

TUNKHANNOCK AREA SCHOOL DISTRICT
TUNKHANNOCK, PENNSYLVANIA

BOARD OF SCHOOL DIRECTORS
WORK SESSION/BOARD MEETING
ADMINISTRATION CENTER
THURSDAY, JANUARY 12, 2017

I. Call to Order

II. Pledge of Allegiance

III. Public Comments on Agenda Items Only

IV. Student Spotlight

V. Enrollments (pp4-8)

VI. Approval of Minutes

1. Recommended that a resolution be adopted to approve the Board minutes of the December 8, 2016 Reorganization Meeting as presented. (pp9-17)

Motion by _____ Seconded by _____

2. Recommended that a resolution be adopted to approve the Board minutes of the December 15, 2016 Public Work Session/Board Meeting as presented. (pp18-31)

Motion by _____ Seconded by _____

VII. Superintendent's Report

1. Recommended that a resolution be adopted to approve the resignation of Paul Grabowski as an Assistant Football Coach effectively immediately. (p32)

Motion by _____ Seconded by _____

2. Recommended that a resolution be adopted to approve the appointment of co-op student Jakob Baldo as a Technology Intern to Joseph Kormis. The position will be paid through the School to Career budget. Salary will be \$7.25/hour not to exceed 17 hours/week. Position will be effective 1/13/17 through the remainder of the 2016-17 school year. (p33)

Motion by _____ Seconded by _____

3. Recommended that a resolution be adopted to approve the leave of Susan Williams, Evans Falls Kindergarten Teacher. (p34)

Motion by _____ Seconded by _____

4. Recommended that a resolution be adopted to approve the leave of Jacquelyn Marshalek, School Psychologist. (p35)

Motion by _____ Seconded by _____

5. Recommended that a resolution be adopted to approve the appointment of support staff substitute Leigh Powell. Act 34, 114 and 151 clearances and TB testing are on file in the Superintendent's Office .

Motion by _____ Seconded by _____

6. Recommended that a resolution be adopted to approve Volunteers as presented. All candidates have on file in the Superintendent's Office clearances and TB testing as required by district policy. (p36)

Motion by _____ Seconded by _____

7. Recommended that resolution be adopted to approve conference attendance as listed:

- | | | | | |
|----|-----------------|-------------------------|------------------------|-------------------------------|
| a. | Caitlin Gaughan | SAP Training | 1/9, 13, 20 | Total Cost \$330.00 (pp37-38) |
| b. | Krista Pasko | Assistive Tech Training | 1/26 2/21
3/30, 5/2 | Total Cost \$112.32 (pp39-40) |
| c. | Lisa Truesdale | MTSS Math Sessions | 2/15,16 | Total Cost \$298.00 (pp41-42) |

Motion by _____ Seconded by _____

8. Recommended that a resolution be adopted to approve field trip/conference attendance as listed:

- | | | | | |
|----|-------------------|-----------------------------|-------|--------------------------------|
| a. | Tara Kasperkowski | All Eastern Choral Festival | 4/5-8 | Total Cost \$1098.38 (pp43-44) |
| | | 1 Student Attending | | |

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>Teacher's</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>

IX. Unfinished Business

1. Recommended that a resolution be adopted to approve the second reading of Board Policies as listed.
 - a. No. 007 Local Board Procedures – Policy Manual Access (p45)
 - b. No. 210 & No. 210AR Pupils – Medications (pp46-52)

Motion by _____ Seconded by _____

X. New Business

1. Recommended that a resolution be adopted to approve Bus/Van contract amounts as presented. (pp53-54)

Motion by _____ Seconded by _____

2. Recommended that a resolution be adopted to designate Heather McPherson as the Applicate Agent for filing with the Pennsylvania Emergency Management Agency. (pp55-56)

Motion by _____ Seconded by _____

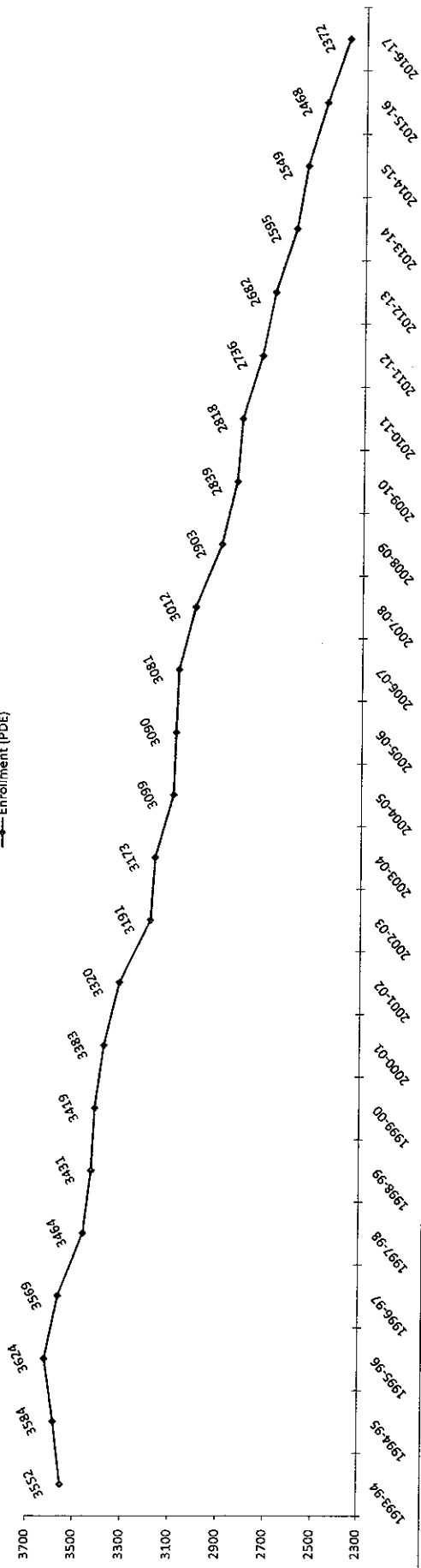
XI. Additional Public Comments

XII. Adjournment

Motion by _____ Seconded by _____

Tunkhannock Area School District Enrollment History (as of 10/1 each year)

—●— Enrollment (PDE)



Tunkhannock Area School District Enrollment Statistics 2016 - 2017

	8/30/2016	9/1/2016	10/3/2016	11/1/2016	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017
Elementaries											
K	156	156	155	155	155	155					
1	173	173	172	172	172	170					
2	157	157	156	158	157	157					
3	175	175	174	172	174	176					
4	198	199	199	200	198	199					
Total	859	860	856	857	856	857					
Middle School											
5	182	182	182	180	179	180					
6	210	210	211	213	214	214					
7	175	175	176	177	176	175					
8	187	187	186	186	187	189					
Total	754	754	755	756	756	758					
High School											
9	181	181	180	179	177	177					
10	197	196	191	191	191	190					
11	191	190	190	189	188	189					
12	205	204	200	201	201	200					
Total	774	771	761	760	757	756					
District Total	2387	2385	2372	2373	2369	2371					

Tunkhannock Area School District Enrollment - Elementary 2016 - 2017

	8/30/2016	9/1/2016	10/3/2016	11/1/2016	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017
Evans Falls											
K	43	43	41	42	42	43					
1	33	33	31	30	30	32					
2	39	40	41	40	40	42					
3	36	36	36	36	36	38					
4	46	46	46	47	47	47					
Total	197	198	195	195	195	202					
Mehoopany											
K	29	29	29	28	28	28					
1	34	34	34	36	36	36					
2	26	26	25	26	23	23					
3	47	47	47	45	47	47					
4	25	25	26	27	26	27					
Total	161	161	161	162	160	161					
Mill City											
K	34	34	34	34	34	34					
1	52	52	53	53	53	51					
2	44	44	43	43	44	43					
3	34	34	34	33	34	34					
4	57	57	57	57	56	56					
Total	221	221	221	220	221	218					
Roslund											
K	50	50	51	51	51	50					
1	54	54	54	53	53	51					
2	48	47	47	49	50	49					
3	58	58	57	58	57	57					
4	70	71	70	69	69	69					
Total	280	280	279	280	280	276					
Elem. Total	859	860	856	857	856	857					

Tunkhannock Area School District Enrollment - Elementary Homerooms 2016 -2017

Evans Falls					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Ms. Quinn	14			
Kindergarten	Patti Quinnan	14			
Kindergarten	Mrs. Williams	15	1		
Total		43	1		
Grade 1	Karen Gurzynski	15			
Grade 1	Susan Traver	16	1		
Total		31	1		
Grade 2	Cheryl Montross	22	1		
Grade 2	Judy Weber	21	1		
Total		43	2		
Grade 3	Marlene Aitken	19	1		
Grade 3	Joanne Yanchick	19	1		
Total		38	2		
Grade 4	Anastasia Davis	23			
Grade 4	Nolan Robinson	24			
Total		47			
School Total		202	6	0	
Mehoopany					
Grade	Teacher	Total Students	Additional	Less	
Kindergarten	Gretchen Kneal	14			
Kindergarten	Deborah Shotwell	14			
Total		28			
Grade 1	Elizabeth Reese	19			
Grade 1	Beth Saylor	17			
Total		36			
Grade 2	Kelly Kulsicavage	10			
Grade 2	Faye Ziegler	13			
Total		23			
Grade 3	Jennifer Gallup	15			
Grade 3	Wendy Morris	16			
Grade 3	Krista Dymond	15		1	
Total		46		1	
Grade 4	Megan Farrell	13			
Grade 4	Vince McClain	13	1		
Total		26	1	1	
School Total		159	1	2	

Mill City				
Grade	Teacher	Total Students	Additional	Less
Kindergarten	Alice Gable	18		
Kindergarten	Anna Longstreet	16		
Total		34		
Grade 1	Stacy Bevan	17		
Grade 1	Rachel Dana	17		1
Grade 1	Justin Muthler	17		1
Total		51		2
Grade 2	Marion Parry	23	1	
Grade 2	Tina Verchuk	20		1
Total		43	1	1
Grade 3	Michael Pasko	17		
Grade 3	Lisa Truesdale	17		
Total		34		
Grade 4	Ann DeMarco	19		
Grade 4	Amanda Golden	19		
Grade 4	Pamela Lizza	18		
Total		56		
School Total		218	1	3
Roslund				
Grade	Teacher	Total Students	Additional	Less
Kindergarten	Cheryl Drungell	17		
Kindergarten	Kinsey Lukasavage	17		
Kindergarten	Marie Vieczorek	15		1
CSC (kdg)		1		
Total		49		1
Grade 1	Kristin Kovalchick	16		1
Grade 1	Dana McHugh	17		1
Grade 1	Kammy Puza	18		
Total		51		2
Grade 2	Katina Brown	25		
Grade 2	Ashley Napoli	24		1
Total		49		1
Grade 3	Kim Thomas	18		
Grade 3	Eliza Wells	20		
Grade 3	Suzanne Young	19		
Total		57		
Grade 4	Ann Henry	23		
Grade 4	Bill Parry	22		
Grade 4	Dan Walker	24		
Total		69		
School Total		276-8-		4

**Tunkhannock Area School District
Board Minutes – Reorganization Meeting
December 8, 2016**

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

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

There were interested citizens present.

Mr. Farr called the meeting to order at 7:31PM and then led the Pledge of Allegiance.

Mr. Farr asked for a motion to elect a President Pro-tempore.

Resolution # 1 A motion was made by Mr. Swilley and seconded by Mrs. Arnold to elect Mr. Parry as President Pro-tempore. Voting: Motion carried unanimously - see resolution number one in the minute book.

Mr. Parry requested that the Nominating Committee provide its recommendations and report. Mr. Swilley, on behalf of the Nominating Committee recommended that Mr. Farr be re-elected as President for 2017.

Mr. Parry asked if there were any additional nominations from the floor for President. Hearing none, Mr. Parry closed nominations for President.

Resolution # 2 : A motion was made by Mr. Swilley and seconded by Mrs. Bennett to elect Mr. Farr as President for 2017. Voting: Motion carried unanimously - see resolution number two in the minute book.

Mr. Parry asked the Nominating Committee for recommendations for Vice President. Mr. Swilley, on behalf of the Nominating Committee recommended that Mr. Weidner be re-elected as Vice President for 2017

**Tunkhannock Area School District
Board Minutes – Reorganization Meeting
December 8, 2016**

Resolution # 3 : A motion was made by Mr. Swilley and seconded by Mr. Parry to elect Mr. Weidner as Vice President for 2017. Voting: Motion carried unanimously - see resolution number three in the minute book.

Mr. Farr announced the Committee appointment list and asked if there were any necessary changes. Mr. Farr stated that the final list of Committee appointments for 2017 would be posted on the website (see attached Exhibit A).

Resolution # 4 : A motion was made by Mr. Greenip and seconded by Mrs. Arnold to approve the Tunkhannock Area School Board Meeting Schedule for 2017 (see Exhibit B attached). Voting: Motion carried unanimously - see resolution number four in the minute book.

New Business

Mr. Farr stated that the Wyoming County Tax Collectors Association had presented a request to the Board to increase their compensation. Mr. Farr turned the floor over to Ms. Missy Bonnie representing the Wyoming County Tax Collectors Association. Ms. Bonnie walked the Board through the Association's proposal (see Exhibit C attached).

Mr. Farr thanked Ms. Bonnie for her presentation and stated that the Board would take it under advisement and look to take action at the Board's next meeting scheduled for December 15, 2016.

Public Comment

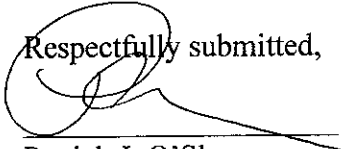
Mr. Baker commented on the meeting schedule, the committee listing and the Feasibility Study.

A motion to adjourn was made at 7:59 pm by Mr. Burke and seconded by Mr. Swilley. Motion carried on all ayes.

ROLL CALL VOTE

RESOLUTION #:	1	2	3	4
Holly Arnold	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes
Rob Parry	Yes	Yes	Yes	Yes
Bill Prebola	Yes	Yes	Yes	Yes
Bill Swilley	Yes	Yes	Yes	Yes
John Burke	Yes	Yes	Yes	Yes
Bill Weidner	Yes	Yes	Yes	Yes
Phil Farr	Yes	Yes	Yes	Yes

Respectfully submitted,


Patrick J. O'Shea
Board Secretary

Attachments: A, B, & C

Tunkhannock Area School Board
Committees for 2017

Building & Grounds	* Bill Weidner John Burke Randy Greenip	Legislative Chairman I.U Representative	Holly Arnold Lori Bennett
Cafeteria	* Lori Bennett Philip Farr Bill Weidner	Advisory Senate Support Staff Sick Bank	Bill Prebola Bill Weidner
Extra-Curricular	* Bill Prebola Lori Bennett Randy Greenip	Negotiations Committee Act 93	 Lori Bennett Bill Swilley John Burke
Technology	* Rob Parry Bill Prebola Holly Arnold	 Teachers	 Philip Farr Bill Prebola Lori Bennett
Transportation & Safety	* Rob Parry Randy Greenip Bill Weidner	 Support	 Randy Greenip Bill Weidner Rob Parry
Human Resources	* John Burke Bill Swilley Philip Farr		
Budget & Finance	* John Burke Bill Swilley Philip Farr		
Curriculum	* Holly Arnold Rob Parry Bill Swilley		
Policy	* Holly Arnold Bill Prebola Lori Bennett		
Ad Hoc Building Closure	* Philip Farr John Burke Holly Arnold		

As of 12-08-16

TUNKHANNOCK AREA SCHOOL DISTRICT
SCHOOL BOARD MEETINGS
2017

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>	<u>PURPOSE</u>
January 12, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
January 26, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
February 9, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
February 23, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
March 9, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
March 23, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
April 13, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
April 27, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
May 11, 2017	7:30 p.m.	Middle School	Accelerated Reader Awards/Work Session/Board Meeting
May 25, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
June 8, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
June 22, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
July 20, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
August 17, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
September 14, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
September 28, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
October 12, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
October 26, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
November 16, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting
December 7, 2017	7:30 p.m.	Administration Center	Reorganization
December 21, 2017	7:30 p.m.	Administration Center	Work Session/Board Meeting

TUNKHANNOCK AREA SCHOOL DISTRICT

Wednesday, November 2, 2016

RECEIVED

NOV 02 2016

TO: Tunkhannock Area School Board

FROM: Wyoming County Tax Collector's Association

RE: Compensation for the collection of school taxes – new term 2018

As you are already aware, Local Tax Collection Law provides for and requires that tax collector's compensation for the coming new term be set by February 15, 2017.

In reviewing our compensation, the Tunkhannock Area School Board has not considered a raise for the tax collectors in 27 years for the collection of real estate taxes and 15 years for the collection of per capita taxes. The tax collector's feel that we do a good job for the district, but, also feel we need to be compensated in accordance. We do a lot of unpaid work duties and would like you to consider some kind of compensation for this work i.e. in 1996 an amendment was enacted that requires tax collectors to send our notices at the end of the face period to those tax payers that are now delinquent. Enclosed is a copy of the amendment requirements and the letter we have to send out along with a copy of the tax bill.

Also, we use our own computers and general supplies and would like to be reimbursed for the ink and the supplies. There are many times we have to make copies of bills, copy all our reports that are required, etc.

Added to the attachments is a list of tasks done by the tax collectors.

With the above statements, the association would like to propose the following increases. Again, please keep in mind the years that we have not had an increase in pay.

CURRENT TERM	NEW TERM
\$3.25 per real estate parcel collected	\$4.00 per real estate parcel collected
\$3.25 per installment	\$4.00 per installment
\$1.75 per capita tax collected	\$2.00 per capita tax collected
\$2.50 per new capita tax collected	SAME
	\$1.00 per reminder notice mailed
	\$1.00 each unpaid Real Estate turned over for Collection
	\$50.00 for ink and office supply

We would appreciate being put on the agenda for a board meeting so if there are any questions, our spokes person could address them. Please let us know when we are on the agenda by calling Connie Lawrence at 570-836-4168 or e-mail gc3law@epix.net.

Enclosures

cc: P.J. O'Shea

XHBIT C (prints)

Discounts and Penalties

The Local Tax Collection Law establishes the discount and penalty schedule.¹² Calculation of the cutoff date for the discount and face periods is determined by the postmark date on the envelopes.

Discount: At least 2 percent if the whole amount of the tax is paid within 2 months after the date of the tax notice.

Payment at Face: The full amount of tax if paid during the 2 months following the end of the discount period.

Penalty: Up to 10 percent added to the face amount for all taxes not paid within 4 months after the date of the tax notice.

The "date of the tax notice" stipulated in Section 10 has been interpreted to mean the date the notice is mailed to the taxpayer, not the date printed in the notice if it is different. The court held that each taxpayer is entitled to a two-month opportunity to pay at discount, otherwise a taxing body might be tempted to withhold tax notices until the face or penalty period.¹³

The 2 percent discount for early payment of taxes has been found constitutional by the courts.¹⁴ It was enacted for the welfare of taxing bodies and can be treated as a collection fee, since it has the effect of producing immediate revenue for local government purposes.

The penalty added to the tax after 4 months becomes part of the tax due.¹⁵ It is included in the base on which all other delinquent interest and penalties are calculated.

The discount and penalty schedule applies to all real estate, per capita (non-Act 511) and occupation taxes, except for county taxes collected under the terms of special local legislation.¹⁶

A 1996 amendment requires the tax collector to send special notices to taxpayers who have not paid the real estate tax within 4 months of notification and who the tax collector has reason to believe are 60 years of age or older.¹⁷ The notice must be sent by first class mail, in 18 point or larger text, and read:

"YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT (NAME OF TAX COLLECTOR) BY MAIL AT (ADDRESS) OR BY TELEPHONE

AT (TELEPHONE NUMBER). IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT."

Failure to receive this notice does not relieve taxpayers from their responsibility to pay the taxes due.

Taxing districts enacting taxes under the Local Tax Enabling Act may prescribe discount and penalty periods for collection of these taxes, with the sole exception of the earned income tax.¹⁸ Usually, per capita and occupation taxes enacted under the Local Tax Enabling Act are collected by the elected tax collector and billed on the same notice as per capita and occupation taxes adopted under the municipal codes with the same discount and penalty period applied.

Discounts are not permitted on taxes paid on an installment basis.¹⁹ Taxes on unseated lands in seventh and eighth class counties do not carry a discount and penalty provision.²⁰ Interest at the rate of 6 percent is added if the taxes are not paid within the year.

Tax collectors must apply the penalty amount after the 4 month period has elapsed. They have no authority to excuse penalties where tax notices have not been received, nor where assessments are being contested by the property owner.²¹ The taxing district, of course, has power to grant exonerations for mistakes, and must make refunds where property assessments are lowered upon appeal. These actions emanate from the taxing body itself; the tax collector has no authority to make these decisions.

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT

*The Tax collector's Name, Address & Phone #
go here.*

IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

TASKS DONE BY TAX COLLECTORS

COLLECTION OF TAXES

1. Pick up bills at courthouse.
2. Verify bills to duplicate.
3. Pull duplicates requested by escrow companies; stuff for mailing.
4. Stuff bills, matching RE and PC bills going to same address and mailing in same envelope. Split into additional envelopes if over weight for 1st class stamp.
5. Post on or before designated mailing date.
6. If using return service envelopes, when they are returned by P.O., correct address in duplicate and re-mail under corrected address. If they can't be sent again, such as "Unknown", "No Forward", etc., update duplicate and retain bill with envelope for records.
7. As payments are received, verify payment and receipt bill for processing. Return underpaid bills to sender with explanation.
8. Mail receipted copies to senders that included SASE. If over payments are received, note overage and return that amount to sender with explanation, after report is balanced and deposit is made.
9. Record receipted bills on report.
10. Balance report to total received.
11. Make deposit.
12. Complete report for filing, using the receipted bills report plus a monthly report and an accounting sheet, all of which must be included for filing with the treasurer for each deposit. Make copy of each report for your records.
13. Update duplicate, reflecting payments received with date, type of payment, cash or check, and check number and period paid.
14. File paid bills for keeping.
15. When Face period closes, send required "Courtesy Reminders" to all tax payers with outstanding bills.
16. Prepare reports for changes, additions, and deletions, stating reason, and forward to courthouse prior to the school tax cycle.

THROUGHOUT THE YEAR

1. Field phone calls from tax payers and escrow companies. Sometimes on week-ends or holidays.
2. Prepare tax certifications and forward to requesting party; request paid for by requester.
3. Prepare copies of receipted bills for tax payers as requested.
4. Be available to collect payments by stated hours or appointment, (sometimes on week-ends) and specifically be available for collecting at least three days of each of the last two weeks of discount as stated by the Tax Collectors Manual. Most tax collectors follow that in any given tax period, especially the last few days prior to a period ending.

*** Most tax collectors in our area maintain offices in our homes, which means we must provide accessibility and adequate insurance to protect higher foot traffic. In some cases, additional equipment and supplies are required at our expense to do the job at a higher level of efficiency.

YEAR END SETTLEMENT

1. Balance books for settlement.
2. Prepare real estate reports for returns to tax claim, including interest due on each open tax.
3. Balance the outstanding face portion of that report to last monthly report filed.
4. Prepare report on any exonerations issued by assessment during the year, including original figures, exonerated amount, and new re-issued bill figures.
5. List all outstanding per capita taxes.
6. List all uncollectible per capita taxes stating reason.
7. Prepare Master Report for real estate using collections at face value in all periods plus figures from #2 at face, and #4, balancing to zero.
8. Prepare Master Report for per capita taxes using face collected in all periods, plus figures from #5 and #6 at face, balancing to zero.
9. Update any corrections, additions and deletions to turn over as well.
10. By appointment, return all to applicable offices in courthouse, keeping copies of everything for records.
11. Purge completed year and box for storage in house.
12. Referring to retention schedule for taxes, purge any previous years files of what can be destroyed. Shred or burn whatever is of no value. Retain balance of files for mandated times in retention schedule.

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
December 15, 2016**

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

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

There were interested citizens present.

Mr. Farr called the meeting to order at 7:32PM and then led the Pledge of Allegiance.

Public Comment on Agenda Items Only

Ms. Christine Huff commented on the 7th and 8th grade children that would like to cheer at the 7th and 8th grade football games.

Student Spotlight

Mr. Farr turned the floor over to Mr. Ken Janisewski who introduced Coach Marabell. Coach Marabell coaches the 7th & 8th grade community football team. Coach Marabell presented the players with award certificates.

Mr. Janisewski spotlighted two student athletes for their outstanding achievements:

- Brittany Zamber – Girls Golf – Most Decorated Golfer in the school’s history
- Ben Tidball – Boys Cross-Country – State Qualifier

Enrollments

Enrollments were provided for information.

Minutes

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

1. November 22, 2016 Public Work Session/Board Meeting as presented.
2. December 1, 2016 Special Purpose Meeting as presented.

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
December 15, 2016**

Business & Finance

Resolution # 2 : A motion was made by Mrs. Arnold and seconded by Dr. Prebola to approve the Business & Finance items listed below. Voting: Motion carried unanimously (Mr. Greenip abstained from item Simplex Grinnell and Tyco bills) - see resolution number two in the minute book.

1. Recommended that a resolution be adopted to approve district Treasurers' Reports as presented.
 - a. District
 - b. Pennsylvania Liquid Assets
 - c. Payroll Account
 - d. Gas Lease Funds Account
 - e. Unemployment Compensation Fund
 - f. Capital Reserve
 - g. Scholarship Accounts
 - h. Cafeteria
 - i. Title I
 - j. Title II
 - k. Activities Accounts
 - l. Community Funded Sports Account
 - m. Pre K Funds
 - n. General Fund Checking Account
2. Recommended that a resolution be adopted to approve payrolls as presented:
 - a. District

November 10, 2016	\$813,994.86
November 23, 2016	\$796,654.74
 - b. Cafeteria

November 10, 2016	\$26,352.92
November 23, 2016	\$27,960.28
 - c. Title I

November 10, 2016	\$14,008.00
November 23, 2016	\$14,008.00
3. Recommended that a resolution be adopted to ratify wire transfers as presented.
4. Recommended that a resolution be adopted to ratify district bills as presented in the amount of \$815,447.32.
5. Recommended that a resolution be adopted to approve bills as presented:
 - a. District - \$508,684.55
 - b. Cafeteria - \$143,045.94
6. Recommend that a resolution be adopted to approve district financial reports as presented.

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
December 15, 2016**

Superintendent's Report

Resolution # 3 : A motion was made by Mr. Burke and seconded by Dr. Prebola to approve the items from the Superintendent's Report listed below. Voting: Motion carried unanimously - see resolution number three in the minute book.

1. Recommended that a resolution be adopted to approve volunteers as presented.
Clearances status as listed. (see Exhibit A attached)
2. Recommended that a resolution be adopted to approve the appointment of Winter Sports Extra Pay positions as listed. All clearances and TB testing as required by district policy are on file in the Superintendent's Office.
 - a. John Keefe Scoreboard Operator/Scorebook Compensation - \$50.00/game
 - b. Bill Fassett Scorebook Compensation - \$50.00/game
3. Recommended that a resolution be adopted to approve the appointment of James Timmons, pending receipt of all clearances and TB testing, as a substitute Administrator at a rate of \$375.00/day.
4. Recommended that a resolution be adopted to approve the appointment of Support Staff Substitutes as listed. All clearances and TB testing as required by district policy are on file in the Superintendent's Office.
 - a. Brenda DeSoo
 - c. Ashley Tyson
5. Recommended that resolution be adopted to approve conference attendance as listed:

a.	Annette Shreve	Math Design Collaborative	12/13-15	\$371.60
b.	Mary Gene Eagen	Title I ISP Conference	1/29	\$1,262.00

Ms. McPherson announced and asked that everyone join her in congratulating Middle School Assistant Principal Kelly Carroll on her successful completion of her PhD from Marywood University.

Ms. McPherson also provided the Board and everyone present with an update on the District's Master Plan.

Ms. McPherson reminded everyone that there is a meeting to scheduled for next Thursday night at 7:30PM December 22, 2016 at the High School Auditorium that will be the first official public hearing on the possibility of closing some of the elementary schools and/or re-aligning grades. This meeting also marks the beginning of the 90-day public hearing and comment period. She added that there will be several meetings in addition to this one which will be held in the communities.

Committee Reports

None.

Unfinished Business

None

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
December 15, 2016**

New Business

Mr. Farr announced that the TASD Visa Account statement was in the packet for information.

Mr. Farr announced the first reading of the following policies:

- a. No. 007 Local Board Procedures – Policy Manual Access
- b. No. 210 & No. 210-AR Pupil – Medications

Resolution # 4 : A motion was made by Mrs. Arnold and seconded by Mr. Burke to approve the irrevocable resolution committing the Board to remain within the Act 1 index for the 2017-18 Budget Year (see Exhibit B attached). Voting: Motion carried unanimously - see resolution number four in the minute book.

Mr. Farr announced that the Tax Collectors had made a request of the Board to increase their compensation which had been discussed at last week’s reorganization meeting and that that together with a discussion of the per Capita tax would be added to tonight’s agenda.

Mr. Farr stated that Wyoming County and numerous municipalities within the county had eliminated their Per Capita tax. The consensus of the Board was to investigate the necessary steps to eliminate the Per Capita tax for the District.

Mr. Farr provided an overview of the requested increases. Ms. Missy Bonnice presented the request from the Wyoming County Tax Collectors Association for increases in their compensation from the Tunkhannock Area School District (see Exhibit C attached).

Resolution # 5 : A motion was made by Mr. Burke and seconded by Mrs. Arnold to approve an increase in the compensation for District Tax Collectors as listed below. Voting: Motion carried unanimously - see resolution number five in the minute book.

	<u>CURRENT</u>	<u>NEW</u>	
	<u>RATES</u>	<u>RATES</u>	<u>CHANGE</u>
• Per Real Estate Parcel Collected	\$3.25	\$4.00	Increase
• Per Real Estate Installment	\$3.25	\$4.00	Increase
• Per “Per Capita” Tax collected	\$1.75	\$2.00	Increase
• Per New “Per Capita” collected	\$2.50	\$2.50	No Change
• Each Unpaid Real Estate turned over for Collection	N/A	\$1.00	New
• Annual stipend for Ink & Office Supplies	N/A	\$50.00	New

**Tunkhannock Area School District
Board Minutes – Public Work Session/Board Meeting
December 15, 2016**

Public Comment

Ms. Karen Thomas and Ms. Tina O’Sullivan commented on the Feasibility Study.

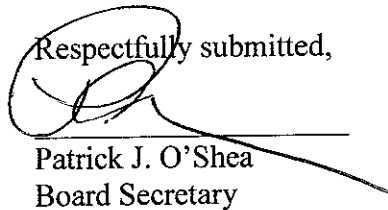
Mr. Farr announced that the Board would be going into Executive Session after this meeting to discuss legal and personnel matters and would not be returning

A motion to adjourn was made at 8:57 pm by Mrs. Bennett and seconded by Dr. Prebola.
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>
Holly Arnold	Yes	Yes	Yes	Yes	Yes
Lori Bennett	Yes	Yes	Yes	Yes	Yes
Randy Greenip	Yes	Yes	Yes	Yes	Yes
Rob Parry	Absent				
Bill Prebola	Yes	Yes	Yes	Yes	Yes
Bill Swilley	Absent				
John Burke	Yes	Yes	Yes	Yes	Yes
Bill Weidner	Absent				
Phil Farr	Yes	Yes	Yes	Yes	Yes

Respectfully submitted,



Patrick J. O’Shea
Board Secretary

Attachments: A, B, C and Conflict of Interest Letter from Mr. Greenip

Volunteers - December 15, 2016

Volunteers	First	Activity or School	School Year	Clearances/TB Status
Last Frear	Hilary	Mill City	2016-17	Complete
Jacob	Elissa	Roslund	2016-17	Complete
Ray	Cory	Athletics	2016-17	Pending Act 114
Traver	Tom	Athletics	2016-17	Complete

**TUNKHANNOCK AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**

RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the **TUNKHANNOCK AREA SCHOOL DISTRICT** index for the 2017-2018 fiscal year is 3.1%

WHEREAS, the **TUNKHANNOCK AREA SCHOOL DISTRICT** Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the **TUNKHANNOCK AREA SCHOOL DISTRICT** for the 2017-2018 fiscal year by more than its index.

AND NOW, on this 15th day of December, 2016, it is hereby RESOLVED by the **TUNKHANNOCK AREA SCHOOL DISTRICT** (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2017-2018 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2017-2018 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form

prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2017-2018 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

Attest:

Board Secretary

Board President

(SEAL)

Wednesday, November 2, 2016

TO: Tunkhannock Area School Board

FROM: Wyoming County Tax Collector's Association

RE: Compensation for the collection of school taxes – new term 2018

As you are already aware, Local Tax Collection Law provides for and requires that tax collector's compensation for the coming new term be set by February 15, 2017.

In reviewing our compensation, the Tunkhannock Area School Board has not considered a raise for the tax collectors in 27 years for the collection of real estate taxes and 15 years for the collection of per capita taxes. The tax collector's feel that we do a good job for the district, but, also feel we need to be compensated in accordance. We do a lot of unpaid work duties and would like you to consider some kind of compensation for this work i.e. in 1996 an amendment was enacted that requires tax collectors to send our notices at the end of the face period to those tax payers that are now delinquent. Enclosed is a copy of the amendment requirements and the letter we have to send out along with a copy of the tax bill.

Also, we use our own computers and general supplies and would like to be reimbursed for the ink and the supplies. There are many times we have to make copies of bills, copy all our reports that are required, etc.

Added to the attachments is a list of tasks done by the tax collectors.

With the above statements, the association would like to propose the following increases. Again, please keep in mind the years that we have not had an increase in pay.

CURRENT TERM	NEW TERM
\$3.25 per real estate parcel collected	\$4.00 per real estate parcel collected
\$3.25 per installment	\$4.00 per installment
\$1.75 per capita tax collected	\$2.00 per capita tax collected
\$2.50 per new capita tax collected	SAME
	\$1.00 per reminder notice mailed
	\$1.00 each unpaid Real Estate turned over for Collection
	\$50.00 for ink and office supply

We would appreciate being put on the agenda for a board meeting so if there are any questions, our spokes person could address them. Please let us know when we are on the agenda by calling Connie Lawrence at 570-836-4168 or e-mail gc3law@epix.net.

Enclosures

cc: P.J. O'Shea

EXHIBIT C (p 1 of 5)

Discounts and Penalties

The Local Tax Collection Law establishes the discount and penalty schedule.¹² Calculation of the cutoff date for the discount and face periods is determined by the postmark date on the envelopes.

Discount: At least 2 percent if the whole amount of the tax is paid within 2 months after the date of the tax notice.

Payment at Face: The full amount of tax if paid during the 2 months following the end of the discount period.

Penalty: Up to 10 percent added to the face amount for all taxes not paid within 4 months after the date of the tax notice.

The "date of the tax notice" stipulated in Section 10 has been interpreted to mean the date the notice is mailed to the taxpayer, not the date printed in the notice if it is different. The court held that each taxpayer is entitled to a two-month opportunity to pay at discount, otherwise a taxing body might be tempted to withhold tax notices until the face or penalty period.¹³

The 2 percent discount for early payment of taxes has been found constitutional by the courts.¹⁴ It was enacted for the welfare of taxing bodies and can be treated as a collection fee, since it has the effect of producing immediate revenue for local government purposes.

The penalty added to the tax after 4 months becomes part of the tax due.¹⁵ It is included in the base on which all other delinquent interest and penalties are calculated.

The discount and penalty schedule applies to all real estate, per capita (non-Act 511) and occupation taxes, except for county taxes collected under the terms of special local legislation.¹⁶

A 1996 amendment requires the tax collector to send special notices to taxpayers who have not paid the real estate tax within 4 months of notification and who the tax collector has reason to believe are 60 years of age or older.¹⁷ The notice must be sent by first class mail, in 18 point or larger text, and read:

"YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT (NAME OF TAX COLLECTOR) BY MAIL AT (ADDRESS) OR BY TELEPHONE

AT (TELEPHONE NUMBER). IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT."

Failure to receive this notice does not relieve taxpayers from their responsibility to pay the taxes due.

Taxing districts enacting taxes under the Local Tax Enabling Act may prescribe discount and penalty periods for collection of these taxes, with the sole exception of the earned income tax.¹⁸ Usually, per capita and occupation taxes enacted under the Local Tax Enabling Act are collected by the elected tax collector and billed on the same notice as per capita and occupation taxes adopted under the municipal codes with the same discount and penalty period applied.

Discounts are not permitted on taxes paid on an installment basis.¹⁹ Taxes on unseated lands in seventh and eighth class counties do not carry a discount and penalty provision.²⁰ Interest at the rate of 6 percent is added if the taxes are not paid within the year.

Tax collectors must apply the penalty amount after the 4 month period has elapsed. They have no authority to excuse penalties where tax notices have not been received, nor where assessments are being contested by the property owner.²¹ The taxing district, of course, has power to grant exonerations for mistakes, and must make refunds where property assessments are lowered upon appeal. These actions emanate from the taxing body itself; the tax collector has no authority to make these decisions.

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT

The Tax collector's Name, Address + Phone #
go here.

IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

EXHIBIT C (p3 of 5)

TASKS DONE BY TAX COLLECTORS

COLLECTION OF TAXES

1. Pick up bills at courthouse.
2. Verify bills to duplicate.
3. Pull duplicates requested by escrow companies; stuff for mailing.
4. Stuff bills, matching RE and PC bills going to same address and mailing in same envelope. Split into additional envelopes if over weight for 1st class stamp.
5. Post on or before designated mailing date.
6. If using return service envelopes, when they are returned by P.O., correct address in duplicate and re-mail under corrected address. If they can't be sent again, such as "Unknown", "No Forward", etc., update duplicate and retain bill with envelope for records.
7. As payments are received, verify payment and receipt bill for processing. Return underpaid bills to sender with explanation.
8. Mail receipted copies to senders that included SASE. If over payments are received, note overage and return that amount to sender with explanation, after report is balanced and deposit is made.
9. Record receipted bills on report.
10. Balance report to total received.
11. Make deposit.
12. Complete report for filing, using the receipted bills report plus a monthly report and an accounting sheet, all of which must be included for filing with the treasurer for each deposit. Make copy of each report for your records.
13. Update duplicate, reflecting payments received with date, type of payment, cash or check, and check number and period paid.
14. File paid bills for keeping.
15. When Face period closes, send required "Courtesy Reminders" to all tax payers with outstanding bills.
16. Prepare reports for changes, additions, and deletions, stating reason, and forward to courthouse prior to the school tax cycle.

THROUGHOUT THE YEAR

1. Field phone calls from tax payers and escrow companies. Sometimes on week-ends or holidays.
2. Prepare tax certifications and forward to requesting party, request paid for by requester.
3. Prepare copies of receipted bills for tax payers as requested.
4. Be available to collect payments by stated hours or appointment, (sometimes on week-ends) and specifically be available for collecting at least three days of each of the last two weeks of discount as stated by the Tax Collectors Manual. Most tax collectors follow that in any given tax period, especially the last few days prior to a period ending.

*** Most tax collectors in our area maintain offices in our homes, which means we must provide accessibility and adequate insurance to protect higher foot traffic. In some cases, additional equipment and supplies are required at our expense to do the job at a higher level of efficiency.

YEAR END SETTLEMENT

1. Balance books for settlement.
2. Prepare real estate reports for returns to tax claim, including interest due on each open tax.
3. Balance the outstanding face portion of that report to last monthly report filed.
4. Prepare report on any exonerations issued by assessment during the year, including original figures, exonerated amount, and new re-issued bill figures.
5. List all outstanding per capita taxes.
6. List all uncollectible per capita taxes stating reason.
7. Prepare Master Report for real estate using collections at face value in all periods plus figures from #2 at face, and #4, balancing to zero.
8. Prepare Master Report for per capita taxes using face collected in all periods, plus figures from #5 and #6 at face, balancing to zero.
9. Update any corrections, additions and deletions to turn over as well.
10. By appointment, return all to applicable offices in courthouse, keeping copies of everything for records.
11. Purge completed year and box for storage in house.
12. Referring to retention schedule for taxes, purge any previous years files of what can be destroyed. Shred or burn whatever is of no value. Retain balance of files for mandated times in retention schedule.

**Conflict of Interest
Abstention Memorandum**

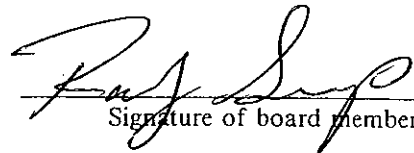
TO: Board Secretary, Tunkhannock School District
FROM: RANDY GREENIP board member
DATE: 12/15/2014

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

Simplex Grinnel
Tyco Integrated Security

My conflict/reason for abstaining is as follows:

Business Relationship


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 -January 12, 2017

Volunteers	Last	First	Activity or School	School Year	Clearances/TB Status
Darling	Terence		Athletics	2016-17	Complete
Marabell	Michael		Athletics	2016-17	Complete
Mensingher	Judi		Middle School	2016-17	Complete
Riker	Karen		Roslund	2016-17	Complete
Shirtz	Elsie		Athletics	2016-17	Complete

Conference Request Form

General Info
 User **CAITLIN GAUGHAN**
 Building **Middle School**
 Submitted **12/6/2016 2:47 pm**
 Dates **1/9/2017 to 1/20/2017**
 Reference ID **D12791-A0-L57359915**

Conference Information
 Title of Conference **K-12 Student Assistance Program (SAP) Training**
 Description **SAP**
 Expected Values of the Conference **help students overcome barriers in order to achieve,remain in school,and advance.**
 If website is not available, please attach an agenda or brochure.

Dates and Locale
 # of Meetings **3**

#	Date	Time	Location
1.	Mon Jan 9, 2017	8:30 am to 3:00 pm	Location: LIU
2.	Fri Jan 13, 2017	8:30 am to 3:00 pm	Location: LIU
3.	Fri Jan 20, 2017	8:30 am to 3:00 pm	Location: LIU

Conference/Workshop Provider
 Provider **Luzerne Intermediate Unit 18**
 Other Provider
 Maximum Allowances
 Food **0.00**
 Lodging **0.00**
 Transportation **0.00**
 Registration **330.00**
 Mileage .54/mile **0.00**
 Misc/Tolls **0.00**
 If other, please explain: **0.00**
 Substitute Needed? **No**
 Number of days substitute will be required
 Total expenses from this request: **330.00**

Goals and Objectives
 Select at Least One District Objective **Goal : School-Wide Positive Behavior**
 Schoolwide Positive Behavior

Comments
 You Must Accept the Guidelines To Submit this Form.
 I Accept: **I ACCEPT**

OTHER CODE-Admin Only

Admin ONLY-Department MS Conferences
 Admin Only-Code 10-1110-580-000-20-250
 Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
BUGNO, SUSAN	PRIOR	APPROVED	12/7/2016 2:07 pm
CARPENTER, MISHELLE	PRIOR	APPROVED	12/7/2016 2:24 pm
EAGEN, MARY GENE	PRIOR	APPROVED	12/8/2016 10:18 am
MCPHERSON, HEATHER	PRIOR	APPROVED	12/12/2016 9:27 am
Lawson, Carolyn	PRIOR	PENDING	
EAGEN, MARY GENE	FINAL		
Toye, Daniel	FINAL		

Expenses

Description	Requested	Approved	Final
Registration Fee	\$330.00	-----	-----
Transportation	\$0.00	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Course Reimbursement Cost	\$0.00	-----	-----
Mileage	\$0.00	-----	-----
Totals	\$330.00		

Budget Codes

Description	Year	Allocation
Other - See Admin Dept and Code 00-000-000-00-000-000 Approved by: HEATHER MCPHERSON	2016-2017	\$330.00

Evaluation(s)

Received Not Completed - Conference Report



Conference Request Form			
General Info			
User	KRISTA PASKO		
Building	Mill City		
Submitted	11/16/2016 12:19 pm		
Dates	1/26/2017 to 5/2/2017		
Reference ID	D12791-WRA2186923-L57041007		
Conference Information			
Title of Conference	Assistive Technology Training Series		
Description	This professional development opportunity is a 4 part training series for Special Education teachers, OT's, and Speech Itinerants in our local school districts. This training series is designed to assist our local school districts in building internal capacity when considering and implementing assistive technology for its students. Participants must attend all four sessions to receive credit.		
Expected Values of the Conference	Gaining knowledge to improve communication skills of my non-verbal students.		
Conference Website	www.liu18.org		
If website is not available, please attach an agenda or brochure.			
Dates and Locale			
# of Meetings	4		
#	Date	Time	Location
1.	Thu Jan 26, 2017	8:30 am to 11:30 am	Location: LIU 18 Room 311
2.	Tue Feb 21, 2017	8:30 am to 11:30 am	Location: LIU 18 Room 311
3.	Thu Mar 30, 2017	8:30 am to 11:30 am	Location: LIU 18 Room 311
4.	Tue May 2, 2017	8:30 am to 11:30 am	Location: LIU 18 Room 311
Conference/Workshop Provider			
Provider	Luzerne Intermediate Unit 18		
Other Provider			
Maximum Allowances			
Food	0.00		
Lodging	0.00		
Transportation	0.00		
Registration	0.00		
Mileage .54/mile	112.32		
Misc/Tolls	0.00		
If other, please explain:	N/A		
Substitute Needed?	No		
Number of days substitute will be required			
Total expenses from this request:	112.32		
Goals and Objectives			
Select at Least One District Objective	Goal : Educator Effectiveness <input checked="" type="checkbox"/> Educator Effectiveness		

Comments

You Must Accept the Guidelines To Submit this Form.

I Accept: I ACCEPT

OTHER CODE-Admin Only

Admin ONLY-Department Project MAX
 Admin Only-Code 10-2271-580-530-00-000-000-000-0175

Finish

Administrator's Section

Approval Summary

Administrator	Approval Type	Status	Date
FELKER, KATHERINE	PRIOR	APPROVED	11/23/2016 7:32 am
CARPENTER, MISHELLE	PRIOR	APPROVED	11/23/2016 8:58 am
EAGEN, MARY GENE	PRIOR	APPROVED	12/1/2016 12:12 pm
MCPHERSON, HEATHER	PRIOR	APPROVED	12/12/2016 9:28 am
Lawson, Carolyn	PRIOR	PENDING	
EAGEN, MARY GENE	FINAL		
Toye, Daniel	FINAL		

Registration Details

Provider LIU 18
 Sponsored by: Trainings and Workshops

Registration Status Pending - The registration is pending approval by the registrar.

Payment Method No Cost

Enrollment Type Act 48 Hours

Expenses

Description	Requested	Approved	Final
Registration Fee	\$0.00	-----	-----
Transportation	\$0.00	-----	-----
Tolls	\$0.00	-----	-----
Meals	\$0.00	-----	-----
Lodging	\$0.00	-----	-----
Other Expense 1	\$0.00	-----	-----
Course Reimbursement Cost	\$0.00	-----	-----
Mileage	\$112.32	-----	-----
Totals	\$112.32		

Budget Codes

Description	Year	Allocation
Approved by: HEATHER MCPHERSON	2016-2017	\$112.32

Evaluation(s) -40-

Received Not Completed - Conference Report

