

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

FEBRUARY 7, 2017

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 7, 2017. Board President Michael Miller called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present for roll call:

| | |
|----------------|------------------|
| Michael Miller | Richard Robinson |
| Cory Nade | Charles Steel |
| Todd Orner | Michael Wagner |
| Paul Politis | Douglas White |
| James Roberts | |

LIU staff members attending were: LeeAnn Zeroth, Ed.D., Jody Nace, Ed.D., Bettie Bertram, Ed.D., Jared Mader, Lynn Murphy, Ed.D., Tim Stanton, Lisa Greth, Jill Trostle, and Kim Smith, Esq. of Barley-Snyder.

VISITORS: The following visitor attended the meeting: Kevin Stouffer of Smith Elliott Kearns and Company.

PRESENTATION: Mr. Kevin Stouffer of Smith Elliott Kearns and Company provided an overview of the Audit Report of fiscal year 2015-2016, reporting an unmodified audit opinion with no findings--the best opinion that can be issued on the financial statements.

APPROVAL OF MINUTES: The minutes of the previous meeting were approved as presented.

APPROVAL OF CONSENT AGENDA: The Consent Agenda and addendum were presented for approval:

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 |
|-----------|------------|---|-------------------------------------|------------|-------------|
| Arnold | Aubree | Personal Care Assistant | Multi-Disabilities Support | 01/12/2017 | Resignation |
| Beard | Patricia | Secretary | Hearing & Visually Impaired Support | 03/10/2017 | Retirement |
| Beard | Sandra | Personal Care Assistant | Autistic Support | 01/09/2017 | Retirement |
| Bramlet | Michael | Program Coordinator | Migrant | 01/25/2017 | Terminated |
| Jones | Helen | Teacher Assistant | Autistic Support | 12/23/2016 | Retirement |
| King | Megan | English as a Second Language Instructor | Adult Education | 01/11/2017 | Resignation |
| Martin | Diana | Driver | Transportation | 12/14/2016 | Retirement |
| Saunders | Ashlee | Teacher Assistant | Autistic Support | 02/03/2017 | Resignation |
| Smith | Lori | LPN | Life Skills Support | 01/27/2017 | Resignation |
| Woodal | Kayla | Personal Care Assistant | Autistic Support | 01/13/2017 | Resignation |

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b. Nominations

(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 |
|-----------|------------|----------|------------------------------|--------------------------|--------------|---------------------|-----------------------|
| Anders | Kelsey | Teacher | Autistic Support | 02/08/2017 | \$49,646.00 | F-3 | 188 Days |
| Hoffman | Mark | Teacher | Behavior Intervention | 02/08/2017 | \$43,765.00 | D-1 | 188 Days |
| Nogle | Kathie | Teacher | English as a Second Language | 01/25/2017 | \$38.86/Hour | G-5 | Part-Time 188 Days |

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

| Last Name | First Name | Position | Program | Orientation or Hire Date | Rate | Category Step/Scale | Work Calendar |
|-----------|------------|---|-----------------------------|--------------------------|---------|---------------------|---------------|
| Gosnell | Melissa | Homeless Student Initiative Program Liaison | Homeless Student Initiative | 02/08/2017 | \$19.54 | TA/PCA/BA G-9 | 260 Days |
| Montoro | Tracy | Management Services Coordinator | Management Services | 02/08/2017 | \$19.22 | SEC E G-2 | 260 Days |
| Poff | Kira | Teacher Assistant | Dual Diagnosis | 02/08/2017 | \$12.62 | TA/PCA/BA F-1 | 188 Days |

c. Miscellaneous

(1) Professional Contracts

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

| Last Name | First Name |
|------------------|------------|
| Connolly | Casey |
| Donmoyer | Jared |
| Kuhn | Jill |
| Liriana-Crumback | Jessica |
| Redding | Katelyn |
| Stepanchick | Lauren |

(2) Additional Service Agreements

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

| Last Name | First Name | Position | School District | Dates |
|------------|------------|--------------|--|--|
| Bordner | Corinne | Interpreter | Fairfield Area School District | January 10, 2017 – Two Hours |
| Connolly | Casey | Teacher | Chambersburg Area School District | January 26, 2017 – March 31, 2017 |
| Demory | Michele | Teacher | Chambersburg Area School District | January 26, 2017 – March 31, 2017 |
| DiCesare | Rosemary | Interpreter | Dallastown Area School District | January 17, 2017 – May 23, 2017 |
| Imhoff | Jennifer | Interpreter | Dallastown Area School District | January 17, 2017 – May 23, 2017 |
| Knovich | Hollie | Interpreter | Dallastown Area School District | January 17, 2017 – May 23, 2017 |
| Lawrence | Billie Jo | Nurse | South Western School District | January 30, 2017 through the end of the school year. |
| Marcarelli | Michelle | Interpreter | Dallastown Area School District | January 17, 2017 – May 23, 2017 |
| Moul | Debra | Interpreter | Dallastown Area School District | January 17, 2017 – May 23, 2017 |
| Warner | Patricia | Psychologist | Abraxas Leadership Development Abraxas Leadership Development Abraxas Leadership Development | November 2016 – Two Days December 23, 2017 January/February 2017 – One Day |
| Watt | Emily | Teacher | Northeastern School District | January 9, 2017 – April 7, 2017 |

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(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 |
|-------------|------------|----------------------------|------------------------------|-----------------------------|-----------------------|------------|---------------|-----------------------|---|
| Cox | Deanna | Instructional Advisor | MDS/LSS | \$51,146.00 + \$2,750.00 | LIUEA G-5 +Stipend | 01/09/2017 | Teacher | Instructional Advisor | Position Transfer |
| Fauth | Donna | Fingerprint Clerk | Human Resources | N/A | N/A | 01/26/2017 | Part-Time | As Needed Basis | Decrease in Hours Worked |
| Grim | Lori | Student Support Specialist | Migrant | N/A | N/A | 01/03/2017 | 260 Days | 190 Days | Decrease in Days Worked |
| Groft | Emily | Assistant | Management Services | \$12.10 | ESPA Secretary C A-1 | 01/16/2017 | Courier | Assistant | Temporary |
| Luckenbaugh | Ingrid | Fingerprint Clerk | Human Resources | N/A | N/A | 01/26/2017 | Part-Time | As Needed Basis | Decrease in Hours Worked |
| Miller | Shannon | Psychologist | Pupil Personnel Services | \$55,821.00 | LIUEA K-3 | 01/03/2017 | LIUEA J-3 | LIUEA K-3 | Salary Column Movement Psych +15 |
| Ritson | Amy | Teacher | English as a Second Language | N/A | N/A | 12/12/2016 | 40 Hours/Week | 33 ¾ Hours/Week | Decrease in Hours Worked |
| Shurina | Sandra | Itinerant Teacher | Hearing Impaired Support | \$66,020.00 | LIUEA I-11 | 01/02/2017 | LIUEA H-1 | LIUEA I-11 | Salary Column Movement – Master +45 |
| Walton | Danielle | Teacher | Multi-Disabilities Support | \$69,316.00 | LIEA F-13 | 11/01/2016 | LIUEA E-13 | LIUEA F-13 | Salary Column Movement – Master’s Equivalency |
| Wardrop | Emily | Teacher | Preschool | \$46,775.00 | LIUEA F-5 | 12/18/2016 | LIUEA E-5 | LIUEA F-5 | Salary Column Movement – Master Degree |
| Wildasin | Dawn | Teacher Assistant | Preschool | \$13.68 | ESPA TA/PCA/BA B-4 | 08/09/2016 | A-4 | B-4 | Correction in Salary |

2. Business Actions

a. Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of December 31, 2016, showing cash on hand of \$17,045,109.95.

b. Check Register of Payments

Recommendation: Motion to approve payments through January 20, 2017, totaling \$14,581,860.67. A copy of the Check Register, Payroll Report and ACH Report is attached to the original minutes.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from December 16, 2016 through January 20, 2017. A copy of the Budget Transfer Report will be attached to the original minutes.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt revised job descriptions.

Supervisor of Pupil Personnel Services (revision)
Management Services Coordinator (revision)

MOTION ON CONSENT AGENDA AND ADDENDUM: Charles Steel moved to approve the consent agenda, seconded by Cory Nade. Roll call vote recorded: Michael Miller/aye; Cory Nade/aye; Todd Orner/aye; Paul Politis/aye; James Roberts/aye; Richard Robinson/aye; Charles Steel/aye; Michael Wagner/aye; and Douglas White/aye. The motion passed by a vote of 9 ayes.

NEW BUSINESS

1. Adoption of General Operating Budget 2017-2018

Recommendation: Motion to adopt the General Operating Budget for 2017-2018 totaling \$7,037,879. James Roberts moved approval, seconded by Paul Politis. Roll call vote recorded: Michael Miller/aye; Cory Nade/aye; Todd Orner/aye; Paul Politis/aye; James Roberts/aye; Richard Robinson/aye; Charles Steel/aye; Michael Wagner/aye; and Douglas White/aye. The motion passed by a vote of 9 ayes.

2. Adoption of Audit Report for Year Ending June 30, 2016

Recommendation: Motion to adopt the 2015-2016 Audit Report of Smith Elliott Kearns & Company. Cory Nade moved to approve, seconded by James Roberts. Roll call vote recorded: Michael Miller/aye; Cory Nade/aye; Todd Orner/aye; Paul Politis/aye; James Roberts/aye; Richard Robinson/aye; Charles Steel/aye; Michael Wagner/aye; and Douglas White/aye. The motion passed by a vote of 9 ayes.

3. Approval of Election Ballot

Recommendation: Motion to adopt the proposed election ballot to be used for the 2017 election of members to the LIU Board. James Roberts moved approval, seconded by Charles Steel. All board members present are recorded as voting in favor and the motion carried.

PRESIDENT'S REPORT: Mr. Miller reported that the Personnel Committee met prior to the meeting to discuss personnel matters, and the Negotiations Committee would meet immediately following the business meeting. Mr. Miller, Dr. Zeroth, and Mr. Steel attended PSBA's Board President training on January 28, 2017. Solicitor Kim Smith provided an update on negotiations.

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EXECUTIVE DIRECTOR'S REPORT: Dr. Zeroth and Dr. Nace reported on the following topics:

- The Governor's Budget was announced earlier in the day and information was shared with Board members and superintendents.
- Appreciation was extended to Tim Stanton and division directors for their work toward the achievement of a successful audit.
- Board members were given a summary of a press event hosted recently by the Campaign for Fair Education Funding at the School District of the City of York.
- Dee Stough, an LIU bus assistant for 15 years, recently passed away.
- As the lead for the Assistant Executive Directors' job alike group, Dr. Nace reported that intermediate unit human resource directors have been invited to serve on a panel to discuss recruitment and retention strategies.

CABINET REPORTS: Cabinet members shared highlights of division activities that occurred since the last meeting.

NEXT MEETING: The next regular meeting of the Board of Directors will be held at 7:00 p.m. on March 7, 2017, at the LIU Central Office in New Oxford.

ADJOURNMENT: James Roberts moved to adjourn, seconded by Charles Steel. The meeting adjourned at 8:01 p.m.

Tim A. Stanton
Board Secretary

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