

Scotia-Glenville High School

To: Susan Swartz
From: Peter J. Bednarek
Date: October 30, 2024
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 26th, 2024:

Jessica Balch	\$285	PSAT Coordinator/Head Proctor
Jennifer Duane	\$100	PSAT Assistant Proctor
Michelle Doane	\$150	PSAT Proctor – Extended Time
Cindy Dorazio	\$50	PSAT Clerical
Rebecca Penn	\$150	PSAT Proctor – Extended Time
Eileen Hyland	\$80	PSAT Monitor

Thank you for your consideration.

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