

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 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: Overview of 2017-2018 Special Education Budget – Letty Groft

F. Approval of Minutes of June 6, 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/Terminations

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

Last Name	First Name	Position	Program	Term Date	Reason
Barnhart	Bonita	Driver	Transportation	06/16/2017	Retirement
Bartlett	Tracey	Speech Therapist	Speech & Language Support	05/31/2017	Resignation
Brendle	Terry	Driver	Transportation	06/16/2017	Retirement
Connors	Michael	Teacher	Life Skills Support	06/02/2017	Transfer Between Entities
Cunningham-Henise	Julie	Assistive Tech Specialist	Educational Services	06/08/2017	Resignation
Dill	Deborah	Driver	Transportation	06/30/2017	Retirement
Dull	Brenda	Driver	Transportation	06/30/2017	Retirement
Emrich	Valerie	Driver	Transportation	06/16/2017	Retirement
Fisher	Harry	Driver	Transportation	06/30/2017	Retirement
Grendell	Stacey	Driver	Transportation	06/30/2017	Position Ended
Gross	Kathy	Driver	Transportation	06/01/2017	Retirement
Kellerman	Cindy	Driver	Transportation	06/08/2017	Retirement
King-Stephens	Chris	Driver	Transportation	06/30/2017	Position Ended
Knackstedt	Patty	Driver	Transportation	06/30/2017	Position Ended
Knight	Laurie	Driver	Transportation	06/16/2017	Retirement
Kuhn	Sheri	Personal Care Assistant	Life Skills Support	06/02/2017	Resignation
Manning	Sharon	Driver	Transportation	06/16/2017	Retirement
Markle	Mandy	Driver	Transportation	06/30/2017	Position Ended
Martello	Monica	Teacher	English as a Second Language	06/09/2017	Resignation
Messett	Melissa	Teacher	Emotional Support	06/02/2017	Resignation
Miller	Jean	Driver	Transportation	06/30/2017	Retirement
Mosley	Robert	Bus Assistant	Transportation	06/16/2017	Retirement
Neidererr	Robert	Bus Assistant	Transportation	06/02/2017	Retirement
Nichols	Kathy	Driver	Transportation	06/30/2017	Position Ended
Ross	Anna	Driver	Transportation	06/16/2017	Retirement
Showalter	Sandi	Driver	Transportation	06/16/2017	Retirement
Wagner	Denise	Teacher	Life Skills Support	06/02/2017	Transfer Between Entities
Wentz	Gregory	Psychologist	Pupil Personnel Services	06/09/2017	Resignation

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

Wigfield	Chloe	Driver	Transportation	06/30/2017	Position Ended
Wildasin	Carol	Driver	Transportation	06/08/2017	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
Colosimo	Cassie	Teacher	Autistic Support	07/12/2017	\$50,246.00	F-5	188 Days
Frick	Lauren	Teacher	Emotional Support	07/12/2017	\$43,765.00	D-1	188 Days
Metz	Cara	Teacher	Autistic Support	07/12/2017	\$49,346.00	F-2	188 Days
Musselman	Carlie	Teacher	Autistic Support	07/12/2017	\$43,765.00	D-1	188 Days
Musselman	Melanie	Speech Therapist	Speech & Language Support	07/12/2017	\$49,046.00	F-1	188 Days
Pittore-Candelario	Mariana	Speech Therapist	Speech & Language Support	06/21/2017	\$260.88/Day	F-1	Temporary
White	Chelsea	Teacher	Autistic Support	07/12/2017	\$44,065.00	D-2	188 Days

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

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Bish	Angela	Cook	Language Instruction Educational Program & 21 st Century Grant Services	06/12/2017	\$10.75	Grant Funded	Temporary
Bodien	Dawn	Lincoln Cyber Café Secretary	Educational Technology Services	07/12/2017	\$16.76	Secretary D E-2	260 Days
Ellison	Pebbles	Cook	Language Instruction Educational Program & 21 st Century Grant Services	06/12/2017	\$10.75	Grant Funded	Temporary
Kuhn	Lori	Cook	Language Instruction Educational Program & 21 st Century Grant Services	06/12/2017	\$10.75	Grant Funded	Temporary
McDaniel	Ashley	Assistant	Language Instruction Educational Program & 21 st Century Grant Services	06/21/2017	\$11.50	Grant Funded	Temporary
Nieto-Gonzalez	Luz	Aide	Language Instruction Educational Program & 21 st Century Grant Services	06/21/2017	\$10.20	Grant Funded	Temporary
Sager	Eryka	Student Aide	Language Instruction Educational Program & 21 st Century Grant Services	06/21/2017	\$9.15	Grant Funded	Temporary
Wheeler	Julie	Cook	Language Instruction Educational Program & 21 st Century Grant Services	06/12/2017	\$10.75	Grant Funded	Temporary

c. Miscellaneous

(1) Professional Contract:

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

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

Last Name	First Name
Anslow	Tammy S
Bloss	Marisa V
Bolger	Sarah M
Brody	Samantha R
Capozzi	Ashley R
Choiniere	Katherine B
Conley	Jennifer E
Crooks	Brianna M
Dean	Sarah J
Heffner	Samantha L
Keeney	Kylie A
Leppo	Emilee A
Lizonitz	Rebecca
McShane	Sarah S
Miller	Shannon E
Nesbit	Stephanie L
Polito	Joanna M
Purnell	Kyle D
Rausch	Jennifer M
Riding-Queenan	Beverly
Smith	Kippi R
Swords	Amanda L
Vandermark	Alicia K
Wilde	Tanya A
Wilson	Karen M
Zienkiewicz	Katie O

(2) Additional Service Agreements

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

Last Name	First Name	Position	School District	Dates
Warner	Patricia	Psychologist	Abraxas Leadership Development Program	One day in June

(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
Black	Karyn	Job Coach	Educational Services	\$15.00	N/A	05/30/2017	N/A	N/A	Additional Duties - Timesheets
Clemmer	Barbara	Supervisor	Language Instruction Educational Program & 21 st Century Grant Services	\$80,000.00	Act 93	06/26/2017	Part-time	Full-Time	Increased/Additional Program Responsibilities
Gingrich	Brooke	Occupational Therapist	Occupational & Physical Therapy	\$69,815.00	LIUEA DRT-12	05/30/2017	G-12	DRT-12	Salary Column Movement – Doctor of Occupational Therapy
Harrison	Beverly	Secretary	Transportation	\$18.99	ESPA Sec C A-8	07/01/2017	Driver	Secretary C	Position Transfer

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

Hrycek	Roberta	Job Coach	Educational Services	\$15.00	N/A	06/13/2017	N/A	N/A	Additional Duties - Timesheets
Johns	Bonnie	Job Coach	Educational Services	\$15.00	N/A	06/02/2017	N/A	N/A	Additional Duties - Timesheets
Lightner	Vanessa	Teacher	Act 89 Non-Public	N/A	N/A	08/15/2017	28 Hours/Week	35 Hours/Week	Increase in hours worked.
Malerich	Batty	Job Coach	Educational Services	\$15.00	N/A	06/13/2017	N/A	N/A	Additional Duties - Timesheets
McCall	Thomas	Job Coach	Educational Services	\$15.00	N/A	06/02/2017	N/A	N/A	Additional Duties - Timesheets
Moose	Alan	Supervisor of Online Learning	Educational Technology Services	\$90,718.58	N/A	07/01/2017	220 Days	225 Days	Increase in Days Worked
Sanchez	Korri	Job Coach	Educational Services	\$15.00	N/A	06/02/2017	N/A	N/A	Additional Duties - Timesheets
Sauders	Vicki	Occupational Therapist	Occupational & Physical Therapy	\$75,080.00	LIUEA DRT-13	05/30/2017	G-13	DRT-13	Salary Column Movement - Doctor of Occupational Therapy
Schaeffer	Catherine	Coordinator of OT/PT Program	Occupational & Physical Therapy	\$84,500.00	Act 93	07/01/2017	188 Days	200 Days	Position Transfer
Shearer	Sally	ABE/GED Instructor	Adult Education	N/A	N/A	06/01/2017	N/A	N/A	Mentoring - will complete timesheets
Smith	Madelyn	Job Coach	Educational Services	\$15.00	N/A	06/02/2017	N/A	N/A	Additional Duties - Timesheets
Schwartz	Abbey	Job Coach	Educational Services	\$15.00	N/A	06/13/2017	N/A	N/A	Additional Duties - Timesheets
West	Landon	Summer Help	Management Services	\$10.00	N/A	06/05/2017	N/A	N/A	Part-time Temporary

(4) Summer Employment:

The following Special Education staff will work over the summer:

Name	Position	Rate of Pay
Mickey, Melody	Custodial Worker	Per Diem Rate
Osterman, Cleo	Custodial Worker	Per Diem Rate
Schwartz, Charity	Custodial Worker	Per Diem Rate

Recommend approval for the following student workers with the Life Skills Support Program:

Name/ID	Position	Rate of Pay
OR88287	Summer Worker	Per diem rate

(5) Additional days beyond contract/assignment:

Last Name	First Name	Program	May/June 2016/2017 # Days	July/August 2017/2018 # Days
Bodnari	Andrea	Preschool Program	3	3
Gardner	Travis	Special Education	1	4
Kauffman	Brenda	Preschool	8	10
Keech	Chris	Special Education	1	
Noll	Deborah	Blind & Visually Impaired	1	
Olewiler	Kelly	Special Education	10	
Siegel	Jamie	Preschool Program	3	3
Wysocki	Patricia	Special Education	10	

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

- (6) Recommend approval for the following staff members to work in the Extended School Year program for the summer in the following programs: Autistic Support and Multidisabilities Support.

Last Name	First Name	ESY Position	Current Position	June/July Rate of Pay	ESY Program	ESY Supervisor
Mitchell	Jennifer	PCA	TA	Per diem	AS	Brenda Hartman
Nittinger	Lisa	PCA	TA	Per diem	MDS	Tina Diehl
Small	Rodney	PCA	PCA	Per diem	AS	Jackie Drooger
Statum	Olympia	Teacher	Teacher	Per Diem	AS	Jackie Drooger
Todorczuk	Grace	Teacher	PCA	LIUEA Col D Step 1	AS	Brenda Hartman
Wolfe	Mary	PCA	PCA	Per diem	AS	Brenda Hartman

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of May 31, 2017, showing cash on hand of \$18,580,941.54.

b. Check Register of Payments

Recommendation: Motion to approve payments through June 14, 2017 and payroll through June 15, 2017, totaling \$15,585,532.02.

Payroll 5/30/17	\$ 3,065,497.74
Payroll 6/15/17	\$ 5,139,393.40
Total Payroll	\$ 8,204,891.14
Total Accounts Payable	\$ 7,380,640.88
Total Payments	\$ 15,585,532.02

c. Budget Transfers

Recommendation: Motion to approve Budget Transfers from May 25, 2017 through June 14, 2017.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions which have been revised due to program restructuring. No new positions have been added.

Title III and ESL Staff Developer
Program Specialist – Educational Technology

4. Job Descriptions for Review

Background: The job descriptions below have been revised due to program restructuring and are presented for review. No new positions have been added.

Coordinator of Occupational/Physical Therapy Program
Supervisor of Educational Technology

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

Recommendation: No action required at this time.

5. 2017-2018 Calendars

Background: The following 2017-2018 school calendars are presented for adoption.

Bridges Partial Hospitalization Program School Calendar 2017-2018
Paradise School Calendar 2017-2018
Project Search Gettysburg Hospital School Calendar 2017-2018
Project Search York Hospital School Calendar 2017-2018

Recommendation: Motion to adopt school calendars for 2017-2018.

H. New Business:

1. Adoption of Special Education Budget 2017-2018

Background: The Special Education Proposed Budget is developed based on projections of needs per school districts' request for classroom and itinerant services and is calculated using a reconciliation philosophy.

Recommendation: Motion to adopt the Special Education Budget for 2017-2018 as presented.

2. Adoption of Special Education Policies and Procedures

Background: The Bureau of Special Education strongly recommends adoption of the Policies and Procedures template. Each intermediate unit must have in effect policies, procedures, and programs (on file with the PA Department of Education) that are consistent with the PA policies and procedures in order to receive final approval for the IDEA-B allocation.

Recommendation: Motion to approve the Adoption of Special Education Policies and Procedures.

3. 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 20, 2017. The LIU is required to submit the name of its voting delegate by June 30, 2017.

Recommendation: Motion to appoint James Roberts as the voting delegate to represent the Lincoln Intermediate Unit at PSBA's Delegate Assembly meeting on October 20, 2017.

4. Transportation Budget Resolution for 2017-2018

Background: The Administration recommends approval of a resolution authorizing Transportation budget expenditures for the 2017-2018 fiscal year.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 27, 2017**

Recommendation: Motion to adopt a resolution authorizing Transportation budget expenditures for the 2017-2018 fiscal year, and certifying that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education.

5. 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 2017-2018, in the principal amount of \$10,000,000, and to grant approval for the Executive Director to sign the Term Sheet at her discretion based on the status of the 2017-2018 budget of the Commonwealth of Pennsylvania.

6. Adoption of Resolution for Uniform Grant Guidance Implementation Date

Background: The LIU must acknowledge and confirm that it will follow the revised implementation date of July 1, 2018 for policies and procedures related to the Uniform Grant Guidance issued by the U.S. Office of Management and Budget on May 17, 2017. The administration recommends adoption of a resolution acknowledging the revised implementation date.

Recommendation: Motion to adopt a resolution acknowledging and confirming that the Lincoln Intermediate Unit will follow the revised implementation date of July 1, 2018, for all policies and procedures related to the Uniform Grant Guidance issued by the U.S. Office of Management and Budget on May 17, 2017.

I. President's Report

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

K. Adjournment

Next Meeting: August 1, 2017