**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**APRIL 3, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on April 3, 2018. Board President Michael Miller called the meeting to order at 7:12 p.m. with the Pledge of Allegiance.

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

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| Sue Heistand | James Roberts |
| Dustin Martin | Mark Schur |
| Michael Miller | Michael Wagner |
| Cory Nade | Douglas White |
| Paul Politis |  |

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

**EXECUTIVE SESSION:** Mr. Miller announced that the Board met in executive session prior to the meeting to discuss confidential matters.

**AMENDMENT TO AGENDA:** Mr. Miller proposed to amend the agenda with the addition of item 11 - Adoption of Policy 618 – Student Classroom Funds under section F - Consent Agenda. Cory Nade moved approval to amend the agenda, seconded by Sue Heistand. A voice vote recorded all in favor and the motion carried.

**APPROVAL OF MINUTES:**  The minutes of March 6, 2018 were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The amended 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** |
| Al-Tharfi | Zahra | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Bakhit | Nermin | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Chappell | Kwai Ho | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Corradino | Joseph | Personal Care Assistant | Autistic Support | 03/19/2018 | Resignation |
| Coy | Lucinda | Teacher Assistant | Multiple Disabilities Support | 06/07/2018 | Retirement |
| Crone | Layken | Teacher Assistant | Autistic Support | 03/30/2018 | Resignation |
| Dvorak | Elaine | Fingerprint Clerk | Human Resources | 03/13/2018 | Resignation |
| Emig | Christine | Teacher Assistant | Life Skills Support | 04/18/2018 | Resignation |
| Highlands | Julia | Secretary | Business Services | 05/14/2018 | Retirement |
| Kaya | Sharon | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Khanal | Padam | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Little | Pamela | Secretary | Pupil Personnel Services | 07/09/2018 | Retirement |
| McClain | Janice | Teacher | Life Skills Support | 05/31/2018 | Retirement |
| Mixell | Amanda | Teacher Assistant | Emotional Support | 03/22/2018 | Resignation |
| Neff | Dwayne | Personal Care Assistant | Life Skills Support | 03/20/2018 | Resignation |
| Poteet | Heather | Teacher | Multiple Disabilities Support | 03/14/2018 | Resignation |
| Reese | Christopher | School Psychologist | Pupil Personnel Services | 03/23/2018 | Resignation |
| Reyes Lua | Brenda | ESL Interpreter | 21st Century Grant Services | 03/02/2018 | Termination |
| Rial | Christine | Teacher Assistant | Alternative Education | 06/01/2018 | Retirement |
| Toerper | Billie Jean | Speech Therapist | Speech and Language Support | 7/20/2018 | Retirement |
| Wright | Austin | Speech Therapist | Speech and Language Support | 03/16/2018 | 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** |
| Fronczek | Sarah | Speech Therapist | Preschool | 04/04/2018 | $49,289.00 | F-1 | 188 Days (Preschool) |
| Smith | Kasey | Staff Developer | Educational Services | 04/04/2018 | $52,972.00 | G-6 | 188 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** |
| Moultrey | Andrew | Intervener | Hearing Impaired Support | 03/28/2018 | $20.43 | Intervener A-2 | 188 Days |
| Sanders | Tracy | Building Attendant | Business Services | 03/30/2018 | $13.68 | Maint-Cust B+.25 A-3 | 260 Days |
| Snyder | Charles | Interpreter | Hearing Impaired Support | 03/28/2018 | $38.52 | Interpreter RID2 H-6 | 188 Days |

* + 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** |
| Benedict | Haven | Teacher | Chambersburg Area School District | January 29, 2018 – June 2018 |
| DiCesare | Rosemary | Interpreter | Dallastown Area School District | March 1, 2018 |
| Glass | Kara | Teacher | Littlestown Area School District | December 29, 2017 – June 13, 2018 |
| Smith | Natalie | Teacher | South Western School District | February 28, 2018 – March 26, 2018 |
| Warner | Patricia | Psychologist | Abraxas Youth Development Center | February 24, 2018 |
| Warner | Patricia | Psychologist | Abraxas Leadership Development Center | March 3, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Calaman | Zachary | Teacher | Multiple Disabilities Support | $232.79  per day | LIUEA D-1 | 02/12/2018 | Teacher Assistant | Teacher | Temporary Position Transfer |
| Kuhn | Laura | Teacher | Multiple Disabilities Support | $60,995 | LIUEA G-10 | 02/25/2018 | F-10 | G-10 | Salary Column Movement to Masters + 15 |
| Messett | Danielle | Supervisor of Hearing and Vision Programs | Special Education | $79,900 | ACT 93 | 03/12/2018 | Teacher / Part-Time Instructional Advisor | Supervisor of Hearing and Vision Programs | Position Transfer |
| Quinn | Erica | Teacher | Life Skills Support | $49,589.00 | LIUEA F-2 | 01/15/2018 | D-2 | F-2 | Salary Column Movement to Masters |
| Stoner | Karissa | Personal Care Assistant | Life Skills Support | $12.57 | ESPA TA/PCA E-1 | 03/16/2018 | A-1 | E-1 | Salary Adjustment – Transcripts Received |

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

Recommendation: Motion to accept the Treasurer’s Report of February 28, 2018, showing cash on hand of $ 19,049,937.12.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve the Payment of Bills through March 23, 2018 and payroll through March 15, 2018, totaling $ 15,429,815.76.

* + 1. *Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from February 24, 2018 through March 23, 2018.

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

Recommendation: Motion to adopt job description for Supervisor of Homeless Program Services.

1. ***York County Community Foundation – Innovation Lab***

Recommendation: Motion to approve grant application to York County Community Foundation for $100,000.00 for Innovation Lab projects. Term of this grant is July 1, 2017 through June 30, 2019.

1. ***Highmark Foundation Equipment and Supplies Challenge Grant***

Recommendation: Motion to approve grant application to Highmark Foundation for matching funds up to $2,500 toward the purchase of 5 AED’s for use at New Oxford Central Office (2), York Learning Center (2) and Franklin Learning Center (1).

1. ***Franklin County Literacy Council United Way Grant***

Recommendation: Motion to approve grant application to the United Way for $23,850 for the Franklin County Literacy Council for the time period January 1, 2019 through December 31, 2019.

1. ***Katie Svitek Memorial Foundation***

Recommendation: Motion to approve grant application to the Katie Svitek Memorial Foundation for $13,663.12 for project dates July 9, 2018 through July 14, 2018.

1. ***Board of Directors’ Meeting Schedule for 2018-2019***

Recommendation: Recommend approval of the Board of Directors’ meeting schedule for 2018-2019.

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

Recommendation: Motion to adopt the Teller’s Report of votes on the General Operating Budget for 2018-2019.

1. ***Security Upgrades for LIU Central Office and Learning Center Network***

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to accept the proposals for a network firewall appliance, network switches, security camera system, wireless access points, and security system upgrades utilizing $119,817.12 from the technology committed fund balance.

1. ***Board Policy for Adoption***

Recommendation: Motion to adopt revised Board Policy 618 – Student Classroom Funds.

**MOTION ON CONSENT AGENDA:** Sue Heistand moved to approve, seconded by Cory Nade. All Board members present voted in favor and the motion carried.

**NEW BUSINESS**

* 1. ***Act 93 Agreement***

Recommendation: Motion to adopt the agreement between the LIU 12 Board of Directors and the Act 93 staff effective July 1, 2017 through June 30, 2021. James Roberts moved to approve, seconded by Cory Nade. All Board members present voted in favor and the motion carried.

* 1. ***Confidential Employees Benefit Summary***

Recommendation: Motion to adopt the Confidential Employees Benefit Summary which reflects a yearly 2% increase from July 1, 2017 through June 30, 2021. Michael Wagner moved to adopt the summary, seconded by Paul Politis. All Board members present voted in favor and the motion carried.

**SPECIAL EDUCATION DISCUSSION:** Mr. Miller entertained questions related to the cost of ADMs and special education services. Mrs. Heistand asked for a report of the current cost of ADMs for the May 1 Board meeting. Mr. White referenced the return of special education services to his home school district, and asked about the effect this will have on the special education budget. Dr. Murphy will review it and provide a response at the May 1 Board meeting. Board members expressed a desire to better understand ADMs and their effect on overall special education costs.

**PRESIDENT’S REPORT:**

* Mr. Miller announced that the Board would host a retirement dinner for retiring LIU staff on June 5, 2018 at 5:30 pm.
* In preparation for the election of officers in June, Mr. Miller asked for volunteers for the Nominating Committee for nomination of officers to serve as President, Vice-President and Treasurer. Members of the Nominating Committee may not run for office. Nominations will also be accepted from the floor on the day of election. Michael Wagner volunteered to serve on the Nominating Committee.
* Mr. Miller asked for five volunteers with at least one representative from each county to serve on an ad hoc committee for the Executive Director Search. The Search Committee would recommend next steps at the May 1 Board meeting. Dustin Martin, Sue Heistand and James Roberts volunteered to serve on the Search Committee.
* Any other Board members that may be interested in serving on the Nominating Committee or the Search Committee should contact Mr. Miller before the end of the week.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:** Dr Nace reported on the need for a Special Education Audit of current special education finances and practices to separate facts from fiction in response to current perceptions reported through the Special Education Comprehensive Review. This audit would be conducted by an independent auditor, not the current local auditor for the IU. It was the consensus of Board members present that the administration pursue an independent auditing firm to conduct a review of special education financial practices. Dr. Nace will be meeting with York County Superintendents on April 6 to discuss the recommendation for an independent review of LIU processes, and would work with Adams and Franklin County Superintendents as well to develop an LIU-wide collaborative process. A proposal will be brought to the Board for approval at a future meeting. Dr. Nace also reminded the Board that the LIU Director of Finance, Tim Stanton, was not in charge of the Special Education Budget until December 2017, and it is his goal to present the Special Education budget to the Board for review on June 5.

**OVERVIEW OF LBT RESERVES:** Mr. Stanton provided an overview of the LBT reserve fund balance, which is $17M.  For the LIU, this represents 8.5 months’ worth of claims payments, which is currently below the average of the Trust.  Each district within the Lincoln Benefit Trust must maintain at least three months of claims payments in their reserve balance; however, Mr. Stanton noted that three months of reserve fund balance does not provide rate stability. It is the recommendation of a healthcare actuarial that a minimum of six months of claim reserves is needed for the LIU to maintain rate stability, which is the goal of the Trust. Mr. Stanton stated that the cost trend of the Trust is 6.5%, and for the last three years he has underfunded the LIU at 3%, 3% and 0% effective July 2018. Mr. Stanton stated that if the LIU took another 0% funding increase in 2019, actuarial projections indicate that double digit funding increases would be needed in 2021.

**UPDATE ON SPECIAL EDUCATION COMPREHENSIVE REVIEW:** Dr. Jody Nace and Dr. Lynn Murphy provided an update on the Special Education Comprehensive Review data collected from parents and students. Approximately 360 parents responded to the survey, which was available in both English and Spanish. A majority of responders indicated that LIU personnel are knowledgeable, have high expectations of students, serve as a valuable resource, offer valuable programs and provide clear communication. An area of suggested improvement was a monthly or quarterly newsletter. Just fewer than 1,000 students responded to the survey. A majority of these respondents were in the 6-13 age group. Student responses indicated that the majority of students perceive they have nice teachers, play fun games in school to help them learn and that the small class sizes help them learn. Students were asked the question, *“Is there anything that could help you to learn better?” R*esponses varied among “I don’t know,” “technology” and “math.” Special Education Supervisors have begun to analyze the feedback from the external focus group. Special Education Supervisors and Cabinet will meet with a representative of TregoEd on April 10 to further analyze the data. A Guiding Coalition has been formed, which will meet regularly along with Cabinet to look at special education practices in depth.

**NEXT MEETING:** The next regular meeting of the Board of Directors will be held at 7:00 p.m. on May 1, 2018, at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:37 p.m.

Tim A. Stanton

Board Secretary