

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
April 4, 2017**

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Recognition of Visitors and Public Comment: Michael Miller, Board President**

**E. Presentation: Central Pennsylvania Math Content and Coaching Project – Carrie Soliday**

**F. Approval of Minutes of March 7, 2017**

**G. 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*

Resignations and retirements per the reasons indicated and effective dates noted:

Last Name	First Name	Position	Program	Term Date	Reason
Bolin	Matthew	Teacher	Therapeutic Emotional Support	03/10/2017	Resignation
Brunk	Erin	Teacher	Autistic Support	03/31/2017	Resignation
Conrad	Paula	Teacher	Emotional Support	03/17/2017	Resignation
Deguffroy	Margaret	Teacher	Emotional Support	05/31/2017	Retirement
Kraus	Lynn	Manager	Management Services	11/03/2017	Retirement
Madrigal Garibay	Guadalupe	ESL Interpreter	English as a Second Language	03/02/2017	Never Started
Misner	Lois	Teacher Assistant	Multi-Disabilities Support	05/31/2017	Retirement

*b. Nominations*

New hires as per the effective dates and rates noted:

(1) 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
Kanode	Jennifer	English as a Second Language Instructor	Adult Education	04/05/2017	\$18.55	Grant Funded	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
Bordner	Corinne	Interpreter	Conewago Valley School District Fairfield Area School District	February 22, 2017 – March 11, 2017 February 20, 2017 – March 12, 2017

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Farver	Dawn	Interpreter	Fairfield Area School District	February 20, 2017 – March 12, 2017
Hockensmith	Kim	Interpreter	Conewago Valley School District Fairfield Area School District	February 22, 2017 – March 11, 2017 February 20, 2017 – March 12, 2017
Holmes	Rebecca	Interpreter	Fairfield Area School District	February 20, 2017 – March 12, 2017
Legore	Laura	Teacher	Conewago Valley School District	March 20, 2017 – April 14, 2017
Riding-Queenan	Beverly	Teacher	York Suburban School District	March 15, 2017 – May 25, 2017
Secula	Jennifer	Psychologist	Dover Area School District	One Day in March
Sieling	Rebecca	Teacher	Dallastown Area School District	March 15, 2017 – April 28, 2017
Sterner	Marilyn	Interpreter	Conewago Valley School District Fairfield Area School District	February 22, 2017 – March 11, 2017 February 20, 2017 – March 12, 2017
Warner	Patricia	Psychologist	Abraxas Leadership	One Day in March

**(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
Arnett	Melissa	Teacher	Preschool	\$71,664.00	LIUEA H-13	02/27/2017	G-13	H-13	Salary Column Movement – Master's +30
Bange	Jennifer	Migrant Assistant	Migrant	\$11.50/Hour	Grant Funded	03/08/2017	N/A	N/A	Additional Duties as Part Time Assistant
Fusillo	Carla	Floating Assistant	Life Skills Support	\$12.67/Hour	ESPA TA/PCA/BA G-1	03/16/2017	\$12.32	\$12.67	Correction in Salary
Mandell	Eric	Director	Migrant	\$105,000.00	Act 93	01/17/2017	\$103,000.00	\$105,000.00	Correction in Salary
Nelson	Lureen	Interpreter	Migrant	\$17.00/Hour	N/A	03/14/2017	N/A	N/A	Additional Duties - Part-Time Interpreter
Ortmann	Tina	Recruiter	Migrant	\$18.06/Hour	N/A	04/01/2017	N/A	N/A	Additional Duties – Recruiter
Redding	Katelyn	Teacher	Neurological Support	\$46,475.00	LIUEA E-4	01/01/2017	D-4	E-4	Salary Column Movement – Bachelor's +24
Shurina	Sandra	Itinerant Teacher	Hearing Impaired Support	\$68,424.00	LIUEA DRT-11	12/18/2016	I-11	DRT-11	Salary Column Movement – DRT-11
Stahle	Elaine	Teacher Assistant	Migrant	\$11.50/Hour	Grant Funded	03/11/2017	\$11.20	\$11.50	Correction in Salary

**(3) Intern**

Recommend approval for the following student to complete an internship with LIU:

Name	School	Dates
Kuhn, Keifer	Indiana University of Pennsylvania	May 15, 2017 – August 10, 2017

**2. Business Actions**

**a. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of February 28, 2017, showing cash on hand of \$ 17,211,928.41.

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*b. Check Register of Payments*

Recommendation: Motion to approve the Payment of Bills through March 22, 2017, totaling \$9,638,571.82. A copy of the Check Register, Payroll Report and ACH Report will be attached to the original minutes.

Payroll 2/28/17	\$ 2,945,072.71
Payroll 3/15/17	\$ <u>4,913,444.49</u>
Total Payroll	\$ 7,858,517.20
Total Accounts Payable	\$ <u>1,780,054.62</u>
<b>Total Payments</b>	<b>\$ 9,638,571.82</b>

*c. Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from February 23, 2017 through March 22, 2017. A copy of the Budget Transfer Report will be attached to the original minutes.

**3. Job Description for Review**

Background: A new job description for a 188-day Secretary for the Nonpublic Schools Program is presented for review.

Recommendation: No action is required at this time.

**4. Board of Directors' Meeting Schedule for 2017-2018**

Recommendation: Recommend approval of the Board of Directors' meeting schedule for 2017-2018.

**5. Board Policy Section 300 for Review**

Background: In conjunction with our policy review contract with PSBA, Board Policy section 300 is provided for review.

Recommendation: No action is required at this time.

**6. Board Policy Revision**

Background: The following policy is revised and presented for review.

Policy 622 – GASB Statement 34 and Capitalization of Fixed Assets

Recommendation: No action is required at this time.

**7. Procurement Procedure**

Background: The administration recommends adoption of a Procurement Procedure to be attached to Board Policy 626.

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Recommendation: No action is required at this time.

**8. Charitable Donation**

Background: Kimberly Etter, Coordinator of a Car Show to be held on October 14, 2017 at the Chambersburg Area Senior High School, would like to donate proceeds from the event to the Franklin Learning Center.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit to be the beneficiary of and to accept the proceeds earned from the 2<sup>nd</sup> Annual Car Show to be held on October 14, 2017 at the Chambersburg Area Senior High School.

**H. New Business:**

**1. Teller's Report on General Operating Budget**

Background: The Teller's Report of votes on the General Operating Budget for 2017-2018 will be provided for review and adoption. School districts have until March 31 to submit budget resolutions confirming their votes.

Recommendation: Motion to adopt the Teller's Report of votes on the General Operating Budget for 2017-2018.

**I. President's Report**

**J. Executive Director's and Assistant Executive Director's Reports**

**K. Cabinet Reports**

**L. Adjournment**

**Next Meeting: May 2, 2017**