

**Lincoln Intermediate Unit 12
Board of Directors Meeting
October 4, 2016**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Recognition of Visitors and Public Comment: Michael Miller, Board President

E. Presentation: WLAN Audit Services - Brant Kenny, Josh Kale, & Michael Phelps

F. Approval of Minutes of September 6, 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
Bell	Tracey	Personal Care Assistant	Autistic Support	09/30/2016	Resignation
Knepper	Suzanne	Teacher	Autistic Support	09/23/2016	Resignation
Matthews	Karen	Teacher Assistant	Therapeutic Emotional Support	09/30/2016	Resignation
Shultz	Judith	Teacher	Special Education	08/19/2016	Resignation

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
Boldosser	Janelle	Teacher	Autistic Support	10/05/2016	\$43,765.00	D-1	188 Days
Demory	Michele	Teacher	Autistic Support	10/05/2016	\$43,765.00	D-1	188 Days
Keagy	Melanie	Psychologist	Pupil Personnel Services	10/05/2016	\$57,792.00	I-7	200 Days
O'Neill	Patrick	Psychologist	Pupil Personnel Services	10/05/2016	\$79,747.00	DRP 13	200 Days
Mazzulla	Sarah	Teacher	Emotional Support	10/05/2016	\$44,065.00	D-2	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
Madrigal Garibay	Alejandra	Migrant Assistant	Migrant Program	10/05/2016	\$11.50	Grant Funded	Part-Time
Hricik	Paul	Personal Care Assistant	Autistic Support	10/05/2016	\$12.67	TA/PCA/BA G-1	188 Days
Martin	Lindsay	Intervener	Hearing Impaired Support	10/05/2016	\$28.31	Intervener E-4	188 Days

**Lincoln Intermediate Unit 12
Board of Directors Meeting
October 4, 2016**

Niblett	Cooper	Teacher Assistant	Therapeutic Emotional Support	10/05/2016	\$14.92	TA/PCA/BA F-3	188 Days
Swoboda	Karen	Certified Occupational Therapy Assistant	Occupation Therapy	10/05/2016	\$28.67	COTA A-4	188 Days
Wantz	Emily	Personal Care Assistant	Life Skills Support	10/05/2016	\$14.58	TA/PCA/BA E-3	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
Arganbright	Jennifer	Teacher	Northeastern School District	August 22, 2016 – November 22, 2016
Imhoff	Jennifer	Interpreter	Dallastown Area School District	October 13 -15, 2016
Heaster	Cindy	Personal Care Assistant	Dallastown Area School District	2016-2017 School Year
Lawrence	Billie Jo	LPN	Hanover Public School District	2016-2017 School Year
McCoy	Lisa	Teacher	Chambersburg Area School District	July 1, 2016 – June 30, 2017
Warner	Patricia	Psychologist	Abraxas Youth Center Abraxas Youth Center Abraxas Leadership Development	September 10, 2016 Two Days – September/October 2016 September 10, 2016

(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
Arnold	Michelle	Teacher	Instruction in the Home	\$33.26	N/A	08/11/2016	N/A	N/A	Instruction in the Home – Timesheets
Cassidy	Erin	Personal Care Assistant	Neurological Support	\$13.05	ESPA TA/PCA/BA \$13.05	08/22/2016	Bus Aide	PCA	Position Transfer
DeMent	Sarah	Teacher Assistant	Preschool	N/A	N/A	08/26/2016	N/A	N/A	Participating in Student Teaching for Degree
Gold	Amy	ESL Teacher	English as a Second Language	N/A	N/A	09/23/2016	37 ½ Hours/Week	35 Hours/Week	Decrease in Hours Worked
Holtzapple	Candy	Personal Care Assistant	Preschool	N/A	N/A	10/05/2016	Part Time	Full Time	Increase in Hours Worked
Kearse	Heather	Secretary	Intervention	N/A	N/A	07/01/2016	N/A	N/A	Remove Stipend for Sub Managing
Kopp	David	Grant Program Accountant	Migrant/ESL Program	\$24.12	Accountant A-3	06/15/2016	23.65	24.12	Correction in salary
Legore	Laura	Teacher	Instruction in the Home	\$33.26	N/A	08/11/2016	N/A	N/A	Instruction in the Home – Timesheets
Malick	Michelle	Assistant Director of Finance	Business Services	N/A	N/A	10/01/2016	Accountant	Assistant Director of Finance	Change in Title
Mandell	Eric	Director	Migrant & ESL Programs	\$103,000.00	Act 93	01/17/2017	Student Support Specialist	Director	Position Transfer
Rineholt	Morgan	Teacher	Life Skills Support	\$50,246.00	LIUEA F-5	08/27/2016	E-5	F-5	Salary Column Move to Masters

**Lincoln Intermediate Unit 12
Board of Directors Meeting
October 4, 2016**

Ritson	Amy	ESL Teacher	English as a Second Language	N/A	LIUEA F4	08/10/2016	31 ¼ Hours/Week	13 ¾ Hours/Week	Decrease in Hours Worked
Rozelle	Danielle	Teacher	Emotional Support	\$55,863.00	LIUEA F-8		\$56,885.00	\$55,863.00	Correction In Salary

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

ID#	Location	Rate of Pay
CL61938	New Oxford Office	\$7.25

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of August 31, 2016, showing cash on hand of \$15,053,617.92.

b. Check Register of Payments

The check register lists payments made since the last Board report through September 22, 2016.

Payroll 9/15/16	\$ 4,925,919.33
Total Accounts Payable	\$ <u>1,270,963.64</u>
Total Payments	\$ 6,196,882.97

Recommendation: Motion to approve payments through September 22, 2016, totaling \$6,196,882.97. A copy of the Check Register, Payroll Report and ACH Report will be attached to the original minutes.

c. Budget Transfers

Recommendation: Motion to approve Budget Transfers from August 1, 2016 through September 22, 2016. A copy of the Budget Transfer Report will be attached to the original minutes.

3. Job Description for Adoption

Background: The following new grant-funded position is presented for adoption.

Grant Program Accountant

Recommendation: Motion to adopt job description for Grant Program Accountant.

4. Board Policies for Adoption

Background: The following board policies from Policy Section 100 – Programs, which pertain to special education, are presented for final adoption.

- 103.1 – Nondiscrimination – Qualified Students with Disabilities
- 113 – Special Education
- 113.1 – Discipline of Students with Disabilities
- 113.2 – Behavior Support

**Lincoln Intermediate Unit 12
Board of Directors Meeting
October 4, 2016**

- 113.3 – Screening and Evaluations for Students with Disabilities
- 113.4 – Confidentiality of Special Education Student Information
- 113.5 – Early Intervention
- 117 – Homebound Instruction
- 121 – Field Trips

Recommendation: Motion to adopt board policies.

5. Board Policy for Review

Background: With the change in board officers, board policy 616 has been revised and is presented for review.

Recommendation: No action is required at this time.

6. Transportation Bids for Migrant Education Summer School and After School Programs

Background: Bids were advertised and received for contracted transportation services, which are required for migrant students due to the limited means of parents to provide transportation. Contracted transportation services also improve attendance and provide improved safety to and from programming.

Recommendation: Motion to award bids for contracted transportation services for Migrant Education Summer School and After School Programs to the following vendors:

Contractors	Counties to be served	Effective Dates of Contract
F & S Transportation	Adams, York	October 1, 2016 through September 30, 2017
Boyo Transportation	Dauphin, Lebanon	October 1, 2016 through September 30, 2017
Melvin Hart Transportation	Juniata	October 1, 2016 through September 30, 2017

H. New Business

I. President’s Report

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

K. Cabinet Reports

L. Adjournment