

SCHALMONT CENTRAL SCHOOL DISTRICT

MINUTES

Meeting of the Schalmont Board of Education  
Monday, October 28, 2024; 7:00 PM; Middle School LGI

**CALL TO ORDER & ROLL CALL** - The meeting was called to order at 7:06 PM.

Members Present

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

Members Absent

None

Others Present

Dr. Thomas Reardon, Superintendent of Schools  
Mrs. Brenda Leitt, School Business Administrator  
Mr. Kyle Larabee, Student Representative  
Miss Angelina Riccio, Student Representative

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** – Motion made by Mr. Lawrence, seconded by Mrs. Hanson, that the agenda for the October 28, 2024 meeting of the Schalmont Board of Education be approved.

*Motion carried 6-0.*

**STUDENT REPRESENTATIVE REPORT**

Mr. Larabee and Miss Riccio reported at the High School, Financial Aid Night was October 16<sup>th</sup>. Senior night was October 25<sup>th</sup> and the National Honor Society induction is Tuesday, October 29<sup>th</sup>. Middle School students held a spirit week with themes inspired by National Bullying Prevention Month, some themes include, "Sweat Out the Hate!" and wear workout gear, "Team Together" and wear your favorite jersey. Eighth grade students enjoyed a field trip to Career Jam, which was an interactive event at Hudson Valley with schools around the area for students to explore different careers and spark interest. On October 25<sup>th</sup>, Jefferson Elem. students, faculty, and staff held a "Go Pink Day!", where they wore all pink in honor of Breast Cancer Awareness month.

**SUPERINTENDENT'S REPORT**

Pre-K Advisory Committee Update/Recommendations – Dr. Reardon

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

- ✓ Board of Education Meeting Minutes: October 15, 2024
- ✓ Financial Report: September 2024
- ✓ CSE/CPSE Recommendations: Oct. 11, 15, 16, 17, 22, 23, 2024
- ✓ Personnel Matters

• **Instructional Personnel Matters**

Part-Time Appointment

Name: Ian Shanahan  
Position: 2<sup>nd</sup> Grade Teacher/Jefferson  
FTE: 1.0 FTE  
Effective: November 4, 2024 through June 30, 2025  
Step: 2-BA (*per STA Agreement*)

Unpaid Leave of Absence

Morgan Tripp, 2<sup>nd</sup> Grade Teacher, Jefferson; effective November 12, 2024 through June 30, 2025

2024-25 Winter Coaching Appointments (Stipend in accordance with STA Agreement)

Josh Cuomo, Varsity Wrestling Coach, Step 8  
Michael LaCouture, Varsity Wrestling Assistant Coach, Step 1

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

<u>Resignation</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
Vincent Martel III	Monitor	Jefferson	11/01/24 (close of business)

<u>Substitute Resignations</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>
Vincent Martell III	Monitor	District Wide	11/04/24
Vincent Martell III	Food Service Worker	District Wide	11/04/24
Lauren Sindoni	Nurse	District Wide	11/07/24

Change of Hours

<u>Employee</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Old Daily Total</u>	<u>New Daily Total</u>
Vittoria Costantini	Bus Attendant	Transportation	10/21/24	0.00	1.00

Motion carried 6-0.

**NEW BUSINESS**

**Acceptance of Extra Classroom Activity Fund Audit:** Motion made by Mr. Thompson, seconded by Mr. Mau, that the Board of Education accept the Extra Classroom Activity Fund Audit for the year-end June 30, 2024.

Motion carried 6-0.

**Corrective Action Plan/Extra Classroom Activity Fund Audit:** Motion made by Mr. Lawrence, seconded by Mr. Thompson, that the Board of Education approve the corrective action plan for the Extra Classroom Activity Fund Audit for the year-end June 30, 2024.

Motion carried 6-0.

**BOARD ITEMS**

Mr. Santabarbara – Good Pre-K information. Lots of great Schalmont events.

Mr. Lawrence – Amazing PTO. Lots of campus activities. Pre-K presentation was great. We should do it ourselves and not farm out.

Ms. Dowse – BOCES report, very generic. BOCES has never responded to my emails.

Mr. Mau – Middle School PTO is amazing. Great community events.

**ADJOURNMENT** – Motion made by Mr. Mau, seconded by Mrs. Hanson, that the October 28, 2024 meeting of the Board of Education be adjourned at 8:06 PM.

Motion carried 6-0.

Respectfully submitted,

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Mrs. Brenda Leitt  
Clerk of the Board

TREASURER  
REPORT  
October  
2024

Submitted by:  
Brenda Leitt





**SCHALMONT CSD**

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits	Balance
A 200	CASH IN CHECKING	44,140,560.28	14,794,455.15	29,346,105.13
A 200-DB	General Fund Debit Card Account	12,843.27	7,005.42	5,837.85
A 200TAX	CASH TAX ACCOUNT	25,869,235.23	20,000,000.00	5,869,235.23
A 203	NYCLASS ACCOUNT	5,799,865.12	0.00	5,799,865.12
A 203F	NBT MMA	14,644,144.30	0.00	14,644,144.30
A 203I	NBT - ICS Promontory	404.97	0.00	404.97
A 210	PETTY CASH	115.24	0.00	115.24
A 380-AR	ACCOUNTS RECEIVABLE-BILLING	3,762,152.42	3,765,853.35	3,700.93 CR
A 391	DUE FROM OTHER FUNDS	3,402,746.96	273,021.10	3,129,725.86
A 410	STATE & FEDERAL AID RECEIVABLE	418,333.40	348,744.40	69,589.00
A 440	DUE FROM OTHER GOVERNMENTS	655,478.87	0.00	655,478.87
A 510	ESTIMATED REVENUE	57,880,777.00	0.00	57,880,777.00
A 511	APPROPRIATED RESERVE	5,000,050.00	0.00	5,000,050.00
A 521	ENCUMBRANCES	54,041,444.98	15,801,259.02	38,240,185.96
A 522	EXPENDITURES	14,897,777.04	423,675.72	14,474,101.32
A 599	APPROPRIATED FUND BALANCE	197,412.77	0.00	197,412.77
A 600	ACCOUNTS PAYABLE	241,262.88	299,892.93	58,630.05 CR
A 630	DUE TO OTHER FUNDS	355,103.86	2,495,695.79	2,140,591.93 CR
A 632	DUE TO TEACHERS RET. SYSTEM	57.59	3,303,062.62	3,303,005.03 CR
A 637	DUE TO EMPLOYEES RETIREMENT SYSTEM	0.00	196,519.86	196,519.86 CR
A 718ERS	ERS RETIREMENT	27,036.60	28,186.00	1,149.40 CR
A 720D	DENTAL INSURANCE	11,962.81	11,962.80	0.01
A 720FLEX	FLEXIBLE SPENDING	0.00	6.54	6.54 CR
A 720H	HEALTH INSURANCE	171,128.94	171,128.22	0.72
A 721	NYS INCOME TAX	222,454.36	222,308.55	145.81
A 722	FEDERAL INCOME TAX	471,455.06	471,158.52	296.54
A 726FICA	FICA TAX	612,397.46	609,174.47	3,222.99
A 726MED	MEDICARE TAX	143,221.86	142,468.15	753.71
A 815	RESERVE FOR UNEMPLOYMENT INSURANCE	0.00	300,000.00	300,000.00 CR
A 821	RESERVE FOR ENCUMBRANCES	15,801,259.02	54,041,494.71	38,240,235.69 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	1,042,667.00	1,042,667.00 CR
A 864	RESERVE FOR TAX CERTIORARI	0.00	1,148,683.67	1,148,683.67 CR
A 867	RESERVE FOR EE BENEFITS & ACCRUED LIAB	107,775.00	1,670,008.68	1,562,233.68 CR
A 909	FUND BALANCE, UNRESERVED	305,111.30	27,654,700.53	27,349,589.23 CR
A 914	ASSIGNED APPROPRIATED FUND BALANCE	0.00	4,800,689.00	4,800,689.00 CR
A 960	APPROPRIATIONS	0.00	58,078,189.10	58,078,189.10 CR
A 980	REVENUES	96,290.85	34,616,456.82	34,520,165.97 CR
<b>A Fund Totals:</b>		<b>249,289,859.44</b>	<b>249,289,859.44</b>	<b>0.00</b>
C 200	CASH IN CHECKING	1,034,705.02	121,436.74	913,268.28
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	4,657.32	3,648.62	1,008.70
C 391	DUE FROM OTHER FUNDS	0.00	270.00	270.00 CR
C 410	STATE & FEDERAL AID RECEIVABLE	268,650.00	150,601.00	118,049.00
C 445	INVENTORY OF MAT'L & SUPPLIES	2,512.20	0.00	2,512.20

**SCHALMONT CSD**

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits	Balance
C 446	FOOD INVENTORY	27,498.33	0.00	27,498.33
C 510	ESTIMATED REVENUE	1,060,000.00	0.00	1,060,000.00
C 521	ENCUMBRANCES	729,867.02	161,299.12	568,567.90
C 522	EXPENDITURES	121,197.95	0.00	121,197.95
C 630	DUE TO OTHER FUNDS	60,760.72	581,775.43	521,014.71 CR
C 631	DUE TO OTHER GOVTS-SALES TAX	0.00	360.33	360.33 CR
C 726FICA	FICA TAX	0.00	3,222.99	3,222.99 CR
C 726MED	MEDICARE TAX	0.00	753.71	753.71 CR
C 806	NONSPENDABLE FUND BALANCE	0.00	30,010.53	30,010.53 CR
C 821	RESERVE FOR ENCUMBRANCES	161,299.12	729,867.02	568,567.90 CR
C 909	FUND BALANCE, UNRESERVED	0.00	384,053.08	384,053.08 CR
C 960	APPROPRIATIONS	0.00	1,060,000.00	1,060,000.00 CR
C 980	REVENUES	70.59	244,099.70	244,029.11 CR
<b>C Fund Totals:</b>		<b>3,471,398.27</b>	<b>3,471,398.27</b>	<b>0.00</b>
F 200	CASH IN CHECKING	257,957.23	246,892.10	11,065.13
F 391	DUE FROM OTHER FUNDS	2,345,094.79	257,421.81	2,087,672.98
F 410	STATE & FEDERAL AID RECEIVABLE	2,147,605.00	2,143,374.79	4,230.21
F 510	ESTIMATED REVENUE	838,506.00	0.00	838,506.00
F 521	ENCUMBRANCES	1,540,573.18	1,130,875.36	409,697.82
F 522	EXPENDITURES	246,892.10	0.00	246,892.10
F 630	DUE TO OTHER FUNDS	202,260.38	2,340,306.26	2,138,045.88 CR
F 821	RESERVE FOR ENCUMBRANCES	1,130,875.36	1,540,573.18	409,697.82 CR
F 909	FUND BALANCE, UNRESERVED	0.59	0.00	0.59
F 915	ASSIGNED UNAPPROPRIATED FUND BALANCE	0.00	10,095.13	10,095.13 CR
F 960	APPROPRIATIONS	0.00	838,506.00	838,506.00 CR
F 980	REVENUES	0.00	201,720.00	201,720.00 CR
<b>F Fund Totals:</b>		<b>8,709,764.63</b>	<b>8,709,764.63</b>	<b>0.00</b>
H 200	CASH IN CHECKING	319,410.75	240,653.70	78,757.05
H 391	DUE FROM OTHER FUNDS	0.00	87,412.05	87,412.05 CR
H 410	STATE & FEDERAL AID RECEIVABLE	338,720.00	0.00	338,720.00
H 522	EXPENDITURES	240,653.70	0.00	240,653.70
H 599	APPROPRIATED FUND BALANCE	393,262.46	0.00	393,262.46
H 630	DUE TO OTHER FUNDS	0.00	330,064.35	330,064.35 CR
H 909	FUND BALANCE, UNRESERVED	152,608.11	393,262.46	240,654.35 CR
H 960	APPROPRIATIONS	0.00	393,262.46	393,262.46 CR
<b>H Fund Totals:</b>		<b>1,444,655.02</b>	<b>1,444,655.02</b>	<b>0.00</b>
K 101	LAND	953,400.00	0.00	953,400.00
K 102	BUILDINGS	56,748,394.30	0.00	56,748,394.30
K 103	IMPROVEMENTS OTHER THAN BUILDINGS	1,335,530.56	0.00	1,335,530.56
K 104	EQUIPMENT	5,137,181.91	0.00	5,137,181.91
K 105	CONSTRUCTION WORK IN PROGRESS	0.00	0.21	0.21 CR
K 107	OTHER CAPITAL ASSETS-VEHICLES	4,779,011.46	0.00	4,779,011.46
K 108	NET PENSION ASSET-PROPORTIONATE SHARE	0.00	2,547,778.00	2,547,778.00 CR
K 112	ACCUM DEPRECIATION-BLDGS	0.00	17,712,356.53	17,712,356.53 CR
K 113	ACCUM DEPRECIATION-OTHER THAN BLDG	0.00	1,193,745.82	1,193,745.82 CR
K 114	ACCUM DEPRECIATION-EQUIPMENT	0.00	3,234,978.95	3,234,978.95 CR

**SCHALMONT CSD**

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits	Balance	
K 117	ACCUM DEPRECIATION-OTHER ASSETS	0.00	2,925,652.52	2,925,652.52	CR
K 151	NET CAPITAL ASSETS	0.00	97,121,245.20	97,121,245.20	CR
K 496	DEFERRED OUTFLOWS OF RESOURCES-PENSION	55,782,239.00	0.00	55,782,239.00	
<b>K Fund Totals:</b>		<b>124,735,757.23</b>	<b>124,735,757.23</b>	<b>0.00</b>	
TE 200	CASH IN CHECKING	19,554.56	0.00	19,554.56	
TE 909.12	CLASS 62'	0.00	3,139.89	3,139.89	CR
TE 909.14	JANICE DOLHY MEMORIAL SCHOLARSHIP	0.00	744.13	744.13	CR
TE 909.16	ROTTERDAM KIWANIS SCHOLARSHIP	0.00	3,757.44	3,757.44	CR
TE 909.2	BRUCE BOUCK SCHOLARSHIP	0.00	3,143.25	3,143.25	CR
TE 909.3	PAULA SELKIS SCHOLARSHIP	0.00	6,345.40	6,345.40	CR
TE 909.9	SANDRA STRYJEK SCHOLARSHIP	0.00	2,424.45	2,424.45	CR
<b>TE Fund Totals:</b>		<b>19,554.56</b>	<b>19,554.56</b>	<b>0.00</b>	
W 125	AMTS TO BE MADE IN FUTURE BUDGET	232,713,213.07	0.00	232,713,213.07	
W 628	BONDS PAYABLE	0.00	802,500.00	802,500.00	CR
W 683	OTHER POST EMPLOYMET BENEFIT	0.00	145,715,913.00	145,715,913.00	CR
W 686	JUDGEMENTS AND CLAIMS	0.00	683,923.87	683,923.87	CR
W 687	COMPENSATED ABSENCES	0.00	1,646,837.20	1,646,837.20	CR
W 697	DEFERRED INFLOWS OF RESOURCES-PENSION	0.00	83,864,039.00	83,864,039.00	CR
<b>W Fund Totals:</b>		<b>232,713,213.07</b>	<b>232,713,213.07</b>	<b>0.00</b>	
<b>Grand Totals:</b>		<b>620,384,202.22</b>	<b>620,384,202.22</b>	<b>0.00</b>	



**SCHALMONT CSD**

Trial Balance Report From 7/1/2024 - 10/31/2024



Account	Description	Debits	Credits	Balance
HSEC 200	CASH IN CHECKING	85,026.68	6,655.54	78,371.14
HSEC 631	DUE TO OTHER GOV'T-SALES TAX	0.00	107.54	107.54 CR
HSEC 700	Interest Earned	0.00	1,016.82	1,016.82 CR
HSEC 830	BAND FUND	0.00	2,026.22	2,026.22 CR
HSEC 831	SSA	3,228.00	9,649.55	6,421.55 CR
HSEC 832	YEARBOOK	239.67	14,018.06	13,778.39 CR
HSEC 833	CHOIR	0.00	1,332.57	1,332.57 CR
HSEC 834	INTERNATIONAL CLUB	0.00	1,257.63	1,257.63 CR
HSEC 835	KEY CLUB	50.00	1,153.05	1,103.05 CR
HSEC 836	NATIONAL HONOR SOCIETY	385.00	1,623.92	1,238.92 CR
HSEC 837	SADD	402.64	687.88	285.24 CR
HSEC 838	SKI CLUB	0.00	599.18	599.18 CR
HSEC 839	STUDENT COUNCIL	306.32	5,773.05	5,466.73 CR
HSEC 841	NSHS	0.00	898.18	898.18 CR
HSEC 842	NAHS	0.00	147.29	147.29 CR
HSEC 843	ECC	0.00	489.41	489.41 CR
HSEC 844	DRAMA	0.00	8,292.03	8,292.03 CR
HSEC 845	ENGLISH HONOR SOCIETY	0.00	1,851.51	1,851.51 CR
HSEC 848	GSA/FUSION	0.00	755.81	755.81 CR
HSEC 872	MASTERMINDS	0.00	404.34	404.34 CR
HSEC 877	Class of 2024	0.00	725.22	725.22 CR
HSEC 878	Class of 2025	1,494.75	12,759.00	11,264.25 CR
HSEC 879	Class of 2026	515.92	6,411.91	5,895.99 CR
HSEC 880	Class of 2027	253.75	9,269.24	9,015.49 CR
HSEC 881	Class of 2028	0.00	3,096.25	3,096.25 CR
HSEC 883	YOUNG ENTREPRENEURS	0.00	614.52	614.52 CR
HSEC 884	SPANISH CLUB	71.99	359.00	287.01 CR
<b>HSEC Fund Totals:</b>		<b>91,974.72</b>	<b>91,974.72</b>	<b>0.00</b>
MSEC 200	CASH IN CHECKING	56,159.63	27,348.45	28,811.18
MSEC 631	DUE TO OTHER GOV'T-SALES TAX	0.00	511.72	511.72 CR
MSEC 700	Interest Earned	0.00	404.75	404.75 CR
MSEC 830	SCHOOL STORE	659.10	2,074.70	1,415.60 CR
MSEC 831	YEARBOOK	3,000.00	6,771.12	3,771.12 CR
MSEC 833	SABRE SERVICE CLUB	0.00	247.58	247.58 CR
MSEC 834	STUDENT COUNCIL	1,100.00	4,475.59	3,375.59 CR
MSEC 835	GRADE 6	0.00	239.59	239.59 CR
MSEC 836	GRADE 7	0.00	227.40	227.40 CR
MSEC 838	GRADE 8	24,003.00	28,955.91	4,952.91 CR
MSEC 839	LIFETOUCH	1,207.99	3,766.88	2,558.89 CR
MSEC 841	MAKER SPACE	3,524.31	8,475.25	4,950.94 CR
MSEC 842	ENVIRONMENTAL CLUB	0.00	1,959.35	1,959.35 CR
MSEC 843	SABRE NATION - STUDY CIRCLE	54.05	948.58	894.53 CR
MSEC 844	ENGINEERING CLUB	0.00	1,213.14	1,213.14 CR
MSEC 845	SABRE CAFE	0.00	1,744.31	1,744.31 CR
MSEC 846	NATIONAL JUNIOR HS	0.00	343.76	343.76 CR
<b>MSEC Fund Totals:</b>		<b>89,708.08</b>	<b>89,708.08</b>	<b>0.00</b>







# Budget Development Timeline

**ATTENTION Schalmont Community**, the Schalmont Board of Education wants you to get involved in your school district. The school board invites you to participate in the budget development process and be a part of the planning for the 2025-26 school year. Participate in our Community Feedback and let your voice be heard.

**A schedule is listed below, with all activities leading up to the annual budget vote on May 20, 2025.**

## Calendar of Budget and Election Activities

Dec. 2024 – March 2025	Superintendent begins Budget discussions w/Administration and District Department Leaders
February - April 2025	Community-Wide Budget Survey distributed. Feedback received and reviewed.
February 10, 2025	Board of Education Meeting & Budget Update – Middle School LGI, 7 p.m
March 1, 2025	Tax Levy Calculation Due to Comptroller and NYS Education Department Board of Education Candidate Petition Packets Available in District Office
March 24, 2025	Board of Education Meeting and Budget Update – Middle School LGI 7 p.m. Superintendent’s Draft Budget Proposal Presentation
April 5 – May 14, 2025	Publication of Legal Notice #1 for Budget Hearing and Budget Vote, including Propositions (if any). Published at least 4 times 45 days before vote: <i>Notice 1: Sat. 4/5; Notice 2: Sun. 4/20; Notice 3: Sun. 5/4; Notice 4: Wed. 5/14</i>
April 7, 2025	<b>Board of Education Meeting, Superintendent’s final Budget Recommendations and Budget Update/Public Forum – Middle School LGI, 7 p.m. Adoption of Special Propositions and Adoption of 2024-25 Budget Proposal</b>
April 22, 2025	Filing Deadline for Special Propositions Filing Deadline for Board of Education Candidates – District Office, 4 p.m.
April 25, 2025	Submit & Adoption of Property Tax Report Card to Papers
April 29, 2025	Deadline to Submit Property Tax Report Card to NYS Education Department (due 24 hours after budget adoption)
April 28, 2025	Budget Statement Available at Each School and District Office (7 days prior to Budget Hearing and at least 14 days prior to Budget Vote) Budget Newsletters Mailed to Residents
May 6, 2025	<b>Meet the Candidate Night</b> , Middle School LGI, 6 p.m. <b>Official Budget Hearing</b> , Middle School LGI, 7 p.m.
May 6 – 13, 2025	Budget Notice Mailed (7 to 14 days prior to budget vote)
May 20, 2025	<b>Budget Vote and Board of Education Election</b> Schalmont High School New Gym Lobby, 6 a.m. – 9 p.m.



**(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.

As required by Public Officers Law §87, the District will notify current and former employees in writing that the District has responded to a Freedom of Information Law request for their disciplinary records with five working days after the District provides information in response to the request. For former employees, the District will send notification to the last known address or email address, and if current contact information cannot be found, the district will document its attempts.

For purposes of this policy, the district defines "disciplinary records" as any record created in furtherance of a disciplinary proceeding (i.e., any investigation and subsequent hearing or disciplinary action conducted by the District), including but not limited to:

1. The complaints, allegation, and charges against an employee;
2. The name of the employee complained of or charged;
3. The transcript of any disciplinary hearing, including any exhibits introduced at such hearing;
4. The disposition of any disciplinary proceeding, and
5. The final written opinion or memorandum supporting the disposition and discipline imposed including the district's complete factual findings and its analysis of the conduct and appropriate discipline of the employee.

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: