



In Partnership with Family  
and Community...

**Boyanowski Administration Building**  
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*An Equal Opportunity Employer in Compliance with Title IX, Title VI, and Section 504 of the PA Statutes*

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<b>Joseph Kalata</b> , <i>Superintendent</i>	<b>James Rakoski</b> , <i>Director of Business Affairs</i>
<b>Penny Crowell</b> , <i>Director of Human Resources</i>	<b>Karen Sick</b> , <i>Director of Food Services</i>
<b>Brenda Freeman</b> , <i>Director of Technology</i>	<b>Barbara Kelly</b> , <i>Supervisor of Special Education</i>
<b>Sharon Miller</b> , <i>Supervisor of Curriculum and Instruction</i>	

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## Open Records Fee Schedule

<u>Record Type</u>	<u>Fee</u>
Paper Copies:	\$.25 per page
Certification of a Record:	\$5.00 per record
Specialized Documents <i>For example, but not limited to, blue prints, color copies, Non-standard sized documents</i>	Actual Cost
Facsimile/Other Media:	Actual Cost
Redaction fee:	No fee charged
Conversion to Paper:	\$.25 per page
Postage:	Actual Cost

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\***Paper copy standard size** – cost of 25¢ per page. This fee applies anytime a record is copied to fulfill a request, including photocopying of a paper record or printing a copy of an electronic record. The District may charge a duplication fee for copies of redacted material it must make in order for a requester to view a public record. However, if the requester chooses to obtain these copies, the District will not charge an additional fee.

\***Electronic copying** – Electronic copies will normally be provided by e-mail attachment. The fee is 25¢ per page.

\***Certified copy** – cost of \$5 per certified record regardless of the number of pages, plus any applicable duplication fees. If a requester asks for certification of multiple records, a separate charge may be assessed for each record certified.

\***Mailed Copy** – pay the actual cost of postal fees plus any applicable duplication fees.

\***Facsimile transmission** – actual cost of facsimile plus any applicable duplication and certification fees.

\***Duplication in special formats** – If a request is made for duplication in a special format and the District chooses to comply; the fee will be the actual cost. Specialized formats include, but are not limited to: removable electronic storage devices, color copies, and non-standard sized documents.

*“The mission of the Southern Tioga School District, in partnership with family and community, is to educate **ALL** students to become responsible and productive members of society.”*