseling Services		07/08/2024	08/16/2024	Individual	1	Weekly	30min.	Counselor's Office and other therapeutic settings
Psychological Counseling Services		07/08/2024	08/16/2024	Small Group	1	Weekly	30min.	Counselor's Office and other therapeutic settings

<b>Student:</b> 'Board of Education Copy'		<b>AltID#:</b>		<b>DOB:</b> 12/15/2016 (8:2)		<b>Grade:</b> 02		
<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>	<b>Disability</b>	<b>Placement Recommendation / School</b>			
03/11/2025	03/24/2025	Committee on Special Education / Initial Eligibility Determination Meeting	Classified	Learning Disability	Home Public School District(HPSD) / Westhampton Beach Elementary School			
<b>Recommended Program/Service</b>		<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>	<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
Speech/Language Therapy		03/31/2025	06/27/2025	Small Group	2	Weekly	30min.	Therapy Room

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

NOTICE IS HEREBY GIVEN, that a Public Hearing of the qualified voters of the Westhampton Beach Union Free School District, Town of Southampton, County of Suffolk, New York, will be held in the Westhampton Beach High School Large Group Instruction (LGI) Room, in said district on Monday, May 12, 2025, at 7:00 PM, prevailing time, for the transaction of business as authorized by the Education Law, including the following items:

1. To present to the voters a detailed statement of the amount of money which will be required for the 2025-2026 fiscal year.
2. To discuss all the items hereinafter set forth to be voted upon by voting machine at the Budget Vote and Election to be held on Tuesday, May 20, 2025.
3. To transact such other business as may properly come before the meeting pursuant to Education Law of the State of New York and acts amendatory thereto.

AND FURTHER NOTICE IS HEREBY GIVEN that a copy of the statement of the amount of money which will be required to fund the School District's budget for 2025-2026, exclusive of public moneys, may be obtained by any resident of the District beginning May 6, 2025, between the hours of 8:00 AM and 4:00 PM, prevailing time, except Saturday, Sunday or holidays at the Office of the District Clerk, 340 Mill Road, Westhampton Beach, New York, and on the District's internet website.

AND FURTHER NOTICE IS HEREBY GIVEN, that said Budget Vote and Election will be held on Tuesday, May 20, 2025, in the LGI Room (behind the District Auditorium) of the Westhampton Beach High School, Lilac Road, Westhampton Beach, New York, between the hours of 7:00 AM and 9:00 PM, prevailing time, at which time the polls will be opened to vote by voting machine upon the following items:

1. To adopt the annual budget of the School District for the fiscal year 2025-2026 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the District.
2. To elect two (2) members of the Board of Education for a term of three (3) years commencing July 1, 2025, and expiring on June 30, 2028.
3. To authorize the Westhampton Beach Union Free School District's Board of Education to contract with the Trustees of the Westhampton Free Library in an amount to be determined for the support, maintenance, and capital financing of said Library for the fiscal year 2025-2026 in accordance with Section 256 of the Education Law, and that a necessary tax be levied therefor.
4. Shall the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, be authorized to raise the sum of \$102,000.00 for payment of operational and maintenance expenses of The Greater Westhampton Historical Museum for the fiscal year 2025-2026 and to levy the necessary tax, therefore?

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

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

AND FURTHER NOTICE IS HEREBY GIVEN, that petitions nominating candidates for the office of member of the Board of Education shall be filed with the Clerk of said School District at her office in the District Office, 340 Mill Road, Westhampton Beach, New York, not later than April 21, 2025, between 9:00 a.m. and 5:00 p.m., prevailing time. Each petition shall be directed to the Clerk of the District, and must be signed by at least 25 qualified voters of the District.

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

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

AND FURTHER NOTICE IS HEREBY GIVEN, that military voters who are qualified voters of the district may submit an application for a military ballot to the District Clerk or may be downloaded from the District's website. Completed applications for a military ballot must be returned by mail or in person, and received by the District Clerk not later than April 24, 2025. Military voters may designate a preference to receive the military ballot application for military ballot by mail, facsimile transmission or electronic mail. All qualified military voters' ballot application and military ballot must be returned by mail or in person. Ballots for military voters shall be distributed to qualified military voters no later than April 25, 2025. Military ballots must be received by the District Clerk (1) before the close of the polls, on Tuesday, May 20, 2025, and must show a cancellation mark of the United States postal service or a foreign country's postal service, or must show a dated endorsement of receipt by another agency of the United States Government; or (2) not later than 5:00 pm on the day of the election and be signed and dated by the military voter and one witness, with a date ascertained to be not later than the day before the election.

A list of persons to whom military ballots are issued will be available for inspection to qualified voters of the District in the Office of the District Clerk on and after Thursday, May 15, 2025, between the hours of 8:00 AM and 4:00 PM, prevailing time, on each day prior to the day set for the annual election, except Sunday, and on May 20, 2025, the day set for the election. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his or her challenge and the reasons therefore known to the Inspector of Election before the close of the polls.

AND FURTHER NOTICE IS HEREBY GIVEN, that applications for early mail ballots and absentee ballots will be obtainable during school business hours from the District Clerk beginning April 7, 2025; completed applications must be received by the District Clerk no earlier than April 21, 2025 and at least seven (7) days before the election, May 13, 2025, if the ballot is to be mailed to the voter, or the day before the election, May 19, 2025, if the ballot is to be delivered personally to the voter. Early mail ballots and absentee ballots must be received by the District Clerk not later than 5:00 p.m., prevailing time, on Tuesday, May 20, 2025.

AND FURTHER NOTICE IS HEREBY GIVEN, the District Clerk shall mail an early mail ballot to every qualified voter otherwise eligible for such ballot, who requests an early mail ballot from the District Clerk in a letter which is signed by the voter and received by the District Clerk not earlier than the thirtieth (30th) day before the election, April 20, 2025, nor later than the seventh (7th) day before the election, May 13, 2025 and which states the address where the voter resides and to which the ballot is to be mailed. The early mail ballot

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

A list of persons to whom early mail ballots and absentee ballots are issued will be available for inspection to qualified voters of the District in the Office of the District Clerk on and after Thursday, May 15, 2025, between the hours of 8:00 AM through 4:00 PM prevailing time, on each day prior to the day set for the annual election, except Sunday, and on May 20, 2025, the day set for the election. Any qualified voter then present in the polling place may object to the voting of the ballot upon appropriate grounds by making his or her challenge and the reasons therefore known to the Inspector of Election before the close of the polls. A challenge to an absentee ballot may not be made on the basis that the voter should have applied for an early mail ballot.

AND FURTHER NOTICE IS HEREBY GIVEN, that pursuant to a rule adopted by the Board of Education in accordance with Section 2035 of the Education Law, any referenda or propositions to amend the budget, or otherwise to be submitted for voting at said election, must be filed with the Clerk of the Board of Education at the District Office, 340 Mill Road, Westhampton Beach, New York, in sufficient time to permit notice of the proposition to be included with the Notice of the Public Hearing, Budget Vote and Election required by Section 2004 of the Education Law or on or before March 21, 2025, at 4:00 PM, prevailing time; must be typed or printed in the English language; must be directed to the Clerk of the School District; must be signed by at least 100 qualified voters of the District; and must legibly state the name of each signer. However, the School Board will not entertain any petition to place before the voters any proposition the purpose of which is not within the powers of the voters to determine, which is unlawful, or any proposition which fails to include a specific appropriation where the expenditure of monies is required by the proposition, or where other valid reason exists for excluding the proposition from the ballot.

Dated: Westhampton Beach, New York  
March 26, 2025

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

Westhampton Beach Union Free School District  
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent

Date: March 21, 2025

Re: Internal Auditor's Risk Assessment Update Report



I respectfully request the Board of Education accept the Internal Auditor's Risk Assessment Update Report dated March 19, 2025. The audit report prepared by Cullen & Danowski, LLP was approved by the Audit Committee on March 19, 2025.

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

**Westhampton Beach  
Union Free School District  
Risk Assessment Update Report  
March 19, 2025**



**CULLEN & DANOWSKI, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**Risk Assessment Update Report**

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

We have performed the annual risk assessment update for Westhampton Beach Union Free School District (District) as required by Chapter 263 of the Laws of New York, 2005, and as per our engagement letter of July 1, 2024.

This engagement is in accordance with auditing standards generally accepted in the United States of America and the applicable standards contained in *Government Auditing Standards* issued by the Comptroller General of the United States, or the *International Standards for the Professional Practice of Internal Audit* issued by the Institute for Internal Auditors. We have also considered the guidelines promulgated by the New York State Education Department in connection with such risk assessments.

Specifically, we performed the following:

- Reviewed our understanding of the critical business processes of the District.
- Identified the key risks based on our understanding of these business processes.
- Identified the stated controls that are currently in place to address those risks.

These procedures were performed by interviewing District management, as well as accounting and other departmental personnel to determine the flow of accounting information and controls placed in operation. The scope of our engagement did not include testing the operating effectiveness of such controls.

Our procedures were not designed to express an opinion on the internal controls of the District, and we do not express such an opinion. Additionally, because of inherent limitations of any internal control, errors or fraud may occur and not be prevented or detected by internal controls. Also, projections of an evaluation of the accounting system and controls to future periods are subject to the risk that procedures may become inadequate because of changed conditions.

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

This report is intended solely for the use and information of the Board of Education (Board), Audit Committee, and the management of the District, and is not intended to be and should not be used by anyone other than these specified parties.

*Cullen & Danowski, LLP*

Port Jefferson Station, New York  
March 19, 2025

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# WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

## Introduction

March 19, 2025

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Chapter 263 of the Laws of New York, 2005 requires most school districts to create an internal audit function. The creation of this function requires districts to engage either a qualified audit firm or an individual to make an initial risk assessment of the design of the District's internal controls; annually update this assessment; and, periodically test these controls for operational effectiveness and efficiency. This report addresses the second requirement, which is an annual risk assessment update.

Internal controls are the checks and balances over the various processes or functions that comprise the operations of a district. One key element in any internal control system is the concept of **segregation of duties**. This concept ensures that one person cannot execute a transaction without at least one other individual checking his or her work. Of course, where segregation of duties is not feasible, the district can employ compensating controls.

Nevertheless, there are some important concepts that should be understood when reviewing internal controls. These concepts are:

- An internal control system is designed to provide reasonable but not absolute assurance in safeguarding the assets of the District.
- The concept of reasonable assurance recognizes that the cost of the internal control should not exceed the benefits derived.
- There are inherent limitations that should be recognized when considering the potential effectiveness of any internal control system, e.g., errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. More importantly, it is **collusion** that poses the greatest threat to any internal control system. If two employees collude in order to circumvent the controls set up by the District, they could perpetrate fraud.

The initial risk assessment required the internal auditor to obtain an understanding of both the inherent and control risks associated with the various functions within the District. The risk assessment update requires the internal auditor to identify the changes in procedures, policies, personnel, and systems that may have an impact on these risks and possibly alter the initial risk assessment's level of control risk.

**Control risk** measures the adequacy of internal controls designed to mitigate the inherent risk within the process. In this engagement, we have assessed the control risk based on our interview process. The testing of the controls, which is performed during the detailed test work, could support the lowering of the initial control risk assessment associated with individual processes and sub-functions.

We have organized this report into the following two sections:

The first section is a risk assessment table. In this table, we identify the processes or functions that we have reviewed. This table includes our assessment of the control risk associated with each process. There are two control risk columns to reflect the prior year's risk assessment level and the current year's risk assessment level based on the results of the risk assessment update as well as the detailed test work performed for selected processes. **Since the testing of controls has not been done for all processes, it is important to note that this table should not be viewed as the final assessment of the District's control environment.** The Risk Assessment Table also includes our suggestions for processes to be tested during the coming year. However, the decision of which processes to review in detail is at the discretion of the Audit Committee.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Introduction (Continued)**  
March 19, 2025

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The second section of this report consists of any changes from the prior year's risk assessment related to key policies, procedures, and/or controls of the functions we reviewed. Also included in this section are any new recommendations and the status of any prior year recommendations (note that this text is in *italics*), for areas of potential improvement in the District's internal controls or operations. The status of prior year recommendations from the following reports was addressed in this year's risk assessment:

<b>Report Type</b>	<b>Issue Date</b>	<b>Area(s)</b>
Risk Assessment	August 21, 2023	District-wide
Detailed Testing (DT)	February 6, 2023	Information Technology and Bank Reconciliations

The changes and recommendations have been considered in the assessment of the level of control risk. Some of the recommendations may require a reassignment of personnel duties within the District and/or a financial investment. However, any improvement of controls should be done after a careful cost-benefit analysis.

**Corrective Action Plan**

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

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

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Table**  
 March 19, 2025

(L=Low, M=Moderate, H=High)

<b>Business Process</b> Area	<b>Date of Detailed Testing*</b>	<b>Control Risk</b>		<b>Proposed Detailed Testing</b>
		<b>Prior Year</b>	<b>Current Year</b>	
<b>Governance and Planning</b>				
Governance Environment		M	M	
Control Environment		M	M	
Strategic Planning		M	M	
Budget Development		M	M	
Budget Administration		M	M	
<b>Accounting and Reporting</b>				
Assessing Financial Condition	03/24/08	M	M	
Financial Accounting and Reporting	03/24/08	M	M	
Auditing	03/24/08	M	M	
Financial Oversight	03/24/08	M	M	
Fund Balance Management		M	M	
<b>Revenue and Cash Management</b>				
Real Property Tax		L	L	
State Aid		M	M	
Medicaid		M	M	
Out of District Tuition	05/31/12	M	M	✓
Use of Facilities		L	L	
Donations		M	M	
Billing & Accounts Receivable	12/11/08	M	M	✓
Collection & Posting of Receipts	12/11/08	M	M	✓
Cash Management	12/11/08	M	M	✓
Investment Management		M	M	
Petty Cash		L	L	
Bank Reconciliations	02/06/23	M	L	
<b>Grants and Special Education</b>				
General Processing/Monitoring		M	M	
Grant Application		M	M	
Allowable Costs		M	M	
Cash Management		M	M	
Reporting and Monitoring		M	M	
Compliance		M	M	
Special Education - Financial Operations	12/06/21	M	M	
Preparing / Filing STAC and AVL Forms	12/06/21	L	L	
<b>Payroll, HR and Related Benefits</b>				
Payments to Employees	11/27/17	M	M	
Allocation of Expenditures	11/27/17	M	M	
General Employee Administration	11/27/17	M	M	
Employee Benefit Administration	04/05/21	M	L	
Employee Attendance	11/27/17	M	M	
Hiring/Separation of Employees	04/05/21	M	L	

\* Indicates the issuance date of an agreed-upon procedures report (AUP) or detail testing report (DT) for that area.  
 (1) The change from low to moderate risk is based on the passage of time since detailed testing was performed.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Table (Continued)**  
 March 19, 2025

(L=Low, M=Moderate, H=High)

Business Process Area	Date of Detailed Testing*	Control Risk		Proposed Detailed Testing
		Prior Year	Current Year	
<b>Purchasing and Related Expenditures</b>				
PO System	10/14/20	L	L	
Purchasing Process	10/14/20	L	L	
Allocation of Expenditures	10/14/20	L	L	
Payment Processing	10/14/20	L	L	
Travel and Conferences	10/14/20	L	L	
Credit Cards	10/14/20	L	L	
Payments Outside PO System		M	M	
<b>Facilities and Capital Projects</b>				
Facilities Maintenance	01/22/24	M	M	
Construction Planning	01/22/24	M	M	
Construction Monitoring	01/22/24	M	M	
Construction Completion	01/22/24	M	M	
<b>Capital Assets</b>				
Acquisition and Disposal	05/03/18	L	(1) M	
Inventory	05/03/18	L	(1) M	
<b>School Environment</b>				
Safety and Security	10/21/19	M	M	
<b>Student Transportation</b>				
Fleet Maintenance	10/21/19	L	L	
Risk Management	10/21/19	L	L	
Personnel Compliance	10/21/19	L	L	
Facilities Maintenance and Security		N/A	N/A	
<b>Food Service</b>				
Federal and State Reimbursement	06/12/15	M	M	✓
Sales Cycle and System	06/12/15	M	M	
Inventory and Purchases	06/12/15	M	M	
Eligibility Verification	03/29/11	M	M	
<b>Extracurricular Activity Fund</b>				
General	10/14/20	M	M	
Cash and Cash Receipts	10/14/20	M	M	
Expenditures and Purchasing	10/14/20	M	M	
Inventories		M	M	
<b>Student Related Data</b>				
Tracking Student Attendance	06/12/15	M	M	
Student Performance Data		M	M	
<b>Information Technology</b>				
Governance	02/06/23	M	M	
Network Security	02/06/23	M	L	
Financial Application Security	02/06/23	M	M	
Other Application Security	02/06/23	M	L	
Disaster Recovery	02/06/23	M	L	

\* Indicates the issuance date of an agreed-upon procedures report (AUP) or detail testing report (DT) for that area.  
 (1) The change from low to moderate risk is based on the passage of time since detailed testing was performed.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report**  
March 19, 2025

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**KEY CHANGES FROM THE PRIOR YEAR'S RISK ASSESSMENT RELATED TO POLICIES, PROCEDURES,  
AND/OR CONTROLS**

**Governance and Planning**

**Board and Personnel Changes**

- There were three Board member changes and several employee changes in key roles since the prior year including the District Clerk/Superintendent Secretary, Facilities Clerk, and Athletics Clerk.

**Workplace Violence Prevention Compliance**

- The District was compliant with the New York State Department of Labor (NYSDOL) expansion of the Workplace Violence Prevention Law (Section 27-b of Labor Law) to elementary and secondary public education facilities. The District completed a required workplace violence policy statement, a workplace risk evaluation, and a workplace violence prevention program.

**Audit Committee and Corrective Action Plans**

- The District has an active Audit Committee that meets with the auditors, as required, and prepares the Board-approved Corrective Action Plans as per Commissioner of Education Regulation §170.12(e)(4).

**Revenue and Cash Management**

**Internal Audit Follow-up**

- The District has actively addressed the recommendations from Cullen & Danowski's *Internal Audit Report on Detailed Testing* dated February 6, 2023, related to bank reconciliations (refer to the section below "status of prior observations and recommendations (closed items)").

**Payroll, Human Resources, and Related Benefits**

**WinCap Web Self-Service Portal**

- The District has started using the WinCap Web Self-Service Portal to provide staff with access to electronic copies of their paychecks resulting in efficiencies by eliminating the printing and distribution of paychecks to the employees.

**Purchasing and Related Benefits**

**Standard New Vendor Form**

- The Business Office has revised the standard New Vendor Form to enhance the format and include more required information.

**Facilities and Capital Projects**

**Capital Bond Approval and Projects**

- The District has started projects related to the voter-approved \$33 million bond, which includes various capital projects to improve the buildings and athletic complex including roof replacements, instructional space updates, window replacements, HVAC work, electrical upgrades, and turf replacements.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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**Facilities and Capital Projects (continued)**

**Cost-Saving Initiatives**

- The District has undertaken several cost-saving initiatives that include installation of LED lighting at the secondary schools (over 2,500 fixtures) and rebates related to the new windows and a new boiler.

**Building Management System**

- The District has upgraded the building management system program to enhance operations of the systems with more robust functionality.

**Internal Audit Report**

- Refer to Cullen & Danowski's *Internal Audit Report on Detailed Testing* dated January 22, 2024 related to facilities and capital projects for information about the detailed review of this area.

**Food Services**

**Community Eligibility Program (CEP)**

- The District became eligible for the Community Eligibility Program (CEP) due to changes enacted by the NYSED regarding the eligibility requirements for participating in CEP. Under this program, all students receive their first regular meal at no cost with the state reimbursing the District for 100% of those sales. The District's approval for this CEP program lasts four years through June 30, 2028.

**Information Technology (IT)**

**Staff Training and Awareness**

- The District continued to require all staff to complete training courses related to safe internet use that include awareness of phishing scams and Education Law 2D.

**Internal Audit Follow-up**

- The District has actively addressed the recommendations from Cullen & Danowski's *Internal Audit Report on Detailed Testing* dated February 6, 2023, related to IT (refer to the section below "status of prior observations and recommendations (closed items)").

**Safety and Security**

**School Safety Plan Compliance**

- The District was compliant with the New York State Education Department (NYSED) expansion of the School Safety Plan requirements (Section 155.17 of the Regulations of the Commissioner of Education). There are protocols in place where the District provides parents with one week's notice of any upcoming lockdown drill as required.



**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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**CURRENT OBSERVATIONS AND RECOMMENDATIONS**

**PAYROLL, HUMAN RESOURCES, AND RELATED BENEFITS**

**Payroll Audits**

*Risk Assessment Update – 2024*

*We found that the District is no longer performing periodic payroll audits where a building administrator is responsible for signing off on a listing of individuals on payroll in their buildings to ensure that the employees are entitled to receive a paycheck (e.g., a person has worked and is not on leave or separated from the District). We were informed that this process was discontinued because of implementing the WinCap Web Self-Serve Portal and all employees being on Direct Deposit.*

*We recommend that the District establish procedures to perform a periodic payroll audit where a building or department administrator reviews a WinCap system generated payroll report of all employees currently on payroll to ensure that the individuals are legitimate employees.*

**STATUS OF PRIOR OBSERVATIONS AND RECOMMENDATIONS (OPEN ITEMS)**

**INFORMATION TECHNOLOGY**

**Monthly Review and Validation of WinCap User Account Changes**

*Detailed Testing Report – 2022*

We recommended that the District develop procedures to have an administrator (e.g., Superintendent) other than the WinCap system administrators (i.e., Assistant Superintendent for Business and Assistant Superintendent for Personnel and Instruction) review and validate a WinCap system-generated monthly list of user account changes.

*Risk Assessment Update – 2024*

*We note that the District plans to address this recommendation during the 2025-26 year.*

**IT Storage Closets – Heat Detecting System and Formal Periodic Inspections**

*Detailed Testing Report – 2022*

We recommended that the District improve controls and conditions related to the IT Storage Closets as follows:

- a) Perform a cost/benefit analysis of installing a heat detecting system within the areas.
- b) Conduct formal periodic inspections of these areas to ascertain potential physical security weaknesses or issues that may exist.



**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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Risk Assessment Update – 2024

*We note that the District has made enhancements with switch closets at the Middle School and installed a new heating/ventilation/air conditioning system at the Elementary School. We understand that the District plans to address the remaining items above during the 2025-26 year.*

**STATUS OF PRIOR OBSERVATIONS AND RECOMMENDATIONS (CLOSED ITEMS)**

**REVENUE AND CASH MANAGEMENT**

**Bank Reconciliation – Identifying and Reconciling ERS Discrepancies**

Detailed Testing Report – 2022

We recommended that the District develop procedures to identify the ERS discrepancies resulting in reconciling items in a timely manner and adjusting the withholdings on an employee basis when discovered.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District resolved the ERS discrepancies and eliminated this as a reconciling item in the bank reconciliations.*

**Treasurer’s Monthly Report – Signature of the District Clerk**

Detailed Testing Report – 2022

We recommended that the District revise the standard Treasurer’s Monthly Report to remove the District Clerk signature line if this is not a required signature since it is never signed or establish procedures to obtain the signature of the District Clerk on the Treasurer’s Monthly Report to align the form with the District’s practice.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has addressed this recommendation by revising the standard Treasurer’s Monthly Report to remove the District Clerk signature line*

**Outstanding Checks and Compliance with State Law 21**

Detailed Testing Report – 2022

We recommended that the District improve the procedures related to outstanding checks by investigating these items after 6 months of their issue date by contacting the payee. We also recommend implementing a process in compliance with State Law 21 – Unclaimed Funds where the District cancels any checks outstanding for more than 1 year and maintains a complete, accurate record of the unclaimed funds by keeping a file, listing, or Excel spreadsheet of these outstanding checks. A payee is only entitled to claim these funds for a period of 6 years at which time the District is no longer obligated to reissue such check.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**

March 19, 2025

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Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has improved the procedures related to outstanding checks by investigating these items after 6 months of their issue date by contacting the payee and implementing a process in compliance with State Law 21 – Unclaimed Funds as recommended.*

**Bank Reconciliations – Investigating and Clearing of Reconciling Items**

Detailed Testing Report – 2022

We recommended that the District establish procedures to ensure reconciling items are cleared in a timely manner and any discrepancies are investigated prior to submission to the Board.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has established procedures to ensure reconciling items are cleared in a timely manner and any discrepancies are investigated prior to submission to the Board.*

**GRANTS AND SPECIAL EDUCATION**

**Develop Written, Formal Procedures – Special Education Related Duties**

Agreed-Upon Procedures Report – 2021

We recommended that the District continue with efforts to complete the following:

- a) Assess the tasks performed by the employees in the Special Education Department (Department) and the Business Office and then develop written, formal procedures related to key processes.
- b) Define and enhance the billing process including the factors that determine the proper Special Education Non-resident Rate and proper backup to support the billings to the sending districts.
- c) Establish proper procedures related to billing the sending districts for students with partial attendance during a month.

Risk Assessment Update – 2023

We had found that the District was in the process of developing written, formal procedures related to key processes, enhancing the billing process, and establishing proper procedures related to billing the sending districts as recommended.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the Department started developing written, formal procedures related to key processes, enhanced the billing process, and established proper procedures related to billing the sending districts.*

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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**Related Service Provider Requests for Proposals**

Agreed-Upon Procedures Report – 2021

We recommended that the District strengthen the purchasing process by considering requests for proposals (RFPs) for related service providers since the District has not obtained RFPs from these vendors in over 5 years.

Risk Assessment Update – 2023

We noted that the District planned to start addressing this recommendation during the 2023-24 year.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has strengthened the purchasing process by considering requests for proposals (RFPs) for related service providers.*

**PAYROLL, HUMAN RESOURCES, AND RELATED BENEFITS**

**New York State Labor Law Notices**

Risk Assessment Update – 2023

We recommended that the District ensure compliance with New York Labor Law Section 201 which requires employers to post the required labor notices on their website or provide them to the employees in electronic format via email.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has posted the required labor notices via a link on the District's website in compliance with New York Labor Law Section 201.*

**Develop Written, Formal Procedures – Benefits Tasks**

Agreed-Upon Procedures Report – 2021

We recommended that the District develop written, formal procedures related to the key tasks performed by staff regarding employee benefits administration. These documents are helpful to facilitate tasks that are performed infrequently (e.g., annually) and to assist in the event of staff changes (e.g., retirements, resignations, unexpected absences, etc.).

Risk Assessment Update – 2022

We found that the District still needed to address this recommendation.

Risk Assessment Update – 2023

We found that the District planned to start addressing this recommendation during the 2023-24 year.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has assigned designated staff to develop written, formal procedures related to the key tasks performed by staff regarding employee benefits administration.*

**Medicare Part B Reimbursements – Frequency of Processing Payments**

Agreed-Upon Procedures Report – 2021

We recommended that the District consider processing Medicare Part B reimbursements annually after the retirees have provided their *Form SSA-1099 Social Security Benefit Statement* showing the amount of premiums deducted from the retiree's benefits for the calendar year. This would significantly reduce the administrative work that currently exists with processing quarterly reimbursements. The District Treasurer should continue to monitor this list of retirees quarterly or monthly based on changes from the HR Department to facilitate the annual reimbursement by having an eligibility list at the time the annual payment would be processed in March or April. The process would be simplified by using the Medicare Part B deductions amount from the *Form SSA-1099 Social Security Benefit Statement* to support the reimbursement amount. The number of payments would be reduced to once per year instead of 4 times per year.

Risk Assessment Update – 2022

We noted that the District was assessing this recommendation and was considering a reduction in the frequency of the Medicare Part B reimbursements from quarterly to semi-annually starting in the 2022-23 year.

Risk Assessment Update – 2023

We found that the District planned to reduce the frequency of the Medicare Part B reimbursements from quarterly to semi-annually starting in the 2023-24 year, so the retirees can be provided appropriate advance notice of such change.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has reduced the frequency of the Medicare Part B reimbursements from quarterly to semi-annually that started in the 2023-24 year.*

**SCHOOL ENVIRONMENT**

**Safety and Security – Surveillance Cameras**

Risk Assessment Update – 2023

We recommended that the District enhance the safety and security at the schools by replacing the outdated surveillance cameras, installing additional cameras, and moving all devices to the new program using a single platform resulting in efficiencies.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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*Risk Assessment Update – 2024 (This item is now closed)*

*We note that the District has enhanced the safety and security at the schools by replacing the outdated surveillance cameras, installing additional cameras, and moving all devices to the new program (Genetec) using a single platform resulting in efficiencies.*

**INFORMATION TECHNOLOGY**

**Periodic Reconciliation of System User Accounts**

Detailed Testing Report – 2022

We recommended that the District develop formal procedures to perform a complete reconciliation of the user accounts in all programs to ensure that the accuracy of their status (i.e., active or inactive) and respective permissions, which includes Google Workspace, PowerSchool, WinCap, and Frontline Special Education Management. We also recommended that the District develop procedures to complete this process at least annually.

*Risk Assessment Update – 2024 (This item is now closed)*

*We note that the District has developed formal procedures to perform a complete reconciliation of the user accounts in all programs, as well as a formal process for deactivating employees when separating from the District.*

**Annual Sign-off of the Acceptable Use Policy by Employees**

Detailed Testing Report – 2022

We recommended that the District implement procedures to require the employees to sign the Acceptable Use Policy form periodically utilizing a web-based program (e.g., KnowBe4, Global Compliance Network, etc.) as part of the existing process to require the staff to read and approve the required items each year including Right to Know, Sexual Harassment and Blood Borne Pathogens. In the meantime, we recommended that the District obtain the employee sign-offs related to the AUP for staff who were hired prior to 2007 since the District had implemented procedures to obtain sign-offs from all employees hired since that year.

*Risk Assessment Update – 2024 (This item is now closed)*

*We note that the District has implemented procedures to require the employees to sign the AUP form periodically utilizing the Global Compliance Network web-based program that includes staff hired prior to 2007.*

**Capital Asset Database – Update Timely**

Detailed Testing Report – 2022

We recommended that the District strengthen processes related to IT assets and inventory to ensure that the AssetMAXX capital asset database is updated timely to account for all purchases and to enter all of the required information for each asset and inventory item (e.g., tag number; serial number; location; etc.).

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Risk Assessment Update Report (Continued)**  
March 19, 2025

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Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has strengthened processes related to IT assets and inventory to ensure that the AssetMAXX capital asset database is updated timely to account for all purchases and to enter all of the required information for each asset and inventory item (e.g., tag number; serial number; location; etc.).*

**Consolidation of IT Inventory Databases**

Detailed Testing Report – 2022

We recommended that the District investigate the potential functionality of the IT Department's current inventory systems to determine if there are opportunities to potentially reduce the number of systems to enhance efficiencies. Based on the results of this investigation, the District may consider performing a cost/benefit analysis regarding the purchase of a new robust web-based asset/inventory management system (e.g., Incident IQ, One to One Plus, etc.) to enhance operations related to the tracking and monitoring of the IT inventory and assets

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has investigated the potential reduction in the number of IT systems and found that the different programs are used for various types of IT items (i.e., Destiny for laptops and calculators and JAMF MDM for one-to-one devices).*

**Reconciliation of IT Asset Disposal Listing to Original Purchasing Documents**

Detailed Testing Report – 2022

We recommended that the District establish procedures to reconcile the inventory records related to the significant purchases of devices every 3 years with the records received from the third party who purchases these devices at the end of their 3-year life. This will strengthen the physical inventory procedures to ensure the reasonableness of the number of devices purchased compared to the listing of devices sold to the third party at the end of their life cycle.

Risk Assessment Update – 2024 (This item is now closed)

*We note that the District has established procedures to reconcile the inventory records related to the significant purchases of devices every 3 years with the records received from the third party who purchases these devices at the end of their 3-year life.*

**MEMORANDUM OF AGREEMENT**

**WHEREAS**, the Westhampton Beach Union Free School District (“District”) and the Westhampton Beach Teachers’ Association (“Association”) are parties to a collective bargaining agreement for the period July 1, 2024 through June 30, 2027 (“CBA”); and

**WHEREAS**, Michael O’Hare, a member of the Association, has advised the District of his desire to retire effective November 25, 2025, but participate in the Retirement Health Insurance Incentive set forth in Article VI.4 and the Retirement Incentive for Unused Sick Days set forth in Article VI.9 of the CBA; and

**WHEREAS**, the District, the Association and Mr. O’Hare wish to memorialize an agreement they have reached with respect to Mr. O’Hare’s retirement.

**NOW, THEREFORE**, it is hereby agreed as follows:

1. Michael O’Hare hereby irrevocably agrees to retire from the District and the New York State Retirement System effective November 25, 2025 with the understanding that he shall be entitled to the Retirement Health Insurance Incentive set forth in Article VI.4 and the Retirement Incentive for Unused Sick Days set forth in Article VI.9 of the CBA.

2. The District hereby waives the provisions of Article VI.4(A) and Article VI.9(D) of the CBA which requires notice of intent to retire no later than February 15 and retirement on June 30 solely for the purpose of allowing Mr. O’Hare to retire effective November 25, 2025, and to be eligible for Retirement Health Insurance Incentive set forth in Article VI.4 and the Retirement Incentive for Unused Sick Days set forth in Article VI.9 of the CBA.

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

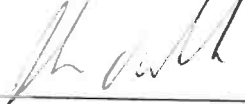
4. Except as specifically set forth herein, this Agreement shall not be construed as modifying the CBA or any practices which may exist as between the District and the Association.

BOARD OF EDUCATION OF THE  
WESTHAMPTON BEACH UFSD

BY: \_\_\_\_\_  
Elizabeth T. Lanni-Hewitt  
President

Dated: \_\_\_\_\_

WESTHAMPTON BEACH  
TEACHERS ASSOCIATION

BY:   
\_\_\_\_\_  
John Vahle, President

Dated: 3-20-25

  
\_\_\_\_\_  
Michael O'Hare

Dated: 3-20-25



Westhampton Beach Union Free School District  
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 21, 2025

Re: Bid Award E-Rate: Universal Service Program for Schools and Libraries

The Universal Service Fund provides funding for E-Rate to provide discounts for telecommunications, internet access and internal connections to eligible schools and libraries. As such the district has identified internet access needs and the Universal Service Administrative Company (USAC) posts competitive bids for said services on the district's behalf.

The district has requested pricing for upgrades to our wireless access points and associated management system. The lowest responsible bidder is Questivity. We recommend awarding the work from this bid to Questivity. This pricing will be valid through September 30, 2027 for an amount up to \$264,956.42 on an as needed basis.

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



# WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

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

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

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

TO: Carolyn J. Probst  
FROM: William A. Fisher *WAF*  
DATE: March 17, 2025  
RE: Field Trip Request/Varsity Girls' Lacrosse Players, New Canaan, CT,  
April 5-6, 2025

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Attached please find an overnight field trip request from Mary Bergmann to take the varsity girls' lacrosse players to New Canaan, CT for a college tour, project adventure team experience and play against a nationally ranked team. This trip is scheduled for April 5-6, 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: Mary Bergmann Date of Application: 3/13/25

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

PURPOSE: game / Team Building

DESTINATION: New Canaan CT

DATE(S) OF EVENT: April 5-6

TIME OF DEPARTURE: 9:00am 4/5 TIME OF RETURN: 3:00pm 4/6

SUBSTITUTE NEEDED: Yes  No

Description and Number of Students Participating in Field Trip: \_\_\_\_\_  
~25 athletes

Form of Transportation needed: (indicate number of vehicles)

Personal Car \_\_\_\_\_ Mini-Bus \_\_\_\_\_ Bus Coach bus 1

List Additional Chaperones:  
Mary Bergmann  
Natalie Bedalato

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

Registration/Admission Fee: \$ 1500

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

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

Meals: 1000

**NO EXTRA PAY** TOTAL \$ 2500

### APPROVAL ROUTE

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

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

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

## FIELD TRIPS AND EXCURSIONS EXHIBIT

### REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

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

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

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

Non league game w/ nationally ranked team  
Team building @ Boundless Adventures Purchase

3. Which students will participate:

a. Number of students ~ 25

b. Grade levels 7 (Emo student) - 12<sup>th</sup>

c. Group(s) Varsity Lacrosse

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

4. Method of Participant Selection: Varsity tryouts <sup>March</sup> 17, 18, 19

5. Dates:

a. Specify day(s) and date(s) 4/5 - 4/6

b. Are these school days? NO

6. Means of Transportation Coach bus

Transportation Company Name: Mand V Limo

Approximate length of traveling time (one way) 2 hrs

7. Chaperone(s): Mary Bergmann Natalie Badalato

8. Date of last participation for a similar trip: last April (we go every year)

9. COST FUNDING SOURCE

Transportation	5,500	Earl Mu Yard
Admission	1,500	Raffle tickets
Food	1,000	Summer Cam
Lodging	1,500	
Participation Fees		
Other		
TOTALS	9,050.00	

10. Accommodations will be at: Norwalk Hampton Inn

11. Arrangements for student(s) who cannot afford to pay: WHS Lac Club will cover

12. Organization sponsoring the program: WHS Varsity Lacrosse

13. Substitutes needed?: YES \_\_\_\_\_ NO  How Many? \_\_\_\_\_

Dates Needed: \_\_\_\_\_

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

15. Meeting date to be considered by the Board: March 24<sup>th</sup>

16. Signature of Teacher or Staff member in charge: M. Bergmann

17. Signature of Principal recommending trip: [Signature]

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

**Bid Response Log: Westhampton Beach UFSD**

Funding Year: 2025-2026  
 Form 470 No.: 250003985  
 Close Date: Friday, March 7, 2025

Vendor Response Information				
Received Date	Vendor	SPIN	Bid Status	Comments/Notes*
03/07/25	Coquina Labs Inc.	143054412	Accepted	Bid as requested. However, some of the Extreme licenses differ than what was bid and the AP is a slightly different SKU. It should be noted that costs for installation, shipping, and configuration were quoted with a quantity of 1, and the total amount is minimal and we do not believe it is truly reflective of the installation work that will be required. However, since this was quoted, the full price of the solution will be evaluated.
02/13/25	Cytranet	143051061	Disqualified	Proposal is generic and does not adequately address the needs of what was bid on the Form 470. Per the Service Specification document, proposals MUST be in response to the specific requirements of the solicitation and generic list of services beyond the scope of this solicitation/encyclopedic price lists will be disqualified. Since Cytranet's bid contains these attributes, the District elects to disqualify the bid.
03/07/25	Questivity	143036495	Accepted	Bid as requested. Questivity provided pricing for equipment only and not installation which was listed in the Service Specifications. In accordance with the Service Specification document, the District elects to waive irregularities or informalities in the proposals received, thus, the bid from Questivity will be accepted barring the fact they failed to include a price for installation. The difference between Coquina Tech's installation and Questivity's installation is \$327,21.

\*Non-responsive bids should note reason(s) for disqualification in the Comments section of the log. They should not be included on any assessment sheet.

**Assessment Worksheet**

Entity: Westhampton Beach UFSD  
 Funding Year: 2025-2026  
 Form #70#: 250003985  
 Close Date: Friday, March 7, 2025

Products/Services Assessed: Category Two Network Equipment (APs, Cabling/Connectors, Licensing)  
 Evaluator Name and Title: William Fisher, Assistant Superintendent for Personnel and Instruction  
 Date Evaluation Completed: Wednesday, March 12, 2025

**Vendor Scoring**

Selection Criteria	Weight	Coquina Labs Inc.			Questivity		
		Eligible \$	Raw Score	Weighted Score	Eligible \$	Raw Score	Weighted Score
Cost of E-Rate Eligible Products/Services*	80%	\$522,843.85	5.07	40.54%	\$264,956.42	10.00	80.00%
Meets/Understands Needs	10%	8.00	8.00	8.00%	6.00	6.00	6.00%
Compatibility with Existing Network	10%	10.00	10.00	10.00%	10.00	10.00	10.00%
<b>Overall Ranking</b>	<b>100%</b>			<b>58.54%</b>			<b>96.00%</b>

**Assessment Notes:**

Coquina Labs Inc. Coquina Labs' bid included installation costs, however, they were considered minimal and we do not believe that would be the true total cost to install and configure all equipment.

Questivity The lowest priced vendor was selected. Questivity's bid failed to include costs for installation as requested.

**Scoring Notes:**

\* Cost of E-Rate eligible products/services is the primary consideration.  
 \*\* Raw score for eligible products is based on the formula [(lowest cost/cost being compared)/10].  
 \*\*\* All other raw scores based on a scale of 0 to 10: 0=lowest/worst possible, 5=neutral, 10=highest/best possible.

**PRICING DETAILS**

Entity: Westhampton Beach UFSD  
Form 470 #:

250003985

CompuLab Labs Inc.

Proposed Solution		Unit Cost Calculations			Proposal Cost Calculations				
Description 1	Description 2	Quantity	Unit Cost	E-Rate Eligible %	Unit E-Rate Ineligible Cost	Unit E-Rate Eligible Cost	Total Extended E-Rate Eligible Cost	Total Extended E-Rate Ineligible Cost	
Extreme Networks AP9010-WW - wireless access point - ZigBee, Thread, Bluetooth, WiFi 6E - cloud-managed	AP9010-WW - wireless access point - ZigBee, Thread, Bluetooth, WiFi 6E - cloud-managed	10	\$ 1,010.45	100%	\$ -	\$ 1,010.45	\$ 10,104.50	\$ -	\$ 10,104.50
Extreme Networks AH-ACC-BKT-916-Kit - 9/16 ceiling mount brackets for Non-Flat/Protuded ceiling tiles - use with AH-ACC-BKT-AX-TB	AH-ACC-BKT-916-Kit - 9/16 ceiling mount brackets for Non-Flat/Protuded ceiling tiles - use with AH-ACC-BKT-AX-TB	187	\$ 12.13	100%	\$ -	\$ 12.13	\$ 2,268.31	\$ -	\$ 2,268.31
Extreme Networks XCIQ-PT1-C-EW-3YR - K12 - Extreme Networks ExtremeCloud IQ Pilot - Right-To-Use subscription license (3 years) + ExtremeWorks SaaS Support - 1 license	XCIQ-PT1-C-EW-3YR - K12 - Extreme Networks ExtremeCloud IQ Pilot - Right-To-Use subscription license (3 years) + ExtremeWorks SaaS Support - 1 license	187	\$ 1,803.09	100%	\$ -	\$ 1,803.09	\$ 337,177.83	\$ -	\$ 337,177.83
Extreme Networks XCIQ-PT1-C-EW-3YR - K12 - Extreme Networks ExtremeCloud IQ Pilot - Right-To-Use subscription license (3 years) + ExtremeWorks SaaS Support - 1 license	XCIQ-PT1-C-EW-3YR - K12 - Extreme Networks ExtremeCloud IQ Pilot - Right-To-Use subscription license (3 years) + ExtremeWorks SaaS Support - 1 license	187	\$ 221.14	100%	\$ -	\$ 221.14	\$ 41,353.18	\$ -	\$ 41,353.18
Extreme Networks USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	187	\$ 154.06	100%	\$ -	\$ 154.06	\$ 28,809.22	\$ -	\$ 28,809.22
Extreme Networks AP4000-1-WW - Extreme Networks Universal Wireless access point - WiFi 6E	AP4000-1-WW - Extreme Networks Universal Wireless access point - WiFi 6E	177	\$ 580.80	100%	\$ -	\$ 580.80	\$ 102,801.60	\$ -	\$ 102,801.60
1555-EQUIP		1	\$ 0.92	100%	\$ -	\$ 0.92	\$ 0.92	\$ -	\$ 0.92
FG-MGT-TAG-1000-LABEL		1	\$ 63.82	100%	\$ -	\$ 63.82	\$ 63.82	\$ -	\$ 63.82
DS-FREIGHT		1	\$ 262.47	100%	\$ -	\$ 262.47	\$ 262.47	\$ -	\$ 262.47
			\$ -		\$ -	\$ 4,108.88	\$ 522,841.85	\$ -	\$ 522,841.85

Proposed Solution		Unit Cost Calculations			Proposal Cost Calculations				
Description 1	Description 2	Quantity	Unit Cost	E-Rate Eligible %	Unit E-Rate Ineligible Cost	Unit E-Rate Eligible Cost	Total Extended E-Rate Eligible Cost	Total Extended E-Rate Ineligible Cost	
Extreme Networks AP9010-WW - wireless access point - ZigBee, Thread, Bluetooth, WiFi 6E - cloud-managed	AP9010-WW - wireless access point - ZigBee, Thread, Bluetooth, WiFi 6E - cloud-managed	10	\$ 1,207.70	100%	\$ -	\$ 1,207.70	\$ 12,077.00	\$ -	\$ 12,077.00
Extreme Networks AH-ACC-BKT-916-Kit - 9/16 ceiling mount brackets for Non-Flat/Protuded ceiling tiles - use with AH-ACC-BKT-AX-TB	AH-ACC-BKT-916-Kit - 9/16 ceiling mount brackets for Non-Flat/Protuded ceiling tiles - use with AH-ACC-BKT-AX-TB	187	\$ 11.99	100%	\$ -	\$ 11.99	\$ 2,242.13	\$ -	\$ 2,242.13
Extreme Networks USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	187	\$ 152.40	100%	\$ -	\$ 152.40	\$ 28,498.80	\$ -	\$ 28,498.80
Extreme Networks USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	187	\$ 304.79	100%	\$ -	\$ 304.79	\$ 56,995.73	\$ -	\$ 56,995.73
Extreme Networks USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	USK12-STD-A-S-C-EW-3Y - USK12-STD-A-S-C-EW-3Y Pilot with AI Expert; ExtremeWorks Right-to-Use Subscription and TAC OS for one Tier A device per year (US K-12)	187	\$ 457.19	100%	\$ -	\$ 457.19	\$ 85,494.53	\$ -	\$ 85,494.53
Extreme Networks AP3000-WW - Indoor Dual Radio AP - 2x GHz and 5GHz antennas and 6GHz Multirate antenna.	AP3000-WW - Indoor Dual Radio AP - 2x GHz and 5GHz antennas and 6GHz Multirate antenna.	177	\$ 449.99	100%	\$ -	\$ 449.99	\$ 79,648.23	\$ -	\$ 79,648.23
Configuration			\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Installation			\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Shipping			\$ -	0%	\$ -	\$ 2,584.06	\$ 2,584.06	\$ -	\$ 2,584.06
			\$ -		\$ -	\$ 264,956.42	\$ 264,956.42	\$ -	\$ 264,956.42



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

SCHEDULE - A (Certified Staff)  
SCHEDULE - B (Co-Curricular Appointments)

**March 24, 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

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>REASON</b>
James Ford	ES/HS Physical Education Teacher	2/24/25 - 3/18/25	Medical Leave of Absence Extension
Michael O'Hare	MS Science Teacher	11/25/25	Retirement

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:

<b>NAME</b>	<b>POSITION</b>	<b>RATE OF PAY</b>
Thomas Hoare	Certified Per Diem Substitute	\$140/day

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

**C - CO-CURRICULAR APPOINTMENTS**

**The Superintendent of Schools Recommends Appointment of the Following  
2024-2025 Coaching Staff**

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<b>NAME</b>	<b>SCHOOL</b>	<b>SPORT</b>	<b>SALARY</b>
Kyle Allen-Morabito	Middle School	Girls Track - MS	\$4,193.37
Erin Brosnan	Middle School	Softball - MS	\$4,193.37
Fallon Schmidt	Middle School	Girls Lacrosse - MS	\$4,193.37

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

**The Superintendent of Schools Recommends Appointment of the Following  
2024-2025 Co-Curricular Staff**

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<b>NAME</b>	<b>SCHOOL</b>	<b>ACTIVITY</b>	<b>RATE OF PAY</b>
Gregory Izzo	Middle School	Environmental Club	\$305 (revision)
Laurie Ardito	Middle School	Environmental Club	\$305

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