

Westhampton Beach

Home of the Hurricanes  School District

AGENDA

TYPE: Board Meeting

DATE: 11/6/2023 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

1. Call to Order Info

2. PLEDGE OF ALLEGIANCE

1. Pledge of Allegiance Info

3. EDUCATIONAL PRESENTATIONS

1. Student recognition: AP Research Info
 Student recognition: National Merit Commended Students
 Robotics

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 October 23, 2023 Board of Education meeting Action

6. SPECIAL EDUCATION

1. Approval of CSE recommendations from the following meeting dates: 10/11, 10/16, 10/20, 10/23, 10/30, 10/31 and CPSE 10/19. Action

7. FINANCIALS

8. SUPERINTENDENT'S REPORT

1. Resolution to adopt the District's Corrective Action Plan in response to the External Auditor's Single Audit Report for fiscal year ending June 30, 2023 Action
2. Resolution authorizing the execution of an addendum to the St. James Tutoring agreement Action
3. Resolution authorizing the execution of a Memorandum of Agreement with the WHB Teachers Association/club stipends Action
4. Donation - Elementary School Sign Action
5. Donation - Piano Action
6. Field Trip Request/Federation Cross Country Championship Meet Action
7. Field Trip Request/Music in the Parks Adjudications, June 1-2, 2024 Action

9. PERSONNEL

1. Request for Medical Leave of Absence/Maintenance Mechanic IV Action
2. Request for FMLA Extension/ES-HS PE Teacher Action
3. Appointment/.2 FTE HS Physical Education Leave Replacement Teacher Action

- | | | |
|-----|---|--------|
| 4. | Appointment/.8 FTE ES/HS PE Leave Replacement Teacher/.2 FTE Perm Sub | Action |
| 5. | Appointment/Chemical Hygiene Officer | Action |
| 6. | Appointment/ES Winter Recreation Director | Action |
| 7. | Appointment/Food Service Worker | Action |
| 8. | Appointment/Coaching Recommendations | Action |
| 9. | Appointment/Volunteer Coaching Recommendations | Action |
| 10. | Appointment/Substitutes | Action |
| 11. | Resignation - MS Teaching Assistant | Action |
| 12. | Extension of Childcare Leave of Absence/HS ENL Teacher | Action |
| 13. | Extension of Leave Replacement /Perm Sub appointment | Action |

10. REPORTS

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

11. OLD BUSINESS**12. NEW BUSINESS****13. EXECUTIVE SESSION****14. ADJOURNMENT**

October 23, 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 MS Library on October 23, 2023.

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

Also Present: Carolyn J. Probst, Superintendent of Schools; Judy Iannone, District Clerk; Jacqueline I. Pirro, Assistant Superintendent for Business; Charisse Miller, Middle School Principal; and approximately 36 staff, students, parents and community members.

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

The pledge was conducted.

EDUCATIONAL PRESENTATION

Middle School students presented their Youth and Government bills.

PUBLIC PARTICIPATION

There was no Public Participation.

APPROVAL OF MINUTES

On motion of Mr. Kast, second by Ms. Wright, the minutes of the October 2, 2023 Board of Education meeting, to be and hereby are approved.

Vote: Yes 7 No 0

SPECIAL EDUCATION

The Board reviewed the recommendations of the Westhampton Beach UFSD CSE meetings of 9/11, 9/13, 9/19, 9/21, 9/29, 10/2, 10/5, 10/10, 10/11, 10/13, 10/16 and CPSE 10/10, 10/13 & 10/16.

On motion of Mr. Kast, second by Ms. Wright, the Board of Education has no objections to the recommendations of the Committee and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.

Vote: Yes 7 No 0

FINANCIAL REPORTS

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

Report	I.D.
Budget Status	July & August 2023
Revenue Status	July & August 2023
Trial Balance	July & August 2023
Budget Transfer	July & August 2023
Treasurer's Reports/Collateral	June, July & August 2023
Extraclass Accounts HS, MS, ES	July 2023
Audited and Paid Claims	0048-0068

Vote: Yes 7 No 0

EXTERNAL AUDIT REPORT

The District's external auditor, Mr. Brendan Nelson of R.S. Abrams, reviewed the District's annual external audit report. He reported that, once again, no material weaknesses were found and that the District is in good financial health.

On motion of Ms. Lanni-Hewitt, second by Mr. Kast, the resolution to accept the external auditor's report for the year ending June 30, 2023, to be and hereby is adopted.

Vote: Yes 7 No 0

INTERNAL AUDITOR - ENGAGEMENT LETTER

On motion of Mr. Kast, second by Mr. Stevens, the resolution authorizing the execution of the Internal Auditor's engagement letter for Facilities and Capital Projects for the period July 1, 2022 through October 31, 2023, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

SUMMER TRANSPORTATION

On motion of Mr. Kast, second by Ms. Donneson, the resolution authorizing the execution of two (2) Shared Services contracts with Eastern Suffolk BOCES for 2023 summer transportation, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

BID AWARD – ELEVATOR & WINDOW REPLACEMENT

On motion of Mr. Stevens, second by Ms. Donneson, the resolution to award the following 2022 Bond Issue Related Capital Improvement Program bids, to be and hereby is adopted:

Elevator Replacement Award to ACL Construction Corp.	Amount
Middle School	\$260,000.00
High School	\$265,000.00
Window Replacement Award to Arrow Steel Window Corp.	Amount
Middle School	\$1,628,000.00
Elementary School	\$250,400.00

Vote: Yes 7 No 0

BUDGET TRANSFERS

On motion of Mr. Stevens, second by Mr. Kast, the following budget transfers, to be and hereby are approved:

From	To	Amount
A9030.800.00.05	A1420.400.00.05	\$83,500.00
A2630.460.00.03	A2630.490.00.08	\$1,500.00

Vote: Yes 7 No 0

DONATION – GOLF PROGRAM

On motion of Ms. Donneson, second by Mr. Kast, the \$8,240 donation from the Farruggia family to be used toward the Youth & Government Conference field trip to Albany, NY, November 19-21, 2023, to be and hereby is accepted.

Vote: Yes 7 No 0

DONATION - YOUTH & GOVERNMENT FIELD TRIP

On motion of Mr. Stevens, second by Ms. Wright, the \$2,000 donation from the Andrews family on behalf of the C.J. Andrews Golf Scholarship Fund to be used for outerwear for the 2023 golf team, to be and hereby is accepted.

Vote: Yes 7 No 0

EAST MORICHES CONTRACT

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the resolution authorizing the execution of a special education services contract with the East Moriches School District for the 2023/24 school year, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

TAX LEVY

On motion of Ms. Wright, second by Mr. Stevens, the resolution setting the amount of tax dollars to be raised for the Westhampton Beach School District for the 2023/24 school year at \$33,584,341, which is the amount approved by the voters on May 16, 2023, to be and hereby is adopted.

Vote: Yes 7 No 0

PICKUP PATROL CONTRACT

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the resolution authorizing the Board of Education President to execute a contract with Pickup Patrol LLC, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

ES RISE AFTER SCHOOL INSTRUCTIONAL STAFF

On motion of Ms. Arrasate, second by Ms. Lanni-Hewitt, the request that all District teaching and professional staff be eligible to work the Elementary School RISE After School Instructional Support K-5 program, at the professional rate of \$50.22/hr., to be and hereby is approved.

Vote: Yes 7 No 0

ERIC NICHOLS

On motion of Mr. Kast, second by Ms. Donneson, the revision to Eric Nichol's retirement so that his last day of work will be October 13, 2023 and his first day of retirement will be October 15, 2023, to be and hereby is approved.

Vote: Yes 7 No 0

SUBSTITUTES

On motion of Mr. Stevens, second by Mr. Kast, the appointment of the following substitutes for the 2023/24 school year, to be and hereby is approved:

Kim Kametler & Susan Kearns	Proctors
Amawasri Bottachiarri	Custodian
Raymond Grube, Jr.	Custodian
Franklin Robinson	Custodian
Zebedee Williams	Custodian
Joanna Iannuzzi	Security
Jeffrey Terry	Security

Vote: Yes 7 No 0

JAMES FORD

On motion of Mr. Kast, second by Ms. Lanni-Hewitt, the request from James Ford for a medical leave of absence from his position as an ES/HS PE Teacher utilizing a FMLA beginning October 2 through October 31, 2023, to be and hereby is approved.

Vote: Yes 7 No 0

SUPPORT STAFF RATES OF PAY

On motion of Ms. Wright second by Mr. Stevens, the following revision to the daily/hourly rates of pay for support staff for the 2023/24 school year to include Sub Maintenance Mechanic rates, to be and hereby is approved:

Substitute Pay	<u>2022/23</u>	<u>2023/24</u>
<u>Daily:</u>		
Permanent Substitute (Certified Teacher)	\$150.00	\$150.00
Certified Teacher	\$125.00	\$130.00
Uncertified Teacher	\$110.00	\$116.00
Nurse LPN	\$110.00	\$116.00
Nurse RN	\$150.00	\$150.00
Teacher Aide Subs	\$110.00	\$116.00
<u>Hourly:</u>		
Clerical Subs	\$15.00	\$17.50
Custodial Subs	\$15.00	\$17.50
Guard Subs	\$15.79	\$25.00
Sub Cook	\$15.25	\$16.25
Sub Assistant Cook	\$15.00	\$16.00
Sub Food Service Worker	\$15.00	\$16.00
Sub Monitor	\$15.00	\$16.00
Sub Maintenance Mechanic		\$25.00
<u>Other Positions Hourly:</u>		
Title I	\$25.00	\$30.00
Tutor	\$30.00	\$30.00
Detention	\$25.00	\$25.00
Driver Ed Teacher	\$55.35	\$60.00
We Care Director	\$21.00	\$22.00

Vote: Yes 7 No 0

ES MONITOR

On motion of Ms. Donneson, second by Mr. Kast, the appointment of Patricia Sposato as an ES monitor, effective October 24, 2023, at \$15/hr., to be and hereby is approved.

Vote: Yes 7 No 0

SUBSTITUTE

On motion of Mr. Stevens second by Mr. Kast, the rate of pay for substitute Kathleen Walsh as a Proctor to be \$116/day, to be and hereby is approved.

Vote: Yes 7 No 0

COACHING APPOINTMENTS

On motion of Mr. Kast, second by Mr. Stevens, the following winter coaching appointments, to be and hereby are approved:

Sport	Level	Coach	Step	Salary
Boys Basketball	MS Green	Robert Pinney	1	\$4,193.37
Boys Basketball	MS White	Mike Harpaul	2	\$4,311.03
Girls Volleyball	MS White	Jenny Price	1	\$4,193.37
Girls Volleyball	MS Green	Kyle Allen-Morabito	1	\$4,193.37

Vote: Yes 7 No 0

REPORTS

The Personnel postings were noted.

OLD BUSINESS

There were no Old Business items on the agenda.

NEW BUSINESS - BOARD POLICIES

Board Policy 4321.12 & R (Timeout and Physical Restraint – All Students)

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 and regulation, as submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 5300.55 (Corporal Punishment)

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 submitted, to be and hereby is adopted.

Vote: Yes 7 No 0

Board Policy 6710 (Purchasing Authority)

The first reading of the above policy was held.

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

Vote: Yes 7 No 0

Board Policy 8210.1 (Use of Surveillance Cameras on School Property)

The first reading of the above policy was held.

On motion of Ms. Lanni-Hewitt, second by Mr. Stevens, the resolution to waive the second and third readings and adopt the above policy, as submitted, 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 7:30 PM to discuss ongoing special education litigation, to be and hereby is approved.

Vote: Yes 7 No 0

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

Vote: Yes 7 No 0

ADJOURNMENT

On motion of Mr. Kast, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 8:45 PM.

Judy Iannone, District Clerk

October 23, 2023

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: October 24, 2023

Re: Corrective Action Plan External Audit Year End 2023

I respectfully request the Board of Education accept the district's corrective action plan for the audit report for fiscal year ending June 30, 2023 prepared by our external auditor R.S. Abrams & Co., LLP.

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

Addendum to the Contract concerning increases to hours of instruction.

The following addendum to the Contract concerns changes mandated by the New York State Department of Education calling for increased hours of instruction per student.

St. James Tutoring d/b/a Education at Mather provides academic tutoring pursuant to Commissioner of Education Sections §100.22 and §175.21 and New York Code of Rules and Regulation Section 200.06. These sections concern students being educated in a home, hospital or institutional setting.

Effective July 1st, 2023 an amendment to these sections mandated an increase in the hours of instruction provided to elementary school students to ten hours per week, and the hours of instruction provided to secondary school students to fifteen hours per week.

A lesser period may be requested by a parent or guardian if it is supported by documentation submitted by a treating physician.

As set forth heretofore in this contract, St. James Tutoring will provide common branch instruction for grades K-12 in English, Mathematics, Social Studies, Science and other major courses of study as required by the School District.

Elementary students will receive two hours of instruction per day up to ten hours of instruction per week.

Secondary school students will receive three hours of instruction per subject per week, up to a maximum of five subjects and fifteen hours of instruction per week.

Dated: 10/30/23

St. James Tutoring d/b/a Education at Mather



Elizabeth Creedon

Westhampton Beach Union Free School District

This corrective action plan is in response to the school district's external auditor's year-end report dated June 30, 2023 prepared by R.S. Abrams & Co, LLP.

WORKERS' COMPENSATION RESERVE

1. **Recommendation:** We recommend the district review the Workers' Compensation Reserve balance for reasonableness and utilize the reserve for future claim expenses in order to lower the balance to a reasonable level in relation to their estimated liability.

Corrective Action: Recognizing the annual changes in actuarial assumptions used to determine the estimated district liability for worker's compensation claims, the Assistant Superintendent for Business will review the reserve balance and recommend the transfer of reserve funds as necessary at June 30, 2024. Anticipated Completion Date: Fiscal Year 2023-2024 with oversight from the Assistant Superintendent for Business.

EXTRA CLASSROOM ACTIVITY FUND

2. **Recommendation:** We recommend the District comply with State Education Department guidelines governing the proper procedures and policies governing the extraclassroom accounts and transactions.

Corrective Action: The District Treasurer will continue to meet with all central building treasurers to discuss best practices and procedures. In addition, the Assistant Superintendent for Business will meet with all club advisors on Superintendent's Conference Days to review expectations of the club accounts. Club advisors will be reminded to follow all district procedures as they relate to club expenditure and revenue activities. Anticipated Completion Date: Fiscal Year 2024-2025 with oversight from the Assistant Superintendent for Business.

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, 2019 through June 30, 2024 (“CBA”); and

WHEREAS, the District and Association have discussed certain clubs and stipends which are not reflected in the CBA but which the parties wish to memorialize for the 2023-24 school year.

NOW, THEREFORE, it is hereby agreed as follows:

1. The following annual stipends for the advisors of each of the clubs listed below shall be in effect for the 2023-24 school year:

- High School - Best Buddies: \$1000;
- High School - Jr. Ambulance: \$867;
- Middle School - Crafty Canes: \$610;
- Middle School - Environmental Club: \$610;
- Middle School - Inclusive Canes: \$610; and
- Middle School - Newspaper Club: \$610.

2. The clubs as set forth in this Agreement shall be for the 2023-24 school year only and this Agreement shall sunset June 30, 2024.

3. Except as specifically set forth herein, this Agreement shall not be construed as modifying any terms and conditions of employment set forth in the CBA, or any practices which may exist as between the parties.

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

Date: _____, 2023

Westhampton Beach School District

By: _____
Susan Mensch, President
Board of Education

Date: 10/31/, 2023

Westhampton Beach Teachers’ Association

By: 
John Vahle, President

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: October 31, 2023

Re: Elementary School Sign Donation

The Elementary School Parent Teacher Association would like to donate a new sign for the Elementary School. The sign is valued at \$5,000.

I am asking the Board of Education to accept this donation from the PTO with many thanks.

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: WHBES PTA

Address: Mill Road, WHB.

Contact Person: Theresa Belkin

Business Phone: 516 658 3695 Home Phone: _____

Email Address: theresabelkin@gmail.com whbespta@gmail.com

Donor's relation to the Westhampton Beach UFSD: PTA organization.

Please specify the exact nature of this gift and estimated value: \$5000.

sign for elementary school.

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? signage for school - front of building

*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: _____

Theresa Belkin
Signature

10-30-23
Date

Westhampton Beach UFSD Employee accepting donation: _____

Budget code donation to be transferred into: _____

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

BOE Meeting Date: _____

Westhampton Beach Union Free School District
Business Office

To: Dr. Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: October 27, 2023

Re: Piano Donation

Frank Monastero, Middle School Band Director, would like to donate a 1971 Yamaha G3 Grand Piano valued at \$8,000 to the district.

I am asking the BOE to accept this donation from Frank Monastero with many thanks.

Westhampton Beach Union Free School District

GIFTS FROM THE PUBLIC

Name of individual or organization donating gift: Frank Monastero

Address: 17 Mill Pond Lane East Moriches, NY 11940

Contact Person: _____

Business Phone: _____ Home Phone: 631.834.9585

Email Address: famonastero@aol.com

Donor's relation to the Westhampton Beach UFSD: Middle School Band Director

Please specify the exact nature of this gift and estimated value: 1971 Yamaha G3 Grand Piano \$8,000.

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? Middle School Choral Rehearsals

*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: _____

Frank A. Monastero
Signature

10/27/23
Date

Westhampton Beach UFSD Employee accepting donation: _____

Budget code donation to be transferred into: _____

To be completed by the school district

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

BOE Meeting 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 J. Probst
FROM: William A. Fisher *WAF*
DATE: October 26, 2023
RE: Field Trip Request/Federation Cross Country Championship Meet,
Bowdin Park, NY, November 17-18, 2023

Attached is an overnight field trip request from John Broich to take the top seven varsity cross country members to Bowdin Park, NY to attend the Federation Cross Country Meet. This trip is scheduled for November 17-18, 2023.

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: John Broucht Date of Application: 10/18/23

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

PURPOSE: ATTEND The Federation XC meet

DESTINATION: Bowdin Park, NY

DATE(S) OF EVENT: 11/17 - 11/18

TIME OF DEPARTURE: 10am TIME OF RETURN: 11/18 6pm

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: TEAM MEMBERS only top 7

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus

List Additional Chaperones:
MRS DIABIASO
MRS WENDEL

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

Registration/Admission Fee: \$ 200

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

Tolls: _____

Meals: _____

NO EXTRA PAY TOTAL \$ _____

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: John Brocett

2. Destination, education purpose of trip, and value to the students: Championship MEET

3. Which students will participate:

a. Number of students 7

b. Grade levels All

c. Group(s) Xc TEAM

d. Name (if known) _____

4. Method of Participant Selection: on Varsity Team

5. Dates:

a. Specify day(s) and date(s) 11/17 - 11/18

b. Are these school days? 11/17

6. Means of Transportation Bus

Transportation Company Name: _____

Approximate length of traveling time (one way) 350 m. LES

7. Chaperone(s): Mrs Diabianso

8. Date of last participation for a similar trip: - 1995 - 2003

9.

	COST	FUNDING SOURCE
Transportation	TBA	
Admission	TBA	
Food	TBA	
Lodging	TBA	
Participation Fees	TBA	
Other		
TOTALS		

10. Accommodations will be at: TBA

11. Arrangements for student(s) who cannot afford to pay: _____

12. Organization sponsoring the program: X C Team

13. Substitutes needed?: YES _____ NO How Many? _____
 Dates Needed: _____

14. Other pertinent information: _____

15. Meeting date to be considered by the Board: _____

16. Signature of Teacher or Staff member in charge: [Signature]

17. Signature of Principal recommending trip: [Signature]
 Date: 10/24

Adoption date: November 19, 2001

FIELD TRIP POLICY GUIDELINES

The Board of Education recognizes that field trips taken for educational purposes are an important part of the school curriculum. It is the goal of the Board that every child will participate in a variety of field trips during his or her years in the Westhampton Beach School System. These trips will augment the curriculum and broaden the educational experience of each participant. In order to assist in the planning of any field trip requiring approval, the Board will either approve or disapprove the request with specific reasons, in a reasonable timeframe.

Requirements

The Board encourages overnight field trips for educational purposes provided that they are well planned in advance, involving teachers, students and parents. Each trip must be chaperoned consistent with Board Policy, and those parents, teachers, and members of the community who serve in this capacity, should be given a clearly written list of their responsibilities when they are asked to participate. After each overnight trip, all parents, teachers, administrators, and students will be involved in an evaluation including recommendations for the future. The learning experiences gained from each field trip should be integrated meaningfully into the regular program. A signed parental/guardian permission slip will be required for each child participating in a field trip.

Types of Field Trips

1. Day Trips - Students in grades K-12 will profit from day trips to local sites of interest. Costs of busing will be paid by the school and the participating teachers can recommend the source of admission fees. Such field trips must be recommended by the Building Principal to the Superintendent of Schools for approval.
2. Overnight Trips - Students in grades 5-12 can profit from overnight field trips. For such trips the following rules should be observed:
 - A. The length of overnight field trips shall not ordinarily exceed two (2) school nights.
 - B. Overnight trips should ordinarily return home no less than one week before any exams are to be administered (i.e., New York State Assessments, SAT/ACT, AP exams, etc.).
 - C. Overnight field trips shall ordinarily be planned within the budgetary allotment. Appropriate cost factors shall be 1/3 from the school district, and the remaining 2/3 from the students, parents, and fundraising. However, no child will be refused participation in a field trip due to a lack of financial support. Such cases of financial hardship will be resolved by the Principal. Every child can benefit from actively working with his or her classmates to raise the necessary funds for the trip.
 - D. All overnight field trips shall be planned as early in the school year as possible. These field trips shall ordinarily receive final approval from the Board at least 30 days before the trip is scheduled to leave.
 - E. Overnight field trips will be recommended by the Superintendent to the Board for action.

An overnight field trip request will be evaluated and a decision rendered based upon submission of:

- A. A detailed itinerary of the trip including educational activities, accommodations, and travel arrangements.
- B. A chaperone plan consistent with Board Policy.
- C. A detailed budget including fundraising plan.
- D. Assurance that parents/guardians have been included in the planning and have given written approval for their children's participation. In any case where the parents/guardians will not approve participation, the Board requires a plan for a comparable educational experience at the school building for such students during the duration of the trip.

Other Considerations

1. As a rule there shall be one chaperone for every 10 students. At least two chaperones are required for any trip (preferably one of each gender if appropriate), unless specifically approved by the Board.
2. Where the district has provided transportation to students enrolled in such district to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the district, unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the district impractical, a representative of the school district shall remain with the student until such student's parents or legal guardian has been (a) contacted and informed of the intervening circumstances which make such transportation impractical and (b) such student had been delivered to his or her parent or legal guardian.

Adopted: August 3, 1992

Revision adopted: November 2, 2000

Revision adopted: September 11, 2006

Revision adopted: July 6, 2009



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: November 1, 2023
RE: Field Trip Request/Music In The Parks Adjudications, Hershey, PA,
June 1-2, 2024

Attached is an overnight field trip request from Joshua Seifert to take the chamber singers and pep band members (grades 8-12) to Hershey, PA to attend the Music in the Parks Adjudications, June 1-2, 2024.

Please place on the Board of Education agenda for action.

WAF/lh



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: JOSH SEIFERT Date of Application: 10/31/23

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

Authorization is requested for transportation only.

PURPOSE: MUSIC IN THE PARKS ADJUDICATIONS FOR CHAMBER SINGERS AND PEP BAND

DESTINATION: HERSHEY, PA

DATE(S) OF EVENT: SATURDAY, JUNE 1 - SUNDAY, JUNE 2, 2024

TIME OF DEPARTURE: TBD TIME OF RETURN: @ APPROX. 11 PM

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: UP TO 65 CHAMBER SINGERS / PEP BAND MEMBERS, GRADES 8-12

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus 2

List Additional Chaperones:

HANNAH PAWLUK
ALI GOGAS
FRANK MONASTERO

PARENTS?

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

Registration/Admission Fee: \$ _____

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

Tolls: _____

Meals: _____

NO EXTRA PAY TOTAL \$ _____

APPROVAL ROUTE

1- Building Principal/Date

2-Asst. Superintendent for Personnel & Instruction/Date

3-Business Official/Date

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

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

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

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

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

2. Destination, education purpose of trip, and value to the students: HERSHEY, PA; MUSIC IN THE PARKS ADJUDICATIONS FOR CHAMBER SINGERS AND PEP BAND; OPPORTUNITY TO PERFORM FOR AND RECEIVE COMMENTS FOR IMPROVEMENT FROM UNIVERSITY-LEVEL ADJUDICATORS.

3. Which students will participate:
 - a. Number of students UP TO 65
 - b. Grade levels 8-12
 - c. Group(s) CHAMBER SINGERS, PEP BAND
 - d. Name (if known) _____

4. Method of Participant Selection: CHAMBER SINGERS (AUDITION); PEP BAND (VOLUNTEER GROUP; ATTEND REQUIRED REHEARSALS AND PERFORMANCES)

5. Dates:
 - a. Specify day(s) and date(s) SATURDAY, JUNE 1 - SUNDAY, JUNE 2, 2022
 - b. Are these school days? No

6. Means of Transportation COACH BUSES

Transportation Company Name: HAMPTON JITNEY

Approximate length of traveling time (one way) 4 1/2 HOURS

7. Chaperone(s): HANNAH PUNWIK, ALI GOGAS, FRANK MONASTERO, PARENTS?

8. Date of last participation for a similar trip: MAY 2019

9. COST FUNDING SOURCE

Transportation		
Admission		
Food		- FUNDRAISERS
Lodging		- OUT-OF-POCKET
Participation Fees		(FOUR PAYMENTS, COLLECTED
Other		FROM NOVEMBER - APRIL)
TOTALS	<u>\$503.00 per person</u>	

10. Accommodations will be at: LOCAL HOTEL; TBD

11. Arrangements for student(s) who cannot afford to pay: FUNDRAISING OPPORTUNITIES

12. Organization sponsoring the program: _____

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

Dates Needed: _____

14. Other pertinent information: A TOUR ESCORT, PROVIDED BY THE TRAVEL COMPANY, CUSTOM TOURS, INC., WILL ACCOMPANY THE GROUP FOR THE ENTIRE TRIP, INCLUDING THE BUS RIDES. ALSO, 8TH GRADE STUDENTS WILL BE ACCOMPANIED BY A CHAPERONE AT ALL TIMES WHILE AT HERSHEY PARK.

15. Meeting date to be considered by the Board: _____

16. Signature of Teacher or Staff member in charge: Jessica Siefert

17. Signature of Principal recommending trip: _____

Date: 10/31/23

Adoption date: November 19, 2001

CUSTOM TOURS, INC.
2123 Beverly Way
Merrick, New York 11566
516-379-8890
Fax:379-7170

GROUP CONFIRMATION

This will acknowledge your reservation for the tour as detailed below and as per the itinerary submitted:

DESTINATION: Music in The Parks/Hershey

GROUP SIZE: approx.50

DEPARTURE DAY: June 1, 2024

RETURN DAY: June 2, 2024

APPROXIMATE DEPARTURE TIME: TBD

EXPECTED RETURN TIME: TBD

DEPART FROM: School

We are pleased to confirm the following for your group on the above dates, subject to the terms and conditions.

as specified below and on the reverse side. All rates are based on a minimum of **40** paying people per motor coach. The maximum capacity per motor coach is **54**. Based on your group's total numbers there will be an empty seat charge if additional transportation is required.

RATE

\$ 463.00 per person based on quad occupancy 40 min. paid per coach.

\$ 503.00 per person based on quad occupancy 30 min. paid per coach.

COMPLIMENTARY POLICY: 1 for every 10 fully paid passengers

TRANSPORTATION: Via Deluxe motor coach

ACCOMMODATIONS: one night at quad occupancy

SIGHTSEEING: Music in the park/Hershey Park

MEALS: 1 Breakfast/ 1 meal voucher Hershey/ 1 Dinner

GRATUITIES: All gratuities for chambermaids, dining room, and baggage handling

NOT INCLUDED: Gratuities for tour escort and bus driver

DEPOSIT to reserve date \$100.00per person Date Due: November 20,2023

DEPOSIT per person \$125.00 Date Due: January 25th, 2024

FINAL PAYMENT \$ Balance Date Due: April 20th, 2024

Note: Rooming list, bus list and special requirements should be in our office by March 20th, 2023

**** Please read and sign as well as Terms & Conditions Page.**

Please sign and return copy to:

CUSTOM TOURS, INC.

2123 Beverly Way

MERRICK, NY 11566

ACCEPTED BY: _____

TITLE: _____

BY: Dawn Azrak: _____

DATE: 10/31/24

PHONE: _____

confov

WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

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

November 6, 2023

A - CERTIFIED STAFF

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

1. Temporary Employment

NAME	POSITION	SALARY	EFFECTIVE DATES
Santo Saguto	ES-HS 0.8 FTE Physical Education Leave Replacement Teacher	\$150/day (prorated)	11/7/23 - 11/27/23
	HS 0.2 FTE Permanent Substitute	\$150/day (prorated)	11/7/23 - 11/27/23
Jakob Restrepo-Bonet	HS 0.2 FTE Physical Education Leave Replacement Teacher in conjunction with his current 0.8 FTE HS PE Teacher appointment	\$57,882 (prorated)	11/7/23 - 11/27/23 11/7/23 - 11/27/23
Emily Behr	HS ENL Leave Replacement Teacher Extension	\$150/day	9/19/23 - 11/17/23
	MS Permanent Substitute Teacher Delayed Start Date		11/20/23 - 6/7/24

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

NAME	POSITION	EFFECTIVE DATE	REASON
Jenny Price	MS Teaching Assistant	12/1/23	Resignation
James Ford	ES-HS Physical Education Teacher	10/2/23 - 11/27/23	Family Medical Leave of Absence Extension
Tara Bishop	HS ENL Teacher	9/19/23 - 11/17/23	Childcare Leave of Absence Extension

3. Appointment of Substitutes

3.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Teachers for the 2023-2024 school year at the Rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Kelli Billish Fitter	Per Diem Substitute Teacher	\$130/day

Date Submitted to the Board of Education: _____

B - CIVIL SERVICE STAFF

IN ACCORDANCE WITH THE PROVISIONS OF THE CIVIL SERVICE LAW, THE SUPERINTENDENT RECOMMENDS ACCEPTANCE OF THE FOLLOWING:

1. Appointment

NAME	POSITION	SALARY	EFFECTIVE DATES
Mary Tuttle	Food Service Worker	\$16.50/hour	11/7/23

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

NAME	POSITION	EFFECTIVE DATE	REASON
Philip Masterson	Maintenance Mechanic IV	11/3/23 - 2/3/24	Medical Leave of Absence

Date Submitted to the Board of Education: _____

C - CO-CURRICULAR APPOINTMENTS

**The Superintendent of Schools Recommends Appointment of the Following
2023-2024 District-Wide Staff**

NAME	POSITION	RATE OF PAY
Carter Baron	Uncertified Per Diem Substitute Teacher	\$116/day
Benjamin Grodski	Chemical Hygiene Officer	\$50.22/hour
Anthony Cappiello	ES Winter Recreation Director	\$1,976

Date Submitted to the Board of Education: _____

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

NAME	SCHOOL	SPORT
Logan O'Hara	High School	Wrestling - JV/Varsity
Annmarie McAuley	High School	Girls Winter Track

Date Submitted to the Board of Education: _____

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

NAME	SCHOOL	SPORT	SALARY
Connor Davis	High School	Boys Basketball - Varsity	\$8,685.23
TBD	High School	Boys Basketball - Varsity Assistant	TBD
Shaki Edwards	High School	Boys Basketball - JV	\$6,188.34
Kathleen Peters	High School	Girls Basketball - Varsity	\$8,947.40
William Hempfling	High School	Girls Basketball - Varsity Assistant	\$7,299.98
Jeffrey Doroski	High School	Girls Basketball - JV	\$6,380.98
Alexa Bennett-Rosman	High School	Competition Cheer	\$4,810.67
Jakob Restrepo-Bonet	High School	Wrestling - Varsity	\$8,423.04
Andrew Petroulias	High School	Wrestling - Varsity Assistant	\$7,299.98
Brice O'Hara	High School	Wrestling - JV	\$6,188.34
John Broich	High School	Girls Track - Varsity	\$6,140.28
Meghan Yakaboski	High School	Girls Track - Varsity Assistant	\$5,317.46
Joseph Mensch	High School	Boys Track - Varsity	\$5,966.38
Erika Habersaat	High School	Boys Track - Varsity Assistant	\$5,477.98
Jenny Price	Middle School	Girls Basketball - MS Green	\$4,193.37
Sewdutt (Mike) Harpaul	Middle School	Girls Basketball - MS White	\$4,311.03
Joshua Tuttle	Middle School	Boys Volleyball - MS	\$4,311.03
TBD	Middle School	Boys Volleyball - MS	TBD
TBD	Middle School	Wrestling	TBD

Date Submitted to the Board of Education: _____

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978
631-288-3800**

Bulletin No. 23/24 – 24

VACANCY

Teacher Aide

Please apply immediately to:

Dr. MaryAnn Ambrosini
Director of Pupil Personnel Services
Westhampton Beach School District

October 26, 2023

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978
631-288-3800**

Bulletin No. 23/24 – 25

VACANCY

10-Month Office Assistant - High School

Please apply by November 10, 2023 to:

William Fisher
Assistant Superintendent for Personnel & Instruction
Westhampton Beach School District

October 26, 2023

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
340 MILL ROAD
WESTHAMPTON BEACH, NY 11978
631-288-3800**

Bulletin No. 23/24 – 26

VACANCY

Physical Education Leave Replacement Teacher

Immediate - November 27, 2023

Please apply immediately to:

William Fisher
Assistant Superintendent for Personnel & Instruction
Westhampton Beach UFSD
631-288-3800

October 31, 2023