#### Call to Order

#### Pledge of Allegiance

#### Oath of Office for Elected Director

Director to serve new three year term beginning July 1, 2019 through June 30, 2022

* Michael Wagner, Central York School District

#### Roll Call

#### Recognition of Visitors and Public Comment: Michael Miller, Board President

#### Presentation: Agenda Manager Demonstration: Jared Mader, Joe Galluci, CAIU 15

#### Approval of Minutes of September 3, 2019

#### Consent Agenda

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request of a Board member.

Recommendation: Motion to approve all recommendations listed under the Consent Agenda.

##### ***Personnel Actions***

###### **Resignations/Retirements/Terminations**

Resignations and retirements per the reasons indicated and effective dates noted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Baker | Tammy | Personal Care Assistant | Visually Impaired Support | 10/04/2019 | Resignation |
| Banci | Linda | Personal Care Assistant | Life Skills Support | 09/12/2019 | Resignation |
| Bonilla | Marley | Teacher Assistant | Preschool | 09/10/2019 | Resignation |
| Brown | Lindsay | Secretary | Human Resources | 10/04/2019 | Resignation |
| Delle Donne | Karen | Teacher | Special Education | 09/13/2019 | Resignation |
| McCloskey | Kelly | Personal Care Assistant | Autistic Support | 09/13/2019 | Resignation |
| Michalak | Sarah | Speech Therapist | Speech/Language Support | 09/13/2019 | Resignation |
| Miller | Nicolle | Teacher | Emotional Support | 09/13/2019 | Resignation |
| Nadolny | Eryn | Teacher | Emotional Support | 09/06/2019 | Resignation |
| Renoll | Cortney | Personal Care Assistant | Autistic Support | 09/10/2019 | Resignation |
| Santell | Ingrid | Secretary | Transportation | 08/01/2019 | Resignation |
| Smith | Michelle | Teacher | Autistic Support | 09/06/2019 | Resignation |
| Spencer | Vicki | Intervener | Hearing Impaired Support | 09/27/2019 | Retirement |
| Strausbaugh | Erin | Teacher Assistant | Therapeutic Emotional Support | 06/04/2019 | Termination |
| Yeager | Amanda | Personal Care Assistant | Multidisabilities Support | 08/08/2019 | Termination |
| Yoder | Genevieve | Teacher | Special Education | 09/27/2019 | Resignation |

###### **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** |
| Burg | Amanda | Teacher | Therapeutic Emotional Support | TBD | $51,168.00 | LIUEA F-4 | 188 Days |
| Campbell | Adelle | Associate Supervisor | Pupil Personnel Services | 09/18/2019 | $85,000.00 | Act 93 | 200 Days |
| Kourliouros | Hillary | School Counselor | Act 89 Nonpublic School Services | TBD | $51,468.00 | LIUEA F-5  | 188 Days |
| Pereschuk | Nicole | Teacher | Special Education | TBD | $44,987.00 | LIUEA D-1 | 188 Days |
| Pero | Melissa-Ann | Staff Developer | Educational Services | TBD | $73,569.00 | LIUEA I-13 | 188 Days |
| Schwartz | Amy | Teacher | Special Education | 10/02/2019 | $63,074.00 | LIUEA I-9 | 188 Days |
| Trovato | Charles | Professional Development Specialist | Educational Services | 10/02/2019 | $80,000.00 | Act 93 | 260 Days |
| Wagner | Melissa | Teacher | Special Education | 09/17/2019 | $45,887.00 | LIUEA D-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** |
| Anderson | Julie | Personal Care Assistant | Intervention | 09/18/2019 | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Berkheimer | Amanda | Teacher Assistant | Intervention | 09/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Blake | Elizabeth | Personal Care Assistant | District Contract | 09/25/2019 | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Bollinger | Krista | Personal Care Assistant | Autistic Support | 09/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Collier | Amy | Teacher Assistant | Life Skills Support | 10/02/2019 | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Daugherty | Mikayla | Personal Care Assistant | Autistic Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Harlacher | Cynthia | Personal Care Assistant | Life Skills Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Harms | Elizabeth | Personal Care Assistant | Multidisabilities Support | TBD | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Myers | Laura | Secretary | Special Education | 09/23/2019 | $22.98 per hour | Sec D F-5 | 260 Days |
| Reynolds | Janet | Secretary | Pupil Personnel Services | 09/18/2019 | $20.99 per hour | Sec E A-6 | 260 Days |
| Spielman | Wendy | Personal Care Assistant | District Contract | 09/18/2019 | $15.97 per hour | TA/PCA F-3 | 188 Days |
| Stafford | William | Teacher Assistant | Emotional Support | 09/18/2019 | $17.20 per hour | TA/PCA G-4 | 188 Days |
| Yeingst | Sara | Personal Care Assistant | Autistic Support | 09/18/2019 | $18.36 per hour | TA/PCA G-5 | 188 Days |

###### **Miscellaneous**

1. Additional Service Agreements

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Rate** | **School District** | **Dates** |
| Booth | Rachel | Teacher | $34.18 per hour | South Western School District | 09/09/2019 – 10/29/2019 |
| DiCesare | Rosemary | Interpreter | $36.26 per hour | Dallastown Area School DistrictDallastown Area School DistrictCentral York School District | 09/12/2019 – 11/17/201909/06/2019 – 05/30/202009/10/2019 – 06/2020 |
| DiMarco-Beard | Maddalena | Speech Therapist | $54.11 per hour (July) / $55.38 per hour (August) | Red Lion Area School District | 07/2019 – 08/2019 |
| Haid | Paul | Interpreter / Teacher | $55.38 per hour | Dallastown Area School District | 09/12/2019 – 11/17/201909/06/2019 – 05/30/2020 |
| Hockensmith | Kim | Interpreter | $35.15 per hour | Conewago Valley School District | 09/09/2019 – 10/31/2019 |
| Imhoff | Jennifer | Interpreter | $41.57 per hour | Dallastown Area School District | 09/12/2019 – 11/17/201909/06/2019 – 05/30/2020 |
| Knovich | Hollie | Interpreter | $33.52 per hour | Dallastown Area School District | 09/12/2019 – 11/17/201909/06/2019 – 05/30/2020 |
| Kuhn | Laura | Teacher | $34.18 per hour | Central York School District | 09/03/2019 – 06/2020 |
| Moul | Debra | Interpreter | $37.81 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019 |
| Olsen | Breanne | Teacher | $34.18 per hour | Northeastern School District | 09/17/2019 -12/17/2019 |
| Queenan | Beverly | Teacher | $34.18 per hour | Eastern York School District | 09/03/2019 – until student is set up for instruction in the home |
| Sterner | Marilyn | Interpreter | $41.57 per hour | Conewago Valley School District | 09/09/2019 – 10/31/2019 |
| Thomas | Corey | Interpreter | $25.14 per hour | Dallastown Area School District | 09/12/2019 – 11/17/201909/06/2019 – 05/30/2020 |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $100.05 - $120.06 per day (PCA) / $140.07 - $173.42 per day (guest teacher) | Gettysburg Area School DistrictGreencastle-Antrim School District | 09/05/2019 – 09/17/201908/21/2019 – 05/202009/18/2019 – 10/31/2019 |
| Various Medical Staffing Network Nurses | Various Medical Staffing Network Nurses | Nurse | $39.50 - $58.00 per hour (based on LPN or RN coverage) | Northeastern School District | 08/21/2019 – 08/23/2019 |
| Warner | Patricia | Psychologist | $55.24 per hour | Abraxas Leadership Development ProgramAbraxas Leadership Development CenterAbraxas Youth Center | 09/07/201909/14/201909/14/2019 |

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** |
| Baumgardner | Lisa | Secretary | Visually Impaired Support | $14.31 per hour | Sec C A-2 | 08/26/2019 | Human ResourcesPart TimeSec B A-1$12.07 per hour | Visually Impaired SupportFull TimeSec C A-2$14.31 per hour | Position Transfer |
| Berkeley | Adrienne | Teacher Assistant | Multidisabilities Support | n/a | n/a | 08/06/2019 | 36.25 hours per week | 35 hours per week | Work Calendar Adjustment |
| Blankenship | Mary | English as a Second Language / ABE / GED Instructor | Adult Education | n/a | n/a | 09/12/2019 | English as a Second Language Instructor | English as a Second Language / ABE / GED Instructor | Additional Part Time Position |
| Bogart | Lauri | Teacher Assistant | Life Skills Support | n/a | n/a | 08/22/2019 | 36.5 hours per week | 35 hours per week | Work Calendar Adjustment |
| Brakefield | Nicole | Personal Care Assistant | District Contract | $13.62 per hour | TA/PCA E-1 | 08/06/2019 | TA/PCA A-1$13.37 per hour | TA/PCA E-1$13.62 per hour | Salary Correction |
| Brewer | Rachel | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 28.5 hours per week | 19.75 hours per week | Work Calendar Adjustment |
| Brown | Lindsay | Recruiter | Human Resources | $23.61 per hour | Sec E G-4 | 09/16/2019 | Sec D F-5$22.98 per hour | Sec E G-4$23.61 per hour | Position Transfer |
| Campbell | Gary | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 29.75 hours per week | 28.75 hours per week | Work Calendar Adjustment |
| Connolly | Casey | Teacher | Autistic Support | $52.001.00 | LIUEA E-7 | 08/01/2019 | LIUEA D-7$46,187.00 | LIUEA E-7$52,001.00 | Salary Column Movement – Bachelor’s + 24 with Level II |
| Foster | Nancy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 36 hours per week | 38.5 hours per week | Work Calendar Adjustment |
| Gold | Amy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 33.5 hours per week | 36 hours per week | Work Calendar Adjustment |
| Hare | Deborah | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 08/06/2019 | Part TimeAs Needed | Full Time36 hours per week | Work Calendar Adjustment |
| Harrison | Beverly | Secretary | Transportation | $22.34 per hour | Sec D A-9 | 08/28/2019 | Sec C A-9$21.17 per hour | Sec D A-9$22.34 per hour | Position Transfer |
| Hatcher | Anna | Teacher Assistant | Life Skills Support | n/a | n/a | 08/22/2019 | 35 hours per week | 36.25 hours per day | Work Calendar Adjustment |
| Lockett | Wendy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 34.75 hours per week | 36 hours per week | Work Calendar Adjustment |
| Nogle | Kathie | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 38.5 hours per week | 33.5 hours per week | Work Calendar Adjustment |
| Reese | Cathleen | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 31 hours per week | 29.75 hours per week | Work Calendar Adjustment |
| Rowe | Michelle | Secretary | Educational Services | $21.48 per hour | Sec E F-3 | 10/01/2019 | Fiscal AssistantSec D F-3$20.12 per hour | SecretarySec E F-3$21.48 per hour | Position Transfer |
| Schwartz | Abby | Teacher | Autistic Support | $51,168.00 | LIUEA F-4 | 08/10/2019 | LIUEA E-4$47,697.00 | LIUEA F-4$51,168.00 | Salary Column Movement – Master’s |
| Soliday | Carrie | Language Instruction Educational Program Supervisor | Language Instruction Educational program | $99,152.00 | Act 93 | 10/02/2019 | Professional Development Specialist $92,651.83 | Language Instruction Educational Program Supervisor $99,152.00 | Position Transfer |
| Szabo-Carney | Gabriela | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 28.5 hours per week | 30.5 hours per week | Work Calendar Adjustment |
| Trayer | Lily | Teacher | Autistic Support | $47,697.00 | LIUEA E-4 | Start of 2019-2020 School Year | LIUEA D-4$45,887.00 | LIUEA E-4$47,697.00 | Salary Column Movement – Bachelor’s + 24 with Level II |

##### ***Business Actions***

###### **Treasurer’s Report**

Recommendation: Motion to accept the Treasurer’s Report of August 31, 2019, showing cash on hand of $19,719,278.29

###### **Check Register of Payments**

Background: The check register lists payments made since the last Board report through July 30, 2019

|  |  |
| --- | --- |
| Payroll 8/31/2019 | $4,655,274.19 |
| Payroll 9/14/2019 | $4,770.271.35 |
| Total Payroll | $9,425,545.54 |
| Total Accounts Payable | $1,214,414.84 |
| Total Payments | $10,639,960.38 |

Recommendation: Motion to approve the Payment of Bills through September 20, 2019 and payroll through September 14, 2019, totaling $10,639.960.38.

##### ***Board Policy for Adoption***

Background: Board policy 702 – Gifts, Grants, Donations – is presented for adoption.

Recommendation: Motion to adopt Board policy 702 – Gifts, Grants, Donations.

##### ***Job Description for Adoption***

Background: The job description for ESL Supervisor was been rewritten and retitled to Language Instruction Educational Program Supervisor and is presented for adoption.

Recommendation: Motion to adopt job description – Language Instruction Educational Program Supervisor.

##### ***Job Descriptions for Review***

Background: The following job descriptions are presented for review.

Assistant Executive Director (revision)

Manager of IT Systems (replacing Data Administrator)

HR Recruiter (revision and title change from HR Specialist)

Building Secretary, York Learning Center (revision)

Recommendation: No action is required at this time.

##### ***York Learning Center School Calendar for the 2019-2020 School Year – Revised***

Background: The 2019-2020 calendar for the York Learning Center has been revised to reflect January 17, 2020 as a day off and January 20, 2020 as an in-service day.

Recommendation: Motion to adopt revised school calendar for the York Learning Center.

#### New Business

* 1. ***Affiliation Agreement with Shippensburg University***

Background: The administration recommends approval of an Affiliation Agreement with Shippensburg University Department of Teacher Education to provide field experiences, practicum assignments and student teaching opportunities for students enrolled in teacher preparation programs.

Recommendation: Motion to adopt Affiliation Agreement with Shippensburg University of Pennsylvania Department of Teacher Education effective for a five year period beginning August 1, 2019 through July 31, 2024.

* 1. ***HVAC Study, New Oxford Central Office***

Background: The HVAC units at the New Oxford Administrative building have exceeded the manufacturer's estimated life cycle. An evaluation and recommendation should be made at this time to determine a replacement plan.

Recommendation: Motion to approve consulting contract with Barton Associates, Inc. in the amount of $4,000 to be paid from assigned fund balance.

* 1. ***Request to Purchase Ford Transit Van***

Background: The LIU is using a van that is 29 years old for the purpose of moving classroom supplies and furniture. The transmission has failed resulting in the need for a replacement vehicle.

Recommendation: Motion to approve the purchase of a 2020 Ford Transit Van in the amount of $28,016.25 to be funded by new equipment committed fund balance.

#### President’s Report

#### Executive Director’s Report

#### Cabinet Reports

#### Adjournment

**Next Regular Meeting:** **November 5, 2019**