

TUNKHANNOCK AREA SCHOOL DISTRICT
TUNKHANNOCK, PENNSYLVANIA

BOARD OF SCHOOL DIRECTORS
WORK SESSION/BOARD MEETING
MIDDLE SCHOOL AUDITORIUM
THURSDAY, MAY 10, 2018

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comments on Agenda Items Only
- IV. Student Spotlight – Robotics Team Presentation
- V. Enrollments (pp5-9)
- VI. Approval of Minutes
 1. Recommend that a resolution be adopted to approve the Board Minutes of the April 12, 2018 Public Work Session/Board Meeting as presented. (pp10-15)

Motion by _____ Seconded by _____
- VII. Superintendent's Report
 1. Recommend that a resolution be adopted to approve the notice of intent to resign for the purpose of retirement of Diane Harvey, Middle School teacher, effective on the day after the last official school day of the 2017-18 school year. (p16)

2. Recommend that a resolution be adopted to approve the retirement of Mary Jean Shotwell, Mill City cafeteria worker, effective 6/25/18. (p17)

Motion by _____ Seconded by _____

3. Recommend that a resolution be adopted to approve extra-curricular appointments for the 2018-19 school year as listed. Appointment pending additional clearances/paperwork as indicated. (p18)

Motion by _____ Seconded by _____

4. Recommend that a resolution be adopted to approve volunteers for the 2017-18 school year as presented. Candidates have on file in the Superintendent's Office, clearances and TB testing as required by district policy. (p19)

Motion by _____ Seconded by _____

5. Recommend that a resolution be adopted to approve Van Driver(s) for Brown's Van Service as listed. All clearances and TB testing are on file in the Director of Transportation's Office.
- a. Robert Buechel

6. Recommend that a resolution be adopted to approve conference attendance as listed:

- a. Deanna Semyon Social & Emotional Learning - \$748.14 (pp20-22)
Building Skills for Lifelong
Success
- b. Kyle Snover North American Council of \$977.33 (pp23-25)
Automotive Teachers
- c. Mary Gene Eagen PAFPC Annual Meeting \$962.12 (pp26-27)

Motion by _____ Seconded by _____

VIII. Committee Reports

<u>Ad Hoc (Building Closure) Committee</u>	<u>Philip Farr</u>
<u>Advisory Senate</u>	<u>Bill Prebola</u>
<u>Budget & Finance Committee</u>	<u>John Burke</u>
<u>Building & Grounds Committee</u>	<u>Bill Weidner</u>
<u>Cafeteria Committee</u>	<u>Lori Bennett</u>
<u>Curriculum Committee</u>	<u>Holly Arnold</u>
<u>Extra Curricular Committee</u>	<u>Bill Prebola</u>
<u>Human Resources</u>	<u>John Burke</u>
<u>Intermediate Unit Representative</u>	<u>Lori Bennett</u>
<u>Legislative Chairman</u>	<u>Bill Prebola</u>
<u>Negotiations Committee</u>	_____
<u>Act 93</u>	_____
<u>Teachers</u>	_____
<u>Support</u>	_____
<u>Policy Committee</u>	<u>Holly Arnold</u>
<u>Sick Leave Bank Committee (Support Staff)</u>	<u>Bill Weidner</u>
<u>Technology Committee</u>	<u>Rob Parry</u>
<u>Transportation & Safety Committee</u>	<u>Rob Parry</u>
<u>PSBA Liaison</u>	<u>Bill Prebola</u>

IX. Unfinished Business

X. New Business

1. Election of School Board Treasurer

Recommended that a resolution be adopted to approve a School Board Treasurer to serve for a one (1) year term beginning the first day of July 2018.

Motion by _____ Seconded by _____

2. Election of School Board Secretary

Recommended that a resolution be adopted to approve a School Board Secretary to serve for a term of four (4) years beginning the first day of July 2018.

Motion by _____ Seconded by _____

3. Recommend that a resolution be adopted to approve Bus/Van Contract amounts as presented. (pp28-29)

Motion by _____ Seconded by _____

4. Recommend that a resolution be adopted to approve the overnight field trips listed.
- a. Skills USA NLC Jason Keown 6/25 – 30 (p30)
 - b. FBLA NLC Jason Keown 6/25 – 7/2 (p31)

Motion by _____ Seconded by _____

5. Appointment of Voting Delegates for the PSBA Delegate Assembly Meeting. (pp32-33)

6. Recommend that a motion be adopted to approve a Collective Bargaining Agreement Between the Tunkhannock Area School District and the Tunkhannock Area Education Association.

Motion by _____ Seconded by _____

7. Recommend that a resolution be adopted to approve the preliminary 2018-2019 budget.

Motion by _____ Seconded by _____

8. Recommend that a resolution be adopted to accept the donation of 30 yoga mats (a mix of both new and used) from Electric City Yoga in Scranton for use in the 7th Grade STEM Academy.

Motion by _____ Seconded by _____

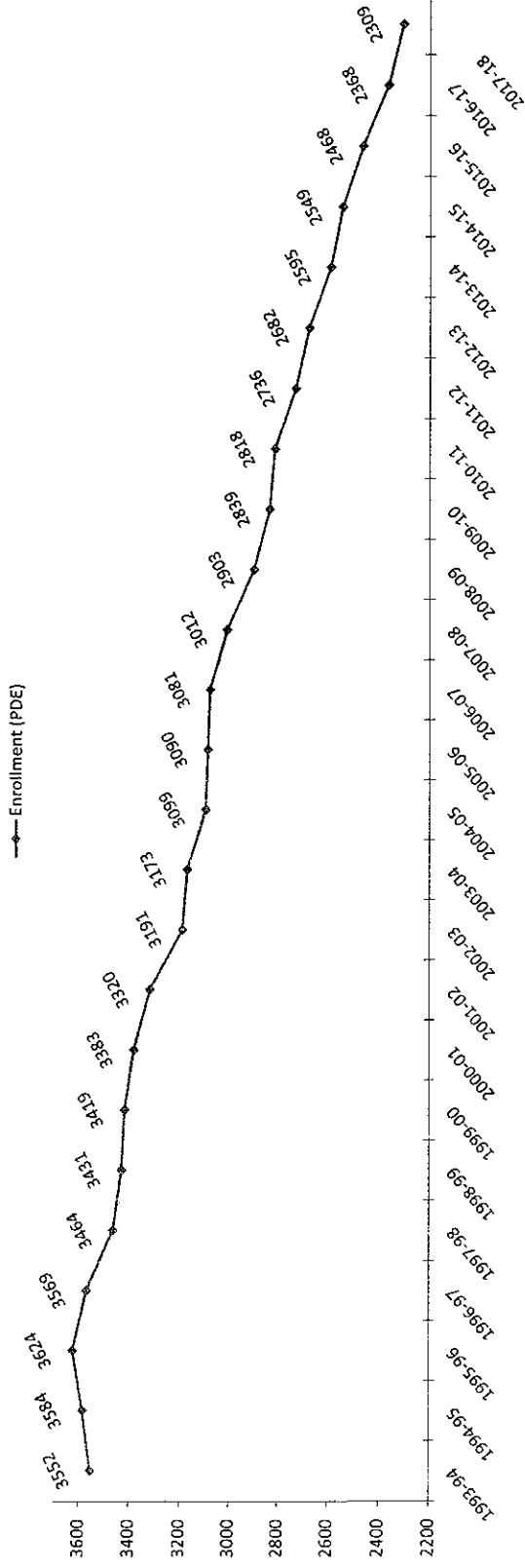
XI. Additional Public Comments

XII. Adjournment

Motion by _____ Seconded by _____

Tunkhannock Area School District

Enrollment History (as of 10/1 each year)



Tunkhannock Area Enrollment Statistics 2017-2018

	9/5/2017	9/7/17	10/2/17	11/1/17	12/1/17	1/2/18	2/1/2018	3/1/2018	4/2/2018	5/1/2018	6/1/2018
Elementaries											
K	147	149	152	151	154	154	152	152	150	150	
1	153	153	152	152	153	154	155	155	151	151	
2	170	169	166	169	170	171	170	171	164	163	
3	151	151	149	153	154	154	159	157	156	155	
4	175	176	176	173	172	172	172	170	168	165	
Total	796	798	795	798	803	805	808	805	789	784	
Middle School											
5	194	195	195	197	194	195	200	197	195	194	
6	177	177	175	175	176	175	176	171	171	169	
7	213	214	214	212	209	209	210	208	206	204	
8	177	178	178	175	174	175	177	174	174	174	
Total	761	764	762	759	753	754	763	750	746	741	
High School											
9	186	186	182	182	181	180	181	182	180	178	
10	173	173	174	172	169	170	171	170	171	171	
11	199	199	199	195	193	195	195	195	195	193	
12	195	195	197	196	195	194	194	192	192	192	
Total	753	753	752	745	738	739	741	739	738	734	
District Total	2310	2315	2309	2302	2294	2298	2312	2294	2275	2259	

Tunkhannock Area School District Enrollment - Elementary 2016 - 2017

	9/5/2017	9/7/17	10/2/17	11/1/17	12/2/17	1/2/18	2/1/2018	3/1/2018	4/2/2018	5/1/2018	6/1/2018
Evans Falls											
K	39	39	40	39	39	39	39	40	40	40	
1	42	43	43	43	43	43	44	43	42	41	
2	28	28	26	27	26	25	27	27	25	25	
3	36	36	33	35	35	36	37	36	36	37	
4	34	34	30	30	29	29	30	30	29	28	
Total	179	180	172	174	172	172	177	176	172	171	
Mehoopany											
K	32	32	33	32	34	34	31	31	29	29	
1	30	30	29	28	30	30	30	30	29	28	
2	36	36	35	35	36	36	36	36	34	34	
3	23	23	22	22	24	24	23	23	22	22	
4	42	42	42	39	38	38	38	38	38	38	
Total	163	163	161	156	163	163	158	158	152	151	
Mill City											
K	23	23	23	23	25	25	26	25	25	24	
1	29	28	29	28	27	27	27	28	28	28	
2	54	53	52	53	53	53	52	52	50	50	
3	46	46	46	46	46	45	47	47	48	47	
4	37	38	38	39	39	39	39	36	36	36	
Total	189	188	188	189	190	189	191	188	187	185	
Roslund											
K	53	55	56	56	56	56	56	56	56	57	
1	52	52	51	53	53	54	54	54	52	54	
2	52	52	53	54	55	56	55	56	55	54	
3	46	46	48	50	49	49	52	51	50	49	
4	62	62	66	66	66	66	65	66	65	63	
Total	265	267	274	279	279	281	282	283	278	277	
Elem. Total	796	798	795	798	804	805	808	805	789	784	

Tunkhannock Area School District Enrollment Homerooms 2017-2018

Evans Falls

Grade	Teacher	Total Students	Additional	Less
Kindergarten	Ms. Quinn	20		
Kindergarten	Patti Quinnan	20		
Total		40		
Grade 1	Sue Williams	21		1
Grade 1	Susan Traver	20		
Total		41		
Grade 2	Cheryl Montross	13		
Grade 2	Judy Weber	12	1	
Total		25		
Grade 3	Marlene Aitken	18		
Grade 3	Karen Gurzynski	19	1	
Total		37		
Grade 4	Anastasia Davis	13		1
Grade 4	Nolan Robinson	15		
Total		28		
School Total		171		

Mehoopany

Grade	Teacher	Total Students	Additional	Less
Kindergarten	Gretchen Kneal	14		
Kindergarten	Deborah Shotwell	15		
Total		29		
Grade 1	Elizabeth Reese	14		
Grade 1	Beth Saylor	14		1
Total		28		
Grade 2	Kelly Kulsicavage	17		
Grade 2	Faye Ziegler	17		
Total		34		
Grade 3	Wendy Morris	22		
Total		22		
Grade 4	Megan Farrell	20		
Grade 4	Jennifer Gallup	18		
Total		38		
School Total		151		

Mill City				
Grade	Teacher	Total Students	Additional	Less
Kindergarten	Alice Gable	24		1
Total		24		
Grade 1	Stacy Bevan	12		
Grade 1	Rachel Dana	16		
Total		28		
Grade 2	Marion Parry	17		
Grade 2	Tina Verchuk	16		
Grade 2	Justin Muthler	17		
Total		50		
Grade 3	Michael Pasko	24		
Grade 3	Lisa Truesdale	23		1
Total		47		
Grade 4	Amanda Golden	19		
Grade 4	Pamela Lizza	17		
Total		36		
School Total		185		
Roslund				
Grade	Teacher	Total Students	Additional	Less
Kindergarten	Cheryl Drungell	20	1	
Kindergarten	Kinsey Lukasavage	17		
Kindergarten	Anna Longstreet	20		
Total		57		
Grade 1	Kristin Kovalchick	18		
Grade 1	Dana McHugh	19	2	
Grade 1	Kammy Puza	17		
Total		54		
Grade 2	Katina Brown	18		
Grade 2	Ashley Napoli	17		1
Grade 2	Becky Tonge	19		
Total		54		
Grade 3	Eliza Wells	26		
Grade 3	Suzanne Young	23		1
Total		49		
Grade 4	Kim Thomas	19		2
Grade 4	Anne DeMarco	23	1	
Grade 4	Dan Walker	21		1
Total		63		
School Total		277		

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
April 12, 2018**

The Tunkhannock Area School District Board of Directors met on the above date at the Central Administration. The following members were present:

Board Member:	Present	Absent
Philip Farr, President	✓	
Bill Weidner, Vice-President	✓	
John Burke, Treasurer	✓	
Holly Arnold	✓	
Lori Bennett	✓	
Shana Gregory	✓	
Rob Parry		✓
Bill Prebola	✓	
Bill Swilley	✓	

There were interested citizens present.

Mr. Farr called the meeting to order at 7:30PM and then led the Pledge of Allegiance.

Mr. Farr stated that the Board met in Executive Session immediately prior to this meeting to discuss personnel issues.

Public Comment on Agenda Items Only

None.

Enrollments

Enrollment statistics were provided for information only.

Minutes

Resolution # 1 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the minutes of the meetings listed below. Voting: Motion carried unanimously - see resolution number one in the minute book.

1. March 8, 2018 Public Work Session/Board Meeting as presented.
2. March 22, 2018 Public Work Session/Board Meeting as presented.

Superintendent's Report

Resolution # 2 : A motion was made by Mr. Swilley and seconded by Mrs. Arnold to approve the items from the Superintendent's Report as indicated below. Voting: Motion carried unanimously - see resolution number two in the minute book.

1. Retirement of Lorrie Robinson, Mehoopany Cafeteria, effective 6/30/18.
2. Mary Lou Franko, LPN as a substitute nurse for the 2017-18 school year. Clearances and TB testing are on file in the Superintendent's Office.

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Board Minutes – Public Work Session/Board Meeting
April 12, 2018

3. Volunteers as listed. Clearances and TB testing are on file in the Superintendent's Office as listed. (see Exhibit B attached)
4. Overnight field trip listed.
 - a. Scott Howell Robotics MAR Championship 4/4-7

Resolution # 3 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Statement of Charges for Employee #1171 having concluded that the charges, as alleged, are sufficient to support termination if proved at a hearing. Mr. Farr read the charges aloud. Voting: Motion carried unanimously - see resolution number three in the minute book.

Resolution # 4 : A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve the Appointment of a Shane Powers as Chief Operating Officer at an annual salary of \$102,724.00. Voting: Motion carried (7 – Yes, 1 – No) - see resolution number four in the minute book.

Resolution # 5 : A motion was made by Dr. Prebola and seconded by Mrs. Arnold to approve the award of Base Bids for the Renovations of Roslund Elementary and the District Administration Building in the aggregate amount of \$625,776.00 to the #1 Ranked contractor for each of the four contracts listed in Exhibit B attached. Voting: Motion carried (7 – Yes, 1 – No) - see resolution number four in the minute book.

The Board referred the Alternative Adds to the Building and Grounds Committee for review and recommendation.

Committee Reports

Budget & Finance: Mr. Burke requested and the Board agreed to schedule a committee meeting for 6PM on April 26th in the Administration Board Room.

Unfinished Business

None.

New Business

Resolution # 6 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to approve the Bus/Van contract amounts as presented. Voting: Motion carried (7 – Yes, 1 – Abstain) - see resolution number six in the minute book.

Resolution # 7 : A motion was made by Mr. Swilley and seconded by Mrs. Arnold to approve the donation of the Mehoopany School Bell to the Mehoopany Township Supervisors. The bell will be displayed at the Mehoopany Library. Voting: Motion carried unanimously - see resolution number seven in the minute book.

Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
April 12, 2018

As required by PDE, the Board announced the review the update of *Memorandum of Understanding By and Between TASD and Local Law Enforcement*, including a review of Board Policy 249 Bullying/Cyberbullying.

Resolution # 8 : A motion was made by Mr. Swilley and seconded by Mr. Weidner to authorize Heather McPherson and Mary Gene Eagen to act on behalf of the Tunkhannock Area Board of School Directors for the purpose of Federal Program Grant applications and other grant applications as they become available. Voting: Motion carried unanimously - see resolution number eight in the minute book.

The following item was tabled: Pending qualification of the Robotics Team for the FRC World Championship in Detroit, recommend that \$4,000.00 be made available to the team to fulfill the registration fee requirements

Resolution # 9 : A motion was made by Mr. Weidner and seconded by Dr. Prebola to approve the distribution of a student/parent survey of current 6th grade students. Voting: Motion carried unanimously - see resolution number nine in the minute book.

Mr. Farr turned the floor over to Mr. Don Brominski from UGI Penn Natural Gas who made a presentation to the Board on a proposed Public Utility Right-of-Way for natural gas pipeline on District property.

Public Comment

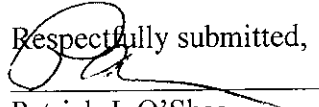
None.

A motion to adjourn was made at 8:36 pm by Mr. Swilley and seconded by Mrs. Arnold. Motion carried on all ayes.

ROLL CALL VOTE

<u>RESOLUTION #:</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
Holly Arnold	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes	Abstain	Yes	Yes	Yes
Shana Gregory	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent								
Bill Prebola	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,


 Patrick J. O'Shea
 Board Secretary

Attachments: Exhibits A, B & Conflict of Interest Memo from Mrs. Bennett

Volunteers 04-12-2018
2017-18 School Year

Volunteers

Last	First
Cole	Karen
Dominick	James
Howell	Brandon
Jerome	Betsy
Kintner	Deborah
Lee*	Judith
Milner	Lori
Wall	Elaine
Whytashek	Brandi
Wright	Dorothy
Zalewski	Karen
Zalewski	Tom

*Board approved but must submit additional information prior to volunteering.

EXHIBIT A

BID TABULATION -
Renovations of Roslund Elementary School and District Administration Bldg.

BID TABULATION

Renovations of Roslund Elementary School and District Administration Bldg.

Project Name: TASD Renovations
Bids Reviewed By: Karen McMicken
Date: 4/9/2018

Rank	Contract 01 - General Construction	Admin. Bldg. Alt. No. 3	Total Including ALL Alternates
1	A. Pickett Construction BASE BID \$ 349,800.00	ADD \$ 7,600.00	TOTAL BID \$ 357,400.00
2	Mar Paul Inc. \$ 359,000.00	\$ 6,400.00	\$ 365,400.00
3	D&M Construction \$ 379,000.00	\$	\$ 379,000.00

Rank	Contract 02 - HVAC	Admin. Bldg. Alt. No. 2	Admin. Bldg. Alt. No. 3	Total Including ALL Alternates
1	Scranton Electric Heating & Cooling Service, Inc. BASE BID \$ 144,500.00	ADD \$ 26,000.00	ADD \$ 28,000.00	TOTAL BID \$ 198,500.00
2	Bognet, Inc. \$ 169,000.00	\$ 39,000.00	\$ 52,000.00	\$ 260,000.00
3	LH Reed & Sons, Inc. \$ 175,626.00	\$ 34,610.00	\$ 29,632.00	\$ 239,868.00

Rank	Contract 03 - Plumbing	Total Including ALL Alternates
1	Scranton Electric Heating & Cooling Service, Inc. BASE BID \$ 33,626.00	TOTAL BID \$ 33,626.00
2	G. Weinberger Co. \$ 35,197.00	\$ 35,197.00
3	Bognet, Inc. \$ 36,898.00	\$ 36,898.00

Rank	Contract 04 - Electrical	Roslund Elem Alt. No. 1	Admin. Bldg. Alt. No. 1	Admin. Bldg. Alt. No. 2	Admin. Bldg. Alt. No. 3	Admin. Bldg. Alt. No. 4	Total Including ALL Alternates
1	Spectrum Electrical Services, Inc. BASE BID \$ 97,830.00	ADD \$ 1,417.00	ADD \$ 12,000.00	ADD \$ 3,191.00	ADD \$ 2,265.00	ADD \$ 4,144.00	TOTAL BID \$ 120,868.00
2	Everon Electrical Contractors, Inc. \$ 124,430.00	\$ 490.00	\$ 19,300.00	\$ 1,900.00	\$ 2,000.00	\$ 3,500.00	\$ 151,620.00
3	Urban Electrical Contractors, Inc. \$ 126,000.00	\$ 1,600.00	\$ 9,700.00	\$ 2,800.00	\$ 200.00	\$ 3,300.00	\$ 143,600.00

All Contracts (using lowest bidder) TOTAL: \$ 625,776.00 \$ 1,417.00 \$ 12,000.00 \$ 29,191.00 \$ 37,866.00 \$ 4,144.00 \$ 710,394.00
 Bullet proof glass NIC: \$ 55,600.00
 OH & P 5% \$ 768,774.00

TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS IS A TRUE AND CORRECT TABULATION OF THE THREE (3) LOWEST BIDDERS PER CONTRACT.


Construction Manager, Walter G. Dana

EXHIBIT B

**Conflict of Interest
Abstention Memorandum**

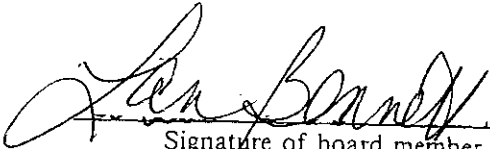
TO: Board Secretary, TOWNSHIP AREA School District
FROM: Lois S. [unclear] board member
DATE: 4/12/2018

Pursuant to Pennsylvania's "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

B./Van Contracts

My conflict/reason for abstaining is as follows:

Family member is a B./Van contractor



Signature of board member

NOTE: Section 3(J) requires the following procedure:
"Any public official or public employee, who in the discharge of his official duties, would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his interest as a public record in a written memorandum filed with the person responsible for recording the minutes for the meeting at which the vote is taken" (emphasis added)

This memorandum does not have to be utilized when a conflict is defined "by any law, rule, regulation, order or ordinance;" for example the School Code (Section 1111) prohibits voting to hire certain relatives.

**Volunteers 05-10-2018
2017-18 School Year**

Volunteers	
Last	First
Cratsley	Tanya
Derolf	Amanda
George	Heidi
Georgetti	Tamara
Gregory	Maylene
Macko	Patricia
Mayeski	LaShelle
Mikula	Amy
Schultz	Allison
Sickler	Natalie
Trauger	Aaron
Walter	Melissa
Zdaniewicz	Stephen

Conference Request Form

General Info

User **DEANNA SEMYON**
 Building **Middle School**
 Submitted **4/15/2018 9:37 am**
 Dates **5/9/2018 to 5/10/2018**
 Reference ID **D12791-A0-L68758846**

Conference Information

Title of Conference **2018 Social and Emotional Learning Conference- Building Skills for Life Long Success**
 Description **Social and emotional learning (SEL) is the process through which children and adults acquire and effectively apply the knowledge, attitudes and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions (www.CASEL.org). This conference is designed to provide quality professional development opportunities for school administrators, teachers, school psychologists, school counselors, social workers, afterschool providers, youth development workers, early childhood professionals, student support specialists, staff who serve on SAP teams, alternative education teachers, homeless liaisons, foster care points of contact and other professionals who work on behalf of children and youth.**
 Conference Website **https://selconference.center-school.org/**

If website is not available, please attach an agenda or brochure.

Dates and Locale

of Meetings **2**

#	Date	Time	Location
1.	Wed May 9, 2018	11:00 am to 4:00 pm	Location: Hilton Harrisburg; Harrisburg, Pa.
2.	Thu May 10, 2018	7:30 am to 4:30 pm	Location: Hilton Harrisburg; Harrisburg, Pa.

Conference/Workshop Provider

Provider
 Other Provider **Center for the Promotion of Social and Emotional Learning (CPSEL)**

Maximum Allowances

Food **40.00**
 Lodging **150.00**
 Transportation **0.00**
 Registration **399.00**
 Mileage .545/mile **159.14**
 Misc/Tolls **0.00**
 If other, please explain: **N/A (conference room rates area available at \$124 plus tax at near by hotel, but are non refundable)**

Substitute Needed? **Yes**
 Number of days substitute will be required **2**

Total expenses from this request:

Goals and Objectives

Select at Least One District Objective

Goal : District Goals

- Career Pathways
- Developing a Learning Culture
- Planning/Delivering Standards Aligned, Performance-Driven Curricu
- Powerful Instructional Strategies

REQUIRED

How will this professional development support your learning and your practice as an educator in at least one of the above four areas:

Attendance at this conference will assist me to develop skills, instructional strategies, and programming in order to create well-planned and well-implemented SEL programming, which can positively affect a broad range of student social, health, behavioral and academic outcomes. There are several presentations that are provided by both CASEL and professors/individuals from the Rutgers program SEL Certificate program: Develop skill in pedagogical strategies to integrate SEL principles, skills and concepts into all aspects of teaching Social Emotional Leadership: Self Awareness At the Core of Implementation Strategies Engage fellow educators and group leaders to be reflective in their practice and understand the relationship between self-learning, classroom practice and student learning Integration of Mindsets, Essential Skills, and Habits into K-12 Practice and Policy Learning Resilience and Relationship Strategies Using Applied Positive Psychology Mindful Practices and Social Emotional Learning – Together Promoting Effective SEL in Your Community Social Emotional Leadership: Self Awareness At the Core of Implementation Strategies Supporting Early Learners in Developing a Growth Mindset Effective Implementation of Social Emotional Learning and Creating an SEL Lab Navigating an Education System in a Polarized Social Climate Regulating the Brain to Allow SEL Practices to Thrive: A Trauma-Informed Approach

You Must Accept the Guidelines To Submit this Form.

I Accept:

I ACCEPT

OTHER CODE-Admin Only

Admin ONLY-Department

Admin Only-Code

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
BUGNO, SUSAN	PRIOR	APPROVED	4/16/2018 8:24 am
CARPENTER, MISHELLE	PRIOR	APPROVED	4/17/2018 8:55 am
EAGEN, MARY GENE	PRIOR	APPROVED	4/26/2018 8:51 am
MCPHERSON, HEATHER	PRIOR	APPROVED	4/30/2018 3:55 pm
Lawson, Carolyn	PRIOR	PENDING	
EAGEN, MARY GENE	FINAL		
Toye, Daniel	FINAL		

Comments

From DEANNA SEMYON on 4/15/2018 9:37 am

Attendance at this conference will assist me to develop skills, instructional strategies, and programming in order to create well-planned and well-implemented SEL programming, which can positively affect a broad range of student social, health, behavioral and academic outcomes. There are several presentations that are provided by both CASEL and professors/individuals from the Rutgers program SEL Certificate program: Develop skill in pedagogical strategies to integrate SEL principles, skills and concepts into all aspects of teaching Social Emotional Leadership: Self Awareness At the Core of Implementation Strategies Engage fellow educators and group leaders to be reflective in their practice and understand the relationship between self-learning, classroom practice and student learning Integration of Mindsets, Essential Skills, and Habits into K-12 Practice and Policy Learning Resilience and Relationship Strategies Using Applied Positive Psychology Mindful Practices and Social Emotional Learning – Together Promoting Effective SEL in Your Community Social Emotional Leadership: Self Awareness At the Core of Implementation Strategies Supporting Early Learners in Developing a Growth Mindset Effective Implementation of Social Emotional Learning and Creating an SEL Lab Navigating an Education System in a Polarized Social Climate Regulating the Brain to Allow SEL Practices to Thrive: A Trauma-Informed Approach

Expenses

Description	Requested	Approved	Final
Registration Fee	\$399.00	-----	-----
Transportation	\$0.00	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$40.00	-----	-----
Lodging	\$150.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Course Reimbursement Cost	\$0.00	-----	-----
Mileage	\$159.14	-----	-----
Totals	\$748.14		

Budget Codes

Description	Year	Allocation
Title II Conference 16-17 10-2271-580-421-00-000-000-000-1178 Approved by: MARY GENE EAGEN	2017-2018	\$748.14

Evaluation(s)

Received Not Completed - Conference Report

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Conference Request Form

General Info

User **KYLE SNOVER**
 Building High School CTE
 Submitted 4/11/2018 4:46 pm
 Dates 7/16/2018 to 7/19/2018
 Reference ID D12791-A0-L68522009

Conference Information

Title of Conference North American Council of Automotive Teachers Annual Conference
 Description 20 hours, 144 sessions, 12 blocks, 4 days of automotive specific technical update training from top manufacturers and teachers in the industry. This annual conference began in 1974 and only comes to Pennsylvania every 10 years.

Conference Website <http://www.nacatconference.org/>

If website is not available, please attach an agenda or brochure.

Dates and Locale

of Meetings 4

#	Date	Time	Location
1.	Mon Jul 16, 2018	1:30 pm to 5:15 pm	Location: Pennsylvania College of Technology, Williamsport, PA
2.	Tue Jul 17, 2018	8:00 am to 5:00 pm	Location: Pennsylvania College of Technology, Williamsport, PA
3.	Wed Jul 18, 2018	8:00 am to 5:00 pm	Location: Pennsylvania College of Technology, Williamsport, PA
4.	Thu Jul 19, 2018	1:00 pm to 5:00 pm	Location: Pennsylvania College of Technology, Williamsport, PA

Conference/Workshop Provider

Provider
 Other Provider North American Council of Automotive Teachers

Maximum Allowances

Food 130.00
 Lodging 342.00
 Transportation 0.00
 Registration 425.00
 Mileage .545/mile 80.33
 Misc/Tolls 0.00
 If other, please explain: Registration is \$100 less with NACAT membership (\$75)
 Substitute Needed? No
 Number of days substitute will be required
 Total expenses from this request: \$977.33

Goals and Objectives

Select at Least One District Objective

- Goal : District Goals**
 Career Pathways
 Powerful Instructional Strategies

REQUIRED

How will this professional development support your learning and your practice as an educator in at least one of the above four areas:

This conference offers industry driven and standardized training specifically for automotive instructors that is not available/found in graduate level coursework. The seminars will offer instructional techniques specific to the automotive field such as: teaching Hybrid Electric Vehicles; Team-Based Learning; teaching with CDX (the online training system we are currently using); 45 Tips to Improve Your Program's Viability; teaching students to apply interpersonal skills to establish and build customer trust; how to create opportunities to build writing skills for digital communications and repair orders; A Foundational Framework for Waveform Analysis; workplace readiness; Using Analogies to teach Technical information; Professional Learning Communities; Recruiting and Retaining women in Automotive Technology; Strategies for Teaching Diagnostics; Effective Assessment Development; how to teach computer control by using the cause and effect relationship; teaching Ohms Law and circuits hands-on and student accreditation. The seminars will offer updates in vehicle technologies such as: condition of coolant effect on cooling system components; Advanced Driver Assistance; Autonomous Automobiles; Tesla Smart and Cummins TAP, Paid Pathways for Student Success; efficient and accurate ways to analyze modern engine condition; how to save time by using oscilloscope, scan data, pressure transducers, and specialized software to determine the mechanical health of an engine quickly and easily; Essential Evaporative Emissions Systems Diagnostics; practical testing techniques applied to gasoline direct injected (GDI) engines; application of hydraulic theory and diagnostic procedures with a focus on brake service tips to help avoid costly comebacks; Emerging Mobile HVAC and Thermal Management Technology; The "Right to Repair" law; Exploration of the GMLAN Network System Diagnostics in the Classroom; Advance Sensors and Actuators Waveform Diagnostics; What's New in AWD/4WD Systems; Hydrogen: The fuel of the future... available tod

You Must Accept the Guidelines To Submit this Form.

I Accept: I ACCEPT

OTHER CODE-Admin Only

Admin ONLY-Department HS Voc Ed 2018-2019 Budget
 Admin Only-Code 10-1310-580-170-30-830

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
ELLSWORTH, GREGORY	PRIOR	APPROVED	4/18/2018 8:58 am
CARPENTER, MISHELLE	PRIOR	APPROVED	4/18/2018 2:55 pm
EAGEN, MARY GENE	PRIOR	APPROVED	4/30/2018 8:34 am
MCPHERSON, HEATHER	PRIOR	APPROVED	4/30/2018 3:55 pm
Lawson, Carolyn	PRIOR	PENDING	
EAGEN, MARY GENE	FINAL		
Toye, Daniel	FINAL		

Comments

From KYLE SNOVER on 4/11/2018 4:46 pm

This conference offers industry driven and standardized training specifically for automotive instructors that is not available/found in graduate level coursework. The seminars will offer instructional techniques specific to the automotive field such as: teaching Hybrid Electric Vehicles; Team-Based Learning; teaching with CDX (the online training system we are currently using); 45 Tips to Improve Your Program's Viability; teaching students to apply interpersonal skills to establish and build customer trust; how to create opportunities to build writing skills for digital communications and repair orders; A Foundational Framework for Waveform Analysis; workplace readiness; Using Analogies to teach Technical information; Professional Learning Communities; Recruiting and Retaining women in Automotive Technology; Strategies for Teaching Diagnostics; Effective Assessment Development; how to teach computer control by using the cause and effect relationship; teaching Ohms Law and circuits hands-on and student accreditation. The seminars will offer updates in vehicle technologies such as: condition of coolant effect on cooling system components; Advanced Driver Assistance; Autonomous Automobiles; Tesla Smart and Cummins TAP, Paid Pathways for Student Success; efficient and accurate ways to analyze modern engine condition; how to save time by using oscilloscope, scan data, pressure transducers, and specialized software to determine the mechanical health of an engine quickly and easily; Essential Evaporative Emissions Systems Diagnostics; practical testing techniques applied to gasoline direct injected (GDI) engines; application of hydraulic theory and diagnostic procedures with a focus on brake service tips to help avoid costly comebacks; Emerging Mobile HVAC and Thermal Management Technology; The "Right to Repair" law; Exploration of the GMLAN Network System Diagnostics in the Classroom; Advance Sensors and Actuators Waveform Diagnostics; What's New in AWD/4WD Systems; Hydrogen: The fuel of the future... available tod

From GREGORY ELLSWORTH to KYLE SNOVER

Please contact me if this needs to be funded through a specific Budget.

Expenses

Description	Requested	Approved	Final
Registration Fee	\$425.00	-----	-----
Transportation	\$0.00	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$130.00	-----	-----
Lodging	\$342.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Course Reimbursement Cost	\$0.00	-----	-----
Mileage	\$80.33	-----	-----
Totals	\$977.33		

Budget Codes

Description	Year	Allocation
Other - See Admin Dept and Code 00-000-000-00-000-000 Approved by: HEATHER MCPHERSON	2017-2018	\$977.33

Evaluation(s)

Received Not Completed - Conference Report

Conference Request Form

General Info

User: MARY GENE EAGEN
 Building: Admin Center
 Submitted: 5/2/2018 10:03 am
 Dates: 4/30/2018 to 5/1/2018
 Reference ID: D12791-A0-L69131895

Conference Information

Title of Conference: PAFPC Annual Meeting
 Description: The conference will center on the correct use of federal funds for programs with the primary focus on changes in the new Every Student Succeeds Act (ESSA) and the Uniform Grants Guidance (UGG). Leading and Learning requires networking together with PDE, IUs, district, school and business staff, and parents in order to share strategies in the creation of successful, effective and compliant programs. Individual Concurrent Sessions will supplement the first general session and will fine tune the key topics as well as share learning experiences in the three familiar core areas:
 . Technical Assistance with the Correct Use of Federal and State Resources
 . Technical Assistance with Audit and Fiscal Compliance
 . Technical Assistance with Effective Instructional Programs, Materials and Technology

Technical Assistance with the Correct Use of Federal and State Resources
 . Technical Assistance with Audit and Fiscal Compliance
 . Technical Assistance with Effective Instructional Programs, Materials and Technology> Conference Website

paipc.org If website is not available, please attach an agenda or brochure.

Dates and Locale

of Meetings: 2

#	Date	Time	Location
1.	Mon Apr 30, 2018	8:00 am to 5:00 pm	Location: Hershey Lodge
2.	Tue May 1, 2018	8:00 am to 5:00 pm	Location: Hershey Lodge

Conference/Workshop Provider

Provider: PAFPC
 Other Provider:

Maximum Allowances

Food: 28.69
 Lodging: 400.00
 Transportation: 0.00
 Registration: 395.00
 Mileage .545/mile: 138.43
 Misc/Tolls: 0.00
 If other, please explain: none
 Substitute Needed?: No
 Number of days substitute will be required:
 Total expenses from this request: 962.12

Goals and Objectives

Select at Least One District Objective **Goal : District Goals**
 Developing a Learning Culture
 Planning/Delivering Standards Aligned, Performance-Driven Curricula
 Powerful Instructional Strategies

REQUIRED

How will this professional development support your learning and your practice as an educator in at least one of the above four areas: Information gained from this conference will assist in the federal grant writing process and the grant implementation procedures required by state and federal laws. Concurrent sessions will allow me to focus on presentations that are meaningful to the Tunkhannock Area School District.

You Must Accept the Guidelines To Submit this Form.

I Accept: I ACCEPT

OTHER CODE-Admin Only

Admin ONLY-Department
 Admin Only-Code

Finish

Administrators Section

Approval Summary

Administrator	Approval Type	Status	Date
EAGEN, MARY GENE	PRIOR	APPROVED	5/2/2018 10:03 am
CARPENTER, MISHELLE	PRIOR	PENDING	
MCPHERSON, HEATHER	PRIOR		
Lawson, Carolyn	PRIOR		
EAGEN, MARY GENE	FINAL		
Toye, Daniel	FINAL		

Comments

From MARY GENE EAGEN on 5/2/2018 10:03 am
 Information gained from this conference will assist in the federal grant writing process and the grant implementation procedures required by state and federal laws. Concurrent sessions will allow me to focus on presentations that are meaningful to the Tunkhannock Area School District.

Expenses

Description	Requested	Approved	Final
Registration Fee	\$395.00	\$395.00	-----
Transportation	\$0.00	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$28.69	\$28.69	-----
Lodging	\$400.00	\$400.00	-----
Other Expense 1	\$0.00	-----	-----
Course Reimbursement Cost	\$0.00	-----	-----
Mileage	\$138.43	\$138.43	-----
Totals	\$962.12	\$962.12	\$0.00

Evaluation(s)

Received Not Completed - Conference Report

2017-2018 Bus/Van Contract Amounts

% Owned by Contractor

Contractor Name	Bus #	Yrly Contract Amount	Monthly Cont. Amount	Daily Cont. Amount	April Changes	March Changes	Feb Changes
Bennett, Jeff	26	\$41,492.21	Daily Rate	\$230.51	Add/Rem Students	Added Student	Added Student
Bennett Totals		\$41,492.21		\$230.51	Was 230.51	Was 229.08	Was 224.20
Brown, A.E.	6	\$50,651.96	Daily Rate	\$281.40	Removed Students		Added Student
Brown, A.E.	6 - SCCTC	\$20,701.11	Pay Sheet	\$115.01			Added Student
Brown, A.E.	10	\$52,849.90	Daily Rate	\$293.61			Added Student
Brown, A.E.	24	\$33,936.51	Daily Rate	\$188.54			Added Student
Brown, A.E.	42	\$47,676.32	Daily Rate	\$264.87		Removed Students	Removed students
AE Brown Totals		\$205,815.80		\$1,143.42	Was 1148.68	Was 1153.43	Was 1157.83
Brown's Van Service	2	\$56,464.26	Daily Rate	\$313.69			Removed students
Brown's Van Service	11	\$40,294.56	Daily Rate	\$223.86	Added Student		
Brown's Van Service	11 - SCCTC	\$23,658.41	Pay Sheet	\$131.44			
Brown's Van Service	15	\$41,140.13	Daily Rate	\$228.56	Add/Rem Students		
Brown's Van Service	19	\$52,672.48	Daily Rate	\$292.62	Removed Students		Added students
Brown's Van Service	21	\$48,156.36	Daily Rate	\$267.54			Added students
Brown's Van Service	23	\$45,357.17	Daily Rate	\$253.10	Removed Students	Removed Students	
Brown's Van Service	35	\$32,511.50	Daily Rate	\$180.62			
Brown's Van Service	41	\$48,678.08	Daily Rate	\$270.43			
Brown's Van Service	51	\$28,933.29	Daily Rate	\$160.74			Added students
Brown's Van Service	101 TA	\$29,720.67	Daily Rate	\$165.11	Added Student	Removed Students	
Brown's Van Service	103 TA	\$41,762.93	Daily Rate	\$232.02	Removed Student		
Brown's Van Service	106 TA		Daily Rate	\$0.00		Ended	New Run
Brown's Van Service	115 TA	\$37,694.75	Daily Rate	\$209.42		Removed Students	Added students
Brown's Van Service	123 TA	\$28,310.13	Daily Rate	\$157.28			Removed Student
Brown's Van Service	147 Lynwood	\$38,597.05	Pay Sheet	\$214.43			
Brown's Van Service	101 Lake Paper	\$4,130.76	Pay Sheet	\$22.95			
Brown's Van Service	106 Dallas LIU	\$25,212.32	Daily Rate	\$140.07		New Run	
Brown's Van Service	107 NS Throop	\$53,969.05	Pay Sheet	\$299.83			
Brown's Van Service	108 LIU	\$36,730.36	Pay Sheet	\$204.06	Add/Rem Students		
Brown's Van Service	108 EI M,T,Th	\$8,786.83	Pay Sheet	\$48.82			
Brown's Van Service	108 EI F	\$0.00	Pay Sheet	\$0.00			
Brown's Van Service	118 EMCA	\$33,776.84	Pay Sheet	\$187.65			
Brown's Van Service	121 CSC	\$48,553.22	Pay Sheet	\$269.74		Added Student	
Brown's Van Service	124 NS Wyoming	\$43,277.36	Pay Sheet	\$240.43			
Brown's Van Service	148 DePaul	\$43,976.67	Pay Sheet	\$244.31			
Brown's Totals		\$892,565.18		\$4,958.70	Was 4960.95	Was 4846.79	Was 4847.50
Buranich Busing Inc	31	\$47,358.34	Daily Rate	\$263.10		Removed Student	Removed students
Buranich Busing Inc	33	\$33,957.43	Daily Rate	\$188.69	Add Student/Miles		Remove/Add stud
Buranich Busing Inc	37	\$44,752.70	Daily Rate	\$248.63		Add/Removed Stud	Removed students
Buranich Busing Inc	39	\$40,069.13	Daily Rate	\$222.61			Removed students
Buranich Busing Inc	39 - Late Run	\$10,801.27	Daily Rate	\$66.27			
Buranich Totals		\$176,938.87		\$982.99	Was 973.26	Was 974.78	Was 979.34
Garrison Bus Line LLC	7	\$68,663.76	Daily Rate	\$381.47			
Garrison Bus Line LLC	12	\$38,828.24	Daily Rate	\$215.71	Add/Rem Students		
Garrison Bus Line LLC	18	\$43,460.23	Daily Rate	\$241.45			
Garrison Bus Line LLC	46	\$37,834.64	Daily Rate	\$210.19			
Garrison Totals		\$188,786.87		\$1,048.82	Was 1047.68	Was 1047.68	
Hadsell, Charlotte	16	\$36,559.28	Daily Rate	\$205.11	Added Student Was 201.96		
Forward Transportation	111 TA	\$22,883.30	Daily Rate	\$127.13			
Forward Transportation	112 TA	\$18,580.05	Daily Rate	\$103.22			
Forward Transportation	152 TA	\$32,221.50	Daily Rate	\$179.01			
Forward Transportation	160 TA	\$19,725.57	Daily Rate	\$109.59			
Forward Transportation	114 OLP, SCA, ACA	\$40,336.69	Pay Sheet	\$224.09			
Forward Transportation	131 River of Life	\$26,449.83	Pay Sheet	\$146.94			
Forward Transportation	125 Rock Solid	\$22,061.14	Pay Sheet	\$122.56			
Husband Totals		\$182,258.08		\$1,012.54		Was 1012.54	
Purdy, Roger	38	\$53,757.96	Daily Rate	\$298.66		Add/Remove Stud	Added Students
Purdy, Roger	P50	\$23,939.52	Pay Sheet	\$133.00			
Purdy Totals		\$77,697.48		\$431.65	Wasd 431.65	Was 431.61	Was 423.81
Sickler, Steve Jr. & Scott	25	\$33,067.78	Daily Rate	\$183.71		Add/Remove Stud	Removed Student
Sickler, Steve Jr. & Scott	25 - Late Run	\$11,604.67	Daily Rate	\$71.19			
Sicker Totals		\$44,672.45		\$248.18	Was 248.18	Was 248.18	Was 249.33
Smarkusky Busing	29	\$63,611.86	Daily Rate	\$353.40		Added Student	Removed Student
Smarkusky Busing	30	\$66,184.62	Daily Rate	\$367.69	Removed Students		
Smarkusky Totals		\$129,796.48		\$721.09	Was 725.41	Was 723.34	Was 727.48
Smith's Transportation LLC	27	\$38,464.55	Daily Rate	\$213.69	Removed Student Was 214.98	Removed Students Was 216.26	Removed Students Was 217.55
Traver Transportation LLC	28	\$44,921.73	Daily Rate	\$249.57	Add Student Was 248.03	Add/Remove Stud Was 240.34	Add/Remove Stud Was 243.42
Walters Transport Inc	3	\$60,704.44	Daily Rate	\$337.25			
Walters Transport Inc	8	\$63,890.80	Daily Rate	\$354.95			
Walters Transport Inc	8 - Late Run	\$11,158.34	Daily Rate	\$68.46			
Walters Transport Inc	9	\$63,134.09	Daily Rate	\$350.74		Add/Remove Stud	Added Student
Walters Transport Inc	14	\$54,811.31	Daily Rate	\$304.51			
Walters Transport Inc	22	\$46,257.43	Daily Rate	\$256.99		Add/Remove Stud	Added Student
Walters Transport Inc	34	\$61,478.28	Daily Rate	\$341.55		Removed Students	
Walters Transport Inc	142 TA	\$9,275.82	Daily Rate	\$51.53		Removed Student	Add students
Walters Transport Inc	143 TA	\$20,623.39	Daily Rate	\$114.57	Rem Student/Miles		

2017-2018 Bus/Van Contract Amounts

% Owned by Contractor

Contractor Name	Bus #	Yrly Contract \$ Amount	Monthly Cont. \$ Amount	Daily Cont. \$ Amount	April Changes	March Changes	Feb Changes
Walters Transport Inc	163 TA	\$23,924.28	Daily Rate	\$132.91	Removed Student	Added Student	
Walters Transport Inc	144 TA	\$24,217.76	Daily Rate	\$134.54		Remove Stud/Miles	Added students
Walters Transport Inc	155 TA	\$19,252.23	Daily Rate	\$106.96			
Walters Transport Inc	156 TA	\$17,334.78	Daily Rate	\$96.30		Added Student	Removed student
Walters Transport Inc	140 CSC	\$40,555.01	Pay Sheet	\$225.31			
Walters Transport Inc	141 NS Throop	\$38,406.06	Pay Sheet	\$213.37	Mileage change	Changed Schools	Removed student
Walters Transport Inc	142 EI	\$22,379.67	Pay Sheet	\$124.33	Added Student	Removed Student	
Walters Transport Inc	142 PreK Counts	\$23,399.70	Pay Sheet	\$130.00		Added School	
Walters Transport Inc	144 EMCA	\$19,523.10	Pay Sheet	\$108.46			
Walters Transport Inc	157 EL	\$35,540.79	Pay Sheet	\$197.45		Changed Schools	
Walters Transport Inc	162 EL	\$39,318.20	Pay Sheet	\$218.43			
Walters Transport Inc	143W Blast	\$45,035.05	Pay Sheet	\$250.19			
Walters Totals		\$740,220.78		\$4,112.34	Was 4122.11	Was 4116.52	Was 4230.27
Grand Total		\$2,800,189.76		\$15,556.61			

26.43%
100.00%

Car Contracts
0.535

Daily

Rate

Derhammer, Elizabeth	\$32.10	\$70.31	New School	Was 32.70
Gordon, Ardonna	\$38.52	\$39.24		
Gutkowski, Teena	\$77.04	\$78.48		
Kudrako, Agnes	\$27.82	\$28.34		
Patrick McKenna	\$48.15	\$49.05		
Myers, Richard	\$21.40	\$21.80		
Ross, Marcy	\$27.82	\$28.34		
Stapleton, Richelle	\$19.47	\$19.84		
Trivelpiece, Arthur	\$14.56	\$14.83		

Transportation KPI's

	Bus	Van	Car
Total Contractors:	12	4	9
Total Bus/Van/Car Runs:	80		
In District	35	14	6
Out of District	2	17	3
Late Run	3	-	-
Total Students Transported:	2316		
Bus	2187	-	-
Van - In District	-	53	-
Van - Out of District	-	61	-
Car - In District	-	-	12
Car - Out of District	-	-	3
Total Daily Miles:	7507.6		
Loaded Miles - In District	1962.7	613.5	167.8
Unloaded Miles - In District	932.1	596	168.8
Loaded Miles - Out of District	90	1267.1	153
Unloaded Miles - Out of District	0	1403.6	153
Total Schools Transported to:	22		
In District Buildings	6		
Special Education Schools Out of Dist	9	NS Wyoming & Throop, Wyoming Area, DePaul, CSC, First Hospital, Elk Lake, AS RJ Classroom @ EF, Lynwood	
Private Schools	6	EMCA, ACA, OLP, SCA, River of Life, Rock Solid	
Early Intervention	1	EI @ Evans Falls	



Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Jason Keown Class/Grade: SkillsUSA

Destination: Louisville, Kentucky Date: Mon 6/25/18 - Sat 6/30/18

Depart From: High School Time: 6/25 6:30AM Return: 6/30 6:30PM

Number of Students: 5 Adults: 1 # of Buses NA or Vans NA

Estimated Round Trip Miles: 1,800 miles Approx. Waiting Time: NA

Purpose: SkillsUSA NLC

Names of Teacher Chaperones: Jason Keown

Charge to Account Number: 3210-580-38-30 \$2600
3210-810-38-30 \$3900 +/- *JK*

Substitute Needed: Yes or No How many: 1 - (1 day)

Nurse Needed Yes or No Nurse Signature [Signature] RN

Administrative Approval: [Signature] Date: 5/3/18
(signature required)

II. Transportation

Contractor - Vehicles: _____

Approved by: _____ Date: _____

III. Contractor Payment Information

	Bus - 1	Bus - 2	Bus - 3
Odometer Start:	_____	_____	_____
Odometer End:	_____	_____	_____
Total Miles:	_____	_____	_____
Waiting Time:	_____	_____	_____

Contractor Signature: _____ Date: _____

IV. Payment Authorization

Amount Due: \$ _____ By: _____ Date: _____

1-16-2016 TB

Tunkhannock Area School District

Field Trip Form

I. Requisition

School: High School

Teacher/Sponsor: Jason Keown Class/Grade: FBLA

Destination: Baltimore, MD Date: 6/26/18 - 7/2/18

Depart From: High School Time: 6/26 8AM Return: 7/2 5PM

Number of Students: 1 Adults: 1 # of Buses NA or Vans NA

Estimated Round Trip Miles: 500 miles Approx. Waiting Time: NA
Purpose: FBLA NLC

Names of Teacher Chaperones: _____
Becky Chilson will chaperone - Jason Keown is responsible for trip but will not be in attendance

Charge to Account Number: 7360-810

Substitute Needed: Yes or No How many: ~~1~~

Nurse Needed Yes or No Nurse Signature N/A Mother in a Hand care

Administrative Approval: [Signature] Date: 5/3/18
(signature required)

II. Transportation

Contractor - Vehicles: _____

Approved by: _____ Date: _____

III. Contractor Payment Information

	Bus - 1	Bus - 2	Bus - 3
Odometer Start:	_____	_____	_____
Odometer End:	_____	_____	_____
Total Miles:	_____	_____	_____
Waiting Time:	_____	_____	_____

Contractor Signature: _____ Date: _____

IV. Payment Authorization

Amount Due: \$ _____ By: _____ Date: _____

1-16-2016 TB

**PSBA 2018 DELEGATE ASSEMBLY
CERTIFICATION OF VOTING DELEGATES**

The PSBA Bylaws authorize school districts of the **third class** to appoint **two voting delegates** to the 2018 Delegate Assembly, to be appointed by majority vote from among the members of the school district's governing body. This year's meeting of the Assembly will be held on Friday, Oct. 19, 2018 in conjunction with the PASA-PSBA School Leadership Conference.

Board Secretaries are requested to complete this certification form and return it to PSBA by June 29, 2018. Please send to the attention of Daphney Horcher, Pennsylvania School Boards Association, by mail at 400 Bent Creek Blvd. Mechanicsburg, PA 17055, by fax at (717) 506-2450 ext. 3000, or via email at daphney.horcher@psba.org.

Name of school district _____

Please check one:

____ Our district **does NOT** intend to appoint Voting Delegates.

____ I certify that the following school directors have been duly appointed as our Voting Delegates (no person may serve as the delegate of more than one school entity):

1. **Name:** _____

Preferred Mailing Address: _____

_____ Email address: _____

Signature: _____ Date: _____

2. **Name:** _____

Preferred Mailing Address: _____

_____ Email address: _____

Signature: _____ Date: _____

Name of board president: _____

Signature of board president: _____

Telephone & email of board president: _____

Date: _____

Name of board secretary: _____

Signature of board secretary: _____

Telephone & email of board secretary: _____

Date: _____