**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**MARCH 6, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 6, 2018. Board President Michael Miller called the meeting to order at 7:14 p.m. with the Pledge of Allegiance.

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

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| Sue Heistand | Cory Nade |
| Dustin Martin | Paul Politis |
| Patrick McDonald | James Roberts |
| Michael Miller | Michael Wagner |

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

**VISITORS:** Mr. Miller welcomed Mr. Kevin Stouffer of Smith Elliott Kearns & Company, and Ms. Jamie Tome, who attended the meeting as part of a course requirement.

**AUDIT REPORT:** Mr. Kevin Stouffer of Smith Elliott Kearns & Company presented the Audit Report of the 2016-2017 fiscal year. The audit resulted in an unmodified audit opinion, which is the best opinion that can be given on the audited financials. A reported increase of $800,000 in fund balance was the result of entrepreneurial programs offered through the divisions of Education Services and Educational Technology Services.

**APPROVAL OF MINUTES:**  The minutes of February 6, 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:

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| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Avola | Emily | Personal Care Assistant | Autistic Support | 02/02/2018 | Resignation |
| Beard | Kimberly | Speech Therapist | Preschool | 02/22/2018 | Retirement |
| CL61938 |  | Student Worker | Life Skills Support | 08/03/2017 | Graduated |
| Dennis | Sarah | Teacher Assistant | Therapeutic Emotional Support | 02/12/2018 | Retirement |
| Dubs | Courtney | Personal Care Assistant | Emotional Support | 02/22/2018 | Resignation |
| Goumalatsos | Benjamin | Personal Care Assistant | Blind/Visually Impaired Support | 02/09/2018 | Resignation |
| GR89168 |  | Student Worker | Life Skills Support | 05/04/2017 | Graduated |
| Heckman | Julie | Teacher Assistant | Multiple Disabilities Support | 02/09/2018 | Termination |
| Hertig | Carla | Speech Therapist | Preschool | 06/14/2018 | Retirement |
| Knable | Heather | Personal Care Assistant | Autistic Support | 02/15/2018 | Resignation |
| Langmead | Jennifer | Teacher | Autistic Support | 02/08/2018 | Resignation |
| ME60466 |  | Student Worker | Life Skills Support | 08/03/2017 | Graduated |
| Orner | Brooke | Fingerprint Clerk | Human Resources | 02/05/2018 | Resignation |
| Spurley | Brian | Fingerprint Clerk | Human Resources | 02/02/2018 | Retirement |
| ST70026 |  | Student Worker | Life Skills Support | 05/26/2017 | Graduated |
| Woodal | Kayla | Custodian | Maintenance | 01/30/2018 | Termination |
| YO68839 |  | Student Worker | Life Skills Support | 05/26/2017 | Graduated |

* + 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** |
| Lockett | Wendy | Teacher | Language Instruction Educational | 03/07/2018 | $41.31/Hour | LIUEA H-6 | Part Time |

* 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** |
| Martin | Hailee | Personal Care Assistant | Behavior Intervention | 03/07/2018 | $12.67 | TA/PCA G-1 | 188 Days |
| Pallone | Ashlei | Accounting Generalist | Business Services | 03/07/2018 | $17.74 | Sec E G-1 | 260 Days |
| Sellers | Erika | Fingerprint Clerk | Human Resources | 02/20/2018 | $9.74 | Sec A A-2 | Part Time |

* + 1. *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** |
| Baker | Brian | Teacher | Southern York County School District | January 23, 2018 – June 2018 |
| Bordner | Corrine | Interpreter | Bermudian Springs School District | February 20, 2018 – May 15, 2018 |
| DiCesare | Rosemary | Interpreter | Red Lion Area School District | February 9, 2018 |
| Hockensmith | Kimberly | Interpreter | Bermudian Springs School District | February 20, 2018 – May 15, 2018 |
| Holmes | Rebecca | Interpreter | Bermudian Springs School District | February 20, 2018 – May 15, 2018 |
| Mellinger | Rebekah | Interpreter | School District of the City of York | March 3, 2018 |
| Sterner | Marilyn | Interpreter | Bermudian Springs School District | February 20, 2018 – May 15, 2018 |
| Warner | Patricia | School Psychologist | Abraxas Leadership Development Program | January 20, 2018February 10, 2018February 17, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coble | Leslie | Teacher | Emotional Support | $69,990.00 | LIUEA G-13 | 07/01/2016 | F-13 | G-13 | Correction in Salary |
| Focht | Richard | School Psychologist | Pupil Personnel Services | n/a | n/a | 03/07/2018 | 03/07/2018 | 08/08/2018 | Medical Sabbatical |
| Knapp | Carly | Teacher Assistant | Therapeutic Emotional Support | $12.57 | TA/PCA E-1 | 01/31/2018 | $12.32 | $12.57 | Correction in Salary |
| Nelson | Lureen | ESL Instructor | Language Instruction Educational | $33.25 | n/a | 02/01/2018 | n/a | n/a | Additional Duties Through 02/23/2018 |
| Whitaker | Jane | Teacher Assistant | Life Skills Support | n/a | n/a | 02/15/2018 | 02/16/2018 | 02/15/2018 | Correction in Resignation Date |

1. Student Worker

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| KI86680 | New Oxford Training Site | $7.25 |

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

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2018, showing cash on hand of $19,932,324.90.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through February 23, 2018 and payroll through February 15, 2018, totaling $ 15,503,440.13.

* + 1. *Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from January 25, 2018 through February 23, 2018.

1. ***Job Description for Adoption***

Recommendation: Motion to adopt new job description for Preschool Data Specialist.

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

A job description for Supervisor of Homeless Program Services was presented for review.

1. ***Board Policy Revision for Review***

Revised Board Policy 618 – Student Classroom Funds - was presented for first reading.

1. ***Adult Education Grant***

Recommendation: Motion to approve application to the PA Department of Education for $703,047 through the Adult Basic Education Federal Title II/WIOA Grant and $295,610 through the Adult Basic Education State Act 143 Grant for proposed time period July 1, 2018 through June 30, 2019.

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

**NEW BUSINESS**

* 1. ***Adoption of Audit Report for Year Ending June 30, 2017***

Recommendation: Motion to adopt the 2016-2017 Audit Report of Smith Elliott Kearns & Company. Cory Nade moved to adopt the Audit Report, seconded by Sue Heistand. A voice vote recorded all in favor and the motion carried.

* 1. ***Employment Contract for Director of Finance***

Recommendation: Motion to approve an employment contract with Tim Stanton to continue to serve as the Director of Finance for a term of office beginning August 1, 2018 through June 30, 2022. James Roberts moved to approve the employment contract, seconded by Cory Nade. A voice vote recorded all in favor and the motion carried.

* 1. ***Approval of Election Ballot***

Recommendation: Motion to adopt the proposed election ballot to be used for the 2018 election of members to the LIU Board. Paul Politis moved to adopt the election ballot, seconded by Sue Heistand. A voice vote recorded all in favor and the motion carried.

* 1. ***Settlement Agreement***

Recommendation: Motion to approve the Settlement Agreement between LIU 12 and a Student attending LIU 12 programming. Cory Nade moved approval of the settlement agreement, seconded by Sue Heistand. A voice vote recorded all in favor and the motion carried.

**BOARD PRESIDENT’S REPORT:** Mr. Miller discussed the following topics:

* Volunteers are needed to serve on the Personnel Committee and Negotiations Committee to replace members that are no longer on the Board.
* The Administration is recommending a compensation study by an independent group of all Act 93 salaries. If there are no objections, the Personnel Committee will request proposals for consideration and will present a recommendation to the Board for approval. The proposed Act 93 agreement would then contain a statement that would allow the Board to reopen the agreement, based on the findings of the study.
* Mr. Miller reported that Dr. Ron Fielder of Profound Knowledge Resources is available to interview any interested Board member that was not able to attend the Board Focus Group on February 28, 2018. Interested Board members may schedule an interview by contacting Jill Trostle.
* Mr. Miller noted that Dr. Fielder suggested that the executive director search be conducted by an independent firm, which would advise the Board members on the options available to them. Mr. Miller suggested that the Personnel Committee be asked to pursue options and make a recommendation to the Board.
* Mr. Miller reported on his visit to the York Learning Center and Central Office, and encouraged other Board members to visit the centers if they have an opportunity.

**UPDATE ON SPECIAL EDUCATION COMPREHENSIVE REVIEW:** Dr. Nace provided copies of TregoEd’s report on the data gathered during Focus Group sessions that they facilitated. Cabinet members have analyzed the data and divided it into the following themes: transparency, costs, timeliness of closing out financial books, trust, accountability to costs/efficiency, communications, outdated billing and data systems, customer service and program analysis. Dr. Nace also distributed copies of a report of the various action steps that have been completed or will be implemented in response to concerns raised during the comprehensive review. If any Board member has a question related to the data and action plans, it should be presented to Dr. Nace, who will then provide a response to the full Board so that all may benefit from the question and subsequent response. Dr. Murphy reported that concerns related to special education costs and financial areas have been or will be addressed immediately. A special education finance team was formed which now meets on a weekly basis to review costs and monitor budgets. Dr. Nace is meeting with all superintendents one on one to discuss needs and to clarify and verify concerns. To date, she has completed 12 visitations. A scientific approach will be used to identify priority areas.

**NEXT MEETING:** The next regular meeting of the Board of Directors will be held at 7:00 p.m. on April 3, 2018, at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:14 p.m.

Tim A. Stanton

Board Secretary