

**Lincoln Intermediate Unit 12
Board of Directors Meeting
January 5, 2016**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Recognition of Visitors and Public Comment: Douglas White, Board President

E. Audit Report: Chris Distefano, Smith Elliott Kearns & Company

F. Presentation: Promoting the Role of Occupational Therapy in School Based Collaboration: Outcome Project – Andrea Christner, LIU Occupational Therapist

G. Appointment of Board Members

Recommendation: Motion to appoint the following Board members to fill unexpired terms through June 30, 2016.

James G. Roberts, representing South Eastern and Red Lion Area School Districts
Kevin D. Mintz, representing Chambersburg Area School District
Christopher D. Ardinger, representing Tuscarora School District
Richard M. Robinson, representing York Suburban and Dallastown Area School Districts

H. Oath of office: The solicitor will conduct the oath of office for newly appointed Board members.

I. Approval of Minutes of November 24, 2015

J. Consent Agenda

Background: The following Consent Agenda items are presented for approval.

Recommendation: Motion to approve the Consent Agenda.

1. Personnel Actions

a. Resignations/Retirements

Resignations and retirements per the reasons indicated and effective dates noted:

Last Name	First Name	Position	Program	Term Date	Reason
Baum	Jessica	Personal Care Assistant	Autistic Support	12/23/2015	Resignation
Chacantias	Susan	Teacher Assistant	Neurological Support	12/10/2015	Resignation
Dubina	Kirsten	Speech Therapist	Speech & Language Program	11/17/2015	Terminated
Freeman	Ravenna	Teacher Assistant	Autistic Support	12/04/2015	Retirement
Hill	Walter	Personal Care Assistant	Autistic Support	01/08/2016	Retirement
Muller	Karen	Teacher Assistant	Autistic Support	12/15/2015	Resignation
Trostle	Wesley	Custodian	Business Services	12/11/2015	Resignation

b. Nominations

New hires as per the effective dates and rates noted:

**Lincoln Intermediate Unit 12
Board of Directors Meeting
January 5, 2016**

(1) Professional Staff (Pending receipt of all required paperwork.)

Last Name	First Name	Position	Program	Orientation/ Hire Date	Rate	Category Step/Scale	Work Calendar
Yeager	Paige	Teacher	Life Skills Support/Dual Diagnosis	01/05/2016	\$43,355.00	D-1	188 Days

(2) Non Certificated Staff (Pending receipt of all required paperwork.)

Last Name	First Name	Position	Program	Orientation/ Hire Date	Rate	Category Step/Scale	Work Calendar
Bixler	Ashley	Personal Care Assistant	Autistic Support	12/16/2015	\$12.25	TA/PCA/BA D-1	188 Days
Kibler	Jennifer	Teacher Assistant	Intervention Program	01/05/2016	\$13.29	TA/PCA/BA E-2	188 Days
Myers	Brittany	Personal Care Assistant	Autistic Support	12/16/2015	\$12.08	TA/PCA/BA A-1	188 Days
Robinson-Phillips	Heather	Personal Care Assistant	Autistic Support	12/16/2015	\$12.42	TA/PCA/BA G-1	188 Days
Tillis	Donna	Personal Care Assistant	Life Skills Support	01/05/2016	\$12.08	TA/PCA/BA A-1	188 Days

c. Miscellaneous

(1) Additional Service Agreements

Personnel to provide services for students at the appropriate hourly/daily rate:

Last Name	First Name	Position	School District	Dates
Georgantis-Miller	Debra	Teacher	West York Area School District	November 19, 2015 – January 8, 2016
Keller	Lacy	Teacher	Gettysburg Area School District	December 7 -18, 2015
Nazmack	Laura	Teacher	York Suburban School District	December 1 – 31, 2015
Warner	Patricia	Psychologist	Abraxas Leadership Development Abraxas Leadership Development Abraxas Youth Center	November/December 2015 (Two Days) December 2015 (Two Days) December 2015 (Two Days)

(2) Change in Employment Status

Recommend approval to change the employment status of the following:

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Campbell	Gary	ESL Teacher	English as a Second Language	N/A	N/A	12/04/2015	27 ½ Hours/Week	31 ¼ Hours/Week	Increase in Hours Worked
Conley	Jennifer	Teacher	Therapeutic Emotional Support	\$48,936.00	LIUEA F-2	11/17/2015	D-2	F-2	Salary Column Move to Masters
Cox	Deanna	Teacher	Neurological Support	\$50,135.00	LIUEA G-3	12/16/2015	F-3	G-3	Salary Column Move to Masters +15
Herman	Sabrina	Teacher	Behavior Intervention	\$43,355.00	LIUEA D-1	12/02/2015	Teacher Assistant	Teacher	Position Transfer
Keener	Jan	Teacher Assistant	Neurological Support	N/A	N/A	12/11/2015	Personal Care Assistant	Teacher Assistant	Position Transfer
Racey	Joyce	Secretary	Neurological Support/ Transportation	N/A	N/A	11/25/2015	35 Hours/Week	40 Hours/Week	Increase in Hours Worked

**Lincoln Intermediate Unit 12
Board of Directors Meeting
January 5, 2016**

Shindel	Jessica	Teacher Assistant	Alternative Education	\$12.18	ESPA TA/PCA/BA C-1	12/01/2015	\$12.08	\$12.18	Received Official Transcripts
---------	---------	-------------------	-----------------------	---------	--------------------------	------------	---------	---------	-------------------------------

(3) Recommend approval for the following Student Worker with the Life Skills Program:

ID#	Location	Rate of Pay
GR67484	York Learning Center	\$7.25

(4) Recommend approval for the following volunteer for the school indicated:

Name	School	Program	Dates
Hucks, Abigail	Conewago Valley School District	Hearing Impaired	2015-2016 School Year

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of November 30, 2015, showing cash on hand of \$3,324,049.11.

b. Check Register of Payments

Recommendation: Motion to approve payments through December 16, 2015, totaling \$8,386,249.11. A copy of the Check Register will be attached to the original minutes.

Payroll 11/30/15	\$ 4,219,001.74
Payroll 12/15/15	\$ <u>2,460,444.31</u>
Total Payroll	\$ 6,679,446.05
Total Accounts Payable	\$ <u>1,706,803.06</u>
Total Payments	\$ 8,386,249.11

3. Board Policies for Review

Background: The following revised policies are presented for review.

- 000 - Introduction
- 001 - Name and Classification
- 002 - Authority and Powers
- 003 - Functions
- 004 - Membership
- 005 - Organization
- 006 - Meetings
- 006.1 – Participation in Meetings through use of Electronic Communication Equipment
- 007 - Distribution
- 011 - Board Governance Standards/Code of Conduct

Recommendation: No action is required at this time.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
January 5, 2016**

K. New Business

1. *General Operating Budget for 2016-2017*

Background: The proposed General Operating Budget for 2016-2017 will be presented for adoption.

Recommendation: Motion to adopt the General Operating Budget for 2016-2017.

2. *Audit Report of Smith Elliott Kearns & Company*

Background: The draft Audit Report for 2014-2015 by Smith Elliott Kearns & Company is provided to board members with the agenda and is presented for adoption.

Recommendation: Motion to adopt the 2014-2015 Audit Report of Smith Elliott Kearns & Company.

L. President's Report

M. Executive Director's and Assistant Executive Director's Reports

N. Cabinet Reports

O. Adjournment