

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
February 7, 2017**

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

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

**E. Presentation: Audit Report by Smith, Elliott, Kearns & Company**

**F. Approval of Minutes of January 3, 2017**

**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
Arnold	Aubree	Personal Care Assistant	Multi-Disabilities Support	01/12/2017	Resignation
Beard	Patricia	Secretary	Hearing & Visually Impaired Support	03/10/2017	Retirement
Beard	Sandra	Personal Care Assistant	Autistic Support	01/09/2017	Retirement
Bramlet	Michael	Program Coordinator	Migrant	01/25/2017	Terminated
Jones	Helen	Teacher Assistant	Autistic Support	12/23/2016	Retirement
King	Megan	English as a Second Language Instructor	Adult Education	01/11/2017	Resignation
Martin	Diana	Driver	Transportation	12/14/2016	Retirement
Saunders	Ashlee	Teacher Assistant	Autistic Support	02/03/2017	Resignation
Smith	Lori	LPN	Life Skills Support	01/27/2017	Resignation
Woodal	Kayla	Personal Care Assistant	Autistic Support	01/13/2017	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
Anders	Kelsey	Teacher	Autistic Support	02/08/2017	\$49,646.00	F-3	188 Days
Hoffman	Mark	Teacher	Behavior Intervention	02/08/2017	\$43,765.00	D-1	188 Days
Nogle	Kathie	Teacher	English as a Second Language	01/25/2017	\$38.86/Hour	G-5	Part-Time 188 Days

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(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
Gosnell	Melissa	Homeless Student Initiative Program Liaison	Homeless Student Initiative	02/08/2017	\$19.54	TA/PCA/BA G-9	260 Days
Montoro	Tracy	Management Services Coordinator	Management Services	02/08/2017	\$19.22	SEC E G-2	260 Days
Poff	Kira	Teacher Assistant	Dual Diagnosis	02/08/2017	\$12.62	TA/PCA/BA F-1	188 Days

*c. Miscellaneous*

(1) Professional Contracts

A professional contract is awarded to the following staff members for satisfactorily completing three years of service:

Last Name	First Name
Connolly	Casey
Donmoyer	Jared
Kuhn	Jill
Liriana-Crumback	Jessica
Redding	Katelyn
Stepanchick	Lauren

(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	Fairfield Area School District	January 10, 2017 – Two Hours
Connolly	Casey	Teacher	Chambersburg Area School District	January 26, 2017 – March 31, 2017
Demory	Michele	Teacher	Chambersburg Area School District	January 26, 2017 – March 31, 2017
DiCesare	Rosemary	Interpreter	Dallastown Area School District	January 17, 2017 – May 23, 2017
Imhoff	Jennifer	Interpreter	Dallastown Area School District	January 17, 2017 – May 23, 2017
Knovich	Hollie	Interpreter	Dallastown Area School District	January 17, 2017 – May 23, 2017
Lawrence	Billie Jo	Nurse	South Western School District	January 30, 2017 through the end of the school year.
Marcarelli	Michelle	Interpreter	Dallastown Area School District	January 17, 2017 – May 23, 2017
Moul	Debra	Interpreter	Dallastown Area School District	January 17, 2017 – May 23, 2017
Warner	Patricia	Psychologist	Abraxas Leadership Development	November 2016 – Two Days December 23, 2017 January/February 2017 – One Day
Watt	Emily	Teacher	Northeastern School District	January 9, 2017 – April 7, 2017

(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
Cox	Deanna	Instructional Advisor	MDS/LSS	\$51,146.00 + \$2,750.00	LIUEA G-5 +Stipend	01/09/2017	Teacher	Instructional Advisor	Position Transfer
Fauth	Donna	Fingerprint Clerk	Human Resources	N/A	N/A	01/26/2017	Part-Time	As Needed Basis	Decrease in Hours Worked

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Grim	Lori	Student Support Specialist	Migrant	N/A	N/A	01/03/2017	260 Days	190 Days	Decrease in Days Worked
Groft	Emily	Assistant	Management Services	\$12.10	ESPA Secretary C A-1	01/16/2017	Courier	Assistant	Temporary
Luckenbaugh	Ingrid	Fingerprint Clerk	Human Resources	N/A	N/A	01/26/2017	Part-Time	As Needed Basis	Decrease in Hours Worked
Miller	Shannon	Psychologist	Pupil Personnel Services	\$55,821.00	LIUEA K-3	01/03/2017	LIUEA J-3	LIUEA K-3	Salary Column Movement Psych +15
Ritson	Amy	Teacher	English as a Second Language	N/A	N/A	12/12/2016	40 Hours/Week	33 ¾ Hours/Week	Decrease in Hours Worked
Shurina	Sandra	Itinerant Teacher	Hearing Impaired Support	\$66,020.00	LIUEA I-11	01/02/2017	LIUEA H-1	LIUEA I-11	Salary Column Movement – Master +45
Walton	Danielle	Teacher	Multi-Disabilities Support	\$69,316.00	LIEA F-13	11/01/2016	LIUEA E-13	LIUEA F-13	Salary Column Movement – Master's Equivalency
Wardrop	Emily	Teacher	Preschool	\$46,775.00	LIUEA F-5	12/18/2016	LIUEA E-5	LIUEA F-5	Salary Column Movement – Master Degree
Wildasin	Dawn	Teacher Assistant	Preschool	\$13.68	ESPA TA/PCA/BA B-4	08/09/2016	A-4	B-4	Correction in Salary

**2. Actions**

*a. Treasurer's Report*

Recommendation: Motion to accept the Treasurer's Report of December 31, 2016, showing cash on hand of \$17,045,109.95.

*b. Check Register of Payments*

Recommendation: Motion to approve payments through January 20, 2017, totaling \$14,581,860.67. A copy of the Check Register, Payroll Report and ACH Report will be attached to the original minutes.

Payroll 12/30/16	\$ 2,962,540.60
Payroll 1/14/17	\$ <u>4,946,529.71</u>
Total Payroll	\$ 7,909,070.31
Total Accounts Payable	\$ <u>6,672,790.36</u>
<b>Total Payments</b>	<b>\$ 14,581,860.67</b>

*c. Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from December 16, 2016 through January 20, 2017. A copy of the Budget Transfer Report will be attached to the original minutes.

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**3. *Job Descriptions for Adoption***

Background: The following job descriptions are presented for adoption.

Supervisor of Pupil Personnel Services (revision)  
Management Services Coordinator (revision)

Recommendation: Motion to adopt revised job descriptions.

**H. New Business:**

**1. *Adoption of General Operating Budget 2017-2018***

Background: The proposed General Operating Budget for 2017-2018 is presented for adoption.

Recommendation: Motion to adopt the General Operating Budget for 2017-2018.

**2. *Adoption of Audit Report for Year Ending June 30, 2016***

Background: The Audit Report for 2015-2016 by Smith Elliott Kearns and Company is presented for adoption.

Recommendation: Motion to adopt the 2015-2016 Audit Report of Smith Elliott Kearns & Company.

**3. *Approval of Election Ballot***

Background: The proposed election ballot reflects nominations submitted by school districts.

Recommendation: Motion to adopt the proposed election ballot to be used for the 2017 election of members to the LIU Board.

**I. President's Report**

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

**K. Cabinet Reports**

**L. Adjournment**

**Next Meeting: March 7, 2017**