



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Policy Committee
Wednesday, January 4, 2017
Community Board Room

Committee Chair: Susan Larkin

Committee Members: Terrie Taylor, Scott Painter, Esq.

Meeting Minutes

Attendees: Susan Larkin, Terrie Taylor, Scott Painter, Julia Vicente, Lynette Waller, Mark Boyer

Committee Members Absent: None

Public Attendees: Curt Minich

Meeting called to order by Susan Larkin at 3:32pm

Approval of Minutes

- Motion to approve the minutes from Tuesday, November 1, 2016
- Vote: Motion Carried
- Resolved: Minutes from the meeting on November 1, 2016 were approved without modifications.

Public Comment: None

Old Business: None

New Business:

Policies for Review – None

Recommended New Policy – None

Discussion Items:

- Policy 336 – Personal Necessity Leave (Recommended for legal liability purposes)
 - Policy 336 addresses that Act 86 of 2016 amends Section 1154 of the PA School Code by redefining the definition of near relative for professional and temporary professional employees taking leave due to the death of a near relative. Grandchild is now included in the definition.

- In November Policy 336 was discussed but did not move forward for consideration at that time as none of our contracts or agreements (AFSCME, WAEA or Act 93) include language to reflect the amendment to Section 1154 of the PA School Code.
 - Since November, the AFSCME contract was Board approved and contains language reflecting the amended section. Additionally, a conversation was held with the leadership of WAEA and a Memorandum of Understanding (MOU) will be written to address this. MOUs will also be written for the Act 93 group, Confidential Support Staff and Non-Supervisory group to reflect this amendment.
 - Finally, the district policies for employees are categorized into three groups, 300 Administrative employees, 400, Professional employees, and 500 Classified employees. To cover all employee groups in the district, two other policies, 436 and 536, will be presented for consideration. As a district we do not have one policy category that covers all employees.
 - It is recommended that the district policy follow the provisions outlined in each collective bargaining unit agreement / individual contract / administrative compensation plan for Personal Leave and Bereavement Leave.
- Policy 405 – Employment of Substitute Professional Employees (Recommended for language clarification)
 - Policy 405 will be revised to include language that addresses the use of Kelly Educational Staffing (KES) as the employer of professional daily substitutes in the district. Annual rates for daily substitutes will no longer be set and approved annually as the rates are included in the contract with KES. However, the Board reserves the right to change the substitute rates at its discretion which will then be reflected in the KES contract.
 - The policy will maintain pre-employment requirements as the school district, not KES, hires long term substitutes in the district.
- Policy 505 – Employment of Substitute and Short Term Employees (Recommended for language clarification)
 - Policy 505 will remain significantly intact with the addition of two statements that will broaden the language to allow the district to utilize an outside agency to employ substitutes for classified employees. This mirrors the intent of the changes in Policy 405 which governs professional employees.
- Policy 800 – Records Management – (discussion only)
 - Mrs. Vicente requested a review and discussion of Policy 800 as this policy has not been revised since 2008.
 - While there are a few clarifications recommended in Policy 800, specifically corrected position titles and the elimination of positions

referred to in the Policy, administration is not recommending moving this policy forward for a first read at this time. Mrs. Vicente discussed the need to convene the Records Management Committee noted in the Policy to review Policy 800, recommend revisions and most importantly analyze district procedures specifically as they relate to record retention, the format in which records are retained, the retention period and the process for record disposal. Guidance from the Pennsylvania School Board Association (PSBA) will be utilized by the Records Management Committee to conduct its analysis. Once the committee's analysis is complete and recommendations are made to the Policy committee, it will then move for a first read.

- Mrs. Vicente requested making Policy 800 a standing item on future agendas for the purpose of sharing updates from the Records Management Committee until final recommendations are made to the Policy Committee for consideration.

Policies 336, 436, 536, 405, and 505 will move forward for a first reading.

Announcements: None

Adjournment: 4:06pm

Next Meeting Date: Wednesday, February 1, 2017

Respectfully submitted by Julia Vicente, Superintendent