

April 15, 2024

To: Members of the Board

The following is a tentative agenda for a regular meeting to be held on Wednesday, April 17, 2024 at 6:00 p.m. in room 301.

6:00 p.m. **Call to Order**

- Reading of the State Fire Code Regulation
- Pledge to the flag

**Special Introduction of the cast of the drama club performance Annie. **

6:20 p.m. **Recommended Actions, Routine Matters**

Superintendent recommends: THAT that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on March 29, 2024
- Claims Auditor's Report for the month of April 2024
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report and Outstanding Check Listing for the month of March 2024
- Extra Classroom Activity Fund report for the month March 2024

6:25 p.m. **Administrative Reports**

1. PK-12 Principal's Report/Athletic Report – Erin Peck
2. CSE/Curriculum Report- Kory Bay
3. Superintendent/Business Administrator's Report – Kory Bay

6:45 p.m. **Discussion**

1. School Budget Information for 2024-2025 – to be shared at meeting
2. Tax Cap/Tax Levy – to be shared at the meeting
3. GST BOCES Administrative A Budget- Memo #3908-23
4. GST BOCES Board Candidates
5. Voting Inspectors and Tellers- Memo # 3932-24
6. Use of Facilities
7. SEQR Type II
8. Data Privacy and Security Policy
9. Password Policy
10. 2023- 2024 District Calendar Revision
11. Capital Project Vote

7:00 p.m. **Other Recommendations**

1. Superintendent recommends: THAT the Board approve the Use of School Facilities in keeping with District Policies and Procedures for: The Rumsey United Soccer League to use the soccer fields from June 24, 2024 to August 14, 2024 pending receipt of insurance.
2. Superintendent recommends: THAT the Board approve the Use of School Facilities in keeping with District Policies and Procedures for: Girls Scouts to use the library on May 8th from 5-7pm for a "Get to Know Girl Scouts". Insurance has been received.
3. Superintendent recommends: THAT the Board approve the Data Privacy and Security Policy.
4. Superintendent recommends: THAT the Board approve the Password Policy.
5. Superintendent recommends: THAT the Board approve a revision to the 2023-2024 district calendar that will include May 24, 2024 as a day that school will be closed for all students, faculty and staff.
6. Superintendent recommends: THAT the Board approve the SEQR Type II resolution as stated below:

Hunt Engineers, Architects and Surveyors, selected by the Prattsburgh Central School District has recommended to the Board of Education that the Board determine that the project #57-23-01-04-0-0001-030 is a Type II action as that term is defined in the State Environmental Quality Review Act and will not have a significant impact on the environment. The project is therefore not subject to further review under SEQRA.

RESOLVED that the Prattsburgh Central School District Board of Education acting as lead agency for purposes of the State Environmental Quality Review Act and Regulations and upon the recommendation of the School District's architect and engineer hereby determines that the project #57-23-01-04-0-0001-030 is Type II action which will not have a significant impact on the environment and is not subject to further review under the State Environmental Quality Review Act.

7. Superintendent recommends: THAT the following resolution be offered to the public for vote on May 21, 2024:

THAT the Board of Education of the Prattsburgh Central School District be and hereby is authorized to expend the sum set forth in the budget presented to the voters on May 21, 2024 to wit: the sum of \$_____ and to levy the necessary tax therefore.

It is noted that the district WILL NOT exceed the New York State Tax Cap and a simple majority will be required for passage.

8. Superintendent recommends: THAT the Board approve the inspectors and tellers for the budget vote and Board member election on May 21, 2024 as stated in memo# 3932-24.

9. Superintendent recommends: THAT the Board adopt the resolution to duly approve the 2024-2025 BOCES Administrative Budget in the amount of \$8,655,655.

- 7:05 p.m. **Executive Session**
- 7:25 p.m. **Discussion (if needed)**
- 7:30 p.m. **Additional recommendations**
- 7:35 p.m. **Adjournment**

DATE: March 19, 2024
KIND OF MEETING: Regular

MEMBERS PRESENT: Stephanie Randall, Joel Sanford, Joseph Castrechino, Brian Chaffee

OTHERS PRESENT: Kory Bay, Superintendent/Business Administrator, Erin Peck, PreK-12 Principal, Kelley Louthan, Assistant Principal, Roxanne Elward, District Clerk, Sue Sorensen & David Stein, Teacher Representatives, Jeff Robbins & Jake Zurlick, Hunt Engineers, Cameron Sprague & Russ Robinson, LeChase

CALL TO ORDER: Randall called the regular meeting to order at 6:00 p.m.

APPROVAL OF RECOMMENDED ACTIONS: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve the following recommended actions:

- Minutes of the regular board meeting held on February 13, 2024
- Claims Auditor's Report for the month March 2024
- Treasurer's report, Statement of Accounts, Budgetary Transfer Report, and Outstanding Check Listing for the month of February 2024
- Extra Classroom Activity Fund report for the month February 2024

Motion was carried by all members present.

ADMINISTRATIVE REPORTS:

Erin Peck summarized her PK-12 Principal's Report and the Athletic Report

Kory Bay summarized the CSE/Curriculum report and his Superintendent's Report

DISCUSSION:

- Library Budget
- Cooperative Natural Gas Bid
- Cafeteria Supply Bids through GST BOCES
- SEQRA
- 2024 Capital Improvement Project
- 2024-2025 Budget Updates
- 2023-2024 District Calendar Revisions
- Asset Management- Questar

OTHER RECOMMENDATIONS:

LIBRARY BUDGET: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board of Education of the Prattsburgh Central School District shall be authorized to levy taxes annually in the amount of \$105,109 on behalf of the Prattsburgh Free Library to provide public library services and pay over such funds to the Prattsburgh Free Library Board of Trustee. Motion was carried by all members present.

DISTRICT CALENDAR REVISIONS: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve a change to the 2023-2024 District Calendar to include April 8, 2024 and April 19, 2024 as full days off for all students, faculty and staff. Motion was carried by all members present.

NATURAL GAS COOPERATIVE BID: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board approve the Natural Gas Cooperative Bid resolution as stated below:

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of supply of natural gas. And...

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Prattsburgh Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Prattsburgh Central School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Prattsburgh Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education, Prattsburgh Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education, Prattsburgh Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Superintendent on behalf of the Board of Education, Prattsburgh Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for supply of natural gas and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Motion was carried by all members present.

CAFETERIA SUPPLY BIDS: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board of Education of Prattsburgh Central School participate in WHEREAS, it is the plan of a number of public school districts in Greater Southern Tier (GST) BOCES Area in New York, to bid jointly, Cafeteria Supplies including the following items on the following dates:

Meat and Grocery – May 22, 2024
Equipment – February 12, 2025
Produce- weekly throughout the year
Paper – July 8, 2024, January 15, 2025
Ice Cream – April 30, 2025
Milk – April 30, 2025
Bread – May 28, 2025

Motion was carried by all members present.

SEQRA: Brian Chaffee made a motion, seconded by Joseph Castrechino, that the Board approve the SEQRA resolution as stated below:

RESOLVED that the Board of Education having notified all involved and interested agencies of Prattsburgh Central School District's proposed Capital Improvement 2024 ("proposed action") by letter dated February 16, 2024, in which Part 1 of the Short Environmental Assessment Form (SEAF) and multiple siting maps were included, and having waited 30 days, and receiving no responses of any kind to date, hereby appoints itself lead agency for the proposed action pursuant to the State Environmental Quality Review Act (SEQRA) Article 8 of the Environmental Conservation law and 6 NYCRR part 617, and it is further

RESOLVED that having further reviewed the submitted SEAF parts 1,2, and 3 regarding the proposed action, finds the SEAF complete, accepts the SEAF, accepts the recommendation of the District's architects, HUNT-EAS that the Project is unlisted pursuant to the State Environmental Quality Review Act (SEQRA), and for the reasons provided in the above submissions declares the action, not to be within the actions listed in Type 1 or Type 2 of SEQRA regulations 617.4-.5 and, therefore, to be Unlisted, and finds that the action will have no significant negative environmental impact and issues a negative declaration.

Motion was carried by all members present.

CAPITAL PROJECT PROPOSTION: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board approve the proposition as stated below:

Resolved that the Board of Education of the Prattsburgh Central School District is hereby authorized to undertake certain capital improvements consisting of addition to, and construction and reconstruction of the Main School Building and facilities, site and athletic field improvements and the acquisition of certain original furnishings, equipment, and apparatus and other incidental improvements required in connection therewith for such construction and school use, all at an estimated maximum aggregate cost of

\$22,200,000; and to appropriate and expend from the existing capital reserve fund \$1,000,000 for such costs, and that the balance of such cost, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments, with such tax to be offset by state aid available therefor; and, in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed \$21,200,000 shall be issued.

1. *The School District, acting as lead agency under the State Environmental Quality Review Act and the applicable regulations promulgated thereunder ("SEQRA"), has completed its environmental review and, on March 21, 2024, has duly issued a negative declaration and has determined that the implementation of the unlisted action as proposed will not result in any significant adverse environmental impacts.*
2. *At such meeting taxes to be levied by installments will be proposed providing for payment of such capital costs and providing for the financing costs therefor. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.*
3. *The District Clerk or the Clerk's designee is hereby directed to add the above to the notice of the annual meeting of the School District.*
4. *All actions by the School District prior to the final environmental determination by the Board of Education under SEQRA, if any, are hereby found and determined to have been preliminary planning activities under SEQRA necessary to the formulation of a proposal for action which did not commit the School District to commence, engage in, fund or approve any portion of the proposed capital improvement project and financing therefor.*
5. *This resolution shall take effect immediately upon its adoption.*

Motion was carried by all members present.

RECOMMENDATION FOR EXECUTIVE SESSION: Stephanie Randall made a motion, seconded by Joseph Castrechino that the Board go into executive session at 7:15 p.m. for CSE recommendations and Personnel (Student Workers, Resignation, Modified Softball Coach).

Stephanie Randall made a motion, seconded by Brian Chaffee that the Board comes out of executive session at 7:20 p.m. Motion was carried by all members present.

President Sanford asked if there was any further discussion.

ADDITIONAL RECOMMENDATIONS:

RECOMMENDATION BY THE CSE: Stephanie Randall made a motion seconded by Brian Chaffee that the Board has no objections to the recommendations of the Committee on Special Education and approves the authorization of funds to implement

the special education programs and services consistent with such recommendations.
Motion was carried by all members present.

RESIGNATION: Brian Chaffee made a motion, seconded by Stephanie Randall that the Board accept the resignation of Debra Quigley, teacher aide, effective March 1, 2024.
Motion was carried by all members present.

STUDENT WORKERS: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board appoint the student workers listed below. These workers will be scheduled in accordance with NYS Department of Labor Guidelines.

Aiden Underhill Morgan Bell Kiera Price Charlotte Peck

Motion was carried by all members present.

COACHING APPOINTMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board appoint Sandy Hill as a Modified Softball Coach for the 2024 spring season. Motion was carried by all members present.

ADJOURNMENT: Stephanie Randall made a motion, seconded by Brian Chaffee that the Board adjourn their regular meeting at 7:21 p.m. Motion carried by all members present.

Roxanne VanAmburg
District Clerk

TO: Board of Education
FROM: Bridget Robbins, Internal Claims Auditor
DATE: April 11, 2024
RE: Warrant '10 April 11, 2024

General Fund

Amount: \$492,508.80 4/11/2024 Sequence 029937-029980
3/13/2024 (Checks) Ending 029936

4/11/2024 ACH000529-ACH000537

School Lunch Fund

Amount \$21,721.89 4/11/2024 Sequence 002504-002517
3/13/2024 (Checks) Ending 002503

Comments:

Cash receipts for March 2024 were reviewed. All was in order.

Extracurricular accounts were available to review for March 2024. All was in order.

February 2024 Check sequence ended 1431

March 2024 Check sequence ended 1441

If you have anything you would like me to check, please let me know. As always, it is a pleasure working with everyone.

I have reviewed the recommended actions/routine matters on the Board Agenda; and as your agent, I recommend your approval for all items.

I certify that these claims have been audited and allowed in the total amount of \$514,230.69 for Warrant 10. The treasurer is authorized and directed to pay the claimant the amount allowed and charge the proper fund.

Prattsburgh CSD

Warrant Report
Fiscal Year: 2024

Warrant: 0015-April Accounts Payable

Account	Description	Payment Amt
	Total for computer generated checks	471,182.07
	Total for manual checks	0.00
	Total for automated payments	43,048.62
	Total for electronic transfers (manual)	0.00
	Certified warrant amount	514,230.69
	Total of credits associated with cash replacement checks issued	0.00
	Total for Warrant Report	514,230.69
	Net Disbursement by Fund - All Payments	

Fund Summary	Computer Checks	Cash Replacement	Auto Payments	EFT's	Transactions	
A	44 Checks (029937-029980)	0	9	0	60	\$ 492,508.80
C	14 Checks (002504-002517)	0	0	0	14	21,721.85
	Total for All Computer Checks					\$ 514,230.65

RV
ACH000539 - ACH000537

I hereby certify that I have audited the claims for the 58 checks and 9 electronic disbursements above, in the total amount of \$ 514,230.69 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.

4/11/2024 *Budget Robbins*
Date Claims Auditor

4/11/2024 *[Signature]*
Date Business Manager

TREASURER'S REPORT (March 31, 2024)

Jeffrey A. Black

General Fund

Checking Account Balance	\$1,885.09
Outstanding Checks and ACH	-\$657.03
Reconciled to WINCAP GL 200.02	\$1,228.06
Difference	\$0.00

Savings Account Balance	\$112,401.63
In Transit	+1,000,000.00
Reconciled to WINCAP GL 201.03	\$1,112,401.63
Difference	\$0.00

Investments in Securities Balance	\$2,531,301.67
In Transit	-\$1,000,000.00
Reconciled to WINCAP GL 450.00	\$1,531,301.67
Difference	\$0.00

ACH/EFT Funds Transfer Account Balance	\$1,000,352.66
In Transit	-\$1,000,352.66 to NYCLASS
Reconciled to WINCAP	\$352.66
Difference	\$0.00

Petty Cash Accounts Balance	\$200.00
Paid out and not yet reimbursed	\$0.00
Reconciled to WINCAP GL 210.00	\$200.00
Difference	\$0.00

TA Checking Account Balance	\$3,386.82
Outstanding checks and in transit	-\$1,380.89
Reconciled to WINCAP A 200.TA	\$2,005.93
Difference	\$0.00

PAYROLL Checking Account Balance	\$43.36
Outstanding checks and in transit	-\$0.00
Reconciled to WINCAP GL A200.1T	\$43.36
Difference	\$0.00

Scholarship Savings Account Balance	\$0.00
Reconciled to WINCAP	\$0.00
Difference	\$0.00

Scholarship Investments in Securities	\$45,207.47
Reconciled to WINCAP	\$45,207.47
Difference	\$0.00

Scholarship Checking	\$0.00
Outstanding Checks and ACH	-\$0.00
Reconciled to WINCAP	\$0.00
Difference	\$0.00

TREASURER'S REPORT (March 31, 2024)*Jeffrey A. Black***School Lunch Fund**

Checking Account Balance	\$66.13
Outstanding Checks	-\$99.79 in transit to NYS Sales tax
Reconciled to WINCAP GL 200.00	\$-33.66
Difference	\$0.00

Savings Account Balance	\$2,820.47
Parent debit deposits and in transit	-\$2,431.85
Reconciled to WINCAP GL 201.03	\$388.62
Difference	\$0.00

Investments in Securities	\$219,520.63
In Transit	\$0.00
Reconciled to WINCAP GL 450.00	\$219,520.63
Difference	\$0.00

Special Aid Fund

Savings Account Balance	\$52,614.77
In Transit	-\$0.00
Reconciled to WINCAP GL 201.03	\$52,614.77
Difference	\$0.00

Checking Account Balance	\$0.09
Outstanding Checks	\$0.00
Reconciled to WINCAP GL 201.00	\$0.09
Difference	\$0.00

Capital Fund

Checking Account Balance	\$6,869.07
Outstanding Checks	-\$3,692.50
Reconciled to WINCAP GL 200.00	\$3,176.57
Difference	\$0.00

Savings Account Balance	\$0.00
In Transit	\$0.00
Reconciled to WINCAP GL 201.03	\$0.00
Difference	\$0.00

Investments in Securities	\$2.01
Reconciled to WINCAP GL 450.00	\$2.01
Difference	\$0.00

Debt Service

Investment in Securities	\$554,778.42
Reconciled to WINCAP GL 450.00	\$554,778.42
Difference	\$0.00

Prattsburgh CSD

Outstanding Check Listing

Bank Account: Capital-5Sta - Capital Fund - 5 Star

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number	
000229	03/04/2024	HMI Mechanical Systems	0014		No		\$3,692.50	000229	
Subtotal for Bank Account: Capital-5Sta - Capital Fund - 5 Star							Grand Total	\$3,692.50	
							Net	\$3,692.50	

Prattsburgh CSD

Outstanding Check Listing

Bank Account: General-5Sta - General Fund Checking - 5 Star

Check Number	Check Date	Remit To	Warrant	Fund	Recorded	Statement Date	Check Amount	Check Number
029779	01/16/2024	BARNES & NOBLE	0012		No		\$119.90	029779
029799*	01/16/2024	HOBERTOM	0012		No		\$121.00	029799
029859*	02/16/2024	HOBERTOM	0013		No		\$121.00	029859
029916*	03/15/2024	NYSSMA	0014		No		\$24.00	029916
029917	03/15/2024	PIANO DOCTOR	0014		No		\$120.00	029917
029928*	03/15/2024	SOUTHERN TIER SHOPPER	0014		No		\$151.13	029928

Subtotal for Bank Account: General-5Sta - General Fund Checking - 5 Star

Grand Total

\$657.03

Net

\$657.03

Prattsburgh CSD

Outstanding Check Listing

Bank Account: TA-5Star - TA Fund - 5 Star

Check Number	Check Date	Remit To	Warrant	Fund	Recorded No.	Statement Date	Check Amount	Check Number
004265	03/28/2024	NYS EMPLOYEES RETIREMENT SYSTEM	PN10		No		\$1,154.89	004265
004266	03/28/2024	NYS TEACHERS' RETIREMENT SYSTEM	PN10		No		\$226.00	004266
Subtotal for Bank Account: TA-5Star - TA Fund - 5 Star								
Grand Total							\$1,380.89	
Net							\$1,380.89	
Grand Total							\$5,730.42	
Net							\$5,730.42	

Selection Criteria

Bank Account:
Check date is thru 03/31/2024
Checks Cleared/Voided Thru: 03/31/2024
Sort by: Check Number
Printed by Jeff Black

Prattsburgh CSD

**Budgetary Transfer Report
Fiscal Year: 2024**

Current Appropriation - Effective From: 03/01/2024 To: 03/31/2024

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
03/31/2024	002442	Move money for cleaner salaries				
			A1621-160 R	MAINT PLNT-NON INST	-791.25	
			A1620-160 R	OP PLNT-NON INST		791.25
03/31/2024	002443	Move money for social security expenses				
			A9020-800 R	TCH RET-EMP BENEFI	-558.52	
			A9030-800 R	SS-EMP BENEFI		558.52
		Total for Fund A - GENERAL FUND			-1,349.77	1,349.77
Fund: C - SCHOOL LUNCH FUND						
03/31/2024	002444	Move money for cafeteria salaries				
			C2860-200 R	LUNCH-EQUIP	-825.24	
			C2860-160 R	LUNCH-NON INST		825.24
		Total for Fund C - SCHOOL LUNCH FUND			-825.24	825.24
Fund: F - SPECIAL AID FUND						
03/05/2024	002198	Move money to the correct Federal account				
			FARPXXX-2110-150 R	instructional salary	-9,000.00	
			FARPXXX-2110-450 R	SUPPLIES & MATERIALS		9,000.00
		Total for Fund F - SPECIAL AID FUND			-9,000.00	9,000.00

Prattsburgh CSD

Budget Status Report As Of: 03/31/2024
Fiscal Year: 2024

*Statement of
all accounts*

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010-400	BRD ED-CONT EXP	850.00	0.00	850.00	520.00	0.00	330.00
1010-450	BRD ED SUPP & MATTERIALS	700.00	0.00	700.00	583.58	0.00	116.42
1010-490	BRD ED-SER BOCES	1,750.00	700.00	2,450.00	1,975.00	475.00	0.00
1040-160	DIST CLK-NON INST	6,619.00	716.51	7,335.51	5,532.51	1,803.00	0.00
1040-400	DIST CLK-CONT EXP	85.00	0.00	85.00	74.95	0.00	10.05
1040-450	DIST CLK SUPP & MATERIALS	150.00	-9.09	140.91	0.00	0.00	140.91
1060-400	DIST MTG-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
1060-450	DIST MTG SUPP & MATERIALS	100.00	0.00	100.00	0.00	0.00	100.00
1240-150	CS ADM-INST SAL	127,894.00	0.00	127,894.00	98,331.00	29,499.31	63.69
1240-160	CS ADM-NON INST	16,192.00	2,906.84	19,098.84	14,404.59	4,694.25	0.00
1240-200	CS ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1240-400	CS ADM-CONT EXP	7,900.00	0.00	7,900.00	6,418.36	279.49	1,202.15
1240-450	CS ADM SUPP & MATERIALS	200.00	-23.61	176.39	0.00	0.00	176.39
1310-150	BSN ADM-INST SAL	36,088.00	0.00	36,088.00	27,734.40	8,320.30	33.30
1310-160	BSN ADM-NON INST	10,030.00	1,796.93	11,826.93	8,920.03	2,906.90	0.00
1310-200	BSN ADM-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
1310-400	BSN ADM-CONT EXP	200.00	0.00	200.00	0.00	0.00	200.00
1310-450	BSN ADM SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1310-490	BSN ADM-SER BOCES	137,143.00	-14.62	137,128.38	83,699.26	52,399.14	1,029.98
1320-140	AUDITING SALARIES	1,352.00	0.00	1,352.00	671.04	680.96	0.00
1320-400	AUDIT-CONT EXP	35,000.00	500.00	35,500.00	35,500.00	0.00	0.00
1325-160	TREAS-NON INST	18,537.00	274.75	18,811.75	14,395.66	4,416.09	0.00
1325-400	TREAS-CONT EXP	400.00	-6.18	393.82	271.25	0.00	122.57
1325-450	TREAS SUPP & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
1330-160	TAX COL-NON INST	4,170.00	-397.40	3,772.60	2,078.00	623.40	1,071.20
1330-400	TAX COL-CONT EXP	150.00	397.40	547.40	547.40	0.00	0.00
1330-450	TAX COLL SUPP & MATERIALS	6,300.00	0.00	6,300.00	4,018.40	1,981.60	300.00
1380-400	OTHER FINANCE - AGENT FEE	0.00	0.00	0.00	0.00	0.00	0.00
1420-400	LEGL-CONT EXP ADMIN	15,000.00	0.00	15,000.00	13,164.20	1,835.80	0.00
1420-401	LEGL-CONT EXP PROGRAM	7,150.00	0.00	7,150.00	7,150.00	0.00	0.00
1480-450	PUB INFO SUPP & MATERIALS	550.00	0.00	550.00	0.00	0.00	550.00
1480-490	BOCES Services	0.00	0.00	0.00	0.00	0.00	0.00
1620-160	OP PLINT-NON INST	142,430.00	2,977.30	145,407.30	113,537.58	31,809.46	60.26
1620-200	OP PLINT-EQUIP	5,000.00	-4,186.05	813.95	0.00	0.00	813.95
1620-400	OP PLINT-CONT EXP	177,420.00	99,580.00	277,000.00	202,026.13	72,478.71	2,495.16
1620-450	OP PLINT SUPP & MATERIALS	40,350.00	0.00	40,350.00	30,612.62	9,645.30	92.08
1621-160	MAINT PLINT-NON INST	18,520.00	-791.25	17,728.75	9,479.55	2,526.70	5,722.50
1621-200	MAINT PLINT-EQUIP	3,150.00	-400.00	2,750.00	0.00	0.00	2,750.00

Prattsburgh CSD

Budget Status Report As Of: 03/31/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1621-400	MAINT PLNT-CONT EXP	98,110.00	-2,300.00	95,810.00	71,747.45	24,062.55	0.00
1621-450	MAINT PLNT SUPP & MATERIA	5,300.00	0.00	5,300.00	3,158.79	2,141.21	0.00
1910-400	UN INS-CONT EXP	58,000.00	0.00	58,000.00	45,052.42	3,947.58	9,000.00
1920-400	SCH ASSOC-CONT EXP	2,750.00	0.00	2,750.00	0.00	0.00	2,750.00
1964-400	REF PRP TX-CONT EXP	5,400.00	0.00	5,400.00	2,848.89	0.00	2,551.11
1981-490	ADM-BOCES-SER BOCES	179,224.00	0.00	179,224.00	101,371.60	68,164.40	9,688.00
2020-150	SUPER SCHL-INST SAL	192,109.00	0.00	192,109.00	143,243.11	48,865.73	0.16
2020-160	SUPER SCHL-NON INST	10,500.00	1,662.55	12,162.55	9,133.40	3,029.15	0.00
2020-200	SUPER SCHL-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2020-400	SUPV-REG-SCH-CONTRACTUAL	750.00	0.00	750.00	0.00	0.00	750.00
2020-450	SUPER SCHL SUPP & MATERIA	200.00	0.00	200.00	0.00	0.00	200.00
2110-110	REG SCH TCH K-3	661,310.00	-10,747.35	650,562.65	424,100.66	212,048.28	14,413.71
2110-120	REG SCH-TCH 4-6	511,326.00	-62,000.00	449,326.00	291,894.82	156,002.17	1,429.01
2110-130	REG SCH-TCH 7-12	863,699.00	-26,317.76	837,381.24	530,492.89	303,023.91	3,864.44
2110-140	REG SCH-SUBS	79,500.00	0.00	79,500.00	66,154.63	0.00	13,345.37
2110-150	REG SCHOOL INSTRUCTIONAL	22,500.00	-7.65	22,492.35	14,934.25	0.00	7,558.10
2110-160	REG SCH-NON INST	180,258.00	-21,461.25	158,796.75	111,783.81	44,416.48	2,596.46
2110-170	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2110-171	GEER	0.00	0.00	0.00	0.00	0.00	0.00
2110-200	REG SCH-EQUIP	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
2110-400	REG SCH-CONT EXP	178,081.00	37,741.89	215,822.89	159,331.04	51,082.97	5,408.88
2110-450	REG SCH SUPP & MATERIALS	43,177.00	14,793.82	57,970.82	38,497.13	13,031.98	6,441.71
2110-471	TUITION OTHER SCHOOLS	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
2110-480	REG SCH-TEXTBOOKS	20,000.00	-14,793.82	5,206.18	5,206.18	0.00	0.00
2110-490	REG SCH-SER BOCES	463,488.00	0.00	463,488.00	300,963.12	162,524.88	0.00
2250-150	HC CHILD-INST SAL	323,862.00	4,493.61	328,355.61	207,439.90	116,013.71	4,902.00
2250-160	HC CHILD-NON INST	122,710.00	-62,215.20	60,494.80	37,529.19	14,778.80	8,186.81
2250-170	ESSR	0.00	0.00	0.00	0.00	0.00	0.00
2250-200	HC CHILD-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2250-400	HC CHILD-CONT EXP	99,250.00	-1,550.00	97,700.00	51,724.87	29,101.20	16,873.93
2250-450	HC CHILD SUPP & MATERIALS	2,450.00	1,550.00	4,000.00	2,064.91	1,254.07	681.02
2250-471	TUITION OTHER SCHOOLS SPE	60,000.00	22,983.32	82,983.32	82,983.32	0.00	0.00
2250-480	HC CHILD-TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00
2250-490	HC CHILD-SER BOCES	495,598.00	-700.00	494,898.00	130,575.71	364,181.29	141.00
2280-150	OCC ED 10-12 INSTR SAL -X	130,600.00	170.31	130,770.31	86,321.40	44,448.41	0.50
2280-200	OCC ED 10-12 EQUIP X-X	0.00	0.00	0.00	0.00	0.00	0.00
2280-400	OCC ED 10-12 CONTR EXP -X	3,250.00	3,750.00	7,000.00	3,244.20	3,339.80	416.00
2280-450	OCC ED 10-12 SUPP & MATER	4,500.00	-116.00	4,384.00	1,968.78	2,102.00	313.22
2280-460	OCC ED 10-12 LOAN PROG-X-	0.00	0.00	0.00	0.00	0.00	0.00

Prattsburgh CSD

Budget Status Report As Of: 03/31/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2280-480	OCC ED 10-12 TEXTBOOKS-X	500.00	0.00	500.00	0.00	0.00	500.00
2280-490	OCC ED 10-12 SERV BOCES	247,627.00	-3,804.31	243,822.69	147,154.80	96,667.89	0.00
2610-150	LIB INSTRUCT SALARY	72,113.00	-34.49	72,078.51	51,484.65	20,593.86	0.00
2610-160	LIB NON-INSTRUCT-SAL-X-S	0.00	0.00	0.00	0.00	0.00	0.00
2610-200	LIB AUDIO-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2610-400	LIB AUDIO-CONT EXP	0.00	0.00	0.00	0.00	0.00	0.00
2610-450	LIB AUDIO-SUPP & MATERIAL	3,600.00	34.49	3,634.49	2,876.16	91.77	666.56
2610-460	LIB AUDIO-LOAN PROG	0.00	0.00	0.00	0.00	0.00	0.00
2610-490	LIB AUDIO-SER BOCES	16,545.00	0.00	16,545.00	9,341.40	6,227.60	976.00
2630-220	COMP INST-COMP HDWR	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
2630-460	COMP INST-LOAN PROG	7,500.00	0.00	7,500.00	6,975.00	0.00	525.00
2810-150	GUID R SCH-INST SAL	94,266.00	1,784.93	96,050.93	69,831.60	26,219.33	0.00
2810-160	GUID R SCH-NON INST	8,408.00	1,174.61	9,582.61	7,196.01	2,386.60	0.00
2810-200	GUID R SCH-EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
2810-400	GUID R SCH-CONT EXP	1,280.00	-117.23	1,162.77	63.36	880.00	219.41
2810-450	GUID R SCH-SUPP & MATERIA	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2810-490	GUID R SCH-SER BOCES -	0.00	0.00	0.00	0.00	0.00	0.00
2815-160	HLTH R SCH NON INSTRUCT S	39,500.00	12,004.00	51,504.00	30,902.40	20,601.60	0.00
2815-400	HLTH R SCH-CONT EXP	5,600.00	0.00	5,600.00	1,095.22	3,807.33	697.45
2815-450	HLTH R SCH-SUPP & MATERIA	3,000.00	0.00	3,000.00	250.00	1,250.00	1,500.00
2820-150	PSYCH-SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2820-400	PSYCH SERVICES CONTRACTUA	0.00	0.00	0.00	0.00	0.00	0.00
2820-450	PSYCH SERVICES SUPP & MAT	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2820-490	PSYCH-SER BOCES	96,522.00	0.00	96,522.00	55,554.45	32,292.55	8,675.00
2855-150	INT ATH-INST SAL	89,500.00	0.00	89,500.00	45,960.00	12,632.00	30,908.00
2855-160	INTERSCHOLATHL-NON INSTR	10,500.00	0.00	10,500.00	7,923.50	1,734.00	842.50
2855-200	INT ATH-EQUIP	5,000.00	0.00	5,000.00	4,320.00	0.00	680.00
2855-400	INT ATH-CONT EXP	50,301.00	0.00	50,301.00	41,975.70	3,015.00	5,310.30
2855-450	INT ATH-SUPP & MATERIALS	9,500.00	0.00	9,500.00	4,306.36	2,055.07	3,138.57
5510-150	INSTR SALARY TRANSP	0.00	0.00	0.00	0.00	0.00	0.00
5510-160	NON INSTRUCTIONAL SALARY	32,127.00	0.00	32,127.00	22,325.40	7,340.97	2,460.63
5510-200	TRANSP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
5510-400	TRANSP-CONTR-EXP	9,300.00	0.00	9,300.00	6,117.50	3,182.50	0.00
5510-450	TRANS-D-SUPP & MATERIALS	100,000.00	0.00	100,000.00	35,918.55	64,081.45	0.00
5510-490	TRANSP BOCES SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5540-400	CNTR TRANS-CONT EXP	900,000.00	0.00	900,000.00	590,211.37	220,195.63	89,593.00
8070-160	CENS-NON INST	0.00	0.00	0.00	0.00	0.00	0.00
9010-800	ST RET-EMP BENEFIT	79,500.00	0.00	79,500.00	64,996.00	0.00	14,504.00

Prattsburgh CSD

Budget Status Report As Of: 03/31/2024
Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9020-800	TCH RET-EMP BENEFI	348,506.00	-558.52	347,947.48	0.00	0.00	347,947.48
9030-800	SS-EMP BENEFI	316,564.00	-6,470.26	310,093.74	212,225.13	97,868.61	0.00
9040-800	WORK COMP-EMP BENEFI -	20,864.00	0.00	20,864.00	15,647.41	5,215.80	0.79
9045-800	LIFE INS-EMP BENEFI	7,200.00	0.00	7,200.00	4,512.82	2,687.18	0.00
9050-800	UNEMPLOYMENT INSURANCE	3,500.00	7,028.78	10,528.78	8,161.72	2,363.20	3.86
9060-800	HLTH INS-EMP BENEFI	715,763.00	0.00	715,763.00	514,168.05	54,248.24	147,346.71
9060-801	Health Insurance ADMIN	67,475.00	0.00	67,475.00	51,936.70	15,538.30	0.00
9060-802	Health Insurance PROGRAM	846,950.00	0.00	846,950.00	551,646.93	164,637.87	130,665.20
9060-803	Health Insurance CAPITAL	31,661.00	0.00	31,661.00	24,429.75	7,231.05	0.20
9711-600	SB SCH CON-PRIN INDEB	956,299.00	0.00	956,299.00	0.00	0.00	956,299.00
9711-700	SB SCH CON-INT INDEBT	447,097.00	0.00	447,097.00	267,485.77	0.00	179,611.23
9731-600	BAN Principal	0.00	0.00	0.00	0.00	0.00	0.00
9731-700	INTEREST ON BANS	0.00	0.00	0.00	0.00	0.00	0.00
9740-700	CN PUB LIB-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9770-700	RVANT-INT INDEBT	0.00	0.00	0.00	0.00	0.00	0.00
9901-900	Transfer to Debt Service	0.00	0.00	0.00	0.00	0.00	0.00
9901-930	TRANS OT-INTERFUND	0.00	0.00	0.00	0.00	0.00	0.00
9901-950	Tfr. to Spec. Aid Fund	0.00	0.00	0.00	0.00	0.00	0.00
9950-900	Tfr. to Spec. Aid Fund	100,000.00	0.00	100,000.00	100,000.00	0.00	0.00
Total GENERAL FUND		11,426,850.00	0.00	11,426,850.00	6,562,405.69	2,768,981.38	2,095,462.93

Fund: C SCHOOL LUNCH FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2860-160	LUNCH-NON INST	90,000.00	825.24	90,825.24	65,927.41	24,897.83	0.00
2860-200	LUNCH-EQUIP	217,041.00	-825.24	216,215.76	9,037.66	0.00	207,178.10
2860-400	LUNCH-CONT EXP	10,000.00	-1,000.00	9,000.00	3,118.50	1,215.00	4,666.50
2860-411	SCH LUNCH-FOOD PURCHASED	134,656.00	0.00	134,656.00	95,702.01	33,296.10	5,657.89
2860-412	Gov't Surplus Food	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
2860-450	SCH LUNCH SUPPLIES & MATE	6,914.00	1,000.00	7,914.00	7,172.11	737.70	4.19
2860-490	BOCES SERVICES	55,500.00	0.00	55,500.00	34,768.20	20,731.80	0.00
2860-800	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00
9010-800	ST RET-EMP BENEFIT	7,500.00	-4.93	7,495.07	0.00	0.00	7,495.07
9030-800	SS-EMP BENEFIT	6,120.00	709.68	6,829.68	4,958.21	1,904.69	-33.22
9040-800	WORK COMP-EMP BENEFIT -	2,500.00	-704.75	1,795.25	0.00	0.00	1,795.25
9045-800	LIFE INS-EMP BENEFIT	0.00	0.00	0.00	0.00	0.00	0.00
9060-800	HEALTH INS EMP BENEFITS	19,100.00	0.00	19,100.00	0.00	0.00	19,100.00
9901-900	trans to GF utilities	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
Total SCHOOL LUNCH FUND		590,331.00	0.00	590,331.00	220,684.10	82,783.12	286,863.78

Prattsburgh CSD

Project-to-Date Budget Status Report As Of: 03/31/2024

Fund: F SPECIAL AID FUND

Fiscal Year: 2024

Budget Account	Description	Initial Budget	Adjustments	Current Budget	Year-To-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance
61124 IDEA 611 2023-2024 For Period 07/01/2023-03/31/2024							
61124X-2250-150	instructional salary	108,171.00	0.00	108,171.00	77,348.55	30,822.06	0.39
Subtotal 61124		108,171.00	0.00	108,171.00	77,348.55	30,822.06	0.39
61924 IDEA 619 2023-2024 For Period 07/01/2023-03/31/2024							
61924X-2250-160	noninstructional salaries	4,902.00	0.00	4,902.00	754.56	4,147.44	0.00
Subtotal 61924		4,902.00	0.00	4,902.00	754.56	4,147.44	0.00
T1A24 Title 1 A 2023-2024 For Period 07/01/2023-03/31/2024							
T1A24X-2110-150	instructional salary	220,754.00	0.00	220,754.00	154,618.18	66,134.42	1.40
T1A24X-2110-160	noninstructional salaries	42,447.00	0.00	42,447.00	30,541.61	11,194.39	711.00
Subtotal T1A24		263,201.00	0.00	263,201.00	185,159.79	77,328.81	712.40
T2A24 Title 2 A 2023-2024 For Period 07/01/2023-03/31/2024							
T2A24X-2110-150	instructional salary	24,612.00	0.00	24,612.00	17,443.80	7,168.20	0.00
Subtotal T2A24		24,612.00	0.00	24,612.00	17,443.80	7,168.20	0.00
T4A24 Title 4 A 2023-2024 For Period 07/01/2023-03/31/2024							
T4A24X-2110-200	Equipment	12,582.00	0.00	12,582.00	0.00	12,459.99	122.01
Subtotal T4A24		12,582.00	0.00	12,582.00	0.00	12,459.99	122.01
UPK24 UPK 2023-2024 For Period 07/01/2023-03/31/2024							
UPK24X-2110-150	instructional salary	104,296.00	0.00	104,296.00	69,700.28	34,595.72	0.00
Subtotal UPK24		104,296.00	0.00	104,296.00	69,700.28	34,595.72	0.00
Total SPECIAL AID FUND		517,764.00	0.00	517,764.00	350,406.98	166,522.22	834.80

Selection Criteria

Budget Status Report As Of: 03/31/2024

Fiscal Year: 2024

Fund: H CAPITAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
NEWBIE-1620-945	ARCHITECT SERVICES	10,844.37	76,342.75	87,187.12	87,187.12	0.00	0.00
NEWBIE-1620-993	GENERAL CONSTRUCTION	394,566.00	-17,569.14	376,996.86	362,663.09	0.00	14,333.77
NEWBIE-1620-994	HVAC ALTERATIONS	77,152.00	-6,662.57	70,489.43	56,963.70	0.00	13,535.73
NEWBIE-1620-995	PLUMBING	41,782.00	5,269.57	47,051.57	47,051.57	0.00	0.00
NEWBIE-1620-996	ELECTRIC ALTERATIONS	275,190.00	-87,564.10	187,625.90	173,445.37	0.00	14,180.53
NEWBIE-2110-400	Architect Services	30,382.00	30,183.49	60,565.49	60,565.49	0.00	0.00
OUTLAY-2110-245	RESERVE ALTERATIONS	0.00	0.00	0.00	0.00	0.00	0.00
OUTLAY-2110-400	ARCHITECT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
OUTLIE-2110-245	RESERVE ALTERATIONS	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
OUTLIE-2110-400	ARCHITECT SERVICES	10,000.00	0.00	10,000.00	7,164.42	0.00	2,835.58
Total CAPITAL FUND		929,916.37	0.00	929,916.37	795,030.76	0.00	134,885.61

Extra Classroom Activity Fund Report 2023-2024

TREASURER'S REPORT January 31, 2024

Bank Statement		7,620.43
Outstanding Checks		
	1436 Oswegatchi Educational Cer	800.00
	1438 Prattsburgh Market Place	580.32
	1439 Stan Matteson	510.00
	1440 Rose Marie Bottelle	95.04
	1441 Prattsburgh Market Place	177.05
		2162.41
Balance		<u>5,458.02</u>
Beginning Ledger Balance		64,432.16
Receipts (Debits)		2,981.09
Disbursements (Credits)		4,261.59
Interest		256.35
Balance		<u>63,408.01</u>
Savings Account Available Funds		0.51
Savings Account Investments		57,949.48
Actual Balance		5,458.02

Difference

Prattsburgh CSD
OTHER FUND Trial Balance for Fiscal Year 2024
Cycle 09
Post Dates From 07/01/2023 To 03/31/2024

Summary - All Services

G/L Account	Description	Debits	Credits
Assets			
200.02	Cash	5,458.02	
201.03	Cash in Time Deposits	0.51	
450.01	Investments in Securities	57,949.48	
Liabilities and Fund Balance			
816.00	Class of 2023		2,226.44
817.00	Class of 2024		5,839.66
818.00	Class of 2025		4,681.01
819.00	Class of 2026		3,360.50
820.00	Class of 2027		1,416.25
821.00	Class of 2028		1,855.00
822.00	Class of 2029		936.00
849.00	Yearbook		2,190.62
850.00	FFA		15,963.03
851.00	Varsity Club		4,717.49
852.00	Music Club		2,139.47
855.00	Drama Club		4,025.18
856.00	Student Council		14,003.29
880.00	Sales tax		54.07
	Grand Totals	63,408.01	63,408.01

April 2024 Principal Report



Happening:

- Square1art
- Easter Weekend
- Seal of Civic Readiness (preparing application)
- Internship students continue to thrive in placements
- Interviews for seniors
- Trout Shocking Trip 3/21
- 15:1 is working on a hot chocolate cart
- Classes working on service hours
- Class trips
- Students continue to shadow job opportunities
- Planning FFA State Trip
- Working on changing website and communication system (parentsquare)
- Schedule
- PD (PBLA)
- Talking with teachers about assignments for next year
- Requisitions
- Trap first shoot 4/3
- BOCES NHS 4/3
- Eclipse 4/8-no school
- NYS testing 4/9-4/11
- Trina Underhill came to talk to 6th grade health class about effects of smoking
- Cornell Cooperative Extension Presentation with OCC Math class (Ratchford)

In the Future:

- ❖ Juniors take SAT's 4/16
- ❖ PreK Ladies Tea party 4/16- 6 pm
- ❖ Belize Trip 4/20
- ❖ Spring Break 4/19-4/28

- ❖ Camp Good Days clean up by 10th Grade 4/30
- ❖ 8th Grade to FLBM
- ❖ HAP meeting in Avoca (Kory, Erin, Aimee) 5/2
- ❖ FFA Convention 5/3-5/5
- ❖ Special Olympics 5/3
- ❖ NYS Math Testing 5/8-5/10
- ❖ Lilac Festival 5/11
- ❖ Guys Night 5/14 (PreK)



Trout Shocking in Naples



Superintendent Conference Day!

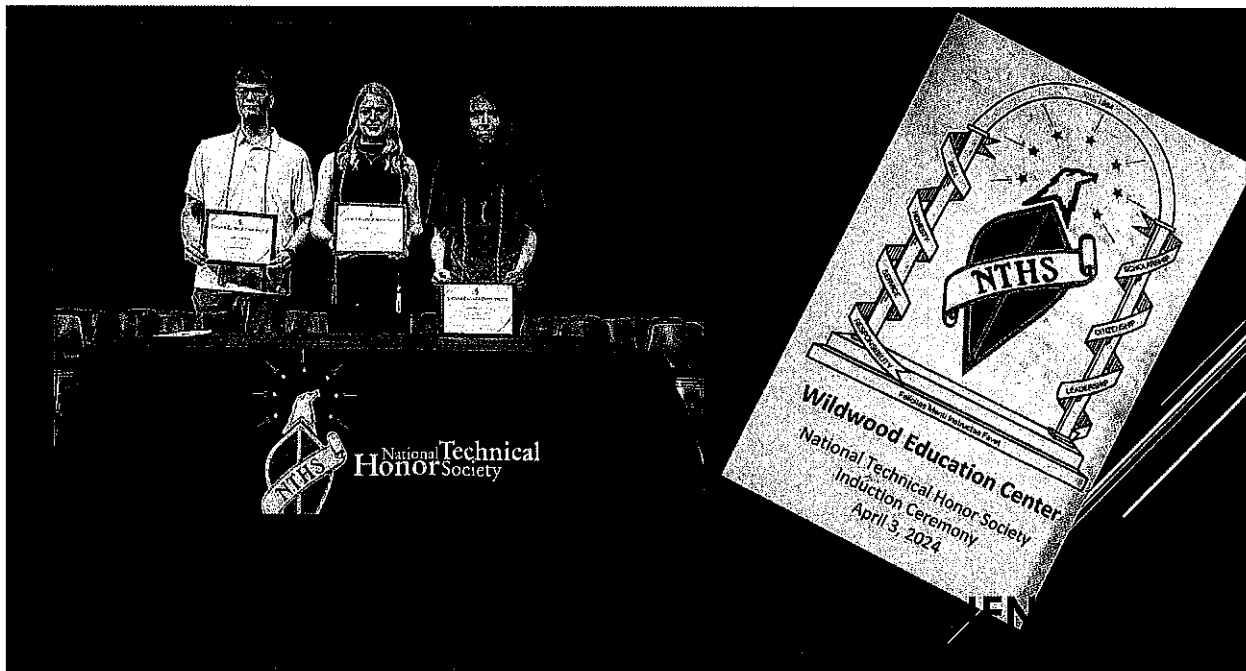
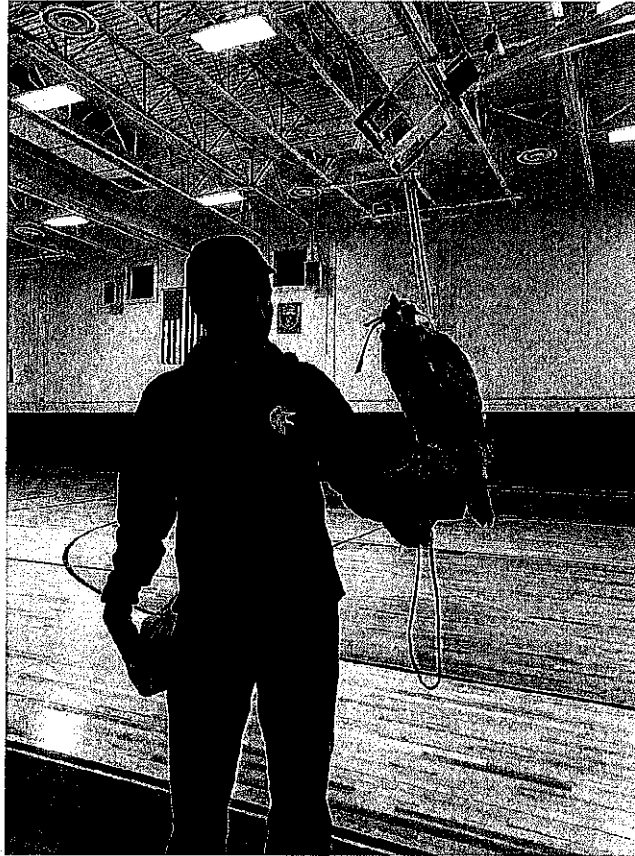


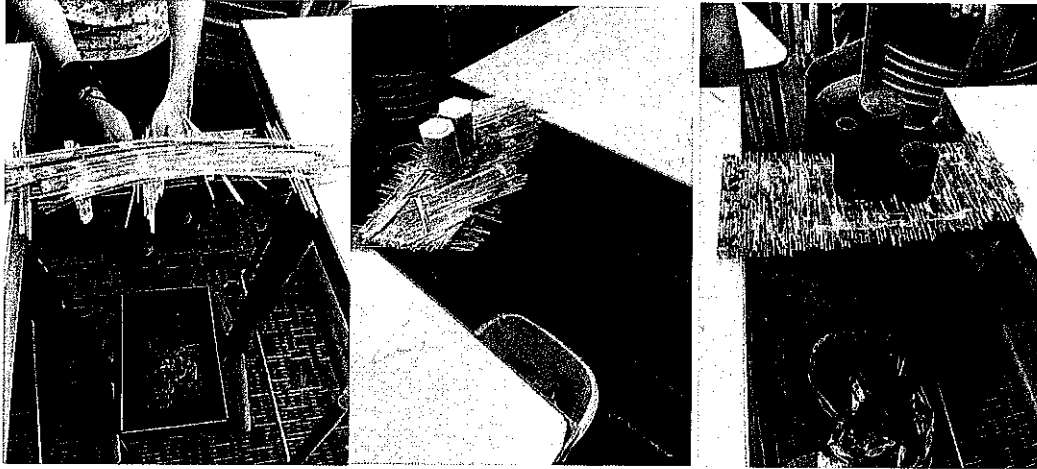
Members of Trap Team



Mr. Schenk and Rey

Rey was released back into the wild on 4/9/24





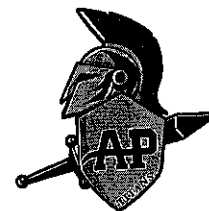
Spaghetti Bridges with Mr. Mills and the 6th Grade

Shout Out:

- Christina Edwards for going above and beyond during the ELA testing
- Trista Sullivan for contributing during the ELA testing
- Shylynn Nelson for her flexibility in covering different positions



Avoca-Prattsburgh Titans



Brianna Sick, Director of Athletics & Special Programs

BOE Report - April 2024

Winter Sports

- Congratulations to our Scholar-Athlete teams! These teams had a combined GPA of 90 or above for at least 75% of the team.
 - Boys Basketball
 - Girls Basketball
 - Boys Indoor Track & Field
 - Girls Indoor Track & Field
 - Competitive Cheerleading

Spring Sports

- Spring weather is not our friend right now!
- Unfortunately, many of our modified and JV baseball and softball games will not have officials due to the officials shortage. We are trying to keep these games on schedule by classifying these as a scrimmage and having coaches make calls.
- Varsity Updates - we have been very fortunate to get contests in! We have more in than other schools

Baseball	<p>Overall record: 3-2</p> <p>Sectionals begin May 17th</p>
Softball	<p>Overall record: 3-1 (Arkport-Canaseraga game was cut short due to weather)</p> <p>Played two games in the Mudville tournament in Herkimer - lost the first game and won the second game</p> <p>Sectionals begin May 17th</p>

Track & Field

April 2 - Home meet

Winning their individual events were Jesse Reagan in the 110 Hurdles, Ethan Miller in the 400 Hurdles, Richard Prindle in the Triple Jump, Madisyn Everdyke in the 100 Hurdles, Maddy Fitzwater in the 1500, Diane Hakes, Meredith Turner, Shanna Stryker, Gracie Boccia in the 400 Relay, Madisyn Everdyke in the 400 Hurdles, Maddy Fitzwater in the 800, Gracie Boccia in the 200, Tilly Kula in the 3000, Haley Prindle, Mia Hughes, Bre Jorritsma, Maddy Fitzwater in the 1600 Relay, Olivia Kilmer in the Long Jump, Olivia Kilmer in the Triple Jump, Maddy Cartwright in the High Jump, Tess Adriance in the Pole Vault, Haley Prindle in the Shot.

Following these great performances with event sweeps in Long Jump, and Shot Put, and multiple athletes scoring in almost every event.... The ladies won both meets last night. They beat JT 105 to 33, and AA 118.5 to 29.5

April 9 - @ Arkport

Individual Event Winners included Madisyn Everdyke in the 100 Hurdles, Jesse Reagan in the 110 Hurdles, Maddy Fitzwater in the 1500, the 4 x 1 Relay Team of Madisyn Everdyke, Diane Hakes, Bre Jorritsma, and Gracie Boccia, Mia Hughes in the 400, Madisyn Everdyke in the 400 Hurdles, Gracie Boccia in the 200, The 4 x 400 Relay team of Madisyn Everdyke, Diane Hakes, Olivia Kilmer, and Maddy Fitzwater, Tess Adriance in the Pole Vault, Camryn Moore in the Shot Put, Jeremiah Robbins in Discus and Olivia Kilmer in the Triple Jump.

The girls also added 7 second place finishes and had one full event sweep in the 400 hurdles to continue their undefeated season.

Olivia Kilmer also reset her own school Triple Jump record with a jump of 32' 1.5".

The team will run on Saturday in Canisteo at their first invitational.

Sectionals are May 23rd at Marion

Tennis

Overall record: 2-2

Individual Sectionals are May 4th

Team Sectionals begin May 13th

Congratulations to Bill Stollery for his 500th career win! (Boys & Girls combined)

The tennis courts in Prattsburgh were dedicated to Coach Stollery in 2022





Prattsburgh Central School District

CSE/Curriculum Report - Prepared for April 17, 2024



COMMITTEE on SPECIAL EDUCATION

- CSE Meetings (March 16th – April 12th)
 - (8) meetings were held.
 - (7) IEPs have been held.
 - (1) 504
 - (1) Manifestation Meeting
- CPSEs
 - (6) families involved in a CPSE process.
 - (2) families with students who have been referred for an evaluation - waiting for their paperwork
 - (1) packet & evaluations completed, meeting scheduled.
 - (1) packet completed, waiting for evaluation
 - (1) classified but await and OT provider
 - (1) meeting held, finalized, & student is ineligible
- CSE Team meetings:
 - Setup an after-school training for CSE teachers and other staff on using Microsoft Excel to track student data.
 - Book Study Meetings ... 'I am Just a Kid With an IEP'
 - March 25
- (2) Child Study Team Meetings held.
 - 1st grader – Follow up meeting planned with teacher, parents, and administrators.
 - 2nd grader – suggestions made for in class options and psychologist to follow up with parents.
- Teacher meetings:
 - Concerns about student progress and placements for next year.
 - Discussed possibility of a high school life skills program
 - Discussed need for additional parent involvement.
- Parent Meetings/Phone Conferences:
 - Assistance transitioning their student to a new placement midyear (i.e. class, teacher, bus).
 - Questions about Special Olympics
 - Parent concerns about IEPs being followed.
 - Request to reinstate a 504 plan with accommodation. We will start with counseling for the student due to social/personal issues impacting academic progress.
 - Request for additional testing.
- Worked with IT to get a communication application on the new iPads (one student at a BOCES site and one student at PCS).

COMMITTEE on SPECIAL EDUCATION (continued)

- Continued conversations with Avoca on student needs for the 2024-2025 school year
- Phone calls, emails and meetings with GST BOCES researching placement restrictions and necessary services for next year.
- Reached out to the Director of Vocational Services on possible programming options for next year.
- Attended the Regional Early Childhood Coalition Meeting (RECC)

CURRICULUM

- Scholastic Literacy ELA program update:
 - Attending monthly meetings with the salesman and literacy specialist to address staff questions/concerns/programming needs.
 - Researched documents/data teachers requested on the program and student benchmarks.
- Applied to the GST BOCES 'Teachers As Readers Grant'.
- Continue to work with IT and company representatives to resolve various data/technological issues in connection with the following programs:
 - Scholastic (ELA Series):
 - Correcting/updating rosters.
 - ClassLink
 - iPad for student attending a BOCES program.

DATA

- Worked with main office staff on:
 - registration/reenrollment
 - data reporting
 - student information updates
 - update 'teacher of record' information.
 - running reports
 - creating new courses
- Phone conferences with the eSchoolData and Frontline IEP support staff about:
 - District Calendar
 - Level 0 errors
 - Registration concerns
 - Reports
 - EOY Snapshot errors
- Attend the following meetings:
 - WNYRIC monthly meeting

Capital Projects

Capital Outlay – Punch list items are now done, and we are moving in presently! Mr. Mills will be occupying that space. He will certainly put it to good use.

Emergency Project – This project will be completed easily before the end of the year so that we can claim our aid in 2024-2025. Most of the project was completed over February Break. They plan to finish the blacktop work out front over Spring Break, so it will be completely finished. I am happy to report that we have had ZERO sewage back-ups in the 2000 addition classrooms. Also, we have had some sizeable rain events since the new piping was completed out front, and we have had no water in the basement spaces. Fingers crossed everything has been fixed. Hunt is in the process of submitting this project to NYSED so that we can get the building aid to flow ASAP.

Phase 3 – The Ag building project has been heating up. Andrea and students have been moving items into the storage container with the hopes of beginning construction near the first of June. If we start the first of June, we are expecting that we will be able to start moving back in right around the middle of August. That way, Andrea will have time to set the space up the way that she wants it.

Budget/State Aid

The governor recently proposed an extender that was approved by both houses and set April 15 as the day the budget was due. It is now April 15 and there is still no budget. The state is very aware that districts are legally bound to approve budgets to be voted on at their April 17 Board Meeting. It appears very possible that when we meet on Wednesday, there will be no approved state budget. We will just have to adopt a responsible budget and hope for a resolution very soon after. The governor continues to dig her heels in on the idea of restoring the “save harmless” guidance as well as a 3% minimum increase in foundation aid for all schools.

Quickly approaching!

The end of the year seems to be quickly approaching...we are days away from Spring Break, and when we return it will be almost May! We have lots to do in a very short amount of time, but everyone here is working hard to end the year strong.

KATHLEEN M. HAGENBUCH

4737 Clawson Drive

Campbell, NY 14821

District of Residence: Campbell-Savona

Education

1978 Bachelors of Science in Education (SUNY Brockport)

1981 Masters of Science in Reading Education (Elmira College)

1996 Certificate of Advanced Studies in School District Administration (SUNY Brockport)

Employment

Campbell Central School District

- Reading Techer, 1978-1982
- Classroom Teacher, 1982-1987; 1989-1992

Steuben Allegany BOCES

- Staff Development Specialist, 1987-1989

Campbell-Savona Central School District

- Classroom Teacher, 1992-1996
- Elementary Assistant Principal, 1996-1998
- Elementary Principal, January 1998-2001
- Director of Curriculum and Instruction, 2001-2010
- Superintendent of Schools, 2010-2021 (retired)

Community Activities

Board Member, Greater Southern Tier (GST) BOCES, 2021-present

Board Member, Steuben County Youth Bureau

Member, Steuben County Hall of Fame Selection Committee

Volunteer, Salvation Army, Corning, NY

Volunteer, Dorman Library, Bath, NY

Personal

Children: Stephen Hagenbuch, Kyle Hagenbuch, Gregory Hagenbuch

ALICE L. LEARN

4951 Stewart Road

Horseheads, NY 14845

District of Residence: Odessa-Montour

Board of Education Experience

Odessa Montour Central School District Board of Education, 1988 – 2010

GST BOCES, 2012 - present

Education

Franklin D. Roosevelt High School, Hyde Park, NY

Syracuse University, Bachelor of Science

Elmira College, Masters of Science

SUNY Cortland, School District Administrator

Employment

Watkins Glen Central School District - 1974-1999

Family and Consumer Science Teacher/ Dean of Students

GST BOCES, Curriculum Coordinator – 1999-2007

Horseheads Central School District, Assistant Superintendent – 2007-2012
(Retired July 2012)

New York State Education Department, School Improvement Plan Reviewer
2015,2016

Community Activities

Active Member of the Odessa United Methodist Church

Humane Society Schuyler County, volunteer

Schuyler Hospital Auxiliary, volunteer

Schuyler County Planning Board, member

Community Awards

Paul Harris Fellowship Award, Watkins Glen Rotary, May 2023

Personal

Husband: Michael (semi-retired dairy farmer)

Children: Andrew and Elizabeth

Grandchildren: 5 (girls)

BOARD MEMORANDUM
#3932-24

April 12, 2024

To: Members of the Board

Fr: Kory Bay, Supt.

Re: Budget vote inspectors and tellers

Below is a listing of the budget vote inspectors and tellers for the budget and board member vote on May 21, 2024. There is a recommendation on the agenda.

Noon to 2pm	Jini Groen, Connie Carmody
2 – 4pm	Jeanne Underhill, Linda Alaimo
4 – 6pm	Daun Nichiporuk, Christie Presher
6 – 8pm	Rhonda Elward, Theresa Barnum

Ballots:	Erica Zurlick, Dave Sherwood
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HUNT ENGINEERS | ARCHITECTS | SURVEYORS

April 4, 2023

Kory Bay, Superintendent of Schools
Prattsburgh Central School District
1 Academy Street
Prattsburgh, NY 14873

**Re: SEQR Review – Prattsburgh CSD 2024-2025 Capital Outlay Project
HUNT 2716-040**

Dear Mr. Bay:

Hunt Engineers, Architects, Land Surveyors & Landscape Architect, DPC (HUNT) has reviewed the official compilation of Codes, Rules and Regulations of the State of New York, 6 NYCRR, Part 617.3, 617.4 and 617.5 which defines the classification of this project for SEQR review. It is understood that the proposed project will include interior classroom renovations and plumbing upgrades in the locker room area.

Based on the proposed scope of work, the project meets the definition of a Type II action per the attached sub-paragraph 617.5, (c), (1), (2) and (8). In addition, there is no physical alterations or disturbance at the site.

Since the project may be considered a Type II action, no further review under the SEQR process is required. According to the terms of the 2010 Letter of Resolution between the NYS Office of Parks, Recreation and Historic Preservation (OPRHP) and NYS Education Department (SED), a project is exempt from review for (i) buildings 50 years old or less at the time of the scope start of the SED project, or (ii) a building is 50 years old or older but has previously been evaluated by OPRHP and found not to meet the criteria for inclusion in the State and National Register, or (iii) the project work on a building falls under exempt work items specified in Appendix A of the Letter of Resolution that have been determined to have little or no potential impact on the character of historic resources. Prattsburgh Central School is older than 50 years and meets the criteria for exemption according to the Letter of Resolution.

To complete the SEQR process, it will be necessary for the School Board to pass a resolution determining that the project is a Type II action and thus, requires no further review under the SEQR process. The school's attorney should review our recommendation and draft a resolution for Board action. Please send a copy of the Board resolution to me for inclusion with the SED submission.

I have attached the 6 NYCRR 617 SEQR regulations for your use. If you have any questions, please do not hesitate to call me at (607) 769-1039.

Sincerely,

HUNT ENGINEERS, ARCHITECTS & LAND SURVEYORS, PC

A handwritten signature in black ink, appearing to read "Jacob Zurlick", with a stylized flourish at the end.

Jacob Zurlick

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HUNT

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between and educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for education technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release of, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of the classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Section 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, 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 the 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 term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

- t) “Unauthorized disclosure” or “unauthorized release” means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Except as required bylaw or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person’s capacity as an employee of the District.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

Chief Privacy Officer

The Commissioner of Education has appointed a Chief Privacy Officer who will report to the Commissioner on matters affecting privacy and the security of student data and teacher or principal data. Among other functions, the Chief Privacy Officer is authorized to provide assistance to educational agencies within the state on minimum standards and best practices associated with privacy and the security of student data and teacher and principal data.

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

The Chief Privacy Officer has the power, among others, to:

- a) Access all records, reports, audits, reviews, documents, papers, recommendations, and other materials maintained by the District that relate to student data or teacher or principal data, which includes, but is not limited to, records related to any technology product or service that will be utilized to store and/or process PII; and
- b) Based upon a review of these records, require the District to act to ensure that PII is protected in accordance with laws and regulations, including but not limited to requiring the District to perform a privacy impact and security risk assessment.

Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer. The Data Protection Officer for the District is the Superintendent of Schools.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities. Additionally, some aspects of this role may be outsourced to a provider such as BOCES, to the extent available.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

District Data Privacy and Security Standards

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

Third-Party Contractors

District Responsibilities

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

The third-party contractor's data privacy and security plan must, at a minimum:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract, consistent with District policy;
- b) Specify the administrative, operation, and technical safeguards and practices the third-party contractor has in place to protect PII that it will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers or employees of the third-party contractor and its assignees who have access to student data or teacher or principal data receive or will receive training on the laws governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
- f) Specify how the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District.
- g) Describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires; and
- h) Include a signed copy of the Parents' Bill of Rights for Data Privacy and Security.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

Third-Party Contractor Responsibilities

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the District, is required to:

- a) Adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- b) Comply with District policy and Education Law Section 2-d and its implementing regulations;
- c) Limit internal access to PII to only those employees or subcontractors that have legitimate educational interests (i.e., they 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:
 - 1. Except for authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the District or;
 - 2. Unless required by law or court order and the third-party contractor provides a notice of the disclosure to NYSED, the Board, or the institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order;
- 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 while in motion or at rest; and
- h) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by law and contract apply to the subcontractor.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT AND TEACHER AND PRINCIPAL
 DATA (Cont'd.)**

Cooperative Education Services through a BOCES

The District may not be required to enter into a separate contract or data sharing and confidentiality agreement with a third-party contractor that will receive student data or teacher or principal data from the district under all circumstances.

For example, the District may not need its own contract or agreement where:

- a) It has entered into a cooperative educational service agreement (CoSer) with a BOCES that includes use of a third-party contractor's product or service; and
- b) That BOCES has entered into a contract or data sharing and confidentiality agreement with the third-party contractor, pursuant to Education Law Section 2-d and its implementing regulations, that is applicable to the District's use of the product or service under that CoSer.

To meet its obligations whenever student data or teacher or principal data from the District is received by a third-party contractor pursuant to a CoSer, the District will consult with the BOCES to among other things:

- a) Ensure there is a contact or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's use of a third-party contractor's product or service under a particular CoSer;
- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the District's Data Privacy Officer or designee.

The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

Parents' Bill of Rights for Data Privacy and Security

The District will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the District will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District.

The District's Bill of Rights will state in clear and plain English terms that:

- a) A student's PII cannot be sold or released for any commercial purposes;
- b) Parents have the right to inspect and review the complete contents of their child's education record;
- c) State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- d) A complete list of all student data elements collected by the state is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and
- e) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

The Bill of Rights will also include supplemental information for each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District. The supplemental information must be developed by the District and include the following information:

- a) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data, or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using encryption while in motion and at rest.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the district. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the District under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the District in a manner prescribed by the District.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who submit requests to inspect and review and education record and verify the individual's authority to do so.

Requests by a parent or eligible student for access to a student's education records must be directed to the District and not to a third-party contractor. The District may require that requests to inspect and review education records be made in writing.

The District will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

The District will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

The District may provide the records to a parent or eligible student electronically, if the parent consents. The District must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent or eligible student are electronically submitted.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The District will inform parents, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the District has established the following procedures for parents, eligible students, teachers, principals and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

- d) If the District requires additional time, or where the response may compromise security or impeded a law enforcement investigation, the District will provide the individual who filed the complaint a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, eligible students, teachers, principals, and other District staff.

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 Scheduled ED-1 (1988; rev. 2004).

Reporting a Breach or Unauthorized Release

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

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District Policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

(Continued)

Investigation of Reports of Breaches or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, they Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, District policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than 30 days to submit a written response.

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offeror on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its offices and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

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 of PII by the District or the receipt of a notification of a breach of unauthorized release of PII from a third-party contractor unless that notification would interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, 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 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, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

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

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

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL
DATA (Cont'd.)**

Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

The District will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adopted:



Document Title	PCSD Password Policy (ver. 1.0)		
Prepared By		Effective Date	
Approved By		Revision Date	

1. Purpose

Passwords are an important part of Prattsburgh Central School District's (PCSD) information security program. Effective passwords applied to our information technology resources reduce the risk of unauthorized access to electronic information. The purpose of this policy is to establish a standard for the creation of effective passwords, the protection of those passwords, and the requirements for maintaining these passwords.

A current version of this document is available to all staff, employees and temps of PCSD in district's policy handbook.

2. Roles and Responsibilities

PCSD has enlisted the services of an IT Security Compliance Analyst (ITSCA) from Micro Solutions who is responsible for defining the scope of this policy. The ITSCA is also responsible for maintaining this policy to ensure it meets current PCSD and industry compliance requirements.

The PCSD Technology coordinator is the acting IT Compliance Owner (ITCO) and is the owner of this policy. The ITCO is responsible for gaining PCSD's approval of this document and all documents associated with this policy. The ITCO is also responsible for ensuring that this policy is acknowledged by all employees, at a minimum, annually.

The PCSD Technology Coordinator is also responsible for ensuring, where possible, that all hardware and software configurations are set to enforce compliance with this policy.

3. Scope

This policy applies to all staff, employees, temps and service providers of PCSD that require access to any of the PCSD networks and assets. Herein referred to as "staff" or "users".

- 3.1 User Accounts – Unique accounts issued to a single individual often referred to as "end-users" that do not possess the privileges of an administrative account.
- 3.2 Administrator Accounts (Privileged) – Unique accounts issued to a single individual, but with a higher level of access privileges. These accounts are intended to be used by authorized personnel only when performing administrative tasks. Administrator accounts must not be used for day-to-day business use.

Section of	Information Technology Security Compliance Program	Target Audience	All Employees
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Document Title	PCSD Password Policy (ver. 1.0)		
Prepared By		Effective Date	
Approved By		Revision Date	

4. Policy

4.1 General Password Requirements

Passwords are an important aspect of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of PCSD's entire network. As such, all users and administrators are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

Passwords:

- 4.1.1 Should be easily remembered, such as pass phrases. Accounts will be locked after 3 consecutive failed log-in attempts. Locked accounts will need to be unlocked by IT. If it is determined that a compromise has occurred, IT will manually reset the password.
- 4.1.2 Must be changed at the beginning of every school year.
- 4.1.3 Must never be written down and/or posted in your work area.
- 4.1.4 Must never be shared or displayed on a screen.
- 4.1.5 Must be classified and handled as PCSD Confidential Information.
- 4.1.6 Must be changed whenever there is an indication of compromise.
- 4.1.7 When including a password in an email it must be encrypted.

4.2 Minimum Password Requirements

All users are responsible for selecting and protecting effective passwords. When creating a password, the following minimum requirements must be met:

- 4.2.1 Must be at least 3 days old before changing unless it's determined to be compromised.
- 4.2.2 Cannot repeat last 10 passwords.
- 4.2.3 Must be a minimum of 12 characters long.
- 4.2.4 Passwords will be permitted to be copied and pasted from a secure password manager, if applicable, when logging into the network or an application.
- 4.2.5 The option to show password when logging in will be enabled when possible.
- 4.2.6 Passwords cannot be associated with PCSD core information such as business names, locations, and departments and cannot be associated with the service or function the account is part of.
- 4.2.7 Passwords cannot contain repetitive or sequential characters such as "aaaa" or "1234".
- 4.2.8 2FA or MFA is required, when possible.

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4.3 Temporary Password Requirements

When a user is first granted access to a system, or when a password reset is required, the user will be issued a temporary password. The following minimum requirements must be met for temporary passwords:

- 4.3.1 Must meet the minimum requirements defined in section 4.2.
- 4.3.2 Temporary passwords will not be shared with anyone except IT, the user's manager, and the user for which the password is assigned.
- 4.3.3 Temporary passwords will not be reused.
- 4.3.4 Users must change the temporary password immediately upon first logon. Whenever technically feasible, temporary passwords will be set to automatically expire after initial use forcing a password reset.

5. Compliance

Compliance with this policy is mandatory for all employees that require access to PCSD's network to perform their job duties. All users have the responsibility to manage and protect their passwords.

If compliance with this policy is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, a request for exception should be documented and presented to the PCSD ITCO for approval.

Any violation of this policy may result in disciplinary action.

6. Glossary

2FA – Two-Factor Authentication
MFA – Multi-Factor Authentication

7. Revision History

This policy was originally approved by the PCSD ITCO on mm/dd/yyyy and is issued on a version-controlled basis under the PCSD ITCO's approval.

This document will be reviewed for content accuracy, at a minimum, annually.

Version	Description of Change	Approval	Date of Issue
1.0	Initial issue		

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