

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
February 4, 2020**

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**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Recognition of Visitors and Public Comment: Sue Heistand, Board Vice-President**

**E. Presentation: Proposed On-Site Clinic – CBIZ Clinical Consulting Services**

**F. Appointment of New Board Members**

Background: The Board will be asked to accept the appointment of new board members to fill vacancies through June 30, 2020:

Cassandra Liggins, School District of the City of York  
Rhonda Myers, Fairfield Area, Gettysburg Area and Upper Adams School Districts

**G. Oath of Office – Board Solicitor**

Danielle Whitebread, Northeastern School District  
Cassandra Liggins, School District of the City of York  
Rhonda Myers, Fairfield Area School District

**H. Approval of Minutes of January 7, 2020**

**I. 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 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
Hatcher	Anna	Teacher Assistant	Life Skills Support	01/08/2020	Resignation
Heinecke-Hall	Kimberly	Personal Care Assistant	Multidisabilities Support	01/20/2020	Resignation
Johnson	Karen	Teacher	Hearing Impaired Support	01/17/2020	Retirement
Kennedy	Jairia	Teacher Assistant	Therapeutic Emotional Support	01/10/2020	Resignation
Lawson	Marybeth	Instructional Advisor	Autistic Support	02/03/2020	Resignation
Maxfield	Latasha	Teacher Assistant	Emotional Support	01/21/2020	Resignation
Mitchell	Susan	Personal Care Assistant	Autistic Support	01/27/2020	Resignation
Olszewski	Natasha	Teacher Assistant	Life Skills Support	01/09/2020	Resignation
Sosa	Kirsten	Personal Care Assistant	Life Skills Support	01/17/2020	Resignation

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**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
Blahus	Rebecca	Staff Developer	Educational Services	01/29/2020	\$76,302.00	LIUEA DRT-13	188 Day Stretch
Hinton	Raven	Music Teacher	Special Education	01/29/2020	\$34.18 per hour	LIUEA D-1	150 Days
Miller	Jessica	Staff Developer	Educational Services	01/29/2020	\$69,646.00	LIUEA DRT-11	188 Day Stretch
Segura	Kelly	Temporary Teacher	Act 89 Nonpublic School Services	01/15/2020	\$40.34 per hour	LIUEA F-6	Part Time Hourly

(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
Buehrle	Caroline	Teacher Assistant	Emotional Support	01/29/2020	\$13.72 per hour	TA/PCA G-1	188 Days
Day	Jessica	Personal Care Assistant	Autistic Support	01/20/2020	\$13.37 per hour	TA/PCA A-1	188 Days
Fowler	Taylor	Teacher Assistant	Therapeutic Emotional Support	01/22/2020	\$13.62 per hour	TA/PCA A-2	188 Days
Geesey	Ashley	Personal Care Assistant	Autistic Support	01/22/2020	\$14.81 per hour	TA/PCA F-2	188 Days
Havens	Taylor	Teacher Assistant	Autistic Support	01/29/2020	\$13.37 per hour	TA/PCA A-1	188 Days
Miller	Marcia	Secretary	Transportation	01/15/2020	\$21.04 per hour	Sec C E-5	260 Days
Reece	Shawntel	Personal Care Assistant	Autistic Support	01/23/2020	\$13.47 per hour	TA/PCA C-1	188 Days
Sheasley	Thomas	Help Desk Tier I Representative	Educational Technology Services	01/29/2020	\$16.02 per hour	Tech B E-1	260 Days
Sprow	Karen	Teacher Assistant	Autistic Support	01/28/2020	\$14.33 per hour	TA/PCA A-5	188 Days
Zahi	Amy	Personal Care Assistant	Autistic Support	01/29/2020	\$13.72 per hour	TA/PCA G-1	188 Days

**c. Miscellaneous**

(1) 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
Ford	Christina	Itinerant Teacher	Preschool	\$54,458.00	LIUEA I-4	12/19/2019	LIUEA H-4 \$53,657.00	LIUEA I-4 \$54,458.00	Salary Column Movement – Master's + 45

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Fourhman	Christine	Secretary	Special Education	\$21.17 per hour	ESPA Sec D C-6	01/08/2020	Autistic Support 35 hours per week	Special Education 40 hours per week	Position Transfer
Krchnak	Marie	Speech Therapist	Preschool	\$52,368.00	LIUEA G-5	01/03/2020	LIUEA F-5 \$51,468.00	LIUEA G-5 \$52,368.00	Salary Column Movement – Master's + 15
Krepps	Zebulun	Teacher	Alternative Education	\$61,073.00	LIUEA I-8	12/16/2019	LIUEA H-8 \$60,458.00	LIUEA I-8 \$61,073.00	Salary Column Movement – Master's + 45
Schulze	Mindy	Orientation and Mobility Specialist	Visually Impaired Support	n/a	n/a	01/02/2020	17 hours per week	14 hours per week	Work Calendar Adjustment
Strausbaugh	Courtney	Teacher Assistant	Autistic Support	\$13.55 per hour	ESPA TA/PCA D-1	01/13/2020	ELECT  Case Manager  Part Time Hourly  Recruiter D-1  \$17.32 per hour	Autistic Support Teacher Assistant  188 Days  TA/PCA D-1  \$13.55 per hour	Position Transfer

(2) Student Workers:

ID#	Location	Rate of Pay
FO81498	New Oxford Training Site	\$7.25 per hour

**2. Business Actions**

**a. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of December 31, 2019, showing cash on hand of \$15,643,415.98.

**b. Check Register of Payments**

Background: The disbursement reports list payments made since the last Board report through January 24, 2020.

Payroll 12/30/2019	\$3,073,851.02
Payroll 1/15/2020	\$4,744,366.55
Total Payroll	\$7,818,217.57
Total Accounts Payable	\$1,783,698.71
<b>Total Payments</b>	<b>\$9,601,916.28</b>

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Recommendation: Motion to approve payments through January 24, 2020 and payroll through January 15, 2020, totaling \$9,601,916.28

**c. *Budget Transfers***

Background: The budget transfer report lists transfers processed from December 20, 2019 through January 24, 2020.

Recommendation: Motion to approve the Budget Transfers from December 20, 2019 through January 24, 2020.

**d. *Transportation Drivers Update for January 1, 2020***

Background: Monthly updates will be provided to LIU Board members throughout the school year, showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers as of January 1, 2020.

**3. *Grant Applications***

**a. *Dollar General Literacy Grant***

Background: Purpose of grant is to support the LIU 12 Franklin County Literacy Council with costs of upgraded technology, materials, staff, travel and duplication. Grant funds support staff/volunteer training, and increase digital skills for clients to succeed in or improve employment.

Recommendation: Motion to approve grant application to Dollar General for \$10,000 for the Franklin County Literacy Council for the time period May 14, 2020 through April 15, 2021.

**b. *United Way of Franklin County Community Impact Grant***

Background: Purpose of grant is to support the LIU 12 Franklin County Literacy Council with operational costs, including staff, postage, duplication, travel and supplies. Grant funds will support services for clients by providing literacy/ESL instruction to increase financial stability.

Recommendation: Motion to approve grant application to United Way of Franklin County for \$20,000 for the Franklin County Literacy Council for the time period January 1, 2021 through December 31, 2021.

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**4. *Job Descriptions for Adoption***

Background: The following job descriptions are presented for adoption.

- a. Director of Human Resources (revised)
- b. Associate Director of Special Education (revised)
- c. Elementary/Secondary School Counselor (revised)
- d. Sign Language Interpreter Coordinator (new)
- e. Human Resources Assistant (new description for a current position)
- f. Secretary, Transportation (rewritten due to restructured duties)
- g. School Based ACCESS Program (SBAP) Coordinator (revised)
- h. School Based ACCESS Program Secretary (new)
- i. Technical Systems Support Specialist (revised)
- j. Systems Engineer (revised)

Recommendation: Motion to adopt job descriptions.

**5. *Job Descriptions for Review***

Background: The following job descriptions are presented for review.

- a. Accounting Generalist – Payroll (replaces Payroll Specialist I)
- b. Human Resources Coordinator (new)

**6. *Board Policy for Review***

Background: Board Policy 815.2 – Use of Livestream Video is a new policy and is presented for review.

Recommendation: No action is required at this time.

**J. New Business**

**K. President's Report**

**L. Executive Director's Report**

**M. Cabinet Reports**

**N. Adjournment**

**Next Regular Meeting: March 4, 2020**