

# Scotia-Glenville High School

To: Susan Swartz  
From: Peter J. Bednarek  
Date: October 17, 2023  
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 14<sup>th</sup>, 2023:

Jessica Balch	\$275	PSAT Coordinator/Head Proctor
Lisa Smith	\$100	PSAT Assistant Proctor
Michelle Doane	\$140	PSAT Proctor – Extended Time
Cindy Dorazio	\$50	PSAT Clerical
LeeAnn Napolitano	\$140	PSAT Proctor – Extended Time

Thank you for your consideration.

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