

**Wyoming Area School District
Work Session of the Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Tuesday, January 17, 2012, 7:00 p.m.**

Agenda

Communications Report

New Business

Finance Report

Education Report

Activities Report

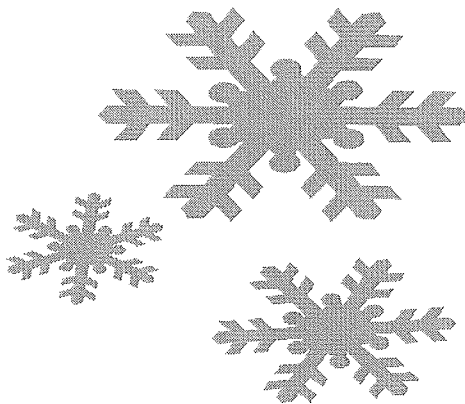
Building Report

Policy Report

Open Discussion

Committee Reports

Adjournment



**Wyoming Area School District
Work Session of the Wyoming Area Board of Education
Tuesday, January 17, 2012, 7:00 p.m.
Communications Report**

- 1. West Pittston Rams 2011 Board thanking the Wyoming Area School District for providing use of facilities for their football and cheerleading program.**
- 2. Rita Mauriello requesting permission to attend the Title I Improving School Performance Conference, along with Janet Serino, Carolyn Flickinger, Carol Tabit and Linda McDermott in Pittsburgh.**
- 3. Deborah Poremba, Fortis Institute, requesting permission to use the Secondary Center auditorium for their graduation.**
- 4. Christine Rutledge, English Teacher, requesting permission to attend the Keystone Exams: Alignment Study for Literature Conference in Harrisburg.**
- 5. Melissa Burdett, Kindergarten Teacher, requesting permission to take a medical leave of absence until further notice.**
- 6. Wyoming Area Diamond Club Parents Association requesting permission to use the Secondary Center cafeteria for "Meet the Warriors".**
- 7. Wyoming Area Diamond Club Parents Association requesting permission for the Diamond Club baseball team and coaches to travel to Martinsburg, Va., for an exhibition tournament weekend.**
- 8. Lisa Barrett and Juel Anne Klepadlo requesting permission to attend the FBLA State Conference, along with fifteen students in Hershey, PA.**
- 9. Barbara Anzalone, Northeast Academy of Dancing, requesting permission to use the Secondary Center auditorium for a dance recital.**
- 10. Ron Gitkos, American Legion Post 542, 1st Lt. Jeffrey F. DePrimo of West Pittston, along with the American Legion, Post 833, Adam Kalmanowicz of Exeter, requesting the participation of the Wyoming Area Marching Band and School Board Members in the Memorial Day Parade.**

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Finance Report

1. Received the following checks:

<u>Don Wilkinson Agency (Nov.)</u>	
Earned Income Tax	236,323.21
Local State Tax	1,558.08
Current Per Capita	3,520.60
Delinquent Per Capita	<u>626.00</u>
Total:	242,027.89

<u>Local Realty Transfer Tax</u>	
Luzerne County	13,396.60

<u>Energy Refund</u>	
Comverge Enerwise Global Technologies	990.75

<u>Tuition for 2010-2011</u>	
Wilkes-Barre Area School District	4,808.74

<u>State & Federal Subsidy Taxes</u>	
Social Security	39,105.67
Retirement	128,695.93
Title I – Improving Basic Programs	30,286.27
Title II – Improving Teacher Quality	7,220.27
Leader Access	85,000.00
Basic Education Funding	1,014,115.66
School District Transportation	279,779.00
Non Public Transportation	<u>34,073.00</u>
Total:	1,618,275.80

<u>2011 Real Estate Taxes</u>	
Carol Bardzel (Nov.)	88,323.27
Carol Bardzel (Dec.)	27,490.74
Exeter Twp., Wyoming County	

George Miller (Supplemental for Dec.)	4,486.85
George Miller (Dec.)	114,666.47
West Pittston Borough	

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Finance Report

Thomas Polacheck (Dec.)	234,088.76
Exeter Borough	

Miscellaneous

District Court 11-2-01	90.55
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2. Discuss to approve the January payment of \$87,488.87 to the Luzerne Intermediate Unit in accordance with the terms of the approved contract agreement for programs and services for the 2011-2012 school year.
3. Discuss to approve the January payment of \$\$36,505.00 to the West Side Career and Technology Center for the 2011-2012 school year.
4. Discuss to approve the February 15, 2012 Note payment to PNC Bank in the amount of \$102,280.22 associated with the Energy Performance contract of the Wyoming Area School District.
5. Discuss to approve the following invoices submitted for payment from the Capital Project Account:

TGW Corporation	Secondary Center Roof	50,272.50
LH Reed & Sons, Inc.	HVAC Roof Top Replacement	16,952.40
Pure Green Consultants	Submit ACT 129 Applications	<u>1,500.00</u>
		68,724.90

**Wyoming Area School District
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Education Report**

- 1. Reporting as per Federal Regulations Requirement that the District's Federal Programs, (Title I, Title II, and Drugs and Alcohol) has been planned for the 2011-2012 school year. Anyone desiring information regarding these programs, contact Janet Serino, District Principal of Curriculum, at the District's Business Office.**
- 2. Discuss to approve the revised professional substitute list for the 2011-2012 school year.**
- 3. Discuss to approve the request of Rita Mauriello to attend the Title I Improving School Performance Conference, along with Janet Serino, Carolyn Flickinger, Carol Tabit and Linda McDermott, in Pittsburgh from Sunday, January 29th to Wednesday, February 1, 2012. Costs to be funded out of Title I Funds.**
- 4. Discuss to approve the request of Christine Rutledge, English Teacher, to attend the Keystone Exams: Alignment Study of Literature Conference in Harrisburg from Wednesday, January 25th to Thursday, January 26, 2012 at no cost to the district.**
- 5. Discuss to approve the request of Melissa Burdett, Kindergarten Teacher, to take a medical leave of absence until further notice.**
- 6. Discuss to approve the request of Lisa Barrett and Juel Anne Klepadlo to attend the FBLA State Conference in Hershey, PA., along with fifteen students, on Monday, April 16th through Wednesday, April 18, 2012, at a cost to the district for hotel and busing \$5,234.00. Registration to be paid by FBLA club \$1,190.00.**

**Wyoming Area School District
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Activities Report**

1. Discuss to approve the appointment of the following head coaches for the 2012 spring season at salaries as per the collective bargaining agreement:

Baseball	Charles Andrewsavage	3,965.00
Girls Soccer	Michael Sokolas	3,965.00
Track & Field	Joe Pizano	3,965.00
Boys Tennis	Justin DeSanto	1,340.00

2. Discuss to approve the request of the Wyoming Area Diamond Club to attend an exhibition tournament weekend in Martinsburg, Va., with the baseball team and coaches on Friday, March 16, 2012 to Sunday, March 18, 2012, at no cost to the district.
3. Discuss to approve the request of the Wyoming Area Diamond Club to hold "Meet the Warriors" baseball team on Sunday, March 25, 2012 in the Secondary Center gym at 11:45 a.m. following a 10:30 a.m. mass at St. Barbara's Church, pending approval by the building principal and cafeteria manager.
4. Discuss to approve the request of Ron Gitkos of the American Legion Post 542, 1st Lt. Jeffrey F. DePrimo of West Pittston, along with the American Legion, Post 833, Adam Kalmanowicz of Exeter, for the participation of the Wyoming Area Marching Band and School Board Members in the Memorial Day Parade on Monday, May 28, 2012, beginning at 11:30 a.m. in West Pittston.

**Wyoming Area School District
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Tuesday, January 17, 2012, 7:00 p.m.
Building Report**

- 1. Discuss to approve the request of Deborah Poremba, Fortis Institute, to use the Secondary Center auditorium for their graduation on Friday, June 15, 2012 from 5:00 to 9:00 p.m., pending approval by the building principal.**
- 2. Discuss to approve the revised substitute support personnel list for the 2011-2012 school year.**
- 3. Discuss to approve the request of Barbara Anzalone, Northeast Academy of Dancing, to use the Secondary Center auditorium for a dance recital on Saturday, June 30, 2012, from 5:00 to 9:00 p.m., with set up on Friday, June 29th, from 5:00 to 9:00 p.m., pending approval by the building principal.**

**Wyoming Area School District
Work Session of the Wyoming Area Board of Education
Tuesday, January 17, 2012, 7:00 p.m.
Policy Report**

- 1. Discuss to approve the first reading of revised policy #404 Employment of Professional Employees.**
- 2. Discuss to approve the first reading of revised policy #439 Uncompensated Leave for Professional Employees.**

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: September 20, 1999

REVISED: May 30, 2006

	404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES
1. Purpose Title 22 Sec. 4.4	The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district.
2. Authority SC 508, 1106, 1142, 1146 SC 111	The Board, by a majority vote of all members, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member employed by the district. No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a super majority, two-thirds of its members, other than the member related to the applicant who shall not vote.
3. Guidelines SC 1204.1 SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq	Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent. The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements. No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.
SC 111	Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution. Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES - Pg. 2

	<p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p>
<p>SC 1201 Title 22 Sec. 49.81 et seq</p>	<p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p>
<p>42 U.S.C. Sec. 653a</p>	<p>The district shall submit a New Hire Report for each employee required to be reported by law.</p>
<p>4. Delegation of Responsibility SC 104 P.L. 88-352 P.L. 92-318</p>	<p>The Superintendent and Policy Committee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law.</p>
<p>SC 1109</p>	<p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. 2. Scholarship and intellectual prowess, including such measures as collegiate grade point average and praxis scores. 3. Appreciation of children. 4. Emotional and mental maturity. <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p>



WYOMING AREA SCHOOL DISTRICT
HIRING PROCEDURES

1. *Postings of the positions are done in-house for TEN (10) DAYS as per Contract and advertised in local newspapers thereafter. When a sufficient pool of candidates is unavailable, advertising is done regionally, on Penn Link and also in the Information Legislative Service (ILS) Publication.*
2. *To be considered for a position, a candidate must submit a completed application (including all requested information listed below) by the Posting deadline. Applications that are late or incomplete may NOT be considered.*

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

- . *A completed standard application form;*
- . *A copy of the candidate's teaching certification/(verified by PDE Website);*
- . *A copy of the candidate's transcripts;*
- . *A copy of the candidate's Praxis scores;*
- . *A cover letter indicating the position that the candidate is interested in;*
- . *A resume that summarizes educational accomplishments and related work experiences (Optional);*
- . *Reference letters from three (3) professionally related individuals;*
- . *Up-to-Date Act 34 Clearance (NOTE: Clearance is only good for ONE (1) calendar year unless the individual has worked in the District for at least ONE (1) day during the previous year);*
- . *Up-to-Date Act 151 (NOTE: Clearance is only good for ONE (1) calendar year unless the individual has worked in the District for at least ONE (1) day during the previous year).*
- *Act 114 Fingerprinting. Register via Cogent System's online service (www.pa.cogentid.com) or call 1-888-439-2486. Print off Registration and take Registration sheet to Luzerne Intermediate Unit #18 to get fingerprinted.*

When applications are on file, a cover letter indicating the person's interest in the open position and any updated information should be submitted. The letter should indicate that the person's application is on file.

The first step is PAPER SCREENING to develop a short list, which includes a Checklist of criteria that we are looking for in potential candidates:

- . Meets Paper Requirements (Application/Certification/College Transcripts/Act 34/Act 151/Act 114/Letters of Reference-Optional);*
- . Successful Teaching Experience (Public/Non-Public)/No. of Years;*
- . Computer Literacy by: Coursework/Past Positions/How it is utilized in daily instruction;*
- . Has System Worth: Co-Curricular Interests & Skills (Example: Coaching Experience);*
- . Bona Fide Resident of Wyoming Area School District;*
- . Experience with District Students (number of years Approved Substitute List).*

(These points are included in RUBRIC).

- 3. The next step in the process is the review of the candidates credentials, who will be interviewed in the first round, by appropriate Principal(s)/Supervisors and Department Chair Persons. Basically we look at GPA, experience related to the position, community or school service, honors/awards, professional development activities, special skills (i.e. technology, SAP training, etc.), Praxis cut scores and references.*
- 4. Interviews take place with the appropriate Principal(s)/Supervisor(s), Department Chair Persons, and Assistant Superintendent. Interviews are approximately 15-20 minutes in duration. All applicants are given a series of common questions that are specific to the open position and are scored using the Rubric (see attachment). Interviews serve as a means to separate the outstanding and satisfactory candidates from those candidates that are marginal or unsatisfactory. School Board Members, at times, have participated at this level of the process.*
- 5. The last step is the Superintendent, who totals all scores of candidates rating them as either outstanding/satisfactory and recommended for a position or unsatisfactory/not recommended.*

The list of outstanding and satisfactory candidates is then presented to the entire Board in alphabetical order for Board resolution.

TEACHER APPLICATION

CHECKLIST

(Application Screening)

*Name:*_____

Certification:_____

- _____ **Cover Letter**
- _____ **Current Sub**
- _____ **Resume**
- _____ **Standard Application**
- _____ **Certified**
- _____ **Child Abuse Clearance** _____
- _____ **State Police Clearance** _____
- _____ **Fingerprinting** _____
- _____ **Praxis Pass/Fail Sheet**
- _____ **Transcripts**
- _____ **Letters of Recommendation**

January 10, 2012

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 20, 1999

REVISED:

	<p style="text-align: center;">439. UNCOMPENSATED LEAVE</p> <p>1. Purpose The Board recognizes that in certain situations an employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes guidelines for the award of uncompensated leaves of absence.</p> <p>2. Authority SC 1154(e) The Board reserves the right to specify the conditions under which uncompensated leave may be taken.</p> <p>3. Guidelines Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.</p> <p>Childrearing/Parental – Maximum of two calendar years.</p> <p>Uncompensated leave may be also taken for the following purposes:</p> <p>Medical Condition of immediate family member Restoration of health Emergency</p> <p><u>Application</u></p> <p>Requests for uncompensated leave shall be made to the Superintendent at least thirty (30) days in advance of the requested beginning date.</p> <p>Special consideration will be given to emergencies.</p> <p>All applications are subject to final approval by the Board.</p> <p><u>Commitment of Employee</u></p> <p>The employee granted an uncompensated leave of absence shall inform the Board of his/her intentions within thirty days of the scheduled return date.</p>
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Period of Leave

**An uncompensated leave may be granted for a period of one (1) school year.
Extensions for one (1) school year shall be considered upon proper application.**

Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered the first open position for which she/he is qualified or a like position to that previously held.

Time on uncompensated leave shall not count as time on the job, and fringe benefits shall not be provided unless the employee provides payment for benefits.

References:

School Code – 24 P.S. Sec. 1154,1182