


# Scotia-Glenville High School

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To: Susan Swartz  
From: Peter J. Bednarek   
Date: October 26, 2022  
RE: PSAT Exams

The College Board which oversees the PSAT Program allows school districts to charge a nominal fee in addition to each student exam fee in order to cover the administrative costs associated with the process of ordering, receiving, proctoring, and packaging the exams for return. Typically, these exam fees are distributed in the form of stipends to the counselors, teachers, or staff members who assist in the process of offering the PSAT exam for students.

Based on the recommendations of the auditors, these stipends should be approved by the Board of Education for disbursement to the individuals according to the schedule below. I am requesting approval from the Board of Education to authorize stipends (drawn from the exam fees) to be paid according to the following breakdown to individuals for the PSAT exam administered on October 15<sup>th</sup>, 2022:

Jessica Balch	\$230	PSAT Coordinator/Head Proctor
Lynn Casey	\$ 80	PSAT Assistant Proctor
Nancy Cousins	\$120	PSAT Proctor – Extended Time
Karla DiCaprio	\$80	PSAT Assistant Proctor
Cindy Dorazio	\$50	PSAT Clerical
Megan Klein	\$120	PSAT Proctor – Extended Time

Going forward these stipends would be paid according to the same structure in accordance with the number of workers needed based on the number of exams administered.

Thank you for your consideration.

pc: Andrew Giaquinto, Business Administrator  
Kenna Collins, Payroll Clerk