

2024-2025
SENECA FALLS CENTRAL SCHOOL DISTRICT

Mission Statement

The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.

Vision

Pride & Opportunity

September 12, 2024
Board Meeting

6:00 PM

Public Meeting #4
Robert McKeveny Training Room
2 Butler Avenue

MEMBERS OF THE BOARD OF EDUCATION

Deborah Corsner
Anthony Ferrara
Cara Lajewski
Matthew Lando
Denise Lorenzetti
Joseph McNamara
Michael Mirras
Erica Sinicropi
Heather Zellers

Dr. Michelle Reed, Superintendent
James Bruni, Business Administrator

SENECA FALLS CENTRAL SCHOOL DISTRICT
Board of Education Meeting
September 12, 2024-6:00 PM
Robert McKeveny Board/Training Room

I. Meeting called to order

II. Quorum Check

III. Pledge of Allegiance

IV. Approval of Agenda

MOTION: to approve the agenda as listed.

V. Approve or Amend

A. Board Minutes-Aug 8, 2024

MOTION: to approve the Board of Education minutes dated August 8, 2024

B. Treasurer's Report-None at this time.

C. Extra-Curricular Treasurer's Report

MOTION to approve the Extra-Curricular Treasurer's Report for July 2024

VI. Recognitions, Celebrations and Presentations

- A. Student Liaison-Searah Reardon
 - B. Retired Teachers
 - C. Tenured Teachers
 - D. New Faculty & Staff
-

VII. Public Comment

For anyone interested in addressing the Board, please review the Public Comment statement below.

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

VIII. Committee Reports

- A. Policy Committee
-

IX. Information

A. Warrants 08/01/2024-08/30/2024

Warrant A (11)	\$ 24,066.04
Warrant A (14)	\$435,531.64
Warrant C (4)	\$ 726.22
Warrant C (5)	\$ 189.10
Warrant F (4)	\$ 6,500.00
Warrant F (5)	\$ 513.84
Warrant H (#)	\$ 742.14

B. Student Board Member

C. Business Administrator

D. Superintendent Report

E. BOE President Report

F. BOE Member Comments

G. Important dates to Remember

September 14, 2024-Homecoming

September 25, 2024-BOE Meeting

September 26, 2024-Open House MA & SFMS

October 3, 2024- 4-County SBA General Membership Meeting (NYS Regent Adriane Hale)

October 10, 2024-BOE Meeting

October 24, 2024-BOE Meeting

November 2, 2024- Board Meeting/Workshop

November 25, 2024- 4-County SBA General Membership Meeting (Brain Fessler, NYSSBA Director of Governmental Relations)

X. Consent Agenda

A. Resignations/Retirements/Terminations

1. SFEA

a. Name: Stephanie Moll

Position: Literacy Coach/Reading Teacher

Effective: 09/25/2024

b. Name: Alexis Becker

Position: Art Teacher

Effective: end of the day on 09/25/2024

c. Name: Virginia Brady

Position: Teacher Aide

Effective: end of the day on 09/13/2024

d. Name: Grace Harter

Position: Reading Teacher-Long Term Substitute (Level I)

Effective: 08/29/2024

2. SFSSA

a. Name: Holly Stackus

Position: Teacher Aide

Effective: 08/23/2024

b. Name: Molly Burnham

Position: School Bus Driver

Effective: 08/30/2024

B. Appointments

1. Professional Appointment(s)

The Board of Education of the Seneca Falls Central School District, pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, upon the recommendation of Dr. Michelle Reed, Superintendent of Schools, hereby appoints (*Probation dates are tentative and conditional only. Except to the extent required by the applicable provisions of Education Law sections 2509, 2573, 3212 and 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.*)

a. Name: Emma St. Martin

Position: School Psychologist
Certification: School Psychologist (Provisional)
Tenure: School Psychologist
Probation: 08/24/2024-08/22/2028

b. Name: Dr. Shereasa Braxton

Position: Reading Teacher
Certification: Generalist in Middle Childhood Education (Initial Certification)
Tenure: Generalist in Middle Childhood Education
Effective date: 09/13/2024
Probation: 09/13/2024 to 09/12/2028
Base Salary: \$57,407

c. Name: Christine Petrocci

Position: Teaching Assistant
Certification: Nursery, Kind. Gr. 1-6 (Permanent Certification)
Tenure: Teaching Assistant
Effective date: 09/03/2024
Probation: 09/03/2024 to 09/02/2027
Base Salary: \$27,159

d. Name: Holly Stackus

Position: Teaching Assistant
Certification: Teaching Assistant III
Tenure: Teaching Assistant
Effective date: 08/27/2024
Probation: 08/28/2024 to 08/27/2027
Base Salary: \$22,519.40

2. 2024-2025 Annual Appointment

Upon the recommendation of the Superintendent, the Board of Education approves following annual appointments for the 2024-2025 school year.

Position	Employee	Stipend
Teacher Mentor	Mary Lee	\$350.00
Teacher Mentor	Meghan Barbay	\$350.00
College & Career Coordinator	Amanda Fleig	\$3,100
HS Musical Co-Director	Margaret Little	\$774
HS Musical Co-Director	Rhonda Jasper	\$774

3. 2024-2025 Bus Driver/Monitor Bidding

Upon the recommendation of the Superintendent, the Board of Education does hereby approve the following bus driver and bus monitor hours for the 2024-2025 school year.

Bus Drivers	Hours
Mabel Roffe	5.25
Mary Ridley	5.0
Linda Bush	5.5
Jim Fairbanks	5.5
Carolyn Breese	5.5
Mary True	7.25
Gerald Knox	6.0
Jeff DeLong	5.25 (M-Th.) & 5.0 (Fri.)
Shawn Burns	5.0
James Marley	5.0
Robert Wood	5.5
Tonja Ticconi	5.0
Ronald Donk	6.00 (M-Th.) & 5.0 (Fri.)
Peter Soscia	5.5 (M-Th.) & 5.0 (Fri.)
Michelle Quigley	5.0
Open Route	Vacant
Floater Position	Vacant
Bus Monitors	
Sonya Jesmer	5.75
Deanna Monaghan	5.25
Kathy Arsenault	4.25
Jeaneth Dellefave	4.75
Dustin Bennett	4.0
Jada Buck	4.0
Samantha Jesmer	4.0
Stephen Tillinghast	2.0

4. Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (*All appointments are conditional until paperwork is completed and fingerprints are cleared*).

a. Name: James Biccum

Position: School Bus Driver

Effective: 09/04/2024

Probationary Period: 09/04/2024 through 09/03/2025

Hours/day: 6.0

Hourly Rate: \$28.19 (Option A)

b. Name: Brianna Cuny

Position: Typist (10 month)

Effective: 09/13/2024

Probationary Period: 09/13/2024 through 09/12/2025

Hours/day: 7.0

Hourly Rate: \$16.48

c. Name: Meaghan Hagadorn

Position: Teacher Aide

Effective: 09/03/2024 (retro)

Probationary Period: 09/03/2024 through 03/02/2025

Hours/day: 6.0

Hourly Rate: \$16.48

d. Name: Jenna Strong
Position: Teacher Aide
Effective: 09/03/2024 (retro)
Probationary Period: 09/03/2024 through 09/02/2025
Hours/day: 6.0
Hourly Rate: \$16.48

e. Name: Aionna Johnson
Position: Teacher Aide
Effective: 09/13/2024
Probationary Period: 09/13/2024 through 09/12/2025
Hours/day: 6.0
Hourly Rate: \$16.48

f. Name: Mary Fulkerson
Position: Cashier/FSH
Effective: 08/26/2024 (retro)
Probationary Period: 08/26/2024 through 08/25/2025
Hours/day: 3.75
Hourly Rate: \$16.48

5. Change in in Hours

Upon the recommendation of the Superintendent, the following change in hours is approved:

a. Name: Jeaneth Dellefave
Civil Service Position: Cashier/FSH
Increase in hours: 2.75 to 3.25
Effective: 09/05/2024

6. Substitute Appointments-None at this time.

7. Probationary to Permanent

Upon the recommendation of the Superintendent, the Board of Education approves the probationary to permanent appointment of the following employee(s):

Employee	Position	Effective
Stephen Tillinghast	Bus Monitor	09/01/2024

C. CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes:

07/15/2024, 07/24/2015, 08/01/2024, 08/09/2024, 08/12/2024, 08/13/2024, 08/15/2024, 08/19/2024, 08/26/2024, 08/27/2024, 08/28/2024, 09/03/2024

D. Gifts and Donations

Upon the recommendation of the Superintendent, the Board of Education accepts the following gifts or donations:

Donor	Amount	Account	
Ohiopyle	\$52.00	A2110-450-04-PBIS	PBIS Supplies

E. 2024-2025 Transportation Requests-None at this time.

F. Overnight Conference Requests/Field Trips

Upon the recommendation of the Superintendent, the Board of Education approves the following overnight trip request, pending compliance with Board of Education Policy #4531-Field Trips and Excursions:

1. 2025 Senior Trip
April 30-May 2, 2025
Woodloch Pine Resorts
Hawley, Pennsylvania

MOTION: To approve the consent agenda as listed.

XI. Old Business-None at this time.

XII. New Business

A. Contracts, Agreements and MOA's

MOTION: upon the recommendation of the Superintendent, the Seneca Falls Board of Education approves the following Contracts, Agreements and MOA's:

1. SFEA MOA-Additional Instructional Assignments
 2. Independent Contractor -James Marley (Consultant TIES: Together Involving Every Student)
-

B. Policy-2nd Reading

MOTION: upon the recommendation of the Superintendent, the Board of Education approves the second and final reading of the following policies:

Policy 4772-Graduation Ceremonies
Policy 4773-Diploma and Credential Options for Students with Disabilities
Policy 5500-Student Records
Regulation 5500-Student Records
Policy 5550-Student Privacy
Regulation 8635- Information and Data Privacy, Security, Breach and Notification Regulation

XIII. Executive Session (Contingent upon adoption of a motion during the public portion of the meeting in accordance with Section 105 of the Public Officers Law).

XIV. Adjourn

MOTION: to adjourn the meeting.

Deborah Corsner, Anthony Ferrara, Matthew Lando, Denise Lorenzetti, Erica Sinicropi and Heather Zellers
BOE Absent

Joseph McNamara, Cara Lajewski, and Michael Mirras
Others Present

Dr. Michelle Reed, James Bruni, and Deena Swenson

Denise Lorenzetti called the meeting to order at 6:02 pm. A quorum of the Board of Education was present; the Pledge of Allegiance was said.

Public Hearings

2024-2025 Seneca Falls Central School District Code of Conduct

Policy 5300 –Code of Conduct. The Code of Conduct is a series of policies:

- 5300.05 Introduction
- 5300.10 Definitions
- 5300.15 Student Rights and Responsibilities
- 5300.20 Essential Partners
- 5300.25 Student Dress Code
- 5300.30 Prohibited Student Conduct
- 5300.35 Reporting Violations
- 5300.40 Disciplinary Penalties, Procedures and Referrals
- 5300.45 Alternative Instruction
- 5300.50 Discipline of Students with Disabilities
- 5300.55 Corporal Punishment
- 5300.60 Student Searches and Interrogations
- 5300.65 Visitors to the Schools
- 5300.70 Public Conduct on School Property
- 5300.75 Dissemination and Review

The district received an email with comment/questions. Dr. Reed will bring the questions to the next Policy Committee meeting on Tuesday, September 10.

2024-2025 Seneca Falls Central School District Safety Plan
 (Immediately following the District Code of Conduct public hearing)

Approval of Agenda

Denise Lorenzetti asked for a motion to approve the agenda with addendum as listed.

ADD under XI. Consent Agenda

XI. Consent Agenda

A. Resignations/Retirements/Terminations

1. SFEA-Resignations

a. Name: Jennifer Cook
 Position: Teaching Assistant
 Effective: 08/16/2022

b. Name: Christina Carlino
 Position: Teaching Assistant
 Effective: 08/20/2024

2. SFSSA-Resignation

b. Name: Danielle Harko
 Position: School Bus Monitor
 Effective: 08/13/2024

B. Appointments

2. 2024-2025 Coaching

Addendum to 2024-2025 Coaching

Position	Employee	Stipend	Certification
SOCCKER			
Heidi Young	Boys Soccer-NON- Paid Assistant	n/a	TCL 1 st Renewal Pending
CROSS COUNTRY			
Hunter Brignall	Modified Cross Country Coach	\$2,234.11	TCL 1 st Renewal Pending

3. Civil Service Appointments

e. Name: Michelle Quigley
 Position: School Bus Driver
 Effective: 08/23/2024
 Probationary Period: 08/23/2024 through 08/22/2025
 Hours/day: 5.0
 Hourly Rate: \$23.69 (Option B)

4. Substitute Appointments

a. Name: Grace Harter
 Position: Reading Teacher-Long Term Substitute (Level I)
 NYS Certification: Pending

Effective: 08/23/2024

Salary: \$44,200 (Step I)

ADD under XII. Old Business

A. Correction-2024-2025 Tax Rates

Corrected 2024-2025 Tax Rates:

	<u>School Rate</u>	<u>Revision</u>
Seneca Falls	\$17.902540	\$17.903405
Fayette	\$27.125060	\$27.126371
Tyre	\$24.864651	\$24.865854

Matthew Lando made the motion, seconded by Heather Zellers.

Yes 6 No 0 Abstain 0 Motion carried

Approve or Amend

Board Minutes

Aug 8, 2024

Denise Lorenzetti asked for a motion to approve the Board of Education minutes dated August 8, 2024

Anthony Ferrara made the motion, seconded by Matthew Lando.

Yes 6 No 0 Abstain 0 Motion carried

Treasurer's Report

None at this time

Extra-Curricular Treasurer's Report

None at this time

Recognitions, Celebrations and Presentations

None at this time

Public Comment

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Committee Reports

Policy Committee

Erica Sinicropi reported on the following:

- First readings for six policy/regulations.
- Policy 1120: School District Records - updated per requirements of Ed Law 2D and PII. This updated also affected Policy 5500 (Student Records), Policy 5550-Student Privacy, and Regulations 1120R, 5500R, and 8635R - Information and Data Privacy, Security, Breach and Notification
- Policy 5550-Student Privacy required an edit: All requests to inspect third party surveys must be made to the Building Principal (insert time frame, such as within X days after the notice was sent, or within X days prior to the date of the survey). Defer to Dr. Reed or the building principals as to what a reasonable amount of time would be, as they are aware of the current time between the notice and the survey, as well as required planning.
- Policy 4772: Graduation Ceremonies reflects the update for Special Education and related services to be extended until the student's 22nd birthday, regardless of where that falls within the school year. The previous requirement was to provide services through the school year in which the student turns 21. This change also affects Policy 4773: Diploma and Credential Options.
- The first and only reading tonight will be Policy 5300-Code of Conduct. Updates regarding staffing and minor corrections as follows:
 - Policy 5300.25-Remove (K-8 only). The policy applies to all students.
 - Policy 5300.20-Update DASA Coordinators information.
- Cell phones are currently under discussion within the region and will be brought to the policy committee in the next couple of months.
- Next meeting scheduled for September 10.

Anthony Ferrara asked about Policy 4772 and who could give out diplomas at graduation. Dr. Reed stated that the wording could be changed to administrators. They could discuss it at the next committee meeting.

Facilities Committee

Anthony Ferrara reported on the following:

- The Committee met on August 6 & 13, 2024.
- Discussion centered on IT. Some items discussed were: where will the ports be placed; is it the right cabling; is there enough wiring/ports to meet requirements and needs; what could be the potential issues with door swipes; potential issues with batteries.

Student Board Member (Ex Officio)-Searah Reardon

Warrants 08/01/2024-08/30/2024

Warrant A (7) \$ 29,264.06

Warrant C (3) \$ 1,763.17

Warrant F (2) \$ 17,450.00

Warrant H (2) \$ 10,533.33

Business Administrator

James Bruni reported on the following:

- Bus #62 sold at the auction for \$11,200.
- Tax rate correction on the agenda was due to a decrease in Seneca Falls assessment evaluation.
- Reviewed State & Federal Grants with the Board:

Federal Grants

- Title I-used for Reading & Math Assistance; Reading instruction, summer reading and supplies.
- Title II-used for Literacy Coordinator (30%), mentoring program, Teacher Mentors and in-district PD sessions after school.
- Title IV-used for SRO services (33%), student opportunities (STEAM), Instructional Software and SEL supports.

Temporary State & Local Grants

- School Improvement Grant (SIG) is used for Literacy Coordinator
- Bonafiglia Family foundation Grant is used for literacy support.

Superintendent Report

Dr. Reed reported on the following:

- Met with the new Student BOE Member-Searah Reardon. Searah will be joining the BOE at the September 12 meeting. The new Student BOE Member will not be voting on BOE items or participating in executive session, but is an advisory role only. Discussed plans on growing the Superintendent-Student Advisory Committee.
- UPK Parent night was held on Aug. 21. Over 40 parents attended the event. Monday, August 26 is UPK Open House.
- Fall sports start on Aug. 26, 2024. Football season started August 19th.
- School opens next week. Wednesday, August 28th kicks off the new school year with instructional staff.

BOE Vice-President Report

Denise Lorenzetti explained to the Board that the first meeting in September, Sept. 25, is also open house for Middle School and Mynderse Academy. Options were to start the meeting earlier or later so the BOE Members who were parents could attend the open house. After some discussion, it was suggested that the meeting be moved to Wednesday, Sept. 25 at 6:00 pm.

Meeting Date Change

Sept. 25, 2024

Matthew Lando made a motion to move the Sept. 26, 2024 meeting to Wednesday, September 25, 2024 at 6:00 pm. Erica Sinicropi seconded the motion.

Yes 6 No 0 Abstain 0 Motion carried

The District Clerk will place a legal ad in the newspaper and have the meeting change placed on the school website.

Important dates to Remember

August 27, 2024- 4 County SBA Board of Directors Meeting

August 28 & 29, 2024-Superintendent Conference Days

Sept. 3, 2024-First day of school

Sept. 12, 2024-BOE Meeting-Recognize 2024 retirees and new employees

Sept. 26, 2024-BOE Meeting

Consent Agenda

Resignations/Retirements/Terminations

SFEA-Resignations

Name: Jennifer Cook

Position: Teaching Assistant

Effective: 08/16/2024

Name: Christina Carlino

Position: Teaching Assistant

Effective: 08/20/2024

SFSSA-Resignation

Name: Ashley Helmicki

Position: Cashier/Food Service Helper

Effective: 08/13/2024

Name: Danielle Harko

Position: School Bus Monitor

Effective: 08/13/2024

Appointments

2024-2025 Teacher Mentor

Upon the recommendation of the Superintendent, the Board of Education approves following Teacher Mentor appointment for the 2024-2025 school year.

Position	Employee	Stipend
Teacher Mentor	Amylyn Marley	\$350.00

2024-2025 Coaching

Upon the recommendation of the Superintendent, the Board of Education appoints the following coaches (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Position	Employee	Stipend	Certification
FOOTBALL			
Robert Bush	Modified Football Paid Assistant	\$2,000.00	TCL 1 st Renewal Exp. 8/31/25
CROSS COUNTRY			
Don Densmore	Varsity Cross Country Coach	\$3,706.49	Certified Physical Ed. Teacher
GOLF	GOLF		
Rhett Ticconi	Varsity Golf Coach	\$2,409.33	TCL 1 st Renewal Exp. 8/31/25
Jake Jones	JV Golf Coach	\$2,234.11	Teacher
SOCCER	SOCCER		
Melissa Morrin	Varsity Girls Soccer Coach	\$4,950.46	Teacher
Jessica Lambert	JV Girls Soccer Coach	\$3,007.30	Certified Physical Ed. Teacher
Ashley Leederman	Modified Girls Soccer Coach	\$2,234.11	Certified Physical Ed. Teacher
David Major	Varsity Girls NON-PAID Assistant	n/a	
Peter Doell	Varsity Boys Soccer Coach	\$4,950.46	
Dan Montoney	JV Boys Soccer Coach	\$3,007.30	TCL 2 nd -4 th Exp. Renewal 8/31/25
Ryan Major	Modified Boys Soccer Coach	\$2,234.11	Teacher
TENNIS			
Scott Redding	Varsity Girls Tennis Coach	\$3,706.49	Certified Physical Ed. Teacher
Joe Jacuzzi	Modified Girls Tennis Coach	\$2,234.11	PCL-Exp. 8/31/26
VOLLEYBALL	VOLLEYBALL		
Sharon Esposito	Varsity Girls Volleyball Coach	\$3,706.49	PCL-Volleyball
Michael Mirras	Varsity Girls Volleyball NON-PAID Assistant	n/a	PCL-Exp. 8/31/25
Melissa Koepke	JV Girls Volleyball Coach	\$3,007.30	Teacher
Danielle Paolicelli	Modified Girls Volleyball Coach	\$2,234.11	TCL-Exp. 1/31/25
SOCCER			
Heidi Young	Boys Soccer-NON- Paid Assistant	n/a	TCL 1 st Renewal Pending
CROSS COUNTRY			
Hunter Brignall	Modified Cross Country Coach	\$2,234.11	TCL 1 st Renewal Pending

Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared).

Name: Jacob Quill
 Position: Custodian
 Effective: 08/23/2024
 Probationary Period: 08/23/2024 through 08/22/2025
 Hours/day: 8.0
 Hourly Rate: \$16.48

Name: Scott Short
 Position: Cleaner
 Effective: 09/03/2024
 Probationary Period: 09/03/2024 through 09/02/2025
 Hours/day: 8.0
 Hourly Rate: \$15.71

Name: Maranda Marr
 Position: Teacher Aide
 Effective: 08/28/2024
 Probationary Period: 08/28/2024 through 08/27/2025
 Hours/day: 6.0
 Hourly Rate: \$16.48

Name: Kathy Martin
 Position: Teacher Aide
 Effective: 08/28/2024
 Probationary Period: 08/28/2024 through 08/27/2025
 Hours/day: 6.0
 Hourly Rate: \$16.48

Name: Michelle Quigley
 Position: School Bus Driver
 Effective: 08/23/2024
 Probationary Period: 08/23/2024 through 08/22/2025
 Hours/day: 5.0
 Hourly Rate: \$23.69 (Option B)

Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following substitute appointment(s) *(All appointments are conditional until paperwork is completed and fingerprints are cleared)*.

Name: Grace Harter
 Position: Reading Teacher-Long Term Substitute (Level I)
 NYS Certification: Pending
 Effective: 08/23/2024
 Salary: \$44,200 (Step I)

Name: Hunter Brignall
 Position: Substitute Teacher
 NYSED Certification: Uncertified
 Effective date: 08/23/2024

Annual list of Teacher Substitutes-See attached list
Annual list of Support Staff Substitutes-See attached list

Probationary to Permanent
 None at this time

Increase in Days

Upon the recommendation of the Superintendent, the Board of Education approves the increase in days from a 10 month position to a 12 month position for the following employee:

Name: Wendy Ryrko
 Position: Senior Typist (12 month)
 Effective date: 08/27/2024

CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 07/26/2024, 08/06/2024, 08/07/2024, 08/08/2024, 08/09/2024

Gifts and Donations
 None at this time

2024-2025 Transportation Requests

Upon the recommendation of the Superintendent, the Board of Education approves the following requests for transportation for the 2024-2025 school year.

Student	Transport Request
Mason Pitcher	Seneca Bible Baptist School, 1859 Auburn Road, Seneca Falls
Bryce Pitcher	Seneca Bible Baptist School, 1859 Auburn Road, Seneca Falls
Harper Searing	Finger Lakes Christian School, 2291 Route 89, Seneca Falls
Finley Jensen	St. Francis-St. Stephen School, 17 Elmwood Ave., Geneva

Denise Lorenzetti asked for a motion to approve the consent agenda as listed.
 Anthony Ferrara made the motion, seconded by Matthew Lando.

Yes 6 No 0 Abstain 0 Motion carried

Old Business
Correction-2024-2025 Tax Rates

Denise Lorenzetti asked for a motion that the recommendation of the Superintendent, the Board of Education approves the corrected 2024-2025 Assessed Value Tax Rates as listed:

	<u>School Rate</u>	<u>Revision</u>
Seneca Falls	\$17.902540	\$17.903405
Fayette	\$27.125060	\$27.126371
Tyre	\$24.864651	\$24.865854

Matthew Lando made the motion, seconded by Deborah Corsner.
 Yes 6 No 0 Abstain 0 Motion carried

New Business

2025 Costa Rica Trip

Denise Lorenzetti asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the 2025 World Language Department Coast Rica Trip, November 21-28, 2025, pending compliance with Board of Education Policy #4531-Field Trips and Excursions as well as the following criteria:

- The Seneca Falls Central School District will require that a waiver be signed by the parents and/ or guardians of each student going on the trip;
- The Seneca Falls Central School District will comply with all NYS Department of Health Guidelines regarding travel advisories in effect from the time of approval of the trip to trip departure;
- The District will comply with all NYS Executive Orders from the Governor’s Office in effect from the time of approval of the trip to trip departure;
- The Superintendent and the Board of Education will continue to revisit the status of the trip to evaluate data, travel restrictions and other pertinent information to determine if the trip should be allowed as scheduled;
- Per Regulation 4531R-The Superintendent/Designee may cancel any previously approved field trip due to extenuating circumstances.

Anthony Ferrara made the motion, seconded by Matthew Lando.
Yes 6 No 0 Abstain 0 Motion carried

Contracts, Agreements and MOA’s

Denise Lorenzetti asked for a motion that upon the recommendation of the Superintendent, the Seneca Falls Board of Education approves the following Contracts, Agreements and MOA’s:

SFAA MOA-School Improvement Coordinator
2024-2025 Finger Lakes Christian School Agreement
Special Education Teacher
Annual Compensation not to Exceed: \$21,989.00
No Medical Benefits

Matthew Lando made the motion, seconded by Erica Sinicropi.
Yes 6 No 0 Abstain 0 Motion carried

Certification of Lead Evaluators

Denise Lorenzetti asked for a motion that by virtue of the fact of having participated in the Lead Evaluator Training provided by the NYS Education Department, WFL BOCES, Seneca Falls Central School District and the NYS Council of School Superintendents, which included the required components, the following people as listed are considered as Certified Lead Evaluators for the 2024-2025 School Year:

- Dr. Michelle Reed Principals
- James Bruni Principals
- Jodie Verkey Teachers
- Karissa Blamble Teachers
- Faith Lewis Teachers
- Carrie Heffron Teachers
- Kevin Rhinehart Teachers
- Kevin Korzeniewski Teachers
- Amy Hibbard Teachers
- Janet Clendenen Teachers

Matthew Lando made the motion, seconded by Heather Zellers.
Yes 6 No 0 Abstain 0 Motion carried

District Code of Conduct
2024-2025

Denise Lorenzetti asked for a motion that upon the recommendation of the Superintendent, and Policy 2410 (Policy Development, Adoption, Implementation and Review), the Board of Education approves the one and only reading of the District Code of Conduct, with revisions, as presented for the 2024-2025 school year.

Matthew Lando made the motion, seconded by Heather Zellers.
Yes 6 No 0 Abstain 0 Motion carried

Policy-1st Reading

Denise Lorenzetti asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the first reading of the following policies:

- Policy 4772-Graduation Ceremonies
- Policy 4773-Diploma and Credential Options for Students with Disabilities
- Policy 5500-Student Records
- Regulation 5500-Student Records
- Policy 5550-Student Privacy
- Regulation 8635- Information and Data Privacy, Security, Breach and Notification Regulation

Matthew Lando made the motion, seconded by Deborah Corsner.
Yes 6 No 0 Abstain 0 Motion carried

SFCSD Safety Plan (Public)
2024-2025

Denise Lorenzetti asked for a motion to approve the 2024-2025 Seneca Falls Central School District Safety Plan as presented.

Anthony Ferrara made the motion, seconded by Matthew Lando.

Yes 6 No 0 Abstain 0 Motion carried

Surplus

Music Department

Denise Lorenzetti asked for a motion to dispose of following Music Department surplus items as listed through sale, donation, disposal or auction according to Board Policy #6900:

- Partial metal drum stand
- Marching Drum Shells (x5)
- Non-Repairable alto clarinet
- Broken guitar stand
- LP Aspire Congas (x2)
- Tuba Stand (x2)
- Misc. Drum Heads (x16)
- Marching Snare Harness (x2)
- Outdated Marching Snare Harness (x3)
- Bass Clarinet Case
- Alto Saxophone Case
- Cornet Case
- Non-Repairable Bass Trombone
- Amps (x3)
- Soft Keyboard Case
- Marching Quads (x2)
- Drum Cases (x4)
- Marching Snare with Case (x3)
- Roland D-10 Keyboard
- Marching Bass Drums (x3)

Deborah Corsner made the motion, seconded by Matthew Lando.

Yes 6 No 0 Abstain 0 Motion carried

Executive Session

None at this time

Adjourn

Denise Lorenzetti asked for a motion to adjourn the meeting at 7:38 pm.

Anthony Ferrara made the motion, seconded by Matthew Lando.

Yes 6 No 0 Abstain 0 Motion carried

Monica Kuney, District Clerk



Account: ExtraClass Checking
Cash Account(s): E 200

Ending Bank Balance:		65,833.36
Outstanding Checks (See listing below):	-	125.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 65,708.36

Cash Account Balance: 65,708.36

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/31/2024	4361	BLEAU E. LILLIAN	25.00
06/24/2024	4386	KELLI WARD	91.63
06/24/2024	4386	KELLI WARD	-91.63
06/25/2024	4389	LAURAL MARTIN-TANNER	100.00
Outstanding Check Total:			125.00

Prepared By

Approved By

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SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610389	08/08/2024	3429	AFLAC NEW YORK	A 9060.800-00-0000		152.05	
						Check Total:	152.05
610390	08/09/2024	8478	KARISSA BLAMBLE	A 210		100.00	
						Check Total:	100.00
610391	08/09/2024	6002	JANET CLENDENEN	A 210		100.00	
							0.00
						Check Total:	100.00
610392	08/09/2024	8843	SHELLEY DYSON	A 210		100.00	
							0.00
						Check Total:	100.00
610393	08/09/2024	7173	AMY HIBBARD	A 210		100.00	
							0.00
						Check Total:	100.00
610394	08/09/2024	6944	AMY JACUZZO	A 210		100.00	
							0.00
						Check Total:	100.00
610395	08/09/2024	10817	KORZENIEWSKI KEVIN	A 210		100.00	
							0.00
						Check Total:	100.00
610396	08/09/2024	6943	MONICA KUNEY	A 210		100.00	
							0.00
						Check Total:	100.00
610397	08/09/2024	10816	LEWIS FAITH	A 210		100.00	
							0.00

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SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
					Check Total:	100.00	
610398	08/09/2024	5729	KEVIN RHINEHART				
				A 210		100.00	
				A 210		0.00	
					Check Total:	100.00	
610401	08/15/2024	4780	ACUITY SPECIALTY PRODUCTS, INC				
				A 1620.450-00-0000	250252	460.63	460.63
					Check Total:	460.63	
610402	08/15/2024	30	ADVANTAGE AUTO STORES				
				A 5510.450-00-0000	250275	52.56	52.56
					Check Total:	52.56	
610403	08/15/2024	8729	AMAZON CAPITAL SERVICES INC				
				A 5510.450-00-0000	250431	138.37	138.37
					Check Total:	138.37	
610404	08/15/2024	10818	BENNETT ROBERT				
				A 1620.400-00-0000		50.00	
					Check Total:	50.00	
610405	08/15/2024	3682	AIMEE BENNETT				
				A 5510.400-00-0000		293.93	
				A 5510.400-00-0000		16.18	
					Check Total:	310.11	
610406	08/15/2024	10804	BOND, SCHOENECK & KING, PLLC				
				A 1420.400-00-0000	250318	1,614.60	1,614.60
				A 1420.400-00-0000	250318	0.00	
					Check Total:	1,614.60	
610407	08/15/2024	4443	BSN SPORTS LLC				
				A 2855.450-00-0000	250429	745.00	745.00
					Check Total:	745.00	
610408	08/15/2024	8883	BUELL FUEL LLC				
				A 5510.450-00-5710	250263	883.48	883.48
					Check Total:	883.48	
610409	08/15/2024	6488	CINTAS CORPORATION #2				
				A 5510.400-00-0000	250265	175.92	175.92

SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated	
						Check Total:	175.92	
610410	08/15/2024	10803	CLEMSON UNIVERSITY	A 2070.400-00-0000	250342	50.00	50.00	
						Check Total:	50.00	
610411	08/15/2024	10811	CREATIVE LANGUAGE CLASS LLC	A 2630.460-00-0000	250441	800.00	800.00	
						Check Total:	800.00	
610412	08/15/2024	563	MICHELLE DYSON	A 5510.400-00-0000		293.93		
							16.18	
						Check Total:	310.11	
610413	08/15/2024	660	**CONTINUED** FERRARA LUMBER				Check Total:	0.00
610414	08/15/2024	660	FERRARA LUMBER	A 1621.450-00-0000	250254	5.84	5.84	
							39.19	
							6.46	
							11.68	
							101.74	
							12.92	
							9.26	
							9.87	
							5.84	
							59.12	
							62.98	
							8.81	
							24.26	
							-6.74	
							-14.94	
							0.55	
							5.39	
						Check Total:	342.23	

SENECA FALLS CSD



Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610415	08/15/2024	720	FOUR COUNTY SCHOOL BDS ASSOC	A 1010.400-00-0000		25.00	
				A 1010.400-00-0000		25.00	
				A 1010.400-00-0000		48.00	
				Check Total:		98.00	
610416	08/15/2024	770	GENEVA ELECTRICAL SUPPLY	A 1621.450-00-0000	250232	180.98	180.98
				Check Total:		180.98	
610417	08/15/2024	799	GOPHER	A 2110.450-01-1300	250294	1,711.93	1,711.93
				Check Total:		1,711.93	
610418	08/15/2024	8938	KARA JAMES	A 2820.400-00-0000	250412	297.50	297.50
				A 2820.400-00-0000	250412	0.00	
				Check Total:		297.50	
610419	08/15/2024	7825	KORNEY BOARD AIDS	A 2855.450-00-0000	250353	1,822.98	1,822.98
				Check Total:		1,822.98	
610420	08/15/2024	1110	LAKESHORE LEARNING MATERIALS	A 2110.450-05-0000	250334	25.89	25.89
				Check Total:		25.89	
610421	08/15/2024	8591	LANGUAGE LINE SERVICES	A 2250.400-00-0000		3.00	
				Check Total:		3.00	
610422	08/15/2024	4009	LEONARD BUS SALES, INC.	A 5510.450-00-0000	250266	131.48	131.48
				Check Total:		131.48	
610423	08/15/2024	6381	LICENSE MONITOR II, LLC	A 5510.400-00-0000	250269	68.38	68.38
				Check Total:		68.38	
610424	08/15/2024	6755	LIGHT'S AUTO PARTS, INC.	A 5510.450-00-0000	250274	5.96	5.96
				Check Total:		5.96	

SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	5.96
610425	08/15/2024	1459	NYS ELECTRIC & GAS	A 1620.400-07-4030	250337	112.46	112.46
				A 1620.400-07-4020	250339	34.19	34.19
				A 5530.400-00-4020	250339	0.00	0.00
						Check Total:	146.65
610426	08/15/2024	1677	PROGRESS PUBLICATIONS	A 2110.450-02-0000	250328	492.00	492.00
						Check Total:	492.00
610427	08/15/2024	4853	QUADIENT LEASING USA INC	A 1670.400-00-0000	240428	889.14	889.14
						Check Total:	889.14
610428	08/15/2024	1722	REALLY GOOD STUFF INC	A 2250.450-00-0000	250367	105.61	105.61
				A 2250.450-01-0000	250367	44.97	44.97
						Check Total:	150.58
610429	08/15/2024	5084	REGIONAL DISTRIBUTORS INC	A 1620.450-00-0000	250258	374.08	374.08
				A 1620.450-00-0000	250258	236.75	236.75
						Check Total:	610.83
610430	08/15/2024	7078	SCHOLASTIC, INC.	A 2110.480-02-0000	250382	296.75	296.75
				A 2110.480-02-0000	250384	431.64	431.64
						Check Total:	728.39
610431	08/15/2024	7077	SCHOOL DATEBOOKS, INC.	A 2110.450-01-0000	250305	344.79	358.47
						Check Total:	344.79
610432	08/15/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				
						Check Total:	0.00
610433	08/15/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				

SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
					Check Total:	0.00	
610434	08/15/2024	8714	SCHOOL SPECIALTY LLC	A 2020.450-02-0000	250032	298.29	298.29
				A 2110.450-05-0000	250115	43.27	43.27
				A 2110.450-05-0600	250100	220.57	220.57
				A 2110.450-04-0000	250074	59.78	59.78
				A 2110.450-04-0300	250070	41.39	41.39
				A 2250.450-02-0000	250029	22.61	22.61
				A 2110.450-01-0005	250009	170.30	170.30
				A 2110.450-01-0000	250005	149.91	149.91
				A 2110.450-01-0004	250019	186.58	186.58
				A 2610.450-02-0000	250024	66.98	66.98
				A 2250.450-02-0000	250045	113.36	113.36
				A 2110.450-04-1200	250051	23.74	23.74
				A 2110.450-04-1100	250058	53.66	53.66
				A 2110.450-04-0300	250073	28.01	28.01
				A 2110.450-05-0900	250081	22.80	22.80
				A 2110.450-05-0000	250097	44.33	44.33
				A 2110.450-05-0000	250103	41.10	41.10
				A 2110.450-05-0000	250105	44.62	44.62
				A 2110.450-05-0000	250110	46.26	46.26
				A 2110.450-01-0004	250015	195.63	195.63
				A 2250.450-01-0000	250020	87.40	87.40
				A 2110.450-01-0000	250023	140.60	140.60
				A 2110.450-04-0000	250064	28.16	28.16
				A 2110.450-05-0000	250084	44.79	44.79
				A 2110.450-05-0500	250086	43.57	43.57
				A 2110.450-05-0300	250087	25.99	25.99
				A 2110.450-05-0800	250108	423.34	423.34
				A 2110.450-05-0800	250117	45.38	45.38
					Check Total:	2,712.42	
610435	08/15/2024	6518	TOWN OF SENECA FALLS DEPARTMENT	A 1620.400-01-4040	240341	862.00	862.00

SENECA FALLS CSD

Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-02-4040	240341	862.00	1,400.00
				A 1620.400-04-4040	240341	862.00	1,400.10
				A 1620.400-05-4040	240341	862.00	862.00
				A 1620.400-07-4040	240341	442.66	442.66
				A 5530.400-00-4040	240341	212.02	212.02
					Check Total:	4,102.68	
610436	08/15/2024	8393	UNITED SUPPLY CORP				
				A 2110.450-02-0010	250152	22.72	22.72
				A 2110.450-04-0800	250135	124.77	124.77
				A 2855.450-00-0000	250118	198.63	198.63
				A 2110.450-01-0003	250134	98.84	98.84
				A 2250.450-01-0000	250146	159.87	159.87
				A 2110.450-02-0010	250168	20.86	20.86
					Check Total:	625.69	
610437	08/15/2024	2241	UNITY SCHOOL BUS PARTS				
				A 5510.450-00-0000	250438	336.45	336.45
					Check Total:	336.45	
610438	08/15/2024	2259	USI				
				A 2630.450-00-0000	250430	1,549.95	1,549.95
					Check Total:	1,549.95	
610439	08/15/2024	3624	VERIZON WIRELESS				
				A 2630.400-00-0000	250471	45.31	45.31
					Check Total:	45.31	

SENECA FALLS CSD



Check Warrant Report For A - 11: GENERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 49						Warrant Total:	24,066.04
						Vendor Portion:	24,066.04

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-16-24

Cathy Rose

Date

Auditor's Signature

Title

SENECA FALLS CSD



Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 48					Warrant Total:	435,531.64	
					Vendor Portion:	435,531.64	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-23-24

Cathy Pres

Date

Auditor's Signature

Title

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Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610440	08/19/2024	8883	BUELL FUEL LLC	A 5510.450-00-5710		3,446.36	
					Check Total:	3,446.36	
610441	08/22/2024	8511	ATIS ELEVATOR INSPECTIONS LLC	A 1621.400-00-0000	250222	140.00	140.00
					Check Total:	140.00	
610442	08/22/2024	6061	BARNES & NOBLE, INC.	A 2110.450-01-0000	250446	56.91	56.91
					Check Total:	56.91	
610443	08/22/2024	144	BAUDVILLE	A 2020.450-05-0000	250327	328.94	328.94
					Check Total:	328.94	
610444	08/22/2024	524	BLICK ART MATERIALS	A 2110.450-01-0400	250181	470.91	470.91
					Check Total:	470.91	
610445	08/22/2024	4443	BSN SPORTS LLC	A 2855.450-00-0000	250462	43.99	43.99
					Check Total:	43.99	
610446	08/22/2024	8883	BUELL FUEL LLC	A 5510.450-00-5710	250263	1,123.09	1,123.09
					Check Total:	1,123.09	
610447	08/22/2024	1199	CDW GOVERNMENT INC.	A 2020.450-05-0000	250427	360.00	360.00
					Check Total:	360.00	
610448	08/22/2024	6488	CINTAS CORPORATION #2	A 5510.400-00-0000	250265	175.92	175.92
				A 5510.400-00-0000	250265	175.92	175.92
					Check Total:	351.84	
610449	08/22/2024	3395	JANET CLENDENEN	A 2110.400-02-0000		53.60	
					Check Total:	53.60	
610450	08/22/2024	447	CURRICULUM ASSOCIATES LLC	A 2110.480-10-0000	250349	36.97	36.97

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610451	08/22/2024	2298	ELAN FINANCIAL SERVICES				
						Check Total:	36.97
				A 5510.400-00-0000		255.00	
				A 2020.450-04-0000	250363	50.51	50.51
				A 2815.450-00-0000	250292	454.96	454.96
				A 2250.450-00-0000	250413	171.89	171.89
						Check Total:	932.36
610452	08/22/2024	3238	EMPIRE NATURAL GAS CORP				
				A 1620.400-07-4020	250340	0.62	0.62
				A 1620.400-07-4020	250340	0.00	
						Check Total:	0.62
610453	08/22/2024	7012	ENERGY CO-OP OF AMERICA, INC.				
				A 1620.400-07-4030	250338	57.16	57.16
				A 1620.400-02-4030	250338	928.50	928.50
				A 1620.400-02-4030	250338	12.93	12.93
				A 1620.400-04-4030	250338	3,488.25	3,488.25
				A 1620.400-04-4030	250338	6.44	6.44
				A 1620.400-05-4030	250338	1,574.52	1,574.52
						Check Total:	6,067.80
610454	08/22/2024	6011	EWASTE+				
				A 2630.400-00-0000	250312	97.00	97.00
						Check Total:	97.00
610455	08/22/2024	6263	EXCELLUS HEALTH PLAN - GROUP				
				A 9060.800-00-8010	250332	14,540.43	14,540.43
				A 9060.800-00-8030	250332	338,300.86	338,300.86
				A 9060.800-00-8040	250332	3,969.65	3,969.65
				A 9060.800-00-8040	250332	7,789.20	7,789.20
				A 9060.800-00-8040	250332	5,808.98	5,808.98
				A 9060.800-00-8040	250332	19,179.37	19,179.37
						Check Total:	389,588.49
610456	08/22/2024	660	**CONTINUED** FERRARA LUMBER				
						Check Total:	0.00

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610457	08/22/2024	660	FERRARA LUMBER	A 1621.450-00-0000	250254	30.12	30.12
				A 1621.450-00-0000	250254	5.84	5.84
				A 1621.450-00-0000	250254	116.12	116.12
				A 1621.450-00-0000	250254	8.12	8.12
				A 1621.450-00-0000	250254	3.58	3.58
				A 1621.450-00-0000	250254	11.58	11.58
				A 1621.450-00-0000	250254	40.49	40.49
				A 1621.450-00-0000	250254	6.74	6.74
				A 1621.450-00-0000	250254	28.87	28.87
				A 1621.450-00-0000	250254	179.99	179.99
				A 1621.450-00-0000	250254	14.56	14.56
				A 1621.450-00-0000	250254	385.82	385.82
				A 1621.450-00-0000	250254	1.97	1.97
				A 1621.450-00-0000	250254	9.89	9.89
						17.35	17.35
Check Total:						861.04	
610458	08/22/2024	670	FILTREC CORPORATION	A 5510.400-00-0000	250273	260.00	260.00
Check Total:						260.00	
610459	08/22/2024	1916	FINGER LAKES DAIRY SVCS., INC.	A 1621.450-00-0000	250247	249.99	249.99
Check Total:						249.99	
610460	08/22/2024	805	GRAINGER	A 1621.450-00-0000	250236	131.80	131.80
Check Total:						131.80	
610461	08/22/2024	5953	ASHLEY M GRANGER	A 2110.400-02-0000		53.60	
Check Total:						53.60	
610462	08/22/2024	6270	INTEGRATED FACILITY SYSTEMS INC	A 1621.400-00-0000	250239	1,063.50	1,063.50
Check Total:						1,063.50	
610463	08/22/2024	2586	J.W. PEPPER AND SON, INC.				

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.450-05-0900	250289	242.69	242.69
				A 2110.450-05-0900	250289	48.30	48.30
					Check Total:	290.99	
610464	08/22/2024	6972	K & D DISPOSAL INC.				
				A 1620.400-00-0000	250256	1,026.10	1,026.10
					Check Total:	1,026.10	
610465	08/22/2024	2455	KAPLAN EARLY LEARNING COMPANY				
				A 2250.450-05-0ESL	250330	46.71	46.71
					Check Total:	46.71	
610466	08/22/2024	9408	KRUEGER POTTERY SUPPLY				
				A 2110.450-04-0400	241143	646.00	646.00
				A 2110.450-04-0410	241143	3,548.00	3,548.00
					Check Total:	4,194.00	
610467	08/22/2024	8133	LANDPRO EQUIPMENT LLC				
				A 1621.450-00-0000	250241	29.96	29.96
					Check Total:	29.96	
610468	08/22/2024	4009	LEONARD BUS SALES, INC.				
				A 5510.450-00-0000	250266	960.00	960.00
				A 5510.450-00-0000	250266	96.83	96.83
					Check Total:	1,056.83	
610469	08/22/2024	3103	MATRIX COMMUNICATIONS				
				A 1621.400-00-0000	250244	528.98	528.98
					Check Total:	528.98	
610470	08/22/2024	1459	NYS ELECTRIC & GAS				
				A 1620.400-02-4030	250337	1,232.85	1,232.85
				A 1620.400-04-4030	250337	2,757.43	2,757.43
				A 1620.400-05-4030	250337	1,531.67	1,531.67
				A 1620.400-07-4030	250337	22.89	22.89
					Check Total:	5,544.84	
610471	08/22/2024	4207	ON-SITE TESTING SERVICES INC				
				A 5510.400-00-0000	250469	95.00	95.00
					Check Total:	95.00	

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
610472	08/22/2024	1513	OTC BRANDS, INC.	A 2020.450-01-0000	250442	282.14	282.14
				A 2110.450-01-0000	250442	49.98	49.98
				Check Total:		332.12	
610473	08/22/2024	7664	PRESENTATION CONCEPTS CORP.	A 1621.400-00-0000	241086	1,700.00	1,700.00
				Check Total:		1,700.00	
610474	08/22/2024	1748	RIDDELL/ALL AMERICAN SPORTS CORP	A 2855.450-00-0000	250445	454.45	454.45
				Check Total:		454.45	
610475	08/22/2024	8827	SAFE PLAYING SURFACES LLC	A 1621.400-00-0000	250248	800.00	800.00
				Check Total:		800.00	
610476	08/22/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				
				Check Total:		0.00	
610477	08/22/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				
				Check Total:		0.00	
610478	08/22/2024	8714	**CONTINUED** SCHOOL SPECIALTY LLC				
				Check Total:		0.00	
610479	08/22/2024	8714	SCHOOL SPECIALTY LLC	A 2110.450-02-0010	250043	211.84	211.84
				A 2110.450-02-0002	250042	230.58	230.58
				A 2110.450-02-0002	250041	292.90	292.90
				A 2110.450-02-0001	250036	376.76	376.76
				A 2110.450-01-0003	250001	49.40	49.40
				A 2110.450-01-0004	250008	198.93	198.93
				A 2110.450-01-0005	250013	182.97	182.97
				A 2110.450-01-0003	250018	156.73	156.73

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.450-02-0001	250027	397.62	397.62
				A 2110.450-02-0002	250030	296.61	296.61
				A 2815.450-00-0000	250035	20.00	20.00
				A 2110.450-02-0000	250047	39.79	39.79
				A 2110.450-04-0500	250062	32.15	32.15
				A 2110.450-04-0700	250063	296.36	296.36
				A 2110.450-04-0800	250068	290.34	290.34
				A 2810.450-00-0000	250072	150.70	150.70
				A 2110.450-04-1200	250076	176.52	176.52
				A 2110.450-05-0000	250089	43.25	43.25
				A 2250.450-05-0000	250090	61.77	61.77
				A 2110.450-05-1100	250092	43.66	43.66
				A 2110.450-05-1200	250093	109.80	109.80
				A 2110.450-05-0800	250099	449.27	449.27
				A 2110.450-05-0400	250104	566.85	566.85
				A 2110.450-05-0000	250106	45.03	45.03
				A 2110.450-05-0300	250113	60.03	60.03
				A 2110.450-02-0400	250126	771.95	771.95
				A 2110.450-02-0010	250151	25.59	25.59
				A 2020.450-05-0000	250343	314.64	314.64
				A 2110.450-01-0400	250124	431.52	431.52
				A 2110.450-05-1200	250114	113.20	113.20
				A 2250.450-00-0000	250351	13.18	13.18
				A 2110.450-05-0400	250132	523.26	523.26
				A 2250.450-05-0000	250095	261.31	261.31
				A 2250.450-04-0000	250075	142.54	142.54
				A 2110.450-04-0800	250066	245.53	245.53
				Check Total:		7,622.58	
610480	08/22/2024	7068	STAPLES CONTRACT & COMMERCIAL				
				A 2250.450-00-0ESL	250139	2.92	2.92
				A 2250.450-00-0ESL	250139	31.71	31.71
				Check Total:		34.63	
610481	08/22/2024	8459	TEXTHELP INC				

SENECA FALLS CSD

Check Warrant Report For A - 14: GENERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2630.460-00-0000	250319	2,579.85	2,579.85
					Check Total:	2,579.85	
610482	08/22/2024	8393	UNITED SUPPLY CORP	A 2250.450-01-0000	250148	52.22	52.22
				A 2110.450-01-0003	250154	35.61	35.61
					Check Total:	87.83	
610483	08/22/2024	3624	VERIZON WIRELESS	A 2630.400-00-0000	250315	311.17	311.17
					Check Total:	311.17	
610484	08/22/2024	10791	VERKEY JODIE	A 2070.400-00-0000		29.48	
					Check Total:	29.48	
610485	08/22/2024	6703	WILLIAMS BUSINESS MACHINES, LL	A 1310.400-00-0000	250401	492.00	492.00
				A 2020.400-02-0000	250402	254.00	254.00
				A 2020.400-05-0000	250303	194.00	194.00
					Check Total:	940.00	
610486	08/22/2024	2426	ZANER BLOSER, INC.	A 2110.480-02-0000	250380	1,378.31	1,378.31
					Check Total:	1,378.31	
610487	08/22/2024	8455	ZONAR SYSTEMS INC	A 5510.400-00-0000	250268	729.00	729.00
					Check Total:	729.00	

SENECA FALLS CSD



Check Warrant Report For C - 4: CAFETERIA-8/15/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated		
207488	08/09/2024	6003	STEPHANIE LYON-LAWRENCE	C 210		100.00			
						Check Total:	100.00		
207489	08/15/2024	766	GENECCO PRODUCE, INC.	C 2860.450-00-0001	250260	171.35	171.35		
						Check Total:	171.35		
207490	08/15/2024	2253	UPSTATE NIAGARA COOPERATIVE, INC	C 2860.450-00-0001	250259	238.07	238.07		
						C 2860.450-00-0001	250259	216.80	216.80
						Check Total:	454.87		
						Warrant Total:	726.22		
						Vendor Portion:	726.22		
Number of Transactions: 3									

RECEIVED

AUG 21 2024

DISTRICT OFFICE

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-16-24 _____
Date Auditor's Signature Title

SENECA FALLS CSD



Check Warrant Report For C - 5: CAFETERIA-8/22/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207491	08/22/2024	766	GENECCO PRODUCE, INC.	C 2860.450-00-0001	250260	162.15	162.15
						Check Total:	162.15
207492	08/22/2024	2253	UPSTATE NIAGARA COOPERATIVE, INC	C 2860.450-00-0001	250259	26.95	26.95
						Check Total:	26.95
Number of Transactions: 2						Warrant Total:	189.10
						Vendor Portion:	189.10

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____ Date

_____ Signature

_____ Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

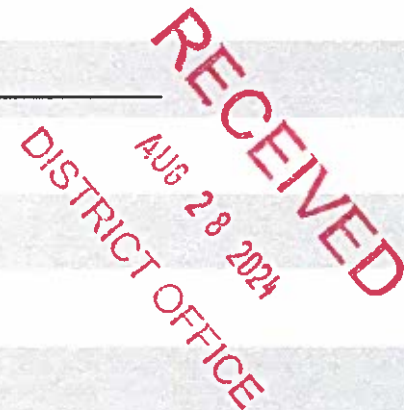
8-23-24

_____ Date

Cathy Rose

_____ Auditor's Signature

_____ Title



SENECA FALLS CSD

Check Warrant Report For F - 4: FEDERAL-8/15/24 For Dates 8/1/2024 - 8/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304072	08/15/2024	9148	NELLY EDINGER	FQ223 2820.400-00-00	250472	6,500.00	6,500.00
						Check Total:	6,500.00
						Warrant Total:	6,500.00
						Vendor Portion:	6,500.00

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

RECEIVED

_____ Date

_____ Signature

_____ Title

AUG 21 2024

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

DISTRICT OFFICE

8-16-24

_____ Date

Cathy Ross

_____ Auditor's Signature

_____ Title

SENECA FALLS CSD



Check Warrant Report For F - 5: FEDERAL-8/22/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304073	08/22/2024	8729	AMAZON CAPITAL SERVICES INC	FQ223 2820.450-00-00	250389	433.15	433.15
						Check Total:	433.15
304074	08/22/2024	2298	ELAN FINANCIAL SERVICES	FQ223 2820.450-00-00	250432	80.69	80.69
						Check Total:	80.69
						Warrant Total:	513.84
						Vendor Portion:	513.84

Number of Transactions: 2

Certification of Warrant

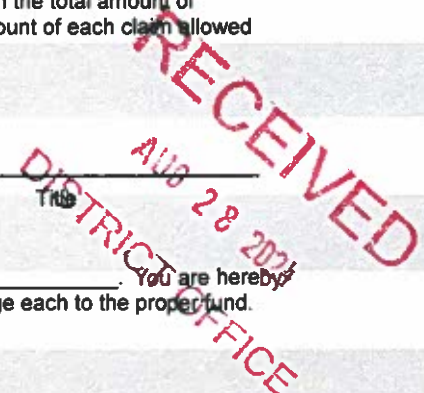
To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-23-24 Cathy Rose
Date Auditor's Signature Title



SENECA FALLS CSD



Check Warrant Report For H - 3: CAPITAL-8/15/24 For Dates 8/1/2024 - 8/31/2024

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102121	08/15/2024	9362	CAMPUS CONSTRUCTION MANAGEMENT	H24 2110.201-00-0001	250394	742.14	742.14
						Check Total:	742.14
						Warrant Total:	742.14
						Vendor Portion:	742.14

Number of Transactions: 1

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

RECEIVED

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8-16-24 Cathy Rose
Date Auditor's Signature Title

AUG 21 2024
DISTRICT OFFICE

4772 GRADUATION CEREMONIES

Required

NEW NOTE: We are clarifying that the district's obligations to provide special education and related services to students with disabilities until they turn twenty-two only applies to those students so classified under the IDEA (as opposed to Section 504 only). There are no changes necessary to our sample regulation 4772-R.

The graduation or commencement ceremony is a time to celebrate the honors and achievements of the graduating class. District Administration will establish the date and location for graduation ceremonies, Academic and other awards and scholarships may be presented along with diplomas. Speakers may be selected by the Senior Class, upon consultation and approval by Senior Class Advisors and Principal.

A current or former Board member, Superintendent, district level administrator and building principal may make the award of the diploma to their child or grandchild at the graduation ceremony. The High School Principal shall notify current or former Board members, Superintendents, district level administrators and building principals of graduating seniors to solicit a commitment from the current or former Board member, Superintendent, district level administrator or principal at least five (5) days before graduation.

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.

REVISED NOTE: *While not required by law, the district may wish to address allowing students with disabilities to participate in the graduation ceremony with their 9th grade cohort without having earned a diploma or a CDOS/SACC. Because students with disabilities under the IDEA are entitled to special education services until their 22nd birthday, the district should consider scenarios under which a student participates in graduation and subsequently earns a CDOS/SACC/diploma, or completes their final year in school, all of which could be marked by participation in the graduation ceremony. The district could require students to choose one ceremony in which to participate. State law and regulations only require schools to permit students who have earned a CDOS/SACC to participate in the graduation ceremony of their ninth-grade cohort.*

[Optional, select/modify as appropriate:] “Students with disabilities who have attended high school for four years, but who have not met the requirements for a CDOS/SACC/high school diploma, may participate in the graduation ceremony and related activities with their ninth-grade cohort, and receive a certificate of attendance and/or course completion and any other awards they have earned. Such students who subsequently meet the requirements for a CDOS, SACC, or high school diploma may participate in the graduation ceremony of that graduating class. Students with disabilities who have not previously participated in a graduation ceremony may do so at the end of their final year in school.”

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.

“Students with disabilities who have attended high school for four years, but who have not met the requirements for a CDOS/SACC/high school diploma, may participate in the graduation ceremony and related activities with their ninth-grade cohort, and receive a certificate of attendance and/or course completion and any other awards they have earned. Students with disabilities who have not previously participated in a graduation ceremony may do so at the end of their final year in school.”

Under this policy, a student shall be allowed to participate in only one graduation ceremony, upon earning either a CDOS/SACC or a high school diploma.

NEW NOTE: The paragraph below clarifies the district’s obligations to provide special education services for students with disabilities under the IDEA until their 22nd birthday or until they receive a diploma, whichever comes first.

Students with disabilities receiving services pursuant to the Individuals with Disabilities Education Act who participate in graduation ceremonies who earn a CDOS or SACC without receiving a diploma are entitled to continue their educational program programs until their 22nd birthday, or until receipt of a Regents or local high school diploma, whichever comes first.

NOTE: Usually, the Superintendent is charged to develop, approve, and promulgate regulations, which Boards usually do not adopt. However, under this law, Boards are required to adopt procedures to effectuate this policy.

The law also requires annual written notice to all students and their parents/guardians about the district’s policy and procedures.

The Board directs the Superintendent to develop regulations to implement this policy, to be adopted by the Board. The district will provide annual written notice to all students and their parents/guardians of the requirements of this policy and associated regulations.

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: August 22, 2019

Revised: 06/23/2022

Revised: 11/30/2023

Revised:

Seneca Falls Central School District

4773 DIPLOMA AND CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

NEW NOTE: State regulations 8 NYCRR §100.6(c) require that students receiving a Skills and Achievement Commencement Credential (SACC) or Career Development and Occupational Studies Commencement Credential (CDOS) who are less than 21 years old receive a written assurance of the right to continue school attendance until they have earned a diploma or until the end of the school year in which they turn 21. However, the Second Circuit decision “A.R. v. Connecticut State Board of Education, 5 F.4th 155 (2021)” held, as reiterated by the subsequent NYSED “Formal Opinion of Counsel No. 242 (7/6/2023)”, that students with disabilities under the IDEA are entitled to special education and related services until their 22nd birthday. Even though these state regulations have not been revised, we recommend modifying this policy accordingly. See the “Continued Right to Educational Services” and legal citation sections.

Additionally, we are correcting the CDOS section of this policy to reflect that all students may earn a CDOS, not just those with disabilities.

Note that while not addressed in this policy, the regulations say SACCs “shall be issued at any time after such student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or at the end of the school year in which a student attains the age of 21” and CDOSs “shall be issued at the same time the student receives his/her Regents or local high school diploma or, for a student who is unable to meet the requirements for a Regents or local diploma, any time after such student has attended school for at least 12 years, excluding kindergarten, or has received a substantially equivalent education elsewhere, or at the end of the school year in which a student attains the age of 21.” In light of “A.R. v. Connecticut” and NYSED Formal Opinion of Counsel No. 242, the district should consult with its attorney about the appropriate time to issue SACCs and CDOSs.

The Board of Education is committed to supporting all students so they are college- and/or career-ready upon graduation. The Committee on Special Education (CSE), which includes parents/guardians, will work with students with disabilities to attain the appropriate diploma or credential based on their Individualized Education Plan (IEP).

Regents Diploma or Regents Diploma with Advanced Designation

Students with disabilities are encouraged to work toward the completion of requirements for a Regents diploma or Regents diploma with an advanced designation, as established by New York State and the Board.

Local Diploma

Students with disabilities may work toward completion of the requirements of a local diploma. The local diploma may be earned by meeting the standards set forth in state regulations.

Career Development and Occupational Studies Commencement Credential

NEW NOTE: The CDOS is available to all students, not just students with disabilities.

~~Students with disabilities, who are not students with severe disabilities under Commissioner's Regulations,~~ Any student who is not eligible for a Skills and Achievement Commencement

Credential (including students without disabilities) may be issued a New York State Career Development and Occupational Studies Commencement Credential (CDOS), pursuant to the requirements of those regulations. The student may pursue a CDOS either in addition to or instead of a high school diploma. The district shall will ensure that such students have been provided with appropriate opportunities to earn a high school diploma.

Skills and Achievement Commencement Credential

A student who meets the state definition of a student with severe disabilities, who has taken the State assessment for students with severe disabilities, may be issued a skills and achievement commencement credential pursuant to the requirements of Commissioner's Regulations [8 NYCRR §100.6](#).

Continued Right to Educational Services

If a student receiving a Career Development and Occupational Studies Commencement Credential or a Skills and Achievement Commencement Credential is a student with disabilities receiving services pursuant to the Individuals with Disabilities Education Act and is less than twenty-one years of age, the credential shall will be accompanied by a written assurance of the student's continued right to attend public school until ~~the end of the school year in which the student reaches the age of twenty-one~~ student turns twenty-two, or until the student has earned a Regents or local high school diploma, whichever is earlier.

Graduation Ceremonies

Students with disabilities may participate in graduation ceremonies as permitted under state law and described in policy 4772, Graduation Ceremonies.

Cross-ref:

4321, Programs for Students with Disabilities
4770, Graduation Requirements
4772, Graduation Ceremonies

Ref:

[8 NYCRR §§100.1; 100.5; 100.6; 100.9](#)

[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: August 22, 2019

Revised:

Seneca Falls Central School District

5500 STUDENT RECORDS

Required

NEW NOTE: We suggest revising this policy to better reflect that the release of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d. Changes are shown below in underline and strikethrough. We have also clarified the definition of PII based on a determination of the state Chief Privacy Officer regarding student and parent telephone numbers.

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 shall 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 in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to 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 ~~Chapter 56 of the Laws of 2014~~, Education Law §2-d (“§2-d”) and its implementing regulations 8 NYCRR Part 121 (“Part 121”), 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.

Additionally, pursuant to §2-d and Part 121 the district will only use or disclose student personally identifiable information (including directory information described below) if it benefits students and the district (e.g., improves academic achievement, empowers parents and students with information, and/or advances efficient and effective school operations), except for disclosure required by federal law of the names, addresses and telephone numbers of secondary students to the military and institutions of higher education.

The Superintendent of Schools shall be 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:

1. 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);
2. records of the district's law enforcement unit;
3. 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 his or her professional responsibilities.

Personally identifiable information (PII): **as it pertains to students**, is information that, **alone or in combination**, 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~~ **includes, but is not limited to, a student's: name, address, date and place of birth, mother's maiden name, family member's name and address**, social security number, student identification number, ~~parents' name and/or address~~, a biometric record, etc. This term is fully defined in federal regulations at 34 CFR section 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 educational 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 or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

School volunteer: volunteers **may only access the information necessary for the assignment**, **and** must not disclose student information to anyone other than a school official with a legitimate educational interest. Volunteers will sign and agree to the Volunteer Application which outlines the confidentiality of student records. The district expects that if volunteers discover any information about students in the course of their volunteer duties, they ~~shall~~ **will** not disclose such information to anyone other than a school official with a legitimate educational interest.

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 data or teacher or principal data 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 or audit or evaluation of publicly funded programs.

Annual Notification

At the beginning of each school year, 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 5500-E.4) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

NEW NOTE: We suggest a minor change to the paragraph below to reference state law and regulation. School districts are not required to provide annual notice of all the exceptions to prior consent.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal and state law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, or institutions of higher education, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

1. Name
2. ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity)
3. Address (except information about a homeless student's living situation, as described below)
4. Telephone number
5. Date of birth
6. Major course of study
7. Participation in school activities or sports
8. Weight and height if a member of an athletic team
9. Dates of attendance
10. Degrees and awards received
11. Most recent school attended
12. Grade level
13. Photograph
14. E-mail address
15. Enrollment status

Information about a homeless student's living situation shall be treated as student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison shall take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities. The district

permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

Information about a homeless child's or youth's living situation shall be treated as a student education record, and shall not be deemed to be directory information, under section 444 of the General Education Provisions Act ([20 U.S.C. 1232g](#))." The citation is [42 U.S.C. 11432](#)(g) (3)(G).

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared may be required to wear, display or disclose their student ID cards.

NEW NOTE: We suggest the underlined text below to clarify that release of directory information must be compliant with §2-d and Part 121.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release, as long as such release is permitted by §2-d and Part 121. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref:

- 1120, School District Records
- 4321, Programs for Students with Disabilities Under IDEA and Part 89
- 4532, School Volunteers
- 5550, Student Privacy
- 5151, Homeless Children

NEW NOTE: We have updated the citation to the ESEA below.

Ref:

Family Educational Rights and Privacy Act, as amended, [20 USC 1232g](#); [34 CFR Part 99](#)
No Child Left Behind Act, [20 USC §7908](#) (Military Recruiter Access)
[10 USC §503](#) as amended by §544 of the National Defense Reauthorization Act for FY
2002
[Education Law §§ 2-a; 2-b; 2-c; 2-d; 225](#);
[Public Officers Law §87\(2\)\(a\)](#)
[Arts and Cultural Affairs Law, Article 57-A](#) (Local Government Records Law)
[8 NYCRR 185.12](#) (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use
by School Districts and BOCES
"Guidance for Reasonable Methods and Written Agreements,"
http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf

Parents' Bill of Rights for Data Privacy and Security, July 29, 2014:

<http://www.p12.nysed.gov/docs/parents-bill-of-rights.pdf>

Family Policy Compliance Office website:

<http://www2.ed.gov/policy/gen/guid/fpc/index.html>

Adoption date: June 01, 2020

Revised:

Seneca Falls Central School District

5500-R STUDENT RECORDS REGULATION

NEW NOTE: We suggest revising this policy to better reflect that the release of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d. See the underlined text in section 5.

It is recognized that the confidentiality of student records must be maintained. The terms used in this regulation are defined in the accompanying policy. The following necessary procedures have been adopted to protect the confidentiality of student records.

Section 1. Pursuant to the Family Educational Rights and Privacy Act (FERPA) and state law it shall be the policy of this school district to permit parents/guardians and eligible students to inspect and review any and all official records, files and data directly related to that student, including all materials that are incorporated into each student's cumulative record folder.

The rights created by FERPA and state law transfer from the parents/guardians to the student once the student attains eligible student status. However, districts can disclose information to parents of eligible students under certain circumstances, including when the student is a dependent under the IRS tax code, when the student has violated a law or the school's rules regarding alcohol or substance abuse (and the student is under 21); when the information is needed to protect the health or safety of the student or other individuals.

Section 2. Parents/guardians or the eligible student will have an opportunity for a hearing to challenge the content of the student's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

Section 3. A letter shall be sent annually to parents/guardians of students currently in attendance and students currently in attendance informing them of their rights pursuant to FERPA and state law, and will include a Parents' Bill of Rights. See Exhibits 5500-E.1 and 5500-E.4. The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

Section 4. To implement the rights provided for in sections 1 and 2, the following procedures are adopted:

1. A parent/guardian or an eligible student who wishes to inspect and review student records shall make a request for access to the student's school records, in writing, to the Building Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within 45 days after the request has been received. If the record to which access is sought contains information on more than one student, the parent/guardian or eligible student will be allowed to inspect and review only the specific information about the student on whose behalf access is sought.

- a. Before providing access to student records, the district will verify the identity of the parent/guardian or eligible student.

- b. The district may provide the requested records to the parent/guardian or eligible student electronically, as long as the parent/guardian or eligible student consents. The district will transmit personally identifiable information (PII) electronically in a way that maintains its confidentiality, using safeguards such as encryption and password protection.
2. A parent/guardian or an eligible student who wishes to challenge the contents of the student's school records shall submit a request, in writing, to the Building Principal identifying the record or records which they believe to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student together with a statement of the reasons for their challenge to the record.
3. Upon receipt of a written challenge, the Building Principal shall provide a written response indicating either that he/she:
 - a. finds the challenged record inaccurate, misleading or otherwise in violation of the student's rights and that the record will be corrected or deleted; or
 - b. finds no basis for correcting or deleting the record in question, but that the parent/guardian or eligible student will be given an opportunity for a hearing. The written response by the Building Principal shall be provided to the parent/guardian or eligible student within 21 days after receipt of the written challenge. The response shall also outline the procedures to be followed with respect to a hearing regarding the request for amendment.
4. Within 14 days of receipt of the response from the Building Principal, a parent/guardian or eligible student may request, in writing, that a hearing be held to review the determination of the Building Principal.
5. The hearing shall be held within 10 days after the request for the hearing has been received. The hearing will be held by the Superintendent of Schools, unless the Superintendent has a direct interest in the outcome of the hearing, in which case the Superintendent will designate another individual who does not have a direct interest in the outcome of the hearing to hold the hearing.
6. The parent/guardian or eligible student shall be given a full and fair opportunity to present evidence at the hearing. The parent/guardian or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
7. The Superintendent or other individual designated by the Superintendent will make a decision in writing within 14 days after the hearing.
8. After the hearing, if the Superintendent or the individual designated by the Superintendent decides not to amend the record, the district will inform the parent/guardian or eligible student that they have the right to place a statement in the record commenting on the contested information or stating why he/she disagrees with the decision of the district. Any statement placed in the record will be maintained with the contested part of the student record for as long as the record is maintained. Further, the statement will be disclosed by the district whenever it discloses the portion of the record to which the statement relates.

Section 5. Except to the extent that FERPA authorizes disclosure of student records without consent, student records, and any material contained therein which is personally identifiable, are confidential and will not be released or made available to persons other than parents/guardians or eligible students without the prior written consent of the parents/guardians or eligible student.

Exceptions to FERPA's prior consent requirement include, but are not limited to disclosure:

1. to other school officials within the district who have been determined to have legitimate educational interests.
2. to officials of another school, school system or post secondary institution where the student seeks or intends to enroll.
3. to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, the U.S. Attorney General, or state and local education authorities in connection with an audit or evaluation of a federal- or state-supported education program or in compliance with legal requirements related to those programs.
4. In connection with the student's application for or receipt of financial aid.
5. to state and local officials or authorities in compliance with state law that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are being released.
6. to organizations conducting studies for, or on behalf of, education agencies or institutions, in order to develop tests, administer student aid, or improve instruction.
7. to accrediting organizations to carry out their accrediting functions.
8. to parents of a dependent student, as defined by the Internal Revenue Code.
9. to comply with a judicial order or lawfully issued subpoena, including ex parte court orders under the USA Patriot Act. Prior to complying with a judicial order or subpoena, the district will make a reasonable effort to notify the parent/guardian or eligible student, unless the district has been ordered not to disclose the existence or content of the order or subpoena, or unless the parent is the subject of a court proceeding involving child dependency or child abuse and neglect matters, and the order is issued in context of that proceeding.
10. in connection with a health or safety emergency, the district will disclose information when, taking into account the totality of circumstances, a determination is made that there is an articulable and significant threat to the health or safety of the student or other individuals.
11. to teachers and school officials in other schools who have legitimate educational interests in the behavior of the student when the information concerns disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.
12. to provide information that the district has designated as "directory information."
13. to provide information from the school's law enforcement unit records.
14. to a court, when the district is involved in legal action against a parent or student, those records necessary to proceed with the legal action.
15. to the U.S. Secretary of Agriculture, its authorized representatives from the Food and Nutrition Service, or contractors acting on its behalf, to monitor, evaluate and measure performance of federally-subsidized school food programs, subject to certain privacy protections.
16. to any caseworker or representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan, where the agency or organization is legally responsible for the care and protection of that student, not to be redisclosed except as permitted by law.

NEW NOTE: We suggest adding the paragraph below to better reflect that the use or disclosure of student personally identifiable information (PII), even if permitted under FERPA, must also comply with Education Law §2-d.

However, even if the district is permitted under FERPA to release student information (including directory information), state Education Law §2-d and regulations 8 NYCRR Part 121 only permit the district to use or disclose student PII if it benefits students and the district (e.g., improves academic achievement, empowers parents and students with information, and/or advances efficient and effective school operations), except for disclosure required by federal law of the names, addresses and telephone numbers of secondary students to the military and institutions of higher education. The Superintendent, the district's Data Protection Officer, and the district's attorney, if necessary will assist in determining whether complying with a request for student PII can be done in conformance with the law.

The district will use reasonable methods to provide access to student educational records to only those authorized under the law and to authenticate the identity of the requestor. The district will use an array of methods to protect records, including physical controls (such as locked cabinets), technological controls (such as role-based access controls for electronic records, password protection, firewalls, and encryption), and administrative procedures. The district will document requests for and release of records, and retain the documentation in accordance with law.

If the district enters into a contract with a third party that calls for receipt of student PII by the contractor, the agreement shall include a data security and privacy plan that includes a signed copy of the Parents' Bill of Rights and addresses the following, among other contractual elements:

1. training of vendor employees regarding confidentiality requirements;
2. limiting access to ~~education records~~ PII to those individuals who have a legitimate educational interest;
3. prohibiting the use ~~education records~~ PII for any other purpose than those authorized under the contract;
4. prohibiting the disclosure of PII without the prior written consent of the parent/guardian or eligible student, unless it is to a subcontractor in carrying out the contract, or unless required by statute or court order, in which case they must provide notification to the district (unless notice is prohibited by the statute or court order);
5. maintaining reasonable administrative, technical and physical safeguards to protect PII;
6. using encryption technology to protect data while in motion or in its custody to prevent unauthorized disclosure;
7. breach and notification procedures.

The district will, via written agreements, designate authorized representatives who have access to educational records. The written agreement will specify how the work falls within the exception, what personally identifiable information is to be disclosed, how the educational record will be used, and that the records will be destroyed by the authorized representative once they are no longer needed for that purpose or the agreement expires.

Section 6. Whenever a student record or any material contained therein is to be made available to third persons, other than those covered by the exceptions authorized by FERPA, the parent/guardian or eligible student must file a written consent to such action to the Records Management Officer (RMO). The written consent must specify the records to be released, the reasons for such release, and to whom. If the parent or eligible student so requests, the district

will provide him or her with a copy of the records disclosed. In addition, if the parent of a student who is not an eligible student so requests, the district will provide the student with a copy of the records disclosed.

Section 7. Unless specifically exempted by FERPA, all persons requesting access to such records will be required to sign a written form which indicates the legitimate educational interest that such person has in inspecting the records. Such form will be kept with the student's file and will be maintained with the student's file as long as the file is maintained.

Additional Rights Under New York State Law Related to the Protection of Student Data and Third Party Contractors

New York State Law offers parents additional rights beyond FERPA in regard to third party contractors and student PII. The district shall post on its website and distribute a 'Parents' Bill of Rights for Data Privacy and Security.' The 'Parents' Bill of Rights' shall establish the following:

- Educational purpose: The use of student personally identifiable information (PII) is for educational or related purposes only.
- Transparency: Disclosure of third party contracts and their privacy provisions.
- Authorization: Assurance that proper authorization will be secured prior to the release of PII.
- Security: A description of the measures in place to protect PII, without compromising the security plan.
- Data Breach Notification: An explanation of the procedures in the event of a data breach.
- Complaint Procedure: The district offers a complaint procedure in the event that a parent suspects a breach of student data by a third party contractor and provides information about lodging a complaint with the New York State Education Department's Chief Privacy Officer.

[See policy 8635 \(and regulation 8635-R\), Information and Data Privacy, Security, Breach and Notification for more information on data security and breaches of PII, and 8635-E for the Parent's Bill of Rights for Data Privacy and Security.](#)

Retention and Disposition of Student Records

The Board has adopted the Records Retention and Disposition Schedule ED-1 issued pursuant to [Article 57-A of the Arts and Cultural Affairs Law](#), which contains the legal minimum retention periods for district records. The Board directs all district officials to adhere to the schedule and all other relevant laws in retaining and disposing of student 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.

Adoption date: June 01, 2020

Revised:

Seneca Falls Central School District

5550 STUDENT PRIVACY

Required

NEW NOTE: We have clarified the provisions of this policy with respect to the greater restrictions of Education Law §2-d and its implementing regulations 8 NYCRR Part 121. We have made other changes to better reflect the provisions of the Protection of Pupil Rights Act (PPRA). Changes are noted below.

OLD NOTE: Under the federal Protection of Pupil Rights Act, school boards must develop policies to protect student privacy in connection with student surveys, physical examinations, and the collection of personal information for marketing purposes. They must offer parents an opportunity to inspect materials and exclude their children from participation in such activities.

Boards are further required to develop and adopt this policy “in consultation with parents.” However, such consultation is not further defined in the law. A school district may use funds provided under part A of title IV of the Elementary and Secondary Education Act (ESEA) to enhance parental involvement in areas affecting the in-school privacy of students.

The Board of Education recognizes its responsibility under the federal Protection of Pupil Privacy Rights Act (PPRA) 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.

For purposes of this policy, “parent/guardian” includes a legal guardian or person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. In accordance with law and Board policy, ~~parental~~ parent/guardian consent is required ~~for~~ before requiring 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 child's participation. In addition, the district will notify parents/guardians that they may inspect any survey created by a third party before the survey is administered or distributed to students. Prior written consent and the right to inspect surveys transfers to students once they turn 18 years old or are emancipated.

NEW NOTE: The policy must address applicable procedures for granting requests by parents for reasonable access to surveys by third parties within a reasonable time period.

All requests to inspect third party surveys must be made to the Building Principal (insert time frame, such as within X days after the notice was sent, or within X days prior to the date of the survey).

NEW NOTE: The policy must address the protection of student privacy regarding surveys about the enumerated list items. We suggest the following paragraph.

The district will limit access to information collected by any survey that contains the items listed above to those school officials who have a legitimate educational interest. The terms "school official" and "legitimate educational interest" are defined in district policy 5500, Student Records.

Marketing

NEW NOTE: Education Law 2-d and Part 121 prohibit districts from selling, using and disclosing personally identifiable information for commercial and marketing purposes, facilitating its use or disclosure by another party for such purposes, or permitting another party to do so. It is more restrictive than what is allowed under PPRA.

~~It is the policy of the Board not to collect, disclose, or use personal information gathered from students for the purpose of marketing. Under state Education Law §2-d and its implementing regulations (8 NYCRR Part 121), the district is prohibited from disclosing or using "personally identifiable information" for marketing or commercial purposes, or selling that information or providing it to others for that purpose (see district policies 5500 and 8635, and their accompanying administrative regulations, for more information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to students or educational institutions such as:~~

- ~~a. College or other postsecondary education recruitment, or military recruitment;~~
- ~~b. Book clubs, magazines and programs providing access to low-cost literary products;~~
- ~~c. Curriculum and instructional materials used in schools;~~
- ~~d. Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
- ~~e. Student recognition programs; and~~
- ~~f. The sale by students of products or services to raise funds for school-related activities.~~

In the event that such data is collected by the district, 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 Disabilities Education Act (IDEA), Protection of Pupil Rights Amendment (PPRA), the National School Lunch Act, Children's Online Privacy Protection Act (COPPA), and NY Education Law §2-d [For guidance regarding the disclosure of "directory information," rather than personal student information, see policies 5500- Student Records and 8635, Information and Data Privacy, Security, Breach and Notification].

Inspection of Instructional Material

Parents/guardians shall have the right to inspect, 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." The right to inspect instructional materials transfers to students once they turn 18 years old or are emancipated.

A parent/guardian (or student who is at least 18 years old or is emancipated) who wishes to inspect and review such instructional material shall must submit a request in writing to the Building Principal. Upon receipt of such request, ~~arrangements shall be made to~~ the district will provide access to such material to within 30 calendar days after the request has been received.

Invasive Physical Examinations

REVISED NOTE: This section on invasive physical examinations sometimes causes confusion, so we recommend clarification. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision, or scoliosis screening. It does not apply to any physical examination or screening required or permitted under State law, including those permitted without parental notification (20 USC §§ 1232h(c)(4)(B); (6)(B)). For example, each student must have a physical exam given by the school doctor or family physician upon entrance to school (including Pre-K) and at grades 1, 3, 5, 7, 9 and 11 in accordance with Section 903 of the state Education Law and commissioners regulation 8 NYCRR §136.3(b).

The law also requires each school district to state its policy on the administration of physical examinations or screenings that the school may administer to a student, but this does not apply to physical examinations or screenings permitted or required by state law. If the district administers other physical exams, that should either be included here or cross-referenced to the appropriate policy.

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, which are not necessary to protect the immediate health or safety of the student or other students ~~and not otherwise permitted or required by state law~~, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam.

“Invasive physical examination” is defined in federal law as any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body. Hearing, vision and scoliosis screenings are not are not included in this definition and are not subject to prior notification, nor are any physical examinations that are permitted or required by state law, including those which are permitted without parent/guardian notification.

Notification

NEW NOTE: The PPRA does not use the term “eligible student,” and that term has a specific and slightly different meaning under FERPA.

The district will notify parents/guardians and eligible students who are at least 18 years old or who are emancipated ~~shall be notified~~ at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools, of their rights under this policy. The school district ~~shall~~ **will** also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

NEW NOTE: We suggest adding a cross-reference to the district’s Data Privacy policy, revising the citation label from No Child Left Behind to the original PPRA, and adding citations to §2-d and Part 121.

Cross-ref:

5420, Student Health Services
5500, Student Records

8635, Information and Data Privacy, Security, Breach and Notification

Ref:

[20 USC §1232h](#) (~~No Child Left Behind Act~~ Protection of Pupil Rights Amendment, as amended)

[34 CFR Part 98](#)

Education Law §§2-d; 903

8 NYCRR §136.3(b); Part 121

Adoption date: June 01, 2020

Revised:

Seneca Falls Central School District

8635-R INFORMATION AND DATA PRIVACY, SECURITY, BREACH AND NOTIFICATION REGULATION

NEW NOTE: Based on a determination by the State Chief Data Privacy Officer, we suggest modifying the definition of personally identifiable information (see section I.A.) to include student and parent telephone numbers.

This regulation addresses information and data privacy, security, breach and notification requirements for student and teacher/principal personally identifiable information under [Education Law §2-d](#), as well as private information under [State Technology Law §208](#).

The district will inventory its computer programs and electronic files to determine the types of information that is maintained or used by the district, and review the safeguards in effect to secure and protect that information.

Student and Teacher/Principal "Personally Identifiable Information" (PII) under [Education Law §2-d](#)

Definitions

"Biometric record," as applied to student PII, means one or more measurable biological or behavioral characteristics that can be used for automated recognition of person, which includes fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

"Breach" means the unauthorized acquisition, access, use, or disclosure of student PII and/or teacher or principal PII by or to a person not authorized to acquire, access, use, or receive the student and/or teacher or principal PII.

"Disclose" or Disclosure mean to permit access to, or the release, transfer, or other communication of PII by any means, including oral, written, or electronic, whether intended or unintended.

"Personally Identifiable Information" (PII) as applied to students means the following information for district students:

- the student's name;
- the name of the student's parent or other family members.
- the address of the student or student's family;
- a personal identifier, such as the student's social security number, student number, or biometric record;
- other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
- information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Additionally, the State Chief Privacy Officer has determined that student and parent phone numbers are considered PII.

"Personally Identifiable Information" (PII) as applied to teachers and principals means results of Annual Professional Performance Reviews that identify the individual teachers and principals, which are confidential under [Education Law §§3012-c](#) and 3012-d, except where required to be disclosed under state law and regulations.

"Third-Party Contractor" means any person or entity, other than an educational agency (i.e., a school, school district, BOCES or State Education Department), that receives student or teacher/principal PII from the 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 the educational agency, or audit or evaluation of publicly funded programs. This includes an educational partnership organization that and receives student and/or teacher/principal PII from a school district to carry out its responsibilities pursuant to [Education Law §211-e](#) (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes a not-for-profit corporation or other nonprofit organization, other than an educational agency.

Complaints of Breaches or Unauthorized Releases of PII

If a parent/guardian, eligible student, teacher, principal or other district employee believes or has evidence that student or teacher/principal PII has been breached or released without authorization, they must submit this complaint in writing to the district. Complaints may be received by the Data Privacy Officer but may also be received by any district employee, who must immediately notify the Data Privacy Officer. This complaint process will be communicated to parents, eligible students, teachers, principals, and other district employees.

The district will acknowledge receipt of complaints promptly, commence an investigation, and take the necessary precautions to protect personally identifiable information.

Following its investigation of the complaint, the district will provide the individual who filed a complaint with its findings within a reasonable period of time. This period of time will be no more than 60 calendar days from the receipt of the complaint.

If the district requires additional time, or if the response may compromise security or impede a law enforcement investigation, the district will provide individual who filed a complaint with a written explanation that includes the approximate date when the district will respond to the complaint.

The district will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1.

Notification of Student and Teacher/Principal PII Breaches

If a third-party contractor has a breach or unauthorized release of PII, it will promptly notify the Data Privacy Officer in the most expedient way possible, without unreasonable delay, but no more than seven calendar days after the breach's discovery.

The Data Privacy Officer will then notify the State Chief Privacy Officer of the breach or unauthorized release no more than 10 calendar days after it receives the third-party contractor's notification using a form or format prescribed by the State Education Department.

The Data Privacy Officer will report every discovery or report of a breach or unauthorized release of student, teacher or principal data to the Chief Privacy Officer without unreasonable delay, but no more than 10 calendar days after such discovery.

The district will notify affected parents, eligible students, teachers and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release or third-party contractor notification.

However, if notification would interfere with an ongoing law enforcement investigation or cause further disclosure of PII by disclosing an unfixed security vulnerability, the district will notify parents, eligible students, teachers and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a brief description of the breach or unauthorized release,
- the dates of the incident and the date of discovery, if known;
- a description of the types of PII affected;
- an estimate of the number of records affected;
- a brief description of the district's investigation or plan to investigate; and
- contact information for representatives who can assist parents or eligible students with additional questions.

Notification must be directly provided to the affected parent, eligible student, teacher or principal by first-class mail to their last known address; by email; or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor will pay for or promptly reimburse the district for the full cost of such notification.

The unauthorized acquisition of student social security numbers, student ID numbers, or biometric records, when in combination with personal information such as names or other identifiers, may also constitute a breach under [State Technology Law §208](#) if the information is not encrypted, and the acquisition compromises the security, confidentiality, or integrity of personal information maintained by the district. In that event, the district is not required to notify affected people twice, but must follow the procedures to notify state agencies under [State Technology Law §208](#) outlined in section II of this regulation.

"Private Information" under [State Technology Law §208](#)

Definitions

"Private information" means either:

- personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the personal information plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
 - Social security number;
 - Driver's license number or non-driver identification card number;
 - Account number, credit or debit card number, in combination with any required security code, access code, password or other information which would permit access to an individual's financial account;
 - account number or credit or debit card number, if that number could be used to access a person's financial account without other information such as a password or code; or
 - biometric information (data generated by electronic measurements of a person's physical characteristics, such as fingerprint, voice print, or retina or iris image) used to authenticate or ascertain a person's identity; or
- a user name or email address, along with a password, or security question and answer, that would permit access to an online account.

"Private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;

"Breach of the security of the system" means unauthorized acquisition or acquisition without valid authorization of physical or computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the district. Good faith acquisition of personal information by an officer or employee or agent of the district for the purposes of the district is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district will consider:

- indications that the information is in the physical possession and control of an unauthorized person, such as removal of lost or stolen computer, or other device containing information;
- indications that the information has been downloaded or copied;
- indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; and/or
- any other factors which the district will deem appropriate and relevant to such determination.

Notification of Breaches to Affected Persons

Once it has been determined that a security breach has occurred, the district will take the following steps:

- If the breach involved computerized data *owned or licensed* by the district, the district will notify those New York State residents whose private information was, or is reasonably believed to have been accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the integrity of the system. The district will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.
- If the breach involved computer data *maintained* by the district, the district will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been accessed or acquired by a person without valid authorization.

The required notice will include (a) district contact information, (b) a description of the categories information that were or are reasonably believed to have been accessed or acquired without authorization, (c) which specific elements of personal or private information were or are reasonably believed to have been acquired and (d) the telephone number and website of relevant state and federal agencies that provide information on security breach response and identity theft protection and prevention. This notice will be directly provided to the affected individuals by either:

- Written notice
- Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that the district keeps a log of each such electronic notification. In no case, however, will the district require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
- Telephone notification, provided that the district keeps a log of each such telephone notification.

However, if the district can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds \$500,000; or (c) that the district does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

- E-mail notice when the district has such address for the affected individual;
- Conspicuous posting on the district's website, if they maintain one; and
- Notification to major media.

However, the district is not required to notify individuals if the breach was inadvertently made by individuals authorized to access the information, and the district reasonably determines the breach will not result in misuse of the information, or financial or emotional harm to the affected persons. The district will document its determination in writing and maintain it for at least five years, and will send it to the State Attorney General within ten days of making the determination.

Additionally, if the district has already notified affected persons under any other federal or state laws or regulations regarding data breaches, including the federal Health Insurance Portability and Accountability Act, the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or [New York State Education Law §2-d](#), it is not required to notify them again. Notification to state and other agencies is still required.

Notification to State Agencies and Other Entities

Once notice has been made to affected New York State residents, the district will notify the State Attorney General, the State Department of State, and the State Office of Information Technology Services as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the district will also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

If the district is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the federal Health Insurance Portability and Accountability Act (HIPAA) or the federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, it will also notify the State Attorney General within five business days of notifying the Secretary.

Adoption date: March 11, 2021

Revised:

Seneca Falls Central School District