

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 6, 2018**

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 – Kevin Stouffer

F. Approval of Minutes of February 6, 2018

G. 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 G-1 through G-6 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
Avola	Emily	Personal Care Assistant	Autistic Support	02/02/2018	Resignation
Beard	Kimberly	Speech Therapist	Preschool	02/22/2018	Retirement
CL61938		Student Worker	Life Skills Support	08/03/2017	Graduated
Dennis	Sarah	Teacher Assistant	Therapeutic Emotional Support	02/12/2018	Retirement
Dubs	Courtney	Personal Care Assistant	Emotional Support	02/22/2018	Resignation
Goumalatsos	Benjamin	Personal Care Assistant	Blind/Visually Impaired Support	02/09/2018	Resignation
GR89168		Student Worker	Life Skills Support	05/04/2017	Graduated
Heckman	Julie	Teacher Assistant	Multiple Disabilities Support	02/09/2018	Termination
Hertig	Carla	Speech Therapist	Preschool	06/14/2018	Retirement
Knable	Heather	Personal Care Assistant	Autistic Support	02/15/2018	Resignation
Langmead	Jennifer	Teacher	Autistic Support	02/08/2018	Resignation
ME60466		Student Worker	Life Skills Support	08/03/2017	Graduated
Orner	Brooke	Fingerprint Clerk	Human Resources	02/05/2018	Resignation
Spurley	Brian	Fingerprint Clerk	Human Resources	02/02/2018	Retirement
ST70026		Student Worker	Life Skills Support	05/26/2017	Graduated
Woodal	Kayla	Custodian	Maintenance	01/30/2018	Termination
YO68839		Student Worker	Life Skills Support	05/26/2017	Graduated

b. Nominations

New hires as per the effective dates and rates noted:

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

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 6, 2018**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Lockett	Wendy	Teacher	Language Instruction Educational	03/07/2018	\$41.31/Hour	LIUEA H-6	Part Time

(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
Martin	Hailee	Personal Care Assistant	Behavior Intervention	03/07/2018	\$12.67	TA/PCA G-1	188 Days
Pallone	Ashlei	Accounting Generalist	Business Services	03/07/2018	\$17.74	Sec E G-1	260 Days
Sellers	Erika	Fingerprint Clerk	Human Resources	02/20/2018	\$9.74	Sec A A-2	Part Time

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
Baker	Brian	Teacher	Southern York County School District	January 23, 2018 – June 2018
Bordner	Corrine	Interpreter	Bermudian Springs School District	February 20, 2018 – May 15, 2018
DiCesare	Rosemary	Interpreter	Red Lion Area School District	February 9, 2018
Hockensmith	Kimberly	Interpreter	Bermudian Springs School District	February 20, 2018 – May 15, 2018
Holmes	Rebecca	Interpreter	Bermudian Springs School District	February 20, 2018 – May 15, 2018
Mellinger	Rebekah	Interpreter	School District of the City of York	March 3, 2018
Serner	Marilyn	Interpreter	Bermudian Springs School District	February 20, 2018 – May 15, 2018
Warner	Patricia	School Psychologist	Abraxas Leadership Development Program	January 20, 2018 February 10, 2018 February 17, 2018

(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
Coble	Leslie	Teacher	Emotional Support	\$69,990.00	LIUEA G-13	07/01/2016	F-13	G-13	Correction in Salary
Focht	Richard	School Psychologist	Pupil Personnel Services	n/a	n/a	03/07/2018	03/07/2018	08/08/2018	Medical Sabbatical
Knapp	Carly	Teacher Assistant	Therapeutic Emotional Support	\$12.57	TA/PCA E-1	01/31/2018	\$12.32	\$12.57	Correction in Salary
Nelson	Lureen	ESL Instructor	Language Instruction Educational	\$33.25	n/a	02/01/2018	n/a	n/a	Additional Duties Through 02/23/2018
Whitaker	Jane	Teacher Assistant	Life Skills Support	n/a	n/a	02/15/2018	02/16/2018	02/15/2018	Correction in Resignation Date

(3) Student Worker

ID#	Location	Rate of Pay
K186680	New Oxford Training Site	\$7.25

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 6, 2018**

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of January 31, 2018, showing cash on hand of \$19,932,324.90.

b. Check Register of Payments

The check register lists payments made since the last Board report through February 23, 2018.

Payroll 1/15/18	\$ 4,767,412.35
Payroll 1/30/18	\$ 2,883,397.86
Payroll 2/15/18	<u>\$ 4,808,703.15</u>
Total Payroll	\$ 12,459,513.36
Total Accounts Payable	<u>\$ 3,043,926.77</u>
Total Payments	\$ 15,503,440.13

Recommendation: Motion to approve payments through February 23, 2018 and payroll through February 15, 2018, totaling \$ 15,503,440.13.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from January 25, 2018 through February 23, 2018.

3. Job Description for Adoption

Background: A new job description for Preschool Data Specialist is presented for adoption.

Recommendation: Motion to adopt new job description for Preschool Data Specialist.

4. Job Description for Review

Background: A new job description for Supervisor of Homeless Program Services is presented for review.

Recommendation: No action is required at this time.

5. Board Policy Revision for Review

Background: Board Policy 618 – Student Classroom Funds has been revised and is presented for first reading.

Recommendation: No action is required at this time.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 6, 2018**

6. *Adult Education Grant*

Background: The Adult Basic Education Grants (Federal Title II/WIOA & State Act 143) provide basic education classes, high school equivalency classes, adult English as a Second Language classes in all three counties. The state portion of funding supports the Adams and Franklin County Literacy Council operations.

Recommendation: Motion to approve application to the PA Department of Education for \$703,047 through the Adult Basic Education Federal Title II/WIOA Grant and \$295,610 through the Adult Basic Education State Act 143 Grant for proposed time period July 1, 2018 through June 30, 2019.

H. New Business:

1. *Adoption of Audit Report for Year Ending June 30, 2017*

Background: The Audit Report for 2016-2017 by Smith Elliott Kearns and Company is presented for adoption.

Recommendation: Motion to adopt the 2016-2017 Audit Report of Smith Elliott Kearns & Company.

2. *Employment Contract for Director of Finance*

Background: The Personnel Committee recommends approval of an employment contract with Tim Stanton to continue to serve as the Director of Finance for a term of office beginning August 1, 2018 through June 30, 2022.

Recommendation: Motion to approve an employment contract with Tim Stanton to continue to serve as the Director of Finance for a term of office beginning August 1, 2018 through June 30, 2022.

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 2018 election of members to the LIU Board.

4. *Settlement Agreement*

Background: The Administration recommends approval of a Settlement Agreement between the LIU 12 and a Student attending LIU 12 programming.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 6, 2018**

Recommendation: Motion to approve the Settlement Agreement between LIU 12 and a Student attending LIU 12 programming.

I. President's Report

J. Interim Executive Director's Report

K. Cabinet Reports

- Special Education Comprehensive Review Update

L. Adjournment

Next Meeting: April 3, 2018