

Summary of Minutes
Regular Board Meeting
Wednesday, June 13, 2012

The Board of Education of the Wilkes-Barre Area School District held a Regular Board Meeting on Wednesday, June 13, 2012. **President, Maryanne W. Toole** called the meeting to order at 6:07 PM.

Superintendent Dr. Jeffrey T. Namey led the Pledge of Allegiance to the Flag.

Board Secretary Leonard B. Przywara called the roll.

8 MEMBERS PRESENT: Corcoran, Elmy, Galella, Katsock, Latinski, Quinn, Susek, Toole

1 MEMBER ABSENT: Evans

Board Secretary, Leonard Przywara indicated that President Toole was designated to vote for Vice President, Lynn Evans, via proxy.

President Toole stated:

- The Chair wishes to announce that the Board held an Executive Session prior to and following the Special Board Meeting of May 24, 2012, an Executive Session on June 4, 2012 and an Executive Session following the Committee Meeting of June 11, 2012 and prior to the Regular Board Meeting of June 13, 2012.
- THE SUBJECTS DISCUSSED IN EXECUTIVE SESSION RELATED SOLELY TO MATTERS OF EMPLOYEE RELATIONS, LABOR NEGOTIATIONS, AND/OR THREATENED OR ACTUAL LITIGATION.

Mr. Latinski moved, seconded by Miss Katsock, to approve the minutes of the Regular Board Meeting of May 9, 2012 and dispense with the reading of those minutes. The vote was as follows:

All In Favor: 9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

Treasurer's Report

Mr. William Keating, FNCB, presented the Treasurer's Report for the month ending April 30, 2012.

Mr. Galella moved, seconded by Dr. Susek, to accept the Treasurer's report for the month ending April 30, 2012. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

There were: no bids to be opened

Unfinished Business

President Toole asked if there was a list of the properties owned by Wilkes-Barre Area School District as requested by Ms. Evans at the May 9, 2012 Board Meeting.

Board Secretary/Business Manager, Leonard Przywara, indicated to the Board that he had provided a folder to the Board that included information regarding all 29 properties owned by the Wilkes-Barre Area School District.

It was noted that at the May 9, 2012 Regular Board Meeting, Ms. Evans motioned to have an RFP issued to have only the District property line on Empire Street surveyed to see if there are encroachment issues on Wilkes-Barre Area School District property on Empire Street and property owned by Mr. Kocher on Casey Avenue, Wilkes-Barre PA. Board Secretary, Leonard Przywara informed the Board that it was not possible to survey only ¼ of the property as requested. Mr. Przywara further stated that it was necessary to survey the entire property in question.

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At this time it was determined that Mr. Przywara would obtain quotes that would provide the cost involved to survey the entire property.

There were no **Communication from Superintendent**

At this time Mr. P. Richard Scheller from GEO Science Engineering, distributed an evaluation report, addressing the safety of Meyers High School and addressed the Board in regard to the findings of the evaluation.

Mr. Scheller stated that at the request of the Board, GEO Science Engineering performed an evaluation regarding the safety of Meyers High School. Mr. Scheller further stated that there was a study completed in 2007 and the conclusion of that study was that Meyers High School was safe. Mr. Scheller stated that the river in September of 2011 had reached one of its highest levels and noted that the Board Members of Wilkes-Barre Area School District were concerned and wanted to insure that Meyers High School was still safe in its existing state. Mr. Schaller informed the Board that in order to deem Meyers High School safe it was necessary for GEO Science Engineering to re-survey the existing building floor by floor. Mr. Scheller stated that it was determined that the building (Meyers High School) had not significantly moved from the evaluation that was completed in 2007. Mr. Schaller stated that the evaluation of GEO Science Engineering concluded that Meyers High School was safe.

At this time Attorney Harry Mattern addressed the Board in regard to the forgiveness of tax penalties incurred by his client, Maureen Koury. Attorney Mattern was seeking forgiveness of tax penalties in the amount of approximately \$6,000.00 for the property known as Court House Towers

At 6:41 PM the Board recessed for an Executive Session

The Board returned from Executive Session at 6:45 PM.

President Toole read the following statement.

Pursuant to the Pennsylvania Sunshine Act, the Chair wishes to announce that the Board went into Closed or Executive Session at 6:41 PM. The subjects discussed in Executive Session related solely to matters of employee relations, labor negotiations, and/or threatened or actual litigation.

At this time Dr. Susek noted that the property in question has been off the tax rolls for several years and has resulted in the Wilkes-Barre Area School District losing approximately \$200,000.00 in tax revenue.

At this time President Toole informed Attorney Mattern that the Board, upon review of documents provided, would evaluate information provided and take into consideration, Attorney Mattern's request.

Communications from Citizens

1. Tyler Hammond, 120 Conwell Street, Wilkes-Barre, PA 18702
Mr. Hammond addressed the Board in regard to the Old River Road Property and expressed concerns to the Board, asking if the City was meeting all of the requirements set forth by the Board of Directors, when the Board had agreed to forgive back taxes that related to the property. Mr. Hammond also expressed to the Board that it was his opinion that the City misled the Wilkes-Barre Area School District and the Taxpayers of Wilkes-Barre City when they presented issues associated with the Old River Road Property.

Attorney Wendolowski addressed all of Mr. Hammond's concerns and informed Mr. Hammond that to his knowledge the City of Wilkes-Barre has been fulfilling all of the requirements set forth by the Board of Directors of Wilkes-Barre Area School District in regard to the former Old River Road Property.

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2. Tracey Hughes, 73 Spruce Street, Wilkes-Barre, PA

Ms. Hughes addressed the Board on the following items.

a. Hiring Policy

Ms. Hughes asked if any progress been made on establishing and implementing a Hiring Policy

b. Success For All Reading Program

Ms. Hughes inquired as to the status of the SFA Reading Program for the 2012-2013 school year.

c. FACES Program

Ms. Hughes asked if the money used for the FACES Program in the 2011-2012 school year was now going to be used to re-instate the 7th and 8th grade Sports program in the 2012-2013 school year.

d. Recycling in schools.

Ms. Hughes noted that Mr. Serafini, Head of Maintenance, sent her a report indicating the procedures in place for the Wilkes-Barre Area School District in regard to recycling. Ms. Hughes expressed appreciation for the report but stated that it was her opinion that Wilkes-Barre Area School District should be doing much more in regard to recycling in all District buildings.

e. Building Bridges Neighborhood Meetings

Ms. Hughes stated to the Board that it was her opinion that the Members of the Wilkes-Barre Area School Board should have expressed an interest in the "Building Bridges Neighborhood Meetings" by attending the "Building Bridges Neighborhood Meetings" that were held up to this date . Ms. Hughes noted that Mr. Galella has attended some of the meetings.

Dr. Corcoran responded to Ms. Hughes in regard to the Hiring Policy. Dr. Corcoran informed Ms. Hughes that he would be presenting the Hiring Policy Ad Hoc Committee Report at the July 11, 2012 Board Meeting to the Board of Directors of the Wilkes-Barre Area School District for their review. Dr. Corcoran also noted that if Ms. Hughes wished to express any input regarding the Hiring Policy, she is welcome to do so.

Dr. Namey addressed the concerns and questions of Ms. Hughes regarding the Success For All Reading Program and indicated the SFA Reading Program would be in place for the 2012-2013 school year. Dr. Namey noted that there would be some changes made to the SFA Program in areas that were discovered to require adjustments.

Mr. Latinski informed Ms. Hughes that the Curriculum Committee met with randomly selected teachers who taught the SFA Reading Program. Mr. Latinski noted that the teachers who participated in the meeting to discuss the SFA Reading Program spoke very candidly to the Board regarding their experience and opinion of the SFA Reading Program. Mr. Latinski noted that some of the teachers at the meeting indicated some concerns and dislikes of the SFA Program, and other teachers who participated in the meeting, were very satisfied with the SFA Program.

At this time both Mr. Latinski and Dr. Namey indicated that all of the negative concerns expressed by those teachers at the Curriculum Committee Meeting, regarding the SFA Reading Program, would be addressed and if necessary changes would be made.

Dr. Namey addressed Ms. Hughes's question regarding the FACES Program. Dr. Namey informed Ms. Hughes that the FACES Program was supported by a Grant and none of the funds from any Grant money directed for FACES would be used for a 7th and 8th Grade Sports program or any other program, other than the FACES Program.

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President Toole addressed Ms. Hughes's questions regarding recycling and informed Ms. Hughes that she had received a copy of the Recycling Report from Mr. Serafini and agreed that the District could be putting forth a greater effort in regard to recycling in all the District buildings.

Mrs. Toole informed Ms. Hughes that Dr. Namey would be addressing the issue of recycling with all building principals.

President Toole stated that the Board recognizes the importance of the "Building Bridges Neighborhood Meetings" and informed Ms. Hughes's that she can only encourage Board Members to attend "Building Bridges Neighborhood Meetings" if their schedules are free.

Ad Hoc Hiring Policy Committee

Dr. Corcoran made available the below Ad Hoc Hiring Policy Report to all Board Members.

WILKES-BARRE AREA SCHOOL DISTRICT
730 SOUTH MAIN STREET
WILKES-BARRE, PA 18702

June 5, 2012

MEMORANDUM FOR: Maryanne Toole, President WBASD
Members of the Wilkes-Barre Area School Board

SUBJECT: Hiring Policy Committee Meeting – Final Report

DATES: May 24, 2012; June 4, 2012

LOCATION: Coughlin High School

ATTENDANCE:

| | |
|--------------------|----------------|
| May 24, 2012: | |
| Robert M. Corcoran | Chairperson |
| Janna Michael | Member |
| Thomas Rogish | Member |
| June 4, 2012: | |
| Robert M. Corcoran | Chairperson |
| Phil Latinski | Member |
| James Susek | Member |
| Lynn Evans | Vice President |
| Lou Elmy | Board Member |
| Dino Galella | Board Member |
| Christine Katsock | Board Member |
| John Quinn | Board Member |
| Jeffery Namey | Superintendent |

OBJECTIVES:

- Consider pre-employment drug and alcohol testing
- Continue screening criteria and rubrics
- Discuss presentation and motions to adopt

RESULTS:

- Completed pre-employment drug and alcohol testing
- Completed screening criteria and rubrics
- Report forwarded electronically to all committee members for final edits

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RECOMMENDATIONS:

- Present policy for public review and solicit written recommendations at July's regular meeting
- Review policy before August's regular meeting to consider motions to amend
- Vote on policy and amendments at August's meeting

Respectfully Submitted,

ROBERT M. CORCORAN, MS, OD
Chairperson

Attachment: Policy progress as of May 24, 2012

SECTION: PROFESSIONAL EMPLOYEES

WILKES-BARRE AREA SCHOOL DISTRICT

TITLE: HIRING OF PROFESSIONAL
EMPLOYEES

ADOPTED: (date)
REVISED: (date)
EFFECTIVE: (date)

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| 1. Purpose | The Board recognizes the role that qualified and competent employees contribute to achieving the District's goals and places substantial responsibility for the educational programs and the effective operation of the schools with the professional staff. |
| 2. Definition | The term professional employee as used in this Board policy shall include classroom teachers, special subject teachers, intervention specialists, nurses, therapists and all educational specialists holding a certification from the PA Department of Education. |
| 3. Authority | The Board, by a majority vote, shall approve the employment; set the compensation; and establish the term of employment for each professional staff member of the district within collective bargaining agreements and state and federal laws. |
| 4. Protocols | These protocols aim to codify the hiring processes according to set guidelines. They are an essential part of the larger process of good governance. The Board issues these to make the actions of its employees higher quality and more predictable. |
| | <p>A. Candidate Selection Criteria Evaluation rubrics for appointment shall consist of a system developed by the Board or designee of the Board and implemented by the Superintendent or designee. This formulary shall have the following characteristics:</p> <ol style="list-style-type: none">1. Measurable, clear and unambiguous in intent, language and scale.2. Established reasonable standards with emphasis on objectivity.3. Application in a consistent and uniform manner to all candidates.4. Availability to the public for review before they are applied. |

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| | <p>5. Review and approval by the Board. 6. Consistency in the applicable administrative compensation, individual contracts, collective bargaining agreements, Board resolutions/minutes and state/federal law.</p> <p>All applications will be screened for completeness of supporting documents. Incomplete applications will be disregarded.</p> <p>All complete applications shall be examined for the purpose of applying the Application Rubric (Attachment 1). At a minimum, the top three applicants will be eligible for an interview for each vacant position when three or more complete applications are received. After being declared qualified for an interview under this rubric, the exact point total of the Application Rubric will no longer be part of the selection process.</p> <p>The Interview Rubric (Attachment 2) will be applied during all interviews. Specific interview questions shall be developed by the professional staff with input from the Superintendent and related Supervisors and Coordinators. They shall be designed to evaluate the following areas:</p> <ol style="list-style-type: none"> 1. Knowledge of instructional techniques. 2. Knowledge of instructional technology. 3. Knowledge of appropriate subject matter. 4. Education philosophy consistent with that of the district. 5. Ability to expand their answer on the Standard Teaching Application. 6. Enthusiasm for teaching. <p>The teaching Observation Rubric (Attachment 3) will be applied and used when possible to evaluate a candidate's skills and abilities in front of a real classroom of students.</p> |
| <p>Title 24 Sec. 1204.1 Title 22 Sec. 49.18</p> | <p>B. Application The district shall use the PA Standard Application for Teaching Positions (available online) and may establish or implement additional application requirements for professional employees when published in this section. Applications will be kept on file for one year.</p> <p>Supporting Documents Applications must include copies of the candidate's cover letter, resume, Praxis scores, teaching certificate, education transcripts, letter(s) of recommendation, background clearance reports and DD214 (military discharge if applicable). The candidate at his/her discretion may include any additional documents.</p> |
| <p>Motion, Jun. 12, 2010</p> | <p>C. Interview Committee The interview committee will consist of at least five members among the following as determined by the Superintendent: the Superintendent; Human Resources person, an appropriate principal; an appropriate director, an appropriate subject supervisor, an appropriate subject coordinator; an appropriate teacher; and a parent or other designee.</p> <p>No elected Board member shall be part of the interview process.</p> |
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| | <p>D. Recruitment An effort shall be made to recruit professional employees from a wide range of ethnic and racial groups, a wide selection of colleges and universities, and varied geographic regions in order to promote diversity of the professional staff.</p> |
| <p>Title 24 Sec. 514, 1122</p> | <p>E. Misrepresentation Any employee's misstatement of fact or nondisclosure of fact material to these protocols, qualifications for employment or determination of salary shall constitute grounds for immediate review and consideration for dismissal by the Board within due process guidelines set by law and collective bargaining agreements.</p> |
| <p>Title 24 Sec. 1109, 1201 Title 22 Sec. 49.1 et seq.</p> | <p>F. Certification A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.</p> |
| <p>Title 24 Sec. 202 Title 24 Sec. 1106</p> | <p>G. Residency No candidate or employee shall be required to reside within the school district as a condition for appointment or continued employment.</p> |
| <p>Title 24 Sec. 111 Title 22 Sec. 8.1 et seq. 23 PA CSA 6301 et seq.</p> | <p>H. Background Check A candidate shall not be employed until he/she has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening.</p> |
| <p>20 U.S.C. Sec. 6319</p> | <p>I. Title I Teachers All teachers working in a program supported with Title I funds hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.</p> |
| <p>Resolution, Dec. 8, 2009 51 Pa. C.S. Sec. 7102</p> <p>51 Pa. C.S. Sec. 7101 Sicuro v. City of Pittsburgh (1996)</p> <p>38 U.S.C. 4301-4335</p> <p>Title 24Sec. 1176-1178 38 U.S.C. 4301-4335 51 Pa. C.S. Sec. 7106</p> <p>51 Pa. C.S. Sec. 7104 Brickhouse v. Spring-ford</p> | <p>J. Veterans' Preference Veterans shall be recognized for the discipline and experience represented by their military training, for the loyalty and public spirit demonstrated by their service for the preservation of our country and for time sacrificed and career development delayed while they answered their call to duty.</p> <p>A veteran is any member of Armed Forces, Reserve and National Guard who has completed both their active duty service (with an honorable discharge DD214) and training components of their initial military commitments.</p> <p>Veterans shall not be discriminated against in employment or promotion because of Veterans' Preference based on past service, present service, or potential call to duty.</p> <p>Veterans of the Armed Forces, Reserves or National Guard shall have their service time days added to their seniority. Activated members will be promptly reemployed upon their return from active duty with their service time days counted toward preserving their seniority.</p> <p>When a Veteran ranks in the top three candidates he or she shall be hired over any nonveterans in the top three.</p> |

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| <p>A.S.D. (1995)</p> <p>51 Pa. C.S. Sec. 7108</p> | <p>The same preference given to veterans under the provisions of this protocol shall be extended to include spouses of deceased or disabled veterans.</p> |
| <p>Title 43 Sec. 951-963 42 U.S.C. 2000e et seq. 20 U.S.C. 168-1688 29 U.S.C. 501-505 29 U.S.C. 621 42 U.S.C. 12101 20 U.S.C. Sec. 1001, 2101</p> | <p>K. Diversity The district recognizes the need to be culturally responsive to all students and staff. The district wishes to be proactive and create a positive environment where students and teachers are respectful of different cultural and ethnic backgrounds. Teachers and other school personnel need to be sensitive to the world views of all students, and to incorporate an awareness that all children are valued and can learn. In order to achieve these goals and close any achievement gaps, the district wishes to have positive role models and establish a broad range of strategies to improve teaching and learning.</p> |
| | <p>L. Pre-employment Drug and Alcohol Testing Because a professional employee holds a sensitive position fundamental to a safe school environment, the Board has special interest in ensuring professional employees are free from the effects of drugs and/or alcohol. All public postings will include the following statement: "By submitting an application, the applicant consents to all drug and alcohol testing."</p> <p>All offers of full-time temporary professional employment are conditional on the applicant's successful completion of a drug/alcohol test paid by the district. In circumstances where it is not feasible to conduct testing before employment begins, drug and alcohol testing will be conducted in accordance current district policy and collective bargaining agreements.</p> <p>If the results do not establish conclusively that the applicant is free from the effects of drugs and/or alcohol, the district reserves the right to reject a candidate's application and/or rescind the district's offer of employment. The district will not hold applications or offers while the candidate participates in rehabilitation programs and/or other testing. The candidate will not be reconsidered for employment until the candidate: 1. Acknowledges former drug and/or alcohol use and/or abuse; 2. Provides documentation of complete rehabilitation; 3. Reapplies for employment under this policy; and 4. Undergoes additional testing in accordance with this protocol.</p> |
| | <p>M. Postings All public posting shall include the following statement: "Wilkes-Barre Area School District is an Equal Opportunity Employer. Candidates representing all aspects of diversity are encouraged to apply. Veterans' Preference is recognized. By submitting an application, the applicant consents to all drug and alcohol testing." All vacancies will be posted in accordance with collective bargaining agreements and applicable state and federal laws.</p> |
| <p>Title 24 Sec. 1004, 1071 Ltr. Jan. 24, 2012</p> | <p>N. Nepotism No relative of a Board member, the Superintendent, the Assistant Superintendent, Associate Superintendent or Assistants to the Superintendents shall be appointed</p> |

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| <p>Title 24 Sec. 508 Title 24 Sec. 1111</p> <p>Title 24 Sec. 1111 Title 65 Sec. 1103</p> <p>Title 65 Sec. 1103</p> | <p>within the District unless the Board finds that, considering such factors as the candidate's experience, qualifications and/or the nature of the position, the public interest would be served and not harmed as a result of the candidate's appointment.</p> <p>Therefore, a candidate who is related to any member of the Board, the Superintendent, the Assistant Superintendent, Associate Superintendent or Assistants to the Superintendents as defined in the school code (father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt) must receive the affirmative votes of a majority of the membership of the board member other than the member related to the candidate who shall not vote.</p> <p>Additionally, no candidate shall be employed by the board of school directors who is living in the same household as any Board member, the Superintendent, the Assistant Superintendent, Associate Superintendent or Assistants to the Superintendents unless such candidate receives the affirmative votes of a majority of the membership of the board member other than the member living with the applicant who shall not vote.</p> <p>The abstaining member must, in public, announce and disclose the reason as public record in a written memorandum.</p> |
| <p>Title 24 Sec. 1081</p> | <p>O. Subordinate/Supervisory Placement</p> <p>The Board recognizes that employees of the District coming under the supervision of, reporting to, evaluation of, or engaging in duties under the authority of a relative or member of the same household, may give rise to the perception of a conflict of public and personal interest.</p> <p>Therefore, a teacher will not be assigned to a position under the authority of a relative (defined in the school code as father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt) or member of the same household unless the Superintendent determines that it is in the best interests of the District and evaluations are assigned to another supervisor.</p> <p>The Board and/or the Superintendent may, in their discretion, discontinue this subordinate/supervisory placement if it is not in the best interests of the District, its students or staff.</p> |
| <p>5. Delegation of Responsibility</p> | <p>The Board places substantial responsibility for the effective operation of the district with the professional staff and hereby delegates the following responsibilities.</p> <p><u>Interview Committee</u></p> <p>The Interview Committee shall conduct interviews, apply the interview rubric, apply teaching rubrics (when applicable) and rank applicants' rubrics results. This committee will then present its results to Human Resources.</p> <p><u>Human Resources</u></p> <p>Human Resources shall review applications, apply document rubrics, guide the selection process and rank applicants. After interviews and teaching evaluations (when applicable) by the Interview Committee, Human Resources will then make its' top recommendations to the Personnel Committee of the Board.</p> |

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| <p>Title 65 Sec. 703, 704, 707, 708</p> | <p><u>Personnel Committee of the Board</u> The Board’s Personnel Committee shall schedule and conduct meetings in executive session to present recommendations from the Interview Committee to the Board. All members of the Board will be notified and invited to attend all of these executive session meetings.</p> |
| <p>Title 24 Sec. 1005</p> | <p><u>Superintendent</u> The Superintendent will be responsible to ensure the Board’s policy is executed and select the Interview Committee.</p> <p>The Superintendent or designee shall verify the employee’s certification, Praxis scores, transcripts, and background check prior to signing a contract for their position, keep these documents on file and provide such documents to the Board when requested.</p> |
| <p>42 U.S.C. Sec. 653a</p> | <p>The Superintendent or designee shall retain all recruitment, applications, screening, evaluation, interviews, and selection/recommendation documents of every applicant for two years or reasonably longer amount of time necessary as evidence of compliance to this policy.</p> |
| <p>20 U.S.C. Sec. 6319</p> | <p>The Superintendent or designee shall submit a New Hire Report for each employee required to be reported by law.</p> |
| <p>Title 24 Sec. 1201 Title 22 Sec. 49.81 et seq</p> | <p><u>Principal</u> The Principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.</p> <p><u>Professional Employee</u> It shall be the employee’s responsibility to have proper and valid certification prior to being elected to a position in the Wilkes-Barre Area School District. Certification must be completed and registered with the Superintendent or designee. In addition, the employee shall file with the Superintendent or designee all documents required and pertinent to employment described in this policy or required by state and federal law.</p> |
| <p>6. References</p> | <p>Adjudications: <u>Sicuro v. City of Pittsburgh</u>, 684 A.2d 232 (Pa. Commonwealth 1996); and <u>Brickhouse v. Spring-Ford Area School District</u>, 540 Pa. 176, 656 A.2d 483 (1995)</p> <p>Age Discrimination in Employment Act of 1967 (Pub. L. 90-202) (ADEA), Vol. 29 U.S.C. Section 621</p> <p>Americans with Disabilities Act of 1990 (Pub. L. 101-336) (ADA), Vol. 42 U.S.C. Section 12101</p> <p>Board Minutes: Resolution of Dec. 8, 2009; Motion of Jun. 12, 2010</p> <p>Civil Rights Act of 1964 (Pub. L. 88-352) (Title VII), as amended Vol. 42 Section 2000e</p> <p>Education Amendments of 1972 (Pub. L. 92-318) (Title IX), Vol. 20 Sections 1681-1688</p> |

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| | <p>Ethics Code: 65 Pa. C.S. Sec. 703, 704, 707, 708, 1103</p> <p>No Child Left Behind Act of 2001 (Pub. L. 107-110) (NCLB), Vol. 20 U.S.C. Sec. 1001, 2101, 2301-2307, 6319</p> <p>Pennsylvania Human Relations Act: Act of 1955, P.L. 744, No. 222, as amended June 25, 1997 by Act 34 1997, 43 P.S. 951-963</p> <p>Rehabilitation Act of 1973 (Pub. L. 93-112) Sections 501-505, as amended Vol. 29 U.S.C. Section 791</p> <p>School Code: 24 Pa. C.S. Sec. 202, 508, 514, 1005, 1081, 1106, 1111, 1176-1178,</p> <p>Solicitor's comments: Letter of Jan. 24, 2012, Raymond P. Wendolowski, Esq. (Attachment 4)</p> <p>Uniformed Services Employment and Reemployment Rights: 38 U.S.C. 4301-4335</p> <p>Veterans' Preference Act: 51 Pa. C.S. Sec. 7101, 7102, 7104, 7106, 7108</p> |
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- Attachments: 1. Application Rubric
 2. Interview Rubric
 3. Observation Rubric
 4. Solicitor's Letter of Jan. 24, 2012

Application Screening Rubric (Attachment 1)

Candidate: _____ Evaluator: _____ Date: _____

The purpose of this form is to evaluate the candidate's application in order to select the top candidates for an interview with the Wilkes-Barre Area School District. Sources of evidence collected will serve as a record of a candidate's performance during the hiring process.

| CRITERIA | 1 | 2 | 3 | 4 | Score |
|--|---------------------|---------------------|----------------------------|------------------------|-------|
| 1. Overall GPA (Undergraduate) | 3.00 – 3.24 | 3.25 – 3.49 | 3.50 – 3.74 | 3.75 – 4.00 | |
| 2. Student Teaching Grade | B | B+ | A- | A | |
| 3. Teaching Experience in discipline | Up to 1 school year | 1 to 2 school years | 2 to 3 school years | 3 or more school years | |
| 4. Satisfactory Substitute experience in WBASD | 1 to 29 days | 30 to 59 days | 60 to 89 days | 90 or more days | |
| 5. Advanced degrees | NA | NA | Master's (not equivalency) | Doctorate | |

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| 6. Multiple Certifications – 1 point for each additional area up to 4 areas | | | | | |
| 7. Related Training/Work experiences* | 1 to 2 experiences | 3 to 4 experiences | 5 or more experiences | NA | |
| 8. Academic/Civic Awards | 1 to 2 awards | 3 to 4 awards | 5 or more awards | NA | |
| 9. Presentation/Content of application Material | NA | Above average | Exceptional | NA | |
| 10. References/Letters of Recommendation | NA | Above average | Exceptional | NA | |
| 11. Graduate of WBASD – 1 point | | | | | |
| CUMMULATIVE SCORE: | | | | | |

* This criterion would include experience that could aid the effectiveness of the applicant for the position he/she is applying. Examples to include but not limited to: teacher’s aide; coaching; playground/recreational leader; youth counseling/ advocacy organizations; social work; and first aid certification.

Board approved: **DATE**. Previous editions are obsolete.

Interview Rubric (Attachment 2)

Candidate:

Evaluator:

Date:

The purpose of this form is to identify a candidate’s level of performance during an interview for employment in the Wilkes-Barre Area School District. Sources of evidence collected will serve as a record of a candidate’s performance during the hiring process.

| CRITERIA | 1 | 2 | 3 | 4 | Score |
|------------------|--|--|--|--|-------|
| 1. Appearance | Overall is untidy Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled, etc.) | Somewhat untidy Choice in clothing is inappropriate (shirt untucked, tee-shirt, too much jewelry, etc.) | Overall neat Choice in clothing is acceptable for the type of interview (shirt tucked in, jewelry blends with clothing, minimal wrinkles, etc.) | Overall is very neat Choice in clothing is appropriate for job interview (hair, make-up, clothes pressed, etc.) Overall appearance is professional | |
| 2. Greeting | Unacceptable behavior Unfriendly and not courteous | Used Acceptable behavior (modified behavior to fit interview) Attempts to be courteous to all in interview setting | More Appropriate behavior (well mannered, professionalism lacking) Courteous to all involved in interview | Professional behavior (handshake, "hello", "thank you", eye contact, etc.) Friendly an courteous to all involved in interview | |
| 3. Communication | Presentation is poor | Marginal presentation | Good presentation | Excellent presentation | |

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| Skills | Speaking is unclear - very difficult to understand message of what is being said (slang, vernacular, mumbling, etc.) Facts about position not included | Speaking is unclear - lapses in sentence structure and grammar (double negatives, conjugation and pronoun errors) Knowledge of position is minimal | Speaking clearly Minimal mistakes in sentence structure and grammar Knowledge and facts are included/shared | Speaking very clear Appropriate use of sentence structure and grammar Commitment & enthusiasm for job is conveyed | |
|----------------------------|---|---|--|---|--|
| 4. Body Language | Lack of interest Fidgeted - constant movement of hands and feet Lack of eye contact Slouching all the time | Some interest Fidgeted - movement of hand and feet frequent Eye contact is made intermittently Occasional slouching | Interest throughout Minimal fidgeting (occasional shifting) Occasional loss of eye contact Brief slouching, but quickly correcting self | Very attentive No fidgeting Eye contact held Sitting straight in chair throughout | |
| 5. Responding to Questions | Inappropriate answers Did not attempt to answer questions | Gives inaccurate answers Attempts to answer questions | Acceptable and accurate Answers questions | Thorough answers Concisely, complete and thoughtful | |
| 6. Asking Questions | None asked | Poor questions Asked questions were not related to the job | Adequate questions Asked questions relating to the desired position | Excellent questions Asked questions related to the position (Evidence is shown that the applicant had researched the position) | |
| CUMMULATIVE SCORE: | | | | | |

Board approved: **DATE**. Previous editions are obsolete.
Candidate Teaching Observation Rubric (Attachment 3)

| | | |
|------------|------------|-------|
| Candidate: | Evaluator: | Date: |
| Grade: | Subject: | |

The purpose of this form is to identify a candidate's level of performance related to classroom instruction in the Wilkes-Barre Area School District. Sources of evidence collected will serve as a record of a candidate's performance during the hiring process.

Scale: 1 unsuccessful; 2 needs improvement; 3 meets requirement/addresses all concerns; 4 highly successful; and 5 excellent

| PERFORMANCE AREAS | Score | Comments |
|---|-------|----------|
| Planning and Preparation: | | |
| 1. Knowledge of content area/PA Standards | | |
| 2. Lesson plans that reflect PDE mandates and materials | | |
| 3. Effective use of teaching resources/materials/technology | | |
| 4. Understanding adaptations /accommodations for individual needs | | |
| 5. Developed a comprehensive lesson plan | | |

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| | | |
|--|--|--|
| (effect/objective delivery plan) | | |
| Classroom Environment: | | |
| 6. Maintains a safe, positive, academically stimulating environment | | |
| 7. Actively engages students in learning activities | | |
| 8. Encourages student participation through question/discussion strategies | | |
| 9. Incorporates technology/visual aids/ outside resources in instructional delivery | | |
| Instructional Delivery: | | |
| 10. Accommodates/Adaptations for the learning needs of students | | |
| 11. Time management /pace/organization | | |
| 12. Uses various teaching techniques to engage students | | |
| 13. Uses various techniques for informal/formal assessment and evaluation of student performance/ learning (summative and formative) | | |
| Professionalism: | | |
| 14. Is ethical and professional in practice while presenting lesson | | |
| 15. Display enthusiasm | | |
| 16. Exhibits confidence | | |
| 17. Appearance and acted in professional manner | | |
| CUMMULATIVE SCORE: | | |

Board approved: **DATE**. Previous editions are obsolete.

Attachment 4:

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Law Offices

RAYMOND P. WENDOLOWSKI

P. O. Box 1313
Wilkes-Barre, Pennsylvania 18703

Of Counsel
JOHN C. ACIUKEWICZ

(570) 270-9180
Fax: (570) 270-9182
E-mail: rwendolowski@adelphia.net

January 24, 2012

Dr. Robert M. Corcoran
281 East Main Street
Wilkes-Barre, PA 18705

RE: Ad Hoc Personnel Policy Committee/Nepotism Post Nepotism Policy

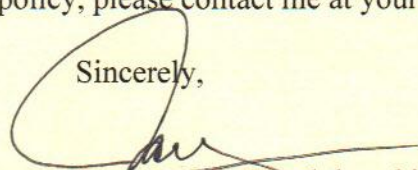
Dear Dr. Corcoran:

At your request I have reviewed state and federal law to determine whether there is any prohibition on the District imposing a nepotism policy stricter than that contained in the School Code at 24 P.S. §11-1111 and §11-1129 or contained within the Pennsylvania Ethics Act, 65 P.S. §402 and §403. My research has revealed that there are no cases prohibiting public entities from imposing nepotism restrictions over and above those contained in the statutory provisions. As a practical matter, I would suggest to the Committee that the Committee consider the process of hiring and employee supervision rather than adopting a policy that strictly prohibits the employment of persons related to administrators and/or board members. With such a policy, the quality of the job applicants is what governs and the District would be free to hire the best qualified persons regardless of family relationships.

In my conversation with the general counsel for the Pennsylvania School Board Association, Stuart Knade, Mr. Knade also expressed a similar opinion indicating that he has repeatedly advised districts to consider a procedural nepotism policy rather than a straight ban on hiring due to a familial relationship. Also, the nepotism policy can include provisions whereby family members would be precluded from supervising other family members, etc.

I would be happy to work with you and the Committee in drafting a proposed nepotism policy. Should you have any questions concerning this letter or any other matter pertaining to your efforts to prepare a hiring policy, please contact me at your convenience.

Sincerely,



Raymond P. Wendolowski

RPW:je

c.c. Maryanne Toole, President, Wilkes-Barre Board of Education
Dr. Jeffrev T. Namev, Superintendent, Wilkes-Barre Area School District

Ad Hoc Facilities Committee

Dr. Susek informed the Board that there was no report at this time.

LUZERNE INTERMEDIATE UNIT

Ms. Katsock informed the Board that the LIU Board received a wonderful presentation from the Curriculum Department of the LIU regarding the Curriculum for Keystone Tests as well as the Common Core Curriculum. Ms. Katsock noted that the Curriculum Department of the LIU was able to market the Curriculum they have developed, resulting in sales and additional funds for the LIU.

WILKES-BARRE AREA CAREER AND TECHNICAL CENTER

Mr. Latinski stated that the minutes of the previous month's meeting of the Wilkes-Barre Area Career and Technical Center have been provided to the Board of Directors of Wilkes-Barre Area School District.

CURRICULUM COMMITTEE REPORT

Mr. Latinski presented the following report and recommendations for the Board's approval:

1. That approval be given to enter into an agreement with New Story, 1150 Wyoming Avenue, Wyoming, PA to provide extended school year educational services to the Wilkes-Barre Area School District, commencing June 18, 2012 and ending August 9, 2012. A complete copy of the agreement (Exhibit "A") is on file in the Office of the Board Secretary, and incorporated into this resolution with full force and effect as if same had been pronounced in its entirety herein.
2. That approval be given to enter into a Purchase of Education Agreement with EIHAB Human Services, 12 State Route 92 South, Tunkhannock, PA to provide specially designed instruction to residents students of the Wilkes-Barre Area School District. A complete copy of the agreement (Exhibit "B") is on file in the Office of the Board Secretary, and incorporated into this resolution with full force and effect as if same had been pronounced in its entirety herein.
3. That approval be given to renew the District's membership in the Northeastern Pennsylvania Diversity Education Consortium (NEPDEC) for the 2012-2013 school year at a cost of \$3,350.00.
4. That approval be given for the Anaphylactic Reaction/Epipen Policy (Exhibit "C") as recommended by Dr. George Moses.

Mr. Latinski moved, seconded Dr. Corcoran, to adopt the report. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

BUDGET FINANCE COMMITTEE REPORT

Dr. Corcoran presented the following report and recommendations for the Board's approval:

A. ADMINISTRATIVE

1. That approval be given to the below listed payments:

| Contractor | Project | Fund | Cert/Applic. Invoice # | Payment Due |
|-------------------------------------|--|------------------|-------------------------------|--------------------|
| A&E Group, Inc. | E.L. Meyers Water Line Modification | Capital Projects | 11-237-01 | \$27,012.50 |
| Apollo Group, Inc. | E.L. Meyers Boiler Room Building Roof | Capital Projects | 01 | \$629.72 |
| Apollo Group, Inc. | E.L. Meyers Update Geotechnical Report | Capital Projects | 01 | \$1,045.20 |
| TCI Environmental Services, Inc. | E.L. Meyers Boiler Room Building Roof | Capital Projects | 8027 | \$1,220.00 |
| TCI Environmental Services, Inc. | E.L. Meyers Boiler Room Building Roof | Capital Projects | 8029 | \$1,700.00 |

2. That the following individuals, who have expressed an interest to promote the enhancement of education in the Wilkes-Barre Area School District be appointed to serve as members of the Wilkes-Barre Area Educational Improvement Organization Inc.

Dr. Mark F. Schiowitz, M.D., F.A.C.S.
Leonard B. Przywara
Brian J. Benedetti
Brian Fisher
Robert Makaravage
Richard M. Smith

3. That approval be given to exonerate the following listed property owner from the payment of real property taxes. The Pennsylvania State Veterans' Commission for Real Estate Tax Exemption has verified with the Department of Veterans Affairs that the property owner is totally and permanently disabled as a result of service connected causes incurred during a period of war or armed conflict.

| PROPERTY OWNER | ADDRESS | EFFECTIVE DATE |
|-----------------------|--|-----------------------|
| JOSEPH J. GUPKO | 452 N. WASHINGTON STREET WILKES-BARRE, PA 18705 | MARCH 2, 2012 |

4. That the proper Board officials be authorized to execute the "Information Request Authorization Form" and the "Section 356 Agreement", to be submitted to the PA Department of Revenue by the District's Earned Income Tax Collectors. Submission of these documents will allow the District's Tax Collectors to acquire the State Income Information to compare with, and verify that information reported by School District's residents on their Local Earned Income Tax Returns.

5. That approval be given to the Controller to post to the 2011-2012 fiscal year end accounting ledgers all budgetary transfers made necessary by closing and adjusting entries and year end auditor adjustments. These transfers will be required to be presented to the Board for review and final approval

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B. FEDERAL

That, in accordance with the authority of the Board, the following Federal Project wire transfers #120 and Chapter I wire transfers #989-1000 and checks #560-564 and checks 1102-1110 were drawn for payment since the last regular meeting of the Board of Education held on May 9, 2012 be approved.

- C.** That payment be approved for the following General Fund wire transfers #1719-1741 and checks #28049-28323 and Food Service checks #1958-1972 which were drawn for payment since the last regular meeting of the Board of Education held on May 9, 2012.
- D.** That the checks listed on the following pages # 28324-28442 which have been inspected be approved and that orders be drawn for the respective amounts set down opposite the names of persons or firms.

Dr. Corcoran moved, seconded by Mr. Latinski, to adopt the report. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

1 Nay: Corcoran – A - #1

1 Nay: Galella – A - #1

1 Nay: Katsock – C and D

There was no **ATHLETIC COMMITTEE REPORT**

There was no **TRANSPORTATION/SAFETY COMMITTEE REPORT**

CONTRACTED SERVICES COMMITTEE REPORT

Dr. Susek presented the following report and recommendations for the Board's approval:

1. That approval be given to accept the "Proposal of Professional Services", submitted by Asbestos Management, Inc., RR1, Box 96H, Athens, PA 18810 to provide for the mandatory Asbestos Three-Year Re-inspection of all District buildings containing asbestos. The proposed time and expense fee, including any additional testing will not exceed \$2,500.00.
2. That the contract with A&E Group, Inc., 140 Maffet Street, Wilkes-Barre, PA, to provide architectural services required for the Water Line Replacement Project at E.L. Meyers High School be revised to include the cost to modify the existing CAD drawings of this same school building. This revision results in an additional project cost of \$1,012.50. The new contract price is \$39,252.50.
3. That approval be given to engage the services of Sweet, Stevens, Katz & Williams, LLP, 2 S. Main Street, Suite 303, Pittston, PA to provide auxiliary legal services during the 2012-2013 school year, on an as-need basis at their current fee schedule.
4. That approval be given to contract with Advanced Management Software, LLC, 2938 Columbia Avenue, Suite 1101, Lancaster, PA 17603 to provide this District's Student Transportation Department with the Annual BusTracks Software License/Support and training at a cost of \$4,900.00 plus travel expense.

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5. That approval be given to renew the District's Workers Compensation Insurance Policy for the 2012-2013 school year, effective July 1, 2012 through Companion Commercial Insurance Co., with the Pennsylvania Insurance Consortium of Schools (PICS) at an estimated cost of \$330,416.00.
6. That approval be given to develop a "Request for Proposal" (RFP) for the provision of Auditing Services beginning with the 2011-2012 school year, and to advertise for same.

ADDENDUM

1. That the District enter into a contract with the Pennsylvania School Boards Association (PSBA), P.O. Box 2042, Mechanicsburg, PA 17055 to provide Executive Search Services in respect to the replacement of the District's Superintendent. The proposed fee for the "Executive Search Program", which provides a cost-effective and comprehensive Executive Search Service that adheres to the highest standards of effective school governance is \$10,900.00.

Dr. Susek moved, seconded by Mr. Elmy, to adopt the report. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

5 Nays: Corcoran, Elmy, Galella, Katsock, Quinn – item #2

1 Nay: Katsock, item #3

Item #2 - DID NOT PASS

Remainder of the Contracted Services Committee Report passed.

BUILDING & GROUNDS COMMITTEE REPORT

Dr. Susek presented the following report and recommendations for the Board's approval:

1. **Requests for USE OF SCHOOL FACILITIES:**

COUGHLIN HIGH SCHOOL

- a. The Wyoming Valley Concert Band, under the direction of Donald Williams, requests permission to use the Band Room at Coughlin High School, based on availability on some Monday evenings from June 4, 2012 through December 17, 2012 and on Monday's in the spring of 2013. Certificate of Insurance has been provided to the District.

G.A.R. MEMORIAL HIGH SCHOOL

- a. John Birmer, G.A.R. Jr. High head softball coach, requests permission to use the cafeteria on May 25, 2012 from 5:00 PM to 6:30 PM to hold an end the softball season "Pizza Party". Dr. Namey pre-approved request.

KISTLER ELEMENTARY SCHOOL

- a. Children's Service Center requests permission to use Kistler and Heights Murray Elementary Schools for their "SBBH Summer Program", Monday through Thursday from 8:00 AM to 2:00 PM beginning June 11, 2012 through August 23, 2012

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E.L. MEYERS HIGH SCHOOL
KISTLER ELEMENTARY SCHOOL

- a. Meyers Speech and Debate Team requests permission to use the facilities at E.L. Meyers High School and Kistler Elementary School on January 18, 19 and 20, 2013 for the "Annual Dr. Martin Luther King Speech & Debate Tournament" from 5:00 PM to 10:00 PM on Friday January 18, 2013 and from 6:00 AM to 10:00 PM on January 19 and 20, 2013. In the event of snow on January 19, 2013 the facilities are requested to be used on Sunday, January 20, 2013.

SOLOMON/PLAINS COMPLEX

- a. Plains Township Police Department requests permission to use the outside area of Solomon/Plains Complex along with the Solomon/Plains Jr. High gym and bathroom facilities on Tuesday, August 7, 2012 from 5:00 PM to 9:00 PM to host their annual "National Night Out".

2. Requests for USE OF GYMS, STADIUMS & FIELDS:

- a. ~~The Activities Department of Solomon/Plains Jr. High in conjunction with the members of the 2013 Coughlin High School Senior Class request permission to use the Solomon/Plains Complex field hockey fields, soccer fields and possibly the football field on Saturday, August 25, 2012 from 8:00 AM to 6:00 PM to host a "Field Hockey Play Day Pre Season Tournament". The event is part of the Senior Project Program and the proceeds will benefit the American Heart Association and the Student Activities of Solomon/Plains Jr. High.~~
TABLED

Dr. Susek moved, seconded by Dr. Corcoran, to adopt the report. The vote was as follows:

All In Favor: 9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

LEGISLATIVE /FEDERAL REPORT

Mr. Quinn presented the following report and recommendations for the Board's approval:

1. That Dr. Jeffrey T. Namey, Superintendent be authorized, and that Leonard B. Przywara be designated to prepare and file a 2012-2013 application for an Entitlement under Title II, Part A, Improving Teacher Quality, and to adopt the terms of the contract with the Commonwealth of Pennsylvania. The preliminary allocation for the 2012-2013 school year is \$420,786.00.
2. That Dr. Jeffrey T. Namey, Superintendent be authorized, and that Leonard B. Przywara be designated to prepare and file a 2012-2013 application for an entitlement under Title III, Language Instruction for Limited Proficient and Immigration Students, and to adopt the terms of the contract with the Commonwealth of Pennsylvania. The preliminary allocation for the 2012-2013 school year is \$120,584.00.

Mr. Quinn moved, seconded by Miss Katsock, to adopt the report. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

MATERIAL SUPPLIES COMMITTEE REPORT

Mr. Latinski presented the following report and recommendations for the Board's approval:

1. That the third and final year of the Garbage and Refuse Removal Contract be renewed to Waste Management of Pennsylvania, Inc., beginning on July 1st 2012 as stated in the bid at the same rate as the prior year \$392.61 per school day and \$427.25 for summer schedule. Total annual cost: \$87,251.77

2. That the HVAC Annual Preventative Maintenance Service be awarded to:

McClure Company \$13,294.00 Total
546 East Northampton St
Wilkes-Barre, PA

Bid tabulations are listed as attached exhibit "A"

Labor rates for work outside of scope of preventative maintenance will be based on quotes from the first three companies of attachment #2. As stated in the bid, "The Wilkes-Barre Area School District reserves the right to obtain quotes for any services outside of preventative maintenance."

3. That the proposal from Simplex/Grinnell for upgrade of the fire alarm main panel and pull station from coded pulls to addressable and alarm annunciator in Principal's Office be accepted. This work would be provided through the State contract #6350-03 COSTARS #4400000144. Total cost not to exceed \$33,188.00. Copy of proposal, Exhibit "B".

Ms. Latinski moved, seconded by Dr. Susek, to adopt the report. The vote was as follows:
9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

PERSONNEL COMMITTEE REPORT

Dr. Susek presented the following report and recommendations for the Board's approval:

All appointments are made pending receipt of required clearances.

A. Professional

1. That the retirement of **Dr. Jeffrey T. Namey, Superintendent**, be accepted with regret, effective August 31, 2012.
2. That the retirement of **Anthony M. Schwab** be accepted with regret, effective August 24, 2012.
3. That **Michael Ostrum** be granted a personal leave of absence for the 2012-2013 school year.

B. CLASSIFIED

Bus Driver

1. That the retirement of **Michael Bly** be accepted with regret, effective August 1, 2012.
2. That the retirement of **Elizabeth Bendsen** be accepted with regret, effective August 1, 2012.

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Teacher Aides

1. That the following be appointed Elementary ESL Summer Tutoring Aides at Dodson Heights and Kistler Elementary Schools beginning June 18, 2012 through July 12, 2012, Monday through Thursday from 8:30 AM to 11:00 AM, for a total of ten (10) hours per week.

Margaret Bailoni

Mary Claire Corcoran

Christine Zak

2. That **Joseph Gallamo** be appointed a Secondary ESL Summer Tutoring Aide at Coughlin High School beginning July 9, 2012 through August 16, 2012, Monday through Thursday for a maximum of twelve (12) hours per week.

C. School Athletic Program

The following appointments are made for the sport season and will be continued on a season to season basis unless the post is declared vacant by the Board of School Directors:

1. That **Mark Schiowitz** be appointed Volunteer Assistant Football Coach at Meyers High School.
2. That **James Lavan** be appointed Coughlin Jr. High Volunteer Basketball Coach.

Dr. Susek moved, seconded by Mr. Latinski, to adopt the report. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

2 Nays: Corcoran, Evans (Proxy) – B- Classified – Teacher Aides - #1

Dr. Corcoran presented Resolution #1

RESOLUTION

**Treasurer of Food Service, Athletic, Trust,
Capital Projects and Debt Service Funds**

BE IT RESOLVED that **Leonard B. Przywara**, Business Administrator and Board Secretary, be elected **Treasurer of Food Service, Athletic, Trust, Capital Projects and Debt Service Funds** of the School District for the fiscal year beginning the first day of July, 2012, to serve without compensation and to receive the funds belonging to the School District in the name of the Wilkes-Barre Area School District and to make payments out of the same on proper orders.

AND BE IT FURTHER RESOLVED, that the premium for the required bond of the Treasurer of Food Service, Athletic Trust, Capital Projects and Debt Service Funds be paid by the School District.

Wilkes-Barre, PA
June 13, 2012

Dr. Corcoran moved, seconded by Miss Katsock to adopt the resolution. The vote was as follows:

9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

Mr. Latinski presented Resolution #2

RESOLUTION

WHEREAS, the Wilkes-Barre Area Career & Technical Center has submitted its 2012-2013 Operating Budget to the Wilkes-Barre Area School District Board of Directors for review and approval.

NOW, THEREFORE BE IT RESOLVED, that the Wilkes-Barre Area Career & Technical Center shall operate for the fiscal year July 1, 2012 to June 30, 2013, in accordance with the Operating Budget (Budget) presented by the Center's Joint Operating Committee;

AND, BE IT FURTHER RESOLVED that said Budget anticipates total expenditures of \$8,912,221, of which the Wilkes-Barre Area School District's net contribution is estimated at \$2,605,135 for operations, a decrease of \$79,178 (0.35%) of the adjusted 2011-2012 Operating Budget.

Wilkes-Barre, PA
June 13, 2012

Mr. Latinski moved, seconded by Dr. Corcoran to adopt the resolution. The vote was as follows:
8 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Latinski, Quinn, Susek, Toole
1 Nay: Katsock

Dr. Corcoran presented Resolution #3

RESOLUTION

WHEREAS, the Board of School Directors of the Wilkes-Barre Area School District, in accordance with law, has prepared the Preliminary General Fund Budget for the fiscal year beginning July 1, 2012, and ending June 30, 2013, and

WHEREAS, the Board of School Directors of the Wilkes-Barre Area School District wishes to implement the requirements of GASB # 54: Fund Balance Reporting,

NOW, THEREFORE BE IT RESOLVED, that the Board of School Directors of the Wilkes-Barre Area School District commits a portion of the General Operating Fund Balance to fund future employee pension plan obligations.

Wilkes-Barre, PA
June 13, 2012

Dr. Corcoran moved, seconded by Miss Katsock to adopt the resolution. The vote was as follows:
9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

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New Business

Mr. Galella moved, seconded by Miss Katsock to institute a recycling program at Solomon Plains Complex in conjunction with Plains Township. The vote was as follows:

All In Favor: 9 Ayes: Corcoran, Elmy, Evans (Proxy), Galella, Katsock, Latinski, Quinn, Susek, Toole

There were no **Communications from Solicitors**

Report of the Secretary

Special Meeting for General Purposes

Thursday, June 28, 2012 – 6:30 PM

July Board Meetings

Committee Meeting
Monday July 9, 2012 – 6:00 PM

Regular Board Meeting
Wednesday, July 11, 2012 – 6:00 PM

Ms. Evans moved, seconded by Mr. Elmy, to adjourn the Meeting.

President Toole adjourned the Meeting at 7:55 PM.