#### Call to Order

#### Pledge of Allegiance

#### Roll Call

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

#### Approval of Minutes of October 2, 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-5 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** |
| Bender Brown | Pamela | Teacher Assistant | Preschool | 11/02/2018 | Retirement |
| Chandler | Michael | ESL Instructor | Adult Education | 10/16/2018 | Resignation |
| Cochran | Chelsey | Teacher | Preschool | 10/05/2018 | Resignation |
| Cummins | Colin | Teacher | Special Education | 10/12/2018 | Resignation |
| Frey | Timothy | Teacher | Neurological Support | 10/12/2018 | Resignation |
| Holtzman | Ellen | Instructional Advisor | Autistic Support | 10/26/2018 | Resignation |
| Jones | Belgica | Translator | Educational Services | 10/01/2018 | Resignation |
| Klapka | Donald | Senior Grant Accountant | Business Services | 10/23/2018 | Resignation |
| Lopez Martinez | Alfonso | Translator | Educational Services | 10/01/2018 | Resignation |
| Reigle | Sherry | Secretary | Occupational / Physical Therapy | 10/10/2018 | Retirement |
| Stem | Heather | Program Specialist | Preschool | 10/22/2018 | Resignation |
| Tavares | Cindy | Teacher Assistant | Autistic Support | 10/22/2018 | Resignation |

###### 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** |
| Brown-Hershner | Judith | Instructional Advisor | Preschool | 10/15/2018 | $56,589.00 + IA Stipend | F-8 | 188 Day Stretch |
| Delle Donne | Karen | Teacher | Special Education | 10/24/2018 | $44,491.00 | D-1 | 188 Days |
| Lawson | Marybeth | Instructional Advisor | Autistic Support |  | $70,042.00  + IA Stipend | F-13 | 188 Days |
| Levin | Gary | Senior Grant Accountant | Business Services | 11/07/2018 | $64,000.00 | Act 93 | 260 Days |
| Otto | William | Psychologist | Pupil Personnel Services | 11/07/2018 | $68,659.00 | L-9 | 200 Days |
| Reichart | Marla | Social Worker | Pupil Personnel Services | 10/24/2018 | $56,589.00 | F-8 | 188 Days |
| Strausbaugh | Stacy | Counselor | Pupil Personnel Services | 10/17/2018 | $50,372.00 | F-3 | 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** |
| Bair | Joy | Personal Care Assistant | Visually Impaired Support | 10/24/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Fink | Kristen | Teacher Assistant | Therapeutic Emotional Support | 10/10/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Harner | Brooke | Secretary | Business Services | 10/24/2018 | $16.93 | Sec C F-2 | 260 Days |
| Jessee | Anne | Teacher Assistant | Therapeutic Emotional Support | 10/22/2018 | $13.31 | TA/PCA F-1 | 188 Days |
| Malmstrom | Erick | Help Desk Tier I Representative | Educational Technology Services | 11/07/2018 | $16.67 | Tech B A-4 | 260 Days |
| Morrow | Jessica | Personal Care Assistant | Autistic Support | 11/07/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Owings | Michelle | Teacher Assistant | Emotional Support | 10/24/2018 | $14.52 | TA/PCA G-2 | 188 Days |
| Parks | Heather | Personal Care Assistant | Multidisabilities Support | 11/07/2018 | $13.11 | TA/PCA C-1 | 188 Days |
| Redding | Heather | Personal Care Assistant | Autistic Support |  | $17.22 | TA/PCA E-5 | 188 Days |
| Stevens | Abigail | Interpreter | Hearing Impaired Support | 11/07/2018 | $27.68 | Interpreter II G-1 | 188 Days |

###### Miscellaneous

1. Additional Service Agreements

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Rate** | **School District** | **Dates** |
| Bair | Alexandra | Speech Therapist | $33.81 per hour | South Western School District | September 6, 2018 – June 2019 |
| Cox | Deanna | Teacher | $33.81 per hour | Hanover Public School District | October 5, 2018 – January 5, 2019 |
| Imhoff | Jennifer | Interpreter | $40.73 per hour | York Suburban School District | October 17, 2018 |
| Knaper | Tiffany | Teacher | $33.81 per hour | Dallastown Area School District  Red Lion Area School District | September 10, 2018 – December 10, 2018  September 24, 2018 – December 24, 2018 |
| Nazmack | Laura | Teacher | $33.81 per hour | Dover Area School District | October 1, 2018 – October 19, 2018 |
| Owens | Kevin | Bus Assistant | $26.00 per hour | Eastern York School District | September 18, 2018 – until class moves back to Eastern York Middle School |
| Various S4T Substitutes | Various S4T Substitutes | Substitute Assistant | $99.30-$119.16 per hour  ($139.02-$172.12 per hour if filled by guest teacher) | Greencastle-Antrim School District | October 15, 2018 – until district personal care assistant is hired |
| Warner | Patricia | Psychologist | $75.00 per hour | Abraxas Leadership Development Program | October 6, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ballwanz | Elizabeth | Teacher Assistant | Alternative Education | $14.52 | TA/PCA G-2 | 10/15/2018 | $14.45 | $14.52 | Salary Correction |
| Capozzi | Ashley | Instructional Advisor | Preschool | $51,505.00 + IA Stipend | LIUEA E-7 | 10/15/2018 | Teacher | Instructional Advisor | Position Transfer |
| Faraone | Corinne | Teacher | Therapeutic Emotional Support | $44,491.00 | LIUEA D-1 | 10/01/2018 | Teacher Assistant | Teacher | Position Transfer |
| Hillier | Lauren | Itinerant Teacher | Hearing Impaired Support | n/a | n/a | 01/14/2019 | 01/14/2019 | 06/08/2019 | Sabbatical |
| Klapka | Donald | Senior Grant Accountant | Business Services | $64,000.00 | ACT 93 | 10/22/2018 | n/a | n/a | Reinstatement |
| Kunkelman | Stacy | Coordinator of Pupil Transportation | Special Education | $78,000.00 | ACT 93 | 10/15/2018 | $75,500.00 | $78,000.00 | Salary Correction |
| Moyer | Lori | Teacher | Emotional Support | $44,491.00 | LIUEA D-1 | 10/03/2018 | Teacher Assistant | Teacher | Position Transfer |
| Sheehan | Brittany | Teacher | Preschool | $49,505.00 | LIUEA E-6 | 09/01/2018 | D-6 | E-6 | Salary Column Movement – Bachelor’s + 24 with Level II Certification |
| Stuff | Susan | Secretary | Special Education / Joint School Committee | $24.87 | n/a | 10/16/2018 | n/a | n/a | Additional Duties / Hours – Joint School Committee Recording Secretary |
| Wingerd | Kathryn | ABE/GED Instructor | Adult Education | $19.30 | Grant Funded | 10/02/2018 | $19.20 | $19.30 | Salary Correction |

1. Student Workers:

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| FR83054 | New Oxford Training Site | $7.25 |
| KE54482 | New Oxford Training Site | $7.25 |
| NI02799 | New Oxford Training Site | $7.25 |
| SH08768 | New Oxford Training Site | $7.25 |

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

###### Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of September 30, 2018, showing cash on hand of $14,472,397.46.

###### Check Register of Payments

Background: The check register lists payments made since the last Board report through October 26, 2018.

|  |  |
| --- | --- |
| Payroll 9/29/18 | $ 4,785,194.71 |
| Payroll 10/15/18 | $ 4,722,976.96 |
| Total Payroll | $ 9,508,171.67 |
| Total Accounts Payable | $ 4,661,211.23 |
| **Total Payments** | **$ 14,169,382.90** |

Recommendation: Motion to approve payments through October 26, 2018 and payroll through October 15, 2018, totaling $14,169,382.90.

###### Budget Transfers

Background: The Budget Transfer report provided lists transfers processed from October 1, 2018 through October 26, 2018.

Recommendation: Motion to approve the Budget Transfers from October 1, 2018 through October 26, 2018.

###### Transportation Expenditures Resolution for 2017-2018

Background: The Administration recommends approval of a resolution authorizing Transportation expenditures for the 2017-2018 fiscal year.

Recommendation: Motion to adopt a resolution authorizing Transportation budget expenditures for the 2017-2018 fiscal year, and certifying that such expenditures were in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education.

###### Short-Term and Long-Term Disability Insurance

Background: Requests for Proposals were requested for both short-term and long-term disability insurances. The insurance company submitting the lowest quote was The Standard at $263,002 annually, as compared to our current provider Sunlife at $379,130. This represents a savings of $348,384 over a three-year period or a reduction of 31%.

Recommendation: Motion to accept the disability insurance quote submitted by The Standard at an annual cost of $263,002.

###### Request to use Committed Fund Balance

Background: Whereas monies have been allocated by Board action on June 28, 2011, through a committed fund balance of $250,000 for Capital Improvements, funds are needed to renovate space for offices at the New Oxford Central Office.

Recommendation: Motion to grant approval to expend $9,402.00 from the Capital Improvement Committed Fund Balance to renovate office space at the New Oxford Central Office.

###### Replacement Equipment for New Oxford Central Office

Background: Whereas monies have been allocated by Board action on June 28, 2011, through a committed fund balance of $250,000 for New/Replacement Equipment, funds are needed for emergency repairs to rooftop HVAC units at the New Oxford Central Office.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to expend $19,469.27 from the New/Replacement Equipment Committed Fund Balance for an HVAC blower motor in the amount of $8,216, and an HVAC compressor in the amount of $11,253.27 for emergency repairs to rooftop HVAC units at the New Oxford Central Office.

##### ***Job Descriptions for Adoption***

Background: The following job descriptions are presented for adoption.

* 1. Educational Technology Specialist - reclassified from Act 93 to LIUEA
  2. Program Secretary, Educational Services (restructured position)
  3. Utility/General Maintenance Worker for YLC (new part-time position)

Recommendation: Motion to adopt job descriptions.

##### ***Board Policy for Review***

Background: A new board policy – 815.1 Social Media - has been recommended by the Technology Pool Counsel – Sweet, Stevens, Katz and Williams to all members of the counsel. It is presented for the Board’s review.

Recommendation: No action is required at this time.

##### ***Civitan Club Grant***

Background: This grant (unrestricted funds) will support the Franklin County Transition Council's Student Transition Forum. The forum is a one-day event for students to gather information from agencies and presenters on college, work, independent living, etc.

Recommendation: Motion to approve grant application to the Civitan Club to cover lunch expenses for the Student Transition Forum Event in May of 2019 for an estimated cost of $2,400.00.

#### New Business

##### ***Fiscal Year 18-19 Non-General Fund Budgets***

Background: A total of 17 Non-General Fund 2018-2019 budgets are enclosed for board approval.

Recommendation: Motion to approve 17 Non-General Fund fiscal year 2018-2019 budgets per the listing and reports provided.

##### ***Resignation of Kim Smith and Continued Engagement of Barley-Snyder***

Background: The resignation of Kim Smith as the Board’s Solicitor of Record was received on October 4, 2018.

Recommendation: Resolve to accept the resignation of Kim Smith, Esq. as Solicitor of Record effective December 31, 2018 and resolve that the LIU continue to engage the firm of Barley Snyder with William Zee as Board Solicitor of Record through the current LIU school year ending June 30, 2019.

##### ***Approval of Mail Ballot Election and Notification of Board Vacancies***

Background: By December 1 of each year, the Secretary of the LIU Board notifies member school districts of the following:

* The LIU Board’s intent to conduct the election of its Board members by mail ballot;
* Board seats up for re-election and anticipated vacancies for the coming year; and
* Deadline for submission of nominations for the LIU election ballot.

The following board seats are up for election:

**NEW THREE-YEAR TERMS BEGINNING JULY 1, 2019 – JUNE 30, 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Seat Representing** | **New Term**  **Expiration** | **Current Board Member** | **Home District** |
| Bermudian Springs  Conewago Valley  Littlestown Area | June 30, 2022 | Dennis Dacheux | Dover Area |
| Central York  Eastern York | June 30, 2022 | Michael Wagner | Central York |
| Chambersburg Area | June 30, 2022 | Mark Schur | Chambersburg Area |
| Dover Area  Northeastern | June 30, 2022 | Cory Nade | Northeastern |
| Red Lion Area  South Eastern | June 30, 2022 | Brian Hoffman | South Eastern |

Recommendation: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1, 2018 of all board seats that will be vacant or up for re-election as of July 1, 2019, and to request district nominations be submitted by February 15.

#### President’s Report

#### Interim Executive Director’s Report

#### Cabinet Reports – Comprehensive Review – Part III

#### Adjournment

**Next Regular Meeting: November 27, 2018**