

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Tuesday, June 26, 2012, 7:00 p.m.

Agenda

Pledge of Allegiance

Roll Call

Communications Report

Approval of Minutes: Regular Meeting of May 22, 2012

Superintendent's Report

Treasurer's Report

New Business

Finance Report

Education Report

Activities Report

Building Report

Policy Report

Open Discussion

Adjournment

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Communications Report

1. Ronald Tomalis, Pennsylvania Department of Education, congratulating the school board and administrative staff for accomplishments shown by the audit for fiscal years ending June 30, 2010 and 2009. The audit report did not contain any findings or observations for these years in accordance with procedures established in Management Directive #325.10.
2. Ronald Tomalis, Pennsylvania Department of Education, notifying the Superintendent the Wyoming Area School District's property tax reduction allocation for 2012-2013 is \$475,600.19.
3. Melissa Burdett, Kindergarten Teacher at Montgomery Avenue, confirming her return to the classroom for the 2012-2013 school year.
4. Dianne Dennis, Elementary Physical Education/Health Teacher, submitting her letter of intent to retire.
5. Carmella Denisco, Kindergarten Aide at JFK, submitting her letter of resignation.
6. Patricia Pace, Secretary, submitting her letter of intent to retire.
7. Barry Przybyla, Custodian, submitting his letter of intent to retire.
8. Dale Swanek, Custodian, submitting his letter of intent to retire.
9. Mary Musinski, Vice President of West Pittston Parks, Recreation and Beautification Board, requesting permission to use the stadium for a "Kids Fun Run."
10. Wyoming Area Ice Hockey Association requesting a donation from the district.
11. Thomas Campenni, Vice President of the Wyoming Area Football Alumni Association, to use the stadium facilities and Boston Avenue garage for Warrior Pride Football Camp.
12. Michael Struckus' notification of not pursuing the position of Head Cross Country Coach.
13. Shaun Stuart submitting his letter of resignation as Marching Band Director.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Communications Report

14. Jennifer Hines requesting permission to extend her child bearing/child rearing leave for the 2012-2013 school year.
15. Dawn Thomas, President of the Wyoming Area Ice Hockey Association, requesting permission to use various facilities for skills practice and conditioning.
16. Dawn Thomas, President of the Wyoming Area Ice Hockey Association, requesting permission to set up a table inside the football stadium near concession stand to sell various items.
17. Mr. and Mrs. Robert Orlandini, requesting permission to hang a sign at the stadium of their business "Handyman Matters," a business specializing in small repairs and remodels. Mr. and Mrs. Orlandini are both alumni of Wyoming Area School District.
18. Luzerne Intermediate Unit submitting minutes of their regular meeting of April 25, 2012.
19. Bill Simmons, Maintenance, submitting his letter of intent to retire.
20. James Connors, President of Reliable Transportation, Inc., requesting to be considered to transport school van students in the Wyoming Area School District for the 2012-2013 school year.
21. Natalie Ferretti, Elementary Teacher, requesting permission to extend her child rearing leave.
22. Frank Parra, Physical Education Teacher/Athletic Director, submitting his letter of intent to retire.
23. **Mary Ann Hayden, Cleaning Personnel, submitting her letter of intent to retire.**
24. **Craig Lukatch requesting permission for the YMCA to use the baseball field for a baseball clinic and camp.**

Summary of Applications Received

Elementary – 18

Visually Impaired - 1

Biology – 2

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Communications Report

Applications Continued

Spanish – 2
Middle School Science - 2
School Psychologist – 1
Social Studies – 5
Secondary Counselor - 1
English - 6
Special Education –14
Middle School Math – 1
Music – 3
Physical Education – 3
Business - 1
English as a Second Language - 3
Elementary Counselor - 1
Early Childhood - 4
Principal - 1
Clerical Aides – 2
Marching Band Director - 1
Summer Cleaning - 18



**WYOMING AREA SCHOOL DISTRICT
COMBINED WORK SESSION AND REGULAR MEETING OF THE BOARD OF
EDUCATION**

TUESDAY, JUNE 26, 2012, 7:00 P.M.

SUPERINTENDENT'S REPORT

1. *The Language Academy began on June 18, 2012 and concluded on June 22nd, a total of 55 elementary students participated in the Spanish Language Academy. Congratulations to all the students and Mrs. Marianacci, Instructor.*
2. *Daniel Walters, son of Gertrude Walters, who taught at the SJD Elementary School from 1934 to 1946, recently passed away. In her honor, Mr. Walters has donated over \$600.00 to the School Library. On behalf of the Board of Education and Mr. Kaluzavich, Principal of the SJD Elementary School, I would like to thank Mr. Walters for his donation in memory of his mother.*
3. *The Third Annual Wyoming Area Scholarship Awards Ceremony was held in May. Seventy-five students were honored. The Sunday Dispatch ran a 3 page photo spread of the scholarship committee, donors and scholarship recipients. Congratulations to Mrs. Fedor, Consultant, Mrs. Rabel, Secretary and the Guidance Department for making this event a success.*
4. *Education Update: Charter/Cyber-Charter Legislation.*
5. *Grading Our Schools: I am happy to state that it was reported in the Sunday, June 24, 2012 Edition of the Citizens Voice that our District has once again exceeded the State averages on 20 of 21 tests, along with only 2 other districts throughout the Luzerne County. The paper in their "Grading Our Schools Report" stated and I quote, Wyoming Area is a "perennial high scoring School District". Congratulations to the Administration for setting the vision and goals, our Teachers, Students and the Parents in the Wyoming Area Community.*

Wyoming Area School District
 Combined Work Session/Regular Meeting
 Wyoming Area Board of Education
 Tuesday, June 26, 2012, 7:00 p.m.
 Treasurer's Report

First National Community Bank	General Fund	4,109,004.14
First National Community Bank	Payroll Account	4,546.90
First National Community Bank	Cafeteria Account	202,155.30
First National Community Bank	Student Activities Account	103,664.83
First National Community Bank	Athletic Fund Account	6,681.88
Landmark Bank	Athletic Fund Account	1,940.70
PNC Bank	Energy Performance Proceeds Fund	30,713.62
PNC Bank	Capital Projects Fund Bank Construction Account	4,734.02
PNC Bank	Capital Projects Fund Bank Investment Account	505,385.73
First National Community Bank	Purchasing Account	500.00
Pennsylvania Local Government Investment Trust	Earned Income Tax Revenue	26,225.86

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

1. Received the following checks:

Don Wilkinson Agency (April)

Earned Income Credit	22,193.38
Local State Tax	12.02
Current Per Capita Tax	<u>-137.20</u>
	22,068.20

Realty Transfer Tax

Luzerne County	10,135.97
Wyoming County	882.00
Wyoming County	<u>705.60</u>

Total: 11,723.57

Reimbursement

WVIA	1,000.00
Wilkes-Barre Barbershop Harmony Chorus	500.00 (use of auditorium)
Spot Light Dance Studio	<u>500.00 (use of auditorium)</u>

Total: 2,000.00

E-Rate Reimbursement

Verizon Wireless	5,792.23
Frontier Communications	1,800.73
One Communications	<u>5,013.22</u>

Total: 12,606.18

State & Federal Subsidy Payments

Social Security	47,988.00
Title I – Improving Basic Programs	57,281.38
Title II – Improving Teacher Quality	<u>14,156.52</u>

Total: 119,425.90

Access Reimbursement

Luzerne Intermediate Unit	6,375.57
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2011 School Supplemental

Wayman Smith – Exeter Twp. Luzerne County	94.54
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Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

In Lieu of Taxes

Pilot Agreement – Garden Village 10,510.10

2. Approve the June 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. Approve the June payment of \$36,505.00 to the West Side Career and Technology Center for the 2011-2012 school year.

4. Approve the meal prices for the 2012-2013 school year:

Elementary Breakfast:	Reduced .30	Paid *1.00
Elementary Lunch:	Reduced .40	Paid *1.75
Secondary Breakfast:	Reduced .30	Paid *1.25
Secondary Lunch:	Reduced .40	Paid *2.00

Adult Breakfast: 1.75

Adult Lunch: 2.75

*Denotes .10 increase from 2011-2012 school year

5. Approve a donation of \$4,000.00 to the Wyoming Area Ice Hockey Association for the 2012-2013 school year.

6. Approve to renew the Management Advisory Services Agreement with Albert B. Melone Company, Certified Public Accountants and Wyoming Area School District. The contract is for (3 year) period from July 1, 2012 to June 30, 2015 at the following annual amounts:

2012-2013	103,128.51
2013-2014	$103,128.51 \times .02 = 105,191.08$
2014-2015	$105,191.08 \times .02 = 107,294.90$

7. Approve the budget for the West Side Career and Technology Center for the 2012-2013 school year.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

8. Approve change order #1 in the amount of \$13,986.00 to L.H. Reed & Sons for HVAC Repair and Replacement at the Wyoming Area Secondary Center.

9. Approve the following invoices for payment from the Capital Projects Account:

L.H. Reed & Sons	15,551.82	HVAC Roof Top Replacement
Quad 3 Group	8,363.92	Sec Center Roof
TGW Corp	12,540.00	Sec Roofing Replacement
TGW Corp	270,398.50	Sec Reroofing Project #2
TGW Corp	<u>111,340.00</u>	Caf. Link Roof, Gym Link Roof, Aud. Roof
Total:	418,194.24	

10. Approve the adoption of the Final General Fund Budget for the 2012-2013 school year and authorize the Secretary of the Board to advertise the budget notice of the adoption of the Proposed Final General Fund Budget according to law.

The Final General Fund Budget provides for the expenditures of \$29,650,389.00 and equity and revenues of a like amount and reflects a tax of 13.5408 mills for the Boroughs of Exeter, Exeter Township, Luzerne County, West Pittston, West Wyoming and Wyoming which is \$1.35408 on each one hundred dollars of assessed valuation or taxable property and a tax of 77.3780 mills for Exeter Township, Wyoming County which is \$7.73780 on each one hundred dollars of assessed valuation or taxable property. The budget also maintains the following: a per capita tax of \$5.00 on all persons over twenty-one (21) years of age who are residents or inhabitants of the school district under the authority of the Act of March 10, 1949, P.L. 30, Article VI, Section 679 and its amendments an additional per capita tax of \$5.00 per person on all persons over twenty-one (21) years of age who are residents or inhabitants of Exeter, Exeter Township, Luzerne County, Exeter Township, Wyoming County, West Pittston, West Wyoming, and Wyoming under the authority of Act 511 and its amendments, the forgoing being applicable to taxpayers less than sixty-five (65) years of age, and a Local Services Tax for individuals (formerly the occupational privilege tax) within the Wyoming Area school boundaries, real estate transfer tax 1% and wage or earned income tax of 1%.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

11. Approve to adopt the attached resolution establishing property tax calendar and installment dates.

Whereas, Act 1 of the Special Session of 2006 requires school districts no later than June 30, 2012 to adopt a resolution for calendar year 2012 and each year thereafter authorizing the collection and payment of school real property taxes in installments, excluding any interim or delinquent school real property taxes.

Now, therefore be it resolved, that taxpayers approved pursuant to Section 341 of Act 1 of the Special Session of 2006 shall be eligible for participation in the installment payment of school property taxes.

The following are excluded from real estate installments payments: interim school property taxes, delinquent school property taxpayers, and all other taxpayers except eligible homestead/farmstead property owners and small business owner property as mandated by 53 P.S. §6926.1502 and that qualifies as small business owner property.

And be it further resolved, that the tax duplicates shall provide for payment of school real property taxes in a single payment or installments at the option of eligible taxpayers as follows:

- a. Full Payment- Full payment of the real estate tax shall be due and payable by the close of business on December 5, 2012 with a two percent (2%) discount provided for full payment prior to October 3, 2012. All taxpayers, except as indicated below, who fail to make payment of the tax in full by December 31, 2012 by the close of business shall be charged a penalty of ten percent (10%), which penalty shall be added to the tax by the tax collector and collected by the tax collector. The school real property taxes shall become due and payable and be collected as provided in the act of May 25, 1945 (P.L. 1050 No. 394), known as the Local Tax Collection Law, subject to the discounts and penalties provided by that act unless an eligible taxpayer evidences an intention to pay school real property taxes in installments.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

- b. Installment Payments – Installment payment of taxes shall be due in three (3) equal payments on the following due dates: September 5, 2012, October 31, 2012, and December 5, 2012.

The payment of the first installment by a taxpayer eligible for installment payments shall conclusively evidence an intention to pay school real property taxes in installments.

Those eligible taxpayers electing to pay in installment payments must pay the face amount of the school real property tax bill. No discount shall be offered for installment payments. If an installment payment is made after installment date, then a ten percent (10%) penalty shall be assessed on the amount of the installment payment due. Two or more late payments of ten days, or more will render the taxpayer ineligible to participate in installment payments for the following school fiscal year.

Now, therefore, be it further resolved, that in the event that a taxpayer fails to evidence an intention to pay school real property taxes in installments, those taxes shall become due and payable and be collected as provided by the Local Tax Collection Law (P.L. 1050, No. 394) and subject to the discounts and penalties provided in that act and the Taxpayer Relief Act of 2006. Tax bills not paid in full by December 31, 2012, will be turned over to Luzerne County Tax Claim Bureau for residents of Luzerne County and Wyoming County Tax Claim Bureau for residents of Wyoming County on or before the date established by the county in which the school district is located for the turnover of delinquent taxes pursuant to the act of July 7, 1947 (P.L. 1368, No. 542), known as the Real Estate Tax Sale Law.

Now, therefore, be it further resolved, that the Board hereby directs the collection of installment payment of real estate taxes to be made to Wyoming Area Tax Collector in accordance with rules and regulations that the Board may now or hereafter implement who shall set forth on all notices regarding the payment of school real property taxes in installments and the dates on which such payments are due be set property owners forth on the tax notice sent to approved homestead and farmstead.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

12. Approve the attached resolution designed to implement Homestead/Farmstead exclusions as mandated by Act I.

Recommended that a resolution be adopted, by the Board of School Directors of Wyoming Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2012, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

I. Aggregate amount available for homestead and farmstead real estate tax reduction, The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2012:

a. Gambling tax funds. The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. §6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$464,541.97

b. Philadelphia tax credit reimbursement funds. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324 (3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$11,058.22.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

- C. Aggregate amount available. Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$475,600.19.
2. Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:
- a. Homestead property number. The number of approved homesteads within the School District is 5,666.
 - b. Farmstead property number. The number of approved farmsteads within the School District is 5.
 - c. Homestead/farmstead combined number. Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 5,671.
3. Real estate tax reduction calculation. The school board has decided that the homestead exclusion amount and the farmstead exclusion amount shall be equal. Dividing the paragraph 1(c) aggregate amount available during the school year for real estate tax reduction of \$475,600.19 by the paragraph 2(c) aggregate number of approved homesteads and approved farmsteads of 5,671, the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$84.00.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

4. Homestead/farmstead exclusion calculation. Dividing the paragraph 3 maximum real estate tax reduction amount of \$84.00 by the School District real estate tax rate of 13.5408 mills (.0135408) for Luzerne County, the maximum real estate assessed value reduction to be reflected on tax notices as a homestead and farmstead exclusion for each approved homestead and farmstead for Luzerne County is \$6,203.
5. Homestead/farmstead exclusion calculation. Dividing the paragraph 3 maximum real estate tax reduction amount of \$84.00 by the School District real estate tax rate of 77.3780 mills (.0773780) for Wyoming County, the maximum real estate assessed value reduction to be reflected on tax notices as a homestead and farmstead exclusion for each approved homestead and farmstead for Wyoming County is \$1,086.
6. Homestead/farmstead exclusion authorization- July 1 tax bills. The tax notice issued to the owner of each approved homestead and farmstead within the School District shall reflect a homestead and farmstead exclusion real estate assessed value reduction equal to the lesser of.
(a) the County-established assessed value of the homestead/farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of \$6,203 for Luzerne County.

For purposes of this resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341 (g)(3), based on homestead/farmstead

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

applications filed with the County Assessment Office on or before March 1.

This paragraph 6 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

7. Homestead/farmstead exclusion authorization- July 1 tax bills. The tax notice issued to the owner of each approved homestead and farmstead within the School District shall reflect a homestead and farmstead exclusion real estate assessed value reduction equal to the lesser of. (a) the County-established assessed value of the homestead/farmstead, or (b) the paragraph 5 maximum real estate assessed value reduction of \$1,086 for Wyoming County.

For purposes of this resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341 (g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1.

This paragraph 7 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

25. Approve the 2012-2013 IDEA Allocation Agreement between Wyoming Area School District and the Luzerne Intermediate Unit at an amount of \$272,362.00 pending approval by the district solicitor.

26. Approve the following floods refunds of paid property taxes for the year 2011 as requested by the Luzerne County Assessor's Office:

65-E11NE1-019-011	1,249.78
65-E11NE1-019-010	692.19
65-E11NE4-008-005	890.25
65-D11SE4-007-015	2,539.10
65-E11NE4-009-010	1,319.00
65-E11NE1-019-024	1,042.13
65-E11NE4-008-022	871.96
65-E11NE1-019-013	1,269.97
65-E11NE4-004-017	448.00
65-E11NE4-011-009	1,194.99
65-E11NE1-005-007	888.78
65-E11NE1-019-003	618.16
65-E11NE1-019-021	1,065.36
65-E11NE4-004-002	627.78
65-E11NE1-020-013	646.38
65-E11NE1-010-012	893.68
65-E11NE4-009-004	602.76
65-E11NE1-020-010	746.99
65-E11NE1-006-001	<u>1,104.62</u>
Total: 18,711.88	

27. Approve the payment to Central Susquehanna Intermediate unit for the implementation on the "employee Portal" at an annual cost of \$695.00 plus a one time set-up/installation fee of \$95/hour, estimated to take approximately two to five hours.

28. Approve appointment of Brian Koscelansky, Stevens and Lee, as Legal/Bond Counsel regarding the two million dollar loan approved by United States Department of Agriculture for renovations at Montgomery Avenue Elementary School.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Finance Report

29. Approve the appointment of Tony Callaio as the district's Public Relations Coordinator for the 2012-2013 school year at a salary of \$15,000.00.
30. Motion to approve a compromise settlement agreement with David Amico.
31. Motion to approve a letter of notice to the Northeast Health Care Trust that the Wyoming Area School District is reserving its right to withdraw participation in the Trust (12) twelve months from this date. This is in accordance with section 5.4 of the trust agreement.
32. Approve the Cyber Services Agreement between Seneca Valley School District and Wyoming Area School District to provide credit recovery and alternative educational opportunities to students (the "Cyber Service Program") at an enrollment fee of \$3,100.00 for one (1) regular student and \$5,200.00 for one (1) special education student for the 2012-2013 school year, upon final review by the school solicitor.
- 33. Approve MYLearningPlan through the Luzerne Intermediate Unit at a projected cost of \$2,178.00 for the 2012-2013 school year.**

34. Approve the General Ledger Sheet:

Bill Listing:	6/26/12	383,984.82	
Prepays:	5/31/12	14,815.25	
	6/26/12	<u>43,162.76</u>	441,962.83
Cafeteria Account:		132,788.73	
Athletic Account:		<u>4,937.50</u>	<u>137,726.23</u>
			Total: 579,689.06

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

Roll Call:

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 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) are being planned for the 2012-2013 school year. Anyone desiring information regarding these programs, contact Janet Serino, Assistant Superintendent, at the District's Business Office.
2. Accept, with regret, Diane Dennis' letter of intent to retire effective at the end of the 2011-2012 school year.
3. Motion to establish a retirement incentive effective immediately to members of the Wyoming Area Education Association whereby the District shall pay any WAEA employees' who is Public Schools Employees Retirement System (PSERS) eligible who provides written notice of their retirement a sum equal to 80% of their 2011-2012 salary, paid to them or their designee, in equal installment amounts over four years together with all such other benefits discussed in the Collective Bargaining Agreement for such retiring employees'. This incentive, if accepted, shall constitute a temporary waiver of Article XI of the Collective Bargaining Agreement and shall apply to those eligible employees' who elect to retire before June 26, 2012, after which the original terms of Article XI shall apply until such time as a new agreement is negotiated.
4. Approve the appointment of Rosella Fedor as Special Program Advisor/Consultant to the guidance department for two days per week for the 2012-2013 school year at a salary not to exceed \$3,000.00 per year.
5. Approve of Julie Marini as Math Consultant for the 2012-2013 school year at a contracted amount of \$6,000.00 per year.
6. Approve to ratify the Summer Academy of the Languages held June 18th to June 22, 2012.
7. Approve to ratify the appointment of Christine Marianacci, Spanish Instructor, for the 2012 Summer Academy of the Languages at a rate stipulated within the Collective Bargaining Agreement.
8. Approve the 2012 Summer SAT Verbal and SAT Math Classes.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Education Report

9. Approve the appointment of Christine Rutledge as Verbal Instructor and Paula Cecil as Math Instructor for the 2012 S.A.T. Prep Summer Classes at a rate as stipulated within the Collective Bargaining Agreement.
10. Approve to rescind the elimination of a kindergarten at Tenth Street Elementary School.
11. Approve to rescind the creation of a first grade at SJD Elementary School.
12. Approve to rescind the creation of an additional sixth grade at Tenth Street Elementary School.
13. Approve the transfer of Kara Anthony to Tenth Street Elementary School as a sixth grade elementary teacher.
14. Approve the transfer of Ann Marie Kachmarsky to Montgomery Avenue Elementary School as a first grade elementary teacher.
15. Approve the transfer of Ann Marie Lawrence to Montgomery Avenue Elementary School as a third grade elementary teacher.
16. Approve the transfer of Christa Coolbaugh to Tenth Street Elementary School as a third grade elementary teacher.
17. Accept, with regret, Frank Parra's letter of intent to retire effective at the end of the 2011-2012 school year.

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

Roll Call:

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Activities Report

1. Approve the request of Mary Musinski, Vice President, West Pittston Parks, Recreation and Beautification Board, to use the stadium for a "Kids Fun Run" on Wednesday, July 4, 2012 from 8:00 a.m. to noon, pending approval by the Athletic Director.
2. Approve the 2012 Summer Program at the football stadium and weight room, Monday through Thursday, 9:00 a.m. to 12:00 p.m. and 5:00 p.m. to 7:00 p.m., starting June 25th to August 2, 2012.

3. Approve the following coaches for the 2012 Summer Program:

Randy Spencer	1,400.00
Joseph Pizano	1,400.00
Michael Fanti	1,400.00
Eric Speece	1,400.00
Jason Speece	1,400.00
Michael Laffey	500.00

Funding will be provided by the Wyoming Area Football Alumni Association.

4. Approve the request of Thomas Campenni, Vice President of the Wyoming Area Football Alumni Association, Inc., to use the facilities at the stadium and Boston Avenue garage for Warrior Pride Football Camp, on Friday, July 27, 2012 from 8:00 a.m. to 2:00 p.m., pending approval by the Athletic Director.
5. Approve to ratify the request of Dan Resciniti, President of the Wyoming Area Football Parents Association, for use of the gymnasium for "Meet the Coaches" held Monday, June 4th and a coin drop held on Saturday, June 23, 2012.
6. Approve Mike Stefanik as Head Cross Country Coach at a salary of \$2,210.00 for the 2012 Fall season.
7. Approve _____ as Head Boys Soccer Coach at a salary of \$3,965.00 for the 2012 Fall season.

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Activities Report

8. Approve the following assistant coaches and volunteers for the 2012 Fall season:

Football

Joe Pizano	Asst. Head Coach	3,605.00
Mike Fanti	Asst. Coach	3,605.00
Rich Musinski	Asst. Coach	3,605.00
Fred Marianacci	Asst. Coach	3,605.00
Charlie McDermott	Asst. Coach	3,605.00
Eric Speece	Asst. Coach	3,605.00
Jason Speece	Asst. Coach	3,605.00
Steve Sedon	Asst. Coach	3,605.00
Mike Laffey	Strength Coach/Weight Lifting Coach	11.39 /hr.
Brian Butler	Volunteer	
Vito Quaglia	Volunteer	
Tom Campenni	Volunteer	
Frank Delaney	Volunteer	

Golf

Francis Hayes	Asst. Coach	934.00
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Girls Soccer

Sam Fuller	Volunteer	
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Girls Volleyball

Justin Eimers	Asst. Coach	1,210.00
Lauren Shovlin	Junior High Coach	1,210.00

Girls Tennis

Tiffany Callaio	Volunteer	
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Field Hockey

Courtney Thomas	Asst. Varsity Coach	2,163.00
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Cheerleading Advisor

Josette Cefalo	Advisor	2,163.00
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Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Activities Report

9. Accept, with regret, Shaun Stuart's letter of resignation as Marching Band Director.
10. Approve _____ as Marching Band Director for the 2012-2013 school year.
11. Approve to ratify the request of the Wyoming Area Field Hockey Parents Association, to use the field hockey field (or gym/multi-purpose room in the event of inclement weather) for an elementary field hockey camp starting June 18, 2012 to June 22, 2012.
12. Approve the request of Dawn Thomas, President of the Wyoming Area Ice Hockey Association, to use various facilities for skills practice and conditioning for the Hockey Team and coaches, pending approval by the Athletic Director.
13. Approve the request of Dawn Thomas, President of the Wyoming Area Ice Hockey Association, to set up a table inside the football stadium near band concession stand to sell various items at home football games.
- 14. Approve the request of Craig Lukatch for the YMCA to use the baseball field for a baseball clinic and camp for ages 10-12 on Tuesday, August 7th, Thursday, August 10, and Friday, August 11, 2012 from 9:00 a.m. to 11:00 a.m., pending approval by the Athletic Director.**

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

Roll Call:

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Building Report

1. Accept, with regret, Patricia Pace's letter of intent to retire June 29, 2012.
2. Accept, with regret, Barry Przybyla's letter of intent to retire June 29, 2012.
3. Accept, with regret, Dale Swanek's letter of intent to retire June 29, 2012.
4. Motion to establish a retirement incentive effective immediately to members of the Wyoming Area Educational Support Personnel Association whereby the District shall pay any WAESPA employees' who shall have a minimum of fifteen (15) years of service, who provides written notice of their retirement a sum equal to 80% of their 2011-2012 salary, paid to them or their designee, in a lump sum with all such other benefits discussed in the Collective Bargaining Agreement for such retiring employee. This incentive, if accepted, shall constitute a temporary waiver of Article XVI of the Collective Bargaining Agreement and shall apply to those eligible employees' who elect to retire before June 26, 2012, after which the original terms of Article XVI shall apply until such time as a new agreement is negotiated.
5. Accept, with regret, Carmella Denisco's letter of resignation as Kindergarten Aide at JFK Elementary School retroactive to June 11, 2012.
6. Accept, with regret, Bill Simmons' letter of intent to retire June 29, 2012.
7. **Accept, with regret, Mary Ann Hayden's letter of intent to retire June 29, 2012.**

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

Roll Call:

Wyoming Area School District
Combined Work Session/Regular Meeting
Wyoming Area Board of Education
Tuesday, June 26, 2012, 7:00 p.m.
Policy Report

1. Approve the second reading of revised Policy #815 Acceptable Use of Internet, Computers and Network Resources and attachment 815.1.
2. Approve the second reading of revised Policy #303 Employment of Administrators.
3. Approve the second reading of revised Policy #504 Employment of Classified Employees.
4. Approve the second reading of revised Policy #505 Employment of Substitute and Short Term Employees.
5. Approve the first reading of policy #123.2 Concussion Management.

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

Roll Call:

SECTION: OPERATIONS

WYOMING AREA SCHOOL DISTRICT

TITLE: ACCEPTABLE USE OF
INTERNET, COMPUTERS AND
NETWORK RESOURCES

ADOPTED: September 20, 1999

REVISED: June 1, 2012

	<p style="text-align: center;">815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES</p> <p>1. Purpose</p> <p>The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.</p> <p>The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.</p> <p>For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.</p> <p>2. Definitions</p> <p>CIPA – The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to offensive content over the Internet on school and library computers. CIPA requirements include the following three items:</p> <ol style="list-style-type: none"> 1. Technology Protection Measure – A technology protection measure is a specific technology that blocks or filters Internet access. It must protect against access by adults and minors to visual depictions that are obscene, child pornography, or – with respect to the use of computers with Internet access by minors – harmful to minors. It may be disabled for adults engaged in bona fide research or other lawful purposes. For schools, the policy must also include monitoring the online activities of minors. 2. Internet Safety Policy – The Internet safety policy must address, access by minors to inappropriate matter on the Internet, the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, unauthorized access including "hacking" and other unlawful activities by minors online, unauthorized disclosure, use, and dissemination of personal information regarding minors, and measures designed to restrict minors' access to harmful materials.
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<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>18 Pa. C.S.A. Sec. 5903</p>	<p>The term harmful to minors is defined under both federal and state law.</p> <p>Harmful to minors - under federal law, is any picture, image, graphic image file or other visual depiction that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion; 2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and 3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors <p>Harmful to minors - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors; 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors. <p>HIPPA – Health Insurance Portability and Accountability Act, pertaining to the Privacy Rule for Protected Health Information. The Protected Health Information is any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.</p> <p>Illegal activities/uses – any use of network resources which violates a municipal ordinance, or local, state, or federal law, including those activities relating to intellectual property rights, trade secrets, the distribution of obscene or pornographic materials or the Family Educational Rights and Privacy Act.</p> <p>Information technology – any electronic device, computer hardware and software, operating systems, web-based information and applications, telephones and other telecommunications products, video equipment and multimedia products, information kiosks and office products such as photocopiers and fax machines.</p>
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<p>18 Pa. C.S.A. Sec. 5903</p>	<p>Network resources –</p> <ol style="list-style-type: none"> 1. Computer hardware and software, electronic connections, electronic devices and other information technology tools used for information processing, as well as peripheral devices connected to these tools. 2. Network bandwidth including Internet bandwidth and other devices necessary to facilitate network connectivity such as e-mail services, file servers, routers, switches, hubs, firewalls, premise wiring, network data ports, etc. 3. Computers hardware and software, electronic connections electronic devices and other information technology tools used on district property or used off district property that impacts the district or causes a disruption to the educational environment, or when such use comes in conflict with the Student Code of Conduct or district policy, whether or not such tools are owned by the district and whether or not they are connected physically or wirelessly to the district's information network(s). 4. Computers, electronic connections, electronic devices and other information technology tools while they are connected remotely (from home or elsewhere) to the district's network. <p>Obscene - any material or performance, if:</p> <ol style="list-style-type: none"> 1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest; 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and 3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value. <p>Online collaboration – using site-based or web-based technology tools to communicate and work productively with other users to complete educationally relevant tasks.</p> <p>Personal use – incidental personal use of school computers is permitted for employees so long as such use does not interfere with the employee's job duties and performance, with system operations or with other system users.</p> <p>Staff – includes administrative, teaching, support and volunteer personnel employed by or voluntarily affiliated with the Wyoming Area School District.</p>
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<p>47 U.S.C. Sec. 254</p>	<p>Technology protection measure - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.</p>
<p>3. Authority</p>	<p>The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.</p>
<p>Pol. 218,233,317</p>	<p>The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.</p> <p>The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.</p>
<p>47 U.S.C. Sec. 254</p> <p>Pol. 103,103.1 104,248,348</p> <p>Pol. 249</p> <p>Pol. 218.2</p>	<p>The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:</p> <ul style="list-style-type: none"> { } Defamatory. { } Lewd, vulgar, or profane. { } Threatening. { } Harassing or discriminatory. { } Bullying. { } Terroristic. { } _____ (specify others).

<p>24 P.S. Sec. 4604 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.</p>
<p>24 P.S. Sec. 4604</p>	<p>Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.</p>
<p>24 P.S. Sec. 4610 20 U.S.C. Sec. 6777</p>	<p>Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software for a student's use. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.</p>
<p>4. Delegation of Responsibility</p>	<p>The district shall make every effort to ensure that this resource is used responsibly by students and staff.</p>
<p>24 P.S. Sec. 4604</p>	<p>The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.</p> <p>Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledge awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use</p> <p>{ } and tracking systems to track and recover lost or stolen equipment.</p> <p>Student user agreements shall also be signed by parent/guardian.</p> <p>Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.</p>

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 47 CFR Sec. 54.520</p>	<p>Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.</p> <p>Building administrators shall make initial determinations of whether inappropriate use has occurred.</p> <p>The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not limited to:</p> <ol style="list-style-type: none"> 1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board. 2. Maintaining and securing a usage log. 3. Monitoring online activities of minors.
<p>47 U.S.C. Sec. 254</p>	<p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p> <ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat rooms.
<p>SC 1303.1-A Pol. 249</p>	<ol style="list-style-type: none"> 2. Cyberbullying awareness and response.
<p>5. Guidelines</p>	<p>Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.</p> <p><u>Safety</u></p> <p>It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or access an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.</p>

<p>Pol. 814</p>	<ol style="list-style-type: none"> 10. Inappropriate language or profanity. 11. Transmission of material likely to be offensive or objectionable to recipients. 12. Intentional obtaining or modifying of files, passwords, and data belonging to other users. 13. Impersonation of another user, anonymity, and pseudonyms. 14. Fraudulent copying, communications, or modification of materials in violation of copyright laws. 15. Loading or using of unauthorized games, programs, files, or other electronic media. 16. Disruption of the work of other users. 17. Destruction, modification, abuse or unauthorized access to network hardware, software, and files. 18. Accessing the Internet, district computers or other network resources without authorization. 19. Disabling or bypassing the Internet blocking/filtering software without authorization. 20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization. <p><u>Security</u></p> <p>System security is protected through the use of passwords. Failure to adequately protect or update password could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:</p> <ol style="list-style-type: none"> 1. Employees and students shall not reveal their passwords to another individual. 2. Users are not to use a computer that has been logged in under another student's or employee name. 3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
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<p>17 U.S.C. Sec. 101 et seq Pol. 814</p> <p>24 P.S. Sec. 4604</p> <p>Pol. 218, 233, 317</p>	<p><u>Copyright</u></p> <p>The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.</p> <p><u>District Website</u></p> <p>The district shall/may establish and maintain a website and shall develop and modify its web pages to present information about the district under the director of the Superintendent or designee. All users publishing content on the district website shall comply with this and other applicable district policies.</p> <p>Users shall not copy or download information from the district website and disseminate such information on unauthorized web pages without authorization from the building principal.</p> <p><u>Consequences For Inappropriate Use</u></p> <p>The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.</p> <p>Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.</p> <p>General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.</p> <p>Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.</p> <p>Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.</p>
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References:

School Code – 24 P.S. Sec. 1303.1-A

PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.

Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256

Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777

Internet Safety, Children’s Internet Protection Act – 47 U.S.C. Sec. 254

Children’s Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520

Board Policy – 103, 103.1, 104, 218, 218.2, 220, 233, 237, 248, 249, 317, 248, 814

815.1 – Attachment 1
ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES
CONSENT AND WAIVER

The following form must be read and signed by you and your parent or legal guardian.

By signing this Consent and Waiver form, I _____ (print name) and my parent(s)/guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s)/guardian(s).

Further, my parent(s)/guardian(s) and I have been advised that the district does not have control of the information on district information technology tools and network facilities, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the (Insert Your Name Here)'s intent is to make Internet access available to further its educational goals and objectives, account holders will have the ability to access other materials as well.

The district believes that the benefits to educators and students from access to district information technology tools and network facilities, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. Ultimately, the parent(s)/guardian(s) of minors are responsible for setting and conveying the standards that their student should follow. To that end, the district supports and respects each family's right to decide whether or not to apply for (Insert Your Name Here) network access.

The student and his/her parent(s)/guardian(s) must understand that student access to the (Insert Your Name Here) network exists to support the district's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the (Insert Your Name Here) makes no warranties with respect to the (Insert Your Name Here) network service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a student from a source outside the district or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the student chooses to use his/her district network access.
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the district.
4. While the (Insert Your Name Here) supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

By signing this form, I agree to the following terms:

1. My use of the Wyoming Area School District's network must be consistent with the district's goals.
2. I will not use the Wyoming Area School District network for illegal purposes of any kind.
3. I will not use the Wyoming Area School District network to transmit threatening, obscene or harassing materials. The district will not be held responsible if I participate in such activities.

815. ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES - Pg. 13

4. I will not use the Wyoming Area School District network to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

5. It is assumed that information and resources accessible via the Wyoming Area School District network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the Wyoming Area School District network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Student Name: _____ Grade: _____ (please print)

Student Signature: _____ Date: _____

Student's School: _____

Date of Birth: _____

Parent/Guardian:

As the parent/guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. (Insert Your Name Here) has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for (Insert Your Name Here) to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing and/or exploring information and media.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use district information technology tools and network facilities and the Internet, and certify that the information contained on this form is correct.

Parent/Guardian Name: _____ (please print)

Signature: _____ Date: _____

Home Telephone: _____

Daytime Telephone: _____

815.1 – Attachment 2

**ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES
STAFF USER AGREEMENT FORM**

After reading the Acceptable Use Policy, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is required before access may be granted. As an employee of the Wyoming Area School District and a user of the computer network, I have read and hereby agree to comply with the Acceptable Use Policy.

Signature: _____ Date: _____

Full Name: _____ (please print)

Building: _____

Job Title: _____

Home Telephone: _____

Daytime Telephone: _____

815.1 – Attachment 3

ACCEPTABLE USE OF INTERNET, COMPUTERS AND NETWORK RESOURCES

Guest User Agreement Form

After reading the Acceptable Use Policy, please complete this form to indicate that you agree with the terms and conditions outlined. Your signature is required before access may be granted.

As a guest of the Wyoming Area School District and a user of the computer network, I have read and hereby agree to comply with the Acceptable Use Policy.

Signature: _____ Date: _____

Full Name: _____ (please print)

Home Telephone: _____

Daytime Telephone: _____

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: EMPLOYMENT OF
ADMINISTRATORS

ADOPTED: September 20, 1999

REVISED:

WYOMING AREA SCHOOL DISTRICT

303. EMPLOYMENT OF ADMINISTRATORS	
1. Purpose	The Board places substantial responsibility and authority for the effective management of the schools with district administrators.
SC111	No Administrator 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).
2. Authority SC 1106 SC 1142, 1146	The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrator employed by this district.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Superintendent/ Interviewing Committee .
	Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.
SC 1109	No candidate for employment as an administrator shall receive a recommendation for employment without evidence of his/her certification, if such certification is required.
SC 111 23 Pa. CSA 6301	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.
SC111	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.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.

<p>4. Delegation of Responsibility</p> <p>SC 1109 Pol. 104 P.L.88-352 P.L.92-318</p> <p>SC 1109</p>	<p>The Superintendent/policy committee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment.</p> <p>The Superintendent or designee shall recruit and recommend applicants in accordance with Board policy and State and federal law.</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 vigor.3. Appreciation of children.4. Emotional and mental maturity and stability. <p>Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so they may apply for such positions.</p> <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 such recommendations from former employers and others in assessing the candidate's qualifications.</p> <p>Recommendations and references shall be retained confidentially and for official use only.</p> <p>This policy will not apply to those administrative employees already employed by the District.</p>
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303. EMPLOYMENT OF ADMINISTRATORS - Pg. 3

<p>School Code 111, 1106, 1109, 1142, 1146,</p> <p>P.L 88-352 P.L. 92-318</p> <p>23 Pa. CSA 6301</p> <p>Board Policy No. 104</p>	<p>Revised 5-22-12.</p>
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WYOMING AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF CLASSIFIED
EMPLOYEES

ADOPTED: September 20, 1999

REVISED:

504. EMPLOYMENT OF CLASSIFIED EMPLOYEES	
1. Purpose	The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.
2. Authority SC 406	The Board shall approve the employment, set the compensation, and establish the term of employment for each classified staff member employed by the district.
3. Guidelines	Approval shall normally be given to those candidates for employment recommended by the Superintendent/ Interviewing Committee .
SC111	No employee 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).
	An employee's misstatement of fact material to qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
SC 111 23 Pa. CSA 6301	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.
SC111	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.

[illegible]

WYOMING AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE AND SHORT-
TERM EMPLOYEES

ADOPTED: September 20, 1999

REVISED:

	<p>505. EMPLOYMENT OF SUBSTITUTE AND SHORT-TERM EMPLOYEES</p> <p>1. Purpose</p> <p>Qualified and competent substitute and short-term employees shall be employed in order to provide continuity in the operation of the district.</p> <p>SC111</p> <p>No substitute or short term employee 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).</p> <p>2. Authority</p> <p>SC 406</p> <p>The Board shall approve annually the names of potential substitute classified personnel and the positions in which they may substitute. Additional names may be added to the list of substitutes by the Board during the school year.</p> <p>SC 406</p> <p>The Board shall approve the employment, set the compensation, and establish the period and terms of employment for each short-term classified employee.</p> <p>3. Guidelines</p> <p>Approval shall normally be given to those candidates for employment recommended by the Superintendent/Interviewing Committee.</p> <p>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p> <p>Utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting.</p> <p>SC 111 23 Pa. CSA 6301</p> <p>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.</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>
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<p>SC111</p> <p>4. Delegation of Responsibility</p> <p>School Code 406, 111, 1111</p>	<p>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.</p> <p>The Superintendent/policy committee shall develop and implement procedures to recruit, screen, recommend, assign and evaluate candidates for classified employment.</p> <p>Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.</p> <p>The administration shall seek candidates for employment who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Good character. 2. Appreciation of children. 3. Emotional and mental maturity and stability. <p>The administration shall seek such recommendations from former employers and others to assess the candidate's qualifications. Recommendations and references shall be retained confidentially and for official use only.</p> <p>This policy will not apply to those classified employees already employed by the District.</p> <p>Revised 5-22-12</p>
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WYOMING AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: CONCUSSION MANAGEMENT

ADOPTED:

REVISED:

	123.2 CONCUSSION MANAGEMENT
1. Purpose	The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention, detection and treatment of concussions sustained by students while participating in an athletic activity.
2. Definitions 24 P.S. Sec. 5322	<p>Appropriate medical professional shall mean all of the following:</p> <ol style="list-style-type: none"> 1. A licensed physician who is trained in the evaluation and management of concussions. 2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions. 3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.
24 P.S. Sec. 5322	<p>Athletic activity shall mean all of the following:</p>
Pol. 123	1. Interscholastic athletics.
Pol. 122	2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
Pol. 122	3. Noncompetitive cheerleading that is sponsored by or associated with the school.
Pol. 122, 123	4. Practices, interschool practices and scrimmages for all athletic activities.

<p>3. Delegation of Responsibility 24 P.S. Sec. 5323</p>	<p>Each school year, prior to participation in an athletic activity, every student athlete and his/her parent/guardian shall sign and return the acknowledgement of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.</p> <p>The Superintendent or designee shall develop administrative regulations to implement this policy, which shall include protocols for concussion management.</p>
<p>4. Guidelines 24 P.S. Sec. 5323</p>	<p>The school</p> <p>{ } may</p> <p>{ } shall</p> <p>hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers and physical therapists.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Removal From Play</u></p> <p>A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Return To Play</u></p> <p>The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.</p>
<p>24 P.S. Sec. 5323</p>	<p><u>Training</u></p> <p>All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations or another provider approved by the Department of Health.</p>

24 P.S.
Sec. 5323

Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

References:

Safety In Youth Sports Act – 24 P.S. Sec. 5321 et seq.

Board Policy – 122, 123

PSBA New 5/12