

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

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**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Oath of Office**

**E. Recognition of Visitors and Public Comment: Douglas White, Board President**

**F. Presentation: Project Max – Ms. Patti Wysocki, Instructional Advisor to the Life Skills Support and Multidisabilities Support Programs in York and Adams Counties**

**G. Approval of Minutes of April 5, 2016**

**H. 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      |
|--------------|------------|-------------------------|----------------------------|------------|-------------|
| Alvarado     | Hilary     | Aide                    | Migrant Program            | 04/05/2016 | Termination |
| Baker        | Barbara    | PCA                     | Multi-Disabilities Support | 06/01/2016 | Retirement  |
| Behney       | Jennifer   | Teacher                 | Migrant Program            | 04/05/2016 | Termination |
| Benson       | Donna      | Program Specialist      | Preschool Program          | 07/28/2016 | Retirement  |
| Bettyon      | Diane      | Teacher Assistant       | Multi-Disabilities Support | 06/01/2016 | Retirement  |
| Cremona      | Kelsey     | Nurse                   | Migrant Program            | 04/05/2016 | Termination |
| Dixon        | Annamarie  | ESL Instructor          | Adult Education Program    | 04/07/2016 | Resignation |
| Figueroa     | Andrea     | ESL Interpreter         | Migrant Program            | 04/05/2016 | Termination |
| Gonzalez     | Jennifer   | Personal Care Assistant | Hearing Impaired Support   | 04/08/2016 | Resignation |
| Jenkins      | Rachel     | Teacher                 | Hearing Impaired Support   | 06/02/2016 | Resignation |
| Kane         | Jennifer   | Reading Specialist      | Migrant Program            | 04/05/2016 | Termination |
| Khanal       | Krishna    | Assistant               | Migrant Program            | 04/05/2016 | Termination |
| Krout        | Beverly    | Teacher Assistant       | Autistic Support           | 06/02/2016 | Retirement  |
| Lizama-Rodas | Lily       | Assistant               | Migrant Program            | 04/05/2016 | Termination |
| Lleras       | Mildred    | Assistant               | Migrant Program            | 04/05/2016 | Termination |
| Maben        | Maggie     | Teacher                 | Migrant Program            | 04/05/2016 | Termination |
| Means        | Rhonda     | Speech Therapist        | Speech Language Support    | 06/09/2016 | Resignation |
| Menchu       | Jorge      | Aide                    | Migrant Program            | 04/05/2016 | Termination |
| Mohamed      | Abdi       | ESL Interpreter         | Migrant Program            | 04/05/2016 | Termination |
| Morehead     | Rosemary   | Teacher                 | Life Skills Support        | 06/02/2016 | Retirement  |
| Rice         | Frances    | Teacher Assistant       | Emotional Support          | 06/01/2016 | Retirement  |
| Rodriguez    | Debby      | Assistant               | Migrant Program            | 04/05/2016 | Termination |
| Rosario      | Varquidia  | Assistant               | Migrant Program            | 04/05/2016 | Termination |
| Sager        | Megan      | Fiscal Assistant        | Migrant Program            | 04/22/2016 | Resignation |
| Sanchez      | Jennifer   | Assistant               | Migrant Program            | 04/05/2016 | Termination |

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

|          |           |                   |                     |            |             |
|----------|-----------|-------------------|---------------------|------------|-------------|
| Santana  | Shaira    | Assistant         | Migrant Program     | 04/05/2016 | Termination |
| Sauble   | Jennifer  | Teacher           | Migrant Program     | 04/05/2016 | Termination |
| Sherman  | Robin     | Teacher           | Migrant Program     | 04/05/2016 | Termination |
| Siwakoti | Bimla     | Assistant         | Migrant Program     | 04/05/2016 | Termination |
| Vera-Lua | Claudia   | Child Care Worker | Migrant Program     | 04/05/2016 | Termination |
| Vera-Lua | Estefania | Child Care Worker | Migrant Program     | 04/05/2016 | Termination |
| Wenger   | Wenda     | Teacher Assistant | Life Skills Support | 06/01/2016 | Retirement  |
| Youssef  | Nabilai   | ESL Interpreter   | Migrant Program     | 04/05/2016 | Termination |
| Zavala   | Lorena    | Assistant         | Migrant Program     | 04/05/2016 | Termination |

**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 |
|--------------|------------|------------------|--------------------------|--------------------------|--------------|---------------------|---------------|
| Leskowsky    | Sarah      | Speech Therapist | Extended School Year/    | 05/04/2016               | \$37.06/Hour | F-1                 | ESY           |
|              |            |                  | Speech Language Support  |                          | \$48,777     |                     | 188 Days      |
| Waltersdorff | Melissa    | Counselor        | Act 89 Nonpublic Schools | 05/04/2016               | \$37.29/Hour | F-2                 | Part Time     |

**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 | Date       |
|-----------|------------|------------|
| Bull      | Collen     | 04/05/2016 |
| Campbell  | Gary       | 04/05/2016 |
| Ginter    | Mark       | 04/05/2016 |
| Murphy    | Barbara    | 05/03/2016 |
| Pierich   | Jennifer   | 05/03/2016 |
| Saltzman  | Robert     | 04/05/2016 |
| Wambold   | Alexandrea | 05/03/2016 |
| Wentz     | Gregory    | 05/03/2016 |

(2) Additional Service Agreements

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

| Last Name | First Name | Position    | School District                  | Dates                         |
|-----------|------------|-------------|----------------------------------|-------------------------------|
| Imhoff    | Jennifer   | Interpreter | Red Lion Area School District    | April 22, 2016                |
| Kent      | Lisa       | Interpreter | Northeastern School District     | April 28, 2016 - 2 hours      |
|           |            |             |                                  | May 6, 2016 - 5 hours         |
|           |            |             |                                  | June 1, 2016 - 4 hours        |
|           |            |             |                                  | June 7, 2016 - 4 hours        |
| Kroll     | Leah       | Teacher     | Northeastern School District     | March 20, 2016 - June 7, 2016 |
| Legore    | Laura      | Teacher     | Littlestown Area School District | April 18, 2016 - May 20,      |

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

|          |          |              |  |   |
|----------|----------|--------------|--|---|
|          |          |              |  | 2016  |
| Merryman | Kimberly | Teacher      | York Suburban School District                          | April 4, 2016 – June 3, 2016  |
| Moul     | Debra    | Interpreter  | Central York School District                           | April 7, 2016 - 3 hours   |
| Rose     | Rhonda   | Teacher      | Bermudian Springs School District                      | April 4, 2016 through end of 2015-16 School Year                            |
| Schaefer | Deborah  | Teacher      | South Western School District                          | April 1, 2016 & June 7, 2016  |
| Warner   | Patricia | Psychologist | Abraxas Leadership Development<br>Abraxas Youth Center | March 2016 – 2 days<br>April 2016 – 2 days<br>April 2016 /June 2016 -2 days |

**(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                                   |
|-----------|------------|-----------------------|------------------------------|-------------|---------------------|------------|-----------------|-----------------------|--|
| Groft     | Emily      | Courier               | Business Services            | \$10.00     | N/A                 | 04/10/2016 | \$9.18          | \$10.00               | Temporary Courier                        |
| KE79130   |            | Paid Work Experience  | Youth Work Experience        | \$8.75      | N/A                 | 04/11/2016 | \$7.25          | \$8.75                | Correction in Rate of Pay                |
| McCorkel  | Beth       | ESL Teacher           | English as a Second Language | \$77,070.60 | LIUEA I-13          | 03/31/2016 | 26 ¼ Hours/Week | 37 ½ Hours/Week       | Increase in Hours Worked                 |
| Reachard  | Rachel     | Instructional Advisor | Emotional Support            | \$2,750.00  | N/A                 | 04/11/2016 | Teacher         | Instructional Advisor | Instructional Advisor Stipend            |
| Reese     | Cathleen   | ESL Teacher           | English as a Second Language | \$55,453.00 | LIUEA F-8           | 02/26/2016 | 21 ¼ Hours/Week | 35 Hours/Week         | Increase in Hours Worked                 |
| Ritson    | Amy        | ESL Teacher           | English as a Second Language | \$43,698.72 | LIUEA F-2           | 03/14/2016 | 23 ¾ Hours/Week | 31 ¼ Hours/Week       | Increase in Hours Worked                 |
| Stuff     | Susan      | Secretary             | Special Education            | \$37,857.60 | ESPA Secretary D    | 04/01/2016 | Secretary C     | Secretary D           | Temporary Assignment until June 30, 2016 |

**(4) Additional days beyond contract:**

**Act 89 Nonpublic School Program**

| Last Name | First Name | Program                 | May/June 2015 |
|-----------|------------|-------------------------|---------------|
| Arnold    | Dessylyn   | Act 89 Nonpublic School | 2 days        |
| Brandt    | Stephanie  | Act 89 Nonpublic School | 2 days        |
| Gottshall | Theresa    | Act 89 Nonpublic School | 2 days        |
| Highlands | Angela     | Act 89 Nonpublic School | 2 days        |
| Holtzman  | Crystal    | Act 89 Nonpublic School | 2 days        |
| Lightner  | Vanessa    | Act 89 Nonpublic School | 2 days        |
| Linder    | Kathy      | Act 89 Nonpublic School | 2 days        |
| Moul      | Debra      | Hearing Impaired        | 1 day         |
| Russell   | Leah       | Act 89 Nonpublic School | 2 days        |
| Wilde     | Tanya      | Act 89 Nonpublic School | 2 days        |
| Williams  | Sandra     | Act 89 Nonpublic School | 2 days        |

**Special Education Division**

| Last Name | First Name | Program          | May/June 2015/2016 # Days | July/August 2016/2017 # Days |
|-----------|------------|------------------|---------------------------|------------------------------|
| Bayliss   | Michelle   | Autistic Support | 4                         |                              |

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

|            |           |                            |      |    |
|------------|-----------|----------------------------|------|----|
| Bittle     | Kristine  | Alternative Education      | 26   | 2  |
| Calaman    | Zachary   | Life Skills Support        | 2    |    |
| Choiniere  | Katherine | Multi-Disabilities Support | 3    |    |
| Durbin     | David     | Emotional Support          |      | 2  |
| Fass       | Elaine    | Life Skills Support        | 1    |    |
| Fulton     | Lauren    | Preschool                  | 0    | 2  |
| Gardner    | Travis    | Lion's Pride               | 2    | 2  |
| Hardman    | Colleen   | Emotional Support          | 1    |    |
| Helsabeck  | Anne      | Lion's Pride               |      | 15 |
| Herb       | Debra     | Life Skills Support        | 4.75 |    |
| Holtzapple | Sandra    | Life Skills Support        | 1    |    |
| Kuhn       | Sheri     | Life Skills Support        | 5.75 |    |
| Markle     | Christa   | Autistic Support           | 6    |    |
| Merryman   | Kim       | Emotional Support          | 2    | 2  |
| Minnich    | Cindy     | Life Skills Support        | 1    |    |
| Owens      | Kevin     | Life Skills Support        | 6.5  |    |
| Poff       | Dena      | Life Skills Support        | 3.5  |    |
| Priestner  | Karen     | Preschool                  | 4    |    |
| Quinn      | Erica     | Life Skills Support        | 7    |    |
| Reachard   | Rachel    | Lion's Pride               |      | 3  |
| Richmond   | Diane     | Preschool                  | 6    |    |
| Royer      | Diana     | Life Skills Support        | 1    |    |
| Shoff      | Robin     | Life Skills Support        | 5    |    |
| Sigel      | Jamie     | Preschool                  | 4    | 5  |
| Snyder     | Marsha    | Preschool                  | 9    | 12 |
| Thompson   | Dorothy   | Life Skills Support        | 1    |    |
| Waybright  | Bonnie    | Life Skills Support        | 1.5  |    |
| Witmer     | Alicia    | Life Skills Support        | 1    |    |
| Witmer     | Lori      | Emotional Support          | 3    |    |
| Yambor     | Stephen   | Alternative Education      | 3    |    |

(5) Student Workers

Recommend approval for the following Student Workers with the Life Skills Support Program & Paid Work Experience Program:

| ID#     | Location                       | Rate of Pay |
|---------|--------------------------------|-------------|
| AT68995 | New Oxford Central Office      | \$8.75      |
| FA87081 | Greencastle-Antrim High School | \$8.75      |
| ME60466 | New Oxford Central Office      | \$8.75      |

**2. Business Actions**

*a. Treasurer's Report*

Recommendation: Motion to accept the Treasurer's Report of March 31, 2016, showing cash on hand of \$22,031,860.69.

*b. Check Register of Payments*

Recommendation: Motion to approve the Payment of Bills through April 21, 2016, totaling \$ 10,354,301.06. A copy of the Check Register and ACH batch listings will be attached to the original minutes.

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

---

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|------------------------|------------------------|
| Payroll 3/30/16        | \$ 2,092,141.98        |
| Payroll 4/15/16        | \$ <u>4,682,631.33</u> |
| Total Payroll          | \$ 6,774,773.31        |
| Total Accounts Payable | \$ <u>3,579,527.75</u> |
| Total Payments         | \$10,354,301.06        |

**3. Job Description for Adoption**

Background: The job description for Preschool Referral Secretary has been revised due to the reorganization of duties among the support staff in the Preschool Program. It is presented for adoption.

Recommendation: Motion to adopt revised job description for Preschool Referral Secretary.

**4. Board Policy for Review**

Background: The following policy is presented for first reading:

Policy 819 – Suicide Awareness, Prevention and Response (New)  
Policy 819 Attachment

Recommendation: No action required at this time.

**5. School Calendars for 2016-2017**

*a. Preschool Program 12-Month Calendar for 2016-2017*

Background: The LIU Preschool Program has been operating a 12-month stretch schedule since the 1995-96 school year. The calendar as proposed allows for a total of 172 days of attendance for students and 188 staff days. Once the schedule is approved, it will be distributed to building principals where LIU classes are located in order for them to plan appropriately.

*b. Franklin Learning Center School Calendar for 2016-2017*

Background: The programs that are housed at the Franklin Learning Center operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the Franklin County Joint School Committee, as well as the LIU Board of Directors.

*c. York Learning Center School Calendar for the 2016-2017*

Background: The programs that are now housed at the York Learning Center - Yorkshire Academy, Lion's Pride Academy (Elementary Alternative Education), and Freedom Academy (Secondary Alternative Education) operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors.

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
May 3, 2016**

---

*d. Leg-Up Farm School Calendar for 2016-2017*

Background: Leg Up Farm houses two LIU–operated classrooms that normally follow the Northeastern School District calendar. Therefore, we are requesting approval of this school calendar for the 2016-2017 school year.

Recommendation: Motion to adopt the following school calendars for 2016-2017:

Preschool Program 12-Month Calendar  
Franklin Learning Center School Calendar  
York Learning Center School Calendar  
Leg Up Farm School Calendar (Northeastern School District Calendar)

**I. New Business**

**1. Teller’s Report of Board Election**

Background: The Teller’s Report of election of directors to the LIU Board is presented for adoption.

Recommendation: Motion to accept the Teller’s Report of election of directors to serve on the LIU Board of Directors beginning July 1, 2016.

**2. PEMA/FEMA Application for Snow Removal Reimbursement**

Background: On January 23, 2016 our area received significant snowfall, after which LIU expended \$14,280 to remove snow from our New Oxford and York facilities. The LIU is requesting approval for Lynn Kraus to act as its Applicant Agent to apply for reimbursement of snow removal costs.

Recommendation: Motion to appoint Lynn Kraus as Lincoln Intermediate Unit’s Applicant Agent to apply for reimbursement from PEMA/FEMA for snow removal costs following the January 23, 2016 snowstorm.

**J. President’s Report**

**K. Executive Director’s and Assistant Executive Director’s Reports**

**L. Cabinet Reports**

**M. Adjournment**