

2025-2026
SENECA FALLS CENTRAL SCHOOL DISTRICT

Mission Statement

The Seneca Falls Central School District is committed to fostering academic excellence, equitable opportunities, and the unique potential of every student. By creating safe, nurturing, and supportive environments, we aim to develop confident, independent, and responsible individuals who are prepared to succeed academically and contribute meaningfully to their communities.

Vision

Rooted in a strong community; inspiring excellence for every student to learn, grow, and shape their future.

November 20, 2025
Board Meeting/MA
Roundtable

6:00 PM

Public Meeting #9
MA Cafeteria, 105 Troy Street

MEMBERS OF THE BOARD OF EDUCATION

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

Kyah Lajewski, Student BOE Member

Dr. Michelle Reed, Superintendent
Jodie Verkey, Assistant Superintendent of Instruction
James Bruni, Business Administrator
Monica Kuney, District Clerk

SENECA FALLS CENTRAL SCHOOL DISTRICT
Board of Education Meeting/Mynderse Academy Roundtable
November 20, 2025-6:00 PM
Mynderse Academy Cafeteria, 105 Troy Street

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-November 6, 2025

MOTION: to approve the Board of Education minutes dated November 6, 2025.

B. Treasurer's Report-None at this time

C. Extra-Curricular Treasurer's Report-None at this time.

VI. Recognitions, Celebrations and Presentations

- A. 1st Amendment Vote-Haylee O'Neil
- B. Mynderse Academy Roundtable

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. Facilities Committee

IX. Information

A. Warrants 10/01/2025-10/31/2025

Warrant A (31)	\$ 162,327.66
Warrant A (32)	\$ 550,547.02
Warrant C (14)	\$ 15,668.79
Warrant F (8)	\$ 266,446.80

Warrant F (9)	\$ 17,564.00
Warrant H (16)	\$ 75,210.00
Warrant H (17)	\$ 764,885.75
Warrant H (18)	\$1,281,470.43
Warrant H (19)	\$ 40,661.77
<u>Warrants 11/01/2025-11/30/2025</u>	
Warrant A (37)	\$ 643,448.18
Warrant C (15)	\$ 18,518.48
Warrant F (10)	\$ 63,500.00
Warrant H (20)	\$ 2,100.00

- B. Student Board Member
- C. Assistant Superintendent of Instruction
- D. Business Administrator
- E. Superintendent Report
- F. BOE President Report
- G. BOE Member Comments
- H. Important Dates to Remember

November 25-General Membership Meeting-Presenter: Dr. Rick Timbs- "Sustainability-Issues and Suggestions"

November 26-28, 2025 -Thanksgiving Break

December 3, 2025-Gr. 4 & 5 Choral Concert (7:00 pm)

December 6, 2025-Class of 2026 Craft Fair, MA Gymnasium (7:00 am -3:00 pm)

December 9, 2025- Gr. 5 & 6 Band and Chorus Concert, MA Auditorium (7:00 pm)

December 11, 2025-CS & FK Parent Teacher Conferences

Board of Education Meeting (6:00 pm)

December 17, 2025-Frank Knight Gr. 2 Show (1:30 pm)

MA Band & Chorus Concert, MA Auditorium (7:00 pm)

December 19, 2025-Frank Knight School Holiday Sing-a-Long (1:45 pm)

December 22, 2025-January 2, 2026-Holiday Break No School

X. Consent Agenda

A. Resignations/Retirements/Terminations-None at this time.

B. Appointments

1. Professional Appointment(s)-None at this time.

2. Civil Service Appointment(s)-None at this time.

3. Substitute Appointment(s)

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)*.

a. Name: Rebecca Pezzulo

Position: Substitute Teacher

NYS Certified: Music (Permanent Certification)

Effective: 11/21/2025

b. Name: Angela Johnson

Position: Substitute Teacher (uncertified)

Substitute Teaching Assistant (Certified)

NYS Certified: Teaching Assistant Level III

Effective: 11/21/2025

c. Name: Rebecca Rutz

Position: Substitute Food Service Helper

Effective: 11/21/2025

4. 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
Allison Sands	Health Aide	11/22/2025

C. CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 10/30/2025, 10/31/2025 (1), 10/31/2025 (2), 10/31/2025 (3), 11/03/2025 (1), 11/03/2025 (2), 11/04/2025, 11/05/2025, 11/06/2025, 11/10/2025

D. Gifts and Donations

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

Donor	Amount	Account	Used for:
Reynolds Battery L. 1 st NY Light Artillery	\$250.00	A2705 General Fund	8 th Gr. Field trip to Rosehill Mansion for Civil War Day
SF Education Foundation	\$2,300.00	A2705 General Fund	Frank Knight Library-Martha Mertz Fund

E. Transportation Requests-None at this time

F. Overnight Conference Requests/Field Trips

1. NYSPHSAA Cross Country Championship

November 14-15, 2025
Queensbury High School
Queensbury, NY 12804
Coach: Don Densmore + 1 student athlete

MOTION: To approve the consent agenda as listed.

XI. Old Business-None at this time.

XII. New Business

A. Internal Auditing Report for July/August/September 2025

MOTION: Upon the recommendation of the Superintendent, the Board of Education approves the following corrective action plans as listed by the Internal Claims Auditor:

Discovered	Internal Claims Auditor Action	Corrective Action Plan	Results of Corrective Action
07/18/2025 – Need signature or e-mail approving invoice from NYS Education Department	Contacted AP	Rec'd sign copy of invoice	Mailed check

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 0000- Mission Statement and Vision

Policy 5500- Student Records (Required)
Regulation 5500- Student Records
Policy 5550-Student Privacy (Required)
Policy 8635-Information and Data Privacy Security, Breach and Notification (Required)
Regulation 8635- Information and Data Privacy Security, Breach and Notification
Regulation 1120-School District Records

C. Course Recommendations

MOTION: to approve the following recommended course as listed:

Course Name: Music Theatre 2 (2026-2027 school year)
Department: Music
High School Credit: Yes
College Credit: No
Textbook Requirement: NA
Teacher of Course: Anna Luisi-Ellis

XIII. 2026-2027 Budget Workshop- Reserve Fund Narrative -Part 2- Dr. Reed and James Bruni

A. 2025-2026 Reserve Fund Narrative Plan

MOTION: to approve the Seneca Falls Central School District Financial Reserve Fund Narrative Plan for the fiscal year July 1, 2025 - June 30, 2026 as presented

XIV. Board of Education Workshop-Goal Setting

XV. 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).

XVI. Adjourn

MOTION: to adjourn the meeting.

SENECA FALLS CENTRAL SCHOOL DISTRICT

Board of Education Meeting

November 6, 2025-6:00 PM

Robert McKeveny Board/Training Room

Deborah Corsner, Anthony Ferrara, Cara Lajewski, Matthew Lando, Denise Lorenzetti, Joseph McNamara, Michael Mirras, Erica Sinicropi, Heather Zellers and Kyah Lajewski, Student BOE member

BOE Absent

None

Others present

Dr. Michelle Reed, James Bruni, Jodie Verkey, Kevin Rhinehart, Kevin Korzeniewski, Gerald Macaluso, Robert McKeveny, Ted Novak, Jared Federman, Jesse Federman, Anna Luisi Ellis, Jennifer Brown, James Mirras, Noah Butler, Emily Brown, and Jameson Olschewske

Michael Mirras called the meeting to order at 6:00 pm. A quorum of the Board of Education was present; the Pledge of Allegiance was said.

Approval of Agenda

Michael Mirras asked for a motion to approve the agenda with the addendums as listed.

Add under X. Consent Agenda

3. 2025-2026 Winter Coaching

Employee	Sport/Position	Stipend
Tony Ryrko	Varsity Girls Basketball -PAID Assistant	\$2,000.00
Ashley Leederman	Varsity Girls Basketball -Non-Paid Assistant	n/a
Mike Miller	Varsity Girls Basketball -Non-Paid Assistant	n/a
Nick Sciotti	JV Girls Basketball -Non-Paid Assistant	n/a
McKenzie Barber	7 th Grade Girls Basketball Coach	\$2,234.11
Deanna Connelly	Varsity Bowling	\$3,465.00
Kyle Bower	Varsity Bowling Non-Paid Assistant -	n/a

Matthew Lando made the motion, seconded by Cara Lajewski.

Yes 9 No 0 Abstain 0 Motion carried

Approve or Amend

Board Minutes

October 23, 2025

Michael Mirras asked for a motion to approve the Board of Education minutes dated October 23, 2025.

Deborah Corsner made the motion, seconded by Matthew Lando.

Yes 9 No 0 Abstain 0 Motion carried

Treasurer's Reports

Michael Mirras asked for a motion to approve the following Treasurer Reports as listed:

July 2025

August 2025

September 2025

Joseph McNamara made the motion, seconded by Cara Lajewski.

Yes 9 No 0 Abstain 0 Motion carried

Extra-Curricular Treasurer's Report

None at this time

Recognitions, Celebrations and Presentations

MA Students- MA Fall Play "The Festival of Ten"

Anna Luisi-Ellis was present with three of her MA Drama Students who were present to perform a small skit. Noah Butler, Emily Brown and Jameson Olschewske. The MA play is this weekend and it is called Play "The Festival of Ten" which is ten one act plays in one night. The fall play will be directed by Anna Luisi-Ellis with the help of Assistant Director, James Mirras.

Seneca Falls Education Foundation Update

Robert McKeveny reported that the Seneca Falls Education Foundation is honored to be the recipient of a \$250,000 donation to the foundation to establish the "Learning Beyond the Classroom Walls Donor Advised Fund". The gift's objective is to promote learning beyond the classroom walls to create and facilitate education and cultural activities outside the classroom for middle school and high school students in the Seneca Falls Central School District. To accomplish this, the annual interest generated from the gift's principal-which should remain intact-can be used to subsidize pretexting or new educational and cultural opportunities and financially assist students who cannot participate because of the economic situation.

The intended activity should expose students to knowledge of the work beyond the classroom, whether it is art, music, technology, history or nature. It does not include recreational activities such as sporting contests, amusement parks or Senior Trips.

The Seneca Falls Education Foundation will be the custodian and fiduciary of the "Learning Beyond the Classroom Walls" fund.

A school district employee, preferably a person with intimate knowledge of the district's curriculum, should be chosen to promote, nurture and oversee the fund's mission in the schools and communicate with the foundation as to expenditures from the fund. It is the foundations' hope and intent that a broad range of activities and students receive financial support.

The gift is not intended to replace fund raising by students. Students requiring financial assistance should demonstrate their interest in the intended activity by participating in fund raising.

The foundation agrees to provide a report at the end of the school year showing how much money from the fund was allocated.

Ted Novak reported that the Education Foundation is doing well financially. The total funds stand at \$1.3 million dollars (64% is in the Rochester Community Foundation; 25% are stand-alone awards in the Generation Bank; and 11% is interest. The foundation started with roughly \$750,000 and the fund has increased well. The Education Foundation Board would then need to decide what to do with extra funds.

Gerald Macaluso reported that the Education Foundation Board takes their roles as fiduciary of the monies very seriously. There was a number of discussions, and in order to do their due diligence, Director's & Officers (D&O) insurance for the Education Foundation's Board of Directors was taken out (\$2 million-dollar policy).

Robert McKeveny also presented a \$2300 check to the Board of Education for the Frank Knight library. The Mertz Fund provided the check. The Mertz Fund is monies strictly for the Frank Knight library.

SFMS Report

Kevin Rhinehart reported on the following:

Goal #1- Based on I-Ready reading scores, SF Middle School will increase the number of students reading in grades 6-8 to 75%.

- Students complete the iReady diagnostic 3X. Department/team minutes reflect conversations about data. Students are assigned to Reading Support
- Grade-level discussions at grade-level meetings. Students who are not meeting grade-level benchmarks will be screened for support. Students who are not meeting grade-level benchmarks will be screened for support. Students meeting support criteria will receive the intervention. Students assigned to Reading Support. Action Steps aligned to Strategic Plan (Data-Informed Decision Making) and the District's DCIP plan (Priority #3)

Goal #2- Improve social/emotional health and well-being of students by decreasing negative behaviors as measured by a 20% reduction of referrals in the following categories: insubordination, disruption of education/disruptive behavior, disrespect to staff members, and fighting.

- Social awareness lessons are developed to promote an understanding of how disruptive behaviors impact others and the classroom. There were meetings after surveys in October and will have meeting in January to create interventions for students showing to be at-risk on survey
- Continued focus on Tier 1 PBIS framework with lessons targeted toward students' needs
- Use Panorama social/emotional survey data to identify tier 2/3 interventions
- Action Steps aligned to Strategic Plan (Engaged & Empowered Lifelong Learners and the District's DCIP plan (Priority #2)
- Additional action steps are to be determined after the School Improvement Team meets in August

Goal #3-The chronic absenteeism rate for SFMS will decrease for all students (10 or more absences) 15% or less

Communicate with all parents in September of those who were chronically absent last year

Faculty meeting discussions to review ideas/suggestions to improve attendance rate.

Communicate with families regarding attendance concerns through various modes (calls, letters, email, parent square, home visits).

- Communicate with all parents in September of those who were chronically absent last year
- Additional action steps to be determined after the School Improvement Team meets in August
- MTSS Meeting notes
- Copies of letters to families
- Building notes for communication with families

Intervention Plans

- Attendance information shared with families during Parent/Teacher conferences
- Staff meetings to discuss root causes for individual cases.
- Monthly meetings with the mental health team to review cases.
- Implement attendance intervention plans and monitor during monthly mental health team meetings.
- Promote/celebrate positive attendance trends by sending attendance certificates home to recognize students with positive attendance patterns (this includes improving attendance patterns)
- Monitor attendance at MTSS meetings

Provide PD on best instructional practices.

- Action Steps aligned to the Strategic Plan (Engaged & Empowered Lifelong Learners & School/Community Connections) and the District's DCIP plan (Priority #1 & #2)

Celebrations:

Power of Peace—program implemented at the MS

Grade 8 - 9 - Transition program

Kevin Korzeniewski reported on the following:

Cross Country

- All students who participated had a great season, continuously beating their previous times. Great improvements were made by all the runners who competed in league meets on Saturday, November 1. Modified numbers (4) are still a concern.
- Varsity Sectional Meet is November 8th at Letchworth State Park.

Golf

- Varsity team finished second in the FL West (overall record was 11-5).
- The team will play in Team Sectionals from May 22- June 1st, and seeding will be released in May.
1st Team All-Stars- Harrison Wirth
2nd Team All-Stars- Brandt Schweitz
3rd Team All-Starr- Josh Hutchins

Football

- The football team finished the season 4-4 in the Wayne Finger Lakes Independent League.
- The team culture and climate remained very positive.
- The league was such a success that the Section will be going back to regional league schedules for all. This means all teams will be eligible for sectionals in 2026.
- The championship game will be returning to Bracht Field on Friday, November 7th, at 7:00 pm for the 3rd straight year.
- WFL All League: Meeting not until week of 11/20

Boys' Soccer

- Varsity Boys finished their FL East season with an overall record of 13-3-1 and secured an FL East championship.
- Peter Doell was named FL East Coach of the Year.
- The team lost 1-0 in the semi-finals to LeRoy/Cal-Mum.
- Elijah Doell set the single-season goal record with 34 goals, which led all of Section V.
- 1st Team All-League
Elijah Doell(Finger Lakes East Player of the year), Isaac Jang, Alex Kaminski, Trace Parish
- 2nd Team All-League
Noah Butler, Ethan Olmstead, Brody Tanner
- Honorable Mention
Long Cao, Aiden Lopez
- Section V All-Tourney Team
Long Cao, Brody Tanner
- Finger Lakes Exceptional Senior All-Stars
Isaac Jang, Alex Kaminski, Trace Parish, Brody Tanner

Girls' Soccer

- Varsity Team finished 4th in the FL East with an overall record of 10-9.
- The girls lost in the Sectional Semi-Final game in Penn Yan to Haverling High School.
- 1st Team All-League
Kyah Lajewski and Peyton Verkey
- 2nd Team All-League
Danielle McDermott
- Honorable Mention
Reese Markel and Haley Young
- Section V Class B2 All-Tournament Team
- Exceptional Senior Game
Kyah Lajewski, Peyton Verkey, and Haley Young

Tennis

Won the Finger Lakes West Championship.

- Over 10 girls participate on the team.
- Calliette Sawtell finished 3rd overall in singles sectional play, qualifying for a spot in state qualifiers.
- The team finished 12-5 overall.
- Lost in the semi-final round to champion HAC.
- FL West 1st Team All-League
1st Singles: Calliette Sawtelle
2nd Singles: Georgia Beach
2nd Doubles: Sera Lux/Joey Mclean

Volleyball

- Finished with an overall record of 7-13 in the FL West
- Team was seeded #6 in the Class C1 tournament.
- The girls lost in the Sectional
- 1st Team All-League:
Hannah O'Brien
- 2nd Team All-League:
Gabby Higby and Mercedes Santana
- Honorable Mention:

Ryleigh Ryrko

• Exceptional Seniors:

Maddy Brown, Gabby Higby, Hannah O'Brien, and Sienna Love

Athletes of the Month sponsored by Mark's Pizzeria:

September: Peyton Verkey (Soccer) and Trace Parish (Soccer)

October: Calliette Sawtelle (Tennis) and Jeremiah Furman (Football)

Board of Education Workshop-Goal Setting

Dr. Reed facilitated the workshop. The Board was divided into three groups. Each group was to list what the Board of Education does well (what strengths can the Board build upon). The Board members were then tasked with listing what challenges they face as a Board (opportunities for growth).

Dr. Reed will compile the answers. The Board will solidify their goals at the November 20, 2025 BOE meeting.

Public Comment

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.

Committee Reports

None at this time

Information

Warrants 10/01/2025-10/31/2025

Warrant A (27)	\$ 51,737.12
Warrant A (28)	\$ 21,689.21
Warrant C (12)	\$ 9,549.33
Warrant C (13)	\$ 6,774.75
Warrant F (7)	\$ 19,000.00
Warrant H (16)	\$ 75,210.00
Warrant H (17)	\$ 764,885.75

Student Board Member

Kyah Lajewski reported the following:

- The next peer meeting is November 18th. Time management and how to avoid conflicts are the topics to be discussed.
- The Costa Rica trip is Nov. 21. Kyah will ask fellow students if they would like to come to a Board meeting and present on the trip.

Assistant Superintendent of Instruction

Jodie Verkey reported on the following:

- The Music Department is requesting an additional course-"Music Theatre 2". The recommended course will be presented at the Nov. 20th BOE meeting.
- Kimberly Stevers, Career Coordinator, is getting established in the district.
- Literacy (LTRS): K-5 release time, the teachers are planning ahead and reviewing data. The students are rising to the occasion; vocabulary development is strong. The transition into the 3rd module will happen this month.
- Thanked the Board for funding the two Teacher Ambassador positions. It's a great investment from within. Students interested in the teaching field could possibly come back to the district to work one day.

Superintendent Report

Dr. Reed reported on the following:

- The Frank Knight Veteran's Assembly is Monday, Nov. 10 at 9:45 am.
- There is no school on Tuesday, Nov. 11th.
- Attended the RSA Forum at WFL BOCES along with Heather Zeller, Joseph McNamara and Deborah Corsner.
- Met with Jeff Shipley and Casey Bouch from the Seneca County Chamber of Commerce. One of the Superintendent's goals is to collaborate with the community.

BOE President Report

Michael Mirras reminded the Board of the

BOE Member Comments

Heather Zellers stated that she highly recommended members to attend the meeting where Rick Timbs is speaking, He is very knowledgeable.

NYS representation from Senator Gillibrand and Senator Schumer's offices are interested in coming to the district. It is a point of pride that leadership is elevated outside of the district.

Denise Lorenzetti reported that the NYSSBA Annual Conference was a success.

Important Dates to Remember

- November 8, 2025-Legislative Committee
- November 10, 2025-Frank Knight Veteran’s Day Assembly (9:45-10:45 am)
- November 11, 2025-Veteran’s Day-No school
- November 14-16, 2025-MA Fall Play “The Festival of Ten”
- November 20, 2025- BOE Meeting/MA Roundtable
- November 25-General Membership Meeting-Presenter: Dr. Rick Timbs- “Sustainability-Issues and Suggestions”
- November 26-28, 2025 -Thanksgiving Break

Consent Agenda
Resignations/Retirements/Terminations
None at this time

Appointments
Professional Appointment(s)
None at this time

2025-2026 Annual Appointment(s)

Upon the recommendation of the Superintendent, the Board of Education approves following annual appointments for the 2025-2026 school year.

Position	Employee	Stipend
Teacher Ambassador	Justin Pawlak	\$500
Teacher Ambassador	Gwyneth Breeze-Hrycko	\$500

2025-2026 Winter 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).*

Employee	Sport/Position	Stipend	Certification
Tony Ryrko	Varsity Girls Basketball -PAID Assistant	\$2,000.00	
Ashley Leederman	Varsity Girls Basketball -Non-Paid Assistan	n/a	Physical Educ. Teacher
Mike Miller	Varsity Girls Basketball -Non-Paid Assistan	n/a	Physical Educ. Teacher
Nick Sciotti	JV Girls Basketball -Non-Paid Assistant	n/a	
McKenzie Barber	7 th Grade Girls Basketball Coach	\$	

Civil Service Appointments
None at this time.

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: Patricia Ward
Position: Substitute Account Clerk
Effective date: 11/07/2025

Name: Thomas Davis
Position: Substitute Teacher
NYSED Certification: Uncertified
Effective date: 11/07/2025

CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE Minutes: 09/25/2025, 10/01/2025, 10/06/2025, 10/14/2025, 10/16/2025, 10/17/2025, 10/20/2025, 10/21/2025, 10/24/2025(1), 10/24/2025(2), 10/27/2025(1), 10/27/2025(2), 10/28/2025, 10/29/2025

Gifts and Donations
None at this time

Transportation Requests
None at this time

Overnight Conference Requests/Field Trips
None at this time

Michael Mirras asked for a motion to approve the consent agenda as listed.
Matthew Lando made the motion, seconded by Cara Lajewski.
Yes 9 No 0 Abstain 0 Motion carried

Old Business

None at this time

New Business
Policy-1st Reading

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

- Policy 0000- Mission Statement and Vision
- Policy 5500- Student Records (Required)
- Regulation 5500- Student Records
- Policy 5550-Student Privacy (Required)
- Policy 8635-Information and Data Privacy Security, Breach and Notification (Required)
- Regulation 8635- Information and Data Privacy Security, Breach and Notification
- Regulation 1120-School District Records

Cara Lajewski made the motion, seconded by Deborah Corsner.
Yes 9 No 0 Abstain 0 Motion carried

Internal Auditing Report for April/May 2024-2025

Michael Mirras asked for a motion that upon the recommendation of the Superintendent, the Board of Education approves the following corrective action plans as listed by the Internal Claims Auditor:

Discovered		Internal Claims Auditor Action	Corrective Action Plan
04/04/25 – Incorrect amt. on ck# 612037 for Lexia Learning. Check \$49,258.00/Invoice \$49,258.10	Contacted AP	Voided Check #612037, issued correct one	Mailed check after being audited.
04/18/25 – needed approval signature on Mileage claim for employee.	Contacted AP	Received signed copy of employee claim	Mailed check.

Cara Lajewski made the motion, seconded by Deborah Corsner.
Yes 9 No 0 Abstain 0 Motion carried

2026-2027 Budget Workshop-Reserve Funds

Capital Building Reserve Fund

Capital Building Reserve was Board approved to establish a building reserve for ten years, expiring in 2032 for \$11,500,000. The reserve will need to be renewed for future capital project. Current balance of Capital Building Reserve as of June 30, 2025 is \$6,391,032.

Capital Building Reserve Usage: The District has completed capital projects in 2005, 2010, 2017, 2023. The capital reserve would need about \$6.3M to \$7.3M to prepare for a potential \$37.5M to \$43M project referendum in 2028.

Capital Bus Reserve Fund

Jared Federman, Administrative Intern, presented the information on the Capital Bus Reserve Fund. Capital Bus Reserve Fund is used to purchase buses without having to Bond and eliminate interest payments on the loan. Current balance of Capital Bus Reserve as of June 30, 2025 is \$3,382,021.

2025 - 2026 School Year

Purchased 5 buses (2 x 66 passenger) (2 x 72 passenger) (1 x 60 passenger w/wheelchair) \$912,000

Bus Fleet - 24 Buses 19 active, 5 spares

38% Diesel

62%

Gas 75%

Warranty until 2032

2026 – 2027 School Year

Proposes purchasing 5 buses (5 x 66 passenger) \$942,505

Bus Fleet - 24 Buses 19 active, 5 spares

58% Diesel,

42% Gas

100% Warranty until 2032

2027 – 2028 school Year

NYS Zero-Emission Vehicle Mandate New buses must be zero-emission

By 2035, entire fleet zero-emission

District has been purposefully increasing fleet size now to avoid a future spike in costs later

Still need future capital planning for charging/hookups, housing, etc.

Current EV Bus cost is \$475,000

Recommended goal of ten (10) EV bus purchases in reserve (\$4,750,000)

Executive Session

None at this time

Adjourn

Michael Mirras asked for a motion to adjourn the meeting at 8:43 pm.

Cara Lajewski made the motion, seconded by Deborah Corsner.
Yes 9 No 0 Abstain 0 Motion carried

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated		
613359	10/23/2025	6240	JORDAN ANGIE	A 2855.400-00-1500		130.70			
						Check Total:	130.70		
613360	10/23/2025	7626	DEAN BARKLEY	A 2855.400-00-1500		130.70			
						Check Total:	130.70		
613361	10/23/2025	524	BLICK ART MATERIALS	A 2110.450-04-0400	260209	76.26	76.26		
						A 2110.450-01-0400	260205	30.73	30.73
						A 2110.450-04-0400	260209	41.90	0.00
						A 2110.450-04-0400	260209	-41.90	0.00
						Check Total:	106.99		
613362	10/23/2025	10804	BOND, SCHOENECK & KING, PLLC	A 1420.400-00-0000	260350	453.00	453.00		
						A 1420.400-00-0000	260350	0.00	
						A 1420.400-00-0000	260350	0.00	
						Check Total:	453.00		
613363	10/23/2025	3632	JANET BRISTOL	A 2855.400-00-1500		102.80			
						Check Total:	102.80		
613364	10/23/2025	6148	KENNETH L. BROWN	A 2855.400-00-1500		90.70			
						A 2855.400-00-1500		127.00	
						Check Total:	217.70		
613365	10/23/2025	8883	BUELL FUEL LLC-STATE BID	A 5510.450-00-5710	260264	784.50	784.50		
						A 5510.450-00-5710	260264	1,906.37	1,906.37
						A 5510.450-00-5710	260264	1,507.51	1,507.51
						Check Total:	4,198.38		
613366	10/23/2025	7858	SHAWN BURNS	A 5510.400-00-4300		15.00			
						A 5510.400-00-4300		15.00	
						Check Total:	30.00		

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SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated		
613367	10/23/2025	249	BUS PARTS WAREHOUSE	A 5510.450-00-0000	260680	434.70	434.70		
						Check Total:	434.70		
613368	10/23/2025	6488	CINTAS CORPORATION	A 5510.400-00-0000	260262	141.59	141.59		
						Check Total:	141.59		
613369	10/23/2025	11096	REBECCA L COLLINS	A 2855.400-00-1500		107.80			
						Check Total:	107.80		
613370	10/23/2025	5468	COOK BROTHERS TRUCK PARTS	A 5510.450-00-0000	260359	55.50	55.50		
						A 5510.450-00-0000	260359	328.75	328.75
						A 5510.450-00-0000	260359	219.90	219.90
						Check Total:	604.15		
613371	10/23/2025	3850	CSSI	A 2110.450-04-0400	260135	321.05	321.05		
						Check Total:	321.05		
613372	10/23/2025	9021	DAVID DAHLBERG	A 2855.400-00-1500		130.70			
						Check Total:	130.70		
613373	10/23/2025	8857	CHERRIE DEMING	A 2855.400-00-1500		216.40			
						Check Total:	216.40		
613374	10/23/2025	3686	DANIEL J. DYGERT	A 2855.400-00-1500		112.70			
						A 2855.400-00-1500	102.80		
						Check Total:	215.50		
613375	10/23/2025	2298	ELAN FINANCIAL SERVICES	A 2110.450-05-0600	260643	145.24	145.24		
						A 2855.450-00-0000	260463	29.00	29.00
						A 5510.450-00-0000	260259	149.91	149.91
						A 2110.450-05-0600	260506	126.61	126.61
						A 1310.450-00-0000	260427	59.59	59.59

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.450-05-0600	260506	121.43	121.43
					Check Total:	631.78	
613376	10/23/2025	3238	EMPIRE NATURAL GAS CORP				
				A 1620.400-07-4020	260337	0.96	0.96
				A 1620.400-07-4020	260337	39.10	39.10
					Check Total:	40.06	
613377	10/23/2025	660	FERRARA LUMBER				
				A 1621.450-00-0000	260250	18.26	18.26
				A 1621.450-00-0000	260250	7.01	7.01
				A 1621.450-00-0000	260250	0.66	0.66
					Check Total:	25.93	
613378	10/23/2025	687	FINGER LAKES TIMES				
				A 1010.400-00-0000	260311	28.68	28.68
					Check Total:	28.68	
613379	10/23/2025	688	FINGER LAKES TRUCK & WELDING				
				A 5510.450-00-0000	260705	48.85	48.85
					Check Total:	48.85	
613380	10/23/2025	3396	GREG FIORILLA				
				A 2855.400-00-1500		90.70	
					Check Total:	90.70	
613381	10/23/2025	709	FOLLETT CONTENT SOLUTIONS LLC				
				A 2610.460-02-0000	260640	698.51	698.51
					Check Total:	698.51	
613382	10/23/2025	736	GARY FRENCH				
				A 5510.400-00-4300		10.00	
					Check Total:	10.00	
613383	10/23/2025	7949	DANIEL GEORGE				
				A 2855.400-00-1500		108.00	
				A 2855.400-00-1500		5.00	
					Check Total:	113.00	
613384	10/23/2025	11075	HARDWARE & FASTENING SOLUTIONS				
				A 5510.450-00-0000	260707	339.59	339.59

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613385	10/23/2025	6704	HAYLOR, FREYER & COON, INC.				
					Check Total:	339.59	
				A 5510.400-00-4400	260386	699.00	699.00
					Check Total:	699.00	
613386	10/23/2025	6978	HORACE K. HUDSON				
				A 2855.400-00-1500		90.70	
				A 2855.400-00-1500		90.70	
				A 2855.400-00-1500		45.35	
				A 2855.400-00-1500		45.35	
					Check Total:	272.10	
613387	10/23/2025	1736	J.C.EHRLICH., INC.				
				A 1620.400-00-0000	260289	71.14	71.14
					Check Total:	71.14	
613388	10/23/2025	6972	K & D DISPOSAL INC.				
				A 5510.400-00-0000	260290	1,026.10	1,026.10
					Check Total:	1,026.10	
613389	10/23/2025	6604	MONICA KUNEY				
				A 1040.400-00-0000		34.86	
					Check Total:	34.86	
613390	10/23/2025	8087	TROY LABARGE				
				A 2855.400-00-1500		102.80	
				A 2855.400-00-1500		130.70	
					Check Total:	233.50	
613391	10/23/2025	5501	DALE LADD				
				A 2855.400-00-1500		111.00	
				A 2855.400-00-1500		5.00	
					Check Total:	116.00	
613392	10/23/2025	9022	NOEL LAZENBY				
				A 2855.400-00-1500		102.80	
				A 2855.400-00-1500		102.80	
					Check Total:	205.60	
613393	10/23/2025	9019	THOMAS LISENO				
				A 2855.400-00-1500		90.70	

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2855.400-00-1500		127.00	
					Check Total:	217.70	
613394	10/23/2025	8089	JAMES MARLEY	A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		15.00	
					Check Total:	45.00	
613395	10/23/2025	8864	ROBERT MOORE	A 2855.400-00-1500		202.40	
					Check Total:	202.40	
613396	10/23/2025	7658	MP GRAPHICS	A 1621.450-00-0000	260667	80.00	80.00
					Check Total:	80.00	
613397	10/23/2025	11081	MURRAY, WILLIAM	A 2855.400-00-1500		102.80	
					Check Total:	102.80	
613398	10/23/2025	4662	MUSIC & ARTS	A 2110.450-04-0900	260652	28.62	28.62
				A 2110.450-04-0900	260652	9.59	9.59
					Check Total:	38.21	
613399	10/23/2025	6565	NATIONAL ART & SCHOOL SUPPLIES	A 2110.450-02-0400	260208	61.45	61.45
				A 2110.450-01-0400	260206	194.80	194.80
				A 2110.450-05-0402	260216	42.00	42.00
					Check Total:	298.25	
613400	10/23/2025	1459	NYS ELECTRIC & GAS	A 1620.400-02-4020	260336	111.02	111.02
				A 1620.400-02-4030	260340	1,902.54	1,902.54
				A 1620.400-04-4030	260340	5,829.15	5,829.15
				A 1620.400-05-4030	260340	2,507.11	2,507.11
				A 1620.400-07-4030	260340	23.19	23.19
					Check Total:	10,373.01	
613401	10/23/2025	1464	NYSSBA				

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1010.400-00-0000	260314	9,203.00	9,203.00
					Check Total:	9,203.00	
613402	10/23/2025	4538	OTIS ELEVATOR CO				
				A 1621.400-00-0000	260294	884.25	884.25
					Check Total:	884.25	
613403	10/23/2025	10785	PALMER GARY				
				A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		10.00	
					Check Total:	30.00	
613404	10/23/2025	7261	PAPER CLIPS, INC.				
				A 2110.450-05-0402	260203	32.95	32.95
					Check Total:	32.95	
613405	10/23/2025	4497	MICHAEL L. PETROCCI				
				A 2855.400-00-1500		102.80	
				A 2855.400-00-1500		112.70	
					Check Total:	215.50	
613406	10/23/2025	8714	SCHOOL SPECIALTY LLC				
				A 2110.450-04-1100		8.65	
				A 2020.450-05-0000	260698	45.14	45.14
					Check Total:	53.79	
613407	10/23/2025	7003	BRIAN SCHULMERICH				
				A 2855.400-00-1500		127.00	
					Check Total:	127.00	
613408	10/23/2025	8490	WILLIAM SIGLER				
				A 2855.400-00-1500		127.00	
					Check Total:	127.00	
613409	10/23/2025	7650	THE SENECA FALLS POLICE DEPARTMENT				
				A 1622.400-00-0000	260511	6,545.10	6,545.10
					Check Total:	6,545.10	
613410	10/23/2025	6518	TOWN OF SENECA FALLS DEPARTMENT				
				A 1620.400-01-4040	260335	862.00	862.00

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-02-4040	260335	862.00	862.00
				A 1620.400-04-4040	260335	862.00	862.00
				A 1620.400-05-4040	260335	883.12	883.12
				A 1620.400-07-4040	260335	865.06	865.06
				A 5530.400-00-4040	260335	212.02	212.02
					Check Total:	4,546.20	
613411	10/23/2025	4630	TRACEY, DEBRA	A 5510.400-00-4300		11.44	
					Check Total:	11.44	
613412	10/23/2025	7196	SHANE VALLIERE	A 2855.400-00-1500		127.00	
					Check Total:	127.00	
613413	10/23/2025	2276	VASCO BRANDS INC	A 1620.450-00-0000	260304	428.00	428.00
					Check Total:	428.00	
613414	10/23/2025	3624	VERIZON WIRELESS	A 2630.400-00-0000	260346	311.19	311.19
					Check Total:	311.19	
613415	10/23/2025	7726	JODIE VERKEY	A 2070.400-00-0000		31.22	
				A 2070.400-00-0000		31.22	
					Check Total:	62.44	
613416	10/23/2025	6815	W. B. MASON CO., INC.	A 1621.450-00-0000	251165	115,593.08	115,593.08
					Check Total:	115,593.08	
613417	10/23/2025	2320	WARD'S SCIENCE	A 2110.450-04-1100	260161	71.20	71.20
				A 2110.450-04-1100	260161	11.90	11.90
				A 2110.450-04-1100	260161	3.49	3.49
					Check Total:	86.59	
613418	10/23/2025	5446	MIKE WINTER	A 2855.400-00-1500		102.80	
				A 2855.400-00-1500		112.70	

SENECA FALLS CSD

Check Warrant Report For A - 31: GENERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613419	10/23/2025	8700	ROBERT WOOD		Check Total:	215.50	
				A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		15.00	
613420	10/23/2025	2609	BRIAN YOUNGLOVE		Check Total:	30.00	
				A 2855.400-00-1500		112.70	
						Check Total:	112.70
Number of Transactions: 62						Warrant Total:	162,327.66
						Vendor Portion:	162,327.66

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.

10/24/25

Cathy Ross

Date

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613429	10/30/2025	4795	AUXILIARY SERVICES	A 2070.400-00-0000	260714	150.00	150.00
						Check Total:	150.00
613430	10/30/2025	3429	AFLAC NEW YORK	A 9060.800-00-0000		3,669.37	
						Check Total:	3,669.37
613431	10/30/2025	8729	AMAZON CAPITAL SERVICES INC	A 1621.450-00-0000	260298	39.54	39.54
				A 1621.450-00-0000	260298	6.57	6.57
				A 1621.450-00-0000	260298	27.99	27.99
						Check Total:	74.10
613432	10/30/2025	4237	B & H PHOTO-VIDEO	A 2110.450-05-0402	260691	47.98	47.98
				A 2110.450-05-0402	260691	978.90	978.90
						Check Total:	1,026.88
613433	10/30/2025	3837	DAVID K. BAKER	A 2855.400-00-1500		216.40	
						Check Total:	216.40
613434	10/30/2025	10857	BICCUM JAMES W.	A 5510.400-00-4300		10.00	
						Check Total:	10.00
613435	10/30/2025	9142	CAROL BREESE	A 5510.400-00-4300		15.00	
						Check Total:	15.00
613436	10/30/2025	6148	KENNETH L. BROWN	A 2855.400-00-1500		90.70	
						Check Total:	90.70
613437	10/30/2025	2672	JAMES BRUNI	A 1310.400-00-0000		70.56	
						Check Total:	70.56
613438	10/30/2025	8883	BUELL FUEL LLC-STATE BID	A 5510.450-00-5710	260264	1,957.03	1,957.03
						Check Total:	1,957.03

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SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613439	10/30/2025	11102	BRANDON BURNLEY	A 1620.400-00-0000		50.00	
					Check Total:	50.00	
613440	10/30/2025	7272	CHRISTOPHER BUTLER	A 5510.400-00-4300		6.56	
					Check Total:	6.56	
613441	10/30/2025	7192	CAMFIL USA INC.	A 1621.450-00-0000	260411	1,965.71	1,965.71
					Check Total:	1,965.71	
613442	10/30/2025	1199	CDW GOVERNMENT INC.	A 2630.450-00-0000	260708	160.00	160.00
					Check Total:	160.00	
613443	10/30/2025	6488	CINTAS CORPORATION	A 5510.400-00-0000	260262	141.59	141.59
					Check Total:	141.59	
613444	10/30/2025	8695	ANDREW CLAS	A 2855.400-00-1500		90.70	
				A 2855.400-00-1500		90.70	
				A 2855.400-00-1500		45.35	
				A 2855.400-00-1500		45.35	
					Check Total:	272.10	
613445	10/30/2025	5468	COOK BROTHERS TRUCK PARTS	A 5510.450-00-0000	260359	219.90	219.90
					Check Total:	219.90	
613446	10/30/2025	10861	JOHN CRONIN	A 2855.400-00-1500		50.00	
				A 2855.400-00-1500		50.00	
				A 2855.400-00-1500		50.00	
				A 2855.400-00-1500		50.00	
				A 2855.400-00-1500		50.00	
					Check Total:	250.00	
613447	10/30/2025	3850	CSSI	A 2110.450-01-0003	260180	18.12	18.12

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2610.450-04-0000	260142	149.17	149.17
				A 2110.450-02-0400	260132	66.23	66.23
				A 2110.450-01-0400	260129	99.43	99.43
				A 2110.450-02-0002	260197	33.38	33.38
				A 2110.450-02-0010	260195	9.90	9.90
				A 2110.450-02-0010	260195	25.13	25.13
					Check Total:	401.36	
613448	10/30/2025	6854	DAY AUTOMATION SYSTEMS, INC.				
				A 1621.400-00-0000	260283	1,232.00	1,232.00
				A 5510.400-00-0000	260283	400.00	400.00
					Check Total:	1,632.00	
613449	10/30/2025	11097	DBA SERVPRO OF EAST MONROE COUNTY				
				A 1620.400-00-0000	260716	8,351.72	8,351.72
					Check Total:	8,351.72	
613450	10/30/2025	3238	EMPIRE NATURAL GAS CORP				
				A 1620.400-02-4020	260337	48.40	48.40
					Check Total:	48.40	
613451	10/30/2025	7012	ENERGY CO-OP OF AMERICA, INC.				
				A 1620.400-02-4030	260341	1,211.91	1,211.91
				A 1620.400-04-4030	260341	4,592.75	4,592.75
				A 1620.400-05-4030	260341	2,220.15	2,220.15
				A 1620.400-02-4030	260341	19.28	19.28
				A 1620.400-04-4030	260341	9.64	9.64
				A 1620.400-04-4030	260341	0.13	0.13
					Check Total:	8,053.86	
613452	10/30/2025	6263	EXCELLUS HEALTH PLAN - GROUP				
				A 9060.800-00-8010	260387	14,820.95	14,820.95
				A 9060.800-00-8030	260387	390,384.96	390,384.96
				A 9060.800-00-8040	260387	24,912.22	24,912.22
				A 9060.800-00-8040	260387	8,692.65	8,692.65
				A 9060.800-00-8040	260387	6,342.94	6,342.94
				A 9060.800-00-8040	260387	25,750.43	25,750.43

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
					Check Total:	470,904.15	
613453	10/30/2025	8831	FINGERLAKES MULCH & SOIL PRODUCTS LLC	A 1621.450-00-0000	260697	1,490.00	1,490.00
					Check Total:	1,490.00	
613454	10/30/2025	736	GARY FRENCH	A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		10.00	
				A 5510.400-00-4300		14.34	
					Check Total:	39.34	
613455	10/30/2025	6727	JAMES FULKERSON	A 5510.400-00-4300		10.00	
					Check Total:	10.00	
613456	10/30/2025	9249	GEORGE JUNIOR REPUBLIC UFSD	A 2250.470-00-0000	260670	5,345.10	5,345.10
				A 2250.470-00-0000	260670	5,345.10	5,345.10
					Check Total:	10,690.20	
613457	10/30/2025	8775	H2OLEK PLUMBING INC	A 1621.400-00-0000	260711	1,791.18	1,791.18
					Check Total:	1,791.18	
613458	10/30/2025	6704	HAYLOR, FREYER & COON, INC.	A 5510.400-00-4400	260386	428.00	428.00
					Check Total:	428.00	
613459	10/30/2025	5593	STEVEN HILFIKER	A 2855.400-00-1500		216.40	
					Check Total:	216.40	
613460	10/30/2025	7644	HILTON MODEL UN CONFERENCE	A 2850.400-00-1200	260702	1,020.00	1,020.00
					Check Total:	1,020.00	
613461	10/30/2025	6993	STACIE A. HIRSH	A 2855.400-00-1500		216.40	
					Check Total:	216.40	
613462	10/30/2025	8765	JOSTENS INC	A 2855.450-00-0000	260646	1,030.84	1,030.84

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613463	10/30/2025	4009	LEONARD BUS SALES, INC.				
					Check Total:	1,030.84	
				A 5510.450-00-0000	260260	248.54	248.54
				A 5510.450-00-0000	260260	1,261.48	0.00
				A 5510.450-00-0000	260260	-1,261.48	0.00
					Check Total:	248.54	
613464	10/30/2025	7479	LEONE TIMING & RESULTS SVCS.				
				A 2855.400-00-0000	260457	675.00	675.00
					Check Total:	675.00	
613465	10/30/2025	9223	TIM LINCOLN				
				A 2855.400-00-1500		202.40	
					Check Total:	202.40	
613466	10/30/2025	9019	THOMAS LISENO				
				A 2855.400-00-1500		90.70	
					Check Total:	90.70	
613467	10/30/2025	5315	THOMAS L. MARINO				
				A 2855.400-00-1500		202.40	
					Check Total:	202.40	
613468	10/30/2025	8089	JAMES MARLEY				
				A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		15.00	
					Check Total:	30.00	
613469	10/30/2025	7101	JOHN MELE				
				A 2855.400-00-1500		202.40	
					Check Total:	202.40	
613470	10/30/2025	8756	METEOR EDUCATION LLC				
				A 1010.400-00-0000	251166	3,109.22	3,109.22
				A 1010.450-00-0000	251166	9,598.42	9,598.42
					Check Total:	12,707.64	
613471	10/30/2025	7911	MMB+CO,				
				A 1320.400-00-0000	260391	12,080.00	12,080.00
					Check Total:	12,080.00	
613472	10/30/2025	4662	MUSIC & ARTS				

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2110.450-04-0900	260652	56.64	56.64
				A 2110.450-04-0900	260652	50.00	50.00
				A 2110.450-04-0900	260652	11.99	11.99
				A 2110.450-04-0900	260652	60.00	60.00
				Check Total:		178.63	
613473	10/30/2025	6565	NATIONAL ART & SCHOOL SUPPLIES				
				A 2110.450-05-0400	260219	632.90	632.90
				A 2110.450-04-0400	260210	259.38	259.38
				Check Total:		892.28	
613474	10/30/2025	9262	NEW YORK STATE EDUCATION DEPARTMENT				
				A 2250.470-00-0000	260672	265.50	265.50
				A 2250.470-00-0000	260672	265.50	265.50
				Check Total:		531.00	
613475	10/30/2025	6951	NOCO ENERGY CORP.-FUELS				
				A 5510.450-00-5720	260263	548.31	548.31
				Check Total:		548.31	
613476	10/30/2025	1459	NYS ELECTRIC & GAS				
				A 1620.400-01-4030	260340	2,090.30	2,090.30
				A 1620.400-01-4020	260336	221.65	221.65
				Check Total:		2,311.95	
613477	10/30/2025	2815	NYS UNEMPLOYMENT INSURANCE				
				A 9050.800-00-0000		2,463.98	
				Check Total:		2,463.98	
613478	10/30/2025	1513	OTC BRANDS, INC.				
				A 2110.450-01-1300	260700	59.99	59.99
				Check Total:		59.99	
613479	10/30/2025	10785	PALMER GARY				
				A 5510.400-00-4300		15.00	
				Check Total:		15.00	
613480	10/30/2025	1566	RONALD S. PATRICK				
				A 2855.400-00-1500		90.70	
				Check Total:		90.70	
613481	10/30/2025	10866	MICHELLE QUIGLEY				

SENECA FALLS CSD

Check Warrant Report For A - 32: GENERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		10.00	
					Check Total:	25.00	
613482	10/30/2025	9284	SHERECE SMALLWOOD				
				A 2855.400-00-1500		202.40	
					Check Total:	202.40	
613483	10/30/2025	4630	TRACEY, DEBRA				
				A 5510.400-00-4300		15.00	
					Check Total:	15.00	
613484	10/30/2025	2320	WARD'S SCIENCE				
				A 2110.450-04-1100	260591	88.95	88.95
					Check Total:	88.95	
613485	10/30/2025	8700	ROBERT WOOD				
				A 5510.400-00-4300		15.00	
					Check Total:	15.00	
Number of Transactions: 57						Warrant Total:	550,547.02
						Vendor Portion:	550,547.02

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

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10/31/25

Cathy Ross

_____ Date

_____ Auditor's Signature

_____ Title

SENECA FALLS CSD

Check Warrant Report For C - 14: CAFETERIA-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207802	10/23/2025	8694	JOY BRANFORD				
				C 2860.400-00-0000		0.00	
				C 2860.400-00-0000		20.16	
					Check Total:	20.16	
207803	10/23/2025	766	GENECCO PRODUCE, INC				
				C 2860.450-00-0000	260551	19.35	19.35
				C 2860.450-00-0000	260551	360.45	360.45
				C 2860.450-00-0000	260551	324.30	324.30
				C 2860.450-00-0000	260551	413.70	413.70
					Check Total:	1,117.80	
207804	10/23/2025	7816	HERSHEY CREAMERY COMPANY				
				C 2860.450-00-0000	260547	31.20	31.20
					Check Total:	31.20	
207805	10/23/2025	11048	LEPAGE BAKERIES PARK STREET, LLC				
				C 2860.450-00-0000	260548	240.30	240.30
				C 2860.450-00-0000	260548	44.57	44.57
				C 2860.450-00-0000	260548	154.08	154.08
				C 2860.450-00-0000	260548	128.53	128.53
				C 2860.450-00-0000	260548	64.20	64.20
					Check Total:	631.68	
207806	10/23/2025	6760	STEPHANIE LYON-LAWRENCE				
				C 2860.400-00-0000	260392	1,372.07	1,372.07
					Check Total:	1,372.07	
207807	10/23/2025	5084	REGIONAL DISTRIBUTORS INC				
				C 2860.450-00-4520	260554	161.25	161.25
					Check Total:	161.25	
207808	10/23/2025	2100	SYSCO SYRACUSE				
				C 2860.450-00-0000	260552	1,807.88	1,807.88
					Check Total:	1,807.88	
207809	10/23/2025	2253	UPSTATE NIAGARA COOPERATIVE, INC				
				C 2860.450-00-0000	260550	173.78	173.78
				C 2860.450-00-0000	260550	159.46	159.46

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SENECA FALLS CSD

Check Warrant Report For C - 14: CAFETERIA-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				C 2860.450-00-0000	260550	435.51	435.51
				C 2860.450-00-0000	260550	327.07	327.07
				C 2860.450-00-0000	260550	366.24	366.24
				C 2860.450-00-0000	260550	95.81	95.81
				C 2860.450-00-0000	260550	145.23	145.23
				C 2860.450-00-0000	260550	507.51	507.51
				Check Total:		2,210.61	
207810	10/23/2025	2257	US FOODS				
				C 2860.450-00-0000	260546	3,419.45	3,419.45
				C 2860.450-00-0000	260546	4,896.69	4,896.69
				Check Total:		8,316.14	
				Warrant Total:		15,668.79	
				Vendor Portion:		15,668.79	

Number of Transactions: 9

Certification of Warrant

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_____ Date

_____ Signature

_____ Title

Certification of Warrant

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10/24/25 Date

Cathy Rose Auditor's Signature

_____ Title

SENECA FALLS CSD

Check Warrant Report For F - 8: FEDERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304629	10/23/2025	9206	ERIN L. CUSANNO				
					Check Total:	299.32	
				FQ223 2820.400-00-00	260597	5,000.00	5,000.00
304630	10/23/2025	11057	FULLER, HANNAH				
					Check Total:	5,000.00	
				FQ223 2820.400-00-00	260616	6,500.00	6,500.00
304631	10/23/2025	11072	GOODMAN, MARGARET A.				
					Check Total:	6,500.00	
				FQ223 2820.400-00-00	260622	12,000.00	12,000.00
304632	10/23/2025	11070	HARPER, JILL				
					Check Total:	12,000.00	
				FQ223 2820.400-00-00	260624	12,000.00	12,000.00
				FQ223 2820.400-00-00	260620	6,000.00	6,000.00
				FQ223 2820.400-00-00	260624	0.00	
304633	10/23/2025	10767	KUHN CRISTI				
					Check Total:	18,000.00	
				FQ223 2820.400-00-00	260602	6,000.00	6,000.00
304634	10/23/2025	11060	MAYS, BAILEY				
					Check Total:	6,000.00	
				FQ223 2820.400-00-00	260614	6,500.00	6,500.00
304635	10/23/2025	11069	MCGAVISK, DANIELLE M.				
					Check Total:	6,500.00	
				FQ223 2820.400-00-00	260619	6,000.00	6,000.00
304636	10/23/2025	11059	MINCER, EMMA				
					Check Total:	6,000.00	
				FQ223 2820.400-00-00	260606	6,500.00	6,500.00

SENECA FALLS CSD

Check Warrant Report For F - 8: FEDERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304637	10/23/2025	7920	NEWARK CSD			Check Total: 6,500.00	
				FQ223 2820.400-00-00	260592	3,000.00	3,000.00
304638	10/23/2025	11099	AMANDA B. NICKERSON			Check Total: 3,000.00	
				FQ223 2820.400-00-00	260713	2,468.48	2,468.48
304639	10/23/2025	6451	ROMULUS CENTRAL SCHOOL DIST			Check Total: 2,468.48	
				FQ223 2820.400-00-00	260573	3,000.00	3,000.00
304640	10/23/2025	9304	KIMBERLY L. STEWART			Check Total: 3,000.00	
				FQ223 2820.400-00-00	260601	6,000.00	6,000.00
304641	10/23/2025	11058	SWARTWOUT, RACHAEL			Check Total: 6,000.00	
				FQ223 2820.400-00-00	260615	6,500.00	6,500.00
304642	10/23/2025	4841	UNIVERSITY OF ROCHESTER			Check Total: 6,500.00	
				FQ223 2820.400-00-00	260625	59,092.00	59,092.00
304643	10/23/2025	11061	WEEDEN, HANNAH			Check Total: 59,092.00	
				FQ223 2820.400-00-00	260613	6,500.00	6,500.00
304644	10/23/2025	11071	WEIL, MARY KATHLEEN			Check Total: 6,500.00	
				FQ223 2820.400-00-00	260621	3,000.00	3,000.00
						Check Total: 3,000.00	

SENECA FALLS CSD

Check Warrant Report For F - 8: FEDERAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 25						Warrant Total:	266,446.80
						Vendor Portion:	266,446.80

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.

10/24/25

Date

Cathy Rose

Auditor Signature

Title

SENECA FALLS CSD

Check Warrant Report For F - 9: FEDERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304645	10/30/2025	11067	BLANDAL, SINGH KURRAN	FQ223 2820.400-00-00	260608	1,314.00	13,000.00
						Check Total:	1,314.00
304646	10/30/2025	11065	CALDWELL, EMILY	FQ223 2820.400-00-00	260607	6,500.00	6,500.00
						Check Total:	6,500.00
304647	10/30/2025	9298	AMBER R DENMAN	FQ223 2820.400-00-00	260603	3,000.00	3,000.00
						Check Total:	3,000.00
304648	10/30/2025	9289	MARIA GIGLIOTTI LCSW-R	FX225 2110.400-00-0000	260664	250.00	250.00
						Check Total:	250.00
304649	10/30/2025	11066	HUNTER, LOGAN	FQ223 2820.400-00-00	260612	6,500.00	6,500.00
						Check Total:	6,500.00

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SENECA FALLS CSD

Check Warrant Report For F - 9: FEDERAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
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Number of Transactions: 5

Warrant Total: 17,564.00

Vendor Portion: 17,564.00

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.

10/31/25
Date

Cathy Ross
Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For H - 16: CAPITAL-10/9/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated		
102215	10/09/2025	8685	A-VERDI LLC	H24 2110.240-05-0000	250990	340.00	340.00		
						Check Total:	340.00		
102216	10/09/2025	10942	ATLANTIC TESTING LABORATORIES, LIMITED	H24 1620.299-97-0000	250913	2,210.00	2,210.00		
						Check Total:	2,210.00		
102217	10/09/2025	6854	DAY AUTOMATION SYSTEMS, INC.	H24 1620.299-98-0000	251118	50,343.70	50,343.70		
						Check Total:	50,343.70		
102218	10/09/2025	3393	FISCAL ADVISORS & MARKETING INC	H24 2110.240-05-0000	250988	2,255.00	2,255.00		
						Check Total:	2,255.00		
102219	10/09/2025	9123	HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECTS D.P.C.	H24 2110.245-00-0000	241060	19,622.40	19,622.40		
						H24 2110.245-00-0001	241076	438.90	438.90
						Check Total:	20,061.30		

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DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For H - 16: CAPITAL-10/9/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 5					Warrant Total:	75,210.00	
					Vendor Portion:	75,210.00	

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

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10/10/25
Date

Cathy Ross
Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For H - 17: CAPITAL-10/16/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102220	10/16/2025	8685	A-VERDI LLC	H24 2110.240-05-0000	250990	210.00	210.00
				H24 2110.240-05-0000	250990	396.00	396.00
					Check Total:	606.00	
102221	10/16/2025	8612	NAIRY MECHANICAL LLC	H24 1620.294-00-0000	251045	764,279.75	764,279.75
					Check Total:	764,279.75	
					Warrant Total:	764,885.75	
					Vendor Portion:	764,885.75	

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

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10/17/25 Date

Cathy Ross Auditor's Signature

_____ Title

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OCT 22 2025

DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For H - 18: CAPITAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



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OCT 30 2025

DISTRICT OFFICE

Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102222	10/23/2025	8685	A-VERDI LLC	H24 2110.240-05-0000	250990	190.00	190.00
						Check Total:	190.00
102223	10/23/2025	9123	HUNT ENGINEERS, ARCHITECTS, LAND SURVEYORS & LANDSCAPE ARCHITECTS D.P.C.	H24 2110.245-00-0000	241060	68,981.00	68,981.00
						H24 2110.245-00-0001	304.50
						Check Total:	69,285.50
102224	10/23/2025	10963	KNAPP ELECTRIC INC.	H24 1620.296-00-0000	251044	172,576.52	172,576.52
						Check Total:	172,576.52
102225	10/23/2025	4009	LEONARD BUS SALES, INC.	H 5510.210-01-0000	260528	348,708.48	349,542.12
						Check Total:	348,708.48
102226	10/23/2025	4009	LEONARD BUS SALES, INC.	H 5510.210-01-0000	260530	202,469.09	203,435.64
						Check Total:	202,469.09
102227	10/23/2025	1177	LOZIER ENVIRONMENTAL CONSULTING INC.	H24 1620.299-97-0000	250912	475.00	475.00
						H24 1620.299-97-0000	616.00
						Check Total:	1,091.00
102228	10/23/2025	2969	MASSA CONSTRUCTION	H24 1620.293-00-0000	251103	487,149.84	487,149.84
						Check Total:	487,149.84

SENECA FALLS CSD

Check Warrant Report For H - 18: CAPITAL-10/23/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 7					Warrant Total:	1,281,470.43	
					Vendor Portion:	1,281,470.43	

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

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10/24/25
Date

Cathy Rose
Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For H - 19: CAPITAL-10/30/25 For Dates 10/1/2025 - 10/31/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102229	10/30/2025	8685	A-VERDI LLC	H24 2110.240-05-0000	250990	570.00	570.00
				H24 2110.240-05-0000	250990	180.00	180.00
					Check Total:	750.00	
102230	10/30/2025	9362	CAMPUS CONSTRUCTION MANAGEMENT	H24 2110.201-00-0000	240927	39,911.77	39,911.77
					Check Total:	39,911.77	
Number of Transactions: 2						Warrant Total:	40,661.77
						Vendor Portion:	40,661.77

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.

10/31/25

Date

Cathy Rose

Auditor's Signature

Title

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NOV 05 2025

DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For A - 37: GENERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated	
613486	11/06/2025	30	ADVANTAGE SENECA FALLS	A 5510.450-00-0000	260261	246.10	246.10	
						Check Total:	246.10	
613487	11/06/2025	8729	AMAZON CAPITAL SERVICES INC	A 1621.450-00-0000	260298	134.95	134.95	
						Check Total:	134.95	
613488	11/06/2025	6061	BARNES & NOBLE, INC.	A 2020.450-01-0000	260504	113.46	103.87	
						A 2110.450-01-0000	-9.59	9.59
						Check Total:	103.87	
613489	11/06/2025	5339	BENEFIT RESOURCE, LLC	A 9060.800-00-8030	260424	1,446.50	1,446.50	
						Check Total:	1,446.50	
613490	11/06/2025	8883	BUELL FUEL LLC-STATE BID	A 5510.450-00-5710	260264	908.99	908.99	
						Check Total:	908.99	
613491	11/06/2025	1199	CDW GOVERNMENT INC.	A 2630.450-00-0000	260721	880.00	880.00	
						Check Total:	880.00	
613492	11/06/2025	5977	CENGAGE LEARNING INC	A 2110.480-04-0000	260678	982.80	982.80	
						Check Total:	982.80	
613493	11/06/2025	6488	CINTAS CORPORATION	A 5510.400-00-0000	260262	141.59	141.59	
						Check Total:	141.59	
613494	11/06/2025	5468	COOK BROTHERS TRUCK PARTS	A 5510.450-00-0000	260359	219.58	219.58	
						Check Total:	219.58	
613495	11/06/2025	520	THOMAS DI SANTO	A 2855.400-00-1500		122.00		
						A 2855.400-00-1500	19.00	
						Check Total:	141.00	
	11/06/2025	7012	ENERGY CO-OP OF AMERICA, INC.					

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DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For A - 37: GENERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-01-4030	260341	1,460.99	1,460.99
					Check Total:	1,460.99	
613497	11/06/2025	8701	NEIL ERNENWEIN	A 2855.400-00-1500		112.70	
				A 2855.400-00-1500		102.80	
					Check Total:	215.50	
613498	11/06/2025	660	FERRARA LUMBER	A 1621.450-00-0000	260250	17.98	17.98
				A 1621.450-00-0000	260250	19.34	19.34
				A 1621.450-00-0000	260250	11.64	11.64
					Check Total:	48.96	
613499	11/06/2025	1916	FINGER LAKES DAIRY SVCS., INC.	A 1621.450-00-0000	260275	10.99	10.99
					Check Total:	10.99	
613500	11/06/2025	736	GARY FRENCH	A 5510.400-00-4300		9.99	
				A 5510.400-00-4300		14.88	
				A 5510.400-00-4300		12.75	
					Check Total:	37.62	
613501	11/06/2025	5504	LAWRENCE H. LANG	A 2855.400-00-1500		107.80	
					Check Total:	107.80	
613502	11/06/2025	1176	LOWE'S COMPANIES, INC.	A 1621.450-00-0000	260252	86.53	86.53
				A 1621.450-00-0000	260252	86.53	0.00
				A 1621.450-00-0000	260252	-86.53	0.00
					Check Total:	86.53	
613503	11/06/2025	7984	FRANCESCO A MARINO	A 2855.400-00-0000	260471	181.40	181.40
				A 2855.400-00-0000	260471	0.00	
					Check Total:	181.40	
613504	11/06/2025	4856	MFAC, LLC	A 2855.450-00-0000	260512	1,785.00	1,785.00

SENECA FALLS CSD

Check Warrant Report For A - 37: GENERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
613505	11/06/2025	10764	MOBILETECH COMMUNICATIONS CORP.				
				A 5510.400-00-0000	260339	1,800.00	1,800.00
					Check Total:	1,785.00	
613506	11/06/2025	4662	MUSIC & ARTS				
				A 2110.450-04-0900	260652	64.00	64.00
					Check Total:	1,800.00	
613507	11/06/2025	5868	NCS PEARSON INC				
				A 2820.450-00-0000	260639	572.04	572.04
				A 2820.450-00-0000	260639	63.00	63.00
					Check Total:	64.00	
613508	11/06/2025	6951	NOCO ENERGY CORP.-FUELS				
				A 5510.450-00-5720	260263	744.41	744.41
					Check Total:	635.04	
613509	11/06/2025	8663	CATHY A ROSS				
				A 1320.400-00-0000	260390	353.80	353.80
				A 1320.400-00-0000	260390	0.00	0.00
					Check Total:	744.41	
613510	11/06/2025	8714	SCHOOL SPECIALTY LLC				
				A 2110.450-04-1100	260539	6.14	6.14
					Check Total:	353.80	
613511	11/06/2025	1858	SENECA FALLS SCHOOL LUNCH PROG				
				A 1010.450-00-0000	260310	29.00	29.00
					Check Total:	6.14	
613512	11/06/2025	2344	**CONTINUED** WAYNE-FINGER LAKES BOCES				
					Check Total:	29.00	
613513	11/06/2025	2344	WAYNE-FINGER LAKES BOCES				
				A 1010.490-00-0000	260567	668.96	668.96
				A 1310.490-00-0000	260567	34,992.71	34,992.71
				A 1345.490-00-0000	260567	627.60	627.60
				A 1420.490-00-0000	260567	4,609.16	4,609.16
					Check Total:	0.00	

SENECA FALLS CSD

Check Warrant Report For A - 37: GENERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1430.490-00-0000	260567	1,566.60	1,566.60
				A 1620.490-00-0000	260567	1,302.63	1,302.63
				A 1680.490-00-0000	260567	61,252.40	61,252.40
				A 1981.490-00-4910	260567	23,549.83	23,549.83
				A 2070.490-00-0000	260567	9,309.38	9,309.38
				A 2110.490-00-0000	260567	15,100.08	15,100.08
				A 2250.490-00-0000	260567	343,689.82	343,689.82
				A 2280.490-00-0000	260567	66,310.35	66,310.35
				A 2330.490-00-0000	260567	9,182.50	9,182.50
				A 2610.490-00-0000	260567	5,840.83	5,840.83
				A 2630.490-00-0000	260567	103,765.17	103,765.17
				A 5581.490-00-0000	260567	791.19	791.19
				A 1345.490-00-0000	260567	-362.00	0.00
				A 1680.490-00-0000	260567	-2,000.00	0.00
				A 2250.490-00-0000	260567	-50,265.59	0.00
613514	11/06/2025	8700	ROBERT WOOD			Check Total:	629,931.62
				A 5510.400-00-4300			15.00
613515	11/06/2025	8455	ZONAR SYSTEMS INC			Check Total:	15.00
				A 5510.400-00-0000	260256	729.00	729.00
						Check Total:	729.00

SENECA FALLS CSD

Check Warrant Report For A - 37: GENERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 30					Warrant Total:	643,448.18	
					Vendor Portion:	643,448.18	

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.

11-7-25
Date

Cathy Rose
Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For C - 15: CAFETERIA-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207811	11/06/2025	766	GENECCO PRODUCE, INC.	C 2860.450-00-0000	260551	386.05	386.05
				C 2860.450-00-0000	260551	316.25	316.25
				C 2860.450-00-0000	260551	322.85	322.85
				C 2860.450-00-0000	260551	310.50	310.50
				Check Total:			
207812	11/06/2025	7816	HERSHEY CREAMERY COMPANY	C 2860.450-00-0000	260547	154.08	154.08
				Check Total:			
207813	11/06/2025	11048	LEPAGE BAKERIES PARK STREET, LLC	C 2860.450-00-0000	260548	15.68	15.68
				C 2860.450-00-0000	260548	28.89	28.89
				C 2860.450-00-0000	260548	63.90	63.90
				Check Total:			
207814	11/06/2025	5084	REGIONAL DISTRIBUTORS INC	C 2860.450-00-4520	260554	211.11	211.11
				C 2860.450-00-4520	260554	424.67	424.67
				Check Total:			
207815	11/06/2025	2100	SYSCO SYRACUSE	C 2860.450-00-0000	260552	2,681.69	2,681.69
				Check Total:			
207816	11/06/2025	2253	UPSTATE NIAGARA COOPERATIVE, INC	C 2860.450-00-0000	260550	168.92	168.92
				C 2860.450-00-0000	260550	330.16	330.16
				C 2860.450-00-0000	260550	244.69	244.69
				C 2860.450-00-0000	260550	519.69	519.69
				Check Total:			
207817	11/06/2025	2257	US FOODS	C 2860.450-00-0000	260546	1,767.91	1,767.91
				Check Total:			
207818	11/06/2025	2344	WAYNE-FINGER LAKES BOCES	C 2860.490-00-0000	260570	10,571.44	10,571.44

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DISTRICT OFFICE

SENECA FALLS CSD

Check Warrant Report For C - 15: CAFETERIA-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
						Check Total:	10,571.44
						Warrant Total:	18,518.48
						Vendor Portion:	18,518.48

Number of Transactions: 8

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.

11-7-25

Date

Cathy Rose

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For F - 10: FEDERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
304650	11/06/2025	9147	AARON E. BACKHAUS	FQ223 2820.400-00-00	260595	12,000.00	12,000.00
				FQ223 2820.400-00-00	260595	0.00	
					Check Total:	12,000.00	
304651	11/06/2025	7283	DUNDEE CENTRAL SCHOOL DIST.	FQ223 2820.400-00-00	260577	3,000.00	3,000.00
					Check Total:	3,000.00	
304652	11/06/2025	9148	NELLY EDINGER	FQ223 2820.400-00-00	260596	12,000.00	12,000.00
					Check Total:	12,000.00	
304653	11/06/2025	769	GENEVA CITY SCHOOL DISTRICT	FQ223 2820.400-00-00	260598	6,000.00	6,000.00
					Check Total:	6,000.00	
304654	11/06/2025	769	GENEVA CITY SCHOOL DISTRICT	FQ223 2820.400-00-00	260578	9,000.00	9,000.00
					Check Total:	9,000.00	
304655	11/06/2025	9146	STEPHEN M. HUMBERT	FQ223 2820.400-00-00	260594	12,000.00	12,000.00
					Check Total:	12,000.00	
304656	11/06/2025	11056	JONES, CHELLSEA	FQ223 2820.400-00-00	260617	6,500.00	6,500.00
					Check Total:	6,500.00	
304657	11/06/2025	9380	SUSAN W. MC GOWAN	FQ223 2820.400-00-00	260599	3,000.00	3,000.00
					Check Total:	3,000.00	

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SENECA FALLS CSD

Check Warrant Report For F - 10: FEDERAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
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Number of Transactions: 8

Warrant Total: 63,500.00

Vendor Portion: 63,500.00

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.

11-7-25

Date

Cathy Rose
Auditor's Signature

Auditor's Signature

Title

SENECA FALLS CSD

Check Warrant Report For H - 20: CAPITAL-11/6/25 For Dates 11/1/2025 - 11/30/2025



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
102231	11/06/2025	10942	ATLANTIC TESTING LABORATORIES, LIMITED	H24 1620.299-97-0000	250913	2,100.00	2,100.00
						Check Total:	2,100.00
Number of Transactions: 1						Warrant Total:	2,100.00
						Vendor Portion:	2,100.00

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.

11-7-25

Cathy Rose

Date

Auditor's Signature

Title

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DISTRICT OFFICE

0000 MISSION STATEMENT AND VISION

The Board of Education recognizes that to govern effectively, it must clearly define why the district exists and what it aspires to be. The Board therefore adopts the following mission statement to convey the district's purpose, and vision to set forth what the district should strive to become in the future.

District Mission Statement

~~The mission of the district is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.~~

The Seneca Falls Central School District is committed to fostering academic excellence, equitable opportunities, and the unique potential of every student. By creating safe, nurturing, and supportive environments, we aim to develop confident, independent, and responsible individuals who are prepared to succeed academically and contribute meaningfully to their communities.

School Mission Statements

~~To ensure that our district's mission aligns with the core values and beliefs that guide the Board and the community, our schools have adopted the following mission statements:~~

● Frank Knight Elementary School (K-2):

~~In recognizing that ALL children are unique, the responsibility of the community, parents and staff of Frank Knight School is to create:~~

- ~~○ A literate environment making language meaningful to ALL children in order to develop accurate communicators.~~
- ~~○ An academic environment allowing ALL children to grow and develop to their highest potential.~~
- ~~○ A nurturing environment fostering success and self-confidence for ALL children.~~

● Elizabeth Cady Stanton Elementary School (3-5):

~~The Elizabeth Cady Stanton community is dedicated to developing academic excellence, independence and self-esteem in each child.~~

● Seneca Falls Middle School (6-8):

~~To provide an education in a positive, safe, secure school environment which meets the needs of the whole child during early adolescent years.~~

● Mynderse Academy High School (9-12):

~~To provide equitable educational opportunities and experiences for all students that will ensure academic excellence and develop responsible citizens.~~

District Vision/Motto

The Seneca Falls Central School District's motto is "*To Educate the Whole Child.*"

Board of Education Vision and Belief Statements **Goals**

Vision:

Seneca Falls Central School District . . . **Pride & Opportunity** Rooted in a strong community; inspiring excellence for every student to learn, grow, and shape their future.

District Goals:

Goal 1: Academic Excellence and Future Readiness

SFCSD will foster an educational environment that promotes academic excellence and prepares all students for successful lives by equipping them with essential life skills and knowledge.

Goal 2: Safe and Supportive Learning Environments for All

SFCSD will cultivate a safe, supportive, and inclusive learning environment for all by implementing a comprehensive approach that includes robust safety measures, digital citizenship, and social/emotional learning.

Goal 3: Connections and Collaborations

SFCSD will strengthen and nurture family and community partnerships, engagement, and opportunities.

Beliefs: The Seneca Falls GSD Board of Education believes:

- the education of students is the Board of Education's most important responsibility.
- that all children have the right to a quality education that includes:
 - Social, emotional, and academic well-being;
 - Equitable access to academic programs (including online, accelerated, career & technical) and extra-curricular activities;
 - College & career readiness skills;
 - Cultural awareness & opportunities; and
 - Global citizenship.
- learning extends beyond the classroom.
- fiscal responsibility & accountability to the community is important.
- in the ethical and moral behavior of BOE, staff, and students.
- in taking ownership of decisions.
- in maximizing community resources & partnerships.
- in involving staff and community stakeholders in gathering information, planning, and problem-solving.
- in supporting professional development of staff.

The Board recognizes that while the vision is intended to be a long-range statement of the ideal future for the district, it still requires continual evaluation. Accordingly, the Board will review the vision statement as needed in developing the district's annual goals.

Cross-ref:

0300, Accountability

4000, Student Learning Standards and Instructional Guidelines

Adoption date: July 12, 2018

Revised:

Seneca Falls Central School District

5500 STUDENT RECORDS

Required

NEW NOTE: We are suggesting changes to better reflect the district's responsibilities under Education Law 2-d and its regulations Part 121. This policy reflects the federal Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

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, [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, 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 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

NEW NOTE: The district is not required to provide annual notice of its Parents Bill of Rights for Data Privacy, either alone or as part of the annual FERPA 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 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.

NEW NOTE: *School districts are not required to provide annual notice of all the exceptions to prior consent. The list below provides notice of common reasons. However, federal regulations require item 6 to be included in the annual notice. Item 2 is included because otherwise, federal regulations require districts to make a reasonable attempt to notify the parent/guardian or eligible student at their last known address.*

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: *The following paragraph is optional. It is suggested to facilitate the district's responsibility under Part 121 to communicate its procedures for filing complaints of student data breaches. Annual notification is not specifically required, but adding it to the annual FERPA notification may be an efficient way to fulfill the responsibility.*

[Optional: *Additionally, the district will include the annual FERPA notification either its process, or where the process is located, for parents/guardians and eligible students to file*

complaints about breaches or unauthorized release of student data required by §2-d and Part 121].

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 that is either (1), used by a student for purposes of accessing or communicating in electronic systems, or (2) displayed on a student ID badge (but in either case), 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: Federal regulations 34 CFR §99.37 permit districts to release directory information if it notifies parents/guardians and eligible students that they may opt out, but must also specify a time period in which opt-out requests must be received. The district is free to set any time period. However, NYSED recommends that school districts allow parents/eligible students to opt out of directory information throughout the year, rather than within a window of time after notification.

The district will notify parents/guardians and eligible students of the types of information designated directory information that they have the right to object to (or "opt out") of any or all district designation for the student, and that they may notify the district at any time during the year that they opt out of a directory information designation. 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. Unless and until an 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.

NOTE: Release of directory information, even if permitted by FERPA, must be compliant with §2-d and Part 121.

When considering the release of student information, including directory information, the district is required by Law §2-d and Part 121 to further protect student PII. The district will not sell PII, use or disclose PII for marketing or commercial purposes, or facilitate use or disclosure by another party for marketing or commercial purposes or permit another party to do so. Any use of release of PII must conform to the requirements of §2-d and Part 121. The district will also publish a Parents Bill of Rights for Data Privacy on its website that includes the elements required by law, and supplemental information for third party contractors receiving PII. See Policy 8635 and Regulation 8635 for more information.

Cross-ref:

- 1120, School District Records
- 4321, Programs for Students with Disabilities Under IDEA and [Part 89](#)
- 4532, School Volunteers
- 5550, Student Privacy [Under the Protection of Pupil Rights Amendment \(PPRA\)](#)
- 5151, Homeless Children

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/fpco/index.html>

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Seneca Falls Central School District

5500-R STUDENT RECORDS REGULATION

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.

Requirements under FERPA

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 ensure 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.

NOTE: The paragraph below includes a list of the statutory and regulatory exceptions to FERPA's requirement that the district secure the consent of the parent/guardian or eligible student before releasing student records or the personally identifiable information contained therein, other than directory information.

The list is intended to be a helpful reminder to district staff responsible for handling requests for access to student records. District staff should be aware, however, that there are

additional factors which affect whether a student record may be released to a particular individual or organization without the consent of the parent/guardian or eligible student. As such, the district's legal counsel should be contacted in all situations where district staff has questions as to whether disclosure of a record without consent is permissible.

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.

NOTE: The paragraph reflects 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:~~

- ~~• training of vendor employees regarding confidentiality requirements;~~
- ~~• limiting access to PII to those individuals who have a legitimate educational interest;~~
- ~~• prohibiting the use PII for any other purpose than those authorized under the contract;~~
- ~~• 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);~~
- ~~• maintaining reasonable administrative, technical and physical safeguards to protect PII;~~
- ~~• using encryption technology to protect data while in motion or in its custody to prevent unauthorized disclosure;~~
- ~~• 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 [by the District](#) and Third-Party Contractors

New York State [Education Law §2-d and regulations 8NYSRR Part 121](#) offers parents additional rights beyond FERPA in regard to third party contractors and student PII, [and imposes additional responsibilities for the district and third parties to protect 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~~ include all elements required by [§2-d and Part 121, including supplemental information for contacts with all third parties receiving PII](#).

1. Educational purpose: The use of student personally identifiable information (PII) is for educational or related purposes only.
2. Transparency: Disclosure of third-party contracts and their privacy provisions.
3. Authorization: Assurance that proper authorization will be secured prior to the release of PII.
4. Security: A description of the measures in place to protect PII, without compromising the security plan.
5. Data Breach Notification: An explanation of the procedures in the event of a data breach.
6. 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

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Revised:

Seneca Falls Central School District

5550 STUDENT PRIVACY Under the Protection of Pupil Rights Amendment (PPRA)

Required

NEW NOTE: We have modified this policy to better align with the federal Protection of Pupil Rights Amendment regarding parent/guardian notification, and to reflect the district's options for parent/guardian opt-in or opt-out of surveys.

Parents and Students Rights for Participation in Survey, Marketing/Commercial Advertising, Inspection of Instructional Materials, and Certain Physical Examinations

The Board of Education recognizes its responsibility under the federal Protection of Pupil Privacy Rights ~~Act~~ Amendment (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). Prior written parent/guardian consent for surveys and the right to inspect under this policy transfers to students once they turn 18 years old or are emancipated.

Surveys

REVISED NOTE: If a U.S. DOE-funded survey, analysis, or evaluation would reveal certain information enumerated in the law (listed below), then prior written parent/guardian consent must be obtained before minor students are required to participate in that survey. The rights provided to parents under PPRA transfer from the parent to the student when the student turns 18 years old or is an emancipated minor under applicable State law. Items one through eight below are taken directly from 20 USC §1232h(b). If a survey addressing these topics is funded by another source, then the law requires that the district offer an opportunity to "opt out." Boards can treat all surveys that gather this sensitive information in the same manner, and require prior parental consent. Options are outlined below.

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, ~~parent/guardian consent is required before requiring minors to take part in surveys, which gather any of the following information~~ are subject to certain parent/guardian notification and consent requirements:

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).

Option A to allow "opt in" and "opt out" as required/permitted by federal law].

If the district requires students to submit to such survey, and the survey is part of a program funded by the US Department of Education, students may not participate unless the parent/guardian provides prior written consent (i.e., “opt in”). If such a survey is funded through other sources, or participation is voluntary, the district will administer the survey, but give parent/guardians the opportunity to deny participation by the student (i.e., “opt out”).

~~**[Option B – to require “opt in” for all surveys, regardless of funding source or voluntary status:]**~~

~~In the event that the district plans to survey students to gather information included in the list above, regardless of the funding source, or whether its voluntary or mandatory, the district will obtain written consent from the parent/guardian in advance of administering the survey (i.e., “opt in”).~~

The district will notify parents/guardians whenever any survey that gathers the above information is administered. 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 (except surveys administrated to a student in accordance with the Individuals with Disabilities Act). ~~Prior written consent and the right to inspect surveys transfers to students once they turn 18 years old or are emancipated.~~

All requests to inspect third party surveys must be made to the Building Principal within 5 days after the notice was sent.

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

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).

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 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 must submit a request in writing to the Building Principal. Upon receipt of such request, the district will provide access to such material to such material within 30 calendar days after the request has been received.

Invasive Physical Examinations

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, 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 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 following paragraph reflects the notification requirements under the PPRA, which includes notification of the specific or approximate dates that activities covered by this policy are scheduled or expected.

The district will notify parents/guardians and students who are at least 18 years old or who are emancipated 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 and the specific or approximate dates that the activities described in this policy are scheduled or expected to be scheduled. The school district will also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

Cross-ref:

5420, Student Health Services

5500, Student Records

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

Ref:

[20 USC §1232h](#) (Protection of Pupil Rights Amendment, as amended)

[34 CFR Part 98](#)

[Education Law §§2-d; 903](#)

[8 NYCRR §136.3\(b\); Part 121](#)

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Seneca Falls Central School District

8635 - INFORMATION AND DATA PRIVACY SECURITY, BREACH AND NOTIFICATION

Required

NEW NOTE: *We have suggested revisions to more fully address these requirements in one policy, as opposed to in several policies. Currently, state regulations 8 NYCRR Part 121 require adherence to NIST Cybersecurity Framework Version 1.1. In 2024 guidance, SED urged districts to adopt NIST Version 2 (nysed.gov/sites/default/files/programs/data-privacy-security/superquickrefguide2024.pdf). This policy covers the requirements of several state laws and regulations regarding data privacy and security applicable to school districts (Education Law §2-d and Part 121, State Technology Law §208, and Labor Law §203-d). These laws are addressed separately within this policy.*

The Board of Education acknowledges the concern regarding the rise in identity theft and the need for secure networks and prompt notification when security breaches occur. The Board adopts the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection. The Data Privacy Officer is responsible for ensuring the district's systems follow NIST CSF and adopt technologies, safeguards and practices which align with it. This will include an assessment of the district's current cybersecurity state, their target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk.

The Board will designate a Data Protection Officer to be responsible for the implementation of the policies and procedures required in [Education Law §2-d](#) and its accompanying regulations, and to serve as the point of contact for data security and privacy district. This appointment will be made at the annual organizational meeting.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, and the Data Protection Officer (where applicable) to establish regulations which address:

- the protections of "personally identifiable information" of student and teachers/principal under [Education Law §2-d](#) and [Part 121 of the Commissioner of Education](#);
- the protections of "private information" under [State Technology Law §208](#) and the NY SHIELD Act; and
- procedures to notify persons affected by breaches or unauthorized access of protected information.

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

1. General Provisions

PII as applied to student data is as defined in Family Educational Rights and Privacy Act (Policy 5500), which includes certain types of information that could identify a student, and is listed in the accompanying regulation 8635-R. PII as applied to teacher and principal data, 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.

The Data Protection Officer will see that every use and disclosure of personally identifiable information (PII) by the district benefits students and the district (e.g., improve academic

achievement, empower parents and students with information, and/or advance efficient and effective school operations). However, PII will not be included in public reports or other documents.

The district will protect the confidentiality of student and teacher/principal PII while stored or transferred using industry standard safeguards and best practices, such as encryption, firewalls, and passwords. The district will monitor its data systems, develop incident response plans, limit access to PII to district employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and destroy PII when it is no longer needed.

Certain federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent, which are addressed in policy and regulation 5500, Student Records.

Under no circumstances will the district sell PII. It will not disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by any other party for any marketing or commercial purpose, or permit another party to do so. Further, the district will take steps to minimize the collection, processing, and transmission of PII.

Except as required by law or in the case of enrollment data, the district will not report the following student data to the State Education Department:

- a. juvenile delinquency records;
- b. criminal records;
- c. medical and health records; and
- d. student biometric information.

The district has created and adopted a Parent's Bill of Rights for Data Privacy and Security (see Exhibit 8635-E). It has been published on the district's website at <https://www.senecafallscsd.org> and can be requested from the district clerk. **The Parents Bill of Rights will include that:**

NEW NOTE: We have included the required elements of the Parents Bill of Rights and third-party contractor supplement.

- a. Student PII cannot be sold or released for any commercial purposes;
- b. Parents/guardians have the right to inspect and review complete contents of their child's educational record;
- c. State and Federal laws protect the confidentiality of PII, and that safeguards (such as encryption, firewalls and passwords) will be in place when data is stored or transferred;
- d. A complete list of student data elements collected by the State is available for public viewing, and if the web address or mailing address or doing so; and
- e. Parents/guardians have the right to have complaints about possible breaches of student data addressed, and the contact information to direct those complaints.

For each contact with a third-party contractor that receives PII, the Parents Bill of Rights will include the following supplemental information:

- a. The exclusive purposes for the PII will be used;
- b. How the contractor will ensure that the subcontractor and /or authorized users will abide by data protection and security requirements;
- c. The end date of the contract, and what happens to the PII when the contract ends;

- d. If and how the parents/guardians, students, eligible students, teachers or principals may challenge the accuracy of the PII collected;
- e. Where the PII will be stored (described without compromising data security) and the security measure taken to protect the PII and mitigate security and privacy risks; and
- f. How the data will be protected using encryption while in motion and at rest.

2. Third-party Contractors

The district will ensure that contracts with third-party contractors reflect that confidentiality of any student and/or teacher or principal PII be maintained in accordance with federal and state law and the district's data security and privacy policy.

Each third-party contractor that will receive student data or teacher or principal data must:

- a. adopt technologies, safeguards and practices that align with the NIST CSF;
- b. comply with the district's data security and privacy policy and applicable laws impacting the district;
- c. limit internal access to PII to only those employees or sub-contractors that need access to provide the contracted services;
- d. not use the PII for any purpose not explicitly authorized in its contract;
- e. not disclose any PII to any other party without the prior written consent of the parent or eligible student (i.e., students who are eighteen years old or older):
 - except for authorized representatives of the third-party contractor to the extent they are carrying out the contract; or
 - unless required by statute or court order and the third-party contractor provides notice of disclosure to the district, unless expressly prohibited.
- f. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody;
- g. use encryption to protect PII in its custody; and
- h. not sell, use, or disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by others for marketing or commercial purpose, or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of state and federal law, and the contract with the district.

Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by the data protection obligations of state and federal law, and the contract with the district.

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

3. Third-Party Contractors' Data Security and Privacy Plan

The district will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This plan must be accepted by the district.

New Note: Minor corrections to the list below more accurately reflect the elements required by NYCRR §121.6 regarding third party contractor's data security and privacy plans.

At a minimum, each plan will:

- a. outline how all state, federal, and local data security and privacy contract requirements over the life of the contract will be met, consistent with this policy;
- b. specify the administrative, operational and technical safeguards and practices it has in place to protect PII;
- c. demonstrate that it complies with the requirements of 8 NYCRR Section 121.3(c) (the Parent's Bill of Rights for Data Privacy and Security) of this Part (Education Law);
- d. specify how those who have access to student and/or teacher or principal data receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
- e. specify if the third-party contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure personally identifiable information is protected;
- f. specify how the third-party contractor will manage data security and privacy incidents that implicate personally identifiable information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the district;
- g. describe if, how and when data will be returned to the district, transitioned to a successor contractor, at the district's direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires.

4. Training

The district will provide annual training on data privacy and security awareness to all employees who have access to student and teacher/principal PII.

5. Reporting

Any breach of the district's information storage or computerized data which compromises the security, confidentiality, or integrity of student or teacher/principal PII maintained by the district will be promptly reported to the Data Protection Officer, the Superintendent and the Board of Education.

6. Notifications

The Data Privacy Officer will report every discovery or report of a breach or unauthorized release of student, teacher or principal PII to the State's 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.

The Superintendent in consultation with the Data Protection Officer, will establish procedures to provide notification of a breach or unauthorized release of student, teacher or principal PII, and establish and communicate to parents, eligible students, and district staff a process for filing complaints about breaches or unauthorized releases of student and teacher/principal PII.

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

"Private information" is defined in [State Technology Law §208](#), and includes certain types of information, outlined in the accompanying regulation, which would put an individual at risk for identity theft or permit access to private accounts. "Private information" does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation.

Any breach of the district's information storage or computerized data which compromises the security, confidentiality, or integrity of "private information" maintained by the district must be promptly reported to the Superintendent and the Board of Education.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel, to establish regulations which:

1. Identify and/or define the types of private information that is to be kept secure;
2. Include procedures to identify any breaches of security that result in the release of private information; and
3. Include procedures to notify persons affected by the security breach as required by law.

C. Employee "Personal Identifying Information" under [Labor Law § 203-d](#)

Pursuant to [Labor Law §203-d](#), the district will not communicate employee "personal identifying information" to the general public. This includes:

1. social security number;
2. home address or telephone number;
3. personal email address;
4. Internet identification name or password;
5. parent's surname prior to marriage; and
6. drivers' license number.

In addition, the district will protect employee social security numbers in that such numbers will not be:

1. publicly posted or displayed;
2. visibly printed on any ID badge, card or time card;
3. placed in files with unrestricted access; or
4. used for occupational licensing purposes.

Employees with access to such information will be notified of these prohibitions and their obligations.

Cross-ref:

1120, District Records
5500, Student Records
8630, Computer Resources and Data Management

Ref:

[State Technology Law §§201-208](#)
[Labor Law §203-d](#)
[Education Law §2-d](#)

[8 NYCRR Part 121](#)

Adoption date: March 11, 2021

Revised:

Seneca Falls Central School District

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

NEW NOTE: *We have modified Section I of this regulation to include the definition of “contract or other written agreement”, and to clarify the complaint process under 8 NYCRR Part 121.*

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](#).

REVISED NOTE: *The following paragraph is optional, but reflects a good practice for ensuring the district can meet the requirements of Education Law §2-d and State Technology Law §208, and aligns with NIST CSF 1.1. The district may wish to include timelines for regular review of its computer programs and files inventory.*

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.

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

1. 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.

"Contract or other written agreement" means a binding agreement between the district and a third party, including one created in electronic form and signed with an electronic or digital signature or click wrap agreement used with software licenses, downloaded and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.

"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:

- a. the student's name;
- b. the name of the student's parent or other family members.
- c. the address of the student or student's family;
- d. a personal identifier, such as the student's social security number, student number, or biometric record;
- e. other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

- f. 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
- g. 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.

2. Complaints of Breaches or Unauthorized Releases of PII

REVISED NOTE: Districts must establish and communicate a complaint procedure for suspected breaches of student PII. Technically, the regulations require districts to receive complaints from only "eligible" students, not all students. Because valid information on data breaches may be obtained by students under age 18, the district may wish to extend its complaint process to all students, without requiring them to go through their parent/guardian. The district may require that complaints be in writing, as noted below. There is no requirement to submit complaints to any particular person. We suggest that complaints be received by all employees, who are then required to notify the Data Protection Officer. Your district can develop a different process. There is no requirement to establish a complaint procedure for teachers and principals to submit complaints about unauthorized releases of their PII (in this instance, their APPR ratings and scores). SED recommends that all employees be required to report known or suspected breaches.

If a parent/guardian or eligible student, ~~teacher, principal or other district employee believes or has evidence~~ wishes to claim that student ~~or teacher/principal~~ PII has been breached ~~or (discloses, accessed 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, and eligible students. ~~teachers, principals, and other district employees.~~ All employees are required to report breaches of student or teacher/principal PII that they are aware of to the Data Protection Officer.

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.

[After going through the District's complaint procedure, parents and eligible students may also submit complaints to the State Education Department's Chief Privacy Officer at privacy@nysed.gov.](mailto:privacy@nysed.gov)

3. 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. a brief description of the breach or unauthorized release,
- b. the dates of the incident and the date of discovery, if known;
- c. a description of the types of PII affected;
- d. an estimate of the number of records affected;

- e. a brief description of the district's investigation or plan to investigate; and
- f. 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.

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

1. Definitions

"Private information" means either:

- a. 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
- b. 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.

2. 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.

a. 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.

b. 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: 09/12/2024

Revised:

1120-R SCHOOL DISTRICT RECORDS REGULATION

NOTE: *We suggest minor changes to section V of this regulation to better reflect the district's responsibilities under Part 121 for student data privacy.*

This regulation contains details to implement the district's requirements under the Freedom of Information Law. This regulation should be adopted by the Board, even if the Board does not usually adopt regulations. This regulation also addresses the restriction on the release of certain information under Education Law §2-d and its implementing regulations 8 NYCRR Part 121.

The following comprises the rules and regulations relating to the inspection and production of school district records:

A. Designation of Officers

1. The Administrator of Business and Operations shall be the Records Access Officer, ~~He/She shall~~ who will:
 - receive requests for records of the Board of Education and make such records available for inspection or copying when such requests are granted;
 - ensure that district information that is not permitted to be released is not released (see section IV. Records Exempted from Public Access, below); and
 - compile and maintain a detailed current list by subject matter, of all records in the possession of the Board, whether or not available to the public.
2. The Superintendent of Schools, with the board's approval, shall designate a Records Management Officer for the district. The Records Management Officer will develop and oversee a program for the orderly and efficient management of district records, including maintenance of information security as it pertains to the release of district records. The Records Management Officer shall ensure proper documentation of the destruction of records, in accordance with the schedule.

B. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the district in any physical form whatsoever, including but not limited to reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes; and
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the district; and a reasonably detailed current list by subject matter of all records in possession of the district, whether or not available for public inspection and copying.

3. No record for which there is a pending request for access may be destroyed. However, nothing in these regulations shall require the district to prepare any record not possessed or maintained by it except the records specified in II(2), above.

C. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at, the Office of the Records Access Officer, at the District Office during District Office business hours on any business day on which the district offices are open. Records may also be requested via e-mail at the following address: info@senecafallscsd.org.
2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, at the discretion of the Records Access Officer.
3. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer. [Forms are provided (1120-E.1-2) for written and e-mail requests, but are not required.]
4. All requests for information shall be responded to within five business days of receipt of the request. If the request cannot be fulfilled within five business days, the Records Access Officer shall acknowledge receipt of the request and provide the approximate date when the request will be granted or denied.
5. If a request cannot be granted within 20 business days from the date of acknowledgment of the request, the district must state in writing both the reason the request cannot be granted within 20 business days, and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.
6. Denial of Access: When a request for access to a public record is denied, the Records Access Officer shall indicate in writing the reasons for such denial, and the right to appeal.
7. Appeal: An applicant denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the Superintendent within 30 days after the denial from which such appeal is taken.
8. The applicant and the New York State Committee on Open Government will be informed of the Superintendent's determination in writing within 10 business days of receipt of an appeal. The Superintendent shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

D. Records Exempted from Public Access

NOTE: The list below reflects the exemptions of Public Officers Law §87(2)(d) and (e).

The provisions of this regulation relating to information available for public inspection and copying shall not apply to records which:

1. are specifically exempted from disclosure by state and/or federal statute;
2. if disclosed would constitute an unwarranted invasion of personal privacy;

3. if disclosed would impair present or imminent contract awards or collective bargaining negotiations;
4. are confidentially disclosed to the board, and compiled and maintained for the regulation of commercial enterprise, including trade secrets, or for the grant or review of a license;
5. are compiled for law enforcement purposes and which, if disclosed, would:
 - a. interfere with law enforcement investigations or judicial proceedings;
 - b. deprive a person of a right to a fair trial or impartial adjudication;
 - c. identify a confidential source or disclose confidential techniques or procedures, except routine techniques or procedures; or
 - d. reveal criminal investigative techniques or procedures, except routine techniques and procedures;
6. if disclosed would endanger the life or safety of any person;
7. are interagency or intra-agency communications, except to the extent that such materials consist of:
 - a. statistical or factual tabulations or data;
 - b. instructions to staff which affect the public;
 - c. final Board policy determinations; or
 - d. external audits, including but not limited to audits performed by the comptroller and the federal government;
8. are examination questions or answers that are requested prior to the final administration of such questions; or
9. if disclosed would jeopardize the district's capacity to guarantee the security of its information technology assets (which encompasses both the system and the infrastructure).

E. Prevention of Unwarranted Invasion of Privacy

To prevent an unwarranted invasion of personal privacy, the Records Access Officer may delete identifying details when records are made available. An unwarranted invasion of personal privacy includes but shall not be limited to:

1. disclosure of confidential personal matters reported to the Board which are not relevant or essential to the ordinary work of the Board;
2. disclosure of employment, medical or credit histories, or personal references of applicants for employment, unless the applicant has provided a written release permitting such disclosures;
3. sale or release of lists of names and addresses in the possession of the Board if such lists would be used for private, commercial or fund-raising purposes;
4. disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such records are not relevant or essential to the ordinary work of the Board; or
5. disclosure of items involving the medical or personal records of a client or patient in a hospital or medical facility.

Unless otherwise deniable, disclosure shall not be construed to constitute an unwarranted invasion of privacy when identifying details are deleted, when the person to whom records pertain consents in writing to disclosure, or when upon presenting reasonable proof of identity, a person seeks access to records pertaining to ~~himself or herself.~~ themselves.

NOTE: *The following paragraph reflects the provisions of Education Law §2-d and its regulations 8 NYCRR Part 121*

Any release of student or teacher/principal personally identifiable information (PII) (see Policy 8635 and Regulation 8635-R), must comply with state Education Law §2-d and regulations 8 NYCRR Part 121, in that the district will not:

1. Include PII in public reports or other documents;
2. Sell or use PII for commercial marketing purposes;
3. Facilitate the use or disclosure of PII for commercial or marketing purposes by another entity or;
4. Permit another entity to use or disclose PII for commercial or marketing purposes.

Additionally, even if a release of information PII would be permitted under the state's Freedom of Information Law (FOIL), the district will not use or disclose any student or staff personally identifiable information (PII) such PII unless it benefits students and the district, in conformance with state Education Law §2-d ("§2-d") and state regulations 8 NYCRR Part 121 ("Part 121"). Releases that "benefit students and the district" include:

1. improving academic achievement,
2. empowering parents and students with information, and/or
3. and/or advancing efficient and effective school operations.

PII for student data is defined in federal regulations 34 CFR §99.3, and PII for teacher and principal data is defined in state Education Law §3012-c(10).

The Superintendent, the district's Data Protection Officer, and the district's attorney, if necessary, will assist in determining whether complying with a FOIL request can be done in conformance with §2-d and Part 121.

NOTE: The paragraph below reflects provisions of state regulations 8 NYCRR 1401.6 regarding the required subject matter list, its level of detail, and annual updating. The Committee on Open Government has opined that "the subject matter list need not consist of an index or list of every record maintained by an agency; rather, it must consist of a categorization of the kinds of records maintained by an agency." The state records retention schedule LGS-1 may be helpful in creating the categories of the district's subject matter list. However, as LGS-1 covers all types of local governments, it may not be as useful as the previous schedule ED-1 (which covered only school districts) in serving as the subject matter list itself.

F. Listing of Records

Pursuant to [Section 87\(3\)\(c\) of the Public Officers Law](#), the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law. The Superintendent or his/her designee, in consultation with the Records Management Officer, shall develop and disseminate department-specific guidance so that staff can implement this policy and regulation.

G. Litigation-Hold

The Superintendent will designate a "discovery" team, comprised of the school attorney, the Records Access and Records Management Officer(s) and other personnel as needed. The discovery team will convene in the event that litigation is commenced to plan to respond to

the request for records. The Superintendent, with assistance from the Records Management Officer will ensure that measures are put in place to preserve applicable records.

Adoption date: September 13, 2018

Revised:

Seneca Falls Central School District