

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT

Scotia, New York

December 5, 2025

To: Board of Education

A Regular Meeting of the Board of Education of the Scotia-Glenville School District will be held in the Cafeteria of the Middle School at 7:00 p.m. on Monday, December 8, 2025.

Following the Board meeting, the Board may adjourn to Executive Session in order to discuss matters relating to personnel and/or negotiations.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Cathleen Smith', with a horizontal line extending to the right.

Cathleen Smith

Clerk, Board of Education

SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT

TO: Susan Swartz, Superintendent
FROM: Andrew Giaquinto, School Business Manager
DATE: December 5, 2025
RE: Approval of the 2025/2026 Acture Contract



Attached please find the Managed Services Contract between Scotia-Glenville CSD and Acture Solutions for Information Technology Services. Acture Solutions has been our IT managed services provider since 2021. The attached agreement extends these services for three years.

In light of our budgetary constraints, our team has been negotiating the terms of the 25-26 contract over the past several months. Acture analyzed our contract terms and presented a workable solution to us, which reflected a needs-based pricing structure that adapts to our requirements.

Acture's initial proposal included a \$25,000 increase with 4% increases in years 2 and 3. The attached agreement will continue our IT management services partnership at the new 2025-2026 rate of \$449,961.75 with standard rate increases of 3% in the two subsequent years. The year 1 (25-26) fee was reduced by \$87,094 and results in a total three-year savings of \$280,000.

I respectfully request that this be included on the agenda for the December 8 Board of Education meeting. Thank you.

AG/cc

Attachments

pc: M. Johnson



Scotia-Glenville Central School District

Managed Services Contract Extension By and Between

Scotia-Glenville CSD

900 Preddice Parkway

Scotia, NY 12302

And

Acture Solutions, Inc.

453 New Karner Road

Albany, NY 12205

Phone: 518-377-4057

Fax: 518-377-3673

Project Overview

Scotia-Glenville CSD ("**Customer**") hereby engages Acture Solutions, Inc. ("**Acture**") to perform the services specified herein (the "**Services**").

Project Goals

The customer goals for this project are as follows:

1. Acture wishes to provide a managed services solution to the Customer which exceeds their goals and needs in using technology to provide education to students and additionally enhance district security, reliability, the ease of use of the technology and related areas to all Customer employees.

Statement of Work

Project Outline

The project will consist of the following tasks as outlined in the phases below.

i. Execution Phase --- General

Work will be performed during standard business hours, 7:00 AM – 5:00 PM. Emergency services meeting the criteria outlined in the Service Level Agreement (SLA) section will be available 24 hours a day, 7 days a week, 365 days a year.

ii. Execution Phase - Details

1. **Staffing** -- In order to provide the desired services, Acture will provide:
 - a. **One (1) Full Time Equivalent (FTE) Level One Technician / One (1) FTE Level Two Technicians** -- These technicians will provide support services on-site in office space provided by the Customer. The office space must be conducive to accomplishing the technology tasks covered by this agreement. The technicians will be expected to spend most of their time on-site and/or in the field in order to accomplish support as necessary.
 - b. **One (1) FTE Site Leader** - This engineer will work primarily on-site, and remotely as needed. This individual will handle all advanced troubleshooting not able to be resolved by the other technicians assigned to the Customer. This engineer's primary responsibility will be the design and implementation of the Customer's security, network, server, and storage environment. This engineer will also assist the district in life cycle management, software, and hardware evaluation, as well as helping the Customer stay at the forefront of educational technology.

2. Service Level Agreement (SLA)

Issue Description	Priority	First Response	First Engineer Action	Non-Resolve Account Manager Escalation Threshold	Escalation Threshold	Dispatch if needed
Site Down , Client complete outage of critical business service, or significant safety issue	1	Within 30 minutes	Within 60 minutes	Within 120 minutes	1 day	Within 60 minutes of determination of need
Significant degradation of service in a critical business function across multiple issues	2	Within 30 minutes	Within 60 minutes	Within 240 minutes	1 business day	Within 120 minutes of determination of need
Limited degradation of service or outage affecting a limited number of users or minimal criticality	3	Within 4 hours	Within 8 hours	2 business days	3 business days	5 business days
Minor service degradation	4	Within 8 hours	Within 16 hours	3 business days	5 business days	5 business days
Scheduled service request , completion timeframe of 45 days from creation	5	Within 8 hours	As scheduled	As scheduled	As scheduled	As scheduled

Acture Solutions has an incident response target of ninety-five percent (95%), with clear lines of communication with the Customer when situations impact meeting those SLAs. These tiers apply regardless of the method of discovery, proactive Acture monitoring, or Customer reporting.

3. Services Provided

- a. **Hardware and Software Maintenance and Monitoring** -- Acture will provide extensive monitoring of the Windows environment and as well as status monitoring of all supported IP devices. The monitoring will be reported to our NOC and monitored by Acture Staff. Items requiring attention will be documented, and remediation will be

performed as per the SLA above. Items monitored will have updates applied on a regular schedule created in conjunction with the Customer's needs.

- b. **Hardware and Software Troubleshooting** -- Acture will work to resolve hardware and software issues; support will include in-house troubleshooting and direct contact with the manufacturer for support. Acture will facilitate repair and replacement through the manufacturer as necessary. Any costs associated with manufacturer repair or replacement are the responsibility of the Customer and will be approved by the Customer before such costs are incurred.
- c. **Backups** - Acture will monitor, maintain the functionality of the Customer's backups. This includes regular testing of backup and restore capabilities.
- f. **Power** - Acture will configure, maintain and monitor all Customer owned UPS equipment with in the district. Acture will identify and communicate with the Customer Building and Grounds staff any issues found with the power supply to Customer technology equipment
- g. **Ticket Tracking** -- The Customer will be able to submit new requests, view ticket status, and update requests 24/7 through a number of methods using the Acture Helpdesk portal. Primary access is through a web browser, with the ability to access the portal through email. Access to Customer tickets will be assigned to individual Customer logons on or by Customer Group. Customer may choose to use their own ticket management system with the expectation that Acture on-site and helpdesk technicians would have access to this resource.
- h. **District Technology Planning** -- Acture will evaluate the Customer's technology and make recommendations for purchases proposed for the upcoming budget year. These recommendations will be based on infrastructure evaluations, Customer requests, and desired improvements in performance and security.
- i. **Cyber Security** -- Acture will oversee and continuously monitor the Cyber Security systems procured by the Customer and implemented in conjunction with the Customer. This includes managing all relevant processes and configurations, ensuring that the systems are maintained, updated, and functioning according to industry best practices and regulatory requirements. Acture will further coordinate with the Customer to address any identified risks or vulnerabilities and maintain a proactive approach to safeguard the integrity and confidentiality of the Customer's digital assets.
- i. **Out of Scope Work** -- Acture assigned staff may, if their technology skill allows, work on requests beyond the items covered by this statement of work if requested by the Customer. If Acture believes this work will impact agreed-upon SLAs, they will make the

customer aware in writing (email is acceptable) and will only proceed if the Customer Agrees in writing to waive penalties for not meeting SLAs during the interruption caused by the out of scope work.

4. Helpdesk Process

The helpdesk process, upon which all services should be based, will consist of a well-defined series or setups outlined below.

- a. **Request Creation** -- The first step in the process will be the creation of a Helpdesk request. This request can be opened in a variety of ways and will always be part of any issue resolution. Whether the reporter of an issue to be addressed is Acture staff, Acture or Customer Automated Monitoring, or Customer Staff reporting, a number of creative methods apply.
 - i. **Automated Entry** -- Acture automated monitoring and, to the extent possible, Customer automated monitoring applications will automatically generate requests.
 - ii. **Web Entry** -- A web-based entry form will allow for the creation and monitoring of all requests. Documentation for Customer staff will be provided.
 - iv. **Email** -- An email address will be provided, to which Customer staff can send information, and a request will be opened by Acture staff.
- b. **Request Assessment** -- Once a request is created, Acture staff will assess the information in the request. This may happen immediately or any time within the SLA period. If further information is needed, Acture staff will gather enough information for the request to be worked on. The request will be assigned based on the area of responsibility. During this step, it will also be determined if the request meets the Customer's standards and is within the scope of services.
- c. **Respond to Requester (if appropriate)** -- The Requester, if appropriate (i.e., not automated requester), will be provided with the Request ID, status, expected resolution timeframe, and assigned technician or group. If the ticket is placed on hold, closed, denied, or any information previously communicated in the original response has changed, the Requester will be updated. Any critical requests, per the SLA, will also include communication to a Customer designee. This communication, by default, will be done by email, but when circumstances dictate, other methods may be employed.
- d. **Address Actionable Requests** -- Per the SLA, the Acture staff assigned to the request will work to resolve the request in a timely manner. If the resolution is outside the control of Acture technical staff, such as hardware replacement, vendor intervention, or other similar issues, the request will be placed on hold and the reason communicated to the

Customer. If the work is completed, the request will be closed and communication sent to the Requester indicating that fact. The communication will allow the Requester to reopen the request if they have concerns with the resolution.

iii. Project Closeout Phase

1. If this agreement is not renewed, at the end of the agreement, Acture will remove all Acture-supplied applications, provide the customer with all documentation of the Customer's technology developed as part of this agreement, and provide a report of any open issues within seven (7) business days.

Project Exclusions / Out of Scope Activities

- Acture will not provide warranty services for any hardware or software item, unless agreed to by the Parties in writing.

- All work will be performed at Acture locations, or the following address (all in Scotia, NY 12302)
 - 900 Preddice Parkway (District Office)
 - 774 Sacandaga Road (Glendaal Elementary)
 - 30 Worden Road (Glen-Worden Elementary)
 - 40 Albion Street (Lincoln Elementary)
 - 300 Wren Street (Sacandaga Elementary School and Field House)
 - 10 Prestige Parkway (Scotia-Glenville Schools Middle School)
 - 1 Tartan Way (Scotia-Glenville Schools High School)
 - 500 Sacandaga Road (Scotia-Glenville Schools Transportation Building)

Summary of Deliverables provided

- Appendix A: Approved Hardware and Software

Schedule

Since Acture is already providing services to the customer, services will continue July 1st 2025, as per this agreement and will end June 30th, 2028. Customer may terminate this agreement at anytime without penalty on thirty (30) days written notice to Acture.

Assumptions

In order to identify and estimate the required tasks and timing for this engagement, certain assumptions need to be made. Based on our current knowledge, the engagement assumptions are identified in the following sections: "**General Assumptions**," "**Technical Assumptions**," and "**Standard Assumptions**." If an assumption is invalidated at a later date, then the activities and estimates in the engagement plan should be adjusted accordingly, as agreed to by both Parties.

General Project Assumptions

- Customer will appoint a project sponsor to oversee the direction of this project. The appointed project sponsor will have decision-making authority over all aspects of the project, including facilitating commitment of Customer resources and employees, decisions regarding scope management, and issue or conflict resolution.
- Customer understands the success of this project is dependent on the participation of Customer employees: attending facilitated workshops, sharing information, and collecting data as needed to support project activities. Customer understands the need

to review interim and final deliverables and report acceptance or discrepancy to Acture according to the project schedule set forth at the project kickoff.

- Customer will provide adequate, co-located workspace for the engagement participants (both Acture and Customer resources) with the appropriate system level access.
- Any service, process, product or procedure that is not explicitly and clearly stated in this "Statement of Work" is outside the scope of work.

Technical Assumptions

- Acture will be provided administrator access to all equipment that Acture is responsible for maintaining. No third party, other than the manufacturer, shall have such access.

Standard Assumptions

Standard Software Assumptions

- Software specifications are not included in this SOW. Unless specifically addressed in this SOW otherwise agreed to by the Parties, it is assumed that all software required to complete the Services will be on location prior to the start of Services. Acture may, at its discretion, provide any additional software not already in use, upon notice and agreement of Customer.
- The Acture representative will have access to all software required to perform the Services specified in this SOW.
- Pursuant to software required for the completion of Services, it is assumed that all original product documentation will be available prior to the start of Services.
- The Acture representative will have access to the necessary passwords, including root access, to all systems required to successfully complete the Services.

Standard Personnel Assumptions

- The Services shall be performed in a skilled and workmanlike manner. Acture shall assign only those employees or subcontractors who have the requisite experience, knowledge, training, and capability to provide the Services hereunder. If at any time Customer determines that an assigned individual can no longer contribute toward the successful completion of the Services for any reason, Customer may request Acture to immediately dismiss the individual from performing the Services and to supply a replacement with equal or better credentials within a reasonable time period.

- Continuously, without interruption, while on Customer premises, Acture and its personnel shall observe Customer rules and regulations with respect to conduct, health and safety, and protection of persons and property.
- Acture assigned staff will be subject to District background checks requirements, including fingerprinting, and Safety & Security training required. Any cost related to these requirements will be borne by the Customer. Acture staff present on School District property shall abide by the policies and rules of the Customer.

Engagement Prerequisites

The following are the prerequisites that must be performed by Customer to allow Acture to successfully begin this engagement.

- Acture is provided with a completed and signed copy of this SOW from Customer.

Business Track Record

Years in Business

Acture Solutions Inc. was founded in 1984 Acture has been in the IT industry providing fully managed IT support services since its inception 40 years now. Acture currently employs a team of 70 people that have been serving our customers high quality, reliable solutions for nearly four decades now.

References

Customer	Chappaqua Central Schools	Scotia-Glenville Schools	Pleasantville Union Free School District
Contact	Andrew Taylor	Megan Johnson	Michael Sammartano
Title	Director of Technology and Innovation	Director of Technology	Technology Director
Contact Information	518-238-7208 Ext. 1019	518-373-3600	914-741-1400x 10540
Email	antaylor@chappaquaschools.org	mJohnson@Sgcsd.net	sammartanom@pleasantvilleschools.org

Services Provided	Managed IT Services, Network, Helpdesk, Phone, Security, End User Support	Managed IT Services, Network, Helpdesk, Phone, Security, End User Support	Managed IT Services, Systems, Security, Network, Phone, End-User Support
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Explanation of Managed Services rendered

For the references mentioned above, Acture provided fully managed IT services to K-12 school districts. Acture manages networks, helpdesk, phones, security, audiovisual, and end-user support. Acture fulfills all of the duties of a typical in-house public K-12 IT department and more.

Fees and Expenses

Engagement Pricing

Annual Service Contract Pricing	
Fixed Price Billing	
Managed services 07/1/2025 – 6/30/2026	Total
Monthly Services	\$37,496.81
Fixed Total of Services Fees – Per Year	\$449,961.75
Fixed Price Billing	
Managed services 07/1/2026 – 6/30/2027	Total
Monthly Services	\$ 38,621.72
Fixed Total of Services Fees – Per Year	\$463,460.60
Fixed Price Billing	
Managed services 07/1/2027 – 6/30/2028	Total
Monthly Services	\$ 39,780.37
Fixed Total of Services Fees – Per Year	\$ 477,364.42

Payment Terms:

Monthly Billing Payment due 30 days from the invoice date (Net 30)

Project Milestones:	Percentage	Amount
Monthly Service (through 6/30/26)	100%	\$37,496.81
Monthly Service (through 6/30/27)	100%	\$38,621.72
Monthly Service (through 6/30/28)	100%	\$39,780.37

Acture Solutions

By: _____
Name: Gabe Stacy
Title: Chief Executive Officer
Date: _____

Customer

By: _____
Name: _____
Title: _____
Date: _____

Appendix 1: Services that at Customers can be provided by Staff Augmentation Team

- Active Directory
- Anti-virus / Anti-malware
- Attend status meetings
- Automated Account Creation
- Backups / Disaster Recovery
- Chromebook Application Management
- Computing device break fix / return to manufacturer
- Computer-Based Testing Support
- Connection of network patch cables
- Content filtering (Web and Email)
- Data Storage
- Deployment of items on approved hardware
- Desktop and device image
- Document appropriate IT spare parts inventory
- Documentation of issues and resolutions
- Domain Name Services
- Email Troubleshooting
- End user support of common business applications (Office, core Windows functionality, core G-Suite applications)
- Escalation of issues as necessary
- Facilitate IT forecasting and planning
- Fire and security alarms (IP hand-off to vendor device)
- Firewall
- Gmail Workspace Support
- HVAC connectivity
- Initial troubleshooting
- Inventory management
- Mobile device management
- Monitor request queue
- Network patch cabling
- Network security
- Phone handset troubleshooting
- Phone System – Vendor comanaged
- Print Services
- Printer maintenance
- Processing of items for disposal
- Projector / display maintenance
- Return to Manufacturer – manage RMAprocess
- Review of planned and existing customerIT policies and procedures
- Review of request queue
- Security camera (IP hand-off to vendordevice)
- Single Sign On
- Site Surveys
- Software Deployment
- Software Inventory
- Maintain license information
- Software keys

- Software managed deployment
- Software functionality to the "splash screen"
- Technology Inventory
- Transport of equipment under less than 80 pounds per item, and 250 pounds in total, in support of move and changes
- Wired and wireless networking

HOME DEPOT AUTHORIZED USERS

PETER ZWACK

MARK CARY V

DOUG LAUSER

DENNIS COOPER

KYLE GARCELON

DOODNAUTH THAKURDYAL

MICHELE DOANE

TREVOR COOPER

JASON DICAPRIO

MATT HUBBELL

LANCE KEATING

WILLIAM BANKS

10/06/25

LOWE'S AUTHORIZED USERS

PETER ZWACK

MARK CARY V

DOUG LAUSER

DENNIS COOPER

KYLE GARCELON

DOODNAUTH THAKURDYAL

MICHELE DOANE

TREVOR COOPER

JASON DICAPRIO

MATT HUBBELL

LANCE KEATING

WILLIAM BANKS

10/06/25

1500 PUBLIC USE OF SCHOOL FACILITIES

While the district's school buildings and grounds are maintained primarily for the purpose of educating students within the district, the Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities. This policy is intended to identify the use that community groups may make of those facilities.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- A. Instruction in any branch of education, learning or the arts.
- B. Public library purposes, subject to provisions of the Education Law or as stations of the public libraries.
- C. Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- D. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- E. Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- F. Civic forums and community centers.
- G. Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- H. Child-care programs when school is not in session, or when school is in session for the children of students attending of the district and if there is additional space available for children of employees of the district.
- I. Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited.

- A. Use of district facilities by an outside organization or group to conduct religious services or religious instruction.
- B. Meetings sponsored by political organizations.
- C. Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans'

organizations or volunteer fire fighters or volunteer ambulance workers.

Conditions of Use for District Facilities

A. Use of district facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district's educational programs.

B. To ensure that district facilities are preserved for the benefit of the greater district community, ~~only~~ community-based groups and organizations (that is, groups which are located within the geographic area covered by the district) may be granted **priority** access to the district facilities.

C. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the district to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The district retains the right to condition use upon an applicant depositing with the district a sum equaling the estimated costs and fees associated with the proposed use 10 days in advance of the requested use. The district retains the further right to waiver user fees ~~for groups that are associated with or sponsored by the district.~~

D. Where, in the judgment of the district, the requested use of district facilities requires special equipment or supervision, the district reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees in accordance with paragraph C above. Only authorized personnel shall operate district equipment.

E. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage (\$1,000,000 minimum) **naming the district as an additional insured on a primary and non-contributory basis with waiver of subrogation** to save the district harmless from all liability, property damage, personal injuries and/or medical expenses. The district will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.

F. The Board reserves the discretion to deny use of district facilities described above, or to terminate use of district facilities **in its sole discretion, including for, but not limited to, the following reasons:**

- By an applicant who has previously misused or abused district facilities or property or who has violated this policy;
- For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitutions;
- For any use which the Board deems inconsistent with this policy;
- For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
- In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- For any use prohibited by law.

Application for Use of District Facilities

A. All applications for use of school facilities shall be made ~~in writing and submitted to the Business Office~~ **through ML Schedules** at least ~~30~~ **10** days prior to the date of the requested use. ~~A permit application is available in the Business Office.~~ **The application and request process can be found on the district website under District Services, Facilities Scheduling Request.**

B. The applicant must clearly and completely describe the intended use of the direct facility in the application **scheduling request**.

C. ~~The applicant must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use the district facilities strictly in accordance with District policies.~~ **Entering a request into ML Schedules attests to the group or organization's intent to comply with all Board policies and regulations and to use the district facilities strictly in accordance with District policies.**

D. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities. Proof of adequate insurance must be provided by the applicant at least 10 days before the date of the requested use.

E. ~~Permits~~ **Approved requests** shall be valid only for the facility use, dates and time specified in the ~~permit~~ **request**. No adjustment to the ~~permit~~ **request** is allowed **within 3 days of the event** except with the prior written approval of the Superintendent **or Business Manager**. ~~Permits~~ **Requests** shall not be transferrable.

F. The Superintendent **or Business Manager** is authorized to alter or cancel any permit if it becomes necessary to use the facility for school purposes or for other justifiable reasons.

G. With regard to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with or sponsored by the district.

H. Issuance of a ~~permit~~ **approval** shall not limit the right of access to the facility by district staff.

Ref: Education Law §414

Adopted October 19, 1987

Revised January 7, 2002

Revised December , 2025

SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York

RESOLUTION ACCEPTING AND APPROPRIATING
GIFTS AND DONATIONS
December 8, 2025

WHEREAS, Hannaford has donated \$495.00 to Scotia-Glenville High School as part of their “Hannaford Helps Schools” Program, Now, Therefore, Be it

RESOLVED, that the Board of Education hereby accepts with gratitude the donation totaling \$495.00.

11/24/25

SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York

RESOLUTION ACCEPTING AND APPROPRIATING
GIFTS AND DONATIONS
December 8, 2025

WHEREAS, Hannaford has donated \$426.00 to Glendaal Elementary School as part of their “Hannaford Helps Schools” Program, Now, Therefore, Be it

RESOLVED, that the Board of Education hereby accepts with gratitude the donation totaling \$426.00.

11/24/25

SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York

RESOLUTION ACCEPTING AND APPROPRIATING
GIFTS AND DONATIONS
December 8, 2025

WHEREAS, Hannaford has donated \$468.00 to Lincoln Elementary School as part of their “Hannaford Helps Schools” Program, Now, Therefore, Be it

RESOLVED, that the Board of Education hereby accepts with gratitude the donation totaling \$468.00.

11/24/25

SCOTIA-GLENVILLE CENTRAL SCHOOLS
Scotia, New York

RESOLUTION ACCEPTING AND APPROPRIATING
GIFTS AND DONATIONS
December 8, 2025

WHEREAS, the Scotia Permanent Firefighters Association has donated educational games and sports equipment (listing attached) valued at approximately \$299.00 to Lincoln Elementary School,

Now, Therefore, Be it

RESOLVED, that the Board of Education hereby accepts with gratitude the donation of these educational games and sports equipment to Lincoln Elementary School.

12/4/25

Games donated by Mary Beth Sullivan

History:

Black Americans of Achievement

1876 Baseball (Chatham Hill Games)

Gettysburg the Battlefield Game (Chatham Hill Games)

Money making/business deals:

Billionaire

Trust Me

Big Deal

Antimonopoly

Albany in a box (local version of Monopoly)

Strategy:

Diplomacy (Avalon Hill Games)

Origins of World War II (Avalon Hill Games)

Domination

Risk

American Heritage Broadside War of 1812 Naval Battles game (Milton Bradley)



Scotia Permanent Firefighters Association – IAFF Local #842
Scotia Fire Department - 148 Mohawk Avenue, Scotia, NY 12302

December 4, 2025

Dear Scotia-Glenville Board of Education:

As part of the mission of the Scotia Permanent Firefighters Association, IAFF Local #842, our members are always trying to find ways to help and support our community, its residents and its organizations. The Scotia Fire Department provides scholarships for graduating seniors. In attempting to find a way for our SPFA Union Firefighters to help our schools, our members thought about asking the administrations of the schools that fall within our response districts, if there were items the teachers or school may need that would normally fall outside their annual budgets. Principal John Geniti of Lincoln Elementary was able to give us several suggestions. After consideration by our Executive Board, we would like to donate the following items to Lincoln Elementary School:

1. An assortment of board games for classrooms - cost: \$235
2. Soccer balls for gym - cost \$24
3. Basketballs for gym - cost \$40

We would like to thank Principal Geniti for his help with this endeavor. Our membership hopes the Board will approve this donation. If you have any further questions, you can contact me at SPFA.President@gmail.com.

Respectfully,

Keith Phillips - President
Jeremiah Rodd - Vice President
Adam Henery - Treasurer
Kevin Archibald - Secretary

Affiliated with the International Association of Firefighters,
New York State Professional Fire Fighters Association
and AFL-CIO

**RESOLUTION OF THE SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
DATED DECEMBER 8, 2025**

WHEREAS, the Scotia-Glenville School District was the recipient of a \$2,700.00 donation from Jersey Mike's Subs to be used for Scotia-Glenville Athletics Department; and,

WHEREAS, Section 1718 of New York State Education Law authorizes a Board of Education to appropriate by resolution at any time such special funds to be spent for the particular purpose for which donated, now, therefore, be it

RESOLVED, that the Board of Education hereby accepts this donation from Jersey Mike's Subs totaling \$2,700.00 and authorizes the increase in the General Fund Revenue Account 2705 Gifts and Donations for the receipt of said funds and authorizes the increase in General Fund Appropriation Account A2855.450.01.73 in the amount of \$2,700.00.

12/3/25

SCOTIA-GLENVILLE CENTRAL SCHOOLS



Request for Overnight Field Trip

Please provide the following information to the Superintendent of Schools at least six (6) weeks in advance of the scheduled trip.

Person Requesting Trip: Jessica Crisci Date: 11/24/25

Class/Organization/Club Requesting Trip: Choralaires

Destination of Trip: NYC

Dates of Trip: 4/21/26 to 4/22/26 # of Overnights: 1

(Mo./Day/Yr.) (Mo./Day/Yr.)

Estimated Departure Time from Home: 8 (AM/PM)

Estimated Arrival time at Destination: 11:30 (AM/PM)

Estimated Departure Time for Home: 4:30 (AM/PM)

Estimated Arrival Time at Home: 8 (AM/PM)

Purpose of Trip: The Choralaires will participate in a workshop hosted by members of a Broadway production team. They will then see the production. We will also tour Lincoln Center.

Number of Students on the Trip: approx. 40

Number of Chaperones on the Trip: TBD - at least 4 but many parents plan on attending as well.

Mode of Transportation: Brown Bus Co.

Teachers in Charge: ** Jessica Crisci *

(Please list all names) Kristin Bodden } Chaperoning
Emily Wells }

Names of Non Staff Chaperones: TBD (I can provide a list

(Please list all names) later if necessary

Richard Crisci

Scott Petersen

* I have opened up the opportunity for parents to come, reserving spots for senior parents first. I have an extra 15 seats on the bus.

Names of Students Participating in Trip**

Attach separate sheet

Plans for Lodging: **

Hampton Inn
Paramus, NJ

Trip Itinerary:

4/21 - workshop, dinner, Little Shop of Horrors
4/22 - Lincoln Center tour, lunch at Ellen's Stardust Diner

Anticipated Cost of Trip: \$ ~~350~~ ^{approx \$17,500} Source of Funds: Students, Choralair account

Anticipated Cost per Student: \$ 350

Anticipated Number of Substitutes Needed: 2 [1/2 or Full Day(s)]

This trip will be "at no cost to the district" Yes X No _____
* other than substitutes
(Emily is Athletic Secretary)

List "other" School/Groups/Organizations Expected to Travel With You AND the Purpose for their Traveling with You: N/A

Additional Comments: We are holding a few group fundraisers at restaurants, and I'm hoping to use that money to bring down the cost a bit per person.

Approved: Nancy Lusier Date: 11/24/25
Academic Head/Supervisor

Approved: Paul Beah Date: 11/25/25
Building Administrator

Approved: _____ Date: _____
Superintendent of Schools

Any changes in the information provided must be brought to the Superintendent's attention immediately.

** Any incomplete information must be provided at least 2 weeks prior to the trip.

2025-2026 Scotia-Glenville HS Choralaires

Nathaniel Barbolt
Zinnia Benjamin
Delilah Berman
Jasper Berman
Jessica Bodden
Owen Breslin
Angelysse Clark
Teagan Clark
Elisa Dagostino
Maddie Dievendorf
Adelaide Fallarino-Stevens
Jayden Fisher
Isaac Furnish
[REDACTED]
Joey Gibson

Jacob Gutmaker ** Not planning on attending as of 11/24

Kaylee Gutmaker
Kassidy Herold
Bradley Hill
Kaya Kinney
Lily Knapp
Reace Kluge
Jayda LaDuke
Meaghan Lamb

Cayla Lee - **Not planning on attending as of 11/24

Sophia Lippiello
Preston Lippman
Eliza Lousteau
Catherine Loveland
Audrey MacNeil
Sam Martin
Ava McLaughlin
Wyatt Miller
Logan Nilsen
Collin Penn
Claudia Peterson
Miles Torelli
Trenton Vogel
Isabel Welch
Briar Wells
Elijah Wilson
Daniel Zepada

12/01/25

Dear Superintendent Swartz,

I am writing to formally resign from my position as a Special Education Teacher at Glen Worden Elementary, effective Friday January 2nd, 2026. This was a difficult decision, and I am truly grateful for the opportunity to work with such dedicated colleagues and wonderful students.

During my time at Scotia Glenville I have grown both personally and professionally. I deeply appreciate the trust placed in me and the collaborative environment that has made my experience here meaningful and fulfilling.

I am committed to ensuring a smooth transition for my students and will work with classroom staff so that continuity of learning is maintained.

Thank you again for the opportunity to be part of the Scotia Glenville community. I will always value my time here and wish the school continued success.

Sincerely,
Kyra Fragale

SCOTIA-GLENVILLE CSD



Budget Transfer Schedule Report For A - 5: Budget Transfers - November 2025

Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
2214	11/05/2025	BT - MS Equipment (air hockey table)	Not Required		
A 2110.200-01	TEACH EQUIP DW	BT - MS Equipment (air hockey table)			784.90
A 2110.451-04-24	SUPPLIES MS BUILDING	BT - MS Equipment (air hockey table)		784.90	
2215	11/07/2025	BT - Maint Mech temp	Not Required		
A 1621.161-13-01	PLANT MAINT SAL CONTRACT	BT - Maint Mech temp		5,100.00	
A 1621.460-13	PLANT MAINT CONT EXPENSE	BT - Maint Mech temp			5,100.00
2216	11/13/2025	BT - NIAAA Conference	Not Required		
A 2010.400-01-01	CURR DEV-ADMIN POOL (ANNUAL ALLOC)	BT - NIAAA Conference		2,000.00	
A 2010.400-03-1	CURR DEV-DEAN OF STUDENTS, SHS	BT - NIAAA Conference			2,000.00
2217	11/14/2025	BT-PAYROLL	Not Required		
A 1040.160-01	DIST CLERK NON-INSTR SAL			500.00	
A 1240.151-01	CHIEF ADMIN INST SUPPL SAL			500.00	
A 1240.161-01	CHIEF ADMIN NON-INST CONT				1,602.48
A 1240.162-01	CHIEF ADMIN NON-INST SUPP			2,602.48	
A 1310.162-01	BUS ADMIN NON-INST SUPP				2,000.00
A 2020.152-01	SUPERVISION INST SAL SUPP DW				6,000.00
A 2110.110-06	KDGN TEACH SAL GD			1,000.00	
A 2110.110-10	KDGN TEACH SAL SAC			1,000.00	
A 2110.120-01	ELEM TEACHERS SAL DW			1,000.00	
A 2110.131-03	COLLATERAL DUTIES HS			1,000.00	
A 2110.131-04	COLLATERAL DUTIES MS			1,000.00	
A 2815.161-04	HEALTH NON INST SAL MS			2,538.00	
A 2815.161-06	HEALTH NON INST SAL GD			994.00	
A 2815.161-07	HEALTH NON INST SAL GW				3,737.00
A 2815.161-08	HEALTH NON INST SAL LINC				776.00
A 2815.161-10	HEALTH NON INST SAL SAC			205.00	
A 2815.162-01	HEALTH NON INST SAL SUPP			776.00	
A 2820.151-04	PSYCH SERV INST SAL MS				14,158.00
A 2820.151-07	PSYCH SERV INST SAL GW			2,652.00	
A 9010.800-01	EMPLOYEE RETIREMENT			7,000.00	

SCOTIA-GLENVILLE CSD



Budget Transfer Schedule Report For A - 5: Budget Transfers - November 2025

Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
A 9020.800-01	TEACHERS' RETIREMENT			5,506.00	
2218	11/17/2025	BT - AD Misc Contractual Needs	Not Required		
A 2855.153-01	INTRAMURALS ELEMENTARY/JUNIOR HIGH DW	BT - AD Misc Contractual Needs		480.00	
A 2855.400-01	SPORTS TRAINER	BT - AD Misc Contractual Needs		612.82	
A 2855.430-01-73	SPORTS OFFICIAL FEES DW	BT - AD Misc Contractual Needs		9,400.00	
A 2855.439-01-73	SPORTS MISC CONTRACT EXP DW	BT - AD Misc Contractual Needs			10,492.82

Grand Totals: **46,651.20** **46,651.20**

Number of Budget Transfers: 5 **Net Amount: 0.00**

Account Distribution Totals

Account	Description	Debits	Credits
A 1040.160-01	DIST CLERK NON-INSTR SAL	500.00	0.00
A 1240.151-01	CHIEF ADMIN INST SUPPL SAL	500.00	0.00
A 1240.161-01	CHIEF ADMIN NON-INST CONT	0.00	1,602.48
A 1240.162-01	CHIEF ADMIN NON-INST SUPP	2,602.48	0.00
A 1310.162-01	BUS ADMIN NON-INST SUPP	0.00	2,000.00
A 1621.161-13-01	PLANT MAINT SAL CONTRACT	5,100.00	0.00
A 1621.460-13	PLANT MAINT CONT EXPENSE	0.00	5,100.00
A 2010.400-01-01	CURR DEV-ADMIN POOL (ANNUAL ALLOC)	2,000.00	0.00
A 2010.400-03-1	CURR DEV-DEAN OF STUDENTS, SHS	0.00	2,000.00
A 2020.152-01	SUPERVISION INST SAL SUPP DW	0.00	6,000.00
A 2110.110-06	KDGN TEACH SAL GD	1,000.00	0.00
A 2110.110-10	KDGN TEACH SAL SAC	1,000.00	0.00
A 2110.120-01	ELEM TEACHERS SAL DW	1,000.00	0.00
A 2110.131-03	COLLATERAL DUTIES HS	1,000.00	0.00
A 2110.131-04	COLLATERAL DUTIES MS	1,000.00	0.00
A 2110.200-01	TEACH EQUIP DW	0.00	784.90
A 2110.451-04-24	SUPPLIES MS BUILDING	784.90	0.00
A 2815.161-04	HEALTH NON INST SAL MS	2,538.00	0.00
A 2815.161-06	HEALTH NON INST SAL GD	994.00	0.00
A 2815.161-07	HEALTH NON INST SAL GW	0.00	3,737.00

SCOTIA-GLENVILLE CSD



Budget Transfer Schedule Report For A - 5: Budget Transfers - November 2025

Ref Number	Date	Budget Transfer Description	Approval Status	Transfer Out	Transfer In
Account	Account Description	Detail Description			
Account	Description	Debits	Credits		
A 2815.161-08	HEALTH NON INST SAL LINC	0.00	776.00		
A 2815.161-10	HEALTH NON INST SAL SAC	205.00	0.00		
A 2815.162-01	HEALTH NON INST SAL SUPP	776.00	0.00		
A 2820.151-04	PSYCH SERV INST SAL MS	0.00	14,158.00		
A 2820.151-07	PSYCH SERV INST SAL GW	2,652.00	0.00		
A 2855.153-01	INTRAMURALS ELEMENTARY/JUNIOR HIGH DW	480.00	0.00		
A 2855.400-01	SPORTS TRAINER	612.82	0.00		
A 2855.430-01-73	SPORTS OFFICIAL FEES DW	9,400.00	0.00		
A 2855.439-01-73	SPORTS MISC CONTRACT EXP DW	0.00	10,492.82		
A 9010.800-01	EMPLOYEE RETIREMENT	7,000.00	0.00		
A 9020.800-01	TEACHERS' RETIREMENT	5,506.00	0.00		
Fund A Totals:		46,651.20	46,651.20		
Grand Totals:		46,651.20	46,651.20		

Meeting Minutes

October 8, 2025

Attendees: Peter Zwack, Dennis Cooper, Marci Tebbano, Peter Bednarek, Jeremy Ecker, Rachel Frederick, Jill Bush, Bonnie Lange, Tyler Paluba, Akra Scott, Rita Cowell, Chris Crouse, Andrea Polikoski, Lori DeSio, Drew Giaquinto

Agenda Items

Building Level Emergency Response Plans (**Jon Van Alstyne**)

- Over the summer, Jon Van Alstyne and SRO Jeremy Ecker met with each principal to update their Building-Level Emergency Response Plans. Each plan was placed into a secured shared drive.

Desha's Law – Cardiac Emergency Response Plans (**Jon Van Alstyne**)

- Desha's Law was signed by Governor Hochul in July 2025. This law requires schools to develop a Cardiac Emergency Response Plan, and it includes information on AED accessibility, training, and identifying cardiac arrest. Each Building-Level Emergency Response Plan in the district has been updated with a Cardiac Emergency Response Plan. By January 20, 2026, all schools must include a Cardiac Emergency Response section in their District-Wide Safety Plan. This will require a 30-day public comment period. Training for staff in identifying cardiac arrest must also occur by January 20.

Lead in Drinking Water (**Jon Van Alstyne**)

- Lead testing in drinking water must occur prior to December 31, 2025. Water sampling was scheduled to occur in September 2025 but was pushed back to October because of issues with the vendor. ECS Mid-Atlantic is in the process of drawing samples. Once the results are received, there are several steps that must occur. This includes a notification to families, notification to the county department of health, and posting the results on the school website. Drew discussed the previous sampling and how the new standard is much lower. Capital Project plans replaced water lines and fixtures to adhere to the previous standard. The newer-style drinking fountains that were installed have a filtration system which should prevent lead consumption.

Training/Tabletop Exercises (**Jon Van Alstyne**)

- A short discussion on potential future training/tabletop exercises was had (Stop the Bleed, Playground Monitoring, etc.)
- Threat Assessment/Say Something Anonymous Reporting (**Jeremy Ecker**)
- SRO Ecker discussed Sandy Hook Promise and their Say Something Anonymous Reporting system. It has been successful in other school districts throughout the United States. This is a free service which includes a tip-line where individuals can report concerns, and the tips are received in a call center. The call center is staffed 24/7 by trained employees who evaluate each tip, triage them, and forward them to school administration.

Round Table

None

Next Meeting: Wednesday, December 3, 2025