

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Tuesday, February 28, 2012, 7:00 p.m.**

Agenda

Pledge of Allegiance

Roll Call

Communications Report

Approval of Minutes: Regular Meeting of January 24, 2012

Superintendent's Report

Student Representative's Report

Treasurer's Report

New Business

Finance Report

Education Report

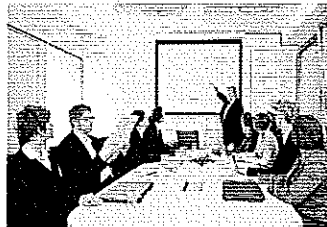
Activities Report

Building Report

Policy Report

Open Discussion

Adjournment



**Wyoming Area School District
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Tuesday, February 28, 2012, 7:00 p.m.
Communications Report**

1. Correspondence letter dated January 25, 2012 to Borough of West Pittston from Charles Shaffer of Pugliese, Finnegan, Shaffer & Ferentino, LLC, stating The West Pittston Little League is an organization under the Internal Revenue Code and is exempt from taxes.
2. Correspondence letter dated January 30, 2012, to the Superintendent from Joseph F. Calabro, PhD., acknowledging that Aqua Tech Laboratory will provide a certified operator for the water treatment plant at Sarah J. Dymond School at a fixed fee of \$150.00 per month.
3. Corinne Farrell, Owner of Yoga with Corinne, requesting permission to propose a fundraiser for the district.
4. Sandra Colwell requesting permission to use the Secondary Center cafeteria to hold a birthday party for the Girl Scout Organization.
5. Jennifer Pennington of the Wyoming Area Drama Parents, requesting permission to use the Secondary Center cafeteria and kitchen for their annual pasta dinner fundraiser.
6. Ashley Aritz requesting permission to attend Junior Achievement, along with Nick Altavilla, Ryan Hulme, Sheryl Scrobola, Mary Clair Borzell and 8th grade students.
7. Shea Riley, Music Teacher, requesting permission to attend the PMEA Region IV Band Festival with two students at Montrose High School.
8. Shea Riley, Music Teacher, requesting permission to attend the PMEA District Jazz Festival, along with six students at Hazleton High School.
9. Charles M. Barber, President and CEO of The Luzerne Foundation, informing Donald Butz, Music Teacher, that the Board of Directors approved a grant request of \$500.00 from The 1st Lt. Jeffrey F. DePrimo Memorial Fund of The Luzerne Foundation to assist Wyoming Area School District with the purchase of a Roland digital piano for classroom and chorus use.

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Communications Report

10. Tom Blaskiewicz of the Federal Emergency Management Agency requesting permission to use the Secondary Center cafeteria for a public meeting.
11. Betty Green, Foodservice Worker, submitting her letter of intent to retire.
12. Gregory Koons, Director of Special Education, Luzerne Intermediate Unit, requesting permission to use five classrooms at JFK Elementary for the Extended School Year Program.
13. Hal Bloss, Executive Director of the Luzerne Intermediate Unit, notification to elect a board member to serve on the Luzerne Intermediate Board effective July 1, 2012 through June 30, 2015.
14. West Pittston Rams requesting permission to use the Secondary Center cafeteria for a Kick Off Dance.
15. Joanna C. Springer of the American Red Cross thanking Mr. Frank Parra, Athletic Director, for the donation of \$450.00 from the Athletic Department for families affected by the flood.
16. Benjamin T. Hanft, Chief, Division of Subsidy Data & Administration, Bureau of Budget & Fiscal Management, Department of Education, notifying the Superintendent, that one or more of the proposed tax rate increases is greater than Wyoming Area School District's 2012-2013 index of 2.3%. The proposed real estate tax rates for both Luzerne and Wyoming Counties exceed the index.

**** Summary of Applications Received
Speech and Language – 1
Volunteer Softball Coach – 1
Substitute Cafeteria Worker- 1
Summer clerical aide/cleaning personnel - 1
Math – 1
English - 1



WYOMING AREA SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, FEBRUARY 28, 2012

SUPERINTENDENT'S REPORT

1. Junior Leadership Wilkes-Barre : Congratulations to Megan Bonomo, Bartholomew Chupka, John Hizny and Emily Kneeream, who were nominated by the Guidance Department and were selected to Junior Leadership Wilkes-Barre Class of 2012. Goals of the program include enhancing individual's leadership skills and increased participation in Community Service Projects.
2. West Side Trail, Exeter, was awarded a PENNDOT and Department of Conservation and Natural Resources (DCNR) Grant to design and construct a 1.42 mile trail that will provide safe access for pedestrians to the Tenth Street Elementary School. The purpose of these grants is to encourage our youth and parents to live active healthy lifestyle by providing safe routes to schools and a walking trail. Improvements will be replacing cracked and crumbling sidewalks and curbs, ensuring all crossings are handicap accessible. This will be done through the grant at no cost to the residents or businesses in the community. The improvements will be on Erie Street and in front of the High School and at the Tenth Street Elementary School. Construction will be expected to begin in 2012.
3. School Safety Committee: I am happy to announce that we hosted a County-Wide School Safety Committee on February 23, 2012. The purpose of this County-Wide Committee is to identify Best Practices in School Safety to be shared by all districts in the county. In addition, members of the committee will be trained to do school safety audits to enhance security. I would like to thank Officer Alberigi and Mr. Quaglia for their participation as members of this committee.
4. LEGISLATIVE UPDATE: This past week, the State Board of Education issued proposed changes to the Chapter 4 Regs. as they relate to High School Graduation Requirements. The most significant change is the implementation of Keystone Exams effective with the class of 2017. Students must pass the keystones in English Language Arts, Algebra 1 and Biology. Also, this proposal eliminates the requirement for students to complete a culminating project in order to graduate. Under this proposal, the Secretary of Education may waive this requirement on a case by case basis for 12th grade students who are not successful.

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 Treasurer's Report

<u>Bank</u>	<u>Account</u>	<u>Checking Account</u>
First National Community Bank	General Fund	8,414,186.88
First National Community Bank	Payroll Account	4,520.73
First National Community Bank	Cafeteria Account	192,011.49
First National Community Bank	Student Activities Account	118,484.45
First National Community Bank	Athletic Fund Account	17,828.06
Landmark Bank	Athletic Fund Account	1,937.49
PNC Bank	Energy Performance Proceeds Fund	30,703.71
PNC Bank	Capital Projects Fund Bank Construction Account	11,200.38
PNC Bank	Capital Projects Fund Bank Investment Account	526,354.95
First National Community Bank	Purchasing Account	500.00

Wyoming Area School District
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 Finance Report

1. Received the following checks:

<u>Don Wilkinson Agency (Dec.)</u>	
Earned Income Tax	125,530.81
Local State Tax	3,592.13
Per Capita Tax	866.00
Delinquent Per Capita	<u>264.00</u>
Total:	130,252.94

<u>Delinquent Real Estate Tax</u>	
Wyoming County	2,302.52

<u>In Lieu of Taxes</u>	
Luzerne County Housing Authority	7,242.96

<u>Received Grant</u>	
The Luzerne Foundation – Digital Piano	500.00

<u>Energy Refund</u>	
Comverge Enerwise Global Technologies	2,583.30

<u>State & Federal Subsidy Taxes</u>	
Social Security	48,329.00
Title I – Improving Basic Programs	30,286.27
Title II – Improving Teacher Quality	7,220.27
School District Special Education	<u>204,248.00</u>
Total:	290,083.54

<u>Commonwealth of Pennsylvania</u>	
Reimbursement of Medicaid Administration Claims	721.46

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

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Finance Report

4. Approve the step placement for Robert Yatsko, Secondary Guidance Counselor, at Master's Step 13, \$53,832.00.
5. Approve the ratification of the February 15, 2012 Note payment to PNC Bank in the amount of \$102,280.22 associated with the Energy Performance Contract of the Wyoming Area School District.
6. Approve the following bond payments due March 1, 2012 to M&T Investment Group for the following:

General Obligation Note Series 2006A	467,088.75
General Obligation Note Series 2006B	47,916.00
General Obligation Note Series 2006C	34,052.50

7. Approve the Mediation Conference Settlement Order involving WARP Processing Co., Inc. and the district filed with The Court of Common Pleas of Luzerne County on November 1, 2011. The following amounts will be refunded by the District:

Wyoming Area School District	16	2005	26,069.92
Wyoming Area School District	16	2006	29,363.00
Wyoming Area School District	16	2007	34,659.97
Wyoming Area School District	16	2008	40,406.50
Wyoming Area School District	16	2009	15,609.40
Wyoming Area School District	16	2010	<u>16,236.33</u>
Total:			162,345.12

8. Approve the following refunds of paid property taxes for the year 2011 as requested by Wayman Smith, Tax Collector for Exeter Township, Luzerne County:

PIN# 17-A10-00A-14N-000	130.80
PIN# 17-B10-00A-12A-000	74.35
PIN# 17-B10-00a-11G-000	27.03
PIN# 17-C1151-002-001-000	75.95
PIN# 17-C10-00A-21C-000	243.55

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Finance Report**

9. Approve the following refund of paid property taxes for the year 2010 as requested by Wayman Smith, Tax Collector for Exeter Township, Luzerne County:

PIN# 17-A10-00A-14N-000 51.56

10. Approve the Landmark Community Bank VISA Credit Card for Local Governments.

11. Approve the Resolution designed to allow the district to become a Pennsylvania Local Government Investment Trust (PLGIT) investor and participate in the PLGIT Act 32 Cash Management Program.

12. Approve the payment in the amount of \$17,472.68 to Luzerne Intermediate Unit #18 for Instructional Technology for the district's share of the cost of the Wide Area Network (WAN) for the 2010/2011 year.

13. Approve the Single Audit Report for the fiscal year ended June 30, 2011 as prepared by the independent auditing firm of Bonita and Rainey, CPA.

14. Approve the final Tax Collector Report of the tax collectors at Wyoming Area School District for the year ended December 31, 2010 as prepared by the independent auditing firm of Bonita and Rainey, CPA.

15. Approve the renewal of Dehey McAndrew for professional services related to the administration common remitted and compliance aspects of the district's 403(b) Salary Reduction Agreement Plan. These services will help ensure compliance with the Internal Revenue Service and the United States Department of Labor regulation and are for the period January 1, 2012 through December 31, 2012. The fee for these services are as follows:

Professional Fixed Annual Fee \$4,175.00
Monthly fee of \$1.59 per contributor per payroll period

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 Finance Report

16. Approve the renewal of Dehey McAndrew for professional services related to the administration of IRC 403(b) Post Severance Plan. These services will help ensure compliance with the Internal Revenue Service and the United States Department of Labor regulation and are for the period January 1, 2012 through December 31, 2012.

Professional Fixed Annual Fee \$2,475.00
 Variable fee: \$9.75 per associated retiree per year

17. Approve the list of teacher tuition reimbursements submitted as of January 31, 2012.

EMPLOYEE NAME		TO BE REIMBURSED
ANTHONY	KARA	\$300.00
ARITZ	ALYSSA	\$600.00
ARITZ	ASHLEY	\$600.00
BRZOZOWSKI	KELLY	\$2,100.00
COLETTI	COURTNEY	\$600.00
DAY	LISA	\$600.00
DESSOYE	ELIZABETH	\$300.00
DILEO	DIANE	\$600.00
DRAGWA	KELLY	\$900.00
FANTI	MICHAEL	\$600.00
GALELLA	CHRISTINA	\$900.00
GILLESPIE	ERICA	\$600.00
JUDGE	JENNIFER	\$300.00
LATONA	SARAH	\$600.00
PELLEGRINI	JOANN	\$600.00
POWERS-ORTH	JILL	\$300.00
REINO	MARYANN	\$900.00
SCHULTZ	SUSAN	\$600.00
SPEECE	JASON	\$600.00
STRAZDUS	BRIAN	\$600.00
TOKASH	LINDSAY	\$300.00
YEAGER	STACEY	\$300.00
		\$13,800.00

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 Finance Report

- (18.) *Approve the motion authorizing the adoption by the Board of School Directors of Wyoming Area School District, Luzerne and Wyoming Counties, Pennsylvania, of a Resolution authorizing certain actions to be taken and approving execution of documentation in connection with the issuance of a series of General Obligation Bonds, Series of 2012 (the "Bonds") and the incurrence of the debt associated therewith for the purposes of funding a project consisting of the following: (1) currently refunding the School District's outstanding General Obligation Note, Series of 2005; and (2) paying the costs and expenses of issuance of the Bonds, all as more fully described in the complete text of the Resolution.*
- (19.) *Approve to ratify the authorization for the solicitation of proposals for Banking and Financial Services for Wyoming Area School District.*
- (20.) *Approve the following refunds of paid property taxes for the year 2011 as requested by George Miller, Tax Collector for West Pittston Borough:*

<i>PIN# 65-E11NE-006-012-000</i>	<i>192.28</i>
<i>PIN# 65-E11NE-006-012-000</i>	<i>64.09</i>
<i>PIN# 65-E11NW3-002-013-000</i>	<i>599.06</i>

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

<i>Bill Listing:</i>	<i>2-23-12</i>	<i>702,732.36</i>	
<i>Prepays:</i>	<i>1-31-12</i>	<u><i>132,226.90</i></u>	<i>834,959.26</i>
<i>Cafeteria Account:</i>		<i>79,839.03</i>	
<i>Athletic Account:</i>		<u><i>8,116.10</i></u>	<u><i>87,955.13</i></u>

Total: 922,914.39

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

Roll Call:

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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. Approve the revised professional substitute list for the 2011-2012 school year.**
- 3. Approve the request of Ashley Aritz, Social Studies Teacher, to attend Junior Leadership, along with teachers, Ryan Hulme, Nick Altvilla, Sheryl Scrobola, Mary Claire Borzell, Teacher Aide, and 8th grade students Monday, April 2nd and Tuesday, April 3, 2012. Cost to the district \$1,075.00 for registration and \$500.00 total for two buses.**

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

Roll Call:

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 Activities Report

1. Approve the appointment of assistant coaches for the 2012 spring season at salaries as per the collective bargaining agreement:

Boys Varsity Baseball

Bob Duliba	Assistant Varsity	2,163.00
Jim Manganiello	Junior High	1,923.00
Nick Perugini	7 th /8 th Grade	1,923.00

Volunteers

Dean Carey
 Randy Colarusso
 Joe Bellino
 Joe Erzar
 Gerard Charney

****Timothy Dougherty*

****Gary Lopatka*

Girls Softball

Barry Pryzbyla	Assistant Varsity	2,163.00
Sarah Zielinski	Junior High	1,923.00
Joe Pramick	Junior High Assistant	1,923.00

Ron Wolfgang Volunteer

Track & Field

Mike Fanti	Assistant Varsity	2,163.00
Ken Stackhouse	Assistant Varsity	2,163.00
*** <i>Deedra Porforio</i>	<i>Assistant Varsity</i>	<i>2,163.00</i>
Randy Spencer	Junior High Assistant	1,923.00
Joe DeMark	Junior High Assistant	1,923.00
Lauren Shovlin	Junior High Assistant	1,923.00

Boys Varsity Volleyball

Justin Eimers	Assistant Varsity	1,210.00
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Activities Report**

2. Approve the 2012 spring sports schedule submitted by Frank Parra, Athletic Director.
3. Approve the request of Shea Riley, Music Teacher, to attend the PMEA District Jazz Festival, along with six students, at Hazleton Area High School on Friday, March 16th and Saturday, March 17, 2012. Cost to district is \$280.00 for registration and mileage reimbursement.
4. Approve the request of Shea Riley, Music Teacher, to attend the PMEA Region VI Band Festival, along with two students, at Montrose High School on Thursday, February 23rd to Saturday, February 25, 2012. Cost to district is \$531.22 for registration and hotel and mileage reimbursement.

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

Roll Call:

**Wyoming Area School District
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Building Report**

1. Approve the request of Jennifer Pennington, Wyoming Area Drama Parents, to use the Secondary Center cafeteria and kitchen for a pasta dinner on Sunday, March 4, 2012 from 9:00 a.m. to 5:30 p.m., pending approval by the building principal and cafeteria manager.
2. Approve the request of Sandra Colwell, to use the Secondary Center cafeteria to hold a birthday party for the Girl Scout Organization on Friday, March 9, 2012, from 5:00 p.m. to 8:30 p.m. with set-up starting at 4:00 p.m., pending approval by the building principal and cafeteria manager.
3. Approve the request of Tom Blaskiewicz of the Federal Emergency Management Agency (FEMA) to use the Secondary Center cafeteria for a public meeting on Monday, March 5, 2012, from 5:00 p.m. to 10:00 p.m., (includes set up), pending approval by the building principal and cafeteria manager.
4. Accept, with regret, Betty Green's letter of intent to retire at the end of the 2011-2012 school year.
5. Approve the request of Gregory Koons, Director of Special Education, Luzerne Intermediate Unit, to use five classrooms at the JFK Elementary School for the Extended School Year Program. The program will run from July 10th through August 16, 2012, Tuesday, Wednesday and Thursday from 9:00 a.m. to 12:00 p.m. Teacher in-service /set up/breakdown days will be held on July 9th and August 17, 2012.
6. Approve the request of the West Pittston Rams to use the Secondary Center cafeteria for a Kick Off Dance on Friday, May 11, 2012, 6:00 to 8:00 p.m., pending approval by the building principal and cafeteria manager.
7. Approve the revised Support Personnel Substitute List.

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

Roll Call:

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Policy Report

1. Approve the second reading of policy #404 Employment of Professional Employees.
2. Approve the second reading of policy #439 Uncompensated Leave.

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

Roll Call:

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: September 20, 1999

REVISED: May 30, 2006

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES	
<p>1. Purpose Title 22 Sec. 4.4</p>	<p>The Board places substantial responsibility for the educational program and effective operation of the schools with the professional staff employed by the district.</p>
<p>2. Authority SC 508, 1106, 1142, 1146</p>	<p>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.</p>
<p>SC 111</p>	<p>No teacher shall be employed who is related to any member of the Board, 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>3. Guidelines</p>	<p>Approval shall normally be given to those candidates for employment chosen by the Board from a group selected by the Superintendent/Interviewing Committee.</p>
<p>SC 1204.1</p>	<p>The district shall use the Standard Application For Teaching Positions but may establish and implement other application requirements.</p>
<p>SC 111 23 Pa. C.S.A. 6301 et seq Title 22 Sec. 8.1 et seq</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>SC 111</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>Any employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.</p>

404. EMPLOYMENT OF PROFESSIONAL EMPLOYEES - Pg. 2

<p>SC 1201 Title 22 Sec. 49.81 et seq</p> <p>42 U.S.C. Sec. 653a</p> <p>4. Delegation of Responsibility SC 104 P.L. 88-352 P.L. 92-318</p> <p>SC 1109</p>	<p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p> <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> <p>The Superintendent and Policy Committee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law.</p> <p>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>Revised 2-27-12</p>
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WYOMING AREA SCHOOL DISTRICT
HIRING PROCEDURES

PURPOSE:

Developed to select the most qualified candidates to be interviewed.

1. *Postings of the positions are done in-house for TEN (10) DAYS and/or as per contract and advertised 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 completed district 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.*

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

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

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

CLASSIFIED EMPLOYEES

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

- *A completed district standard application form;*
- *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);

(These points are included in RUBRIC).

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

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

Revised 1-20-12

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: September 20, 1999

REVISED:

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

Period of Leave

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

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

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