

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 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. Approval of Minutes of October 3, 2017

F. Consent Agenda

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request of a Board member.

Recommendation: Motion to approve all recommendations listed under items F-1 through F-4 of 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 |
|------------|------------|--------------------------------------|--------------------------------|------------|--------------------------------|
| Bolger | Sarah | Teacher | Neurological Support | 10/13/2017 | Resignation |
| Buddemeyer | Megan | Student Support Specialist Assistant | 21 st Century Grant | 10/20/2017 | Resignation |
| Copeland | Andrew | Summer Help | Business Services | 10/02/2017 | Did Not Return for Summer 2017 |
| Dentler | Erica | Personal Care Assistant | Life Skills Support | 10/27/2017 | Resignation |
| Druck | Sarah | Teacher | Emotional Support | 10/10/2017 | Resignation |
| Hare | Daisy | Personal Care Assistant | District Contract | 10/13/2017 | Retirement |
| Harver | Emily | Personal Care Assistant | Multi-Disabilities Support | 10/20/2017 | Resignation |
| Johnson | Tracey | Personal Care Assistant | District Contract | 10/27/2017 | Resignation |
| Lyden | Brittany | Social Worker | Emotional Support | 10/20/2017 | Resignation |
| Meckley | Nicole | Teacher Assistant | Autistic Support | 10/27/2017 | Resignation |
| Norris | Rosemary | Supervisor, Hearing & Vision | Hearing and Visual Support | 1/15/2018 | Retirement |
| Ott | Kollin | Summer Help | Business Services | 10/02/2017 | Did Not Return for Summer 2017 |
| Patterson | Colleen | Student Support Specialist | Refugee Grant | 09/29/2017 | Position Ended |
| Pritt | Shanon | Teacher Assistant | Therapeutic Emotional Support | 10/04/2017 | Never Started |
| Rinaolo | Mary | Teacher Assistant | Autistic Support | 10/20/2017 | Resignation |
| Ritson | Amy | ESL Teacher | Language Instruction Education | 10/13/2017 | Resignation |
| Spahr | Jennifer | Teacher | Emotional Support | 10/13/2017 | Resignation |
| Zeroth | LeeAnn | Executive Director | Administration | 12/31/2017 | Retirement |

b. Nominations

New hires as per the effective dates and rates noted:

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

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| Last Name | First Name | Position | Program | Orientation or Hire Date | Rate | Category Step/Scale | Work Calendar |
|-----------|------------|---|-------------------|--------------------------|-------------|---------------------|---------------|
| Weaver | Thomas | Manager of Facilities & Purchasing Consortium | Business Services | 10/24/2017 | \$70,000.00 | ACT 93 | 260 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 |
|-------------|------------|------------------------------------|--------------------------------|--------------------------|---------|---------------------|---------------|
| Bauerline | Cathleen | Personal Care Assistant | Autistic Support | 11/08/2017 | \$16.15 | TA/PCA G-4 | 188 Days |
| Eser | Margaret | Personal Care Assistant | Life Skills Support | 10/18/2017 | \$12.62 | TA/PCA F-1 | 188 Days |
| Ferrence | Cynthia | Personal Care Assistant | Life Skills Support | 11/08/2017 | \$12.32 | TA/PCA A-1 | 188 Days |
| Gonzalez | Joshua | 21 st Program Assistant | 21 st Century Grant | 11/08/2017 | \$11.50 | Grant Funded | Part Time |
| Hartman | Steven | Personal Care Assistant | Multidisabilities Support | 11/08/2017 | \$12.67 | TA/PCA G-1 | 188 Days |
| Hockenberry | Shian | Personal Care Assistant | Autistic Support | 10/04/2017 | \$12.32 | TA/PCA A-1 | 188 Days |
| Knapp | Carly | Teacher Assistant | Therapeutic Emotional Support | 11/08/2017 | \$12.32 | TA/PCA A-1 | 188 Days |
| Laughman | Michelle | Lead Custodian | Business Services | 11/08/2017 | \$16.02 | Maintenance C A-2 | 260 Days |
| Lewis | Amanda | Personal Care Assistant | Autistic Support | 10/18/2017 | \$12.57 | TA/PCA A-2 | 188 Days |
| Lucius | Alice | Personal Care Assistant | Life Skills Support | 11/08/2017 | \$16.53 | TA/PCA E-5 | 188 Days |
| Thomas | Jennifer | Personal Care Assistant | Multi-Disabilities Support | 10/18/2017 | \$12.67 | TA/PCA G-1 | 188 Days |
| Wharton | Jonas | 21 st Site Coordinator | 21 st Century Grant | 11/08/2017 | \$21.71 | SSSA H-5 | 215 Days |
| Yambor | Nicholas | Teacher Assistant | Behavior Intervention | 11/08/2017 | \$12.32 | TA/PCA A-1 | 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 |
|-------------|------------|------------------|---|--|
| Bordner | Corrine | Interpreter | Bermudian Spring School District Conewago Valley School District | July 25, 2017 – June 30, 2018 July 13, 2017 – July 18, 2017 |
| Brady | Ryan | Teacher | Gettysburg Area School District | Oct 4, 2017 – November 15, 2017 |
| Chmilewski | Tanya | Interpreter | Bermudian Springs School District | July 25, 2017 – June 30, 2018 |
| DiCesare | Rosemary | Interpreter | Central York School District Red Lion Area School District | October 12, 2017 – October 14, 2017 October 12, 2017 – October 14, 2017 |
| Hockensmith | Kimberly | Interpreter | Bermudian Springs School District | July 25, 2017 – June 30, 2018 |
| Holmes | Rebecca | Interpreter | Bermudian Springs School District | July 25, 2017 – June 30, 2018 |
| Sterner | Marilyn | Interpreter | Bermudian Springs School District | July 25, 2017 – June 30, 2018 |
| Toerper | Billie | Speech Therapist | Northeastern School District | August 24, 2017 – June 30, 2018 |
| Warner | Patricia | Psychologist | Abraxas Youth Center | September 23, 2017 |

(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 |
|-----------|------------|-----------|--------------------------------|------|---------------------|------------|---------------|---------------|--------------------------|
| Campbell | Gary | Itinerant | Language Instruction Education | N/A | N/A | 07/01/2017 | 5 ½ Hours/Day | 6 ¼ Hours/Day | Increase in Hours Worked |

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|-----------|----------|--|--------------------------------|-------------|--------------------------|------------|----------------------------------|---|---|
| Foster | Nancy | ESL Teacher | Language Instruction Education | N/A | N/A | 10/16/2017 | 4 Hours/Day | 6 ½ - 7 ½ Hours/Day | Increase in Hours Worked |
| Freed | Ashley | Assistant | Human Resources | \$16.12 | Secretary C F-2 | 10/30/2017 | Finger Print Clerk/ Receptionist | HR Assistant | Position Transfer |
| Fry | Nicole | Staff Accountant | Business Services | \$57,782.00 | ESPA Accountant C-3 | 11/08/2017 | Accounting Generalist | Accountant | Position Transfer |
| Hollinger | Renee | Administrative Assistant | Human Resources | \$43,472.80 | Confidential Secretary E | 12/04/2017 | Recruiter, Secretary E | Administrative Assistant Confidential | Position Transfer |
| Kesselak | Kacie | Teacher | Autistic Support | \$43,765.00 | LIUEA D-1 | 11/06/2017 | Teacher Assistant | Teacher | Position Transfer |
| Nazmack | Laura | Teacher | Emotional Support | \$69,316.00 | LIUEA F-13 | 10/01/2017 | E-13 | F-13 | Salary Column Movement to Masters |
| Neff | Dwayne | Personal Care Assistant | Life Skills Support | N/A | N/A | 10/10/2017 | N/A | N/A | Reinstate |
| Nogle | Kathie | ESL Teacher | Language Instruction Education | N/A | N/A | 07/01/2017 | 3 ½ - 5 ½ Hours/Day | 5 ¾ Hours/Day | Increase in Hours Worked |
| Ramp | Melissa | Teacher | Preschool | \$46,475.00 | LIUEA E-4 | 10/01/2017 | D-4 | E-4 | Salary Column Movement to Bachelors +24 |
| Reese | Cathleen | ESL Teacher | Language Instruction Education | N/A | N/A | 07/01/2017 | 7 ½ Hours/Day | 5 ½ Hours/Day | Decrease in Hours Worked |
| Ruiz | Sharon | Personal Care Assistant | Hearing Impaired | \$14.92 | ESPA TA/PCA F-3 | 10/05/2017 | ESL Interpreter | Personal Care Assistant | Position Transfer |
| Wilson | Karen | Teacher | Life Skills Support | \$46,175.00 | LIUEA E-3 | 10/01/2017 | D-3 | E-3 | Salary Column Movement to Bachelors +24 |
| West | Jocelyn | ESL Instructor | Adult Education | N/A | N/A | 11/07/2017 | N/A | N/A | Reinstated as Part Time Instructor |
| Wonders | Lori | Associate Supervisor, Autistic Support | Special Education | \$72,744.00 | Act 93 | 10/23/2017 | Instructional Advisor - 188 Days | Associate Supervisor, Autistic Support 200 Days | Promotion |

(3) Student Workers

| ID# | Location | Rate of Pay |
|---------|---------------------------|-------------|
| BA78199 | New Oxford Central Office | \$7.25 |
| HA82234 | New Oxford Central Office | \$7.25 |
| N180790 | Franklin Learning Center | \$7.25 |
| RU80276 | New Oxford Central Office | \$7.25 |

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of September 30, 2017, showing cash on hand of \$13,646,130.88.

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b. Check Register of Payments

Recommendation: Motion to approve payments through October 27, 2017 and payroll through October 15, 2017, totaling \$ 12,202,631.18.

| | |
|------------------------|-------------------------|
| Payroll 9/30/17 | \$ 4,763,068.62 |
| Payroll 10/15/17 | \$ 4,844,976.36 |
| Total Payroll | \$ 9,608,044.98 |
| Total Accounts Payable | \$ 2,594,586.20 |
| Total Payments | \$ 12,202,631.18 |

c. Budget Transfers

Recommendation: Motion to approve Budget Transfers from October 1, 2017 through October 27, 2017.

3. Board Policy Revision for Adoption

Background: Board Policy 907 – Intermediate Unit Visitors - was revised and is presented for adoption.

Recommendation: Motion to adopt Board Policy 907 – Intermediate Unit Visitors.

4. Job Descriptions for Review

Background: The following job descriptions are provided for review:

Manager of Facilities and Purchasing Consortia (revision)
Special Education Staff Accountant (new ESPA position)

Recommendation: No action is required at this time.

G. New Business:

1. Approval of Mail Ballot Election and Notification of Board Vacancies

Background: By December 1 of each year, the Secretary of the LIU Board notifies member school districts of the following:

- The LIU Board's intent to conduct the election of its Board members by mail ballot;
- Board seats up for re-election and anticipated vacancies for the coming year; and
- Deadline for submission of nominations for the LIU election ballot.

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The following board seats are up for election due to term expiration or vacancy:

NEW THREE-YEAR TERMS BEGINNING JULY 1, 2018 – JUNE 30, 2021

| Board Seat Representing | Incumbent | New Term Expiration |
|---|------------------|----------------------------|
| South Western Hanover Public Southern York County | Vanessa Berger | June 30, 2021 |
| Spring Grove Area West York Area | Douglas White | June 30, 2021 |
| Greencastle-Antrim Fannett-Metal | Paul Politis | June 30, 2021 |
| Tuscarora | No Incumbent | June 30, 2021 |

UNEXPIRED TERMS

| Board Seat Representing | Incumbent | Term Expiration |
|--|------------------|------------------------|
| Bermudian Springs Conewago Valley Littlestown Area | Vacant 12-1-17 | June 30, 2019 |
| Fairfield Area Gettysburg Area Upper Adams | Vacant 12-1-17 | June 30, 2020 |
| Waynesboro Area | Patrick McDonald | June 30, 2020 |

Recommendation: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1, 2017 of all board seats that will be vacant or up for re-election as of July 1, 2018, and to request district nominations be submitted by February 15.

2. Facility Use Request by Boy Scout Troop 127

Background: Boy Scout Troop 127 requests approval to use LIU facilities (Lincoln/Lee/Grant) and waiver of rental fees for their Pinewood Derby Races on February 11, 2018 from 10 am to 4 pm with approximately 50 persons in attendance. Dr. Lynn Murphy will be the LIU contact on site during the event.

Recommendation: Motion to grant approval to use LIU facilities and waiver of rental fees to Boy Scout Troop 127 for use of Lincoln/Lee/Grant conference rooms on February 11, 2018 from 10 am to 4 pm.

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3. *Electronic Signature Resolution*

Background: PDE online grant application system, eGrants, allows for electronic signature approval by LIU when submitting applications for federal and state grants. This document assigns electronic signature authority to Dr. Jody L. Nace, Assistant Executive Director.

Recommendation: Motion to adopt resolution assigning electronic signature authority to Dr. Jody L. Nace to sign any and all contracts, grants, and/or licenses with the PA Department of Education.

4. *Feasibility Study for On-Site Health Clinic*

Background: The administration is requesting approval of a consulting agreement with CVIZ Employee Services Organization to conduct a feasibility study for an on-site health clinic.

Recommendation: Motion to approve a consulting contract with CBIZ Employee Services Organization in the amount of \$27,000 plus travel expenses for the purpose of conducting a feasibility study for an on-site health clinic.

H. President's Report

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

J. Cabinet Reports

K. Adjournment

Next Meeting: January 2, 2018