**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**SEPTEMBER 4, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on September 4, 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:

* Dennis Dacheux, Dover Area School District

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

* Patrick McDonald, Waynesboro Area School District

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

* Scott Roland, Hanover Public School District

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

|  |  |
| --- | --- |
| Dennis Dacheux | Scott Roland via Zoom |
| Sue Heistand | Suzanne Smith |
| Patrick McDonald | Michael Wagner |
| Michael Miller | Carlos Wampler |

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.

**APPOINTMENT OF NEW MEMBER:** Michael Wagner made a motion to appoint Brian Hoffman to replace James Roberts as a representative for South Eastern and Red Lion Area School Districts. Sue Heistand seconded the motion. All Board members present voted in favor and the motion carried.

**APPROVAL OF MINUTES:**  The minutes of August 7, 2018 were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda was presented for approval. The position transfer for Ben Smith was removed from the consent agenda for separate action. Mr. Wagner requested that actual rates be included on personnel items that state “appropriate hourly rate.”

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** |
| Baker | Daniel | Program Specialist | Preschool | 09/24/2018 | Resignation |
| Bentley | Allison | Summer Aide | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Bodnari | Andrea | Itinerant Teacher | Visually Impaired Support | 08/08/2018 | Resignation |
| Boldosser | Janelle | Teacher | Autistic Support | 10/05/2018 | Resignation |
| Clineburg | Deborah | Teacher Assistant | Emotional Support | 06/08/2018 | Resignation |
| Coleman | Stephanie | Summer Instructor | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Conley | Jennifer | Teacher | Therapeutic Emotional Support | 10/04/2018 | Resignation |
| Crawford | Karen | Secretary | Transportation | 10/31/2018 | Retirement |
| Feliciano | Ana | Program Assistant | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Ferrence | Cynthia | Personal Care Assistant | Life Skills Support | 06/05/2018 | Resignation |
| Flinchbaugh | Laura | Personal Care Assistant | Autistic Support | 06/01/2018 | Resignation |
| Gibbons | Melissa | Personal Care Assistant | Autistic Support | 06/07/2018 | Resignation |
| Gibbs | Kylie | Summer Instructor | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Hayes | Daniella | Teacher Assistant | Emotional Support | 06/01/2018 | Resignation |
| Jones | Catherinanne | Program Assistant | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Klapka | Donald | Senior Grant Accountant | Business Services | 09/14/2018 | Resignation |
| Lichtenburg | Abbey | Summer Instructor | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Little | Lorrie | Teacher Assistant | Special Education | 05/30/2018 | Resignation |
| McDaniel | Ashley | Summer Instructor | 21st Century Grant Services | 08/31/2018 | Program Ended |
| McDaniel | Travis | Site Coordinator | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Murawski | Vanessa | Summer Aide | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Ortiz | Elizabeth | Site Coordinator | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Potts | Hannah | Program Assistant | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Poulin | Katie | Teacher | Emotional Support | 08/08/2018 | Never Started |
| Rebuck | Zach | Summer Aide | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Rickrode | Catherine | Summer Aide | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Sherwood | Curtis | Teacher Assistant | Alternative Education | 06/01/2018 | Resignation |
| Smeltzer | Dorothy | Personal Care Assistant | District Contract | 06/05/2018 | Resignation |
| Smith | Jerrod | Teacher | Life Skills Support | 09/05/2018 | Resignation |
| Stoner | Karissa | Personal Care Assistant | Life Skills Support | 05/30/2018 | Resignation |
| Swart | Rhonda | Teacher Assistant | Autistic Support | 05/30/2018 | Resignation |
| Tharp | Gail | Personal Care Assistant | Autistic Support | 05/31/2018 | Resignation |
| Trimmer | Jill | Supervisor | Emotional Support | 09/19/2018 | Resignation |
| Tucker | Janice | Supervisor | Speech / Language Support | 11/12/2018 | Retirement |
| Turner | Karen | Teacher Assistant | Emotional Support | 06/08/2018 | Resignation |
| Wharton | Jonas | Site Coordinator | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Zeager | Amanda | Teacher Assistant | Therapeutic Emotional Support | 09/05/2018 | 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** |
| Castellano | Pellie | Social Worker | Pupil Personnel Services | 08/08/2018 | $59,346.00 | F-9 | 188 Days |
| Conley | Chalfant | Teacher | Emotional Support | 08/23/2018 | $44,491.00 | D-1 | 188 Days |
| Ezibe | Leisa | Teacher | Life Skills Support | 09/04/2018 | $52,561.00 | H-2 | 188 Days |
| Fox | Megan | Speech Therapist | Speech / Language Support | 08/29/2018 | $39.96 per hour | F-6 | Part Time |
| Heisey | Ashley | Counselor | Pupil Personnel Services | 08/20/2018 | $49,772.00 | F-1 | 188 Days |
| McLaughlin | Matthew | Training and Consulting Staff Developer | Educational Services | 08/27/2018 | $58,518.00 | I-7 | 188 Day Stretch |
| Mitchell | Ronald | School Psychology Intern | Pupil Personnel Services | 08/22/2018 | $12,000.00 | n/a | 200 Days |
| O’Brien | Louisa | Teacher | Preschool | 08/29/2018 | $56,589.00 | F-8 | 188 Day Stretch |
| Rhone | Jennifer | Teacher | Life Skills Support / Multidisabilities Support | 08/27/2018 | $54,505.00 | E-8 | 188 Days |
| Rumbaugh | Melissa | Occupational Therapist | Occupational / Physical Therapy | 08/29/2018 | $34.72 per hour | D-5 | Part Time |
| Wiles | Sarah | Teacher | Emotional Support | 08/22/2018 | $49,772.00 | F-1 | 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** |
| Bear | Sarah | Interpreter | Hearing Impaired Support | 08/07/2018 | $29.03 | Interpreter II G-2 | 188 Days |
| Brodbeck | Joyce | Secretary | Preschool | 08/20/2018 | $15.83 | Sec C A-4 | 260 Days |
| Castillo Cortes | Andres | Teacher Assistant | Therapeutic Emotional Support | 08/29/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Chandler | DeAnn | Teacher Assistant | Autistic Support | 08/07/2018 | $15.66 | TA/PCA G-3 | 188 Days |
| Cobosco | Tammy | Personal Care Assistant | Hearing Impaired Support | 08/07/2018 | $13.26 | TA/PCA E-1 | 188 Days |
| Colon Velez | Aleidis | Teacher Assistant | Life Skills Support / Multidisabilities Support | 08/21/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Emig | Christine | Personal Care Assistant | Life Skills Support / Multidisabilities Support | 08/22/2018 | $14.79 | TA/PCA B-5 | 188 Days |
| Hetzer | Kelly | Personal Care Assistant | Autistic Support | 08/15/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Krichten | Kathi | Personal Care Assistant | Life Skills Support | 08/22/2018 | $20.23 | TA/PCA G-9 | 188 Days |
| Kuczynski | Brian | Personal Care Assistant | Visually Impaired Support | 08/07/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Lawrence | Jennifer | Personal Care Assistant | District Contract | 08/27/2018 | $15.66 | TA/PCA G-3 | 188 Days |
| Lincoln | Laurie | Personal Care Assistant | District Contract | 08/22/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| May | Jodee | Personal Care Assistant | District Contract | 08/22/2018 | $14.45 | TA/PCA F-2 | 188 Days |
| Newman | Terri | Personal Care Assistant | Life Skills Support | 08/07/2018 | $13.26 | TA/PCA A-2 | 188 Days |
| Poole | Jennifer | Teacher Assistant | Emotional Support | 08/27/2018 | $14.45 | TA/PCA F-2 | 188 Days |
| Rohrbaugh | Megan | Personal Care Assistant | Hearing Impaired Support | 08/07/2018 | $13.36 | TA/PCA G-1 | 188 Days |
| Strausbaugh | Courtney | Case Manager | ELECT | 08/07/2018 | $15.93 | Recruiter A-1 | 220 Days |
| Todaro | Mary | Teacher Assistant | Life Skills Support | 08/24/2018 | $13.01 | TA/PCA A-1 | 188 Days |

* + 1. *Miscellaneous*

1. Professional Contract:

A professional contract is awarded to the following staff members for satisfactorily completing three years of service:

|  |  |
| --- | --- |
| **Last Name** | **First Name** |
| Bair | Alexandra |
| Bowersox | Lauren |
| Brockman | Danielle |
| Keller | Lacy |
| Klunk | Cheryl |
| Krchnak | Marie |
| Smith | Natalie |
| Walsh | Molly |
| Yoder | Genevieve |

1. Additional Service Agreements

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **School District** | **Dates** |
| Bordner | Corrine | Interpreter | Bermudian Springs School District  South Western School District | 07/2018 – 06/2019  08/28/2018 – 08/30/2018 |
| Chmilewski | Tanya | Interpreter | Bermudian Springs School District | 07/2018 – 06/2019 |
| DiCesare | Rosemary | Interpreter | Dallastown Area School District | 07/2018 – 06/2019 |
| Hahn | Martha | Nurse | South Western School District | 08/2018 – 06/2019 |
| Haid | Paul | Teacher | Dallastown Area School District | 07/2018 – 06/2019 |
| Hockensmith | Kimberly | Interpreter | Bermudian Springs School District | 07/2018 – 06/2019 |
| Holmes | Rebecca | Interpreter | Bermudian Springs School District | 07/2018 – 06/2019 |
| Imhoff | Jennifer | Interpreter | Dallastown Area School District | 07/2018 – 06/2019 |
| Knaper | Tiffany | Teacher | Northeastern School District | 08/22/2018 – 11/22/2018 |
| Knovich | Hollie | Interpreter | Dallastown Area School District | 07/2018 – 06/2019 |
| Lawrence | Billi Jo | Nurse | South Western School District | 08/2018 – 06/2019 |
| Markel | Jonna | Nurse | Red Lion Area School District  West York Area School District | 08/2018 – 06/2019  08/2018 – 06/2019 |
| Moul | Debra | Interpreter | Dallastown Area School District | 07/2018 – 06/2019 |
| Snyder | Charles | Interpreter | Dallastown Area School District | 07/2018 – 06/2019 |
| Sterner | Marilyn | Interpreter | Bermudian Springs School District  Conewago Valley School District | 07/2018 – 06/2019  08/20/2018 |
| Various Substitutes |  | Substitute Assistant | Greencastle-Antrim School District | 08/20/2018 – until district nurse is hired |
| Various Substitutes |  | Substitute Assistant | Greencastle-Antrim School District | 08/20/2018 – until district personal care assistant is hired |
| Various Substitutes |  | Substitute Assistant | Upper Adams School District | 08/2018 – 06/2019 |
| Warner | Patricia | Psychologist | Abraxas Leadership Development Program  Abraxas Youth Center  Abraxas Youth Center | 08/25/2018 07/16/2018  08/25/2018 |

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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Baquero | Lillian | Teacher Assistant | Life Skills Support | $16.34 | TA/PCA C-6 | 08/07/2018 | B-6 | C-6 | Salary Column Movement due to PALS Hours |
| Brown | Lindsay | Secretary | Human Resources | $46,862.40 | Sec D F-5 | 09/05/2018 | Sec C | Sec D | Position Reclass |
| Crooks | Brianna | Teacher | Autistic Support | $50,972.00 | LIUEA F-5 | 08/10/2018 | E-5 | F-5 | Salary Column Movement – Master’s Degree |
| Fox | Kelly | Associate Supervisor | Preschool Speech | $75,682.86 | ACT 93 | 09/10/2018 | Program Specialist / LIUEA | Associate Supervisor / ACT 93 | Position Transfer |
| Fry | Nicole | Accountant | Business Services | $66,500.00 | ACT 93 | 09/05/2018 | ESPA Accountant | ACT 93 Accountant | Position Reclass |
| Genoese | Donna | Secretary | Visually Impaired Support | $21.62 | Sec C F-7 | 08/07/2018 | Intervener | Secretary | Position Transfer |
| Gingerich | Lisa | Teacher Assistant | Therapeutic Emotional Support | $15.05 | TA/PCA C-4 | 08/07/2018 | B-4 | C-4 | Salary Column Movement due to PALS Hours |
| Klopp | Katherine | Temporary Teacher | Behavior Intervention | $44,491.00 | LIUEA D-1 | 07/20/2018 | Personal Care Assistant | Temporary Teacher | Position Transfer |
| Knaper | Tiffany | Teacher | Multidisabilities Support | $62,420.00 | LIUEA G-10 | 08/21/2018 | F-10 | G-10 | Salary Column Movement – Master’s + 15 |
| Lubaszewski | Thomas | Teacher | Educational Services | Per Diem | Per Diem | 08/01/2018 | n/a | n/a | Additional Duties / Hours |
| Mickey | Richard | Maintenance | Building and Grounds | $26.76 | Maint/Cust C C-9 | 07/01/2018 | A-9 | C-9 | Salary Column Movement due to PALS Hours |
| Peterson | Heather | Teacher | Educational Services | Per Diem | Per Diem | 08/01/2018 | n/a | n/a | Additional Duties / Hours |
| Ruiz | Sharon | Intervener | Hearing Impaired Support | $25.36 | Intervener C-3 | 08/07/2018 | Personal Care Assistant | Intervener | Position Transfer |
| Sellers | Erika | Secretary | Visually Impaired Support | $12.91 | Sec C A-1 | 08/07/2018 | n/a | n/a | Additional Part Time Position |
| Snelbaker | Tesla | Personal Care Assistant | Hearing Impaired Support | $13.78 | TA/PCA C-2 | 08/07/2018 | A-2 | C-2 | Salary Column Movement due to PALS Hours |
| Tavares | Cindy | Teacher Assistant | Autistic Support | $15.25 | TA/PCA B-6 | 08/07/2018 | A-6 | B-6 | Salary Column Movement due to PALS Hours |
| Tome | Jamie | Supervisor | Speech / Language Support | $84,500.00 | ACT 93 | 09/04/2018 | Speech Therapist / LIUEA | Supervisor / ACT 93 | Position Transfer |
| Willits | Monica | Teacher Assistant | Autistic Support | $20.23 | TA/PCA D-9 | 08/07/2018 | C-9 | D-9 | Salary Column Movement due to PALS Hours |

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

Recommendation: Motion to accept the Treasurer’s Report of July 31, 2018, showing cash on hand of $15,733,399.10.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through August 24, 2018 and payroll through August 15, 2018, totaling $8,404,246.79.

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

Recommendation: Motion to adopt new job description for Learning Center Site Administrator.

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

A new job description for Program Secretary was presented for review. This position is a part-time position that will serve the Nonpublic Schools Program and the Educational Services Division.

Recommendation: No action required at this time.

1. ***Board Policies for Adoption***

Recommendation: Motion to adopt policies 806-Child Abuse, and 823-Naloxone.

1. *Board Policy 806* *- Child Abuse* - rewritten and reviewed by PSBA to be in compliance with new laws and regulations.
2. *Board Policy 823* *– Naloxone* - is a new policy.
3. ***Transportation Contract Awards for 2018-2019 Academic Year***

Recommendation: Motion to award bids for contracted transportation services for Special Education Transportation for the effective dates of July 1, 2018 through June 30, 2019 to the following vendors: F & S Transportation Inc., Jacoby Transportation Inc., and Kelly Transit Inc.

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

**POSITION TRANSFER:** The following item was pulled from the consent agenda for discussion and separate action.

| Smith | Benjamin | Supervisor of Educational Technology | Educational Technology Services | $90,234.00 | ACT 93 | 09/05/2018 | Program Specialist | Supervisor of Educational Technology | Position Transfer |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Smith | Benjamin | Supervisor of Educational Technology | Educational Technology Services | $93,234.00 | ACT 93 | To Be Determined | $90,234.00 | $93,234.00 | Additional $3,000.00 in Salary (upon completion of additional certification) |

Mr. Mader explained that Mr. Smith will assume most of the duties of the position, but will not receive the full salary increase until completion of additional certification. Patrick McDonald moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

**OLD BUSINESS**

* 1. ***Executive Director Search Update:*** Mr. Miller provided an update on the executive director search. Applications will be accepted through mid-September.

**PRESIDENT’S REPORT:** Mr. Miller announced that a Board Retreat would be held on November 17, 2018. He and Dr. Nace plan to speak with a representative of PSBA to discuss costs and format for the session. A proposal will be brought before the Board on October 2, 2018.

**UPDATE ON LIU COMPREHENSIVE PLAN:** Dr. Nace presented a status report on the LIU Comprehensive Plan.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:** Dr. Nace reported on the positive comments received in response to the changes that have been made in the special education billing process, which includes a new methodology for billing special education services, as well as an earlier deadline for completion.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on October 2, 2018 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:02 p.m.

Tim A. Stanton

Board Secretary