

# Westhampton Beach

Home of the Hurricanes  School District

## AGENDA

**TYPE:** Board Meeting

**DATE:** 2/27/2023 **TIME:** 7:00 PM

**LOCATION:** High School Library

**DETAILS:**

### 1. CALL TO ORDER

- |    |               |      |
|----|---------------|------|
| 1. | Call to Order | Info |
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### 2. PLEDGE OF ALLEGIANCE

- |    |                      |      |
|----|----------------------|------|
| 1. | Pledge of Allegiance | Info |
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### 3. EDUCATIONAL PRESENTATIONS

- |    |                                  |      |
|----|----------------------------------|------|
| 1. | District Performing Arts Program | Info |
|----|----------------------------------|------|

### 4. PUBLIC PARTICIPATION

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

### 5. MINUTES

- |    |  |        |
|----|--|--------|
| 1. | Approval of the minutes of the February 6, 2023 Board of Education meeting | Action |
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### 6. SPECIAL EDUCATION

- |    |   |        |
|----|---|--------|
| 1. | Approval of CSE recommendations from the following meeting dates: 12/15, 1/11, 1/26, 1/27, 2/1, 2/2, 2/6, 2/8, 2/9, 2/10 and CPSE 1/26 & 2/9. | Action |
|----|---|--------|

### 7. FINANCIALS

### 8. SUPERINTENDENT'S REPORT

- |    |  |        |
|----|--|--------|
| 1. | Resolution to accept the Internal Auditor's Detailed Testing Report for the period 7/1/21 through 10/31/22                     | Action |
| 2. | Resolution authorizing the execution of IDEA 611/619 Memorandum of Agreement with Suffolk County Department of Health Services | Action |
| 3. | Approval of two (2) budget transfers   | Action |
| 4. | Resolution authorizing the execution of an Individual Contract Agreement for ES office support                                 | Action |
| 5. | Donation - Windscreen for varsity baseball field fence   | Action |
| 6. | Call for nominations to the Eastern Suffolk BOCES Board of Education   | Action |
| 7. | Field Trip Request/Robotics Club SPBLI #1 Competition  | Action |

### 9. PERSONNEL

- |    |   |        |
|----|---|--------|
| 1. | Retirement/HS Music Teacher                 | Action |
| 2. | Retirement/HS Social Studies Teacher        | Action |
| 3. | Appointment/HS Math Support Staff           | Action |
| 4. | Appointment/ES Permanent Substitute Teacher | Action |
| 5. | Appointment/HS Permanent Substitute Teacher | Action |
| 6. | Appointment/Coaching Recommendations        | Action |

### 10. REPORTS

**11. OLD BUSINESS**

**12. NEW BUSINESS**

- |    |   |      |
|----|---|------|
| 1. | Budget Presentation - Athletics           | Info |
| 2. | Budget Presentation - Buildings & Grounds | Info |
| 3. | Budget Presentation - Guidance            | Info |

**13. EXECUTIVE SESSION**

**14. ADJOURNMENT**

February 6, 2023

A regular meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the High School Library on February 6, 2023.

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

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; William Fisher, Assistant Superintendent for Personnel & Instruction; Jacqueline I. Pirro, Assistant Superintendent for Business; Chris Herr, HS Principal; Charisse Miller, MS Principal; Jeremy Garritano, ES Principal; and approximately 10 attendees.

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

The pledge was conducted.

#### EDUCATIONAL PRESENTATION

Dr. Herr congratulated senior, Jack Schultz, on being recognized as one of 300 semifinalists nation-wide in the Regeneron Talent Search Science Competition. Jack then gave a presentation on his research.

#### PUBLIC PARTICIPATION

There was no public participation.

#### APPROVAL OF MINUTES

On motion of Mr. Kast, second by Ms. Arrasate, the minutes of the January 23, 2023, Board of Education meeting, to be and hereby are approved.

Vote: Yes 7 No 0

#### SPECIAL EDUCATION

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of 1/9, 1/24 and 1/25; to be and hereby are approved.

Vote: Yes 7 No 0

#### SCHOOL DISTRICT CALENDAR

On motion of Ms. Donneson, second by Mr. Kast, the resolution to adopt the 2023/2024 School District Calendar, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

#### JOHN A. GRILLO, ARCHITECT

On motion of Ms. Donneson, second by Mr. Kast, the resolution authorizing the execution of a contract with John A. Grillo, Architect, for services relating to the October 2022 bond referendum project, to be and hereby is adopted.

Vote: Yes 7 No 0

TRUVIEW INVESTIGATIVE SERVICES

On motion of Mr. Kast, second by Ms. Wright, the resolution authorizing the execution of a contract with TruView BSI, LLC, for investigative services through June 30, 2023, to be and hereby is adopted.

Vote: Yes 7 No 0

KATHERINE CARR

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the request from Katherine Carr for a childcare leave of absence from her position as a District Social Worker beginning on or about April 26 through June 23, 2023, using 9 sick days, 3 personal days, followed by 29 days of unpaid leave, to be and hereby is approved.

Vote: Yes 7 No 0

EMILY ISSELBACHER

On motion of Mr. Kast, second by Mr. Stevens, the resolution to amend the appointment of Special Education Teacher, Emily Isselbacher, from .6 FTE to .8 FTE and decrease her appointment as a perm sub from a .4 FTE to .2 FTE retroactive to her start date of December 12, 2022, to be and hereby is approved.

Vote: Yes 7 No 0

LAURA HANSEN

On motion of Mr. Stevens, second by Ms. Donneson, the request from Laura Hansen for a one-week extension of her medical leave of absence through February 10, 2023, to be and hereby is approved.

Vote: Yes 7 No 0

SUBSTITUTES

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

Elise Ferreira      Uncertified Teacher

Vote: Yes 7 No 0

REPORTS

The personnel postings were noted.

OLD BUSINESS

There was no Old Business on the agenda.

NEW BUSINESS

BUDGET PRESENTATIONS

Chris Herr, High School Principal, presented the high school budget requests for the 2023/24 school year.

Charisse Miller, Middle School Principal, presented the middle school budget requests for the 2023/24 school year.

Jeremy Garritano, Elementary School Principal, presented the elementary school budget requests for the 2023/24 school year.

BOARD POLICIES

Board Policy 4327 (Homebound Instruction)

The first reading of the above policy was held.

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

Vote: Yes 7 No 0

Board Policy 9645 (Disclosure of Wrongful Conduct)

The first reading of the above policy was held.

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

Vote: Yes 7 No 0

EXECUTIVE SESSION

On motion of Mr. Stevens, second by Mr. Kast, the Board of Education to convene to Executive Session at 7:35 PM to discuss ongoing special education litigation, to be and hereby is approved.

Vote: Yes 7 No 0

On motion of Ms. Donneson, second by Ms. Wright, the Board of Education to reconvene from Executive Session at 9:00 PM, to be and hereby is approved.

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Mr. Stevens, second by Ms. Wright, all business being completed, Ms. Mensch declared the meeting adjourned at 9:00 PM.

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Judy Iannone, District Clerk

February 6, 2023

Westhampton Union Free School District  
**Business Office**

To: Carolyn Probst

From: Jacqueline I. Pirro



Date: February 14, 2023

Re: Internal Audit Report on Detailed Testing

I am requesting the Board of Education accept the Internal Audit Report on Detailed Testing from Cullen & Danowski, LLP which was approved by the Audit Committee on February 6, 2023. The detailed testing relates to information technology and bank reconciliations during the period July 1, 2021 through October 31, 2022.

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

**Westhampton Beach**  
**Union Free School District**  
**Internal Audit Report on Detailed Testing**  
February 6, 2023

JAMES E. DANOWSKI, CPA  
JILL S. SANDERS, CPA  
DONALD J. HOFFMANN, CPA  
MICHAEL J. LEONE, CPA  
CHRISTOPHER V. REINO, CPA  
ALAN YU, CPA



VINCENT D. CULLEN, CPA  
*(1950 - 2013)*  
PETER F. RODRIGUEZ, CPA  
*(RET.)*

## INTERNAL AUDIT REPORT ON DETAILED TESTING

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

We have prepared this report as the result of our detailed testing as further described, which were agreed to by the Westhampton Beach Union Free School District (District), on information technology and bank reconciliations during the period July 1, 2021 through October 31, 2022.

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

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

Our procedures and findings are described in the following pages.

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

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

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

*Cullen & Danowski, LLP*

February 6, 2023

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing**  
For the Period Ended October 31, 2022

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**Introduction:**

This report is categorized by function (i.e., information technology and bank reconciliations), and there are five sections under each function consisting of:

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

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

**Corrective Action Plan:**

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

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

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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**INFORMATION TECHNOLOGY**

**Background:**

We performed a review of the information technology (IT) function that included meetings, testwork and reviews of documentation as per the engagement letter dated August 22, 2022, to determine the effectiveness in complying with IT related policies and procedures. The District's IT Department consists of the Network and Systems Administrator, 3 Network and Systems Technicians, a Network and Systems Specialist and an Office Assistant. The IT Department is responsible for technology activities, managing IT assets, data management and preparation of reports containing various data elements.

**User Accounts**

Our review of the IT procedures related to user accounts and access was mainly concentrated on the District's Network (Google), financial system (WinCap), student management system (PowerSchool) and special education program (Frontline Special Education Management [formerly IEP Direct]). We found that the District has standard procedures related to adding, revising and inactivating user accounts in the Network, WinCap, PowerSchool and Frontline Special Education Management programs. This process includes obtaining approvals from designated system administrators and proper administrators prior to making user account changes. We reviewed the access and user permissions related to the network and these critical systems to ensure that the user permissions were consistent with the respective employee's job function. We also reviewed the timeliness of granting access to new hires and inactivating access for separated employees within these systems.

**Network**

The Network and Systems Administrator is the system administrator responsible for the District network. Due to the District being Mac based, users are only granted access to the specific device assigned to them. In addition, the District has minimal servers since moving the major programs offsite and instead uses Google Workspace, which allows users to store their files in the cloud. The reduction in servers within the District has significantly reduced the potential risks related to malware and ransomware. The system administrator is responsible for managing and changing these user accounts based on staff changes.

**WinCap (financial system)**

The Assistant Superintendent for Business and the Assistant Superintendent for Personnel and Instruction are the system administrators of the WinCap financial system. This system has numerous levels of access, various rights (e.g., all access, view only, modify only, etc.) and different approval levels. Each role in the system has permissions assigned based on the employee's job duties. In addition, any changes to WinCap user accounts results in a proper audit trail that is reviewed periodically.

**PowerSchool (student management system)**

The Director of Guidance and the Network and Systems Administrator are the system administrators responsible for PowerSchool. In addition, the Guidance Department staff have system administrator rights related to activating and inactivating user accounts in PowerSchool. This system is set up with virtualized servers, which allows the District to enhance the backup process that includes off-site storage of the backup files. The system administrators are responsible for managing and changing user accounts in PowerSchool as well as performing data syncs with the other peripheral programs used by the District.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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Frontline Special Education Management

The District uses Frontline Special Education Management (previously *IEP Direct*) to manage the Individualized Education Programs (IEP) that are set up for each student receiving special education services. This system has numerous levels of access, various rights (e.g., all access, view only, modify only, etc.) and different approval levels based on the user's job responsibilities (e.g., special education teacher, school building administrator, school psychologist, etc.) The Pupil Personnel Services Department staff have system administrator rights related to activating and inactivating user accounts in Frontline Special Education Management.

Passwords

The protocols and requirements related to the specific complexity of passwords and the frequency that the users must change their passwords depends on the system.

Asset Inventory

There are standard procedures related to managing the IT assets/inventory at the District utilizing a proprietary Linux-based Oracle database. Also, the Business Office records the IT assets in the AssetMAXX capital asset database to facilitate the reporting of capital assets as part of the annual financial statements. The IT assets with a value more than the capitalization threshold (i.e., \$500) are depreciated over their useful life. The process to manage the IT assets/inventory include tagging each item (i.e., desktops, iPads, MacBooks, projectors, etc.) with sequentially numbered ID tags. The IT staff is responsible for affixing the IT assets with the District ID tags and updating the IT Departments database. The District also has a one-to-one structure in place where every student is provided a device and designated IT team members are responsible for the deployment and tracking of such devices.

**Summary:**

We found that the District has Board policies and standard procedures in the IT function covering key processes, including access to systems, user permissions, security of data, backup of data, safeguarding inventory, etc. The results of our interviews and review of records and testwork indicate that the IT Department has been active with undertaking initiatives to enhance and expand the use of IT at the District as listed above.

We note that there are opportunities to further improve operations based on the results of our engagement. These items are described further in the findings and recommendations section below. We recommend that the District and the IT Department continue being active with implementing the recommendations below to further strengthen internal controls and enhance operational efficiencies related to the IT area.

**Procedures:**

Our procedures, as per the engagement letter dated August 22, 2022, were as follows:

- Review Board policies and District procedures related to the operations of the IT function including disaster recovery, user accounts, IT assets (e.g., iPads, Chromebooks, laptops, etc.), data security, state data reporting, and compliance requirements with Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations.
- Interview IT staff and administrators with IT oversight regarding policies, procedures and systems in effect including the ordering, purchasing, receiving, tracking, recording and assigning IT assets.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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- Review the procedures related to repairing and replacing IT assets (e.g., iPads, Chromebooks, laptops, etc.) that includes the billing, collections and revenue recognition for these activities.
- Interview IT staff and administrators with IT oversight to ensure the District has complied with requirements of Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations.
- Perform a physical inspection of the IT Data Center in the Administration Building and selected storage areas where the District maintains servers and/or switches.
- Review the access to the District Network, WinCap, PowerSchool and Frontline systems to ensure that the user accounts and permissions are appropriate based on the employees' job duties. Select 40 current employees of the District and review:
  - Current Acceptable Use Agreement is on file
  - Access (if any) to the WinCap financial system is appropriate
  - Access (if any) to the PowerSchool student management system is appropriate
  - Access (if any) to the Frontline system is appropriate
- Perform a full reconciliation of the user accounts in the District Network, WinCap, PowerSchool and Frontline systems to a list of active employees. Discuss the results of the findings with the system administrators to determine the appropriateness of any users outside of the active employees.
- Select 8 new hires during the period for timeliness and completeness of setting up access to the network and any applications.
- Select 8 terminated employees during the period for timeliness and completeness of removal of access to the network and any applications.
- Review back-up process and procedures for 1 period under review to determine if the files were backed up in accordance with District plans.
- Select 8 significant purchases for IT assets or inventory during the period under review and trace these items to the detail asset or inventory records.
- Select an additional 8 purchases related to IT capital assets during the period to ensure that the items are properly recorded, tagged and assigned in the asset database.
- Select an additional 8 purchases related to IT inventory items (i.e., under the asset threshold) during the period to ensure that the items are properly recorded, tagged and assigned in the inventory database.
- Select 5 disposals of IT assets or inventory items during the period to determine if the Board approved the transaction and that the asset or inventory database was updated to reflect the disposal.

**Findings:**

Review of Board policies and District procedures related to the operations of the IT function including disaster recovery, user accounts, IT assets, data security, state data reporting, and compliance requirements with Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations found:

- There are several Board policies related to IT that cover acceptable use of District computer networks, code of ethics for all personnel, internet protection act, student's acceptable use, student's use of District devices, disposal of District property, inventories, and information security breach and notification.
- The District has data backup procedures in place and a written, formal Disaster Recovery Plan that provides valuable protocols in the event of a disaster or emergency.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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- The parents and students are required to sign the *Laptop Lease Agreements* prior to receiving a device (e.g., MacBook, Chromebook, iPad, laptop, etc.) from the IT Department to acknowledge that the item is District property and agree to the acceptable use of the device.
- The Network and Systems Administrator provides the employees with periodic emails stressing the importance of potential harmful emails with attachments.
- The District engaged a third party IT Consulting Company, CSDNet, to perform monthly vulnerability and penetration testing. We understand that the IT Department plans to investigate the services offered by the Federal Department of Homeland Security, which includes monthly monitoring services related to email traffic.
- The District has implemented the use of multi-factor authentication (MFA) District-wide to strengthen the login process and access to the key systems.
- There were upgrades related to the IT infrastructure that included enhancements with the VMware, firewall and security software programs.
- The District has a standard Acceptable Use Policy (AUP) and procedures to require new hires to sign-off on the AUP as part of the onboarding process. We understand that this practice was implemented back in 2007; however, the employees hired prior to that year have not signed-off on the AUP.

Interviews with IT staff and administrators with IT oversight regarding policies, procedures and systems in effect including the ordering, purchasing, receiving, tracking, recording and assigning IT assets noted:

- The District has established a formal process to communicate staff changes to the system administrators to ensure timely changes with user accounts. The Human Resources Department provides memos and Board reports to the various System Administrators to inform them of employee separations and new hires.
- The District has performed a full physical inventory of all capital assets, including IT capital assets, which was completed during the 2018-19 year and setup a 5 year schedule to complete the follow up physical inventories throughout the District. In addition, the IT Department performs physical inventories of the IT inventory items each summer.
- The IT Department also maintains IT inventory items in their homegrown Linux-based Oracle database, in addition to the JAMF Mobile Device Management and AssetMAXX databases resulting in inefficiencies due to the use of multiple programs.
- The Assistant Superintendent for Business and Assistant Superintendent for Personnel and Instruction are the system administrators of the WinCap and manage the user account changes. However, we found that the District lacks procedures to have a separate administrator (e.g., Superintendent) review a WinCap system-generated monthly list of user account changes to validate the information.

Review of the procedures related to repairing and replacing IT assets (e.g., iPads, Chromebooks, laptops, etc.) that includes the billing, collections and revenue recognition for these activities found:

- There are standard procedures, relating to the repairing and replacing of computers, which are followed by the District employees and IT Department. This includes processes to track and monitor the repair activity. In addition, information related to the damage is also entered into the PowerSchool student management system and the JAMF mobile device management system.
- All of the District's one-to-one devices are purchased from Apple and include 1-year of AppleCare which covers any repairs required during the first year following the purchase. In addition, the District also purchases an additional 2-year warranty for parts from Apple, to allow the District's Technicians, who are all Apple certified, to perform repairs after the first year.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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Interviews with IT staff and administrators with IT oversight to ensure the District has complied with the requirements of Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations noted:

- The District has established Board policies and District protocols to ensure compliance with Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations.
- The District has established procedures in compliance with Education Law Section 2-D to require vendors to sign a Privacy Agreement if there is any personally identifiable information involved in their services.

Performing a physical inspection of the IT Data Center in the Middle School Building and selected storage areas where the District maintains servers and/or switches found:

- The physical inspections of the Network Operating Center (NOC) and the selected IT storage rooms for servers, wiring, switches, etc. found that these areas only have heat detectors that are part of the building-wide fire system, but these may not pick up high temperatures that can damage the equipment without a fire. In addition, we found that the District does not conduct formal periodic inspections of these areas to ascertain potential physical security weaknesses or issues.

Selection of 40 current employees of the District and review of their access to the District Network, WinCap, PowerSchool and Frontline systems to ensure that the user accounts and permissions are appropriate based on the employees' job duties noted:

- There were no exceptions related to the selected 40 current employees, since we found that their access to any systems or programs was aligned with their job duties.
- There were 14 instances where the District did not have a signed Faculty and Staff Computer Use (AUP) agreement on file. Further review found that the District did not begin implementing this process during the onboarding of new hires until 2007 and the District did not require existing employees to sign these forms. In addition, the District lacks procedures to require these forms to be signed periodically by District employees.

Performing a full reconciliation of the user accounts in the District Network, WinCap, PowerSchool and Frontline systems to a list of active employees found:

- There were 9 Google Workspace user accounts that did not align with a current active employee, since we noted that these employees were listed as inactive staff per the WinCap system payroll module.
- There were 4 Google Workspace user accounts that are set up with generic names rather than specific employees or individuals, so they do not align with a current active employee. We were informed that these types of user accounts are set up for general access based on valid reasons.
- There were 18 PowerSchool user accounts that did not align with a current active employee.
- There were 19 PowerSchool user accounts that are set up with generic names rather than specific employees or individuals, so they do not align with a current active employee.
- There were no exceptions noted during the review of the WinCap user accounts as all users aligned with a current active employee or a vendor currently contracted with the District.
- There were 2 Frontline Special Education Management user accounts that did not align with a current active employee.
- There were 51 Frontline Special Education Management user accounts that are set up with third party provider names. We were informed that these types of user accounts are set up to allow access to provide services for students as required per their IEPs. In addition, we understand that the District performs a review of these accounts annually.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
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- There were 6 Frontline Professional Growth user accounts that did not align with a current active employee.
- There were 6 Frontline Absence Management user accounts that did not align with a current active employee.

Selection of 8 new hires during the period to review for timeliness and completeness of setting up access to the network and any applications noted:

- The 8 new hires were set up in the appropriate systems and their user accounts were activated with the proper permissions based on their respective roles. In addition, the District had a signed Faculty and Staff Computer Use (AUP) agreement on file for these 8 individuals.

Selection of 8 separated employees during the period to review for timeliness and completeness of removal of access to the network and any applications noted:

- The user accounts of the selected 8 separations were inactivated appropriately in the District Network and any other system or program that the separated employee had a user account.
- There were 3 instances where the District did not have a signed Faculty and Staff Computer Use (AUP) agreement on file. As noted above, the District did not begin implementing this process during the onboarding of new hires until 2007 and the District did not require existing employees to sign these forms subsequent to their hire date, which was prior to 2007 in each of these 3 instances.
- There were 3 instances where the Employee Separation Checklist was in the HR personnel file; however, the employee preparing the checklist did not sign-off and date the checklist. Further review noted that in one of these instances, the separated employee never returned their identification/key card. We understand that the District made multiple attempts to collect the card, but there was no response from the employee.
- There were 3 instances where the Employee Separation Checklist was in the HR personnel file and signed-off by Principal or Immediate Supervisor; however, the date section was blank.

Review of the back-up processes and procedures for the 1 selected period under review found:

- The files are properly backed up in accordance with the District's IT plans and procedures. There are standard routines and programs that run daily to facilitate the back-up processes, which are monitored by the IT Department and any issues are reported to the Assistant Superintendent for Personnel and Instruction.

Selection of 8 significant purchases related to IT assets or inventory items, an additional 10 purchases related to IT inventory items and an additional 8 purchases related to IT capital assets during the period and tracing these items to the detail asset or inventory records noted:

- There were 14 instances where an asset or inventory item listed on a purchase order could not be located within the IT Department's inventory database. Further review found that 4 of these items were still in the box waiting to be deployed. In addition, 5 of these items could not be located within the District's AssetMAXX capital asset database.
- There were 10 instances where an asset listed on a purchase order could not be located within the District's AssetMAXX capital asset database.
- There were 17 instances where the information related to an asset or inventory items was missing some entered data in the District's AssetMAXX capital asset database, including tag number, serial number and/or location as required.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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- Further review of the District's processes related to IT assets and inventory found that there is a lack of formal procedures to perform physical inventories of IT items periodically other than one-to-one devices.

Selection of 5 disposals of IT assets or inventory items during the period to determine if the Board approved the transaction and that the asset or inventory database was updated to reflect the disposal found:

- The District makes sizeable purchases of devices every three years and sells these devices to a third party at the end of the device refresh cycle. However, further review found that the District does not perform an analysis of the purchase and sale of these devices to ensure the quantities reasonably align.

**Recommendations:**

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

1. 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 recommend that the District develop procedures to complete this process at least annually.
2. Implement procedures to require the employees to sign the AUP 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 recommend that the District obtain the employee sign-offs related to the AUP for staff who were hired prior to 2007, since the District has implemented procedures to obtain sign-offs from all employees hired since that year.
3. 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.
4. 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 items (e.g., tag number; serial number; location; etc.).
5. 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.
6. 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.
7. 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.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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**BANK RECONCILIATIONS**

**Background:**

We were engaged by the District to review the activities related to bank reconciliations. Good business practice requires that the District establish proper segregation of duties and adequate controls over the bank reconciliations and cash/investments management activities. These controls should ensure the completeness and accuracy of cash related transactions, wire transfers, investments and bank reconciliations.

Bank reconciliations are essential for maintaining proper control over cash. Bank reconciliations are formal schedules documenting or explaining the differences between the bank's record of cash accounts and a school district's accounting records. Proper bank reconciliations account for transactions not yet recorded by the bank and transactions processed by the bank that might not yet be recorded on the District's books.

**Summary:**

We found that the District has strong internal controls, proper segregation of duties and formal procedures related to bank reconciliation activities. Based on the results of our interviews, testing of transactions and reviews of documentation, we found that there are opportunities to enhance procedures related to bank reconciliations as described further in the findings and recommendations section below.

**Procedures:**

Our procedures, as per the engagement letter dated August 22, 2022, were as follows:

- Review Board policies and District procedures related to bank reconciliations.
- Interview District personnel responsible for the preparation and review of bank reconciliations to determine procedures in effect.
- For two months during the period under review, select all bank reconciliations, trace amounts to the general ledger and bank reconciliations and test mathematical accuracy. Review reconciling items for reasonableness and on a test basis, trace to supporting documentation.

**Findings:**

Review of Board policies and District procedures related to bank reconciliations and interviews with District personnel responsible for the preparation and review of bank reconciliations found:

- The District has an agreement with a third party as an Accountant who is responsible for preparing the monthly bank reconciliations, which are the Treasurer's Monthly Reports. The District Treasurer is responsible for reviewing the Treasurer's Monthly Report prepared by the Accountant to ensure that the amounts listed on the report agree to the Trial Balances as per the WinCap system. Prior to the submission to the Board, the Assistant Superintendent for Business approves the Treasurer's Monthly Reports.
- The Treasurer's Monthly Report is prepared for all of the District's bank accounts and consist of a bank reconciliation for each account. However, we found that the Accountant does not prepare a summary Treasurer's Monthly Report that lists all of the bank accounts and funds. This would facilitate the review and reporting of the District's bank accounts within a single-page summary Treasurer's Monthly Report.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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- There were some reconciling items that were due to changes implemented by the New York State Employee Retirement System (ERS) in April 2019. At that time, ERS began to automatically withdraw amounts from the District's bank accounts that it believes should be withheld from employees. This amount is different from the amounts actually withheld which generates a reconciling item. This requires investigation and adjustment to the amounts withheld from employees.
- All bank reconciliations and Treasurer's Monthly Reports are signed-off by either the District Treasurer or the Deputy District Treasurer related to scholarship accounts. Further review found that the Assistant Superintendent for Business handles the bank reconciliations for the scholarship accounts instead of the Accountant who is responsible for all other accounts.
- The standard Treasurer's Monthly Report includes a section on the bottom with language that states "Received by the Board of Education and entered as part of the Balance minutes of the Board Meeting held" with a sign-off by the "Clerk of Board of Education" underneath. Further review found that this does not align with the District's practice because the procedures do not include a sign-off by the District Clerk.

Selection of all bank reconciliations for two months during the period under review, tracing amounts to the general ledger and bank reconciliations, testing mathematical accuracy and reviewing reconciling items for reasonableness and on a test basis, tracing to supporting documentation noted:

- All cash accounts listed on the trial balance were reported on the Treasurer's Report.
- There was 1 instance where the beginning book balance on the Treasurer's Monthly Report (\$2,098.81) did not align with the beginning balance listed on the Trial Balance (\$2,098.77), which was a nominal difference of 4 cents. Further review noted that all other accounts listed on the Treasurer's Reports agree with amounts shown on bank statements and reconciliations.
- There were instances where the District's bank reconciliations included reconciling items older than 6 months that were listed on both the November reconciliation and the May reconciliation. Further review noted that some of the items have existed for a couple years.
- There was 1 instance where the Accountant had signed, but not dated the Treasurer's Monthly Report.

**Recommendations:**

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

1. 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.
2. Establish procedures to ensure reconciling items are cleared in a timely manner and any discrepancies are investigated prior to submission to the Board.
3. Revise the Treasurer's Monthly Report by creating a single summary page that lists all of the accounts including starting balances, total receipts, total disbursements and ending balances for each account. We recommend including the detailed bank reconciliations to support this new summary version of the Treasurer's Monthly Report that would be submitted to the Board for review.
4. Develop procedures to identify the ERS discrepancies resulting in reconciling items in a timely manner and adjust the withholdings on an employee basis when discovered.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT**  
**Internal Audit Report on Detailed Testing (Continued)**  
For the Period Ended October 31, 2022

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5. Consider assigning the preparation of the bank reconciliations related to the scholarship accounts to the Accountant to establish consistency and completeness regarding these activities, since these are the only accounts prepared by another person.
6. 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.

Westhampton Beach Union Free School District  
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: February 2, 2023

Re: IDEA 611/619 Memorandum of Agreement –Suffolk County

I am requesting the Board of Education approve the attached memorandum of agreement with Suffolk County Department of Health Services as a local education agency for sub-allocations of IDEA Sections 611 and 619 American Rescue Plan (ARP) funds.

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

MEMORANDUM OF AGREEMENT  
BETWEEN

**County of Suffolk Acting Through Duly Constituted Suffolk County Department of Health Services**  
**AS AN APPROVED SPECIAL EDUCATION PROGRAM (ASEP)**  
Westhampton Beach Union Free School District  
**AS A LOCAL EDUCATION AGENCY (LEA)**

This agreement is made and entered into by and between the Westhampton Beach Union Free School District located at 340 Mill Road, Westhampton Beach, New York 11978, hereinafter referred to as the “LEA” (Local Educational Agency), and County of Suffolk, Acting Through Duly Constituted Suffolk County, Department of Health Services, 50 Laser Court, Hauppauge, NY 11788-3620, hereinafter referred to as the “ASEP” (Approved Special Education Program) with respect to special education services for the **2021-2023** school years funded by Federal IDEA<sup>1</sup> Part B Flow-Through Funds (“Section 611” and “Section 619”) **American Rescue Plan (ARP) project dates 2021-2023.**

It is hereby agreed by and between the LEA and the ASEP that:

**I. PURPOSE:**

The parties agree that the purpose of this Agreement is to establish the ASEP’s relationship with the LEA with regard to services provided under the Agreement as one of “vendor” and not as “subrecipient” under the IDEA.

**II. DURATION OF AGREEMENT:**

This Agreement shall be for the period **July 1, 2021** through **June 30, 2023**.

**III. SERVICES:**

During the term of the Agreement the ASEP will provide the LEA with contracted services for students enrolled in the ASEP’s special education program as follows:

A. Special Education Services

**IV. APPLICATION FOR AND PAYMENT OF FUNDS**

A. The LEA agrees that it will submit all necessary applications to obtain its allocation of federal IDEA flow-through funds (including any applications for supplemental allocations, if applicable), to the State Education Department (“SED”) and/or other applicable entities in a timely fashion.

<sup>1</sup> Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., and its implementing regulations.

B. The ASEP agrees that it will submit all necessary applications to request sub-allocation of federal IDEA flow-through funds to the LEA and SED and/or other applicable entities in a timely fashion, and to further provide any additional information needed by the LEA to complete its procedures to obtain funds for the **2021-2023** project year.

C. The ASEP agrees to submit to the LEA by **October 1, 2023** an invoice with final expenditure report for the services provided pursuant to this Agreement.

D. The LEA agrees to promptly remit payments of the ASEP’s share of sub-allocated IDEA flow-through funds to the ASEP.

E. The parties agree that the time schedules, methods and manner of all such applications, requests for payment, and remittances of payment shall be in accordance with the requirements of the IDEA New York State Education Law 4410-b (Chapter 6 of the Laws of 2000), and as further directed by SED.

For purposes of reimbursement for the **2021-2022** school year.

1. The **October 7, 2020** student count from the LEA served by the ASEP for IDEA Section 611 was 4 at a cost of \$307.00 each.

2. The **October 7, 2020** student count from the LEA served by the ASEP for IDEA Section 619 was 4 at a cost of \$597.00 each.

**V. INDEMNIFICATION:**

The ASEP shall indemnify, defend and hold harmless the LEA from any and all losses, damages, liabilities, expenses (including attorney's fees), costs, claims or causes of action arising from or out of any breach by the ASEP or its agents or representatives in the performance of its obligations under this Agreement.

**VI. ASSURANCES**

The parties agree that:

A. The services provided pursuant to this Agreement shall be provided in accordance with all applicable federal and state laws and regulations.

B. All payments received pursuant to this Agreement will be applied consistent with the supplanting/supplementing requirements of IDEA, as may be amended from time to time.

C. All programs provided pursuant to this Agreement will be provided in compliance with applicable laws and regulations governing the receipt and expenditure of federal funds.

The parties acknowledge their agreement to the above terms by the signing by their authorized representatives:

\*SED memo entitled "Revised State Procedures for the Disbursement of Federal Plan B Flow-Through Allocations (March 17, 2000) and any subsequent law, regulation or directive which amends such procedures.

**ASEP:**

**LEA:**

**BY:** \_\_\_\_\_  
Authorized Representative

**BY:** \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

President, Board of Education  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**WESTHAMPTON BEACH UFSD**  
**REQUEST FOR BUDGET TRANSFER**  
**2022-2023 SCHOOL YEAR**

Requestor: Gwen Gaines GG.

Date of Request: 2/16/2023

Budget Code to Transfer TO:

Code Number: A2010-490-00-08

Code Title: Curriculum Development & Supervision - BOCES Services

Amount to Transfer: \$ 8,852.00

Budget Code to Transfer FROM:

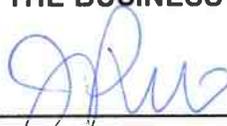
Code Number: \$2,500 A1680-400-00-05 Repair & Licensing DW

Code Title: and \$6,352 A2110-500-00-05 Testing Supplies

Reason for Transfer: To cover the Frontline Professional Learning Management Systems charged by ES BOCES on Feb23 Regular Billing.

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.**

 2/16/2023  
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**  
**REQUEST FOR BUDGET TRANSFER**  
**2022-2023 SCHOOL YEAR**

Requestor: MaryAnn Milton

Date of Request: 02/14/2023

Budget Code to **Transfer TO:**

Code Number: A 1420-400-00-05

Code Title: School Attorney Fees

Amount to Transfer: \$ \$100,000.00

Budget Code to **Transfer FROM:** A2110-470-00-05 Charter School Tuition \$50,000

Code Number: A2110-405-00-01 Driver Education \$50,000

Code Title: Charter School Tuition & Driver Education

Reason for Transfer:

Legal Expenses based on current activity

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.**

Jacqueline Poro 2/14/2023  
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 \_\_\_\_\_

**CONTRACT/CONSULTING AGREEMENT**

THIS AGREEMENT is made this \_\_\_\_\_ day of February 2023,  
between WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT,  
located at 340 Mill Road, Westhampton Beach, NY 11978, hereinafter the Company,  
and Christine Meyer hereinafter the Contractor/Consultant,

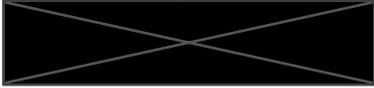


The Contractor/Consultant and The Company agree as follows:

1. TERM

This agreement shall commence February 7, 2023 and terminate June 30, 2023.  
The agreement may be renewed at the option of The Company, up until the day that the original agreement herein expires. This agreement may be terminated by either party without the consent of the other party but only upon thirty (30) days notice. Such notice must be made in writing and sent first class mail to the following:

The Company: Westhampton Beach UFSD  
340 Mill Road  
Westhampton Beach NY 11978

The Contractor/Consultant: Christine Meyer  


2. PAYMENT

In consideration of the services provided by The Contractor/Consultant to The Company, services shall be paid in the following manner: (please include rates by hours, session, or month according to the services being provided). The Contractor/Consultant will be paid \$38.04 per hour, not to exceed \$3,000.

3. CONTRACT

This contract shall be terminated by any of the following conditions:

- The contract period expires without renewal as provided under Article 1.
- The contract is terminated by either party pursuant to Article 1.
- The death of The Contractor/Consultant.

4. DUTIES OF THE CONTRACTOR/CONSULTANT

The Contractor/Consultant shall be responsible for the following:

- Provide support to facilitate transition of new office staff and continuity of service in the Elementary School as directed by the Elementary School Principal

5. NON-DISCLOSURE

The Contractor/Consultant agrees that he/she will not at any time during or after the term of this agreement reveal, divulge, or make known to any person, corporation or entity of any kind the contents of any method or manner in which The Company conducts its business, without the express permission of The Company. All information garnered during the duration of this agreement is considered privileged and proprietary and may not be revealed by The Contractor/Consultant without the express permission of The Company. The client list of The Company is agreed to be a trade secret of The Company.

6. NON-ASSIGNABILITY

Except as provided herein, this contract may not be assigned by either party without the express written permission of the other party.

7. AMENDMENT

This agreement may be amended at any time by a written instrument agreed to by both The Contractor/Consultant and The Company, and properly executed therewith.

8. GOVERNANCE

This contract is governed by the laws of the State of New York.

IN WITNESS WHEREOF, The Contractor/Consultant and The Company affix their respective marks herewith:

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

\_\_\_\_\_  
The Contractor/Consultant  
Tax ID No.: \_\_\_\_\_

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

\_\_\_\_\_  
Westhampton Beach UFSD  
By: \_\_\_\_\_

NOT TO EXCEED \$3,000

# MEMORANDUM

To: Ms. Carolyn Probst, Superintendent of Schools  
From: Jason M. Cohen, Dir. Of Physical Ed., Health & Athletics   
Date: February 10, 2023  
Subject: Baseball Program Donation

\*\*\*\*\*

We have received a donation from the Rizzo family for our baseball program. The Rizzo family is donating a wind screen for the varsity baseball field fence in the amount of \$3,500.00.

We are asking for this donation to be placed on the next board agenda for the Board of Education to approve and accept said donation.

Thank you.

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: Steven + Jennifer Rizzo

Address: P.O. Box 463 Ramenbury NY. 11960

Contact Person: Steven - Jenn

Business Phone: 516 779-1161 Home Phone: 631 767-4909

Email Address: jenniferkrizzo@aol.com

Donor's relation to the Westhampton Beach UFSD: parents of student

Please specify the exact nature of this gift and estimated value: Baseball fence  
windscreen \$3,500

Do

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

If yes, how would you like to see this gift used? baseball field fencing screen

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

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

  
Signature

2-8-23  
Date

To be completed by the school district

Signature indicates acceptance of the above gift:

\_\_\_\_\_  
President - Board of Education

\_\_\_\_\_  
Superintendent of Schools

Donation transferred into Budget Code #: \_\_\_\_\_



**Ryan Ruf**  
Chief Operating Officer  
201 Sunrise Highway  
Patchogue, New York 11772  
Phone: (631) 687-3001  
Fax: (631) 240-8965  
E-mail: [ruf@esboces.org](mailto:ruf@esboces.org)  
[www.esboces.org](http://www.esboces.org)

**CALL FOR NOMINATIONS  
APRIL 19, 2023 ELECTION**

M E M O R A N D U M

**TO:** Members of Boards of Education, Chief School Administrators, and Clerks in the First Supervisory District of Suffolk County

**FROM:** Fred Langstaff, Clerk

**DATE:** February 7, 2023

The Eastern Suffolk Board of Cooperative Educational Services (ESBOCES) is calling for nominations of individuals to the ESBOCES Board. There are five (5) seats expiring on June 30, 2023. The seats up for election are as follows:

1. Position currently held by Susan Lipman of West Islip (West Islip Union Free School District)
2. Position currently held by Anne Mackesey of Sag Harbor (Sag Harbor Union Free School District)
3. Position currently held by William Miller of Coram (Longwood Central School District)
4. Position currently held by Catherine Romano of Islip (Islip Union Free School District)
5. Position currently held by Norman A. Wagner of Central Islip (Central Islip Union Free School District)

Five candidates will be elected for three-year terms commencing on July 1, 2023 and ending on June 30, 2026.

Individuals must be nominated by at least one component Board of Education. Resolutions of nominations shall be sent to the ESBOCES Clerk no less than 30 days prior to the election on Wednesday, April 19, 2023. Nominations must be transmitted to the Office of the Clerk of Eastern Suffolk BOCES, First Supervisory District of Suffolk County, no later than Friday, March 17, 2023.

Copies of resolutions indicating the nomination of candidates shall be submitted to the ESBOCES Clerk as evidence of the official action taken by the Board of Education. A suggested format for the resolution is attached for your information.

February 7, 2023

Page 2

Resolutions shall indicate the full name and resident school district of the nominee and should be sent to:

**Mr. Fred Langstaff, Clerk  
Eastern Suffolk BOCES  
201 Sunrise Highway  
Patchogue, NY 11772**

Members of the Boards of Education of our component school districts will be asked to vote on Wednesday, April 19, 2023. **That is the only date when all component boards of education should be meeting in their home school districts to elect members to the ESBOCES Board.**

The only requirement for membership on the ESBOCES Board is that an individual be an eligible voter who resides within the boundaries of a component school district. Employees of any of the ESBOCES component school districts or employees of ESBOCES are ineligible for election to the Board. **The Clerk of ESBOCES shall not accept any nomination from a component school district which currently has a resident serving on the ESBOCES Board unless that member's term will expire at the end of the current year**, or unless an unrepresented school district declines to make a nomination. The school districts that now have residents serving on the ESBOCES Board and whose terms are not expiring on June 30, 2023 are Bridgehampton, Greenport, Mattituck-Cutchogue, Middle Country, Mount Sinai, Oysterponds, Patchogue-Medford, Riverhead, Sayville, and Southampton. However, those school districts may participate in the election of ESBOCES Board Members on Wednesday, April 19, 2023.

Component school districts shall vote for members of the ESBOCES Board by resolution and indicate their vote on the ballot prepared by the ESBOCES Clerk. This special ballot shall be mailed to component Boards no later than 14 days prior to the election.

Please note the following procedures:

- A component Board of Education may not cast more than one vote for an individual candidate.
- Each component school district shall be entitled to up to five votes.
- The five candidates with the highest vote totals will be elected to three-year terms.

In the event of a tie, the President of the ESBOCES Board shall call a run-off election to be conducted, according to these same procedures, to be held within 20 days of the initial vote.

If you have any questions, you may contact me or Ryan Ruf at 687-3001.

FL/km  
Attachment

**PLEASE SUBMIT A SEPARATE NOMINATION FORM FOR EACH NOMINEE.**

Board of Education

\_\_\_\_\_ District

\_\_\_\_\_, New York

Mr. Fred Langstaff, Clerk  
Eastern Suffolk Board of Cooperative  
Educational Services  
First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, NY 11772

Dear Mr. Langstaff:

The Board of Education of the \_\_\_\_\_ District of \_\_\_\_\_, New York,  
at a (special \_\_\_ / regular\_\_\_) meeting held on \_\_\_\_\_ officially passed a  
resolution nominating:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

as a candidate for a position on the Eastern Suffolk Board of Cooperative Educational  
Services, First Supervisory District of Suffolk County.

Respectfully submitted,

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date



# 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 Probst  
FROM: William Fisher (WAF)  
DATE: February 15, 2023  
RE: Field Trip Request/Robotics Club SPBLI #1 Competition,  
Hofstra University, Hempstead, NY - March 19-22, 2023

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Attached is an overnight field trip request from Jonathan Fletcher asking to take the students in the Robotics Club to the SPBLI #1 Competition, Hofstra University, Hempstead, NY. This trip is scheduled for March 19-22, 2023.

Please place on the Board of Education agenda for action.

WAF/lh



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

SCHEDULE - A (Certified Staff)

SCHEDULE - B (Co-Curricular Appointments)

**February 27, 2023**

**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>
Patricia Brosnan	HS Social Studies Teacher	10/31/2023	Retirement
James MacDougall	HS Music Teacher	06/30/2023	Retirement

2. Appointment of Substitutes

2.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Teachers for the 2022-2023 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>
Bernadette Ryan	HS Permanent Substitute Teacher	\$150/day
Lindamarie Kirby	ES Permanent Substitute Teacher	\$150/day

---

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

**B - CO-CURRICULAR APPOINTMENTS**

**The Superintendent of Schools Recommends Appointment of the Following  
2022-2023 District-Wide Staff**

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<b>NAME</b>	<b>POSITION</b>	<b>RATE OF PAY</b>
Thomas Cummings	HS Math After School Support Teacher	\$49.60/hour
Tracy DiMarco	HS Math After School Support Teacher	\$49.60/hour

---

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

**The Superintendent of Schools Recommends Appointment of the Following  
2022-2023 Spring Coaching Staff**

<b>NAME</b>	<b>SCHOOL</b>	<b>SPORT</b>	<b>SALARY</b>
Asa Grunenwald	High School	Baseball - Varsity	\$7,130.60
Dan Pulick	High School	Baseball - Varsity Assistant	\$6,179.86
Michael Smith	High School	Baseball - JV	\$6,009.11
Sewdutt Harpaul	Middle School	Baseball - MS	\$4,257.81
Cole Malsky	Middle School	Baseball - MS	\$4,141.60
Drew Peters	High School	Boys' Lacrosse - Varsity	\$7,574.49
Cody Hoyt	High School	Boys' Lacrosse - Varsity Assistant	\$6,564.58
Timothy McDermott	High School	Boys' Lacrosse - JV	\$6,127.13
Rob Duca	High School	Boys' Lacrosse - JV	\$5,942.16
TBD	Middle School	Boys' Lacrosse - MS	\$
Mary Bergmann	High School	Girls' Lacrosse - Varsity	\$7,352.56
Caitlynn Webber	High School	Girls' Lacrosse - Varsity Assistant	\$6,372.23
Sean Montpetit	High School	Girls' Lacrosse - JV	\$6,312.10
Kaleigh Locke	High School	Girls' Lacrosse - JV	\$6,127.13
Jenny Price	Middle School	Girls' Lacrosse - MS	\$4,141.60
Jeffrey Doroski	High School	Softball - Varsity	\$7,130.60
TBD	High School	Softball - Varsity Assistant	\$
TBD	High School	Softball - JV	\$
Kyle Allen-Morabito	Middle School	Softball - MS	\$4,141.60
Matthew Reed	High School	Boys' Tennis - Varsity	\$6,366.61
Korey Williams	High School	Boys' Tennis - JV	\$4,959.48
Peter Horan	Middle School	Boys' Tennis - MS	\$4,257.81
Joseph Mensch	High School	Boys' Track - Varsity	\$6,654.28
Erika Habersaat	High School	Boys' Track - Varsity Assistant	\$5,410.35
Ellen Griffin	Middle School	Boys' Track - MS	\$4,141.60
John Broich	High School	Girls' Track - Varsity	\$7,043.19

Meghan Yakaboski	High School	Girls' Track - Varsity Assistant	\$5,251.81
Joshua Tuttle	Middle School	Girls' Track - MS	\$4,257.81

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

Proposed 2023-24 1st Draft

**Fiscal Year: 2024**

**Fund: A GENERAL FUND**

<b>Budget Account</b>	<b>Description</b>	<b>2023-2024 Proposed Budget</b>	<b>2022-2023 Adopted Budget</b>	<b>2021-2022 Actual Expenditure</b>	<b>Percent Change</b>	<b>Dollar Change</b>
<b>2855 Interscholastic Athletics-Reg Schl</b>						
2855-150-00-01	Instructional Sal - HS	384,363	347,879	420,346	10.49%	36,484
2855-150-00-02	Instructional Sal - MS	106,500	109,500	98,276	-2.74%	-3,000
2855-153-00-05	Athletic Contest Supervis	85,000		10,091	****.***%	85,000
2855-200-00-05	Equipment	18,800	28,000	31,371	-32.86%	-9,200
2855-400-00-05	Contractual and Other	17,900	5,500	4,690	225.45%	12,400
2855-401-00-05	Conference & Travel	6,000	5,500	5,110	9.09%	500
2855-403-00-05	Reconditioning Equipment	15,000	13,000	13,000	15.38%	2,000
2855-406-00-05	Dues & Assessments	23,176	22,946	19,967	1.00%	230
2855-430-00-05	Awards	7,500	7,000	7,486	7.14%	500
2855-431-00-05	Tournament Expenses	13,000	11,000	8,032	18.18%	2,000
2855-432-00-05	Officials Fees- Sect XI	88,977	86,385	65,377	3.00%	2,592
2855-434-00-05	Sports Physicals	7,000	7,000	575	0.00%	
2855-452-00-05	Athletics Contest- Police	7,000	7,000	1,500	0.00%	
2855-453-00-05	Athletics Contest Supervi		42,000	34,778	-100.00%	-42,000
2855-500-00-05	Supplies	86,000	82,250	71,075	4.56%	3,750
<b>2855 Function Subtotal</b>		<b>866,216</b>	<b>774,960</b>	<b>791,674</b>	<b>11.78%</b>	<b>91,256</b>
<b>Total GENERAL FUND</b>		<b>866,216</b>	<b>774,960</b>	<b>791,674</b>	<b>11.78%</b>	<b>91,256</b>

**Selection Criteria**

Criteria Name: Last Run  
 Fund: A  
 Budget code like: 2855-???-??-??  
 Budget type: Regular  
 Suppress Budget Accounts with Zero Amounts  
 Report Title: Proposed 2023-24 1st Draft  
 Column 1 Value: Proposed Amount  
 Column 2 Value: Current Year Initial  
 Column 3 Value: Prior Year Expenditure  
 Column 4 Value: Percent  
 Column 5 Value: Dollar  
 Column 6 Value: None  
 Column 7 Value: None  
 Column 8 Value: None  
 Column 9 Value: None  
 Column 10 Value: None  
 Column 11 Value: None  
 Column 12 Value: None  
 Column 13 Value: None  
 From Column Value: Current Year Initial  
 To Column Value: Proposed Amount  
 Sort by: Fund/Function/Object  
 Subtotal Breaks: Function  
 Show break headers: Function  
 Printed by JACQUELINE PIRRO

Proposed 2023-24 1st Draft

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	2023-2024	2022-2023	2021-2022	Percent Change	Dollar Change
		Proposed Budget	Adopted Budget	Actual Expenditure		
<b>1620 Operation of Plant</b>						
1620-200-00-01	Equipment - HS	2,875	4,250	2,614	-32.35%	-1,375
1620-200-00-02	Equipment - MS	8,125	1,725	1,300	371.01%	6,400
1620-200-00-03	Equipment - ES	2,675	725	1,200	268.97%	1,950
1620-200-00-05	Equipment			2,250	0.00%	
1620-200-91-05	Auditorium - Equipment	28,500			****.***%	28,500
1620-400-00-05	Independent Contractors	175,950	135,080	263,515	30.26%	40,870
1620-400-91-05	Contractual - Auditorium	12,800	7,700		66.23%	5,100
1620-401-00-05	Conference & Travel	4,500	5,000	1,775	-10.00%	-500
1620-404-00-05	Cleaning Contractual - DW			38,500	0.00%	
1620-411-00-01	Electricity - HS	505,000	385,000	408,720	31.17%	120,000
1620-411-00-02	Electricity - MS	84,000	70,000	66,000	20.00%	14,000
1620-411-00-03	Electricity - ES	137,000	120,000	121,717	14.17%	17,000
1620-411-00-05	Electricity - DW	10,000	10,000	1,000	0.00%	
1620-412-00-05	Telephone - DW	51,300	51,300	46,437	0.00%	
1620-413-00-05	Fuel Oil	23,500	25,000	9,225	-6.00%	-1,500
1620-414-00-05	Gasoline	12,500	15,000	6,091	-16.67%	-2,500
1620-415-00-01	Water - HS	14,500	14,500	15,165	0.00%	
1620-415-00-02	Water - MS	6,000	6,000	5,156	0.00%	
1620-415-00-03	Water - ES	6,000	6,000	4,387	0.00%	
1620-415-00-05	Water - DW	7,500	7,500	3,378	0.00%	
1620-416-00-01	Natural Gas - HS	137,000	85,000	100,871	61.18%	52,000
1620-416-00-02	Natural Gas - MS	105,000	80,000	75,301	31.25%	25,000
1620-416-00-03	Natural Gas - ES	67,000	65,500	45,260	2.29%	1,500
1620-416-00-05	Natural Gas - DW	8,500	8,500	518	0.00%	
1620-417-00-01	Refuse Removal - HS	22,000	16,000	19,308	37.50%	6,000
1620-417-00-02	Refuse Removal - MS	18,000	12,000	14,849	50.00%	6,000
1620-417-00-03	Refuse Removal - ES	6,700	3,700	3,141	81.08%	3,000
1620-417-00-05	Refuse Removal - DW	29,000	25,000	6,825	16.00%	4,000
1620-500-00-01	General Supplies - HS	17,500	14,950	13,778	17.06%	2,550
1620-500-00-02	General Supplies - MS	13,500	10,950	10,679	23.29%	2,550
1620-500-00-03	General Supplies - ES	11,250	8,950	7,349	25.70%	2,300
1620-500-00-05	General Supplies - DW	75,450	28,000	42,600	169.46%	47,450
1620-504-00-01	Cleaning Supplies - HS	25,500	25,000	10,695	2.00%	500
1620-504-00-02	Cleaning Supplies - MS	15,750	15,000	15,569	5.00%	750
1620-504-00-03	Cleaning Supplies - ES	15,500	15,000	5,311	3.33%	500
1620-504-00-05	Cleaning Supplies - DW	2,250	4,500	890	-50.00%	-2,250
<b>1620 Function Subtotal</b>		<b>1,662,625</b>	<b>1,282,830</b>	<b>1,371,374</b>	<b>29.61%</b>	<b>379,795</b>
<b>1621 Maintenance of Plant</b>						
1621-200-00-01	Equipment - HS			4,949	0.00%	
1621-200-00-03	Equipment - ES		1,950		-100.00%	-1,950
1621-200-00-05	Equipment - DW	81,500	61,500	64,849	32.52%	20,000
1621-400-00-01	Maintenance Contracts-HS	38,100	23,090	1,208	65.01%	15,010
1621-400-00-02	Maintenance Contracts-MS	18,100	24,650	1,005	-26.57%	-6,550
1621-400-00-03	Maintenance Contracts-ES	5,600	11,000	891	-49.09%	-5,400
1621-403-00-01	Equipment Repair - HS	26,200	7,500	3,969	249.33%	18,700
1621-403-00-02	Equipment Repair - MS	7,000	7,500	9,283	-6.67%	-500
1621-403-00-03	Equipment Repair - ES	7,000	7,500	3,793	-6.67%	-500
1621-403-00-05	DW Equipment Repair	14,000	8,000		75.00%	6,000
1621-418-00-01	Maint. Proj./Repairs - HS		500	21,562	-100.00%	-500
1621-418-00-02	Maint. Proj./Repairs - MS		500	4,513	-100.00%	-500
1621-418-00-03	Maint. Proj./Repairs - ES		500	11,772	-100.00%	-500
1621-418-00-05	Maint. Proj./Repairs - DW	4,500	1,000	7,240	350.00%	3,500
1621-419-00-05	Equip./Vehicle Repairs DW	11,500	17,500	8,700	-34.29%	-6,000
1621-490-05-00	BOCES Services	61,534	11,186	4,436	450.10%	50,348
1621-500-00-05	DW Maintenance Supplies	46,240	22,990		101.13%	23,250

**WESTHAMPTON BEACH UFSD**

Proposed 2023-24 1st Draft

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	2023-2024 Proposed Budget	2022-2023 Adopted Budget	2021-2022 Actual Expenditure	Percent Change	Dollar Change
<b>1621 Maintenance of Plant</b>						
1621-505-00-01	Carpentry Supplies - HS		3,500	4,850	-100.00%	-3,500
1621-505-00-02	Carpentry Supplies - MS		3,500	2,596	-100.00%	-3,500
1621-505-00-03	Carpentry Supplies - ES		3,000	1,254	-100.00%	-3,000
1621-505-00-05	Carpentry Supplies - DW	10,250		874	****.***%	10,250
1621-506-00-01	Plumbing Supplies - HS		2,250	2,044	-100.00%	-2,250
1621-506-00-02	Plumbing Supplies - MS		2,250	1,889	-100.00%	-2,250
1621-506-00-03	Plumbing Supplies - ES		2,000	29	-100.00%	-2,000
1621-506-00-05	Plumbing Supplies - DW	7,000		4,879	****.***%	7,000
1621-507-00-01	Electrical Supplies - HS		3,250	5,876	-100.00%	-3,250
1621-507-00-02	Electrical Supplies - MS		3,250	5,916	-100.00%	-3,250
1621-507-00-03	Electrical Supplies - ES		3,250	5,676	-100.00%	-3,250
1621-507-00-05	Electrical Supplies - DW	10,000		1,593	****.***%	10,000
1621-508-00-05	Vehicle Supplies - DW	12,500	10,000	10,206	25.00%	2,500
<b>1621 Function Subtotal</b>		<b>361,024</b>	<b>243,116</b>	<b>195,852</b>	<b>48.50%</b>	<b>117,908</b>
<b>1625 Security of Plant</b>						
1625-400-25-05	Security Contractual	10,840			****.***%	10,840
1625-403-25-05	Security Equipment Repair	3,500			****.***%	3,500
1625-414-25-05	Security Gasoline	3,000			****.***%	3,000
1625-500-25-05	Security Supplies	5,000			****.***%	5,000
1625-508-25-05	Security Vehicle Supplies	500			****.***%	500
<b>1625 Function Subtotal</b>		<b>22,840</b>			<b>****.***%</b>	<b>22,840</b>
<b>Total GENERAL FUND</b>		<b>2,046,489</b>	<b>1,525,946</b>	<b>1,567,226</b>	<b>34.11%</b>	<b>520,543</b>

**Selection Criteria**

Criteria Name: Last Run  
 Fund: A  
 Budget code like: 162?-???-??-??  
 Budget type: Regular  
 Payroll: No  
 Suppress Budget Accounts with Zero Amounts  
 Report Title: Proposed 2023-24 1st Draft  
 Column 1 Value: Proposed Amount  
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**WESTHAMPTON BEACH UFSD**

Proposed 2023-24 1st Draft

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	2023-2024 Proposed Budget	2022-2023 Adopted Budget	2021-2022 Actual Expenditure	Percent Change	Dollar Change
<b>2810 Guidance-Regular School</b>						
2810-200-00-05	Equipment	2,600	2,600		0.00%	
2810-400-00-05	Contractual	5,755	5,755	2,800	0.00%	
2810-401-00-05	Conference & Travel	5,000	5,000	210	0.00%	
2810-406-00-05	Travel- Director	1,200	1,200	1,574	0.00%	
2810-410-00-05	Copier Lease & Repairs	4,200	4,200		0.00%	
2810-490-00-05	BOCES Services - Guidance	2,000			****.***%	2,000
2810-500-00-05	Supplies	3,350	8,350	5,117	-59.88%	-5,000
2810-501-00-05	Testing Supplies- Guidanc	13,250	13,250	10,174	0.00%	
<b>2810 Function Subtotal</b>		<b>37,355</b>	<b>40,355</b>	<b>19,875</b>	<b>-7.43%</b>	<b>-3,000</b>
<b>Total GENERAL FUND</b>		<b>37,355</b>	<b>40,355</b>	<b>19,875</b>	<b>-7.43%</b>	<b>-3,000</b>

**Selection Criteria**

Criteria Name: Last Run  
 Fund: A  
 Budget code like: 2810-???-??-??  
 Budget type: Regular  
 Payroll: No  
 Suppress Budget Accounts with Zero Amounts  
 Report Title: Proposed 2023-24 1st Draft  
 Column 1 Value: Proposed Amount  
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