**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**OCTOBER 2, 2018**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on October 2, 2018. Board President Michael Miller called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

**OATH OF OFFICE:** Kim Smith conducted the swearing-in ceremony for Brian Hoffman, who was appointed to replace James Roberts representing the South Eastern School District through June 30, 2019.

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

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| Sue Heistand | Cory Nade |
| Brian Hoffman | Scott Roland via Zoom |
| Dustin Martin | Mark Schur |
| 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.

**RECOGNITION OF VISITORS:** Mr. Miller welcomed Dr. Michelle Ludwig, candidate for the new Site Administrator for the York Learning Center.

**APPROVAL OF MINUTES:**  The minutes of September 4, 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** |
| Brands | Kelsey | School Psychologist | Pupil Personnel Services | 10/15/2018 | Resignation |
| Burge | Philip | School Psychologist | Pupil Personnel Services | 09/07/2018 | Retirement |
| Carapezza | Kate | Program Assistant | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Cole | Abigail | Personal Care Assistant | Visually Impaired Support | 09/14/2018 | Resignation |
| Garcia | Elizabeth | Summer Aide | 21st Century Grant Services | 08/31/2018 | Program Ended |
| Huff | Holly | Personal Care Assistant | Autistic Support | 12/06/2018 | Retirement |
| Imes | Kelly | Teacher Assistant | Life Skills Support | 09/06/2018 | Resignation |
| Keagy | Melanie | School Psychologist | Pupil Personnel Services | 11/05/2018 | Resignation |
| Klingensmith | Kristin | School Psychologist | Pupil Personnel Services | 09/21/2018 | Resignation |
| Simon | Nichole | Personal Care Assistant | District Contract | 08/30/2018 | Resignation |
| Yoder | Ellen | Itinerant Teacher | Preschool Support | 12/14/2018 | Retirement |

* + 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** |
| Clark | Bryan | School Counselor | Pupil Personnel Services | 10/02/2018 | $49,772.00 | F-1 | | 188 Days |
| Garber | Audrey | Teacher | Emotional Support | 09/04/2018 | $44,491.00 | D-1 | | 188 Days |
| Kunkelman | Stacy | Coordinator of Transportation | Special Education | 09/26/2018 | $75,500.00 | | ACT 93 | 260 Days |
| Lill | Valerie | Assistive Technology Support Specialist | Educational Services | 09/26/2018 | $63,478.00 | F-11 | | 188 Day Stretch |
| Ludwig | Michelle | Learning Center Site Administrator | Special Education | 10/10/2018 | $100,000.00 | ACT 93 | | 260 Days |
| Wherley | Katie | Teacher | Therapeutic Emotional Support | 09/24/2018 | $49,772.00 | F-1 | | 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** |
| Andrew | Wendy | Personal Care Assistant | Life Skills Support | 09/26/2018 | $18.00 | TA/PCA G-5 | 188 Days |
| Ballwanz | Elizabeth | Teacher Assistant | Alternative Education | 10/10/2018 | $14.45 | TA/PCA G-2 | 188 Days |
| Bittinger | Kellie | Personal Care Assistant | Life Skills Support | 09/12/2018 | $15.61 | TA/PCA F-3 | 188 Days |
| Carbaugh | Rebecca | Personal Care Assistant | Behavior Intervention | 09/12/2018 | $13.26 | TA/PCA E-1 | 188 Days |
| Chandler | Michael | English as a Second Language Instructor | Adult Education | 09/26/2018 | $19.30 | Grant Funded | Part Time |
| Demmitt | Alyssa | Personal Care Assistant | Visually Impaired Support | 09/19/2018 | $13.26 | TA/PCA E-1 | 188 Days |
| Evans | Eric | Student Coordinator | Adult Education | 09/12/2018 | $16.78 | Grant Funded | Part Time |
| Louthian | Shane | Help Desk Tier I Representative | Educational Technology Services | 09/26/2018 | $16.67 | Tech B A-4 | 260 Days |
| Mitchell | Susan | Personal Care Assistant | Autistic Support | 09/26/2018 | $13.26 | TA/PCA E-1 | 188 Days |
| Morgan | Barbara | Secretary | Educational Services | 09/26/2018 | $20.46 | Sec E A-6 | 260 Days |
| Stewart | Tara | Student Coordinator | Adult Education | 09/26/2018 | $16.78 | Grant Funded | Part Time |
| Walker | Calah | Teacher Assistant | Therapeutic Emotional Support | 09/24/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Whyland | Emily | Personal Care Assistant | Autistic Support | 09/26/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Wingerd | Kathryn | ABE/GED Instructor | Adult Education | 09/12/2018 | $19.20 | Grant Funded | Part Time |
| Yannotta | Bethany | Personal Care Assistant | District Contract | 09/26/2018 | $15.27 | TA/PCA E-3 | 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** | **Rate** | **School District** | **Dates** |
| DiCesare | Rosemary | Interpreter | $49.00 per hour | Dallastown Area School District | September 4, 2018 – November 14, 2018 |
| Haid | Paul | Teacher | $49.00 per hour | Dallastown Area School District | September 4, 2018 – November 14, 2018 |
| Imhoff | Jennifer | Interpreter | $49.00 per hour | Dallastown Area School District | September 4, 2018 – November 14, 2018 |
| Kleiser | Diane | Bus Assistant | $26.00 per hour | Eastern York School District | September 18, 2018 – until classes return to Eastern York Middle School |
| Knovich | Hollie | Interpreter | $49.00 per hour | Dallastown Area School District | September 4, 2018 – November 14, 2018 |
| Snyder | Charles | Interpreter | $49.00 per hour | Dallastown Area School District | September 4, 2018 – November 14, 2018 |
| Warner | Patricia | Psychologist | $75.00 per hour | Abraxas Leadership Development Center | September 22, 2018 (3 evaluations) |

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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Boldosser | Janelle | Teacher | Autistic Support | n/a | n/a | 09/21/2018 | n/a | n/a | Revised Separation Date |
| Descheemaeker | Courtney | Speech Therapist | Speech/ Language Support | $55,455.00 | LIUEA G-7 | 08/20/2018 | F-7 | G-7 | Salary Column Movement – Master’s + 15 |
| Hinton | Colette | Occupational Therapist | Occupational/  Physical Therapy | $51,272.00 | LIUEA G-3 | 08/26/2018 | F-3 | G-3 | Salary Column Movement – Master’s + 15 |
| Lockett | Wendy | English as a Second Language Teacher | Language Instruction Educational Program | $41.86  per hour | n/a | 07/01/2018 | n/a | n/a | Increase in Part Time Hours |
| Ott | Kyle | Job Coach | Educational Services | $13.36  per hour | TA/PCA G-1 | 08/27/2018 | Site Coordinator / 21st Century Grant Services | Job Coach / Educational Services | Position Transfer |
| Szabo-Carney | Gabriela | English as a Second Language Teacher | Language Instruction Educational Program | $38.50  per hour | n/a | 07/01/2018 | n/a | n/a | Increase in Part Time Hours |
| Szabo-Carney | Gabriela | Literacy Coach | Educational Services | $180.00 per day | n/a | 07/01/2018 | 07/01/2018 | 09/21/2018 | Additional Part Time Position |
| Yoder | Genevieve | Teacher | Special Education | $50,672.00 | LIUEA F-4 | 05/12/2018 | E-4 | F-4 | Salary Column Movement – Master’s |

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

Recommendation: Motion to accept the Treasurer’s Report of August 31, 2018, showing cash on hand of $21,087,869.77.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through September 25, 2018 and payroll through September 15, 2018, totaling $10,879,524.14.

1. ***Job Descriptions for Review***

The following job descriptions are presented for review.

* 1. Educational Technology Specialist (reclassified from Act 93 to LIUEA)
  2. Program Secretary, Educational Services (restructured position)
  3. Utility/General Maintenance Worker for YLC (new)

Recommendation: No action is required at this time.

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

**BOARD MEMBER ARRIVES:** Mr. Politis arrived at 7:10 pm.

**OLD BUSINESS:**

* 1. ***Executive Director Search Update:*** Mr. Miller provided an update on the executive director search and a proposed interview format. Mr. Miller requested that the Board meet in executive session following adjournment to discuss a personnel matter. He also announced that the Ad Hoc Personnel Committee would meet following the executive session.

**NEW BUSINESS:**

Mr. Miller asked for a volunteer to represent the Lincoln Intermediate Unit at the PSBA Delegate Assembly on October 19, 2018. No Board member volunteered, so a representative was not appointed.

**PRESIDENT’S REPORT:** Mr. Miller reported that he and Dr. Nace spoke with Brianna Crowley of PSBA regarding facilitation of a board retreat on November 17. Ms. Crowley would not be able to facilitate a retreat on November 17, as this would be her first experience with an Intermediate Unit and more time would be required for preparation. It was Ms. Crowley’s suggestion that a board retreat also include the executive director. It was the consensus of the Board to postpone a retreat until after the new executive director is on board. Mr. Miller distributed the LIU Quick Chart of Programs and Services, which was provided by Dr. Nace.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:**

* Dr. Nace distributed information related to the total count of IU students receiving special education services, as well as a report showing the locations of all LIU classrooms, as requested by Mr. Wagner during a previous meeting.
* Dr. Nace noted that 20 of 25 superintendents attended the first Superintendents’ Advisory Council meeting of the new school year, which included a report on the Special Education Action Plan by Dr. Murphy and Mr. Stanton.
* Dr. Nace reported that Leadership Team members are preparing goals that will be aligned with the priority areas that were set for the organization by the Executive Director in the fall of 2017. This will be the second year of aligning to these organizational priorities.
* Dr. Nace and Mr. Mader met with three communications firms to discuss their capacity to assist the IU in telling a new story. Dr. Nace hopes to have a proposal to present to the Board for consideration on November 6, which would provide guidance in developing effective communication practices as the LIU transitions to new leadership.

**UPDATE ON LIU COMPREHENSIVE PLAN:** Dr. Nace and cabinet members presented part II of a status report on the LIU Comprehensive Plan. On November 6, a recommendation for a revision to the current Comprehensive Plan will be presented to the Board.

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

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:23 p.m.

Tim A. Stanton

Board Secretary