

TYPE: Board Meeting

DATE: 3/11/2024 **TIME:** 7:00 PM

LOCATION: High School Library

DETAILS:

1. CALL TO ORDER

- 1. Call to Order Info

2. PLEDGE OF ALLEGIANCE

- 1. Pledge of Allegiance Info

3. EDUCATIONAL PRESENTATIONS

4. PUBLIC PARTICIPATION

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

5. MINUTES

- 1. Approval of the minutes of the February 26, 2024 Board of Education meeting Action

6. SPECIAL EDUCATION

- 1. Approval of CSE recommendations from the following meeting dates: 2/16, 2/27, 2/28, 2/29, 3/5 and CPSE 3/1 & 3/4. Action

7. FINANCIALS

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

8. SUPERINTENDENT'S REPORT

- 1. Adoption of External Auditor's Single Audit Report of Federal Programs for fiscal year ended June 30, 2023 Action
- 2. Approval of Health and Welfare Services Agreement with Center Moriches UFSD Action
- 3. Resolution authorizing the execution of Individual Contract Agreements Action
- 4. Approval of Intermunicipal Agreement with Riverhead School District Action
- 5. Field Trip Request/Robotics Hudson Valley Regional, March 6-10, 2024 Action
- 6. Field Trip Request/Robotics Club Tech Valley Regional, March 20-23, 2024 Action
- 7. Field Trip Request/Virtual Enterprise Youth Business Summit, April 10-12, 2024 Action

8. Approval of Donation Action

9. PERSONNEL

1. Retirement/Senior Office Assistant Action
2. Request for Medical Leave of Absence/HS Custodial Worker I Action
3. Resignation/HS Food Service Worker Action
4. Appointment/HS Cook Action
5. Appointment/Coaching Recommendations Action
6. Appointment/Volunteer Coaching Recommendations Action
7. Appointment/Substitute Action

10. REPORTS

1. Postings Info

11. OLD BUSINESS

12. NEW BUSINESS

1. Transportation Budget Presentation Info
2. BOCES Budget Presentation Info
3. We Care Budget Presentation Info
4. Winter and Summer Recreation Budget Presentation Info
5. Curriculum Development and Personnel Budget Presentation Info
6. 2024-25 Budget and Enrollment Info

13. EXECUTIVE SESSION

1. Recess into Executive Session Action

14. ADJOURNMENT

1. Adjournment Action

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



Minutes of Regular Board of Education Meeting held in the High School Library
Monday, February 26, 2024 (7:00 PM)

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

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

Board of Education members Ms. Elizabeth Lanni-Hewitt and Ms. Dawn Arrasate were absent.

The meeting was called to order by Ms. Suzanne M. Mensch, President at 7:01 p.m.

The pledge was conducted.

PUBLIC PARTICIPATION

No questions or concerns were raised by the public.

APPROVAL OF MINUTES

On motion of Mr. Kast, second by Mr. Stevens, the minutes of the February 5, 2024 Board of Education meeting, to be and are hereby approved.

Vote: Yes 5 No 0

SPECIAL EDUCATION

On motion of Mr. Kast, second by Ms. Donneson, the recommendations and authorization of funds to implement the special education programs and services consistent with such recommendations of the Westhampton Beach UFSD CSE meetings of meetings of 1/25, 1/31, 2/2, 2/5, 2/8, 2/9 and CPSE 2/5, to be and hereby are approved.

Vote: Yes 5 No 0

Homegrown Organic Food, Inc.

On motion of Ms. Wright, second by Mr. Stevens, the recommendation to approve a Consultant Services Contract with Homegrown Organic Food, Inc. for the 2023-2024 Elementary School Garden Program, to be and hereby is adopted.

Vote: Yes 5 No 0

DONATION

On motion of Mr. Kast, second by Mr. Stevens, the resolution to accept the donation of a copier valued at \$5,000 from Advanced Imaging Systems, to be and hereby is adopted.

Vote: Yes 5 No 0

ADVANCED IMAGING SYSTEMS SERVICE AGREEMENT

On motion of Ms. Wright, second by Mr. Kast, the resolution to approve a service agreement with Advanced Imaging Systems for a donated copy machine located in the business office, to be and is hereby adopted.

Vote: Yes 5 No 0

CALL FOR NOMINATIONS TO THE EASTERN SUFFOLK BOCES BOARD

No nominations were made.

PATRICIA DECICCO

On motion of Mr. Stevens, second by Ms. Wright, the resignation of Elementary School Kindergarten Teacher, Patricia DeCicco, for the purpose of retirement, with her last day of employment to be June 30, 2024, and her retirement to be effective July 1, 2024, to be and is hereby adopted.

Vote: Yes 5 No 0

KELLY ROESEL

On motion of Mr. Kast, second by Mr. Stevens, the medical leave of absence for Kelly Roesel from February 28, 2024 through March 21, 2024, based on clearance from her doctor, is hereby accepted.

Vote: Yes 5 No 0

ADDITIONAL CLASS SECTIONS

On motion of Mr. Stevens, second by Mr. Kast, the recommendation to appoint the following teachers to additional class sections from February 28, 2024 though March 20, 2024, is hereby accepted.

Matthew Berkout	0.2 FTE Environmental Science
Emily Isselbacher	0.2 FTE FALP Science
Debora Erickson	0.2 FTE Applied Chemistry
Lisa Menegio	0.2 FTE Living Environment
Maria Pepey	0.1 FTE Living Environment Lab
Maryann Higgins	0.1 FTE Special Education Consult

Vote: Yes 5 No 0

RAYMOND GRUBE

On motion of Ms. Donneson, second by Mr. Kast, the recommendation to appoint Raymond Grube as a Groundskeeper I, effective February 27, 2024, at \$43,748 (prorated), is hereby accepted.

Vote: Yes 5 No 0

KARLA CONTRERAS PEREZ

On motion of Mr. Stevens, second by Mr. Kast, the resignation of Karla Contreras Perez from her position as a Middle School Teaching Assistant, effective March 1, 2024, is hereby accepted.

Vote: Yes 5 No 0

2023-24 SPRING COACHING

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

SPORT	LEVEL	COACH	STEP	SALARY	Years as of 6/2024
BASEBALL	V	Grunenwald, Asa	2	\$7,444.47	6
BASEBALL	Var Asst	Pulick, Daniel	1	\$6,257.11	2
BASEBALL	JV	Smith, Michael	2	\$6,260.82	6
BASEBALL	MS - Green	Harpaul, Sewdutt	2	\$4,311.03	7
BASEBALL	MS - White	Saguto, Santo	1	\$4,193.37	1
BOYS LAX	V	Peters, Drew	3	\$7,669.17	
BOYS LAX	Var Asst	Hoyt, Cody	3	\$6,646.64	
BOYS LAX	JV	McDermott, Timothy	2	\$6,203.72	10
BOYS LAX	JV	Duca, Rob	1	\$6,016.44	4
BOYS LAX	MS	O'Hara, Logan	1	\$4,193.37	1
GIRLS LAX	V	Bergmann, Mary	3	\$7,669.18	
GIRLS LAX	Var Asst	Webber, Caitlynn	2	\$6,451.88	7
GIRLS LAX	JV	Montpetit, Sean	3	\$6,391.00	
GIRLS LAX	JV	Locke, Kaliegh	3	\$6,391.00	
GIRLS LAX	MS	TBD			
SOFTBALL	V	Doroski, Jeffrey	2	\$7,444.46	6
SOFTBALL	Var Asst	Lynch, Christian	1	\$6,257.11	2
SOFTBALL	JV	Fabian, Sarah	1	\$5,156.95	2
SOFTBALL	MS	Allen-Morabito, Kyle	1	\$4,193.37	4
BOYS TENNIS	V	Reed, Matthew	1	\$6,446.19	4
BOYS TENNIS	JV	Bender, Carrie	1	\$4,727.21	1
BOYS TENNIS	MS	TBD			
BOYS TRACK	V	Mensch, Joseph	2	\$6,934.34	7
BOYS TRACK	Var Asst	Habersaat, Erika	3	\$5,477.98	
BOYS TRACK	MS	Griffin, Ellen	1	\$4,193.37	2
GIRLS TRACK	V	Broich, John	3	\$7,131.23	
GIRLS TRACK	Var Asst	Yakaboski, Meghan	2	\$5,317.46	9
GIRLS TRACK	MS	Tuttle, Joshua	2	\$4,311.03	9

Vote: Yes 5 No 0

SUBSTITUTES

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

Guard - Patrick O'Neill

Vote: Yes 5 No 0

REPORTS

Personnel postings were noted.

OLD BUSINESS

There was no Old Business on the Agenda.

NEW BUSINESS

The following presentations were given:

1. Buildings & Grounds Budget presentation - Anthony Martino, Director of Facilities
2. Technology Budget presentation - Bill Fisher, Assistant Superintendent for Personnel & Instruction

EXECUTIVE SESSION

On motion of Mr. Kast, second by Ms. Donneson, the Board of Education convened into Executive Session at 7:19 p.m. to discuss negotiations with several bargaining units.

Vote: Yes 5 No 0

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

Vote: Yes 5 No 0

ADJOURNMENT

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

Vote: Yes 5 No 0



Lisa Rheume, District Clerk

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR ENDED
JUNE 30, 2023**

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SINGLE AUDIT REPORT
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Education
Westhampton Beach Union Free School District

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Westhampton Beach Union Free School District's (the "District") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2023. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

ISLANDIA: 3033 EXPRESS DRIVE NORTH, SUITE 100 • ISLANDIA, NY 11749

WHITE PLAINS: 50 MAIN STREET, SUITE 1000 • WHITE PLAINS, NY 10606

PHONE: (631) 234-4444 • FAX: (631) 234-4234

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However,

material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

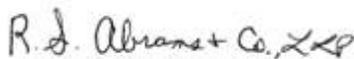
Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the fiduciary fund of the District as of and for the fiscal year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated October 23, 2023, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.



R.S. Abrams & Co., LLP

Islandia, New York

February 1, 2024

(Except for our report on the schedule of expenditures of federal awards, for which the date is October 23, 2023)

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Federal Grantor/Pass-through Grantor Program Title	Assistance Listing Number (ALN)	Agency or Pass-through Number	Program Expenditures	Total Expenditures by ALN
<u>U.S.Department of Education</u>				
<u>Passed-through NYS Education Department:</u>				
Special Education Grants to States (IDEA, Part B)	84.027	0032-23-0942	\$ 474,543	
COVID-19 - Special Education Grants to States (IDEA, Part B)	84.027X	5532-22-0942	<u>38,080</u>	\$ 512,623
Special Education - Preschool Grants (IDEA Preschool)	84.173	0033-23-0942	\$ 11,833	
COVID-19 - Special Education - Preschool Grants (IDEA Preschool)	84.173X	5533-22-0942	<u>9,358</u>	21,191
Total Special Education Cluster			<u>\$ 533,814</u>	
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021-23-3200	\$ 92,669	
Title I Grants to Local Educational Agencies (LEAs)	84.010	0021-22-3200	<u>10,680</u>	103,349
English Language Acquisition Grants	84.365	0149-23-3200	\$ 14,774	
English Language Acquisition Grants	84.365	0149-22-3200	<u>20,130</u>	34,904
Supporting Effective Instruction State Grants	84.367	0147-23-3200	\$ 18,917	
Supporting Effective Instruction State Grants	84.367	0293-22-3200	47,000	
Supporting Effective Instruction State Grants	84.367	0147-22-3200	<u>16,542</u>	82,459
Student Support and Academic Enrichment Grants	84.424	0204-23-3200	<u>\$ 11,355</u>	11,355
Education Stabilization Fund				
COVID-19 - American Rescue Plan - Elementary and Secondary School Emergency Relief (ARP ESSER)	84.425U	5880-21-3200	<u>\$ 167,418</u>	<u>167,418</u>
Total Education Stabilization Fund			<u>\$ 167,418</u>	
Total U.S. Department of Education				<u>\$ 933,299</u>
<u>U.S.Department of Agriculture</u>				
<u>Passed-through NYS Education Department:</u>				
School Breakfast Program (Cash Assistance)	10.553	N/A	<u>\$ 39,556</u>	\$ 39,556
National School Lunch Program (Cash Assistance)	10.555	N/A	\$ 324,339	
National School Lunch Program (Non-Cash Food Distribution)	10.555	N/A	<u>41,192</u>	365,531
Total Child Nutrition Cluster			<u>\$ 405,087</u>	
State Pandemic Electronic Benefit Transfer (P-EBT) Administrative Costs Grants	10.649	N/A	<u>\$ 1,884</u>	1,884
Total U.S. Department of Agriculture				<u>\$ 406,971</u>
Total Federal Awards Expended				<u><u>\$ 1,340,270</u></u>

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

1. BASIS OF PRESENTATION:

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Westhampton Beach Union Free School District (the "District") under programs of the federal government for the fiscal year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the District, it is not intended to and does not present the financial position, changes in net position or cash flows of the District.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Federal awards that are included in the Schedule may be received directly from federal agencies, as well as federal awards that are passed through from other government agencies. Pass-through entity identifying numbers are presented where available.

Indirect costs may be included in the reported expenditures, to the extent that they are included in the federal financial reports used as the source for the data presented. Matching costs (the District's share of certain program costs) are not included in the reported expenditures.

3. INDIRECT COST RATE:

The District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

4. SUBRECIPIENTS:

No amounts were provided to subrecipients.

5. OTHER DISCLOSURES:

No insurance is carried specifically to cover equipment purchased with federal funds. Any equipment purchased with federal funds is covered by the District's casualty insurance policies.

There were no loans or loan guarantees outstanding at year end.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

PART I SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's opinion(s) issued: *Unmodified*

Internal control over financial reporting:

Material weakness(es) identified? _____ yes x no

Significant deficiencies identified that are not
considered to be material weakness(es)? _____ yes x none reported

Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? _____ yes x no

Significant deficiencies identified that are not
considered to be material weakness(es)? _____ yes x none reported

Type of auditor's opinion(s) issued on compliance for major
programs: *Unmodified*

Any audit findings disclosed that are required to be reported
in accordance with section 2 CFR 200.516(a)? _____ yes x no

Identification of major programs:

<u>Name of federal program</u>	<u>Assistance Listing Number(s)</u>
Child Nutrition Cluster	10.553 & 10.555

Dollar threshold used to distinguish between Type A and Type B
Programs \$750,000

Auditee qualified as low risk? x yes _____ no

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

PART II FINANCIAL STATEMENT FINDINGS

There are no financial statement findings to be reported.

PART III FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There are no federal award findings and questioned costs to be reported.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

FINDING # 2022-001:

According to 34 CFR Section 300.203, and the OMB Compliance Supplement, IDEA Part B funds received by a school district cannot be used, except under certain limited circumstances, to reduce the level of expenditures for the education of children with disabilities made by the school district from local funds, or a combination of state and local funds, below the level of those expenditures for the preceding fiscal year. To meet this requirement, school districts must meet (1) the eligibility standard using budgeted amounts and (2) the compliance standard using prior year's expenditures. During our prior year audit, we noted that the District did not have internal controls in place to have the MOE calculator reviewed and approved by a responsible administrator prior to submission. We recommended the District develop a system of internal control to have the maintenance of effort calculator reviewed and approved with all supporting documentation by a responsible administrator prior to submitting it to the State. We also recommended that District officials contact the State to verify procedures to file a revised MOE calculation, if considered necessary.

STATUS:

Implemented.

**WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

A corrective action plan for the fiscal year ended June 30, 2023 is not required.

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: February 29, 2024

Re: Health and Welfare Service Agreement – Center Moriches UFSD

I respectfully request the Board of Education approve the attached Health and Welfare Service Agreement for a Westhampton Beach district resident attending a non-public school in the Center Moriches UFSD. The district is responsible for the cost of health services provided by districts where the students are attending a non-public school.

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



CENTER MORICHES SCHOOL DISTRICT

529 Main Street, Center Moriches, New York 11934 | 631 - 878 - 0052 | www.emschools.org

Central Administration

Dr. Ronald M. Masera, *Superintendent of Schools*
Ms. Keri Loughlin, *Assistant Superintendent of Business*
Dr. Amy L. Meyer, *Assistant Superintendent for Curriculum*
Dr. Ricardo Soto, *Assistant Superintendent for Student Services,
Personnel & Instructional Technology*

Board of Education

Mr. George Maxwell, *President*
Mr. Marcus Babzien, *Vice President*
Dr. Dawn DiPeri, *Trustee*
Ms. Thomasina Harrell, *Trustee*
Ms. Lauren Sliowski, *Trustee*

Ms. Jeannine Barr, *District Clerk*
Ms. Diane M. Smith, *Treasurer*

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in triplicate this First day of July 2023, by and between the Board of Education of the Westhampton Beach Union Free School District, 340 Mill Road, Westhampton Beach, New York, party of the first part, and the Board of Education, Center Moriches Union Free School District of Center Moriches, New York, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in Center Moriches School District, Center Moriches, New York, to begin on September 1, 2023, and to end June 30, 2024.

Now, Therefore, the said party of the first part hereby agrees to pay the party of the second part the sum of ~~\$1,016.84~~ ^{\$1,022.88} for health and welfare services to be provided under Section 912 for 1 child residing in said school district of Westhampton Beach Union Free School District, New York, and attending nonpublic schools in said Center Moriches Union Free School District, of Center Moriches, New York.

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

The services provided by *Center Moriches UFSD* shall be consistent with the services available to students attending public schools within the *Center Moriches UFSD* and may include, but are not limited to:

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

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

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

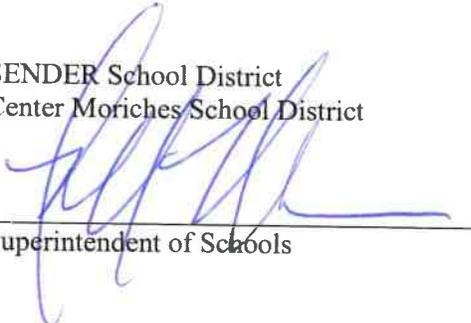
Supplies and equipment for use by physician, school nurse-teacher, psychologist, dental hygienist, social worker, and speech correctionist (i.e. scales, vision and hearing testing devices, health record forms, first-aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services).

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

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the (District) superintendent of schools.

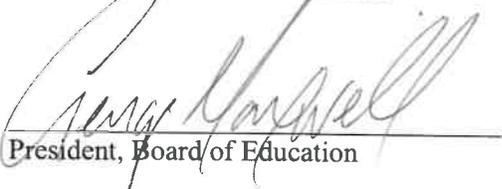
In Witness Whereof, the parties have hereunto set their hands the day and year above written.

SENDER School District
Center Moriches School District



Superintendent of Schools

SENDER School District,
Center Moriches School District



President, Board of Education

~~PROVIDER~~ School District, *OF RESIDENCE*
Westhampton Beach Union Free School District

President, Board of Education

MEMORANDUM OF AGREEMENT

Jacqueline Pirro
Assistant Superintendent for Business

Agreement made this ____ day of March 2024, by and between the Westhampton Beach UFSD, Westhampton Beach, NY and Jacqueline Pirro, (“Assistant Superintendent”) residing at 9 Whitetail Court, Center Moriches, NY.

Term: July 1, 2024 – June 30, 2027

Compensation:

2024-2025	\$205,608
2025-2026	\$211,262
2026-2027	\$217,072

Longevity: The Assistant Superintendent for Business shall be entitled to those longevity payments afforded to members of the Supervisory Unit under the terms of the collective bargaining agreement negotiated between the District and the Association representing the Supervisory Unit.

403(b) Plan: The Assistant Superintendent for Business is to receive \$5,000 per annum to be contributed by the District to a 403(b) retirement plan of her designation.

Vacation: The Assistant Superintendent for Business is to receive twenty (20) vacation days per year and is to utilize vacation days on such dates as are prior approved by the Superintendent of Schools. A maximum of five (5) days may be carried-over from one year to the next at the election of the Assistant Superintendent; in addition, she may, at her election, be paid for up to five (5) days not utilized by June 30 of a given year at the daily rate of 1/220th of her then annual salary. In addition to the 20 vacation days set forth above, the Assistant Superintendent is entitled to take off one school recess period, not to exceed four (4) workdays, without a deduction from her yearly vacation day allotment.

Holidays: The Assistant Superintendent for Business shall be entitled to those fourteen (14) paid holidays per year provided to Custodial members of the Support Staff Unit under the terms of the collective bargaining agreement negotiated between the District and the Support Staff Unit representing the Custodial Unit.

Sick Leave: The Assistant Superintendent for Business shall be entitled to ten (10) sick days per year. Unused sick leave shall accrue from year-to-year to a maximum of 200 days. The Assistant Superintendent

for Business shall be entitled to be paid for 50% of the sick days accumulated (maximum accumulation of 200) at the rate of 1/220th of her annual salary during the year the days are earned at the time of her retirement with the NYSTRS provided she is in the employ of the Westhampton Beach School District at such time.

Personal Days: The Assistant Superintendent for Business shall be granted four (4) personal days per year. Any unused personal days will accrue to sick leave.

Health Insurance: The District will underwrite 80% of the premium cost for coverage of health insurance (individual or family) afforded to members of the Supervisory Unit. The Assistant Superintendent for Business shall contribute 20% toward the health insurance premium expense for medical coverage. The District agrees to pay an additional 10% contribution to the District's share of the premium cost of health insurance upon retirement; said 10% "additional contribution" is to be made for a period of ten (10) years from date of retirement, provided that the administrator remains employed by the District for a minimum of ten (10) years and retires with the New York State Teachers Retirement System from the District.

The Assistant Superintendent for Business shall have the option of receiving an amount in lieu of enrolling in the District's health insurance plan. The amount received will be \$3,500 for an individual plan or \$7,000 for a family plan, as applicable.

Insurance: The Assistant Superintendent for Business shall be entitled to dental, optical, life and disability insurance under such plans as are in force with the Supervisory Unit during the term of this agreement.

This Agreement shall not be construed as a contract of duration, and will not obligate the District to retain the Employee covered by this Agreement for the term contemplated herein, or any other specific term. This Agreement merely reflects the terms and conditions of employment which shall be in effect for as long as the Assistant Superintendent of Business is employed in that capacity during the term of this Agreement.

Jacqueline Pirro

Suzanne M. Mensch
President, Board of Education

Memorandum of Agreement

Anthony Martino
Director of Facilities III
July 1, 2024 – June 30, 2029

Agreement made this _____ day of March 2024, by and between the Westhampton Beach UFSD, Westhampton Beach, NY and Anthony Martino, (“Director of Facilities”), residing at _____.

Term: July 1, 2024 – June 30, 2029

Compensation:	2024/2025	\$138,575
	2025/2026	\$142,386
	2026/2027	\$146,302
	2027/2028	\$150,325
	2028/2029	\$154,459

Longevity: The Director of Facilities shall be entitled to those longevity payments afforded to members of the Supervisory Unit under the terms of the collective bargaining agreement negotiated between the District and the Association representing the Supervisory Unit.

Vacation: The Director of Facilities is to receive 20 vacation days per annum and is to utilize such days on dates that are prior-approved by the Superintendent of Schools. Five days may be carried over from one year to the next at the election of the Director; in addition, the Director, at his election, may be paid for up to 5 days not utilized by June 30 of a given year at the daily rate of 1/240th of his then annual salary.

Holidays: The Director of Facilities shall be entitled to those fourteen (14) paid holidays per year provided to Custodial members of the Support Staff Unit under the terms of the collective bargaining agreement negotiated between the District and the Support Staff Unit representing the Custodial Unit.

Sick Leave: Sick days shall be accrued at the rate of one (1) day per month employed. Unused sick leave may accumulate to 200 days and the employee shall be entitled to 100% of the sick days accumulated at his per diem rate (1/240th) payable in a lump sum within thirty (30) days of retirement. (Such retirement to be effected by way of a filing with the New York State Employees’ Retirement System.)

Personal Days: Four (4) personal days without reason will be granted per annum. Unless a personal day is used on an emergency basis, notification

of the intended use of a personal day shall be made to the Superintendent of Schools no later than 72 hours prior to the day on which the personal leave is proposed to be taken.

Health Insurance: The District will underwrite 80% of the premium cost for coverage of health insurance (individual or family) afforded to members of the Supervisory Unit. The Director of Facilities shall contribute 20% toward the health insurance premium expense for medical coverage. The District agrees to pay an additional 10% contribution to the District's share of the premium cost of health insurance upon retirement; said 10% "additional contribution" is to be made for a period of ten (10) years from date of retirement, provided that the Director remains employed by the District for a minimum of ten (10) years and retires with the New York State Teachers Retirement System from the District.

The Director of Facilities shall have the option of receiving an amount in lieu of enrolling in the District's health insurance plan. The amount received will be \$3,500 for an individual plan or \$7,000 for a family plan, as applicable.

Insurance: The Director of Facilities shall be entitled to dental, optical, life and disability insurance under such plans as are in force for Custodians with the Support Staff Unit during the term of this Agreement.

This Agreement shall not be construed as a contract of duration, and will not obligate the District to retain the Employee covered by this Agreement for the term contemplated herein, or any other specific term. This Agreement merely reflects the terms and conditions of employment which shall be in effect for as long as the Director of Facilities is employed in that capacity during the term of this Agreement.

Anthony Martino

Suzanne M. Mensch
President, Board of Education

INTERMUNICIPAL AGREEMENT

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

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

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

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

WHEREAS, in consideration of the payments, as more fully set forth herein, Westhampton Beach wishes for Riverhead to provide transportation to the students listed in Schedule “A” (annexed hereto) for the purpose of attending the Key Club Conference in Albany, New York from March 15, 2024 through March 17, 2024; and

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

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

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

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

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

2. Riverhead and Westhampton Beach, believing it to be in the best interests of their taxpayers, do hereby authorize intermunicipal cooperation and assistance with and between each other for the limited transportation of its students to the Key Club Conference in Albany, New York from March 15, 2024 through March 17, 2024.

3. The term of this IMA shall commence on March 15, 2024 and terminate on March 17, 2024.

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

- a. After considering and balancing the issues of student safety, convenience, routing efficiency and cost as required by the Commissioner of Education, Riverhead agrees to transport the Westhampton Beach students as listed on Schedule "A" to and from and to the established pick-up/drop-off point agreed upon between the Parties (Riverhead High School, 700 Harrison Ave, Riverhead, New York 11901), to the following location: Key Club Conference, located at 660 Albany Shaker Road, Albany, New York 12211.
- b. Riverhead shall be responsible for establishing the bus route for the transportation services described herein.
- c. Riverhead will utilize the school buses owned/leased and operated by Riverhead for providing such transportation pursuant to this Agreement.
- d. Riverhead shall provide Westhampton Beach with reports of incidents that may occur on the bus, and such other requirements or documents as may be requested and/or required by Westhampton Beach, within a reasonable timeframe upon request for such documents.

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

6. Westhampton Beach and Riverhead shall comply and be responsible for compliance with all applicable federal, state, local statutes and rules, including but not limited to the regulations of the New York State Education Department ("NYSED") specific to safety

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

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

8. In full consideration for the services to be rendered by Riverhead for the term of this IMA, Westhampton Beach agrees to pay Riverhead the sums contained on Schedule "A".

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

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

a. In the event that any of the insurance coverage to be provided by any party contains a deductible, the parties shall indemnify and hold each other harmless from the

payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of each party.

- b. The parties shall provide each other with evidence of the above insurance requirements upon execution of the within IMA. The parties further acknowledge that its failure to obtain or keep current the insurance coverage required by this IMA shall constitute a material breach of this IMA.
- c. Prior to commencement of the within services, the parties shall obtain and pay for insurance as may be required to comply with the indemnification and hold harmless provisions outlined under this IMA.

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

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

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

17. This IMA may be terminated by any party upon 15 days' prior written notice to the non-terminating party. Upon termination, the parties shall undertake all necessary steps to wind down activities hereunder. In the event of termination by Westhampton Beach, Westhampton

Beach shall be liable for and make payment of all sums due and owing for transportation services rendered up to the effective date of termination.

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

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

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

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

21. If any term, provision, covenant or condition of this IMA, or the application thereof, to any person, place or circumstance shall be held by a court of competent jurisdiction to be invalid,

unenforceable or void, the remainder of this IMA and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

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

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

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

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

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

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

3/4/24

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

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

Dated: 3/6/24

By: 
COLIN PALMER
President, Board of Education
Riverhead Central School District

Dated: _____

By: _____
SUZANNE MENSCH
President, Board of Education
Westhampton Beach Union Free School
District

672788720-408\2.0

SCHEDULE "A"

District Receiving Transportation Services	Pick-Up (3/15/24) Location & Drop-Off (3/17/24) Location	Destination	# of Students	# of Chaperones	Price Per Student	Total Price
Westhampton Beach	Riverhead High School (700 Harrison Ave, Riverhead, New York, 11901)	Key Club Conference (660 Albany Shaker Road, Albany, New York 12211)	10	1	\$64.00	\$640.00



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978

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

William A. Fisher
Assistant Superintendent for Personnel and Instruction

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

TO: Carolyn J. Probst
FROM: William A. Fisher *WAF*
DATE: March 4, 2024
RE: Field Trip Request/Robotics Hudson Valley Regional, March 6-10, 2024

Attached is an overnight field trip request from Jonathan Fletcher to take thirty students in the Robotics Club to the Hudson Valley Robotics Regional at 145 College Road, Suffern, NY. This trip is scheduled for March 6-10, 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: Jonathan D. Fletcher Date of Application: 2/15/24

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

Authorization is requested for transportation only.

PURPOSE: Transportation to venue for Hudson Valley Robotics Regional

DESTINATION: 145 College Rd. Suffern NY 10901

DATE(S) OF EVENT: Wednesday, March 6th 2024 Dropoff - Pickup Monday

TIME OF DEPARTURE: 3:00 PM TIME OF RETURN: ~ 5:30 PM Arrival

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: Transportation to venue for purposes of robotics competition. 30 students and 4 chaperones participating.

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus 1

List Additional Chaperones:

Jonathan Fletcher Daniel Caron
Nicole Stork

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 [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.



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Jonathan D. Fletcher Date of Application: 2/15/24

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

Authorization is requested for transportation only.

PURPOSE: Transportation from venue returning to WHBHS for Hudson Valley Robotics Regional

DESTINATION: 145 College Rd. Suffern NY 10901 to WHBHS

DATE(S) OF EVENT: Sunday, March 10th 2024 Pickup

TIME OF DEPARTURE: 11:00 AM Venue TIME OF RETURN: ~ 1:30 PM Return at WHBHS

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: Transportation to hotel for purposes of robotics competition. 30 students and 4 chaperones participating.

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus 1

List Additional Chaperones:

Jonathan Fletcher

Daniel Caron

Nicole Stork

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

2
1- Building Principal/Date

2-Asst. Superintendent for
Personnel & Instruction/Date

3-Business Official/Date

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

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

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

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

1. Staff member(s) requesting the trip: Jonathan Fletcher, Dan Caron

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

- Hudson Valley FRC Regional, Taking place at 145 College Rd, Suffern NY

Students will participate in a regional competition for FRC, FIRST Robotics Competiton.

They will apply learned skills in teamwork, community relations, engineering, fundraising and strategy gleaned during the club meetings throughout the school year.

3. Which students will participate:

a. Number of students 30

b. Grade levels 9th through 12th grade

c. Group(s) WHBHS Robotics Club

d. Name (if known) _____

4. Method of Participant Selection: _____

Students are assigned to "subteams," to which particular team tasks are assigned. Attendance of subteam meetings and task accomplishment is necessary to participate in overnight field trips.

5. Dates:

a. Specify day(s) and date(s) March 6th to March 10th 2024

b. Are these school days? March 7th & 8th. Students will not depart until after school on the 6th.

6. Means of Transportation School Bus

Transportation Company Name: Montauk Bus Company

Approximate length of traveling time (one way) 2 Hrs

7. Chaperone(s): Jonathan Fletcher, Dan Caron, Nicole Stork, Bill Stork

8. Date of last participation for a similar trip: 4/19/23

9. COST FUNDING SOURCE

	COST	FUNDING SOURCE
Transportation	Montauk Bus	WHBHS District
Admission	N/A	
Food	TBA	Booster Club
Lodging	TBA	Booster Club
Participation Fees	\$6000.00	\$500 Altice Grant, \$5500 WHBHS
Other	N/A	
TOTALS		

10. Accommodations will be at: TBA

11. Arrangements for student(s) who cannot afford to pay: _____
 Students with financial hardship will be asked to approach coaches anonymously. Need will be confirmed with the District and arrangements will be made between District and Booster Club.

12. Organization sponsoring the program: WHBHS Robotics Booster Club

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: Jonathan Fletcher

17. Signature of Principal recommending trip: _____

Date: 2/29/24

Adoption date: November 19, 2001



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: February 29, 2024
RE: Field Trip Request/Robotics Club Tech Valley Regional, March 20-23, 2024

Attached is an overnight field trip request from Jonathan Fletcher to take thirty students in the Robotics Club to the Tech Valley Robotics Regional at MVP Arena, 51 South Pearl Street, Albany, NY. This trip is scheduled for March 20-23, 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: Jonathan D. Fletcher Date of Application: 2/15/24

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

PURPOSE: Transportation to venue for Tech Valley Robotics Regional

DESTINATION: 51 South Pearl St., Albany, NY 12207

DATE(S) OF EVENT: Wednesday, March 20 2024 Dropoff Pick up Monday

TIME OF DEPARTURE: 2:30 PM WHBHS TIME OF RETURN: ~ 6:00 PM Arrival Venue

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: Transportation to venue for purposes of robotics competiton. 30 students and 4 chaperones participating.

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus 1

List Additional Chaperones:

Jonathan Fletcher Daniel Caron
Nicole Stork

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.



WESTHAMPTON BEACH PUBLIC SCHOOLS

REQUEST FOR FIELD TRIP

Must be submitted 2 weeks prior to trip

From: Jonathan D. Fletcher Date of Application: 2/15/24

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

PURPOSE: Transportation from venue returning to WHBHS for Tech Valley Robotics Regional

DESTINATION: 51 South Pearl St., Albany, NY 12207 to WHBHS

DATE(S) OF EVENT: Sunday, March 24th 2024 Pickup

TIME OF DEPARTURE: 11:00 AM Venue TIME OF RETURN: ~ 3:00 PM Return at WHBHS

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: Transportation to venue for purposes of robotics competiton. 30 students and 4 chaperones participating.

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus 1

List Additional Chaperones:

Jonathan Fletcher Daniel Caron
Nicole Stork _____

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

2
1- Building Principal/Date

2-Asst. Superintendent for
Personnel & Instruction/Date

3-Business Official/Date

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

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

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

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

1. Staff member(s) requesting the trip: Jonathan Fletcher, Dan Caron

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

Tech Valley Regional, Taking place at the MVP Arena, 51 South Pearl St., Albany NY

Students will participate in a regional competition for FRC, FIRST Robotics Competition.

They will apply learned skills in teamwork, community relations, engineering, fundraising and strategy gleaned during the club meetings throughout the school year.

3. Which students will participate:

a. Number of students 30

b. Grade levels 9th through 12th grade

c. Group(s) WHBHS Robotics Club

d. Name (if known) _____

4. Method of Participant Selection: _____

Students are assigned to "subteams," to which particular team tasks are assigned. Attendance of subteam meetings and task accomplishment is necessary to participate in overnight field trips.

5. Dates:

a. Specify day(s) and date(s) March 20th to March 23rd, 2024

b. Are these school days? March 21 and 22. Students will not depart until after school on March 20th

6. Means of Transportation School Bus

Transportation Company Name: Montauk Bus Company

Approximate length of traveling time (one way) 3 Hrs

7. Chaperone(s): Jonathan Fletcher, Dan Caron, Nicole Stork

8. Date of last participation for a similar trip: 4/19/23

9.

	COST	FUNDING SOURCE
Transportation	Montauk Bus	WHBHS District
Admission	N/A	
Food	TBA	Booster Club
Lodging	TBA	Booster Club
Participation Fees	\$3000.00	\$3000.00 WHBHS Dsistrict
Other	N/A	
TOTALS		

10. Accommodations will be at: TBA

11. Arrangements for student(s) who cannot afford to pay: _____
Students with financial hardship will be asked to approach coaches anonymously. Need will be confirmed with the District and arrangements will be made between District and Booster Club.

12. Organization sponsoring the program: WHBHS Robotics Booster Club

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: Jonathan Fletcher

17. Signature of Principal recommending trip: [Signature]

Date: 2/24/24

Adoption date: November 19, 2001



WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT

340 MILL ROAD, WESTHAMPTON BEACH, NEW YORK 11978
(631) 288-3800 Fax: (631) 288-6509

William A. Fisher
Assistant Superintendent for Personnel and Instruction

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

TO: Carolyn J. Probst
FROM: William A. Fisher *WAF*
DATE: March 7, 2024
RE: Field Trip Request/Virtual Enterprise Youth Business Summit, Jacob Javits Center, April 10-12, 2024

Attached is an overnight field trip request from Amy Demchak-Connell to take twenty-four High School Virtual Enterprise Students to the Virtual Enterprise Youth Business Summit at the Jacob Javits Center, 429 11th Avenue, New York, NY. The trip is scheduled for Wednesday, April 10, 2024 through Friday, April 12, 2024.

Please place it 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: Amy Demchak Date of Application: 3/5/24

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

Authorization is requested for transportation only.

PURPOSE: virtual enterprise youth business summit

DESTINATION: four points by sheraton midtown / Jacob Javits Center

DATE(S) OF EVENT: April 10 - 12, 2024

TIME OF DEPARTURE: 6:00 pm 4/10/24 TIME OF RETURN: 5:30 pm 4/12/24

SUBSTITUTE NEEDED: Yes No

Description and Number of Students Participating in Field Trip: 24 virtual enterprise / business students

Form of Transportation needed: (indicate number of vehicles)

Personal Car _____ Mini-Bus _____ Bus M&V coach bus (already arranged)

85 students will take the LIRR on 4/12 with Brooke Russell, return on bus

List Additional Chaperones:

John Erickson
Brooke Russell - 4/12 only

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

^{Hotel} Registration/Admission Fee: \$ 1,111.00

^{M&V} If personal car: number of miles at .58 p/m 2,168.00

Tolls: ubers / subways 120.00

Meals: 300.00 (2 teachers, 3 days, \$50/day)

NO EXTRA PAY TOTAL \$ 3,699.00

APPROVAL ROUTE

1- Building Principal/Date

2-Asst. Superintendent for Personnel & Instruction/Date

3-Business Official/Date

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

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

FIELD TRIPS AND EXCURSIONS EXHIBIT

REQUEST FOR SCHOOL SPONSORED TRIP REQUIRING BOARD APPROVAL

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

1. Staff member(s) requesting the trip: Amy Demchak

2. Destination, education purpose of trip, and value to the students: Virtual Enterprise Youth Business Summit in New York City. Students have advanced to the VE National Business Plan Competition, as well as National Departmental competitions in the areas of Marketing and Finance. The entire class will also be participating in the VE International Trade Show on 4/12 and related competition.

3. Which students will participate:

a. Number of students 18

b. Grade levels 11-12

c. Group(s) Virtual Enterprise

d. Name (if known) student list is attached

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

5. Dates:

a. Specify day(s) and date(s) wed. 4/10 (leaving at 6pm) - Fri. 4/12

b. Are these school days? yes

6. Means of Transportation M+V Coach bus

Transportation Company Name: M+V

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

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

8. Date of last participation for a similar trip: April 2023

9. COST FUNDING SOURCE

Transportation <small>coach bus</small>	\$2,168.00	District
Admission	n/a	
Food <small>2 teachers, \$50/day, 3 days</small>	up to \$300	District
Lodging <small>2 nights, 2 rooms</small>	\$1,111.00	District
Participation Fees	n/a	
Other (uber/subway)	\$120.00	District
TOTALS	\$3,699.00	

10. Accommodations will be at: Four Points Sheraton Midtown

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

12. Organization sponsoring the program: Virtual Enterprise International

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

Dates Needed: 4/11 + 4/12

14. Other pertinent information: Brooke Russell will bring remaining 6 students in the class to the Jacob Javits center via LIRR on 4/12 to participate in the VE International Trade Show.

15. Meeting date to be considered by the Board: March 11, 2024

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

17. Signature of Principal recommending trip: [Signature]

Date: 3/4/24

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

VE YBS Overnight Trip: 4/10-4/12

First Name	Last Name
Sydney	Beardslee
Sophia	Biondi
Ava	Calamita
Adrian	Calmartin
Patricija	Dirzius
Willow	DuBrovin
Lewis	Gibbons
Theo	Grellet-Aumont
Zachary	Horton
Isabella	Jimenez
Taylor	Lagattolla
Devin	Mensch
Conner	Puch
Julia	Ryvicker
Maria	Sfyroeras
Jamiee	Tambito
Evangeline	Wasser
Valentina	Zarama

Westhampton Beach Union Free School District
Business Office

To: Carolyn Probst, Superintendent

From: Jacqueline Pirro, Assistant Superintendent for Business



Date: March 1, 2024

Re: Donation – Society for Science and Regeneron

The Society for Science and Regeneron has awarded the district \$2,000 in recognition of HS senior Jessica Curran as a Regeneron Scholar. The donation will be used to purchase science supplies.

I am requesting the BOE to accept this donation so we can increase budget code A2110.500.41.01 accordingly.

Westhampton Beach Union Free School District
GIFT/DONATION FROM THE PUBLIC

Name of individual or organization donating gift: Society for Science

Address: 1719 N. Street, NW, Washington, DC 20036

Contact Person: Dianna Gobler (WHB)

Business Phone: 631-288-3800 Home Phone: _____

Email Address: goblerd@whbschools.org

Donor's relation to the Westhampton Beach UFSD: None

Please specify the exact nature of this gift and estimated value: \$2,000 Regeneron School

Award

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? science supplies

*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] [Signature] 02/28/24
Signature Dianna Gobler Chris Herr Date

Westhampton Beach UFSD Employee accepting donation: Dianna Gobler/Chris Herr

Budget code donation to be transferred into: 2110-500-41-01

Signature indicates acceptance of the above gift:

President - Board of Education

Superintendent of Schools

COMPLETED FORM SHOULD BE GIVEN TO THE BUSINESS OFFICE

Payee Westhampton Beach Schools Union Free School Dist 2 127594
 Vendor ID WESTHAMPTON BEACH HS Account #: 2/15/2024

Invoice	Description	Discount	Amount
2/15/24-Westhampto...	Reg STS 2023 School Award - Westhampton Beach High Sc...	\$0.00	\$2,000.00

Total : \$0.00 \$2,000.00



1719 N Street, NW
 Washington, DC 20036-2801
 202.785.2255
 VOID AFTER 90 DAYS

PNC BANK
 15-3/540
 5875

127594
 127594

DATE AMOUNT

****Two Thousand and 00/100 Dollars

2/15/2024 \$2,000.00

PAY TO THE ORDER OF:
 Westhampton Beach Schools Union Free School Dist 2
 Westhampton Beach High School
 49 Lilac Road
 Westhampton Beach, NY 11978

Maya Ajinwa
 TWO SIGNATURES REQUIRED OVER \$10,000.00
 AUTHORIZED SIGNATURE

⑈ 127594 ⑈ ⑆054000030⑆ 5303563823⑈

Regenerosa



WESTHAMPTON BEACH SCHOOL DISTRICT PERSONNEL ACTION REPORT

SCHEDULE - A (Civil Service)

SCHEDULE - B (Co-Curricular Appointments)

March 11, 2024

A - 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
Marlina Kosasih	HS Cook	\$26.22/hour	3/12/24

2. Appointment of Substitutes

2.1 The following are appointed, conditioned upon fingerprint clearance, as Substitute Custodial Workers for the 2023-2024 school Year at the rate approved by the Board of Education at its Organizational Meeting:

NAME	POSITION	RATE OF PAY
Kevin McNamara	Custodial Worker I Substitute	\$17.50/hour

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

NAME	POSITION	EFFECTIVE DATE	REASON
Karen Aleksandrowicz	Senior Office Assistant	4/26/24	Retirement
Marlina Kosasih	Food Service Worker	3/11/24	Resignation
Harry Schultz	Custodial Worker I	2/13/24 - 3/8/24	Medical Leave of Absence

Date Submitted to the Board of Education: _____

B - CO-CURRICULAR APPOINTMENTS

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

NAME	SCHOOL	SPORT
Terrance Moran	High School	Baseball - Varsity
Ralph Naglieri	High School	Boys Lacrosse - Varsity
Jeffrey Mansfield	Middle School	Boys Lacrosse - MS
John Maloney	High School	Softball - Varsity
Riley Smith	High School	Boys Tennis - Varsity

Date Submitted to the Board of Education: _____

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

NAME	SCHOOL	SPORT	SALARY
Lindsay Rongo	Middle School	Girls Lacrosse - MS	\$4,193.37
Shaun Johnson	Middle School	Boys Tennis - MS	\$4,193.37

Date Submitted to the Board of Education: _____