

11.02

# Michael J. Haran

Claims Auditing & Municipal Consulting  
13 East Brook Road  
Eastport, NY 11941  
631-801-2188  
631-740-1934 cell  
November 30, 2016

Ms. Roberta O. Hunter, Esq.  
President, Board of Education  
Southampton Union Free School District  
70 Leland Lane  
Southampton, NY 11968

This report is being furnished in accordance with our engagement as claims auditor for the Southampton Union Free School District as appointed by the Board of Education at its annual reorganization meeting in July 2016. Attached to this letter is a schedule of warrants audited and approved for payment for the month of October 2016 for the year ending June 2017.

For the month of October 2016 there were the following reportable findings:

There was one instance where services were obtained before the issuance of a purchase order.

The details of this item is itemized on the schedule of warrants audited.

We thank Ms. Smith and her staff for their cooperation and for their efforts to improve the claims processing function.

Sincerely,



Michael J. Haran

cc: Maria H. Smith, Assistant Superintendent for Business

*- Peconic  
John  
Center*

*To BOE Agenda  
M. Smith  
12/01/16*

SOUTHAMPTON UNION FREE SCHOOL DISTRICT  
 Claims Payment Summary - October 2016

Audit Date	Fund	Warrant #	Process From	Dates To	Check Start	# End	Checks	Amount
10/13/2016	A	20	10/1/2016	10/14/2016	156321	156413	95	\$ 218,586.79
10/13/2016	A	22	10/1/2016	10/14/2016	1000270	1000273	4	\$ 654,713.45
10/13/2016	A	21	10/1/2016	10/14/2016	156312	156320	9	\$ 16,627.88
10/13/2016	C	6	10/1/2016	10/14/2016	8384	8389	6	\$ 2,298.48
10/13/2016	D	3	10/1/2016	10/14/2016	1662	1663	2	\$ 29,588.45
10/13/2016	EXC	6	10/1/2016	10/14/2016	7301	7301	1	\$ 720.00
10/13/2016	F	19	10/1/2016	10/14/2016	8564	8577	8	\$ 34,191.11
10/13/2016	F	18	10/1/2016	10/14/2016	8574	8576	3	\$ 7,654.30
10/13/2016	F	17	10/1/2016	10/14/2016	8573	8573	1	\$ 714.29
10/13/2016	F	18	10/1/2016	10/14/2016	8571	8572	2	\$ 8,800.00
10/13/2016	T	22	10/1/2016	10/14/2016	1000263	1000269	7	\$ 638,367.63
10/13/2016	T	20	10/1/2016	10/14/2016	18670	18678	9	\$ 12,069.87
10/13/2016	T	21	10/1/2016	10/14/2016	18668	18669	1	\$ 950.00
10/13/2016	A	23	10/1/2016	10/28/2016	156419	156521	104	\$ 254,720.01
10/13/2016	A	23	10/1/2016	10/28/2016	156414	156418	5	\$ 7,879.83
10/27/2016	A	24	10/1/2016	10/28/2016	1000280	1000281	17	\$ 810,084.37
10/27/2016	C	7	10/1/2016	10/28/2016	8390	8406	2	\$ 33,300.88
10/27/2016	F	21	10/1/2016	10/28/2016	8578	8580	3	\$ 2,136.48
10/27/2016	F	20	10/1/2016	10/28/2016	8581	8585	5	\$ 1,652.77
10/27/2016	T	24	10/1/2016	10/28/2016	1000274	1000279	6	\$ 526,086.67
10/27/2016	T	23	10/1/2016	10/28/2016	18679	18688	10	\$ 37,635.58
Total								\$ 3,298,778.84

Details of Findings

Audit Date	Fund	Warrant #	Check #	Vendor	Finding	Amount	Recommendations
10/13/2016	F	18	8571	Cappo-Jemioia, Larriee V	Confirming PO with memo. Services furnished prior to appointment by PTC board Contract not dated	7,200.00	Issue PO before purchase is made. Issue PO before services rendered Date contract

# PURCHASE ORDER

161256

MAIL INVOICES PAID  
IN DUPLICATE TO ->  
THIS ADDRESS

OCT 14 2016

SOUTHAMPTON UFSD  
70 LELAND LANE  
SOUTHAMPTON, NY 11968-5089  
PHONE (631) 591-4500 FAX (631) 287-2870  
Federal Tax ID #11-6002005

DATE 09/27/16  
VEND # 1192

REQ # 48254

SOUTHAMPTON  
PUBLIC SCHOOL

*Capps*

**Order To:**  
JEMIOLA, LARRILEE V.  
136 NEWTOWN LANE  
EAST HAMPTON, NY 11937

**Ship To:**  
District Office  
Southampton UFSD  
70 Leland Lane  
Southampton, NY 11968  
ATTENTION: N DYNO

BOE approved 09/20/2016

I certify that the goods and or services listed herein have been received in good order.

X *[Signature]* Building Principal/Administrator

Order Quantity	Item Description	Unit Cost	Discount	Shipping Charge	Extended Cost
1.00	2016/2017 Literacy Consultant - ESSA: Every Students Succeeds Act	32,000.000			32,000.00
<p><i>July 12-28 5 days \$3000.00 ✓</i>  <i>Aug 4-25 - 7 days \$4200.00 ✓</i></p> <p>AUDITED FOR PAYMENT OCT 13 2016 BY: <i>[Signature]</i> CLAIMS AUDITOR</p> <p><i>[Signature]</i> 10/20/16 \$ 7200.00 <del>3000.00</del></p>					

Budget Code	PO Amount	Budget Code	PO Amount
F211940000	32,000.00		

TOTAL \$32,000.00

APPROVAL BY PURCHASING AGENT  
This Purchase Order is not valid unless signed by the Purchasing Officer.

*Danielle Leef*  
\_\_\_\_\_  
Danielle Leef

Larrilee V. Capps Jemiola  
136 Newtown Lane  
East Hampton, NY 11937  
034-34-2645  
631-324-2057 h  
516-429-2539 c



Bill for Consultant services: Southampton ESSA (Every Student Succeeds Act)  
July 12, 14, 15, 21, 28, 2016  
5 days @ \$600.00

PAID 7

TOTAL \$ 3000.00

OCT 14 2016

SOUTHAMPTON  
PUBLIC SCHOOL

Please make payable to: Larrilee V. Capps Jemiola  
Thank you!



AUDITED  
FOR PAYMENT

OCT 13 2016

BY: \_\_\_\_\_  
CLAIMS AUDITOR

Larrilee V. Capps Jemiola  
136 Newtown Lane  
East Hampton, NY 11937  
034-34-2645  
631-324-2057 h  
516-429-2539 c




Bill for Consultant services: Southampton ESSA (Every Student Succeeds Act)  
August 4, 5, 10, 11, 17, 22, 25 2016  
7 days @ \$600.00

TOTAL \$ 4200.00

Please make payable to: Larrilee V. Capps Jemiola  
Thank you!

*Larrilee V. Capps Jemiola*

AUDITED  
FOR PAYMENT  
BY:  8/2016  
CLAIMS AUDITOR

**Southampton Public Schools  
70 Leland Lane  
Southampton, New York 11968  
631-591-4518  
631-287-2870-Fax**

**Confirming Purchase Order Form**

**Date:**

**To:**

**From: Danielle Leef  
Purchasing Agent**

**RE: Ordering Procedure**

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All purchases transacted between the Southampton UFSD and any/all vendors, must be in compliance with the Board of Education approved Purchasing Policy.

The requisition below represents an order processed or travel/conference related expenses expended by your department **prior** to the approval of the required purchase order. Please know that a Purchase Order (not a Requisition) must be issued & received by your department prior to ordering any product, service or any travel related expenses.

In the event of an emergency situation, or if you have any questions, please contact me before proceeding with an order.

Please indicate on this form the reason for issuing a requisition after placing an order for materials, membership, services, or after traveling or attending a conference:

\_\_\_\_\_ (Reading Consultant)  
\_\_\_\_\_ Getting BOE approval on 9/20  
\_\_\_\_\_ for contractual services from past fiscal year  
Requisition # 48254 2016/2017.

Please return this form with a copy of the Requisition.

\_\_\_\_\_  
Principal/Director Signature

----- Office Use Only -----

\_\_\_\_\_  
Maria Smith, Superintendent for Business

✓  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
9/12/16

**Consultant Agreement  
between  
Southampton Union Free School District  
and Larrilee V. Capps Jemiola  
Literacy Consultant and Race to the Top (Now known as ESSA: Every Student Succeeds  
Act)**

For the 2016-2017 school years, the Southampton UFSD plans to use the consultant services of Larrilee Jemiola for the following purposes:

- 1) To support the curriculum review and revision cycle as it is being rolled out in the District and to assist in laying the foundation for the cycle to be embedded into District practice.
- 2) To assist with data analysis for the purpose of making instructional decisions at the classroom and building level.
- 3) To support the implementation of the Part 154 Commissioner's regulations regarding ELLs in cooperation with District leadership.
- 4) To work with teacher leaders so that they can support building efforts in literacy, mathematics and curriculum and assessment design.
- 5) To support and assist District Administration in their efforts to align curriculum, instruction, and assessments to the Common Core Standards in adopted curriculum and locally developed curriculum.
- 6) To assist in the creation of grade level assessments that ensures alignment to the standards.
- 7) To coordinate the professional development activities of Southampton's Pre K-12 grade teachers in cooperation with the Interim Superintendent and Interim Assistant Superintendent.
- 8) To provide support for New York State's Race to the Top initiatives: Common Core, Evaluation and APPR including Student Learning Objectives, and Data Driven Instruction. This includes implementation of part 3012d of the Commissioner's Regulations regarding the revised APPR process.
- 9) To inform staff on the latest research developments in curriculum, instruction and assessment best practices and to assist teachers in their implementation of scientifically based programs and practices.
- 10) To continue to train staff in the NYSED curriculum modules in K-12 and related instructional and assessment practices embedded in the modules.

11) To expose teachers to the PARCC assessments and the NYSED assessment samples 3-8.

Mrs. Jemiola is to be hired on a per diem basis at the rate of \$600 per day for a total of days, spread throughout the school year and to be determined by Mrs. Jemiola and district needs. As an occasional employee, she will be paid through the submission of an invoice and will not be placed on district payroll.

Signed:

\_\_\_\_\_

Nicholas Dyno  
Interim Superintendent of Schools

*Larrilee V. Capps Jemiola*  
*Larrilee V. Capps Jemiola*  
Larrilee V. Capps Jemiola  
Educational Consultant



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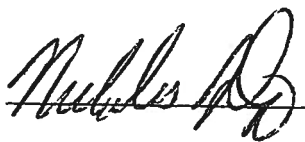
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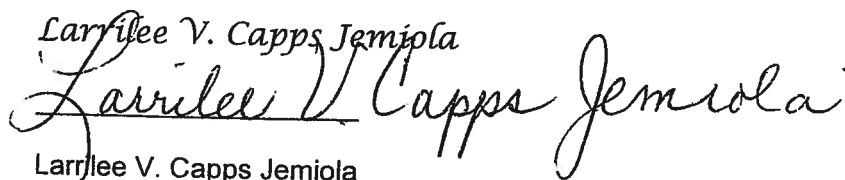
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Larrilee V. Capps Jemiola  
Educational Consultant

PURCHASE ORDER DETAIL FOR PO# 161256 DURING 07/01/16 - 06/30/17 FUND RANGE: A - W

VENDOR	BLDG	CONTACT	TYPE	DESCRIPTION	PLACED	LIQUIDATED	EXPENSED
1192 JEMIOLA, LARRILEE V.	00	N Dyno	Computer	JEMIOLA, LARRILEE V.	32,000.00	0.00	0.00
ACCOUNT			CHK#				
F 2119.4000-00					32,000.00	0.00	0.00
SCHED							
EN-3							
DATE							
09/27/16							
INVOICE#							
TOTALS					32,000.00	0.00	0.00
PO OUTSTANDING					32,000.00		

Report Completed 3:13 PM