**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**AUGUST 7, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on August 7, 2018. Board President Michael Miller called the meeting to order at 7:05 p.m. with the Pledge of Allegiance.

**OATH OF OFFICE:** Kim Smith conducted the swearing-in ceremony for the following directors:

Director to serve unexpired term from July 1, 2018 through June 30, 2019:

* Mark Schur, Chambersburg Area School District

Director to serve unexpired term from July 1, 2018 through June 30, 2020:

* Carlos Wampler, Gettysburg Area School District

Directors to serve new terms beginning July 1, 2018 through June 30, 2021:

* Dustin Martin, Tuscarora School District
* Paul Politis, Greencastle-Antrim School District
* Suzanne Smith, West York Area School District

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

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| --- | --- |
| Sue Heistand | Mark Schur |
| Dustin Martin | Suzanne Smith |
| Michael Miller | Michael Wagner |
| Cory Nade | Carlos Wampler |
| Paul Politis |  |

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

**WELCOME:** Mr. Miller welcomed newly elected director – Suzanne Smith, representing the West York and Spring Grove Area School Districts.

**RESIGNATION:** Mr. Miller announced that he received a resignation from member James Roberts. A replacement will be appointed by South Eastern to serve until the next election.

**APPROVAL OF MINUTES:**  The minutes of June 26, 2018 were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda was presented for approval. New employee recommendation for Kate Poulin was removed since the position was declined. Agenda item G4 was removed for separate action and discussion.

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** |
| Ammon | Lisa | School Psychologist | Pupil Personnel Services | 06/14/2018 | Resignation |
| Ashlin | Vicki | Teacher | Preschool | 08/03/2018 | Resignation |
| Austin | Heather | Personal Care Assistant | Multiple Disabilities Support | 06/05/2018 | Resignation |
| Baker | Amanda | School Counselor | Pupil Personnel Services | 06/08/2018 | Resignation |
| Baum | Ann | Supervisor, Educational Technology Services | Educational Technology Services | 08/17/2018 | Resignation |
| Benedict | Haven | Assistive Technology Specialist | Educational Services | 08/13/2018 | Resignation |
| Bolger | Mary Jo | Itinerant Teacher | Act 89 Nonpublic Schools | 05/30/2018 | Resignation |
| Brinton | Melinda | Teacher Assistant | Preschool | 07/19/2018 | Resignation |
| Brown | Andrea | Teacher Assistant | Therapeutic Emotional Support | 06/07/2018 | Resignation |
| Burke | Emily | Speech Therapist | Speech / Language Support | 01/31/2018 | Resignation |
| Confer | Tina | Teacher Assistant | Autistic Support | 06/01/2018 | Resignation |
| Cook | Gwendolyn | Secretary | Special Education | 10/01/2018 | Retirement |
| Eubanks | Claudia | English as a Second Language Interpreter | Language Instruction Educational | 05/15/2018 | Resignation |
| Ferry | Jennifer | Associate Supervisor | Preschool | 08/13/2018 | Resignation |
| Flaharty | Samantha | Personal Care Assistant | Multiple Disabilities Support | 07/19/2018 | Resignation |
| Geist | Tracy | Home and School Visitor | Pupil Personnel Services | 06/26/2018 | Resignation |
| Hartman | Steven | Personal Care Assistant | Multiple Disabilities Support | 06/05/2018 | Resignation |
| Karn | Doni | Teacher | Autistic Support | 06/01/2018 | Resignation |
| King | Tijahnae | Teacher Assistant | Emotional Support | 06/11/2018 | Termination |
| Kline | Alexandra | ESY Assistant | Extended School Year | 07/19/2017 | Termination |
| Leatherman | Tammy | Teacher | Emotional Support | 06/08/2018 | Transfer Between Entities |
| Mann | Nicole | Teacher | Emotional Support | 06/08/2018 | Resignation |
| Raynes | Danielle | Personal Care Assistant | Autistic Support | 06/04/2018 | Resignation |
| Schaefer | Deborah | Teacher | Emotional Support | 06/15/2018 | Resignation |
| Schwartz | Amy | Teacher | Preschool | 09/14/2018 | Resignation |
| Scriptunas | Judith | English as a Second Language Instructor | Adult Education | 06/30/2018 | Position Ended |
| Shaffer | Amber | Teacher Assistant | Autistic Support | 05/31/2018 | Resignation |
| Shipman | Melinda | Teacher | Visually Impaired Support | 06/07/2018 | Resignation |
| SH65300 |  | Student Worker | Special Education | 05/25/2018 | Graduated |
| Smith | Sheila | Personal Care Assistant | District Contract | 05/30/2018 | Resignation |
| Wilson | Laken | Teacher Assistant | Autistic Support | 06/01/2018 | Resignation |
| Wisotzkey | Amanda | Personal Care Assistant | Autistic Support | 05/31/2018 | Resignation |

* + 1. *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** |
| Bergquist | Dawn | Teacher | Multiple Disabilities Support | 07/25/2018 | $50,672.00 | F-4 | 188 Days |
| Byers | Lauren | Teacher | Preschool | 08/01/2018 | $44,792.00 | D-2 | 188 Days |
| Connolly | Karen | Occupational Therapist | Occupational / Physical Therapy | 08/01/2018 | $45,691.00 | D-5 | 188 Days |
| Douglass | Paige | Teacher | Emotional Support | 07/25/2018 | $44,791.00 | D-2 | 188 Days |
| Hockenberry | Kristen | Teacher | Autistic Support | 08/01/2018 | $52,561.00 | H-2 | 188 Days |
| Laird | Haley | Teacher | Autistic Support | 07/11/2018 | $44,491.00 | D-1 | 188 Days |
| Lehmann | Dana | Social Worker | Pupil Personnel Services | 07/25/2018 | $50,372.00 | F-3 | 188 Days |
| Miller | Erin | Physical Therapist | Occupational / Physical Therapy | 08/15/2018 | $53,943.00 | DRT-1 | 188 Days |
| Morret | Tanya | Training and Consultation Coordinator | Educational Services | 08/15/2018 | $76,000.00 | ACT 93 | 260 Days |
| Morton | Katelyn | Teacher | Life Skills Support | 07/25/2018 | $44,491.00 | D-1 | 188 Days |
| Peters | Jennifer | Social Worker | Pupil Personnel Services | 08/01/2018 | $50,072.00 | F-2 | 188 Days |
| ~~Poulin~~ | ~~Katie~~ | ~~Teacher~~ | ~~Emotional Support~~ | ~~08/08/2018~~ | ~~$44,491.00~~ | ~~D-1~~ | ~~188 Days~~ |
| Saltzman | Jordonne | Occupational Therapist | Occupational / Physical Therapy | 08/01/2018 | $38.50/Hour | F-4 | Part Time / 120 Days |
| Sharp | Grant | Teacher | Emotional Support | 07/25/2018 | $44,491.00 | D-1 | 188 Days |
| Smith | Kelly | Teacher | Life Skills Support | 08/01/2018 | $44,491.00 | D-1 | 188 Days |
| Sollenberger | Kayla | Social Worker | Pupil Personnel Services | 07/25/2018 | $54,589.00 | F-7 | 188 Days |
| Wagner | Amy | Physical Therapist | Occupational / Physical Therapy | 08/01/2018 | $53,943.00 | DRT-1 | 188 Days |
| Walden | Genelle | Teacher | Autistic Support | 08/01/2018 | $56,505.00 | E-9 | 188 Days |
| West | Shabrie | Social Worker | Pupil Personnel Services | 07/25/2018 | $54,589.00 | F-7 | 188 Days |
| Wilson | Karen | Teacher | Emotional Support | 07/11/2018 | $47,201.00 | E-4 | 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** |
| Cole | Abigail | Personal Care Assistant | Visually Impaired Support | 07/25/2018 | $13.26 | TA/PCA E-1 | 188 Days |
| Confer | Rachel | Personal Care Assistant | Preschool | 07/02/2018 | $13.36 | TA/PCA G-1 | 188 Day Stretch |
| Johnson | Kathleen | Personal Care Assistant | Neurological Support | 08/01/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Kress | Austin | Building Attendant | Business Services | 08/01/2018 | $12.61 | Maint./Cust. B + .25 A-1 | Part Time |
| Sharpe | Adrienne | Teacher Assistant | Hearing Impaired Support | 08/01/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Simon | Nichole | Personal Care Assistant | District Contract | 07/25/2018 | $16.84 | TA/PCA G-4 | 188 Days |
| Troyer | Julie | Teacher Assistant | Therapeutic Emotional Support | 07/11/2018 | $16.84 | TA/PCA G-4 | 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** |
| Legore | Laura | Teacher | South Western School District | June 26, 2018 |
| Warner | Patricia | School Psychologist | Abraxas Leadership Development Program | June 16, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Aldinger | Michelle | Teacher Assistant | Life Skills Support | n/a | n/a | 08/07/2018 | Long Term Substitute Teacher | Teacher Assistant | Return to Permanent Position |
| Burwell | Colleen | Teacher | Life Skills Support | $51,505.00 | E-7 | 06/01/2018 | D-7 | E-7 | Salary Column Movement - Bachelor’s + 24 with Level II Certification |
| Calaman | Zachary | Teacher | Multiple Disabilities Support | $44,491.00 | D-1 | 08/07/2018 | Temporary Teacher | Teacher | Position Transfer |
| Focht | Richard | School Psychologist | Pupil Personnel Services | n/a | n/a | 08/08/2018 | 08/08/2018 | Spring 2018 | Sabbatical |
| Gordils | April | Case Manager | ELECT | $20.04 | Recruiter  A-6 | 07/01/2018 | A-6 | C-6 | Salary Column Movement - 15 College Credits |
| Holmes | Julie | Job Coach | Educational Services | $15.30 | n/a | 06/10/2018 | n/a | n/a | Additional Temporary Summer Position |
| Keagy | Melanie | School Psychologist | Pupil Personnel Services | $66,054.00 | J-9 | 08/07/2018 | I-8 | J-9 | Salary Column Movement - PDE School Psychologist Certification |
| Kraus | AnnMarie | Personal Care Assistant | Life Skills Support | $13.50 | TA/PCA B-2 | 08/07/2018 | Part Time | Full Time | Position Change |
| Linder | Kathy | Itinerant Teacher | Act 89 Nonpublic School Services | $58,518.00 | I-7 | 08/07/2018 | Long Term Substitute / D-1 | Reading Specialist / Remedial Math Teacher / I-7 | Position Transfer |
| Lippiatt | Christine | Job Coach | Educational Services | $15.30 | n/a | 06/10/2018 | n/a | n/a | Additional Temporary Summer Position |
| Lovell | Kelly | Fiscal Assistant | Educational Services | $21.41 | Sec. E  E-4 | 07/01/2018 | D-4 | E-4 | Salary Column Movement – 48 College Credits |
| Lucius | Alice | Licensed Practical Nurse | Life Skills Support / Multiple Disabilities Support | $23.09 | Nurse-LPN A-5 | 08/07/2018 | Personal Care Assistant | Licensed Practical Nurse | Position Transfer |
| Martin | Debra | Job Coach | Educational Services | $15.30 | n/a | 06/04/2018 | n/a | n/a | Additional Temporary Summer Position |
| McKenzie | Terri | Secretary | Pupil Personnel Services | $24.87 | Sec. E  F-8 | 07/09/2018 | Sec. C | Sec. E | Position Transfer |
| Myers | Madelyn | Custodian | Special Education | $11.83 | n/a | 06/04/2018 | n/a | n/a | Additional Temporary Summer Position |
| Myers-Horn | Susan | Custodian | Special Education | $15.26 | Maint./Cust. B A-5 | 07/03/2018 | Teacher Assistant | Custodian | Position Transfer |
| Olphin | Jamie | Teacher | Autistic Support | $49,505.00 | E-6 | 05/01/2018 | D-5 | E-6 | Salary Column Movement – Bachelor’s + 24 with Level II Certification |
| Osterman | Cleo | Custodian | Special Education | $11.83 | n/a | 06/04/2018 | n/a | n/a | Additional Temporary Summer Position |
| Resto | Krista | Personal Care Assistant | Multiple Disabilities Support | $14.37 | TA/PCA B-4 | 08/07/2018 | Part Time | Full Time | Position Change |
| Sanders | Tracy | Custodian | Business Services | $13.83 | Maint./Cust. B A-3 | 07/16/2018 | Building Attendant / Part Time | Custodian / Full Time | Position Transfer |
| Stahl | Lisa | Custodian | Special Education | $11.83 | n/a | 06/04/2018 | n/a | n/a | Additional Temporary Summer Position |
| Stuart | Mandy | Teacher | Emotional Support | $54,589.00 | F-7 | 06/09/2018 | E-6 | F-7 | Salary Column Movement – Master’s Degree |
| Sullivan | Lori | Custodian | Special Education | $11.83 | n/a | 06/04/2018 | n/a | n/a | Additional Temporary Summer Position |
| Toerper | Billie Jean | Speech Therapist | Speech / Language Support | n/a | n/a | 07/18/2018 | 07/20/2018 | 07/18/2018 | Revised Separation Date |
| White | Pamela | Itinerant Teacher | Visually Impaired Support | $66,263 | I-11 | 08/07/2018 | ESY Teacher | Itinerant Teacher | Position Transfer |
| Yoder | Genevieve | Teacher | Special Education | $47,201.00 | E-4 | 08/07/2018 | D-4 | E-4 | Salary Column Movement – Bachelor’s + 24 with Level II Certification |

1. Additional days beyond contract:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Program** | **May/June**  **2017/2018 # Days** | **July/August**  **2018/2019 # Days** |
| Keller | Lacy | Autistic Support |  | 10 |

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

Recommendation: Motion to accept the Treasurer’s Report of June 30, 2018, showing cash on hand of $18,208,731.96.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through July 27, 2018 and payroll through July 15, 2018, totaling $10,173,278.62.

* + 1. *Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from June 16, 2018 through July 27, 2018.

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

Recommendation: Motion to adopt job description for Board Certified Behavior Analyst.

1. ***Job Description for Review (Removed for separate discussion/action.)***

A new job description for Learning Center Site Administrator was presented for review.

Recommendation: No action required at this time.

1. ***Board Policies for Review***

The following board policies were presented for review with no action required at this time:

1. *Board Policy 806* *- Child Abuse* - has been rewritten and reviewed by PSBA to be in compliance with new laws and regulations.
2. *Board Policy 823* *– Naloxone* - is a new policy.
3. ***Grant Requests***
   1. *Consolidated Federal Programs Grant*

Recommendation: Motion to approve grant application to PDE Federal Programs eGrants system for Title IA $269,178.00, Title ID $499,945.00 and Title III estimated $101,000.00, depending upon district participation in consortium, for a term beginning July 1, 2018 through September 30, 2019.

* 1. *GHF Benjamin Franklin Trust Fund Grant*

Recommendation: Motion to approve grant application to GHF Benjamin Franklin Trust Fund for $1,700.00 to increase digital literacy of clients for a term beginning January 1, 2019 through December 31, 2019.

* 1. *PaTTAN Project Grant*

Recommendation: Motion to approve grant application, with LIU 12 as sub-recipient, to Lancaster Lebanon Intermediate Unit 13 for $70,400.00 for the PaTTAN Project for a term beginning July 1, 2018 through June 30, 2019.

* 1. *Rice Family Foundation Grant*

Recommendation: Motion to approve grant application to The Rice Family Foundation for up to $10,000 for purchase of five AED units for a term beginning August 1, 2018 through December 31, 2018.

**MOTION ON CONSENT AGENDA:** Sue Heistand moved to approve the consent agenda as amended, seconded by Paul Politis. All Board members present voted in favor and the motion carried.

**G4 – JOB DESCRIPTION FOR REVIEW:** A new job description for Learning Center Site Administrator was presented for review. Dr. Nace proposed that administrator positions at the York Learning Center be restructured by replacing one retirement and one resignation with one building site administrator with a high degree of diverse special education and leadership experience to supervise the building and the school age special education programs, including Yorkshire Academy, Lion’s Pride Academy, Therapeutic Emotional Support, and the Autism Academy. A cost savings of $70,000 would be yielded as a result of the restructuring.

Recommendation: The Board accepted the job description for review and provided consensus to post the anticipated opening. Michael Wagner requested a report of total staff, students and classrooms housed at the York Learning Center.

**OLD BUSINESS**

* 1. ***Executive Director Search Update:*** The Ad Hoc Search Committee is receiving regular reports from Mr. Don Stevens, and has developed a draft of interview questions and a scoresheet. Interviews will be held at the end of October for 2 or 3 candidates.

**NEW BUSINESS**

* 1. ***PDE Settlement for Closing of Migrant Education Grant***

Recommendation: Motion to accept the settlement agreement proposed by PDE for the restitution of funds relating to the closing of the Migrant Education Grant program. Sue Heistand moved approval, seconded by Paul Politis. All Board members present voted in favor and the motion carried.

* 1. ***Future Proposed LIU Board Retreat for Board Members and Interim Executive Director on September 15, 2018 from 10:00am to 3pm in New Oxford***

Mr. Miller proposed that the Board participate in a Board Retreat on September 15, 2018 from 10am to 3 pm for the purpose of understanding who we are and where we are going. Michael Wagner moved approval, seconded by Sue Heistand. A discussion ensued. Mr. Miller asked Board members to send their suggestions for retreat topics to Dr. Nace. Dr. Nace asked the Board to consider holding a retreat with an outside facilitator after a new executive director is on board. Cory Nade agreed it should be held after the executive director is hired. Michael Wagner suggested a retreat be held both before and after an executive director is hired. Sue Heistand shared that the Board should hold the retreat prior so that it is better equipped to hire the right person. Cory Nade suggested that in lieu of a whole day retreat, the Board take time during the next few meetings to talk about the strategic plan. Dustin Martin expressed support for holding discussions during the next few meetings because it may be hard to select a Saturday date that suits every member. Michael Wagner amended the original motion by removing the date of September 15 and replacing it with “prior to the selection of a new executive director with a date and format to be determined.” Sue Heistand seconded the amendment. Suzanne Smith suggested that the motion include an outside facilitator. Michael Wagner amended the amended motion to include facilitation by an outside vendor. The final amended motion read: **Motion to hold an LIU Board Retreat facilitated by an outside vendor prior to the selection of a new executive director with a date and format to be determined.** A roll call vote recorded 7 yes and 2 no and the motion carried.

**PRESIDENT’S REPORT:** Mr. Miller had no further report.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:** Dr. Nace’s report included the following highlights:

* August 7 was opening day in-service for all staff. A total of 1,200 staff members were able to attend the opening session, which was broadcasted to five different locations and included stories of staff that are living the mission, as well as an inspirational speaker. Mr. Wagner requested a breakdown of the 1,200 staff members at a future meeting.
* PDE Secretary of Education, Pedro Rivera expressed an interest in the LIU Career Camp held earlier in the summer at York County School of Technology. Staff and students were invited back on August 7 to demonstrate for him what was taught, learned and produced during the Career Camp.
* Collaborating for Youth/Respective Solutions will be taking over the 21st Century Community Learning Grant and students will continue to be served without interruption.
* The monthly progress report for the Special Education Comprehensive Review Action Plan was distributed.

**SOLICITOR’S REPORT:** Kim Smith reported that she will be meeting with Mr. Miller and Dr. Nace in October to take an assessment of any concerns with the services provided by Barley-Snyder and to talk about ways to provide the levels of service expected that are also cost effective. Board members that may have concerns or questions to be addressed during this review may submit them to Mr. Miller.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on September 4, 2018 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:47 p.m.

Tim A. Stanton

Board Secretary