#### Call to Order

#### Pledge of Allegiance

#### Roll Call

#### Recognition of Visitors and Public Comment: Michael Miller, Board President

#### Approval of Minutes of June 5, 2018

#### 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 F-1 through F-4 of the Consent Agenda.

##### ***Personnel Actions***

###### Resignations/Retirements/Terminations

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Carl | Kelly | Teacher | Autistic Support | 06/07/2018 | Resignation |
| Conway | Courtney | School Psychologist | Pupil Personnel Services | 06/11/2018 | Resignation |
| Cruz Ventura | Laura | 21st Century Program Assistant | 21st Century Grant Services | 06/04/2018 | Termination |
| Godstrey | Linda | Personal Care Assistant | Autistic Support | 06/01/2018 | Termination |
| Nesbit | Stephanie | Speech Therapist | Preschool | 07/19/2018 | Resignation |
| Picciotti | Justine | Teacher | Therapeutic Emotional Support | 06/07/2018 | Resignation |
| Ropp | Rosemary | Teacher | Therapeutic Emotional Support | 06/05/2018 | Retirement |
| Sager | Elizabeth | Teacher Assistant | Autistic Support | 06/01/2018 | Resignation |
| Sams | Rodney | Coordinator of Pupil Transportation | Transportation | 07/02/2018 | Resignation |
| Snyder | Christina | Personal Care Assistant | Autistic Support | 06/05/2018 | Resignation |
| Utz | Melissa | Teacher Assistant | Autistic Support | 06/05/2018 | Resignation |
| Walters | Patricia | Personal Care Assistant | Preschool | 06/06/2018 | Position Ended |

###### 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** |
| Bailets | Meredith | Speech Therapist | Preschool | 06/20/2018 | $49,772.00 | F-1 | 188 Day Stretch |
| Glassick | Emily | Teacher | Multiple Disabilities Support | 06/20/2018 | $45,091.00 | D-3 | 188 Days |
| Hively | Ashley | Speech Therapist | Speech/Language Support | 06/06/2018 | $49,772.00 | F-1 | 188 Days |
| LeDonne | Danielle | Speech Therapist | Speech/Language Support | 06/20/2018 | $49,772.00 | F-1 | 188 Days |
| Sherman | Kacey | Speech Therapist | Speech/Language Support | 06/20/2018 | $49,772.00 | F-1 | 188 Days |

* 1. 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** |
| Garcia | Elizabeth | 21st Century Summer Aide | 21st Century Grant Services | 05/30/2018 | $11.60 | Grant Funded | Part Time Temporary |
| Nichols Jr. | Joel | Courier | Business Services | 06/12/2018 | $13.89 | Maint. B-3 | Part Time 260 Days |

###### 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** |
| Various Substitutes | Various Substitutes | Substitute Assistant | South Western School District | May 14, 2018 – June 8, 2018 |

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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Forsythe | Marcia | Secretary | 21st Century Grant Services | $11.35 | ESPA Sec. B A-1 | 06/11/2018 | 06/11/2018 | Beginning of ’18-’19 School Year | Additional Temporary Summer Position |
| Hrycek | Lorrie | Job Coach | Educational Services | $15.30 | n/a | 06/01/2018 | n/a | n/a | Additional Temporary Summer Position |
| Krebs | Melinda | Job Coach | Educational Services | $15.30 | n/a | 06/01/2018 | n/a | n/a | Additional Temporary Summer Position |
| Lawson | Ricky | Summer Help | Business Services | $10.00 | n/a | 06/04/2018 | Student Worker | Summer Help | Position Transfer |
| Lopez Martinez | Alfonso | English as a Second Language Interpreter | Language Instruction Educational | $17.00 | n/a | 06/05/2018 | n/a | n/a | Additional Position |
| Malerich | Betty | Job Coach | Educational Services | $15.30 | n/a | 06/01/2018 | n/a | n/a | Additional Temporary Summer Position |
| McCusker | Laura | Coordinator of Professional Learning Services | Educational Services | $85,000 | Act 93 | 08/01/2018 | Staff Developer | Coordinator of Professional Learning Services | Promotion |
| Moyer | Barbara | Physical Therapist | Occupational and Physical Therapy | n/a | n/a | 8/7/2018 | Full-time | Part-time | Reduction in hours |
| Neuman | Chelsea | Teacher | Autistic Support | $49,589.00 | LIUEA F-2 | 05/20/2018 | D-2 | F-2 | Salary Column Movement to Master’s |
| O’Malley | Jaimie | Itinerant Teacher | Preschool | $50,489.00 | LIUEA F-5 | 05/12/2018 | E-5 | F-5 | Salary Column Movement to Master’s |
| Rajkowski | Marci | Speech Therapist | Preschool | $53,362.00 | LIUEA I-2 | 05/23/2018 | H-2 | I-2 | Salary Correction |
| Schaeffer | Catherine | Coordinator of Occupational/Physical Therapy | Occupational and Physical Therapy | $92,000 | Act 93 | 07/01/2018 | 200 Days | 260 Days | Increase in Days Worked |
| Smith | Madelyn | Job Coach | Educational Services | $15.30 | n/a | 06/01/2018 | n/a | n/a | Additional Temporary Summer Position |
| Staley | Lesli | Supervisor | Special Education | $91,000 | Act 93 | 07/01/2018 | 200 Days | 260 Days | Increase in Days Worked |
| White | Pamela | ESY Teacher | Extended School Year | $50.35 | LIUEA I-11 | 07/11/2018 | Itinerant Teacher | ESY Teacher | Position Correction |
| Wilt | Angela | Program Coordinator | Adult Education | n/a | n/a | 07/01/2018 | 30 Hours Per Week | 35 Hours Per Week | Grant Renewed |
| Wysocki | Patricia | Supervisor | Special Education | $87,000 | Act 93 | 07/01/2018 | Associate Supervisor / 200 Days | Supervisor / 260 Days | Promotion |

1. Student Workers:

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| CH86827 | New Oxford Training Site | $7.25 |
| MI88114 | New Oxford Training Site | $7.25 |

1. Additional days beyond contract:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Program** | **May/June**  **2017/2018 # Days** | **July/August**  **2018/2019 # Days** |
| Nunemaker | Olga | Autistic Support | 1 |  |
| Holtzman | Ellen | Autistic Support | 3 |  |
| Neuman | Chelsea | Autistic Support | 1 |  |
| Metz | Cara | Autistic Support | 1 |  |

1. Recommend approval for the following staff members to work in the Extended School Year program for the summer in the following programs: Autistic Support, Blind/Visually Impaired, Deaf/Hearing Impaired, Instruction in the Home, Life Skills Support, Multidisabilities Support, Occupational/Physical Therapy, and Speech.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Current Position** | **ESY Position** | **June/July Rate of Pay** | **ESY Program** | **ESY Supervisor** |
| Bahn | Sherri | Personal Care Assistant | Teacher Assistant | Per diem | Special Education | Tina Diehl |
| Moore | Cathy | Teacher Assistant | Teacher Assistant | Per diem | Life Skills Support | Jackie Drooger |
| Snelbaker | Tesla | Personal Care Assistant | Personal Care Assistant | Per diem | Blind/Visually Impaired Support | Danielle Messett |
| Keller | Maureen | Teacher | Teacher | Per diem | Special Education | Jill Trimmer |
| Kraus | Ann Marie | Part-Time Personal Care Assistant | Teacher Assistant | Per diem | Autistic Support | Brenda Hartman |
| Watt | Emily | Teacher | Teacher | Per diem | Special Education | Jill Trimmer |

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##### ***Business Actions***

###### Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of May 31, 2018, showing cash on hand of $27,464.565.35.

###### Check Register of Payments

Background: The check register lists payments made through May 25, 2018.

|  |  |
| --- | --- |
| Payroll 5/30/18 | $ 3,099,356.69 |
| Payroll 6/15/18 | $ 4,963,203.21 |
| Total Payroll | $ 8,062,559.90 |
| Total Accounts Payable | $ 2,440,473.48 |
| **Total Payments** | **$ 10,503,033.38** |

Recommendation: Motion to approve payments through June 15, 2018 and payroll through June 15, 2018, totaling $ 10,503,033.38.

###### Budget Transfers

Recommendation: Motion to approve the Budget Transfers from May 26, 2018 through June 15, 2018.

##### ***Job Description for Review***

Background: The position of Board Certified Behavior Analyst (BCBA) is being presented for approval in response to school district need to have behavior consultants work with their educational teams in determining effective means to support students with challenging behaviors. As evidenced in the Special Education Comprehensive review recently conducted, school districts have requested assistance with meeting the needs of students who are exhibiting challenging behaviors, especially those behaviors such as self-injurious or those of causing harm to others. Not only would this position serve to bring expertise to these teams in meeting student needs both within our LIU programs, as well as in district operated programs, this position would be certified to conduct such consultation that would be legally defensible with the backing of the Board Certification held.

Recommendation: No action required at this time.

##### ***Proposal for Occupational Therapist, Colette N. Hinton, Doctoral Capstone Project through Chatham University***

Background: Colette N. Hinton is requesting permission to implement an evidence-based occupational therapy interventions/program related to improving student’s attention-to-task behaviors by increasing interoceptive awareness. Interoceptive awareness is recognizing, making sense of, and appropriately reacting to one’s internal body signals. This project will be implemented in the winter of 2019. The purpose of this evidence-based capstone project is to gain information regarding the following question: Will interoceptive awareness interventions increase attention-to-task of children who have difficulty self-regulating? Participation will be voluntary. All information will remain confidential.

Recommendation: Motion to grant approval for Colette N. Hinton to complete her capstone project on evidence-based occupational therapy.

#### Old Business

* 1. ***Possible Assessment/Audit Update***
  2. ***Executive Director Search Update***

#### New Business:

* 1. ***Adoption of Special Education Policies and Procedures***

Background: The Bureau of Special Education strongly recommends adoption of the attached Policies and Procedures template. Each intermediate unit must have in effect policies, procedures, and programs (on file with the PA Department of Education) that are consistent with the PA policies and procedures in order to receive final approval for the IDEA-B allocation.

Recommendation: Motion to adopt Special Education Policies and Procedures.

* 1. ***Transportation Budget Resolution for 2017-2018***

Background: The Administration recommends approval of a resolution authorizing Transportation budget expenditures for the 2018-2019 fiscal year.

Recommendation: Motion to adopt a resolution authorizing Transportation budget expenditures for the 2018-2019 fiscal year, and certifying that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education.

* 1. ***Adoption of Joint Purchasing Budget 2018-2019***

Background: The Joint Purchasing Committee representing Business Managers from each participating school district has approved the FY19 Joint Purchasing budget. The Joint Purchasing Consortium is coordinated by the Lincoln Intermediate Unit and the budget is being presented to the Lincoln Intermediate Board for approval.

Recommendation: Motion to approve the budget in the amount of $219,392.

#### President’s Report

#### Interim Executive Director’s Report

#### Cabinet Reports

#### Adjournment

**Next Regular Meeting: August 7, 2018**