

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 28, 2016**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Presentation: “Yoga and More!” – Lesli Staley

F. Approval of Minutes of June 7, 2016

G. 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
AN20007		Student Worker	Special Education	05/27/2016	Graduated
AR56881		Student Worker	Life Skills Support	06/01/2016	Transfer to District
CA60631		Student Worker	Life Skills Support	05/26/2016	Graduated
Davis	Donna	Case Manager	Youth Employment Program	06/30/2016	Grant Ending
EP22132		Student Worker	Life Skills Support	06/01/2016	Transfer to Other Placement
Fahringer	Richard	Bus Driver	Transportation	06/02/2016	Retirement
Harrison	Rhonda	Personal Care Assistant	Neurological Support	06/01/2016	Resignation
HA58851		Student Worker	Life Skills Support	05/26/2016	Graduated
HA69346		Student Worker	Special Education	05/27/2016	Graduated
Hyde	Brooks	Teacher	Autistic Support	05/31/2016	Transfer Between Entities
LA82970		Student Worker	Special Education	05/27/2016	Transfer to District
LI62591		Student Worker	Life Skills Support	05/31/2016	Graduated
McKinney	Sherry	Teacher Assistant	Multidisabilities Support	06/08/2016	Resignation
MI61551		Student Worker	Life Skills Support	06/01/2016	Transfer to Other Placement
Murren	Linda	Secretary	Emotional Support	08/05/2016	Retirement
NA64992		Student Worker	Special Education	05/27/2016	Graduated
OC39675		Student Worker	Special Education	05/27/2016	Graduated
Owen	Emily	Teacher	Emotional Support	06/07/2016	Resignation
RI88285		Student Worker	Life Skills Support	05/25/2016	Graduated
Rohrbaugh	Patricia	Personal Care Assistant	Life Skills Support	06/03/2016	Resignation
RO68060		Student Worker	Life Skills Support	05/25/2016	Graduated
SC37379		Student Worker	Special Education	05/27/2016	Transfer to District
SM62875		Student Worker	Life Skills Support	05/25/2016	Transfer to Other Placement
Smith	Catherine	Teacher	Neurological Support	06/10/2016	Transfer Between Entities
ST60255		Student Worker	Life Skills Support	05/25/2016	Graduated
Stayer	Lydia	Teacher	Preschool Program	07/28/2016	Resignation
Strine	Jarred	Teacher	Life Skills Support	06/08/2016	Transfer Between Entities
ST63916		Student Worker	Special Education	05/27/2016	Graduated
Wambold	Alexandrea	Teacher	Neurological Support	06/07/2016	Transfer Between Entities

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Warrenfeltz	Megan	Speech Therapist	Speech/Language Support	06/01/2016	Resignation
Weible	Meghan	Case Manager	Youth Employment Program	06/30/2016	Grant Ending

b. Nominations

New hires as per the effective dates and rates noted:

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

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Ashlin	Vicki	Teacher	Life Skills Support	08/09/2016	\$43,765.00	D-1	188 Days
Miller	Allison	Teacher	Life Skills Support	08/09/2016	\$43,765.00	D-1	188 Days
Smith	Hannah	Teacher	Preschool Program	07/11/2016	\$44,065.00	D-2	188 Days
Weigle	Alex	Teacher	Autistic Support	08/08/2016	\$43,765.00	D-1	188 Days
Williams	Grant	Teacher	Preschool Program	07/11/2016	\$43,765.00	D-1	188 Days

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

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Boyle	Lori	Migrant Assistant	Migrant Program	06/29/2016	\$11.50	N/A	Summer Program
Freter	Megan	Student Support Specialist Assistant	Migrant Program	06/20/2016	\$17.49	SSSA H-1	188 Days
Kile	Kelly	Secretary	Special Education	07/20/2016	\$20.66	ESPA Secretary E G-3	260 Days
Ott	Kollin	Temporary Summer Helper	Business Services	06/09/2016	\$8.75	Warehouse Custodian B	As Needed Basis
Sager	Megan	Student Support Specialist Assistant	Migrant Program	06/29/2016	\$20.48	SSSA F-5	243 Days
Thomas	Brianna	Migrant Teacher	Migrant Program	07/01/2016	\$18.00	N/A	Summer Program
West	Landon	Temporary Summer Helper	Business Services	06/16/2016	\$8.75	Warehouse Custodian B	As Needed Basis
Ziegler	Megan	Student Support Specialist Assistant	Migrant Program	06/20/2016	\$17.49	SSSA H-1	260 Days

c. Miscellaneous

(1) Professional Contract

Last Name	First Name	Date
Strine	Jarred	06/07/2016

(2) Additional Service Agreements

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

Last Name	First Name	Position	School District	Dates
Bordner	Corinne	Interpreter	Conewago Valley School District	June 9, 2016 – June 30, 2016
Hockensmith	Kim	Interpreter	Conewago Valley School District	June 9, 2016 – June 30, 2016
Leonard	Janice	Teacher	Littlestown Area School District	May 9, 2016 – May 30, 2016
Owings	Caroline	Teacher	West York Area School District	May 30, 2016 – June 3, 2016
Sterner	Marilyn	Interpreter	Conewago Valley School District	June 9, 2016 – June 30, 2016
Warner	Patricia	Psychologist	Abraxas Youth Center	June 2016 (Four Days)

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(3) 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
Baker	Daniel	Preschool Program Specialist	Preschool Program	\$2,750.00	N/A	08/09/2016	Teacher	Preschool Program Specialist	Position Transfer
Bowers	Lisa	Secretary	Emotional Support	\$38,875.20	ESPA Secretary E C-4	06/27/2016	Secretary D	Secretary E	Position Transfer
DeMent	Sarah	Teaching Assistant	Preschool Program	N/A	N/A	08/29/2016	Teaching Assistant	Student Teaching	Student Teaching 08/28/2016 – 12/15/2016
Ewing	Michelle	Itinerant Teacher	Preschool Program	N/A	N/A	07/01/2016	Part Time	Full Time	Increase in Hours Worked
Greth	Lisa	Director	Human Resources	\$2,500.00	N/A	07/01/2016	N/A	N/A	Salary Adjustment
Herbst	Jeffrey	Personal Care Assistant	Hearing/Vision Impaired Support	\$19.54	ESPA TA/PCA/BA G-9	08/09/2016	Speech Therapist	Personal Care Assistant	Position Transfer
Johnson	Leslie	Teacher	Emotional Support	\$69,316.00	LIUEA F-13	07/01/2016	Supervisor	Teacher	Position Transfer
Knaper	Jenna	Teacher	Emotional Support	\$49,677.00	LIUEA F-4	05/17/2016	E-4	F-4	Salary Column Movement – Master's Degree
Knight	Sandra	Bus Driver	Transportation	N/A	N/A	6/14/2016	7/28/2016	6/14/2016	Change in Retirement Date
Markle	Christa	LPN	Multidisabilities Support	\$23.98	ESPA LPN A-8	08/09/2016	Personal Care Assistant	LPN	Position Transfer
Olewiler	Kelly	Associate Supervisor	Life Skills Support/Multidisabilities Support	\$75,263.00	Act 93	08/01/2016	Instructional Advisor	Associate Supervisor	Position Transfer
Snellman	Christine	Teacher	Visually Impaired Support	\$68,416.00	LIUEA I-12	05/07/2016	H-12	I-12	Salary Column Movement – Master + 45
Stodart	Jamie	Teacher	Emotional Support	\$49,677.00	LIUEA F-4	05/21/2016	E-4	F-4	Salary Column Movement – Master's Degree
Walter	Nina	Secretary	Special Education	\$49,110.00	Confidential Support	06/20/2016	\$48,610.00	\$49,110.00	Position Transfer
Wingard	Eileen	Physical Therapist	Occupational Therapy/ Physical Therapy Support	\$74,811.00	LIUEA DRT-13	05/19/2016	E-13	DRT-13	Salary Column Movement – DRT
Wysocki	Patricia	Associate Supervisor	Life Skills Support/Multidisabilities Support	\$79,733.00	Act 93	08/01/2016	Instructional Advisor	Associate Supervisor	Position Transfer
Zavala	Lorena	Migrant Assistant	Migrant Program	\$11.50	N/A	04/24/2016	N/A	N/A	Reinstated

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(4) Additional days beyond contract:

Special Education Division

Last Name	First Name	Program	May/June 2015/2016 # Days
Deitrich	Leah	MDS/LSS	4
Deputy	Scott	AE	4
Druck	Margaret	AE	4
Durbin	David	ES	1
Eller	Sally	MDS/LSS	4
Fourhman	Tina	BIP	3
Holtzman	Ellen	AS	1.5
Meyer	Leslie	AS	4
Olewiler	Kelly	Project Max	4
Reachard	Rachel	ES	4
Sanford	Michael	Project Max	4
School	Nancy	NS	4
Wonders	Lori	AS	1
Wysocki	Patti	Project Max	4

(5) Recommend approval for the following staff members to work in the Extended School Year program for the summer in the following programs: Autistic Support, Life Skills Support, Multidisabilities Support, and Occupational/Physical Therapy.

Last Name	First Name	ESY Position	Current Position	June/July Rate of Pay	ESY Program	ESY Supervisor
Christner	Andrea	Occupational Therapist	Occupational Therapist	per diem	OT	Romy Norris
Cutshall	Tammy	Physical Therapy Assistant	Physical Therapy Assistant	per diem	PTA	Romy Norris
Donmoyer	Jared	Personal Care Assistant	Teacher	per diem	MDS	Jackie Drooger
Meyer	Leslie	Behavior Support	Instructional Advisor	per diem	AS	Brenda Hartman
Mickey	Melody	Personal Care Assistant	Personal Care Assistant	per diem	AS	Jackie Drooger
Swanson	Mieke	Physical Therapist	Physical Therapist	per diem	PT	Romy Norris
Winchell	Natalie	Teacher	Teacher	per diem	LSS	Pat Deibert

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of May 31, 2016, showing cash on hand of \$21,146,497.35.

b. Check Register of Payments

Recommendation: Motion to approve payments through June 17, 2016 totaling \$13,146,608.85. A copy of the Check Register will be attached to the original minutes.

Payroll 5/30/16	\$ 3,484,488.33
Payroll 6/15/16 and 6/16/16	\$ <u>5,882,677.09</u>
Total Payroll	\$ 9,367,165.42
Total Accounts Payable	\$ <u>3,779,443.43</u>
Total Payments	\$ 13,146,608.85

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3. Board Policies for Adoption

Background: In conjunction with the current Policy Review contract with PSBA, the following board policies are presented for adoption:

- 100 – Program of Services
- 100.1 – Comprehensive Planning
- 101 – Mission Statement
- 102 – Academic Standards
- 103 – Nondiscrimination in Program Service Delivery
- 104 – Nondiscrimination in Employment and Contract Practices
- 105.1 – Review of Instructional Materials by Parents/Guardians and Students
- 105.2 – Exemption from Instruction
- 109.2 – Instructional Materials Services to Nonprofit Organizations
- 110 – Instructional Supplies
- 111 – Lesson Plans
- 122 – Equal Access
- 124 – Alternative Instruction
- 125 – Adult Education
- 127 – Assessment System
- 130 – Homework
- 132 – Alternative Education
- 142 – Migrant Students
- 143 – Standards for Persistently Dangerous Schools
- 144 – Standards for Victims of Violent Crimes
- 146 – Student Services
- 249 – Bullying/Cyberbullying
- 331 – Job Related Expenses
- 626 – Federal Fiscal Compliance
- 827 – Conflict of Interest

Recommendation: Motion to adopt new and revised board policies.

4. Job Descriptions for Review

Background: The following grant-funded job descriptions are presented for review.

- ELECT Case Manager
- ELECT Data Specialist
- ELECT Program Coordinator

Recommendation: No action is required at this time.

H. New Business

1. Early Intervention Special Education Plan - Assurance 2016-2017

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Background: As a Mutually Agreed Upon Written Agreement (MAWA) provider of Early Intervention services, the LIU must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs.

Recommendation: Motion to approve the Early Intervention Assurance for the Operation of Special Education Services and Programs for 2016-2017.

2. *Appointment of Voting Delegate*

Background: Board member James Roberts has volunteered to represent the Lincoln Intermediate Unit at the PSBA Delegate Assembly meeting on October 15, 2016. The LIU is required to submit the name of its voting delegate by July 30, 2016.

Recommendation: Motion to appoint James Roberts as the voting delegate to represent the Lincoln Intermediate Unit at PSBA's Delegate Assembly meeting on October 15, 2016.

3. *Act 93 Agreement*

Background: The Act 93 Team representatives met with the Board Negotiations Committee to discuss changes to the Act 93 Agreement.

Recommendation: Motion to adopt the agreement between the LIU 12 Board of Directors and the Act 93 staff effective July 1, 2015 through June 30, 2017.

4. *Compensation and Benefits for Non-Act 93 Administrators*

Background: The following is recommended for approval.

Recommendation: Motion to approve salary and benefit changes consistent with those approved in the Act 93 Agreement for the Confidential – Administrative Staff and the Director of Human Resources, Director of Finance, and Assistant Executive Director.

5. *Compensation for Confidential Support Staff*

Background: The salary increase proposed for Confidential - Support Staff is the same as the increase previously approved for support staff in the Educational Support Personnel Association for 2016-2017.

Recommendation: Motion to approve a 2% salary increase for Confidential - Support Staff for the 2016-2017 fiscal year.

6. *Resolution for Revenue Anticipation Note*

Background: The Administration recommends adoption of a resolution for a Revenue Anticipation Note.

Recommendation: Motion to adopt the resolution as presented to the Board accepting the proposal of PNC Bank, National Association for the purchase of, and authorizing the sale and issuance of the Revenue Anticipation Draw Down Note, Series of 2016-2017, in the principal amount of \$10,000,000,

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and to grant approval for the Executive Director to sign the Term Sheet at her discretion based on the status of the 2016-2017 budget of the Commonwealth of Pennsylvania.

7. Election of Officers to serve July 1, 2016 through June 30, 2017

Background: The Nominating Committee presents the nominations listed below for the positions of Board President, Vice President, and Treasurer. Where there is more than one nominee, elections will be held per Board policy.

a. Nominee(s) for the Office of President:

Michael Miller
Charles Steel
Douglas White

b. Nominee(s) for the Office of Vice President:

Michael Miller

c. Nominee(s) for the Office of Treasurer:

Michael Wagner

8. Appointment of Board Secretary – Tim A. Stanton, Director of Finance

Background: The Nominating Committee recommends that the position of Board Secretary be filled by Tim A. Stanton, LIU Director of Finance.

Recommendation: Motion to appoint Tim A. Stanton to the position of Board Secretary for a term beginning on July 1, 2016 and ending on June 30, 2017.

I. President's Report

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

K. Cabinet Reports – No report this meeting.

L. Adjournment