**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**FEBRUARY 6, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 6, 2018. Board President Michael Miller called the meeting to order at 7:40 p.m. with the Pledge of Allegiance.

**ATTENDANCE**: The following Board members were present:

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| Dennis Dacheux | Paul Politis |
| Sue Heistand | James Roberts |
| Dustin Martin | Scott Roland |
| Patrick McDonald | Mark Schur |
| Michael Miller | Carlos Wampler |
| Cory Nade |  |

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

**APPOINTMENT OF DIRECTOR/OATH OF OFFICE:** James Roberts moved approval to appoint Dr. Mark Schur of the Chambersburg Area School District to fill an unexpired term through June 30, 2018. Scott Roland seconded the motion. A voice vote recorded all in favor and the motion carried. Kim Smith, Esq., conducted the oath of office for Dr. Schur.

**VISITORS:** Mr. Miller welcomed Brad Sterner, candidate-elect for the Director of Educational Services; and Donald Klapka, Sr. Grant Accountant within the Division of Business Services.

**APPROVAL OF MINUTES:**  The minutes of January 2, 2018 were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda was presented for approval.

1. ***Personnel Actions***
   * 1. *Resignations/Retirements/Terminations*

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Brandt | Adam | Personal Care Assistant | Autistic Support | 01/26/2018 | Resignation |
| Bream | Holly | 21st Program Coordinator | 21st Century Grant Services | 01/19/2018 | Resignation |
| Kenien | Nicholas | School Psychologist | Pupil Personnel Services | 01/26/2018 | Resignation |
| Whitaker | Jane | Teacher Assistant | Life Skills Support | 02/16/2018 | Resignation |
| Yambor | Nicholas | Teacher Assistant | Alternative Education | 01/16/2018 | Resignation |

* + 1. *Nominations*

New hires as per the effective dates and rates noted:

* 1. Professional Staff (Pending receipt of all required paperwork.)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Orientation or**  **Hire Date** | **Rate** | **Category Step/Scale** | **Work Calendar** |
| Good | Kirsten | Teacher | Autistic Support | 02/07/2018 | $43,765.00 | LIUEA D-1 | 188 Days |
| Leber | Kristen | Teacher | Life Skills Support | 02/05/2018 | $43,765.00 | LIUEA D-1 | 188 Days |
| Neptune | Kimberly | School Psychologist | Pupil Personnel Services | 01/29/2018 | $66,758.00 | LIUEA F-11 | 200 Days |
| Sterner | Brad | Director of Educational Services | Educational Services | 02/07/2018 | $123,000.00 | aCT 93 | 260 Days |

* 1. Non Certified Staff (Pending receipt of all required paperwork.)

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| **Last Name** | **First Name** | **Position** | **Program** | **Orientation or**  **Hire Date** | **Rate** | **Category Step/Scale** | **Work Calendar** |
| Carapezza | Kate | 21st Program Assistant | 21st Century Grant Services | 01/18/2018 | $11.50 | Grant Funded | Part Time |
| Cruz | Laura | 21st Program Assistant | 21st Century Grant Services | 01/24/2018 | $11.50 | Grant Funded | Part Time |
| Dubs | Courtney | Personal Care Assistant | Emotional Support | 01/22/2018 | $12.32 | TA/PCA A-1 | 188 Days |
| Feliciano | Ana | 21st Program Assistant | 21st Century Grant Services | 02/07/2018 | $11.50 | Grant Funded | Part Time |
| Gipe | Karlie | Teacher Assistant | Therapeutic Emotional Support | 01/22/2018 | $12.67 | TA/PCA G-1 | 188 Days |
| Jones | Catherinanne | 21st Program Assistant | 21st Century Grant Services | 01/18/2018 | $11.50 | Grant Funded | Part Time |
| King | Tijahnae | Teacher Assistant | Emotional Support | 01/10/2018 | $12.42 | TA/PCA C-1 | 188 Days |
| Mitchell | Sarah | Personal Care Assistant | Autistic Support | 01/24/2018 | $13.83 | TA/PCA G-2 | 188 Days |
| Poteet | Summer | Teacher Assistant | Preschool | 01/24/2018 | $12.57 | TA/PCA E-1 | 188 Days |
| Potts | Hannah | 21st Program Assistant | 21st Century Grant Services | 01/22/2018 | $11.50 | Grant Funded | Part Time |
| Sherwood | Curtis | Teacher Assistant | Alternative Education | 02/07/2018 | $12.67 | TA/PCA G-1 | 188 Days |
| Vance | Theresa | Teacher Assistant | Alternative Education | 01/24/2018 | $12.32 | TA/PCA A-1 | 188 Days |
| Washington | Tiffeny | Personal Care Assistant | Autistic Support | 01/29/2018 | $12.32 | TA/PCA A-1 | 188 Days |
| Wilt | Angela | Program Coordinator | Adult Education | 01/10/2018 | $16.62 | Grant Funded | Part Time |
| Yeager | Amanda | Teacher Assistant | Preschool | 01/24/2018 | $12.32 | TA/PCA A-1 | 188 Days |

* + 1. *Miscellaneous*

1. Additional Service Agreements

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

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| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **School District** | **Dates** |
| Barnhart | Gina | Bus Assistant | Conewago Valley School District | January 2, 2018 – June 2018 |
| Brady | Ryan | Teacher | Gettysburg Area School District | November 15, 2017 – December 20, 2017 |
| Howard | Stacy | Teacher | Chambersburg Area School District | December 5, 2017 – until agency nurse is hired for return to school |
| Statum | Olympia | Teacher | Chambersburg Area School District | December 1, 2017 – until student is able to return to Franklin Learning Center |
| Thomas | Shawnee | Teacher | Littlestown Area School District | December 22, 2017 – June 2018 |
| Warner | Patricia | Psychologist | Abraxas Leadership Development Program | December 27, 2017 |
| Yeager | Paige | Teacher | Dover Area School District | December 11, 2017 – January 15, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Baker | Tammy | Personal Care Assistant | Blind/Visually Impaired Support | $12.57 | TA/PCA E-1 | 12/11/2017 | $12.62 | $12.57 | Correction in Hourly Rate |
| Benedict | Haven | Assistive Technology Specialist | Educational Services | $51,146 | LIUEA G-5 | 01/02/2018 | F-5 | G-5 | Salary Column Movement to Masters + 15 |
| Campbell | Gary | English as a Second Language Teacher | Language Instruction Educational | $35.32 | LIUEA E-4 | 12/01/2017 | D-4 | E-4 | Salary Column Movement with Level II |
| Hague | Jamie | Personal Care Assistant | Life Skills Support | $12.78 | TA/PCA A-3 | 01/03/2018 | 15 Hours per Week | 35 Hours per Week | Moved from Part Time to Full Time |
| Krepps | Zebulun | Teacher | Alternative Education | $51,146 | LIUEA G-5 | 12/19/2017 | F-5 | G-5 | Salary Column Movement to Masters + 15 |
| Langley | Kathleen | Teacher | Alternative Education | Per Diem | N/A | 01/08/2018 | N/A | N/A | Additional Position |
| Redding | Katelyn | Teacher | Neurological Support | $49,946 | LIUEA F-4 | 12/20/2017 | E-4 | F-4 | Salary Column Movement to Masters |
| Reese | Cathleen | English as a Second Language Teacher | Language Instruction Educational | N/A | N/A | 10/02/2017 | 5.5 Hours per Day | 6.75 Hours per Day | Increase in Hours Worked |
| Reese | Cathleen | English as a Second Language Teacher | Language Instruction Educational | N/A | N/A | 01/04/2018 | 6.75 Hours per Day | 7.25 Hours per Day | Increase in Hours Worked |
| Rodriguez | Eugenia | 21st Site Coordinator | 21st Century Grant Services | $17.49 | SSSA H-1 | 01/22/2018 | 21st Program Assistant | 21st Site Coordinator | Position Transfer |
| Saylor | Kristi | Teacher | Emotional Support | $67,790 | LIUEA H-12 | 12/20/2017 | G-12 | H-12 | Salary Column Movement to Masters + 30 |
| Triandafilou | Eleni | Teacher | Emotional Support | $53,863 | LIUEA F-7 | 01/16/2018 | Teacher Assistant | Teacher | Position Transfer |
| Wheeler | Melanie | Occupational Therapist / Program Support Specialist | Occupational Therapy / Physical Therapy | N/A | N/A | 08/14/2017 | Occupational Therapist | Occupational Therapist / Program Support Specialist | Change in Duties 1 Day per Week; Addition of Stipend |
| Wise | Julie | Staff Developer | Educational Services | N/A | N/A | 02/20/2018 | 35 Hours per Week | Less Than 17.5 Hours per Week | Moving from Full Time to Part Time |

1. ***Business Actions***
   * 1. *Treasurer’s Report*

Recommendation: Motion to accept the Treasurer’s Report of December 31, 2017, showing cash on hand of $ 16,632,850.98.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through January 24, 2018 and payroll through December 30, 2017, totaling $ 12,290,614.35.

* + 1. *Budget Transfers*

Recommendation: Motion to approve Budget Transfers from December 14, 2017 through January 24, 2018.

1. ***Job Description for Review***

A new job description for Preschool Data Specialist was presented for review.

1. ***Request for Proposal for School Retool Fellowship***

Recommendation: Motion to grant approval to submit grant applications to the Robert C. Hoffman Charitable Endowment Trust for $30,480 and Doris Schwartz Endowment Fund York County Community Foundation for $71,126 to provide training for district administrators on research-based strategies and coaching to build leadership capacity and improve student outcomes for the proposed time period April 2018 through March 2019.

**MOTION ON CONSENT AGENDA:** Cory Nade moved to approve the consent agenda, seconded by Paul Politis. All Board members present are recorded as voting in favor and the motion carried.

**SPECIAL RECOGNITION:** Dr. Nace introduced Dr. Brad Sterner from the West York Area School District. Dr. Sterner was appointed to the position of Director of Education Services with the Lincoln Intermediate Unit, by approval of the consent agenda. Dr. Nace publicly thanked Dr. Sue Kanigsberg for serving as both Assistant and Interim Director of Educational Services since last summer during the search for a new director.

**NEW BUSINESS:**

* 1. ***2018-2019 General Operating Budget***

Recommendation: Motion to adopt the 2018-2019 General Operating Budget. Cory Nade moved to adopt the General Operating Budget for 2018-2019, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

* 1. ***PAIUnet Internet Contract 2018-2019***

Recommendation: Motion to approve the 2018-2019 PAIUnet Internet Contract to provide the necessary internet service to Lincoln Learning Network Consortium members. Cory Nade moved to approve, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

* 1. ***LIU Central Office Security Upgrade***

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to accept the proposals from Electronic Systems Installers and K & C Communications for an emergency radio system installation and security system upgrades, utilizing $24,164.18 from the committed fund balance for new equipment. Cory Nade moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

* 1. ***Ratification of Collective Bargaining Agreement between LIU 12 Board of Directors and LIU Education Association (LIUEA)***

Recommendation: Motion to approve the Collective Bargaining Agreement between the LIU Board of School Directors and the LIU Education Association, effective July 1, 2017 through June 30, 2020, as presented. Cory Nade moved to approve, seconded by James Roberts. All Board members present voted in favor and the motion carried.

* 1. ***Ratification of Collective Bargaining Agreement between LIU 12 Board of Directors and LIU Education Support Professionals Association (LIU ESPA)***

Recommendation: Motion to approve the Collective Bargaining Agreement between the LIU Board of School Directors and the LIU Education Support Professionals Association, effective July 1, 2017 through June 30, 2020, as presented. Paul Politis moved to approve, seconded by Cory Nade. All Board members present voted in favor and the motion carried.

* 1. ***Agreement with Profound Knowledge Resources***

Recommendation: The Personnel Committee and Interim Executive Director recommended a motion to accept the proposal of Profound Knowledge Resources as presented for a total fee of $19,000 to complete the work as outlined in the reduced project scope proposal dated January 30, 2018. Cory Nade moved to accept the proposal, seconded by James Roberts. Roll call vote recorded: Dennis Dacheux/aye, Sue Heistand/aye, Dustin Martin/aye, Patrick McDonald/aye, Michael Miller/aye, Cory Nade/aye, Paul Politis/nay, James Roberts/aye, Scott Roland/not present, Mark Schur/aye, and Carlos Wampler/aye. The motion passed with a vote of 9 ayes and 1 nay. The Personnel Committee will provide a report to the Board on the results of the study.

**BOARD PRESIDENT’S REPORT:** Mr. Miller reported on his visit to the Franklin Learning Center on January 25, 2018, to acknowledge the staff, thank them for their service, and to observe students and facility operations. He stated that it was clear that we have dedicated, developed and determined professionals striving to elevate the skills and abilities of every child, as well as a focused partnership among the staff, teachers and parents. Mr. Miller and Dr. Nace attended the PSBA Board Presidents’ Panel on January 30, 2018. Mr. Miller asked if there was any interest in forming an ad hoc committee to discuss ways to share LIU information with other boards represented. Some suggestions for sharing information were discussed, but the general consensus was there is not a current need to do so if every district is sharing the Dawn’s Early Light summary with their board members. All Board members were invited to attend the new board member orientation session on March 6 at 5:00 pm.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:** Dr. Nace briefly shared information on the collaboration between PennWorks and PennCares.

**UPDATE ON SPECIAL EDUCATION COMPREHENSIVE REVIEW:** Dr. Lynn Murphy provided a status report on the on-going Special Education Comprehensive Review data collected so far, and next steps. Focus group sessions are scheduled for February 13, 2018 with 28 administrators representing 17 school districts, as well as sessions with 44 special education staff members representing both professional and non-certified staff. All focus groups will be facilitated by representatives of TregoEd and will cover the following topics: communication, financial model, professional development, efficiency, technology, programs and expertise. LIU administrators will not be present so that attendees may speak freely. Data gathered will be analyzed and used to generate an action plan.

**SOLICITOR’S REPORT:** Kim Smith provided a report on the status of collective bargaining with LIUEA, ESPA and Act 93. She thanked the representatives of all groups for maintaining amicable, civil and respectful relationships during the process. Ms. Smith reported that the Pennsylvania Supreme Court recently denied a final appeal at the state level for an employee dismissal case from three years ago.

**NEXT MEETING:** The next regular meeting of the Board of Directors will be held at 7:00 p.m. on March 6, 2018, at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:56 p.m.

Tim A. Stanton

Board Secretary