

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
20 Memorial Street, Exeter, Pennsylvania, 18643
Tuesday, April 24, 2012, 7:00 p.m.**

Agenda

Pledge of Allegiance

Roll Call

Communications Report

Approval of Minutes: Regular Meeting of March 27, 2012

Superintendent's Report

Student Representative's Report

Treasurer's Report

New Business

Finance Report

Education Report

Activities Report

Building Report

Policy Report

Open Discussion

Adjournment

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, April 24, 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



**WYOMING AREA SCHOOL DISTRICT
REGULAR BOARD MEETING
TUESDAY, APRIL 24, 2012, 7:00 P.M.**

SUPERINTENDENT'S REPORT

1. ***Congratulations to all students who participated in the Wyoming Area Drama Club's presentation of "Legally Blonde" on March 23, 24 and 25 at the Secondary Center Auditorium. The cast and crew did a marvelous job. Also, Congratulations to Mrs. Bullions and Mrs. Novack, Drama Club Directors.***
2. ***Congratulations to the SECRETARIES of our District who will be honored on "Secretaries" Day (April 25th):***



Ann Agolino

Debbie Andiaro

Gloria Bovani

Donna Chupka

Donna Collins

Paula Denisco

Annette Falzone

Nancy Alberigi

Denise Holmes

Gladys Lincoln

Mary Machey

Doreen Marianacci

Betty Mazzitelli

Dawn Fasciana

Rachelle More

Lori Napkora

Patricia Pace

Ann Marie Parente

Theodora Rabel

Jean Marie Radle

Kathy Youells

Toni Scalzo

Rosalie Schultz

Gina Steve

Kimberly Thomas

Roberta Petrucci

Jackie Vasquez

Deborah Wharton

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Treasurer's Report

| <u>Bank</u> | <u>Account</u> | <u>Checking Account</u> |
|----------------------------------|--|-------------------------|
| First National Community Bank | General Fund | 5,217,084.36 |
| First National Community Bank | Payroll Account | 4,534.97 |
| First National Community Bank | Cafeteria Account | 223,554.10 |
| First National Community Bank | Student Activities Account | 128,665.16 |
| First National Community Bank | Athletic Fund Account | 15,350.09 |
| Landmark Bank | Athletic Fund Account | 1,938.08 |
| PNC Bank | Energy Performance Proceeds Fund | 30,707.54 |
| PNC Bank | Capital Projects Fund Bank Construction Account | 3,143.58 |
| PNC Bank | Capital Projects Fund Bank Investment Account | 526,363.93 |
| First National Community Bank | Purchasing Account | 500.00 |

**Wyoming Area School District
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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

| | |
|------------------------------|----------|
| Comverge | 1,111.11 |
| Enerwise Global Technologies | |

Realty Transfer Tax

| | |
|----------------------------------|-------|
| Dennis Montross – Wyoming County | 73.50 |
|----------------------------------|-------|

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. 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. Approve the April payment of \$36,505.00 to the West Side Career and Technology Center for the 2011-2012 school year.
4. Approve summer hours for Sandra Nardell, School Nurse, not to exceed 150 hours for the 2012-2013 sports season and academics year.
5. 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. 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. 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. Approve to ratify the agreement between the district and Enerwise Global Technologies, a Comverge, 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. 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. 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. Approve a pollution quote through ACE Westchester for SJD Elementary School with a premium of a one year term at \$3,524.00 or a premium of a three year term at \$7,579.00.

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Finance Report

- (12) *Approve the payment of the following invoices from the Capital Project Account:*

| | | |
|-----------------------------|------------------|--|
| <i>L.H. Reed & Sons</i> | <i>12,712.95</i> | <i>Secondary HVAC Roof Top Replacement</i> |
| <i>Quad Three Group</i> | <i>5,696.61</i> | <i>Secondary Roof Design/Documents</i> |

- (13) *Approve the General Ledger Sheet:*

| | | | |
|----------------------|----------------|--------------------------|-------------------|
| <i>Bill Listing:</i> | <i>4-24-12</i> | <i>593,060.75</i> | |
| <i>Prepays:</i> | <i>3-31-12</i> | <i><u>150,024.59</u></i> | <i>743,085.34</i> |

| | | |
|---------------------------|------------------------|--------------------------|
| <i>Cafeteria Account:</i> | <i>128,144.71</i> | |
| <i>Athletic Account:</i> | <i><u>4,597.60</u></i> | <i><u>132,742.31</u></i> |

Total: 875,827.65

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

Roll Call:

**Wyoming Area School District
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Education Report**

1. Reporting as per Federal Regulations Requirement that the District's Federal Programs, (Title I, Title II, and Drugs and Alcohol) has been planned for the 2011-2012 school year. Anyone desiring information regarding these programs, contact Janet Serino, District Principal of Curriculum, at the District's Business Office.
2. Approve the revised professional employee substitute list for the 2011-2012 school year.
3. 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. Approve the request of Courtney DeLucca, Elementary Teacher, to take an unpaid leave of absence effective May 14, 2012 through June 11, 2012.
5. Approve the request of Melissa Burdett, Kindergarten Teacher, to continue her leave of absence for the remainder of the 2011-2012 school year.
6. Approve the appointment of Alan Hanczyc as a long term substitute for Erica Robaczewski retroactive to November 21, 2011 and subject to the duration of Ms. Robaczewski's said leave.
7. 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. 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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Education Report**

(9) Approve the submittal to Pennsylvania Department of Education (PDE) for support and submittal the following curtailment and/or alterations for the Wyoming Area School District Education Program as recommended by the Superintendent:

- A. Elimination (non-renewal/suspension/furlough of one (1) full time 7-12 certified Mathematics teaching position, specifically addressing substantial decline in enrollment reducing subject level sections: presently 1:19: recommending 1:26**
- B. Elimination (non-renewal/suspension/furlough of one (1) full time certified English teaching position, specifically addressing substantial decline in enrollment reducing subject level sections: presently 1:22: recommending 1:24**
- C. Elimination (non-renewal/suspension/furlough of one (1) full time certified Social Studies teaching position, specifically addressing substantial decline in enrollment reducing subject level sections: presently 1:22: recommending 1:26**
- D. Elimination (non-renewal/suspension/furlough of one (1) full time certified in-school suspension teaching position**
- E. Elimination (non-renewal/suspension/furlough of three (3) full time elementary teaching positions, specifically addressing substantial decline in enrollment reducing several grade level sections: presently 1:23 (K-3), 1:23 (4-6): recommending a 1:24 (K-3), 1:25 (4-6)**

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

Roll Call:

Wyoming Area School District
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Activities Report

1. Approve the appointment of Trent Grove as a volunteer baseball coach for the 2012 spring season.
2. Approve the appointment of William Roberts as a volunteer tennis coach for the 2012 spring season.
3. 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. 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.
- (5) *Approve the appointment of David Ruggles as a volunteer coach for Track and Field for the 2012 spring season.*
- (6) *Approve the appointment of the following head fall coaches for the 2012 season:*

| | | |
|-------------------------|-------|-----------------|
| <i>Field Hockey</i> | _____ | <i>3,965.00</i> |
| <i>Cross Country</i> | _____ | <i>2,210.00</i> |
| <i>Football</i> | _____ | <i>6,727.00</i> |
| <i>Golf</i> | _____ | <i>1,682.00</i> |
| <i>Girls Soccer</i> | _____ | <i>3,965.00</i> |
| <i>Girls Volleyball</i> | _____ | <i>1,815.00</i> |
| <i>Girls Tennis</i> | _____ | <i>1,340.00</i> |

- (7) *Approve the appointment of _____ as Marching Band Director for the 2012-2013 school year.*

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 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. 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. 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. 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. Approve the request of Carmella Denisco, Kindergarten Aide, to take a medical leave until further notice.
6. Approve the revised substitute support personnel list for the 2011-2012 school year.
7. Approve the Department of Agriculture Food Safety Inspections report for the elementary and secondary center kitchens.
8. 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.

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

Roll Call:

**Wyoming Area School District
Regular Meeting of the Wyoming Area Board of Education
Tuesday, April 24, 2012, 7:00 p.m.
Policy Report**

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

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

WYOMING AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
PROFESSIONAL EMPLOYEES

ADOPTED: September 20, 1999

REVISED:

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

| | |
|---|--|
| | <p>Utilization of professional employees prior to employment approval by the Board is authorized when necessary to maintain continuity in the educational program. Retroactive employment shall be recommended to the Board at the next regular meeting.</p> |
| <p>SC 1201 Title 22 Sec. 49.81 et seq</p> | <p>No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.</p> |
| <p>42 U.S.C. Sec. 653a</p> | <p>The district shall submit a New Hire Report for each employee required to be reported by law.</p> |
| <p>4. Delegation of Responsibility SC 104 P.L. 88-352 P.L. 92-318</p> | <p>The Superintendent and Policy Committee shall develop procedures for the recruitment, screening and recommendation of candidates for employment in accordance with Board policy, and state and federal law.</p> |
| <p>SC 1109</p> | <p>The Superintendent or designee shall seek candidates of good moral character who possess the following attributes:</p> <ol style="list-style-type: none"> 1. Successful educational training and experience. <p>Scholarship and intellectual prowess, including such measures as collegiate grade point average and praxis scores.</p> <ol style="list-style-type: none"> 2. Appreciation of children. 3. Emotional and mental maturity. <p>The Superintendent or designee may apply necessary screening procedures to determine the candidate's ability to perform the tasks for which the candidate is being considered.</p> <p>The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications.</p> <p>This policy will not apply to those professional employees already employed by the District.</p> <p>Revised 3-21-12</p> |

WYOMING AREA SCHOOL DISTRICT
HIRING PROCEDURES

PURPOSE:

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

1. *Postings of **open** positions are done in-house for TEN (10) DAYS and/or as per contract. After in- house postings are completed, open positions will be posted on the Wyoming Area website. Advertising is done regionally, as needed, on Penn Link and also in the Information Legislative Service (ILS) Publication.*
2. *To be considered for a position, a candidate must submit a completed application (including all requested information listed below) by the Posting deadline. Applications that are late or incomplete may NOT be considered.*

PROFESSIONAL EMPLOYEES

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

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

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

*Meets Paper Requirements (Application/Certification/College Transcripts/Act 34/Act 151/Act 114/Letters of Reference-Optional);
Successful Teaching Experience (Public/Non-Public)/No. of Years;
Has System Worth: Co-Curricular Interests & Skills (Example: Coaching Experience, **organizational membership, community activities**)
Experience with District Students (number of years Approved Substitute List).*

CLASSIFIED EMPLOYEES

ITEMS THAT ARE REQUESTED IN THE APPLICATION PACKET ARE:

*A completed district application form;
A classified job application;
A copy of the candidate's work history;
A cover letter indicating the position that the candidate is interested in;
A resume that summarizes educational accomplishments and related work experiences (Optional);
Reference letters from three (3) professionally related individuals;
Up-to-Date Act 34 Clearance (NOTE: Clearance is only good for ONE (1) calendar year unless the individual has worked in the District for at least ONE (1) day during the previous year);
Up-to-Date Act 151 (NOTE: Clearance is only good for ONE (1) calendar year unless the individual has worked in the District for at least ONE (1) day during the previous year).*

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

*Meets Paper Requirements (Application/Work Experience/Act 34/Act 151/Act 114/Letters of Reference-Optional);
Successful Work Experience /No. of Years;
Computer Literacy by: Coursework/Past Positions/How it is utilized in daily instruction;
Has System Worth: Co-Curricular Interests & Skills (Example: coaching experience, organization membership, community activity)*

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

All applicants are given a series of common questions that are specific to the open position such as GPA, experience related to the position, community or school service, honors/awards, professional development activities, special skills (i.e. technology, SAP training, etc.), Praxis cut scores and references.

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

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