

Agenda in Brief
Wyoming Area School District
Work Session of the Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Thursday, April 19, 2012, 7:00 p.m.

Agenda

Communications Report

New Business

Finance Report

Education Report

Activities Report

Building Report

Policy Report

Open Discussion

Adjournment

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Work Session of the Wyoming Area Board of Education
Thursday, April 19, 2012, 7:00 p.m.
Communications Report

1. Luzerne Intermediate Unit submitting their minutes from regular meeting dated February 29, 2012.
2. Joseph T. Herbert, Secretary of the Wyoming/West Wyoming Memorial Day Parade Committee, extending an invitation to the Superintendent and student organizations to participate in the Memorial Day Parade on Monday, May 28, 2012 at 9:15 a.m.
3. Pat Suchocki, President of the West Wyoming Recreation Board, requesting the a donation from Wyoming Area School District for the maintenance of the field for the upcoming baseball season.
4. Brendan Carter, Marching Band Staff, requesting permission for the indoor percussion to attend the Championships in Wildwood, NJ.
5. Jennifer Coolbaugh-Skursky, Elementary Teacher, requesting permission for a leave without pay if needed.
6. Sandra Nardell, School Nurse, requesting summer hours.
7. Roberta Petrucci, Secretary, requesting permission to take a medical leave without pay.
8. Courtney DeLucca, Elementary Teacher, requesting permission to continue her child rearing leave.
9. Pennsylvania Department of Education, Project PA. and Penn State University requesting permission to use the multi-purpose room, cafeteria and kitchen for a Food Service Training Session.
10. Melissa Dolman requesting permission to use the Secondary Center cafeteria for a Spring Fling for freshman and sophomore students.
11. Carmella Denisco, Kindergarten Aide, requesting permission to take a medical leave.
12. Melissa Burdett, Kindergarten Teacher, requesting permission to continue her leave of absence for the remainder of the 2011-2012 school year.

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Communications Report

13. Correspondence from John J. Tommasini, Pennsylvania Department of Education, notifying the Superintendent that the areas of noncompliance cited as a result of the special education compliance monitoring visit conducted on May 3, 2011 has been corrected as of February 17, 2012 by the district.
14. Jessica Werbin requesting permission to attend the Pennsylvania Academic Competition in Harrisburg, along with five students and coach.
15. Jessica Werbin requesting permission to attend the History Bowl in Washington, D.C., along with six students and coach.
16. James J. Bernosky, Wyoming Area Class of 81, requesting to have the Wyoming Area Gymnasium named after his late father, Simon J. Bernosky.
17. Jon Pollard, Elementary Principal, and Mrs. Deborah Przybyla, Elementary Teacher, requesting permission to plant a tree at Tenth Street as a celebration for Earth Day and in honor and memory of all who served and continue to serve our country.

Summary of Applications Received

Elementary – 6

Math – 2

Special Education – 1

Middle Level English – 1

Speech/Language Pathology – 1

Marching Band Director – 1

Teacher's Aide - 2

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Finance Report

1. Received the following checks:

Don Wilkinson Agency (Feb.)

Earned Income Tax	184,111.04
Local State Tax	4,090.70
Delinquent Per Capital	<u>396.00</u>
Total:	188,597.74

Reimbursement

Converge	1,111.11
Enerwise Global Technologies	

Realty Transfer Tax

Dennis Montross – Wyoming County	73.50
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State & Federal Subsidy Payments

Social Security	39,212.07
Retirement	147,223.98
Title I – Improving Basic Programs	30,286.27
Title II – Improving Teacher Quality	7,220.27
School District Special Education	204,248.00
School District Transportation	<u>279,778.00</u>
Total:	707,968.59

2. Discuss to approve the April payment of \$87,488.87 to the Luzerne Intermediate Unit in accordance with the terms of the approved contract agreement for programs and services for the 2011-2012 school year.
3. Discuss to approve the April payment of \$36,505.00 to the West Side Career and Technology Center for the 2011-2012 school year.
4. Discuss to approve summer hours for Sandra Nardell, School Nurse, not to exceed 150 hours for the 2012-2013 sports season and academics year.
5. Discuss to approve the request of Pat Suchocki, President of the West Wyoming Recreation Board, for a donation from the Wyoming Area School District for the maintenance of the West Wyoming field for the upcoming baseball season.

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Finance Report

6. Discuss to approve the appointment of Bob Dellarte of Golden Photo Studio as school photographer for elementary and the high school for the 2012-2013 school year.
7. Discuss to approve the payment to the Luzerne Intermediate Unit 18 for ESL (English as a Second Language) instructional hours for November 1, 2010 to February 28, 2011 as follows:

November (total of 199 hours at \$46.94)	9,341.06
December (total of 176 hours at \$46.94)	8,261.44
January (total of 213 hours at \$46.94)	9,998.22
February (total of 224.5 hours at \$46.94)	<u>10,538.03</u>
Total: 38,138.75	

8. Discuss to approve to ratify the agreement between the district and Enerwise Global Technologies, a Converge, Inc. Company for an energy curtailment project for income generation. The curtailment of power will only be requested during the summer when school is not in session. The projected revenue stream from participation in this program for one year term (6-1-12 to 5-13-13) is 70% revenue share to Wyoming Area School District is approximately \$14,263.20.
9. Discuss to approve the Department of Agriculture loan in the amount not to exceed \$3,000,000.00 at 3.375% over forty years, with no penalties for pre-paying or making additional principal payments, for the Montgomery Avenue Elementary School, subject to the review of the District Solicitor.
10. Discuss to approve the agreement between the Luzerne Intermediate Unit and Wyoming Area School District for the Department of Public Welfare and Education Project MOM/Young Fatherhood Initiative Grant in the amount of \$203.00 for period July 1, 2010 through June 30, 2011 and \$203.00 for the period July 1, 2011 through June 30, 2012.
11. Discuss to approve a pollution quote through ACE Westchester for SJD Elementary School with a premium of a one year term at \$3,524.00 and a premium of a three year term at \$7,579.00.

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Education Report

1. Reporting as per Federal Regulations Requirement that the District's Federal Programs, (Title I, Title II, and Drugs and Alcohol) has been planned for the 2011-2012 school year. Anyone desiring information regarding these programs, contact Janet Serino, District Principal of Curriculum, at the District's Business Office.
2. Discuss to approve the revised professional employee substitute list for the 2011-2012 school year.
3. Discuss to approve the Memo of Understanding between Wyoming Area Education Association and Wyoming Area School District to allow any member of the professional staff to voluntarily donate one sick leave day during the 2011-2012 school year for the following professionals:

Melissa Burdett
Rosemary Litwin
Michelle Klaproth
Donald Butz

4. Discuss to approve the request of Courtney DeLucca, Elementary Teacher, to take an unpaid leave of absence effective May 14, 2012 through June 11, 2012.
5. Discuss to approve the request of Melissa Burdett, Kindergarten Teacher, to continue her leave of absence for the remainder of the 2011-2012 school year.
6. Discuss to approve the appointment of Alan Hanczyc as a long term substitute for Erica Robaczewski retroactive to November 11, 2011 and subject to the duration of Ms. Robaczewski's said leave.
7. Discuss to approve the appointment of Jessica Werbin to attend the History Bowl National Competition in Washington D.C., along with six students and coach from Friday, April 27th to Sunday, April 29, 2012 at a cost of \$470.00 for registration, \$1,117.60 for lodging and 1,375.00 for a bus.
8. Discuss to approve the appointment of Jessica Werbin to attend the Pennsylvania Academic Competition in Harrisburg, along with five students from the Scholastic Team and coach Thursday, May 3rd and Friday, May 4, 2012 at a cost of \$388.76 for lodging and \$775.00 for a bus. Registration to be paid by the LIU.

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Activities Report

1. Discuss to approve the appointment of Trent Grove as a volunteer baseball coach for the 2012 spring season.
2. Discuss to approve the appointment of William Roberts as a volunteer tennis coach for the 2012 spring season.
3. Discuss to approve the request of Brendan Carter, Marching Band Staff, for the Indoor Percussion to attend Championships in Wildwood, NJ. on Wednesday, May 2, 2012 to Sunday, May 6, 2012, at a cost not to exceed \$2,000.00.
4. Discuss to approve to vacate all extra-curricular positions at the end of the 2011-2012 school year. Positions will be posted as per the Collective Bargaining Agreement.

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Building Report

1. Discuss to approve the request of Roberta Petrucci, Secretary, to take a medical leave of absence after exhausting all sick and personal days, beginning Tuesday, April 10, 2012, until further notice.
2. Discuss to approve the Memo of Understanding between Wyoming Area Education Support Professionals Association and Wyoming Area School District to allow any member of the support staff to voluntarily donate one sick leave day during the 2011-2012 school year for Roberta Petrucci.
3. Discuss to approve the request of the Pennsylvania Department of Education, Project PA. and Penn State University to use the multi-purpose room, cafeteria and kitchen for a Food Service Training Session on Tuesday, June 26, 2012, from 7:00 a.m. to 2:00 p.m., pending approval by the building principal and cafeteria manager.
4. Discuss to approve the request of Melissa Dolman to use the Secondary Center cafeteria for a Spring Fling for freshman and sophomore students on Saturday, April 21, 2012, from 6:00 p.m. to 10:00 p.m. with set-up at 9:00 a.m., pending approval by the building principal and cafeteria manager.
5. Discuss to approve the request of Carmella Denisco, Kindergarten Aide, to take a medical leave until further notice.
6. Discuss to approve the revised substitute support personnel list for the 2011-2012 school year.
7. Discuss to approve the Department of Agriculture Food Safety Inspections report for the elementary and secondary center kitchens.
8. Discuss to approve Jon Pollard, Elementary Principal, and Mrs. Deborah Przybyla, Elementary Teacher, requesting permission to plant a tree on the Tenth Street or Dennison Street side of the building as a celebration for Earth Day and in honor and memory of all who have served and continue to serve our country. The tree will be donated by Fred Bohn, a local landscaper, and Dave Humko, Custodian, has pledged to make and donate a plaque/sign to designate the tree.

Agenda in Brief
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Policy Report

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

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

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.

SC 111

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

Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent/**Interviewing Committee**.

SC 1204.1

The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.

SC 111
23 Pa. C.S.A.
6301 et seq
Title 22
Sec. 8.1 et seq

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.

SC 111

Each candidate shall report, on the designated form, arrests and convictions as required by law. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to criminal prosecution.

Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES - Pg. 2

	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.
SC 1201 Title 22 Sec. 49.81 et seq	No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.
42 U.S.C. Sec. 653a	The district shall submit a New Hire Report for each employee required to be reported by law.
4. Delegation of Responsibility SC 104 P.L. 88-352 P.L. 92-318	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.
SC 1109	<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

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 20, 1999

REVISED:

WYOMING AREA SCHOOL DISTRICT

	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