

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

Meeting of the Schalmont Board of Education
Wednesday, April 24, 2024; 7:00 PM; Middle School LGI

CALL TO ORDER & ROLL CALL - The meeting was called to order at 7:07 PM.

Members Present

Mr. Angelo Santabarbara, President
Mr. David Lawrence, Vice President
Ms. Patricia Dowse
Ms. Miranda Eldridge
Mrs. Jean Hanson
Mr. Kevin Thompson

Members Absent

None

Others Present

Dr. Thomas Reardon, Superintendent of Schools
Mrs. Brenda Leitt, School Business Administrator
Mr. Nicholas Castiglione, Student Representative
Mr. Kyle Larabee, Student Representative

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA - Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that the agenda for the April 24, 2024 meeting of the Schalmont Board of Education be approved.

Motion carried 6-0.

STUDENT REPRESENTATIVE REPORT

Mr. Castiglione and Mr. Larabee reported that the HS music ensembles went to NYSSMA majors last week. On Monday, April 15th, the concert band and wind ensemble traveled to Shaker HS to participate. Concert band received silver for their performance, and the wind ensemble received gold with distinction, the highest rating possible at NYSSMA majors, and is a first in the history of the ensemble. The HS chorus and concert choir went a day later to Queensbury HS, where the chorus received a silver rating for their performance, and the concert choir received a gold rating for theirs! Congrats! Congrats to the newly inducted members of the NYS science honor society! The Schalmont Drama Club produced their spring musical "The Addams Family" a week and half ago, and thank everyone who came to show their support and laugh at the same time! At the Middle School, they has finished another successful year of the Ronald McDonald House Fundraiser. Last week, students and staff presented the Ronald McDonald House with a check for \$4,300. Through a combination of reading, school based events, and fun competitions, we have come together as a learning community to make a difference to those in need at the Ronald McDonald House. The 8th grade class went on a class trip on Wednesday, April 10th to New York City to see Aladdin on Broadway. Teachers worked hard to plan and arrange for the trip. It was a great experience for all who attended, and we are hopeful that this will become a tradition for our 8th grade students in years to come. It's hard to believe, but the final Sabre City was held on Friday, April 12th. These events, as you know, are well loved and enjoyed by students in grades 5-8, and made possible by volunteer parents, staff, and PIT Crew members. It was another successful year and plans are already in the works to be bigger and better next year. We will again be holding the annual Young Mind's Expo on Tuesday, May 7th from 6:00 - 7:30 pm at the Middle School. This is a popular event where students in grades 4 - 8 can create projects of their choosing and present to friends, families, and the community! Last year we had over 70 student volunteers and we are looking forward to even more this year! Come on out and enjoy this free event, and see students, clubs, class, and other exciting projects and displays. The National Junior Honor Society will be holding its induction ceremony on Monday, April 29th at 7:00 pm in the High School Auditorium. This ceremony will be conducted by the advisor, Mrs. Kate Sinnott as we welcome new members to NJHS. PIT Crew (Partnership, Involvement, Teamwork) will be meeting on Monday, April 29th from 5:30 - 6:30 pm to plan for the upcoming Young Mind's Expo and the Family Fun Schalmont Middle School, Amsterdam Mohawks game on June 6th. All parents, grandparents, and friends of SMS are invited to attend. At Jefferson Elementary, Mrs. Hughes' second graders recently visited Our Lady Queen of Peace, where they visited their preschool buddies. The students enjoyed some snacks together and also practiced throwing, catching, and dribbling within the gym. Jefferson wrapped up school spirit week on Thursday before the start of vacation. It was a "sea of green" at Jefferson. Go Sabres! Kindergarten Orientation was held at Jefferson on Wednesday, April 10, 2024 at 6:00 PM for all parents of incoming Kindergarten students. The orientation was a success with well over 100 parents/guardians in attendance. Mrs. Brown's Kindergarten class recently enjoyed Earth Day by inviting family members in for an afternoon of painting as they celebrated this special day. Jefferson's annual (buy one get one) spring book fair will begin on Monday, April 29.

SUPERINTENDENT’S REPORT

CONSENT AGENDA –Motion made by Ms. Dowse, seconded by Mr. Thompson, that the consent agenda consisting of the following items be approved:

- ✓ Board of Education Meeting Minutes: April 8, 2024
- ✓ Financial Reports March 2024: Finance Report; HS/MS Extracurricular
- ✓ CSE/CPSE Recommendations: March 4, 13, 14, 19, 21, 22, 26, 27, 2024; April 10, 11, 15, 16, 17, 18, 2024
- ✓ Personnel Matters

• **Instructional Personnel Matters**

Retirement Resignation

Colette McKelvey, Speech Language Pathologist, Jefferson Elem., effective June 30, 2024; 24 years of service

Resignation

Kacie Rea, Grade 6 Digital Literacy & Computer Science, MS; effective May 17, 2024 (close of business)

Unpaid Leave of Absence

Joelle Sweet, Physical Education, HS; effective April 22, 2024 through June 26, 2024

Unpaid Leave of Absence (extension)

Kimberly Sherman, Grade 7 Math Teacher, MS; effective July 1, 2024 through June 30, 2025

Substitute Teacher Appointments

BOCES Packet #14: Lindsey Clark, Mackenzie Flower, Tyler Hufland, Marissa Lewis, Matalyn Vongphouthone, Madison Zophy

• **Non Instructional Personnel Matters (All hourly pay rates as per SSRPA Agreement)**

Long-Term Substitute

<u>Appointment</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>	<u>Step</u>
Charlene Tebbano	Security Monitor	District Wide	04/15/24 through 06/30/25	7.00/hrs.	4

Substitute Appointments

<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Work Day</u>
Tammy Borkowski	Bus Driver	Transportation	04/29/24 as needed
Felice Calandra	Bus Attendant	Transportation	04/16/24 as needed
Michael Ricciardi	Bus Driver	Transportation	04/18/24 as needed

Motion carried 6-0.

NEW BUSINESS

BOCES Administrative Budget Vote: Motion made by Ms. Eldridge, seconded by Ms. Dowse, RESOLVED, that the Board of Cooperative Educational Services of Albany Schoharie Schenectady Saratoga Counties be authorized to expend the sums set forth in the Administrative Budget document in the total amount of \$14,618,385 during the school year 2024-25 and to raise such sum by assessments to component school districts, non-component school districts, other BOCES and other sources as required by law.

Motion carried 6-0.

Annual BOCES Election: Motion made by Mrs. Hanson, seconded by Mr. Lawrence, that after a canvas of the members present, the Board of Education cast one vote for each of the following two (2) candidates for a term of three years each: Lynne Lenhardt, Kimberly Tully.

Motion carried 6-0.

Poll Clerks and Inspectors: Motion made by Mrs. Hanson, seconded by Mr. Thompson, that the Board of Education approve the following individuals as inspectors and poll clerks for the Annual Budget Vote and Election held May 21, 2024.

Inspectors

Deborah Falcone, John O'Donnell

Poll Clerks

Felicia Amoroso, Renee Bate, Courtney Frederick,
Melissa Gemmett, Deborah McGarry, Donna Woods

Motion carried 6-0.

2024-25 Board Meeting Dates: Motion made by Mr. Lawrence, seconded by Ms. Eldridge, that the Board of Education approve the following Board meeting dates for the 2024-25 school year.

- July 10, 2024 (Wednesday)
- August 19, 2024
- September 9, 2024
- September 23, 2024
- October 15, 2024 (Tuesday)
- October 28, 2024
- November 12, 2024 (Tuesday)
- November 25, 2024
- December 9, 2024
- January 13 2025
- January 27, 2025
- February 10, 2025
- March 10, 2025
- March 24, 2025
- April 7, 2025
- April 23, 2025 (Wednesday - coordinates w/BOCES Budget Vote/Election)
- May 6, 2025 (Tuesday - "Meet the Candidate Night" - 14 days prior to Budget Vote)
- May 21, 2025 (Wednesday - day after Budget Vote on May 20th)
- June 9, 2025
- June 23, 2025

Motion carried 6-0.

BOARD ITEMS

Mr. Santabarbara – Thank you Ms. Dowse for attending BOCES Budget Session, nice to have the information and not simply rubber stamp the budget. Thanks to Ms. Gandrow for organizing the NYC trip for the students.

Ms. Dowse – Enjoyed going to Capital Region BOCES for the Budget Presentation.

ADJOURNMENT – Motion made by Mrs. Hanson, seconded by Ms. Dowse, that the April 24, 2024 meeting of the Board of Education be adjourned at 7:28 PM.

Motion carried 6-0.

Respectfully submitted,

Brenda Leitt
Clerk of the Board

FINANCE
REPORT
APRIL
2024

Submitted by:
Brenda Leitt

MONTHLY FINANCE

April 30, 2024

	4085	4093	4099	6864	4077	4107
	Capital Fund Checking	Federal Checking	General Checking	General Tax Account	School Lunch Checking	Payroll Account
	H200	F200	A200	A200TAX	C200	A209
Available Cash Balance as Reported at the End of Preceding Month						
	1,476,411.17	1,398.78	20,361,413.22	14.04	735,397.76	-
Add:						
Receipts By Source:						
Real Property Taxes/PILOTS			1,390,227.77			
Cafeteria Sales			46,635.25		7,577.45	
State & Federal Aid		39,936.49	111,788.10		46,934.00	
Transfers In	4,749.42		68,543.71		2,227.97	1,325,939.44
Interest Earnings			18,986.70			
Non Resident Tuition			3,130.74		1,317.19	
Miscellaneous			1,021.00			
Continuing Education			32,372.06			
Insurance (Cobra, Amsure)						
Total Receipts	4,749.42	39,936.49	1,672,707.33	-	57,856.61	1,325,939.44
Less:						
Disbursements:						
Check	186,113.52	1,265.00	2,756,206.29		32,028.13	1,325,939.44
Wire transfers - Payroll/Other		38,671.49	125,541.98		34,445.12	
Wire transfer - Anthem/Sales Tx			69,214.54			
Total Disbursements	186,113.52	39,936.49	2,950,964.81	-	66,473.25	1,325,939.44
Available Cash Balance At EoM	1,295,047.07	1,398.78	19,083,155.74	14.04	726,781.12	-
Bank Reconciliation						
Bank Balance	1,295,047.07	1,398.78	19,212,576.90	14.04	679,259.52	19,907.30
Deposits in Transit			(46,934.00)		680.60	
Outstanding Checks			(87,452.49)		(93.00)	(19,907.30)
Adjustments			4,965.33		46,934.00	
Book Balance	1,295,047.07	1,398.78	19,083,155.74	14.04	726,781.12	-
Other Investment Accounts:						
Opening balance		14,309,017.29	396.29	5,629,411.99		
Add:						
Transfers In		47,631.38	1.57	24,133.25		
Interest Earnings		47,631.38	1.57	24,133.25		
Total Receipts						
Less:						
Transfers Out						
Available Cash Balance At End of Month		14,356,648.67	396.86	5,653,545.24		
Account Code:		A203F	A203F	(NY CLASS) A203		
I certify that the above balances are in agreement with the bank statements, as reconciled.						
				<i>Burke</i>		5-8-24
				Business Administrator		Date

SCHALMONT CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
A 200	CASH IN CHECKING	60,449,569.44	41,366,413.70	19,083,155.74
A 200-DB	General Fund Debit Card Account	13,172.45	8,335.12	4,837.33
A 200TAX	CASH TAX ACCOUNT	26,051,439.45	26,051,425.41	14.04
A 203	NYCLASS ACCOUNT	5,653,545.24	0.00	5,653,545.24
A 203F	NBT MMA	21,356,648.67	7,000,000.00	14,356,648.67
A 203I	NBT - ICS Promontory	396.86	0.00	396.86
A 210	PETTY CASH	115.24	0.00	115.24
A 211	EXTRA CLASSROOM CASH	93,035.00	0.00	93,035.00
A 380-AR	ACCOUNTS RECEIVABLE-BILLING	4,130,890.58	4,018,372.69	112,517.89
A 391	DUE FROM OTHER FUNDS	9,728,813.51	991,433.23	8,737,380.28
A 410	STATE & FEDERAL AID RECEIVABLE	459,578.09	436,006.70	23,571.39
A 440	DUE FROM OTHER GOVERNMENTS	662,928.27	662,927.40	0.87
A 510	ESTIMATED REVENUE	55,853,038.00	0.00	55,853,038.00
A 511	APPROPRIATED RESERVE	50.00	0.00	50.00
A 521	ENCUMBRANCES	55,542,497.74	40,999,705.02	14,542,792.72
A 522	EXPENDITURES	39,184,137.43	1,439,452.94	37,744,684.49
A 599	APPROPRIATED FUND BALANCE	804,659.91	0.00	804,659.91
A 630	DUE TO OTHER FUNDS	3,294,412.27	3,270,299.62	24,112.65
A 631	DUE TO OTHER GOVERNMENTS	0.00	11,183.00	11,183.00 CR
A 632	DUE TO TEACHERS RET. SYSTEM	0.00	3,830,446.18	3,830,446.18 CR
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	280.12	135,068.97	134,788.85 CR
A 691	DEFERRED REVENUE	0.00	23,265.26	23,265.26 CR
A 718ERS	ERS RETIREMENT	83,151.02	81,386.86	1,764.16
A 719	DISABILITY INSURANCE	0.00	91.10	91.10 CR
A 720D	DENTAL INSURANCE	53,618.99	53,667.74	48.75 CR
A 720FLEX	FLEXIBLE SPENDING	0.00	135.16	135.16 CR
A 720H	HEALTH INSURANCE	702,881.68	741,578.80	38,697.12 CR
A 720L	LIFE INSURANCE	53,594.55	12,833.56	40,760.99
A 720V	VISION INSURANCE	10,592.92	10,673.20	80.28 CR
A 721	NYS INCOME TAX	767,919.78	767,773.97	145.81
A 722	FEDERAL INCOME TAX	1,665,354.06	1,665,057.52	296.54
A 726FICA	FICA TAX	2,166,183.05	2,166,536.14	353.09 CR
A 726MED	MEDICARE TAX	507,131.29	507,213.87	82.58 CR
A 727E	ERS LOAN	8,372.49	7,475.49	897.00
A 727T	TRS LOAN	66,155.00	65,755.00	400.00
A 738	STUDENT DEPOSITS	0.00	93,035.00	93,035.00 CR
A 815	RESERVE FOR UNEMPLOYMENT INSURANCE	0.00	300,000.00	300,000.00 CR
A 821	RESERVE FOR ENCUMBRANCES	40,999,705.02	55,542,547.47	14,542,842.45 CR
A 827	RESERVE FOR RETIREMENT CONTRIBUTIONS	0.00	2,571,391.32	2,571,391.32 CR
A 828	RESERVE FOR TEACHERS RETIREMENT	0.00	680,667.00	680,667.00 CR
A 864	RESERVE FOR TAX CERTIORARI	0.00	1,000,000.00	1,000,000.00 CR
A 867	RESERVE FOR EE BENEFITS & ACCRUED LIAB	50,962.50	1,613,196.18	1,562,233.68 CR
A 878	RESERVE FOR CAPITAL	1,550,000.00	6,550,000.00	5,000,000.00 CR
A 909	FUND BALANCE, UNRESERVED	0.00	20,987,089.32	20,987,089.32 CR
A 914	ASSIGNED APPROPRIATED FUND BALANCE	0.00	2,977,351.00	2,977,351.00 CR
A 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	486,660.43	486,660.43 CR

SCHALMONT CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
A 917	UNASSIGNED FUND BALANCE	1,579,292.34	0.00	1,579,292.34
A 960	APPROPRIATIONS	0.00	56,657,697.24	56,657,697.24 CR
A 980	REVENUES	136,723.21	47,896,697.56	47,759,974.35 CR
A Fund Totals:		333,680,846.17	333,680,846.17	0.00
C 200	CASH IN CHECKING	1,340,412.72	613,631.60	726,781.12
C 210	PETTY CASH	50.00	0.00	50.00
C 211	CASH ON HAND - CHANGE	130.00	0.00	130.00
C 380	ACCOUNTS RECEIVABLE	6,773.68	6,464.19	309.49
C 391	DUE FROM OTHER FUNDS	36,063.15	238,430.30	202,367.15 CR
C 410	STATE & FEDERAL AID RECEIVABLE	558,076.80	427,588.00	130,488.80
C 445	INVENTORY OF MAT'L & SUPPLIES	3,281.75	0.00	3,281.75
C 446	FOOD INVENTORY	25,513.18	0.00	25,513.18
C 510	ESTIMATED REVENUE	843,000.00	0.00	843,000.00
C 521	ENCUMBRANCES	807,289.85	637,766.36	169,523.49
C 522	EXPENDITURES	648,544.02	0.00	648,544.02
C 599	APPROPRIATED FUND BALANCE	111,016.76	0.00	111,016.76
C 630	DUE TO OTHER FUNDS	269,545.63	341,671.93	72,126.30 CR
C 631	DUE TO OTHER GOV'TS-SALES TAX	491.11	613.43	122.32 CR
C 691	DEFERRED REVENUE	0.00	101,635.00	101,635.00 CR
C 806	NONSPENDABLE FUND BALANCE	0.00	28,794.96	28,794.96 CR
C 821	RESERVE FOR ENCUMBRANCES	637,766.36	807,289.85	169,523.49 CR
C 845	RESERVE FOR INVENTORY	9,548.22	0.00	9,548.22
C 909	FUND BALANCE, UNRESERVED	44,283.65	111,016.76	66,733.11 CR
C 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	349,942.21	349,942.21 CR
C 960	APPROPRIATIONS	0.00	954,016.76	954,016.76 CR
C 980	REVENUES	479.62	723,405.15	722,925.53 CR
C Fund Totals:		5,342,266.50	5,342,266.50	0.00
F 200	CASH IN CHECKING	1,732,903.00	1,731,504.22	1,398.78
F 391	DUE FROM OTHER FUNDS	2,309,899.23	2,459,145.88	149,246.65 CR
F 410	STATE & FEDERAL AID RECEIVABLE	1,860,794.61	784,714.46	1,076,080.15
F 510	ESTIMATED REVENUE	1,135,660.00	468.00	1,135,192.00
F 521	ENCUMBRANCES	3,020,103.33	2,636,677.57	383,425.76
F 522	EXPENDITURES	2,386,529.89	1,472.50	2,385,057.39
F 522P	PAYROLL FLOW-THRU ACCOUNT	0.00	19,980.43	19,980.43 CR
F 599	APPROPRIATED FUND BALANCE	1,703,666.42	0.00	1,703,666.42
F 600	ACCOUNTS PAYABLE	0.00	0.27	0.27 CR
F 630	DUE TO OTHER FUNDS	1,341,648.01	2,946,917.09	1,605,269.08 CR
F 631	DUE TO OTHER GOVERNMENTS	0.00	994.99	994.99 CR
F 821	RESERVE FOR ENCUMBRANCES	2,636,677.57	3,017,491.90	380,814.33 CR
F 909	FUND BALANCE, UNRESERVED	217,062.12	217,930.00	867.88 CR
F 914	ASSIGNED APPROPRIATED FUND BALANCE	0.00	1,033.00	1,033.00 CR
F 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	10,805.68	10,805.68 CR
F 960	APPROPRIATIONS	468.00	2,839,326.42	2,838,858.42 CR
F 980	REVENUES	78,940.40	1,755,890.17	1,676,949.77 CR
F Fund Totals:		18,424,352.58	18,424,352.58	0.00
H 200	CASH IN CHECKING	121,146.77	5,209,382.13	5,088,235.36 CR



Account	Description	Debits	Credits	Balance
H 521	ENCUMBRANCES	8,256,243.03	7,609,282.44	646,960.59
H 522	EXPENDITURES	5,382,028.72	1,579,419.85	3,802,608.87
H 599	APPROPRIATED FUND BALANCE	5,916,626.95	571,710.15	5,344,916.80
H 600	ACCOUNTS PAYABLE	929,619.65	1,859,239.65	929,620.00 CR
H 626	BOND ANTICIPATION NOTES PAYABLE	0.00	469,742.00	469,742.00 CR
H 630	DUE TO OTHER FUNDS	386,239.00	1,318,470.43	932,231.43 CR
H 821	RESERVE FOR ENCUMBRANCES	7,609,282.44	8,256,243.03	646,960.59 CR
H 909	FUND BALANCE, UNRESERVED	8,478,179.22	3,949,062.15	4,529,117.07
H 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	911,897.15	911,897.15 CR
H 960	APPROPRIATIONS	571,710.15	5,916,626.95	5,344,916.80 CR
H Fund Totals:		37,651,075.93	37,651,075.93	0.00
HA 200	Cash in Checking	24,006,744.91	17,623,462.48	6,383,282.43
HA 600	Accounts Payable	0.00	0.28	0.28 CR
HA 626	BOND ANTICIPATION NOTES PAYABLE	17,623,462.48	32,933,843.79	15,310,381.31 CR
HA 630	Due to Other Funds	0.00	5,800,252.32	5,800,252.32 CR
HA 909	Fund Balance, Unreserved	14,891,639.75	0.00	14,891,639.75
HA 980	Revenues	0.00	164,288.27	164,288.27 CR
HA Fund Totals:		56,521,847.14	56,521,847.14	0.00
TE 200	CASH IN CHECKING	19,552.58	0.00	19,552.58
TE 909	FUND BALANCE, UNRESERVED	2.98	0.00	2.98
TE 909.12	CLASS 62'	0.00	3,139.57	3,139.57 CR
TE 909.14	JANICE DOLHY MEMORIAL SCHOLARSHIP	0.00	744.05	744.05 CR
TE 909.16	ROTTERDAM KIWANIS SCHOLARSHIP	0.00	3,757.06	3,757.06 CR
TE 909.2	BRUCE BOUCK SCHOLARSHIP	0.00	3,142.93	3,142.93 CR
TE 909.3	PAULA SELKIS SCHOLARSHIP	0.00	6,344.76	6,344.76 CR
TE 909.9	SANDRA STRYJEK SCHOLARSHIP	0.00	2,424.21	2,424.21 CR
TE 980	REVENUES	0.00	2.98	2.98 CR
TE Fund Totals:		19,555.56	19,555.56	0.00
V 391	DUE FROM OTHER FUNDS	2,910,053.60	1,455,026.80	1,455,026.80
V 884	RESERVE FOR DEBT	1,455,026.80	2,910,053.60	1,455,026.80 CR
V Fund Totals:		4,365,080.40	4,365,080.40	0.00
W 125	AMTS TO BE MADE IN FUTURE BUDGET	223,526,439.85	0.00	223,526,439.85
W 628	BONDS PAYABLE	0.00	815,000.00	815,000.00 CR
W 683	OTHER POST EMPLOYMET BENEFIT	0.00	136,601,551.00	136,601,551.00 CR
W 686	JUDGEMENTS AND CLAIMS	0.00	683,923.87	683,923.87 CR
W 687	COMPENSATED ABSENCES	0.00	1,561,925.98	1,561,925.98 CR
W 697	DEFERRED INFLOWS OF RESOURCES-PENSION	0.00	83,864,039.00	83,864,039.00 CR
W Fund Totals:		223,526,439.85	223,526,439.85	0.00
Grand Totals:		679,531,464.13	679,531,464.13	0.00

SCHALMONT CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
HSEC 200	CASH IN CHECKING	154,765.36	57,735.51	97,029.85
HSEC 630	DUE TO OTHER FUNDS	0.00	600.00	600.00 CR
HSEC 831	DUE TO OTHER GOV'T-SALES TAX	894.52	839.68	54.84
HSEC 700	Interest Earned	0.00	5,373.92	5,373.92 CR
HSEC 830	BAND FUND	4,085.75	11,608.42	7,522.67 CR
HSEC 831	STUDENT SPECIAL ACCOOUNT	9,010.50	8,647.35	363.15
HSEC 832	YEARBOOK	4,793.12	15,862.12	11,069.00 CR
HSEC 833	CHOIR	5,986.67	7,077.53	1,090.86 CR
HSEC 834	INTERNATIONAL CLUB	0.00	979.37	979.37 CR
HSEC 835	KEY CLUB	983.48	1,477.60	494.12 CR
HSEC 836	NATIONAL HONOR SOCIETY	1,031.99	2,492.38	1,460.39 CR
HSEC 837	SADD	600.00	863.47	263.47 CR
HSEC 838	SKI CLUB	10,581.00	11,016.55	435.55 CR
HSEC 839	STUDENT COUNCIL	405.75	3,354.67	2,948.92 CR
HSEC 840	STUDENT LOCKER FUND	0.00	4,536.65	4,536.65 CR
HSEC 841	NSHS	5,835.00	6,594.82	759.82 CR
HSEC 842	NAHS	115.00	211.95	96.95 CR
HSEC 843	ECC	0.00	351.48	351.48 CR
HSEC 844	DRAMA	1,681.79	14,374.63	12,692.84 CR
HSEC 845	ENGLISH HONOR SOCIETY	327.90	1,911.29	1,583.39 CR
HSEC 848	GSA/FUSION	0.00	562.17	562.17 CR
HSEC 872	MASTERMINDS	0.00	379.03	379.03 CR
HSEC 876	Class of 2023	1,163.00	4,320.46	3,157.46 CR
HSEC 877	Class of 2024	5,310.65	25,092.50	19,781.85 CR
HSEC 878	Class of 2025	1,314.65	9,123.41	7,808.76 CR
HSEC 879	Class of 2026	1,658.09	6,088.60	4,430.51 CR
HSEC 880	Class of 2027	1,070.15	9,663.19	8,593.04 CR
HSEC 883	YOUNG ENTREPRENEURS	0.00	475.62	475.62 CR
HSEC Fund Totals:		211,614.37	211,614.37	0.00
MSEC 200	CASH IN CHECKING	86,208.99	38,119.83	48,089.16
MSEC 631	DUE TO OTHER GOV'T-SALES TAX	0.00	348.23	348.23 CR
MSEC 700	Interest Earned	0.00	2,231.99	2,231.99 CR
MSEC 830	SCHOOL STORE	3,277.57	4,746.98	1,469.41 CR
MSEC 831	YEARBOOK	465.78	5,525.72	5,059.94 CR
MSEC 833	SABRE SERVICE CLUB	0.00	64.18	64.18 CR
MSEC 834	STUDENT COUNCIL	6,671.77	28,472.55	21,800.78 CR
MSEC 835	GRADE 6	0.00	56.19	56.19 CR
MSEC 836	GRADE 7	0.00	44.00	44.00 CR
MSEC 838	GRADE 8	15,124.50	16,495.01	1,370.51 CR
MSEC 839	LIFETOUCH	4,159.01	9,087.24	4,928.23 CR
MSEC 841	LIBRARY	2,292.54	7,496.84	5,204.30 CR
MSEC 842	ENVIRONMENTAL CLUB	191.04	2,296.99	2,105.95 CR
MSEC 843	SABRE NATION - STUDY CIRCLE	175.21	989.96	814.75 CR
MSEC 844	ENGINEERING CLUB	260.41	1,290.15	1,029.74 CR
MSEC 845	SABRE CAFE	0.00	1,560.96	1,560.96 CR
MSEC Fund Totals:		118,826.82	118,826.82	0.00

SCHALMONT CSD

Trial Balance Report From 7/1/2023 - 4/30/2024



Account	Description	Debits	Credits	Balance
Grand Totals:		330,441.19	330,441.19	0.00



Schalmont
CENTRAL SCHOOL DISTRICT

District Office
4 Sabre Drive, Schenectady, NY 12306
Phone: 518-355-9200 | Fax: 518-355-9203

Dr. Thomas B. Reardon, Superintendent of Schools, Ext. 4001

TO: Board of Education
FROM: Genienne Bakuzonis, Chief Compliance Officer, Academic & Instructional Support Services
DATE: May 17, 2024
RE: Agenda Items for May 22, 2024 Board Meeting: CSE/CPSE Meetings for BOE Approval

Date of CSE/CPSE Meeting/School	Number of Students
March 18, 2024 (CPSE)	1
March 21, 2024 (SMS)	1
March 28, 2024 (CPSE)	1
April 12, 2024 (JES)	1
April 22, 2024 (JES)	1
April 23, 2024 (CPSE)	2
April 24, 2024 (SMS)	1
April 29, 2024 (JES)	1
April 30, 2024 (JES)	2
May 1, 2024 (JES)	1
May 6, 2024 (JES, SHS)	2
May 7, 2024 (CPSE, SMS)	2
May 17, 2024 (SHS)	1

(X) Required
 () Local
 () Notice

SCHOOL DISTRICT RECORDS

It's the policy of the Board of Education to inform members of the public about the administration and operation of public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. Such regulations will address ensuring applicable confidentiality and security of district information, including the protection of student and teacher/principal personally identifiable information in conformance with state EdLaw 2-d and regulations 8 NYCRR Part 121. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule LGS-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The manner of destruction will be determined by the format of the record (i.e., paper, digital, etc.). In addition, destruction will be appropriately documented.

Litigation-Hold

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

The Superintendent or his/her designee, with assistance from the Records Management Officer, shall be responsible for developing and disseminating department-specific retention schedules and guidance to staff, as necessary, to ensure adherence to this policy.

Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
 Education Law §2116
 Arts and Cultural Affairs Law §57.11
 Local Government Records Law, Article 57-A
 Federal Rules of Civil Procedure, 16, 26
 8 NYCRR 185.15 (8 NYCRR Appendix L) – Records Retention and Disposition Schedule LGS-1 for New York Local Government Records

Adoption date:

(X) Required
 (x) Local
 (x) Notice

GRADUATION CEREMONIES

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. The Board of Education will approve the date for graduation ceremonies, while the administration will determine the place and program details, including attire. Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected from among the graduating class.

Participation in the graduation ceremony and related activities will be predicated on satisfactory completion of all graduation requirements, or as otherwise described in this policy. Exceptions may be made under extraordinary circumstances with the permission of the Superintendent of Schools. Students who have earned either a Career Development and Occupational Studies Commencement Credential (CDOS) or Skills and Achievement Commencement Credential (SACC) without meeting the requirements for a high school diploma by the time their ninth-grade cohort reaches graduation may, but are not required to, participate in that graduation ceremony and related activities.

However, students may be denied participation in the graduation ceremony and related activities as a consequence of violations of the Code of Conduct. The Building Principal may set other rules and conditions for participation in the graduation ceremony and related activities. All such rules will be provided to students and parents/guardians in advance. Students who have met the requirements for a diploma but are barred from participating in the graduation ceremony will be given their diplomas separately.

Students with disabilities receiving services pursuant to the Individuals with Disabilities Education Act who earn a CDOS or SACC without receiving a diploma are entitled to continue their educational programs until their 22nd birthday, or until receipt of a Regents or local high school diploma, whichever comes first. Students who participate in the graduation ceremony by earning only a CDOS or SACC, who subsequently meet the requirements for either a Regents or local high school diploma, may participate in the graduation ceremony of that graduating class as well.

Cross-ref: 4321, Programs for Students with Disabilities Under the IDEA and New York's Education Law Article 89
 4321.9, Declassification of Students with Disabilities
 4773, Diploma and Credential Options for Students with Disabilities
 5300, Code of Conduct

Ref: Education Law §3204(4-b)
 8 NYCRR §§100.2(oo); 100.5; 100.6
A.R. v. Connecticut State Board of Education, 5 F.4th 155 (2021)
Formal Opinion of Counsel No. 242 (7/6/2023), NYSED

Adoption date:

(X) Required

(X) Local

(X) Notice

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights will be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records.

The District will provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to EdLaw 2-d, the District will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student Personally Identifiable Information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools is responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include, but is not limited to: social security number, student identification number, parent/guardian's name and/or address, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR 99.3. The State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing their tasks.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of such educational agency, or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

Annual Notification

The district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 8635-E). Policy will be reviewed and updated as needed to be consistent with State, Federal and Local modifications.

Adoption date:

Required
 Local
 Notice

STUDENT PRIVACY

The Board recognizes its responsibility to enact policies that protect student privacy, in accordance with law. This is particularly relevant in the context of the administration of surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

Surveys

The Board of Education recognizes under the Federal Protection of Pupil Rights Act (PPRA) that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, parent/guardian consent is required for minors to take part in surveys which gather any of the following information:

1. political affiliations or beliefs of the student or the student's parent/guardian;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student's parent/guardian; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the district plans to survey students to gather information included in the list above, the district will obtain written consent from the parent/guardian in advance of administering the survey. The notification/consent form will also apprise the parent/guardian of their right to inspect the survey prior to their minor child's participation. Prior written consent and the right to inspect survey transfers to students once they turn 18 years old and are emancipated.

Marketing

It is the policy of the Board, as per EdLaw 2-d, not to collect, disclose, or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

All disclosure or use of student personal information will be protected by the district pursuant to the requirements of the Family Educational Rights and Privacy act (FERPA), Individuals with Disability Act (IDCA), Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, Children's Online Privacy Protection Act (COPPA), NY EdLaw 2-d, 8635, and Information and Data Privacy Security Breach and Notification.

Inspection of Instructional Material

Parents/guardians shall have the right to inspect, for students under 18, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). It does not include tests or academic assessments."

A parent/guardian (or student who is at least 18 years old or is emancipated) who wishes to inspect and review such instructional material must submit a request in writing to the Principal. Upon receipt of such request, arrangements shall be made to provide access to such material.

Invasive Physical Examinations

Prior to the administration of any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam, in case physical examination is defined in federal law. Hearing, vision and scoliosis screenings are not included in this definition and are not subject to prior notification.

Adoption date: