

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Tuesday, March 27, 2012, 7:00 p.m.

Agenda

Pledge of Allegiance

Roll Call

Communications Report

Approval of Minutes: Regular Meeting of February 28, 2012

Superintendent's Report

Student Representative's Report

Treasurer's Report

New Business

Finance Report

Education Report

Activities Report

Building Report

Policy Report

Open Discussion

Adjournment



**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Communications Report**

1. Caroline Buford, Cleaning Personnel, requesting permission to take an unpaid leave of absence.
2. Kathryn Gigliotti, President of the Stoners Youth Soccer, requesting permission to use various facilities for practice and games.
3. Robert Shlesinger, Scranton Public Theatre, extending his gratitude for the opportunity to work with the Wyoming Area students for the production of "Snow White." The play was held Friday, January 27th (for all the JFK students) and Saturday, January 28, 2012. A check in the amount of \$600 was presented to the Wyoming Area Drama Club.
4. Deborah Przybyla of the Wyoming Area Softball Parents Association, requesting permission to use the Secondary Center cafeteria for "Meet the Warriors" on Wednesday, March 21, 2012.
5. Janet Serino, District Principal of Curriculum, and Rita Mauriello, Reading Consultant, requesting permission to attend the 43rd Pennsylvania Federal Program Coordinators (PAFPC) Annual Conference in Hershey.
6. Loreann Napkora submitting her name for a position as a clerical aide and cleaning person for the upcoming summer.
7. Ballots from the Luzerne Intermediate Unit to Wyoming Area School Board to approve to appoint board members from area schools for a three year term on the LIU board from July 1, 2012 through June 30, 2015.
8. Ballots from the Luzerne Intermediate Unit to Wyoming Area School Board to approve the 2012-2013 LIU General Operating Budget.
9. John Roberts, Director, Wyoming Free Library inviting the school board members to the grand opening of the Wyoming Free Library Book Shop on Saturday, April 14, 2012 at 10:00 a.m. There will be a ribbon cutting, photos, refreshments and a tour of the library.
10. The Luzerne Intermediate Unit submitting their minutes from regular meeting dated January 25, 2012.

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Communications Report**

11. Correspondence from John J. Holland, Region Field Director, Pennsylvania State Education Association, to the Superintendent regarding Test Security Certification.
12. Correspondence from John Kaschak, CPA, Commonwealth of Pennsylvania, Office of the Budget, notifying the Superintendent, the single audit report for the year ended June 30, 2010 contains no findings related to federal awards passed through the commonwealth funding agencies.
13. Correspondence from Nichole F. Duffy, Director of Bureau of Budget and Fiscal Management, notifying the Superintendent, the Pennsylvania Department of Education has reviewed the referendum exceptions submitted by Wyoming Area School District pursuant to section 333(f) of Special Session Act 1 of 2006. Referendum exceptions totaling \$174,429.00 meet the requirements of section 333(f)(2).
14. Correspondence from Joseph J. Earyes, CPA, First Senior Vice President of FNCB, to the Superintendent regarding public deposits collateral report.
15. Chris Hizynski and Juel Anne Klepadlo, Key Club Advisors, requesting a refund of \$690.00 for lodging expenses paid at the Key Club Convention.
- (16.) *The Cherry Blossom Committee requesting the Wyoming Area Marching Band to participate in the Cherry Blossom Festival Parade on May 5, 2012 at 12:00 noon.*
- (17.) *Mary Ann Skok, President of the Tenth Street PTO, requesting permission to hold a Talent Show in the auditorium at the Secondary Center.*
- (18.) *Shawn Fernandes, Vice President of the West Pittston Rams Organization, requesting permission to use the side fields for football practice and field by cafeteria, multi-purpose room, gym, or football field for cheerleading practice. Also requesting use of the Key Club Stand.*
- (19.) *Christina Koons, Spotlight Dance Studio, requesting permission to use the Secondary Center auditorium for a Spring Dance Recital.*

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Communications Report

- (20.) *Glen Galante and Rosemary Boland, on behalf of the Pennsylvania State Education Association Northeastern Region and the Scranton, Dunmore, Pittston and Career Technology Federation of Teachers/American Federation of Teachers, inviting the Superintendent and School Board Members to the "Kids, Cuts & Consequences" Rally on Saturday, April 14, 2012, from 12:00 p.m. to 1:00 p.m. at the Lackawanna County Courthouse Square. The rally will focus on the reality of the unprecedented basic education school funding cuts, larger class sizes and a growing number of public schools that are being pushed to the financial brink. This rally is also open to the public.*

Summary of Applications Received

Math – 2

English – 1

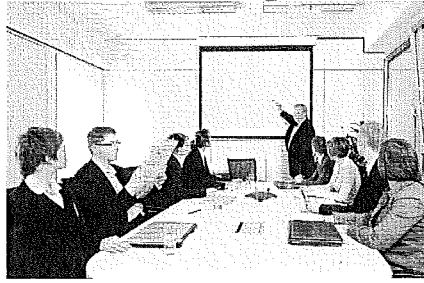
Earth & Space Science

Elementary – 2

Special Education – 3

Social Studies – 1

Library – 1



WYOMING AREA SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MARCH 27, 2012, 7:00 P.M.
SUPERINTENDENT'S REPORT

1. Fourteen students, John Bankus, Victoria Brown, Gregory Cajka, Hope Crawn, Kiersten Gregorio, Alexandra Fitzgerald, Lauren Frisbie, Katelyn Higgins, Amanda Ostrowski, Sal Polit-Moran, Leo Skoronski, Stephanie Spudis, Julianna Stella and Brian Wisowaty and 2 advisors, Chris Hizynski and Juel Ann Klepadlo, attended the Key Club District Convention/Leadership Conference from March 16 to 18 at the Penn Stater Conference Center in State College. Congratulations to the following members who were recognized as Distinguished Officers:

- Rachael Stark, President
- Stephanie Spudis, Vice President
- Stormy Ruiz, Secretary
- Brian Wisowaty, Treasurer
- Sal Polit-Moran, Webmaster

Other Awards:

- The Williams S. Brandamore Outstanding Kiwanis Family Relations Award.
- 2nd place in the Single Service Gold Award for the FloodFest Project which raised \$10,000.00 for the West Pittston Library in the Fall.
- Award for donating \$1,000.00 to the Youth Serving Youth Project – Ronald McDonald House Charities.

- Wyoming Area Builder's Club was 1 of 4 Builders Clubs in the State to be recognized at the Key Club Convention for their accomplishments.

Congratulations to Advisors, Juel Ann Klapadlo and Chris Hizynski and all members of the Key Club and Builder's Club.

2. Breakfast With Your Child: Will be held at the District's four elementary schools from April 26 to May 4 as follows:

| | |
|--------------------|-------------------------------------|
| Montgomery Avenue: | <u>April 30</u> and <u>May 1</u> |
| SJD: | <u>April 26</u> and <u>April 27</u> |
| JFK: | <u>May 1</u> and <u>May 2</u> |
| Tenth Street: | <u>May 3</u> and <u>May 4</u> |

This Program is designed to inform parents of the school breakfast program as well as help them encourage their children to be aware of the importance of a good breakfast to begin a successful school/work day. Thanks to Janet Whipple and her Cafeteria Staff.

3. *Parents of high school students are reminded that 8th, 9th, 10th and 11th grade students are currently enrolling for courses for next year. Copies of the Program of Studies can be viewed on the Wyoming Area Website and were distributed to students and members of the Board. I encourage parents with questions to contact our School Guidance Office or Administration for assistance.*
4. Kindergarten Registration for students who will be attending Kindergarten in the Wyoming Area School District for the 2012-2013 school year will take place April 16th, April 17th, April 18th and April 19th, 2012:

| | | |
|-----------------|----------------|----------------------------------------|
| SJD | April 16, 2012 | 9:00 – 11:00 A.M. 1:00 – 3:00 P. M. |
| Montgomery Ave. | April 17, 2012 | 9:00 – 11:00 A.M. 1:00 – 3:00 P.M. |
| JFK | April 18, 2012 | 9:00 – 11:00 A.M. 1:00 – 3:00 P.M. |

10th Street

April 19, 2012

9:00 – 11:00 A.M.

1:00 – 3:00 P.M.

5. *The sixth and seventh grade gifted students are enrolled in an on-line Mandarin Program provided by the Blended Schools Network. They take these classes three times per week and are instructed by Limei Shan, a Mandarin Professor at Lehigh University and Sou Zhou, a volunteer teacher from Wu Han University in China.*

Tonight students would like to give you a Demonstration sampling of what they have learned.

6th Grade:

Justine Byuczynski

Alex Ambruso

Megan Dillon

Ben Klaproth

Felicia Deininger

7th Grade:

Leah Moore

Albert Sciandra

Peter Butera

Congratulations to Gifted Teacher, Mrs. Bosha and all the Mandarin Program students.

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Treasurer's Report

| <u>Bank</u> | <u>Account</u> | <u>Checking Account</u> |
|----------------------------------|----------------------------------------------------|-------------------------|
| First National Community Bank | General Fund | 6,469,271.24 |
| First National Community Bank | Payroll Account | 307,887.39 |
| First National Community Bank | Cafeteria Account | 208,609.76 |
| First National Community Bank | Student Activities Account | 120,017.71 |
| First National Community Bank | Athletic Fund Account | 17,088.91 |
| Landmark Bank | Athletic Fund Account | 1,938.26 |
| PNC Bank | Energy Performance Proceeds Fund | 30,705.60 |
| PNC Bank | Capital Projects Fund Bank Construction Account | 11,200.38 |
| PNC Bank | Capital Projects Fund Bank Investment Account | 526,359.76 |
| First National Community Bank | Purchasing Account | 500.00 |

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Finance Report

1. Received the following checks:

Don Wilkinson Agency (Jan.)

| | |
|-----------------------|---------------|
| Earned Income Tax | 27,418.70 |
| Local State Tax | 709.12 |
| Per Capita Tax | 731.50 |
| Delinquent Per Capita | <u>400.50</u> |
| Total: | 29,259.82 |

Local Realty Transfer Tax

| | |
|-----------------------|-----------------|
| Luzerne County (Jan.) | 7,271.94 |
| Luzerne County (Feb.) | <u>6,051.89</u> |
| Total: | 13,323.83 |

Refund

| | |
|-----------------------------|----------|
| Board of Finance & Revenue | 1,407.67 |
| Refund for Liquid Fuels Tax | |

E-Power Rebate Program

| | |
|---------------------|-----------|
| Act 129 Application | 18,460.20 |
|---------------------|-----------|

State & Subsidy Payments

| | |
|--------------------------------------|---------------------|
| Social Security | 48,329.00 |
| Title I – Improving Basic Programs | 30,286.27 |
| Title II – Improving Teacher Quality | 28,881.08 |
| Basic Education Funding | <u>1,059,720.00</u> |
| Total: | 1,167,216.35 |

Miscellaneous

| | |
|--------------------------------------|---------------|
| Fortis Institute (Use of auditorium) | 500.00 |
| District Court 11-2-01 | <u>136.33</u> |
| Total: | 636.33 |

***Luzerne Intermediate Unit

| | |
|----------------------|----------|
| ACCESS Reimbursement | 9,420.78 |
|----------------------|----------|

2. Approve the March 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.

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Finance Report

3. Approve the March payment of \$36,505.00 to the West Side Career and Technology Center for the 2011-2012 school year.
4. Approve authorization of Albert B. Melone Company, Business Consultant, to solicit quotes for securing a 2012-2013 Tax Anticipation Note.
5. Approve the Luzerne Intermediate Unit General Operating Budget for 2012-2013.
6. Approve the agreement between the District and Central Susquehanna Intermediate Unit for Subscription to Hosted Software Services for the web-based Student Information System (SIS) at a midyear cost of approximately \$17,275.00. This service was previously provided by The West Side Career and Technology Center.
7. Approve the Department of Agriculture loan in the amount not to exceed \$3,000,000.00 at 3.75% over forty years for the renovation of Montgomery Avenue Elementary School, subject to the review of the District Solicitor.
- (8.) *Approve the following invoices submitted for payment from the Capital Project and General Fund Account:*

| | | | |
|------------------------|--------------------------|-----------------|--------------|
| Panzitta Enterprises | Montgomery Avenue School | 114,885.00 | General Fund |
| L.H. Reed & Sons | Secondary Center | 6,441.75 | Capital Fund |
| Pure Green Consultants | Secondary Center | <u>1,615.05</u> | Capital Fund |
| | | 122,941.80 | |

- (9.) *Approve the General Ledger Sheet:*

| | | |
|-----------------------|-------------------|------------------|
| Bill Listing: 3-27-12 | 465,518.67 | |
| Prepays: 2-29-12 | <u>112,717.03</u> | 578,235.70 |
| Cafeteria Account: | 84,392.57 | |
| Athletic Account: | <u>6,778.02</u> | <u>91,170.59</u> |
| | Total: | 669,406.29 |

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Finance Report**

Motion by _____, second by _____, to accept the finance report.
Roll Call:

Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
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. Approve the request of Janet Serino, District Principal of Curriculum, and Rita Mauriello, Reading and Title I Consultant, to attend the Pennsylvania Federal Program Coordinators Annual Conference in Hershey on Monday, March 26th to Wednesday, March 28, 2012. Costs to come out of Title I and Title II funds.
- (3.) *Approve the letter of agreement between Wyoming Area School District and Wilkes-Barre Area School District for Title I services commencing September 2, 2011 and ending June 15, 2012.*
- (4.) *Approve the revision to the school calendar for the 2011-2012 school year:*

Tuesday, April 10, 2012 Flood Make-Up Day (full day of school)

The last student/teacher day is Monday, June 11, 2012
- (5.) *Approve the school calendar for the 2012-2013 school year.*

Motion by _____, second by _____, to accept the education report.

Roll Call:

Wyoming Area School District
Regular Meeting the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Activities Report

1. Approve to rescind the appointment of Deedra Porfirio as Assistant Varsity Track & Field Coach for the 2012 spring season.
2. Approve the appointment of Mike Stefanik as Assistant Varsity Track & Field Coach at a salary of \$2,163.00 for the 2012 spring season.
3. Approve the appointment of Jamie Williams as Assistant Girls Soccer Coach at a salary of \$2,163.00 for the 2012 spring season.
4. Approve the request of Kathryn Gigliotti, President of the Greater Pittston Youth Soccer, Inc., to use the Tenth Street field or any other facilities for the Stoner's practice for the fall season beginning August through November 30, 2012, pending approval by the building principal and athletic director.
5. Approve a refund in the amount of \$690.00 to Chris Hizynski and Juel Anne Klepadlo, Key Club Advisors, for lodging at the Key Club Convention held in March.
- (6.) *Approve to ratify Noah Pickett as Head Boys Volleyball Coach at a salary of \$1,815.00 for the 2012 spring season.*
- (7.) *Approve the appointment of Dean Carey as Junior Varsity Baseball Coach at a salary of \$1,923.00 for the 2012 spring season.*
- (8.) *Approve the request of Shawn Fernandes, Vice President of the West Pittston Rams Organization, to use the side fields for football practices starting on July 16th from Monday through Friday, 5:00 p.m. to 8:30 p.m. until the end of October and use of the field by the cafeteria, multi-purpose room, gym or football field for cheerleading practice starting July 1st, Monday through Friday, from 5:30 p.m. to 8:30 p.m. Also requested is use of the Key Club Stand, pending approval by the athletic director and building principal.*

Motion by _____, second by _____, to accept the activities report.

Roll Call:

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Building Report**

1. Approve the request of Deborah Przybyla, Wyoming Area Softball Parents Association, to use the Secondary Center cafeteria for "Meet the Warriors" on Wednesday, March 21, 2012, from 6:00 to 8:00 p.m., pending approval by the building principal and cafeteria manager.
2. Approve the request of Caroline Bulford, Cleaning Personnel, to take an unpaid leave of absence until April 11, 2012.
- (3.) *Approve the request of Mary Ann Skok, President of the Tenth Street PTO, to use the Secondary Center auditorium for a Talent Show on Friday, April 13, 2012, at 6:00 p.m., a dress rehearsal is requested on Wednesday, April 11, 2012 from 5:30 p.m. to 8:00 p.m., pending approval by the building principal.*
- (4.) *Approve the request of Christina Koons, Spotlight Dance Studio, to use the Secondary Center auditorium and light & sound system for a Spring Dance Recital on Saturday, June 16, 2012, from 11:00 a.m. to 10:00 p.m. Rehearsal will be at 12:00 p.m. and the show at 6:00 p.m., pending approval by the building principal.*

Motion by _____, second by _____, to accept the building report.

Roll Call:

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, March 27, 2012, 6:00 p.m.
Policy Report**

- 1. Approve the first reading of revised policy #404, Employment of Professional Employees.**
- 2. Approve the first reading of revised policy #439, Uncompensated Leave.**

**Motion by _____, second by _____, to accept the
policy report.**

Roll Call:

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 hired who is related to any member of the Board or Administrator as defined in statute, (father, mother, brother, sister, husband, wife, son, daughter, step father, step mother, step child, grandparents, grandchild, nephew, niece, first cousin, son-in-law, daughter-in-law, sister-in-law, brother-in-law, parent-in-law, foster child, uncle or aunt). |
| 3. Guidelines SC 1204.1 SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq SC 111 | Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent/ Interviewing Committee . 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. 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. <p>Scholarship and intellectual prowess, including such measures as collegiate grade point average and praxis scores.</p> <ol style="list-style-type: none">2. Appreciation of children.3. 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>This policy will not apply to those professional employees already employed by the District.</p> <p>Revised 3-21-12</p> |

WYOMING AREA SCHOOL DISTRICT
HIRING PROCEDURES

PURPOSE:

To select the most qualified candidates for an open position within the district.

1. *Postings of **open** positions are done in-house for TEN (10) DAYS and/or as per contract. After in- house postings are completed, open positions will be posted on the Wyoming Area website. Advertising is done regionally, as needed, 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.*

PROFESSIONAL EMPLOYEES

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

- . *A cover letter (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.)*
- . *A district general application*
- . *A completed standard application form;*
- . *A copy of the candidate's teaching certification/(verified by PDE Website);*
- . *A copy of 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.*

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;
- . Has System Worth: Co-Curricular Interests & Skills (Example: Coaching Experience, **organizational membership, community activities**)
- . Experience with District Students (number of years Approved Substitute List).

CLASSIFIED EMPLOYEES

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

- . A completed district application form;
- . **A classified job application;**
- . A copy of the candidate's work history;
- . 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).

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/Work Experience/Act 34/Act 151/Act 114/Letters of Reference-Optional);
- . Successful Work Experience /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, organization membership, community activity)**

3. **Those candidates who meet the requirements of the open position will be interviewed by an interviewing committee that includes Principal(s), Department Chair, Superintendent or designee. Board members may attend interviews if requested. A panel of at least three will conduct all interviews. Interviews are approximately 15-20 minutes in duration.**

All applicants are given a series of common questions that are specific to the open position such as 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. *The interviews are scored using a Rubric scoring system. Interview questions are developed by the Interview Committee and may be reviewed by the Board. Interviews serve as a means to separate the outstanding and satisfactory candidates from those candidates that are marginal or unsatisfactory.*
5. *The Superintendent, totals all scores of candidates rating them as either outstanding/satisfactory and recommended for a position or unsatisfactory/not recommended. The Superintendent will present the top candidate to the Board along with their rubric scores. A list of all other top scoring candidates will also be presented to the Board. The Interviewing Committee will be invited to the Executive Session during which the candidate will be recommended. All application files will be available for review by the Board at the Executive Board Meeting.*

Revised 3-21-12

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 20, 1999

REVISED:

| | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | 439. UNCOMPENSATED LEAVE |
| 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. |
| 2. Authority SC 1154(e) | The Board reserves the right to specify the conditions under which uncompensated leave may be taken. |
| 3. Guidelines | <p>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 – as per contract</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 Superintendent/Board of his/her intentions within thirty days of the scheduled return date.</p> |

Period of Leave

Only one (1) uncompensated leave may be granted during the career of the professional. The leave cannot be for more than one (1) school year. Child bearing leave will be granted as per contract. **Only (1) one uncompensated leave may be granted during the employment of the professional.**

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

Revised 3-15-12