

PASBO REPORT

volume 3, issue 4

OCTOBER 2016

Pennsylvania Association of School Business Officials

Smart Business + Informed Decisions = Great Schools

ESSA

PRESORTED
STANDARD MAIL
U.S. POSTAGE
PAID
HARRISBURG, PA
PERMIT NO. 77

PA Association of School Business Officials
PO Box 6993
Harrisburg, PA 17112-6993
Address Service Requested

**What Does It Mean
for PA Schools?**

PASBO BOARD OF DIRECTORS

PRESIDENT

Curtis O. Richards, PRSBA

PRESIDENT-ELECT

Edward G. Poprik, PRSBO

VICE PRESIDENT

Robert E. Saul, PRSBA

IMMEDIATE PAST PRESIDENT

Wanda M. Erb, PRSBA

DIRECTORS

Jaclin B. Krumrine, CPA

Margaret M. McMinn, PRSBO

Matthew Przywara, CPA, PRSBA

Mark Brooks, PRSBA

John J. Hurst, CPA, PRSBA

Brent A. Kessler, PRSBA

Patricia T. Bader, PRSBA

Donna Devlin, PRSBA

Diane J. Richards, CPA, PRSBA

PASBO STAFF

EXECUTIVE DIRECTOR

Jay Himes, CAE, jhimes@pasbo.org

DIRECTOR OF LEADERSHIP AND DEVELOPMENT

Dr. Wayne K. McCullough, PRSBA,

wmccullough@pasbo.org

DIRECTOR OF MEMBER ASSISTANCE

Jeffrey S. Ammerman, PRSBA,

jammerman@pasbo.org

DIRECTOR OF ADMINISTRATION

Jane S. Hack, CMP, jhack@pasbo.org

DIRECTOR OF ADVOCACY

Hannah Barrick, hbarrick@pasbo.org

INFORMATION SYSTEMS MANAGER

Andrew R. Rucker, arucker@pasbo.org

COMMUNICATIONS MANAGER

Suzanne K. Yorty, syorty@pasbo.org

EVENTS AND EXHIBITS MANAGER

Karen T. Rogers, CMP, krogers@pasbo.org

FINANCE MANAGER

Thomas P. Inners, tanners@pasbo.org

PROFESSIONAL DEVELOPMENT MANAGER

Kimberly A. Pierich, kpierich@pasbo.org

MEMBERSHIP COORDINATOR

Matthew Q. Wingfield, mwingfield@pasbo.org

MEMBER ENGAGEMENT COORDINATOR

Lynn L. Bubb, lbubb@pasbo.org

MEMBERSHIP ASSOCIATE

Stephanie E. Stehman, sstehman@pasbo.org

GENERAL COUNSEL

Clarence C. Kegel, Jr., Esq., Attorney

PASBO Report Table of Contents

Published monthly by the Pennsylvania Association of School Business Officials

Feature Article

ESSA: What Does It Mean for PA Schools?	1
Supplement-Not-Supplant	3

Officer's Message

It Is Time	3
------------------	---

Board Perspective

Higher Education.....	4
-----------------------	---

Research Articles and Tips

Chuck Peterson Elected ASBO Vice President	5
Election Rules.....	3
Hey Wait...We're Just As Important	7
Lead Contamination, Identification and Remediation in School Facilities.....	8
New to PASBO? Apply for a Scholarship!	5
PASBO Board Meeting Summary	14
PASBO and Wilkes University Working Towards Bachelor of Business Administration Degree Program	9
Safeguarding Your Organization Against Fraud.....	10
Understanding Dietetic Internships	11

Transitions

Calendar.....	17
Employment.....	17
Member News	17
New Members	16

In Each Issue

Colleague to Colleague.....	13
PASBO Products	14
Social Media Stats	16
Stat of the Month	4
Yes, There's an App for That!	14

PASBO's mission: Creating great schools by developing outstanding school leaders and providing responsive school business solutions

PASBO Report is the official publication of the Pennsylvania Association of School Business Officials. The publication is intended to inform and educate its readers about policy and technical issues related to school business management. Submit articles for publication to PASBO c/o Communications Manager, (syorty@pasbo.org). Articles will not be returned and are subject to review, approval and editing prior to publication. Unless otherwise stated in the article, the views and opinions of the authors are their own and do not necessarily reflect the positions of PASBO. Articles appearing in PASBO Report may be reprinted with permission of PASBO.

ESSA: What Does It Mean for PA Schools?

BY HANNAH S. BARRICK

It has been nearly a year since the Elementary and Secondary Education Act was reauthorized as the Every Student Succeeds Act (ESSA), and while much progress has been made, there is still a long way to go in refreshing this federal education policy at the national, state and local levels. The prior iteration of federal education policy, the No Child Left Behind Act (NCLB), which expired in 2007, took significant steps to increase the authority and involvement of the federal government in education policy issues.

ESSA, which became effective in December 2015, made huge strides in shifting that authority for education policy back to the states and away from the federal government. ESSA created a series of parameters within which states have the authority and flexibility to define their own policies specific to the needs of their schools, students and communities.

ESSA is a massive, comprehensive and complicated redraft of federal education policy. The Act focuses on all aspects of policy, targeting funding, ensuring students graduate from high school ready to meet the challenges of college and careers, continuing to require states to implement annual testing to measure student academic progress, setting performance targets and requiring states to issue annual report cards of school performance, requiring accountability for low-performing schools, as well as additional supports for those schools and including a teacher evaluation component to ensure students have the best teachers in the classroom and that teachers have the support they need to improve.

According to PA Association of School Administrators (PASA) Executive Director Jim Buckheit, "ESSA has the potential of dramatically changing a broad range of state laws, regulations and policies that affect Pennsylvania public schools. But a lot of patience is needed as the changes will likely take some time before they are implemented."

"The federal policy overreach that started nearly 15 years ago with NCLB, later blundered by Race-to-the-Top and then a conditional NCLB waiver, has finally been rolled back, eight years late, by a bi-partisan action of Congress. However, while the federal law is changed, proposed regulations issued in the waning days of the Obama administration seek to preserve a strong role for the U.S. Department of Education (USDE) in spite of Congressional intent. In addition to the unsettled regulatory landscape created by these actions, the challenge here in Pennsylvania is that many state laws, regulations and policies that were designed to comply with NCLB, Race-to-the-Top and the conditional NCLB waiver are ubiquitous and woven throughout the Public School Code, State Board regulations and PA Department of Education (PDE) policies. Until these are changed, Pennsylvania public schools will continue to operate under these requirements, even though the federal government has pulled back from requiring states to do so."

Buckheit continues, "ESSA provides states far greater latitude in determining what students should know and be able to do (standards), how they should measure student, school and school district academic performance, how they measure school performance, what strategies, supports and interventions are used to address underperforming schools, and how they prepare,

credential and evaluate professional school employees. These and many other issues are to be addressed in the comprehensive state plan that is to be submitted to USDE next year."

To begin to implement ESSA requires changes, USDE has already released several proposed rules to begin to flesh out the rules defining the many different components of ESSA. At the state level, PDE is working within those federal parameters to develop and implement state policy. Additionally, the legislature is hoping to have a role in shaping the outcome of the state's education policy.

According to Buckheit, "In the past, the General Assembly delegated policymaking authority to the PDE and State Board of Education. Under ESSA, legislators have expressed, if not demanded, a strong role for the General Assembly in the design, adoption and implementation of ESSA. This adds tremendous complexity, and politicizes, an already complex policy development process."

In addition to the many education policy changes that are required by ESSA, there are also some changes to federal funding. Susan McCrone, Chief, Division of Federal Programs at PDE, commented on the Title 1 funding formula changes associated with ESSA. According to her, "The most notable change to the Title I funding formula under ESSA is the state level set asides. The ESEA had a 4% set aside for school improvement activities and ESSA has increased the set aside to 7%. During the 17-18 school year, PDE is required to set aside a full 7% of Title I funds before allocating the rest to LEAs. During the 18-19 school year, the previous rule under ESEA is reinstated; LEAs are not required to contribute if doing so would reduce their allocation below the previous year state-determined final allocation. If not enough set aside from contributing LEAs, then state reservation may be limited to an amount less than 7%. As a result, LEAs will see changes in their allocations over the next couple of years."

Buckheit added, "In the near term, Pennsylvania should receive relatively stable funding under Title I, the largest source of federal funding received under ESEA. There were efforts by several southern and western states to revise the formula used to distribute Title I funds among states, but in the end, the desire to have bi-partisan agreement put these efforts on hold. This issue is likely to be revisited in about five years and should changes take place, Pennsylvania stands to lose significant Title I funds given the shift in population across the nation and the huge growth in poverty rates in many southern and western states."

So what does this mean for Pennsylvania schools? According to McCrone, "In addition to the increase in the school improvement state level set aside, there is a new optional 3% set aside titled Direct Student Services. States opting to reserve this set aside can keep 1% for administration and the other 2% will be awarded from the state to LEAs through sub-grants that can support tutoring, credit recovery, personalized learning, CTE activities, etc. States must focus these sub-grants to LEAs that have the lowest performing schools. The Direct Student Service set aside may work similarly to the 7% school improvement set aside - in 18-19, LEAs aren't required to contribute if doing so would reduce their allocation below the previous year state-determined final allocation. McCrone noted that this methodology has not yet been confirmed."

Continued on next page

ESSA: What Does It Mean for PA Schools?

CONTINUED FROM PAGE 1

In addition to changes to Title I, Buckheit indicated that “Pennsylvania will lose Title II funds over the next five years to the tune of about \$10 million due to changes made to the distribution formula in ESSA. The redistribution of Title II funding will be phased in during this time so districts should expect to see a decrease in their funding each year going forward.”

ESSA also contemplates some additional or more granular reporting than has been required in the recent past. In regard to the impact on school business officials, Adam Schott, Special Assistant to the Secretary at PDE, commented, “The financial and other reporting requirements outlined in the law and subsequent proposed regulations hold significant implications for PASBO members. Schools will be reporting more information, at a much more granular level, with an expectation that this information will be widely accessible and usable to education stakeholders.”

PDE plans to work cooperatively with LEAs in order to understand the impact of proposed USDE rulemaking, inform our advocacy efforts with USDE and ensure the ultimate implementation of new requirements is as orderly as possible.

David Volkman, PDE Executive Deputy Secretary, stated, “We recognize that significant building-level reporting is a new challenge and may be especially difficult for smaller LEAs. Step one is gathering reliable data on LEAs’ existing infrastructure for financial reporting. Be on the lookout for communications on this front.”

When asked if efforts will be made to keep any additional burden to a minimum for schools, Volkman responded, “Absolutely. We will submit public comment in response to proposed rules and outline ways to ensure data quality without creating undue burdens on LEAs; share this analysis with members of the PA congressional delegation, and others, as appropriate; survey LEAs to better understand current reporting systems; and evaluate opportunities for PDE to support LEAs in meeting new requirements.”

If all of this doesn’t seem complicated enough, challenges at the federal level regarding continued education funding add some additional uncertainty to this process. Buckheit stated that, “Given the federal budget situation, it is unlikely Congress will appropriate significant new funding under ESSA. Given the soon to expire federal budget agreement, inauguration of a new President and the start of a new session of Congress, we are likely to see relatively level federal funding going forward, that is unless efforts to approve a deficit reduction plan breaks down and discretionary domestic spending, of which education funding is considered, once again faces an across-the-board reduction through sequestration.”

“According to the projected allocations posted on USDE’s web site, Pennsylvania is estimated to receive increases in Title I during

See ESSA Continued, page 3

SUPPLEMENT-NOT-SUPLANT

The supplement-not-supplant (SNS) rule has always required that Title I funds not be used to replace state and local funds that a school district would have spent on a Title I school in the absence of federal Title I dollars.

ESSA maintains the SNS rule, but instead of applying the current individual cost test for compliance, it actually prohibits the individual cost test and proposes four separate methodologies for showing compliance.

The proposed new SNS compliance test focuses on how districts spend state and local dollars—not federal dollars. The proposed rule permits a district to meet one of four compliance tests—based entirely on the amount of money spent in each individual school—for state and local spending in Title I schools, as follows:

- Distribute to schools almost all of the money available to the district through a weighted student funding formula, where educationally disadvantaged students generate more money for their schools.
- Distribute to schools almost all of the money available to the district through a formula based on districtwide personnel and non-personnel spending averages, where Title I schools receive the sum of:
 - The districtwide salary average for each category of personnel in the school multiplied by the number of personnel in the school in each category, PLUS
 - The average districtwide per-pupil expenditure for

non-personnel resources multiplied by the number of students in the school.

- Distribute to schools almost all of the money available to the district through a state-developed funds-based compliance test that is as rigorous as 1 or 2 above.
- Equalize per-pupil spending in Title I and non-Title I schools. Districts automatically comply with SNS if they spend an amount of state and local funds per pupil in Title I schools that is equal to or greater than the average per-pupil amount in non-Title I schools. Districts that meet this test do not need to satisfy any of the three tests above.

This compliance test for SNS is still just in proposed form, and there are many unanswered questions about how districts would apply these tests and what impacts they would have on current district practices. For example, it is unclear what it means to distribute “almost all” state and local funds in options 1 through 3 directly to schools, and it is unclear what spending is considered relevant to these tests (i.e. should transportation, debt service, utility costs, healthcare costs, etc. be included when allocating funding?).

Still in its proposed form, the U.S. Department of Education is seeking public comments on the rule through November 7, 2016. You can submit a comment regarding the impact of these changes on your district at <https://www.regulations.gov/searchResults?rpp=25&po=0&s=Docket%2BID%2BED-2016-OESE-0056&fp=true&ns=true>.

It Is Time!

BY WANDA M. ERB, PRSBA

Time for what you may ask? It is time for the annual call for PASBO members to send in a letter of intent to be a candidate for Director or for the office of Vice President. Directors are elected for a three-year term. The vice-president is elected for one year and automatically assumes the position of president-elect if eligibility for the office is maintained.

To be eligible for directorship - an individual: (1) shall be an Active Member or be a Life Member who also meets the qualifications to be an Active Member, (2) shall have maintained either such membership status continuously during the five years prior to the elected term, (3) shall comply with the rules and regulations as prescribed by the Board of Directors. There shall be no more than two directors elected or appointed from the same intermediate unit boundary serving on the Board at any one time.

To be eligible for vice-president and to remain in term - an individual: (1) shall have previously served as a director on the Board and (2) shall be an Active Member or a Life Member who also meets the qualifications to be an Active Member.

It is time for YOU to make the decision to give back to the organization that I am certain that you turn to multiple times each year for guidance and assistance to perform your job better. And from personal experience I can tell you that if elected, you will be rewarded for the time that you give to our organization in so many ways – professional growth, improved leadership skills, and life-long relationships to name a few.

ESSA CONTINUED

the next couple of years. However, this is not a reliable source due to the variables that include the upcoming election in January! One new exciting grant opportunity is Title IV - Student Support & Academic Enrichment Grant. This grant offers a wide variety of allowable uses that emphasizes a 'well rounded education.' Areas to target include technology and safe & healthy students in addition to other focus areas," McCrone stated.

Buckheit concluded by saying, "No one should hold their breath expecting immediate relief from long-standing federally-driven, state policies. On the bright side is the opportunity that ESSA provides for state policymakers to take a step back and design and implement a comprehensive and integrated policy framework that makes sense, supports local school leaders with appropriate tools and resources while also providing additional flexibility that should result in sustained improvements to student achievement."

As for a timeline, according to Volkman, "the next milestone is November 7, the deadline for submission of public comment on the changes to the federal Supplement, Not Supplant (SNS) [rule]. PDE leadership is already coordinating with PASBO and other education stakeholder groups on their submission. Regulations—both with respect to public reporting and SNS—will be finalized in late 2016 and early 2017."

Schott indicated that PDE "will work with PASBO and other stakeholders to better understand the impacts on LEAs." He encourages PASBO members to "stay tuned for communications over the next several weeks as USDE guidance continues to take shape."

What do YOU have to do to be a candidate for director or vice-president? It will take very little time but YOU need to make your intent known by the **December 31, 2016 deadline.**

All YOU need to do is submit a letter of intent, resume and picture to the chair of the Nominations and Elections Committee by December 31, 2016. All documents should be mailed to me:

Wanda Erb, PRSBA
Business Manager,
Northern Tioga SD, 110 Ellison Road, Elkland, PA 16920
or by email to wanda.erb@ntiogasd.org

If you have questions or would like to talk to someone about serving PASBO as a director or as an officer, reach out to me or to any other current or prior member of the PASBO Board. Any one of us will be more than happy to answer your questions and share our experiences.

I look forward to receiving your packet of information indicating your desire to serve our organization in this capacity.



ELECTION RULES

The following rules have been adopted by the PASBO Board of Directors and shall govern the 2017 election:

1. Information regarding a candidate will be published in PASBO Report prior to the election. No other information shall be published or distributed by the candidate.
2. Advanced mailings supporting candidates are prohibited.
3. Distribution of information about a candidate is restricted to what is prepared and circulated by the PASBO Nominations and Elections Committee.
4. Badges and stickers promoting a candidate are not permitted.
5. Hospitality rooms may not be used to support a candidate.
6. Exhibitors may not display or distribute information on candidates in exhibit booths, hospitality rooms or any other location during or prior to the conference.
7. Two copies of these rules will be mailed to each candidate to be signed. One copy shall be returned to the Chairperson of the Nominations and Elections Committee on or before March 1, 2017.



Higher Education

BY MARGARET M. McMINN, PRSBO

Did you ever ponder the concept of *higher education*? Most people recognize “higher education” as formal learning that occurs after secondary education and is obtained through study at an academy, college, university, or a vocational/trade school. When one considers access to higher education, most

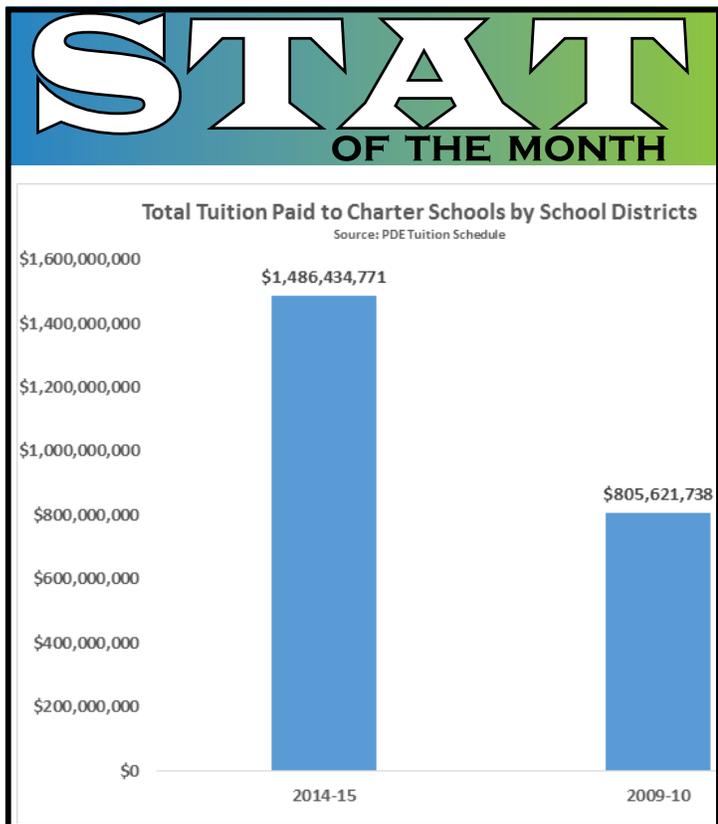
likely the image of several large dollar signs come to mind. For those working in public education, K-12, where every employee has a primary responsibility for ensuring a child goes to school, stays in school, and graduates, access is the LEA’s responsibility. The LEA must identify students, transport students, feed students, instruct students, provide medical support, special education/gifted support, etc. Basically, the LEA must work to ensure that each student is met at his/her level and graduates. According to the Department of Education, if the student does not graduate, it is the fault of the LEA. Contrast that to our system of higher education, where it is a competitive process to get accepted, costs are so high that loans must be secured, and graduation rates do not matter.

When we look at our education system as a whole, how we (the United States) support education from birth to adulthood, is it logical? Well, if the answer is yes, I guess that would be the end of my article...so, you probably assumed correctly that I am leaning more toward no. In reviewing a system, consider the full

spectrum – entry, participation, departure, sustainability. Do we support early childhood development? I do not mean are we in favor of it and applaud it, but do we make it convenient and is it affordable? Does the school day and school calendar serve students? Can students work at their own pace and graduate from high school, based upon course achievement vs. hours in attendance? Is higher education affordable? When I graduate, will my student loan debt be less than my annual starting salary?

These are just a few questions to ponder when looking at the aspect of education. While it is easy to point out deficiencies, I feel it is vital to consider alternatives. We expand our minds when we hear how others have handled similar situations. I recently watched a rather compelling documentary, *Where to Invade Next*, a 2015 film written and directed by Michael Moore. Please do not dismiss the value of such based upon your political persuasion, love him or hate him, awareness expands knowledge. The film is a “travelogue” with Moore visiting several nations (France, Finland, Slovenia, Germany, Portugal, Norway, Tunisia, and Iceland) to explore how those countries handle various social and economic issues similar to those experienced in the United States. The topics explored cover early education, school lunches, worker benefits (i.e. extensive paid parental leave and vacation time), decriminalized drugs, low recidivism, women’s health care, and women inclusion. I do not want to spoil the movie for you but if you have children who dislike school cafeteria food, they will want to move to France!

I believe all of us involved in education, regardless of the level or function, must challenge the process and ask difficult questions. We cannot accept “it’s always been done that way” mantra. Each of us has the capacity to influence the system for the betterment of students and our society. There is strength in our PASBO organization, take an active role and make yourself heard. Let’s take education to a *higher* level!



Stay up to date with the latest legislative news by following us on Twitter:



Conference updates and announcements will be on Facebook and Twitter as well.

New to PASBO? Apply for a Scholarship!

BY DIANE J. RICHARDS, CPA, PRSBA

So are you a new member of PASBO (3 years or less)? Are you considering attending the PASBO Annual Conference on March 21 – 24, 2017 in Pittsburgh and have never attended the conference before? If the answer to both of those questions is yes, then please consider applying for the PASBO Conference Scholarship, which is sponsored by AXA Advisors – Equitable.

The scholarship will be awarded to ten PASBO members and will take care of registration, three nights lodging at the Westin Hotel and include a ticket to Thursday night's das Fest event. **The application is due by October 31st** and can be found on the PASBO website under Awards at the following link: <http://file2.pasbo.org/AnnualConfScholarshipApplication.pdf>

Brandy Smith at Montoursville Area School District was a scholarship recipient several years ago while an Administrative Assistant in the business office. In discussing the opportunity with her, she said, "The scholarship was so valuable by not only taking care of the costs for the district, but in providing her with an opportunity to network with other districts to hear what they were going through and providing her contacts to touch base with when she had questions." Brandy relayed to me that when

she initially went to Montoursville she considered the position a stepping stone and she had no real plans on staying in school business. She then continued to attend the annual PASBO conference, and says it played a big role in her decision to remain, as she realized all the opportunities available to her and the value of the PASBO organization. It all worked out well for her; she was promoted, and is now the Business Manager at Montoursville and enjoying her new role!

So apply today! There is no better place to get 2 ½ days of professional development and the opportunity to network and socialize with your peers. You won't regret it.

Ms. Richards is the Chief Financial Officer at Governor Mifflin School District, serves as director on the PASBO Board and is chair of the PASBO Awards Committee.



Chuck Peterson Elected ASBO Vice President

THANK YOU to all who voted in the recent ASBO International Election and helped get our own **CHARLES E. PETERSON, JR., PRSBA** elected to the position of Vice President. Your support is greatly appreciated. A drawing was held out of the pool of members who voted and the winners of gift cards are below:

\$150 – George Longridge, Elizabethtown Area SD

\$50 – Michael DeAngelis, Downingtown Area SD

\$50 – Robert Bruchak, Salisbury Township SD

BELOW: Newly elected ASBO VP Peterson is congratulated by PASBO Past President John E. Brenchley, CPA, PRSBA on the exhibit floor.

BELOW: Pictured (L-R) with Peterson (center) are Pennsylvania ASBO Presidents Charles E. Linderman, PRSBA, Dr. Richard I. Bauer, PRSBA, Peterson, Denny Bolton and John W. Frombach, PRSBA.





A POWERFUL COLLABORATION NETWORK FOCUSED ON SHARING DATA AND ANALYTICS

5Share is a unique social communication environment that lets you participate in discussions revolving around you and your specific business needs. Join in discussions that are already taking place or start your own and collect the input of your peers.

5Share is offered as a free software service from Forecast5 Analytics through your association. The opportunity to connect and share in new insights has never been so convenient.

Increase Your Knowledge Base With The Depth and Experience of Colleagues in the 5Share Network

- ④ Discussion board to maximize communication efficiency
- ④ 5Share Mobile site for 24/7 connectivity (5Share.com/mobile)
- ④ Document Library for easy storage and organization
- ④ Built in survey engine for collecting key comparison data
- ④ Customized Twitter integration to connect with your PLN



CONTACT:

Eric Smith
5Share Community Manager

P 630.955.7551
E esmith@forecast5analytics.com
W forecast5analytics.com

FORECAST5
ANALYTICS

Hey Wait... We're Just as Important

BY ROBERT M. REGER, PRSBA

In today's challenging financial economics times, school districts are looking into cuts in the Human Resource Departments. In some Districts, entire departments are being eliminated and the job duties and responsibilities are being distributed to other departments with little or no knowledge of school law, federal and state regulations or basic employment practices. As such, that quick cost saving measure to SAVE NOW is costing Districts hundreds of thousands of dollars in legal fees and settlements LATER.

Those of us in the field know that the school district's human resources office play a critical, but often overlooked, role in the success of the school district. Don't wait for someone in your district to question the importance, effectiveness and efficiency of your HR office. As we start this new school year think about reinventing the human resource office and yourself to avoid the pitfalls of being referred to as stale, inefficient and expendable.

Here are things you can do to reinvent, promote and reshape your school's perception of the HR department:

- ♦ **Organization** – Get organized to include strong time management skills and to complete tasks efficiently. Learn to multitask and be self-disciplined. Increase the responsibilities and power of the HR department.
- ♦ **Effective Communication** – deal with employees in a friendly and professional manner; lead by example and promote positive employee relations; improve employee relations with better service by returning phone calls and responding to emails within 24 hours.



A Gold Mine of Employee Benefit Resources for Schools Just One Click Away!

Visit today for more information on:

ACA & other legislative news, early retiree benefits, change management, ancillary benefits and more!

Find out more at: www.NISBenefits.com



- ♦ **Stay Current** - Update those outdated HR and Payroll Forms. HR professionals should get involved in local and state organizations – knowledge and expertise is essential in providing an effective HR department.
- ♦ **Teamwork** - Work collaboratively with managers, principal and supervisors to address skill deficits of employees. Support difficult personnel decisions made by other administrators.
- ♦ **Invest in technology**- Use technology to better manage and disseminate employee information. Enhance your employee's experiences through new digital platforms, apps and ways of delivering HR services.
- ♦ **Train, develop and mentor** – keep employees up-to-date on local, state and federal mandates which affect their jobs. Help employees develop their skills to enhance job knowledge and performance. Provide coaching and mentoring opportunities.
- ♦ **Be approachable** – have an open door policy and get out of your office. Employees will appreciate your presence and get more comfortable with your ideas.
- ♦ **Be a leader** – focus on the employees, their progress and achievements and provide encouragement and inspiration. **Remember a good leader looks out the window to see who gets the credit and looks in the mirror to see who gets the blame.**
- ♦ **Be impartial** – be neutral while dealing with an incident or employee issue. Keep personal opinions out of any investigation and consider only the facts.
- ♦ **Be a good listener** – Demonstrate that you are listening by showing supportive body language – doesn't cross your arms, echo words, make and maintain eye contact and most important - don't interrupt, listen with empathy, openness and awareness to show interest in what the other person is saying.
- ♦ **Be trustworthy** – create an environment of trust through straight forward communications and interaction.

Mr. Reger is the Director of Human Resources at Hempfield Area SD and is a member of the PASBO Human Resources Committee.

ATTENTION HUMAN RESOURCES PROFESSIONALS!

Two new regional chapters are now forming for school human resources professionals. One chapter is located in the south central part of the state and another in western PA. The first meetings are set so mark your calendar!

SOUTH CENTRAL HR - Oct. 25 at 12 PM
Central York SD - contact Lisa Greth, lmgreth@iu12.org

WESTERN HR - Nov. 17 at 8:30 AM
Gateway SD - Bob Reger, regerr@hasdpa.net

Lead Contamination, Identification and Remediation in School Facilities

BY SHARON A. ORR

Lead contamination in water sources in Michigan has resulted in increased national awareness of potential contaminants in drinking water. Several events lead to the issue with drinking water in Flint, Michigan - the water source was changed from Lake Huron to the Flint River, the new water source was not treated with an anti-corrosive, service lines leading into buildings contained lead and, as a result, the untreated water precipitated leaching of lead from pipes into the water.

Lead is a potent neurotoxin with no safe level in children. Facilities built prior to 1978 may contain multiple sources of lead. In light of recent events, Risk Management recommends following Environmental Protection Agency (EPA) guidelines, outlined below, as it relates to checking several areas, not just water lines/sources, for potential lead exposure:

- Interior painted areas— Examine walls and interior surfaces to see if the paint is cracking, chipping, or peeling, and check areas on doors or windows where painted surfaces may rub together.
- Exterior painted areas— Check exterior paint as well; it can flake off and contaminate nearby soil where children may play.
- Surrounding areas— Be sure there are no large structures nearby with peeling or flaking paint that could contaminate the soil around play areas.
- Playground equipment— Older equipment can contain lead-based paint.
- Consider testing drinking water outlets in the facility and on the playground, especially those that provide water for drinking, cooking.

Understanding that school entities are faced with limited funds, recommendation is to prioritize sampling sites based on potential use and risk. Also, consider that actual use can change over time.

EPA recommends the following sites as priority sites:

HIGH PRIORITY:

- Drinking fountains, both bubbler and water cooler style
- Kitchen sinks
- Classroom combination sinks and drinking fountains
- Home economic rooms sinks
- Teacher's lounge sink, nurse's office sink
- Classroom sinks in special education classrooms
- Any sink known to be or visibly used for consumption (for example, coffee maker or cups are nearby)

Never use hot water for drinking or cooking. Lead leaches more easily into hot water than into cold water. The water may also sit in contact with lead components in a hot water tanks.

MEDIUM PRIORITY:

- Classroom sinks (potential for cups used for drinking, classroom cooking projects)
- Bathroom faucets (children may drink from these)

LOW PRIORITY:

- Utility sinks and hose attachments, unless used to fill water jugs (for example, for sports team practice)
- Hot water outlets

Know the school's source of water

EPA's action level is 15 parts per billion (ppb) for lead for public water sources (PWS).

For schools that receive water from a PWS, obtain a copy of the most current lead test results. Ask if the water is optimized for corrosion control. Also ask if the PWS has a corrosion control permit. This information will assist determination of the appropriate remedies to any lead problems.

SHORT-TERM MEASURES:

- Flush the pipes: Let the water run to bring in fresh water that has not been standing in the pipes. Do this over a night or weekend. Flushing times can vary based on the plumbing configuration. It also depends on whether your facility has lead service lines. If you are unsure of the appropriate flushing time, contact your water utility.
- Provide bottled water. Confirm that the source of bottled water is lead-free.

PERMANENT REMEDIES:

First obtain an understanding of your water supply, including water characteristics. Also understand the lead conditions in the facility as a result of testing. Then examine permanent remedies and select the most appropriate to the situation.

- Install corrosion control devices for individual buildings, known as point-of-entry devices.
- Install point-of-use devices that control lead at the tap.
- Find alternate grounding for electrical wires that are grounded to water pipes.
- Replace lead service line and other lead pipes.
- Replace outlets where there is localized contamination with new, certified components. EPA recognizes NSF Standard 61, Section 9 as a performance standard. It limits its leaching of lead into the drinking water. The standard regulates devices that dispense water for human ingestion.

For additional source information on lead exposure, consult www.epa.gov or contact Sharon Orr, Director of Risk Management at CM Regent Insurance Company at sorr@cmregent.com or (866) 401-6600, ext. 7152. Ms. Orr is a member of the PASBO School Safety Committee.

PASBO and Wilkes University Working Towards Bachelor of Business Administration Degree Program

BY MARK BROOKS, PRSBA



About ten years ago PASBO entered into a partnership with Wilkes University to provide a graduate level degree, specifically designed for school business officials in Pennsylvania. Soon you will be hearing more about a new program to help the estimate 20% of our members who don't have a bachelor degree or never finished their degree. This new program will offer an opportunity to obtain a degree in business administration with a certificate in school business management.

This newly developed program will allow folks to transfer up to 60 approved credits from other institutions towards the bachelor degree requirements for this program. It will be delivered in an on-line format.

The Master of Science Degree in School Business Leadership, a 30-credit program, which includes classes in public relations and school communications, school facility management, financial operations of school districts, financial planning & management for school business, human resources in education, materials management in schools, information technology in education, student transportation, food service in education and leadership for school business continues to grow and has included school business officials from other states as well as a few folks who are not in school business looking for a career in school business.

To date, the master's program has more than 190 graduates from at least six different states. For fall 2016, the master's program has 102 students registered. PASBO worked to develop this program largely because the membership was asking for a degree that was specific to school business.

Pennsylvania and other states around the country will see a large number of school business officials retire in the next five to ten years; there is already a concern about finding qualified candidates to find these roles. To help address this problem, the Education Committee, with the assistance of the other PASBO committees, have been working to not only provide workshops that are timely and informative to our existing members, but they have also been providing outreach to college students via career fairs to encourage the students to explore school business as a career.

This new bachelor's program is perfect for the person who is already working for a school district and would like to be considered for a promotion or someone who is looking to enter into a career of school business and wasn't sure which major to take. The Accelerated Bachelor of Business Administration Degree program will offer classes in on-line courses for seven weeks, which allows for the student to complete their degree in less amount of time.

Mr. Brooks is the Program Administrator for Montgomery County IU #23, serves as Director on the PASBO Board and is chair of the PASBO Education Committee.

More Flexibility

- With Length of Term
- With Market Timing
- With All Energy Suppliers
- With Join-up Timing

the Educated Solution

More Value
More Transparency

School District
Energy
of Pennsylvania



A Safe Choice

- Full Service Consulting
- No Deadlines
- Market Insight



717-761-5150
www.schooldistrictenergy.com





Safeguarding Your Organization Against Fraud

BY BETH POLINSKI
Member, PASBO Accounting Committee

It is no secret that fraud costs organizations, as well as private individuals, millions of dollars each year and the problem continues to grow. Fraud can involve both financial resources and data resources. Recognizing that preventing fraud is far easier than recovering your losses is the first step in safeguarding your organization.

Fraud can occur both within your organization (internally) and from outside sources (externally). Many of the methods for detecting and deterring fraud can be applied to both internal and external fraud.

Here are a few tips to help safeguard your organization:

- ◆ Segregate duties
- ◆ Review your internal controls procedures – ensure that all areas are addressed (procurement card controls, receiving department controls, banking controls - including online banking, etc.)
- ◆ Reconcile accounts regularly (review cancelled check images looking for any irregularities, inconsistencies or missing/altered signatures)
- ◆ Deposit daily (especially cash)
- ◆ Conduct internal audits
- ◆ Communicate and be alert to scams and the fact they exist
- ◆ Educate staff
- ◆ Do not open suspicious texts, emails or popup windows – delete them
- ◆ Beware of any requests for money regardless of who is making the request
- ◆ Choose passwords carefully
- ◆ Know how to spot a fake
 - Generic greetings
 - Poor grammar and/or spelling
 - Overly official tone or forced language
- ◆ Review your fraud coverage with your agent – are you protected against a catastrophic loss?

While fraud can never be completely prevented, these steps can greatly reduce your organization's risks of experiencing its impact.



The Nutrition Group

Delicious School Meals Since 1975.

Providing the Absolute Best in Food and Facility Management.



Custodial/Maintenance Management and Owner's Rep Services

Understanding Dietetic Internships

BY LORI B. MCCOY, RD

It is not uncommon to have intern students in your organization, but have you ever worked specifically with dietetic intern students? Perhaps you have met dietetic intern students working with the Food Service Department in your own district or at neighboring districts, but are not familiar with the role they play. Or perhaps you have never come across a dietetic intern student at all. Due to the broad range of experience dietetic interns need as well as the important role nutrition is playing in school operations, don't be surprised if you are approached by a dietetic intern looking to complete specific rotations at your facility. This article is meant to help identify the pros and cons of agreeing to act as a preceptor for dietetic interns, as seen through both sets of eyes.

Dietetic internship programs consist of varied supervised practice experiences, along with rigorous online coursework. The programs can range anywhere from 9 months to a year on average. Successful completion of these programs allows the students to sit for the Registered Dietitian exam. There are many different dietetic internship available, including distance education programs. Specific rotations where School Food Service Directors could become involved in precepting include Food Service, Food Service Management or Community rotations.

From the eyes of a preceptor:

Drawing from my experience, both as a prior intern and working with intern students over the past 10 years, I realize that intern students and preceptors have an interdependent relationship. Precepting offers many advantages to the operation as well as the intern. Some typical projects interns assist the district with include analyzing menus for nutritional content, calculating return on investments for equipment, teaching nutrition education to students, conducting taste testing and sampling with students, developing promotions, revising job descriptions and more. If you are a Food Service Director, you can understand how this would be an immense help to you and benefit to the district as a whole. As a fresh set of eyes, they are also great at identifying ways to improve your operations. Simultaneously, interns gain invaluable hands on learning experiences to help them reach



their future career goals.

However, precepting is definitely a time commitment. Before the intern can jump in with these projects, they need to be oriented to your facilities and sometimes require training with different programs, etc. There are evaluations that must be completed for each project and assignment the intern fulfills. As a preceptor, the interns solely depend on your expertise, advice and mentoring skills, so you need to be prepared to give them the attention they need.

Many dietetic internship programs are in need of preceptors. Please note it is not always necessary to be a Registered Dietitian in order to be a preceptor. You should carefully weigh the benefits and time commitment necessary to step up to the plate.

To sum it up from my perspective, I personally find it both challenging and rewarding to know you are helping a student reach their professional goals. After all, isn't part of PASBO's mission to help develop the next great leaders in school business?

And from the eyes of a past intern, Angela Green:

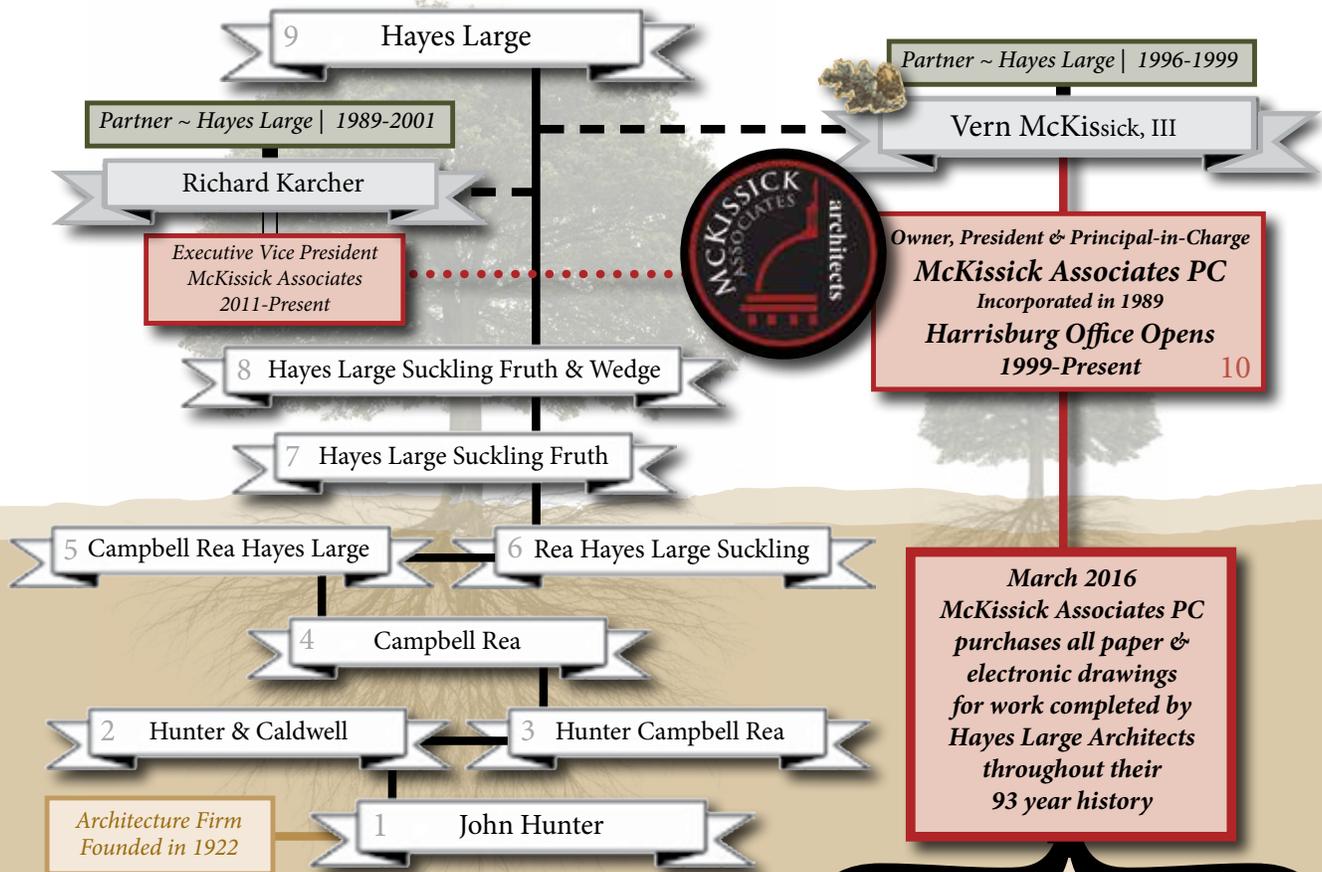
My five week rotation in School Food Service has been exhilarating. Before starting this rotation I did not know what to expect. Starting this rotation I was unsure what a Food Service Directors Job entails. After spending time at Colonial I have learned an extensive amount of the aspects of being a Director within the Food Service world. There is a lot of time and dedication that Directors put into menu planning and making sure the foods they choose are not only enjoyable to the students but, also meet the federal guidelines for a reimbursable meal. This can be challenging considering most students are not very open minded when it comes to eating fruits and vegetables.

This is only one aspect of food service; another aspect is being a savvy business person. You have to be able to sell your products to make enough funds to cover all expenses. School Food Service is a business that is meant to be self-sufficient within the school. You have to make enough money not only to purchase food, paper, and cleaning supplies, but also to pay labor and any other expenses that accumulate throughout the year. Being a School Food Service director is a tough job, but it can be fulfilling at the same time. I have also come to learn that once a Food Service Director finds the school district they love they rarely leave, because even though it can be stressful, it is rewarding in the end.

Ms. McCoy is the Food Service Director at Colonial School District and is a member of the PASBO Food Service Committee.

**It's not too late to register for PASBO's
Food Service Directors
Conference, Commodity Show
& Food Service Exhibits
November 8 - 9, 2016
Penn Stater Conference Center Hotel**

CONTINUING A LEGACY



With the purchase of all intellectual property rights including paper and electronic drawings for all work completed by Hayes Large Architects over the last 93 years, McKissick Associates hopes to preserve the legacy of the company where both Vern McKissick and Richard Karcher met and became partners under the leadership of their mentor, Thomas Large.



Rick Karcher (Left) & Vern McKissick (Right)
At work in our Hollidaysburg office

If your buildings have the names of any of the various iterations of the Hayes Large firm as it changed over the years, please contact us. We can save you time and money on your next building project with original drawings of your facility already in our possession.

Affiliated with

- McKissick InSights - Winston-Salem, NC
- McKissick Kasun Architects - Hollidaysburg, PA
- MimarMcKissick Education - Baltimore, MD
- Stanmyre+Noel - Reston, VA

Does your building plaque show..
as the Architect of Record

- John Hunter
- Hunter & Caldwell
- Hunter Campbell Rea
- Campbell Rea
- Campbell Rea Hayes Large
- Rea Hayes Large Suckling
- Hayes Large Suckling Fruth
- Hayes Large Suckling Fruth & Wedge
- Hayes Large

Please contact McKissick Associates to see if the original drawings of your facility are available from our archive.

McKissick Associates Architects

317 North Front Street | Harrisburg, PA 17101
[T] 717.238.6810 | www.mckissickassociates.com

● COLLEAGUE TO COLLEAGUE ●

What piece of advice would you give to someone starting out in school business?



HEATH D. DRESCH, PRSBO

Supervisor of Buildings & Grounds, Palmyra Area SD

I would recommend any new person starting out as a facility director or business manager three things. First ask someone who has been in the same position for sometime to mentor you and allow you to bounce questions off of them. Second would be to join your local chapter and participate in it to broaden your contacts and hear what others are doing. Third is join PASBO for you will make connections from across the state and have a network with years of service. Last we all have been in your shoes and don't be afraid to ask questions of your counter partners.

CHARLES E. LINDERMAN, PRSBA

**Director of Business Affairs,
Great Valley SD**

My advice is to listen, learn, respect the culture of your district; honor the past and plan for the future.



KELLY E. HERR, CPA

**Assistant Business Manager and
Manager of Grants and Federal
Programs, Lebanon SD**

I would encourage someone starting out in school business to become involved with PASBO and their regional chapter. We are all in this together so don't be afraid to ask questions and seek advice!

REGIONAL CHAPTER RECAP



LEFT: **Director Mark Brooks, PRSBA** was welcomed to the October meeting of the **Lehigh Valley School Facility Managers**. Mark provided an update of various PASBO and state issues to the group.

RIGHT: The **MidEast School Business Officials** welcomed **Jay Himes, CAE** to their October meeting. As always, Jay provided an excellent in-depth look at pending issues in Harrisburg and from other areas of the Commonwealth.



FYI Forum

Are you new to the school management profession? Or maybe you are not new to school business, but you just would like a little refresher now and then? Did you know that PASBO offers a web forum especially for you?

FYI is offered online the second Thursday of each month at 1:30 p.m.

FYI is a free monthly web forum that is intended to mentor newer members and provide information on the many multifaceted and often complex reporting requirements imposed by the state and federal government. FYI forum will assist school business professionals by conveying important reporting dates and forms that will keep your local education agency in compliance.

Experienced experts will lead the FYI forum and help you with the planning process as well as present current events and developments from across the state that might affect your school.

If you miss FYI - no worries! Each forum is recorded and can be accessed at any time from the PASBO website at www.pasbo.org/fyi. It is really easy to tune in to the FYI forum and it's totally free. Visit the PASBO website at www.pasbo.org/fyi and click on the link provided to catch the next forum.

FYI



PASBO BOARD MEETING SUMMARY

The PASBO Board held its first meeting of the new fiscal year in advance of the Conference Committee meeting in Pittsburgh on September 29. During the meeting the Board took the following actions:

- ♦ Choosing the 2020 Conference Location as the David L. Lawrence Center in Pittsburgh and the 2021 Conference Location as the Hershey Lodge. (2018 and 2019 had been chosen to be in Hershey at previous Board meetings)
- ♦ Approved a new Vision Statement to go along with a new Mission Statement approved at the meeting in June.
- ♦ Agreed to file an amicus curiae brief in the Lower Merion School District court case.
- ♦ Approved a first reading of a plan to expand the School Business Management Advisory Council.
- ♦ Agreed to enter into a contract with Wilkes University to begin to offer an undergraduate certificate in School Business Management.
- ♦ Discussed the formation of Human Resources Regional Chapters across the Commonwealth.
- ♦ Approved slight changes to Exhibitor, Emeritus, and Spouse rates at the 2017 Annual Conference to reflect the change in the way meals will happen at the upcoming conference.
- ♦ Discussed upcoming workshops planned by PASBO and other statewide associations on the new Basic Education Funding Formula.

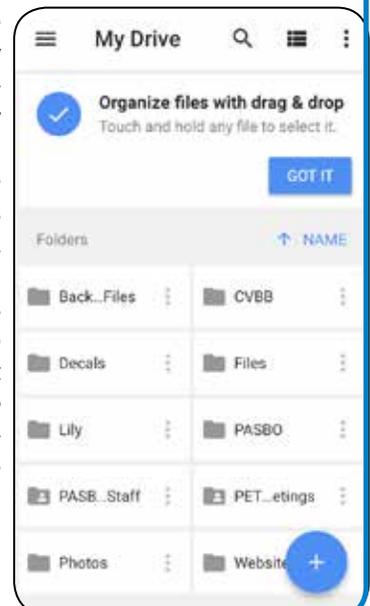
The next PASBO Board Meeting will be on January 27 at the PASBO Office.

Yes, There's an App for That

Each month, the PASBO staff will bring you one of our favorite apps. This month's app is from **Andrew Rucker**:

Google Drive is one of my favorite apps. I use the app to share files with myself as well as others. It is one of the easiest ways I have found to have some of my most frequently accessed documents available on my computer, my cellphone or my tablet and I have the ability to make changes to the documents from any of those locations.

I store documents, photos and videos that I want to share and backup. I like that I have the ability to share single documents with others that might be too large to email.



SAVE WITH COOPERATIVE PURCHASING CONTRACTS



www.theKPN.org

~ MEET A SELECTION OF THE KPN VENDORS ~

Fast Track your Construction Procurement

To find out more about this expedited construction procurement solution visit www.eziQCpa.com or contact Mary Beth Brennan 570.847.1933

WE INSTALL TENNIS COURTS AND RUNNING TRACKS.

AND WE ARE REALLY, REALLY GOOD AT IT!

We offer a wide selection of colors and marking options for courts and tracks. Check our website or give us a call for more information and a complete list of services.

Quality. Service. Value. It's what we do.
315.622.1313
www.nagleathletic.com

FIELDTURF • BEYNON

FieldTurf and Beynon Sports Surfaces now available through KPN

Synthetic Turf, Track and Court (Installation and Restoration)

Eric Fisher Eric.Fisher@FieldTurf.com Direct: 503-563-6395
Cell: 503-708-6548

NEED Additional Space Quick?

From temporary classrooms to permanent multi-story buildings, Mobilease Modular Space, Inc. serves educational institutions often and well.

PETE BARTON pete@mobileasemodular.com KPN Contract# 201203-02
888-649-6007

Serving schools, government agencies and other nonprofit organizations. With cooperative purchasing you save time and money by piggybacking on quality contracts. All contracts are publicly and competitively bid meeting all Pennsylvania legal bidding requirements. Contact KPN vendors directly for product and pricing information.

Providing Roofing and Weatherproofing Peace of Mind to KPN Members Since 2001

For all your roofing and building envelope needs, contact Randy Kline at 717.534.2961 or rkline@tremcoinc.com

www.tremcoroofing.com © 2014 Tremco, Inc. registered.

Rethink your learning space.

Carpet Tile | Broadloom | LVT | Porcelain | Sheet Vinyl

Scott Young | scott.young@shawinc.com | 717-529-2470

shaw contract

GT GRANDSTANDS

A KPN Vendor

KPN KEYSTONE PURCHASING NETWORK

GTGrandstands.com • 866.550.5511

New Members

PASBO is pleased to welcome 30 new members: 13 Active, 1 Education, 7 Associate and 9 Business members

ACTIVE: Brent Hugo, Project Manager, Allentown SD; Michael Schmauch, Assistant Manager-Accounting, Allentown SD; Nicole Cummings, Assistant Manager-Accounts Payable, Allentown SD; Wendy Elgart, Director of Federal Programs, Upper Darby; Lori Squires, Food Service Coordinator, Fairview SD; M. Roxanne Bowman, Senior Admin Assistant, Harrisburg City SD; Thomas Imholte, Assistant Payroll Supervisor, Harrisburg City SD; LaVonda Runk, Business Assistant to Director, Huntingdon County CTC; Amanda Campbell, Facilities Maintenance

Coordinator, Lancaster-Lebanon IU #13; Boyd Fetterolf, Assistant Facilities Director, Mechanicsburg Area SD; Michael Garman, Custodial and Facility Supervisor, Middletown Area SD; Jamison Magaro, Director of Business Affairs, Newport SD; Jessica Short, Assistant Director of Transportation, Penridge SD

EDUCATION: Dr. Mark Sakoian, Director of Operations, Twin Valley SD

ASSOCIATE: Scott Ovington, Facilities Area Coordinator, SD of Philadelphia; Bobbie Jo Savino, District Financial and Student Data Assistant; Donna L. Poist, Secretary, Littlestown Area SD; Karen L. Barnes, Payroll Secretary, Littlestown

Area SD; Cyndie Enck, Accounts Payable/Transportation, Millville Area SD; Connie Birchard, Administrative Assistant, Montrose Area SD; Trixy Soccio, Transportation Secretary, Newport SD

BUSINESS: Francis Oscilowski, Executive Director, Consolidated Benefits Inc.; Judy Grillo, CEO, Faithful @ Home Care; Anthony J. Lisak, Government Sales Specialist, Fastenal Company; Daniel E. Griffin Jr., Fleetwash; Jeffrey Warren, Business Development Representative, Gilmore & Associates, Inc.; Nathan Ruoss, Sales Consultant, Liberty Door Systems, LLC; Sean McCabe, President, SERVPRO; Matt Laird, Public Relations/Marketing Executive, Assurance Media, LLC; Steven Schofield, Business Development Manager, Assurance Media LLC

What's Trending?

What's HOT on PASBO's social media sites?

October 2016



Twitter

- Conneaut SD recognized with budget award
- 62nd PASBO Annual Conference registration opens!
- Open positions in school business
- PASBO workshops



Facebook

- PASBO Annual Conference Registration is Open
- Grants awarded for change to propane buses



LinkedIn

- Congrats to Chuck Peterson - new ASBO VP
- New school business openings

Stay up-to-date on trending stories and PASBO news by following us on social media.

EXHIBIT BOOTHS AND SPONSORSHIPS STILL AVAILABLE IN PITTSBURGH!

The PASBO 62nd Annual Conference and Exhibits is heading to Pittsburgh, March 21 - 24, 2017 at the David L. Lawrence Convention Center.

There are still exhibit booths available in our revamped exhibit floor. To increase traffic in the hall, continental breakfast and lunches will be served right in the exhibit hall. Reserve your space today at:

https://conf.pasbo.org/exh_sales.cfm

Looking for a way to have your company stand out? Become a Premiere Sponsor and gain additional exposure to the membership through signage and advertising. The benefits of each sponsorship can be found at:

<http://conf.pasbo.org/pdf/2017SponsorForms.pdf>



Member News

Boyertown Area SD welcomes **Stephanie Hackash** as Assistant Business Manager. Hackash was formerly the Director of Finance at Reading SD.

Robert Geletko, former Business Manager with Penn Hills SD, moves to Connellsville Area SD in the same capacity.

Chelsea Campolongo has been

named Business Manager at South Park SD. **Thomas Telesz** has been promoted from Controller to Business Manager at Wilkes-Barre Area SD.

Karen Brock has been appointed Administrative Director at Lenape Technical School.

Jacquelynn C. Dutchcot, former

Business Manager at Penncrest SD, is now employed at Franklin Area SD in same capacity.

CORRECTION: The Director of Human Resources at Schuylkill Valley SD is **Robin L. Brightbill**, not Robert as reported in September.

Congratulations to the recent retirees

Paul Svirbel former Facilities Director at Baldwin-Whitehall SD

Laura J. Urban former Business Manager at Franklin Area SD

Edward J. Gannis Jr. former Business Manager at South Park SD

Frosina C. Cordisco former Director of Business at Upper St. Clair Twp. SD

Dawn Kocher-Taylor former Administrative Director at Lenape Technical School

CALENDAR OF PASBO EVENTS

2016

- | | |
|---------------|---|
| October 26 | Child Passenger Safety Training for School Buses
8:00 am - 5:00 pm; PASBO office |
| October 27-28 | Facilities Management/Transportation Conference
Holiday Inn Harrisburg/Hershey, Grantville |
| November 1 | Personnel Budgeting: Best Practices in Budget Development and Forecasting (webcast)
9:30 am - 11:00 am |
| November 2 | PASBO Legislative Committee Meeting
10:00 am - 2:00 pm; PASBO office |
| November 3 | Issuing Bids and RFPs - How to Protect Your School with Proper Forms and Specifications (webcast)
9:30 am - 11:00 am |
| November 4 | PASBO Professional Registration Committee Meeting
10:00 am - 2:00 pm; PASBO office |
| November 8-9 | Food Service Directors Conference, Commodity Show and Food Service Exhibits
Penn Stater Conference Center Hotel, State College |
| November 9 | PASBO Technology Committee Meeting
9:30 am - 12:30 pm; PASBO office |
| | PASBO Benchmarking Committee Meeting
1:00 pm - 3:00 pm; PASBO office |
| November 11 | PASBO Human Resources Committee Meeting
9:30 am - 12:00 pm; PASBO office |

For the entire PASBO calendar, including Regional Chapter meetings, go to: http://www.pasbo.org/calendar_list.asp

Employment

The following employment opportunities with detailed information are now being advertised on the PASBO web site at:

http://www.pasbo.org/jobs_search.asp

SUPERINTENDENT

Gettysburgh Area SD -
Deadline: 12/31/16

ASSISTANT SUPERINTENDENT

Manheim Township SD -
Deadline: 10/24/16

BUSINESS MANAGER

The Center for Student Learning Charter School - Deadline: 10/25/16

ASSISTANT BUSINESS MANAGER

Stroudsburg Area SD -
Deadline: 11/30/16

SUPERINTENDENT OF SCHOOLS

Downingtown Area SD -
Deadline: 1/1/17

BUSINESS MANAGER

Oley Valley SD -
Deadline: Open Until Filled

ACCOUNTS PAYABLE/TAX CLERK

Oley Valley SD -
Deadline: 11/19/16

Have an opening in your district, IU or CTC? Post it to the PASBO web site for

FREE!



YOU NEED A PARTNER THAT UNDERSTANDS THE INTEGRATION OF ABSENCE MANAGEMENT PROGRAMS

If you're looking for **outstanding service** and **measurable results**, look no further than UPMC WorkPartners. Our one-stop, holistic approach allows you to more efficiently manage the attendance and productivity of your workforce, and our **comprehensive tracking** and **analytical capabilities** deliver robust, outcomes-based reporting. The result? Improved efficiency, more informed policy and program decisions, and up to a 10 to 1 return on your investment. Now that's the power of partnership.



Absence
Management



Employee
Assistance
Program



Health
Management



Consulting &
Analytics

 Visit us at
[WorkPartners.com](https://www.upmc.com/workpartners)

UPMC
WorkPartners
Providing Health & Productivity Solutions