

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 2, 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: Crisis Response Team – Dr. Bettie Bertram & Dr. Laura Sharp

F. Approval of Minutes of April 4, 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
Ackerman	Linda	Teacher Assistant	Life Skills Support	06/02/2017	Retirement
Acosta	Lilian	Migrant Teacher	Migrant Education	04/21/2017	Did Not Return for 2016 Program
Amos	Katie	Migrant Assistant	Migrant Education	04/21/2017	Did Not Return for 2016 Program
Babyak	Sandy	Speech Therapist	Preschool	06/16/2017	Retirement
Bakey	Charlotte	Secretary	Business Services	07/17/2017	Retirement
Batista	Milcala	Interpreter	English as a Second Language	05/02/2017	Never Started
Breeden	Nicole	Intern	Pupil Personnel Services	06/16/2017	Resignation
Day	Doris	Teacher Assistant	Emotional Assistant	05/26/2017	Retirement
Detwiler	Sandy	Teacher Assistant	Emotional Support	06/02/2017	Retirement
Eberle	Dale	GED Instructor	Adult Education	04/28/2017	Resignation
Furry	Barbara	Counselor	Act 89 Nonpublic Schools	05/25/2017	Retirement
Gant	Ansley	Teacher	Neurological Support	06/07/2017	Transfer Between Entities
Garcia	Yesica	ESL Interpreter	Migrant Education	04/21/2017	Did Not Return for 2016 Program
Georgantis-Miller	Debra	Teacher	Therapeutic Emotional Support	06/02/2017	Transfer Between Entities
Gibble	Marie	Counselor	Therapeutic Emotional Support	06/02/2017	Resignation
Gibson	Linda	Secretary	Management Services	05/31/2017	Retirement
Griffin	Mary	Teacher Assistant	Therapeutic Emotional Support	06/05/2017	Retirement
Hermann	Jeffrey	Psychiatrist	Pupil Personnel Services	05/15/2017	Program Ended
Hoffman	Jason	Counselor	Therapeutic Emotional Support	06/02/2017	Transfer Between Entities
Hoffman	Margaret	Receptionist	Human Resources	04/10/2017	Terminated
Knaper	Jenna	Teacher	Emotional Support	06/06/2017	Emotional Support
Long	Carol	Teacher Assistant	Emotional Support	05/30/2017	Retirement
Morales	Marlen	ESL Interpreter	Migrant Education	04/21/2017	Did Not Return for 2016 Program
Poydence	Ernest	Psychologist	Pupil Personnel Services	06/21/2017	Retirement
Ramirez-Gonzalez	Noemi	Interpreter	English as a Second Language	05/02/2017	Never Started
Rosario	Marianela	Interpreter	English as a Second Language	05/02/2017	Never Started
Rowe	Alicia	Teacher	Emotional Support	06/05/2017	Transfer Between Entities
Shoff	Robin	Teacher Assistant	Life Skills Support	06/02/2017	Retirement
Simpson	David	Psychologist	Pupil Personnel Services	06/15/2017	Retirement

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Stahl	Joy	Personal Care Assistant	Emotional Support	06/02/2017	Retirement
Sterner	Joan	Teacher	Preschool	06/16/2017	Retirement
Wagner	Tanya	Secretary	Special Education	06/13/2017	Retirement
Walton	Kelley	Speech Therapist	Preschool Program	06/16/2017	Resignation
Wisotzkey	Barbara	Personal Care Assistant	Hearing Impaired Support	05/25/2017	Retirement

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
Baer	Tabitha	Speech/Language Pathologist	Preschool	05/14/2017	\$49,046.00	F-1	188 Days
Weaver	Paige	Teacher	Extended School Year/ Visually Impaired Support	06/21/2017	\$33.26 \$43,765.00	D-1	ESY 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
DiCesare	Rosemary	Interpreter	South Eastern School District	May 6, 2017
Secula	Jennifer	Psychologist	Dover Area School District	One Day in March 2017
Warner	Patricia	Psychologist	Abraxas Leadership Development	Ten days in April/May 2017
Wilson	Brandi	LPN	Red Lion Area School District	March 16, 2017 through end of year.

(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
Connors	Michael	Teacher	Life Skills Support	\$71,664.00	LIUEA H-13	04/24/2017	G-13	H-13	Salary Column Movement – Masters +30
McCusker	Laura	Staff Developer	Educational Services	\$56,421.00	LIUEA DRT-6	03/25/2017	I-6	DRT-6	Salary Column Movement – Doctorate Degree
Smith	Natalie	Teacher	Life Skills Support	\$49,646.00	LIUEA F-3	1/1/2017	E-3	F-3	Salary Column Movement – Master's Equivalency

(3) Additional days beyond contract:

Last Name	First Name	Program	May/June 2016/2017 # Days	July/August 2017/2018 # Days
Ackerman	Linda	Life Skills Support	1	
Ashlin	Vicki	Life Skills Support	1	
Bittle	Kristine	Preschool	10	10
Bodnari	Andrea	Preschool	3	4
Brzezinski	Mark	Neurological Support	2	
Burt	Amanda	Life Skills Support	1	
Calaman	Zachary	Life Skills Support	2.5	
Copenheaver	Elizabeth	Neurological Support	4	
Czap	Julie	Life Skills Support	2	
Deputy	Walter	Special Education	6	

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Durbin	David	Emotional Support	5	
Eller	Sally	Special Education	5	0
Gardner	Travis	Emotional Support	5	
Gruver	Karen	Life Skills Support	2	
Herb	Debra	Life Skills Support	4	
Kuhn	Sheri	Life Skills Support	9.5	
Lehr	Virginia	Neurological Support	1	
Lipsitz	Christiana	Life Skills Support	1	
Lyden	Brittany	Emotional Support	5	
Marks	Tonya	Life Skills Support	1	
McCarthy	Megan	Preschool	8	8
Merryman	Kimberly	Emotional Support	10	
Messett	Danielle	Preschool	3	4
Moul	Deborah	Deaf/Hard of Hearing	1	
Null	Katie	Autistic Support	4	
Owens	Kevin	Life Skills Support	4.5	
Poff	Dena	Life Skills Support	6.25	
Priestner	Karen	Preschool	8	8
Putt	Kate	Blind/Vision Support	1	
Quinn	Erica	Life Skills Support	3.5	
Reiss	Zona	Autistic Support	1.5	
Richmond	Diane	Preschool	8	8
Rinehart	Christina	Neurological Support	1	
Rose	Rhonda	Multi-Disabilities Support	1	
Shoff	Robin	Life Skills Support	7	
Shrader	Josiah	Neurological Support	1	
Shultz	Robert	Life Skills Support	4.5	
Sigel	Jamie	Preschool	3	6
Sterner	Marilyn	Deaf/Hard of Hearing	3	
Waybright	Bonnie	Life Skills Support	2.5	

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, showing cash on hand of \$17,219,360.64. A copy of the Treasurer's Report will be attached to the original minutes.

b. Check Register of Payments

Recommendation: Motion to approve the Payment of Bills through April 19, 2017, totaling \$11,472,072.89. A copy of the Check Register, Payroll Report and ACH Report will be attached to the original minutes.

Payroll 3/30/17	\$ 2,985,416.77
Payroll 4/15/17	\$ 4,924,080.41
Total Payroll	\$ 7,909,497.18
Total Accounts Payable	\$ 3,562,575.71
Total Payments	\$ 11,472,072.89

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c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from March 23, 2017 through April 19, 2017. A copy of the Budget Transfer Report will be attached to the original minutes.

3. Job Description for Adoption

Background: A new job description for a 188-day Secretary for the Nonpublic Schools Program is presented for adoption.

Recommendation: Motion to adopt job description for Secretary for the Nonpublic Schools Program.

4. Board Policy Section 300 for Adoption

Background: In conjunction with our policy review contract with PSBA, Board Policy section 300 is presented for adoption with the exception of policies 304.1, 309.1, (these are new policies under first reading this evening) and 310, 346 and 347 (on hold for further legal review).

Recommendation: Motion to adopt Policy section 300.

5. Board Policy for Adoption

Background: Board Policy 622 – GASB Statement 34 and Capitalization of Fixed Assets is presented for adoption.

Recommendation: Motion to adopt Board Policy 622 – GASB Statement 34 and Capitalization of Fixed Assets.

6. Procurement Procedure for Adoption

Background: The administration recommends adoption of a Procurement Procedure to be attached to Board Policy 626.

Recommendation: Motion to adopt the proposed Procurement Procedure as an attachment to Board Policy 626.

7. Board Policies for Review

Background: The following new policies are presented for review.

304.1 - Nepotism

309.1 – Transfer Between Entities

Recommendation: No action required at this time.

8. Appointment to South Central Pennsylvania Workforce Investment Board

Background: Ms. Sharon Hagenberger will replace Mr. Tim Shenk, of IU 13, as a member of the South Central Pennsylvania Workforce Investment Board (ScPA Works). She will also serve as a member of the Workforce Development Board (WDB) and as the Adult Education Coalition Chair.

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Recommendation: Motion to approve Ms. Sharon Hagenberger's appointment as a member of the South Central Pennsylvania Workforce Investment Board (ScPA Works), Workforce Development Board (WDB), and as the Adult Education Coalition Chair.

9. *Permission to Conduct Survey for Doctoral Research*

Background: Mary Stratton, a doctoral candidate in Widener University's Doctorate in Education in School System Leadership, is requesting permission to survey novice special education teachers currently teaching special education children in grades K-3 related to perceived reading content knowledge, reading instruction, reading assessment, reading interventions and curriculum standards. In addition, an opportunity will be presented for teachers to participate in an interview forum to elaborate on professional perspectives related to special education teacher preparation as related to reading. All methods of participation are voluntary and will be done on each participant's personal time.

Recommendation: Motion to grant approval for Mary Stratton, a Widener University Doctoral candidate enrolled in the Doctorate in Education in School System Leadership program, to conduct surveys and an interview forum on a voluntary basis with LIU special education teachers serving students in grades K-3 to collect data related to perceived reading content knowledge, reading instruction, reading assessment, reading interventions and curriculum standards.

10. *School Calendars for 2017-2018*

a. Preschool Program 12-Month Calendar for 2017-2018

Background: The LIU Preschool Program has been operating a 12-month stretch schedule since the 1995-96 school year. The calendar as proposed allows for a total of 173 days of attendance for students and 188 staff days. Once the schedule is approved, it will be distributed to building principals where LIU classes are located in order for them to plan appropriately.

b. Franklin Learning Center School Calendar for 2017-2018

Background: The programs that are housed at the Franklin Learning Center operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the Franklin County Joint School Committee, as well as the LIU Board of Directors.

c. York Learning Center School Calendar for the 2017-2018

Background: The programs that are now housed at the York Learning Center - Yorkshire Academy and Lion's Pride Academy (Elementary Alternative Education), operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors.

d. Leg-Up Farm School Calendar for 2017-2018

Background: Leg Up Farm houses two LIU-operated classrooms that follow the Northeastern School District calendar. Therefore, we are requesting approval of this school calendar for the 2017-2018 school year.

Recommendation: Motion to adopt the following school calendars for 2017-2018:

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Preschool Program 12-Month Calendar
Franklin Learning Center School Calendar
York Learning Center School Calendar
Leg Up Farm School Calendar (Northeastern School District Calendar)

H. Old Business

1. Board of Directors' Meeting Schedule for 2017-2018

Background: Last month the Board of Directors' meeting schedule for 2017-2018 was tabled for further discussion. It was recommended that the second meetings in June and November be eliminated. A revised schedule is attached for consideration.

Recommendation: Recommend approval of the revised Board of Directors' meeting schedule for 2017-2018.

I. New Business:

1. Teller's Report on Election of Directors

Background: The Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors will be provided for review and adoption.

Recommendation: Motion to adopt the Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors.

2. Special Education Plan Assurance

Background: As a component of our annual LIU Special Education Plan submission to PDE, LIU must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs, in compliance with State and Federal guidelines. The assurance page is provided for review and adoption.

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to the Pennsylvania Department of Education.

3. Appointment of Nominating Committee

Background: Three members have volunteered to serve on the Nominating Committee for the 2017-2018 election of officers. The committee will present nominations for officers at the June 6, 2017 Board meeting with the election to take place at that meeting.

Recommendation: Motion to appoint Chris Lind, Todd Orner and Clifford Smith to serve on the Nominating Committee for the 2017-2018 election of officers.

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J. President's Report

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

L. Cabinet Reports

M. Adjournment

Next Meeting: June 6, 2017 – LIU Retirement Dinner