#### Call to Order

#### Pledge of Allegiance

#### Roll Call

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

#### Presentation: Quiz Bowl – Matthew McLaughlin, LIU Staff Developer

#### Approval of Minutes of March 5, 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** |
| Baugher | Diane | Teacher Assistant | Preschool | 06/13/2019 | Retirement |
| Biesecker | Linda | Teacher Assistant | Preschool | 06/13/2019 | Retirement |
| Eberly | Sandra | Personal Care Assistant | Multidisabilities Support | 06/04/2019 | Retirement |
| Groft | Emily | Summer Help | Business Services | 04/15/2018 | Other |
| Ritter | Darla | Supervisor | Special Education | 04/05/2019 | Termination |
| Simok | Patricia | Teacher Assistant | Therapeutic Emotional Support | 06/10/2019 | Retirement |

###### **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** |
| Flannery | Ryan | School Psychology Intern | Pupil Personnel Services | TBD | $12,000.00 | n/a | 200 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** |
| Barnes | Stacy | Personal Care Assistant | Autistic Support | 04/07/2019 | $13.01 | TA/PCA A-1 | 188 Days |
| Krepps | Diane | Teacher Assistant | Therapeutic Emotional Support | 03/27/2019 | $13.31 | TA/PCA F-1 | 188 Days |
| Maus | Crystal | Secretary | Special Education | 03/20/2019 | $21.45 | Sec C F-5 | 260 Days |

###### **Miscellaneous**

1. Professional Contract:

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

|  |  |
| --- | --- |
| **Last Name** | **First Name** |
| Ferber-Smith | Emily |
| Paules | Carly |
| Strauser | Tara |
| Yeager | Paige |

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** |
| Baker | Brian | Teacher | $33.81 per hour | Red Lion Area School District | February 27, 2019 – May 1, 2019 |
| Bennett | Kathy | Interpreter | $36.97 per hour | Bermudian Springs School District | March 4, 2019 – May 20, 2019 |
| Bordner | Corinne | Interpreter | $30.34 per hour | Bermudian Springs School District  Conewago Valley School District  Fairfield Area School District | March 4, 2019 – May 20, 2019  February 19, 2019 – March 2, 2019  February 19, 2019 – March 2, 2019 |
| Chmilewski | Tanya | Interpreter | $29.45 per hour | Bermudian Springs School District  Conewago Valley School District | March 4, 2019 – May 20, 2019  May 8, 2019 – May 9, 2019 |
| DiCesare | Rosemary | Interpreter | $35.47 per hour | Dallastown Area School District | March 10, 2019 |
| Greer | Heather | Teacher | $33.81 per hour | Eastern York School District | February 26, 2019 – approximately May 25, 2019 |
| Heinecke-Hall | Kimberly | Personal Care Assistant | $14.25 per hour | Southern York County School District | February 21, 2019 – June 2019 |
| Hicks | Lindsay | Interpreter | $33.01 per hour | Bermudian Springs School District | March 4, 2019 – May 20, 2019 |
| Hockensmith | Kimberly | Interpreter | $34.36 per hour | Bermudian Springs School District  Conewago Valley School District  Fairfield Area School District | March 4, 2019 – May 20, 2019  February 19, 2019 – March 2, 2019  February 19, 2019 – March 2, 2019 |
| Holmes | Rebecca | Interpreter | $27.96 per hour | Bermudian Springs School District | March 4, 2019 – May 20, 2019 |
| Knovich | Hollie | Interpreter | $32.73 per hour | York Suburban School District | March 29, 2019 |
| Shrader | Josiah | Teacher | $33.81 per hour | West York Area School District | January 2, 2019 – February 22, 2019 |
| Sterner | Marilyn | Interpreter | $40.73 per hour | Bermudian Springs School District  Conewago Valley School District  Fairfield Area School District | March 4, 2019 – May 20, 2019  February 19, 2019 – March 2, 2019  February 19, 2019 – March 2, 2019 |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $99.30 per day - $119.16 per day   ($139.02 per day - $172.12 per day if filled by guest teacher) | Shippensburg Area School District | March 11, 2019 – June 2019 |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $99.30 per day - $119.16 per day   ($139.02 per day - $172.12 per day if filled by guest teacher) | Tuscarora School District | January 25, 2019 – until district PCA is acquired |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $99.30 per day - $119.16 per day   ($139.02 per day - $172.12 per day if filled by guest teacher) | Waynesboro Area School District | February 5, 2019 – February 22, 2019 |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $99.30 per day - $119.16 per day   ($139.02 per day - $172.12 per day if filled by guest teacher) | Waynesboro Area School District | February 25, 2019 – until district PCA is acquired |
| Various Medical Staffing Network Nurses | Various Medical Staffing Network Nurses | Nurse | $39.50 per hour - $56.00 per hour (based on RN or LPN coverage) | Central York School District | February 19, 2019 – June 2019 |
| Warner | Patricia | Psychologist | $54.88 per hour | Abraxas Youth Center  Abraxas Leadership Development Program  Abraxas Youth Center | March 9, 2019 (2)  March 16, 2019 (2)  March 17, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bollinger | Katherine | Teacher | Life Skills Support | $47,501.00 | LIUEA E-5 | 01/01/2019 | D-5 | E-5 | Salary Column Movement - Bachelor’s + 24 with Level II |
| Deguffroy | Ron | Psychologist | Pupil Personnel Services | $1,200.00 Stipend | n/a | 03/01/2019 | $600.00 Stipend | $1,200.00 Stipend | Additional Time as Advisor |
| McLaughlin | Christina | Staff Developer | Educational Services | $68,516.00 | LIUEA H-12 | 02/20/2019 | I-12 | H-12 | Salary Correction |
| Murphy | Joanne | Teacher Assistant | District Contract | n/a | n/a | 06/04/2019 | 05/31/2019 | 06/04/2019 | Revised Retirement Date |
| Nimo | Theresa | Reading Specialist / Remedial Math Teacher | Act 89 Nonpublic School Services | $53,461.00 | LIUEA H-5 | 02/20/2019 | G-6 | H-5 | Column/Step Correction |
| Ott | Lawrence | Site Administrator – Franklin Learning Center | Special Education | Act 93 | Act 93 | 08/01/2019 | Assistant Director of Human Resources | Site Administrator – Franklin Learning Center | Position Transfer (No Change in Salary) |
| Smith | Kasey | Staff Developer | Educational Services | $55,086.00 | LIUEA H-6 | 03/12/2019 | G-6 | H-6 | Salary Column Movement - Master’s + 30 |
| Statum | Olympia | Teacher | Alternative Education | $66,689.00 | LIUEA G-12 | 03/07/2019 | F-12 | G-12 | Salary Column Movement – Master’s + 15 |
| Thomason | Amanda | Temporary Counselor | Pupil Personnel Services | $236.65  per day | LIUEA D-1 | 03/27/2019 | Teacher Assistant | Temporary Counselor | Temporary Position Transfer (Covering Leave) |
| Warner | Ashley | Teacher | Alternative Education | $59,970.00 | LIUEA G-9 | 03/07/2019 | F-9 | G-9 | Salary Column Movement – Master’s + 15 |
| Wheeler | Melanie | Program Support Specialist | Occupational and Physical Therapy | $1,200.00 Stipend | n/a | 07/01/2018 | $600.00 Stipend | $1,200.00 Stipend | Additional Time as Program Support Specialist |

1. Student Workers:

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| JE51830 | Yorkshire Academy – YLC | $7.25 per hour |
| RE07686 | Yorkshire Academy – YLC | $7.25 per hour |

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

###### **Treasurer’s Report**

Recommendation: Motion to accept the Treasurer’s Report of February 28, 2019, showing cash on hand of $17,937,820.79.

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

Background: The check register lists payments made since the last Board report through 3/22/2019.

|  |  |
| --- | --- |
| Payroll 2/28/2019 | $ 2,989,539.37 |
| Payroll 3/15/2019 | $ 4,773,977.39 |
| Total Payroll | $ 7,763,516.76 |
| Total Accounts Payable | $ 1,943,617.87 |
| **Total Payments** | **$ 9,707,134.63** |

Recommendation: Motion to approve payments through March 22, 2019 and payroll through March 15, 2019, totaling $9,707,134.63.

###### **Budget Transfers**

Background: The budget transfer report lists transfers processed from February 23, 2019 through March 22, 2019.

Recommendation: Motion to approve the Budget Transfers from February 23, 2019 through March 22, 2019.

###### **Grant Requests (See summary chart)**

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

Background: The Franklin County Literacy Council (FCLC) United Way Grant supports FCLC local funding. Outcomes of the grant are to provide operational costs, support and training for FCLC staff and volunteers who offer literacy/ESL instruction to community members.

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, 2020 through December 31, 2020.

1. **Adams County Community Foundation, Literacy Council Grant**

Background: The Adams County Community Foundation Grant will support the Adams County Literacy Council with operating costs, allow for additional advertising, serving more students and to raise awareness of the literacy needs of Adams County.

Recommendation: Motion to approve grant application to the Adams County Community Foundation for $25,000 to support the Adams County Literacy Council for the time period July 1, 2019 through June 30, 2020.

##### ***Board Policies for Adoption***

Background: The following new and revised policies are presented for final adoption.

612 – Purchases Not Budgeted

614 – Payroll Authorization

619 – Intermediate Unit Audit

625 – Procurement Cards

717 – Cellular Telephones

719 – Small Unmanned Aircraft (new)

814 – Copyright Material

815 – Acceptable Use of Computer Networks, Computer Ethics and Network Security

Recommendation: Motion to adopt board policies.

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

Background: The programs that are now housed at the York Learning Center - Yorkshire Academy, and Lion's Pride Academy (Elementary Alternative Education), operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors.

Recommendation: Motion to approve the York Learning Center School Calendar for the 2019-2020 school year.

##### ***Job Description for Review***

Background: A new job description for Data Systems Supervisor is presented for review. This is not an additional hire. Accepting a recent resignation allows IU 12 to repurpose the former position to assist with the new Student Information System within the Special Education Services Division.

Recommendation: No action required at this time.

#### New Business

#### *Electronic Signature Resolution*

Background: PDE online grant application system, eGrants, allows for electronic signature approval by LIU when submitting applications for federal and state grants. This document assigns electronic signature authority to Dr. Jeffrey West, Executive Director, effective May 1, 2019.

Recommendation: Motion to adopt resolution assigning electronic signature authority to Dr. Jeffrey West to sign any and all contracts, grants, and/or licenses with the PA Department of Education effective May 1, 2019.

* 1. ***Agreement with Northern York County Regional Police Commission for School Resource Officer***

Background: The Administration recommends approval of an agreement with Northern York County Regional Police Commission for the services of a School Resource Officer for the York Learning Center.

Recommendation: Motion to approve an agreement with Northern York County Regional Police Commission for the services of a School Resource Officer for the York Learning Center effective April 1, 2019 through April 1, 2021.

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

Background: The Teller’s Report of votes on the General Operating Budget for 2019-2020 will be provided for review and adoption. School districts have until March 29 to submit budget resolutions confirming their votes. A final Teller’s Report will be presented at the meeting.

Recommendation: Motion to adopt the Teller’s Report of votes on the General Operating Budget for 2019-2020.

* 1. ***Request to Use Committed Fund Balance for Capital Improvements***

Background: The Business Services Department is requesting approval to use Committed Funds for Capital Improvements to replace several storm drains in the parking lot at the LIU Central Office due to failing structural integrity, which has become a safety hazard. Quotes are currently being obtained. The cost of replacement will not exceed $6,000.

Recommendation: Motion to use Committed Funds for Capital Improvements for the replacement of storm drains at the LIU Central Office at a cost not to exceed $6,000.

* 1. ***Public Report of Results for the Testing of Drinking Water as Required by Act 39 of 2018 of the Pennsylvania Public School Code***

Background: Act 39 of 2018 encourages schools to test drinking water for lead content. Where testing is done, the results are to be reported to the Board. This report will be distributed at the meeting and will provide you with the results of testing at the New Oxford Office building.

Recommendation: No action is required.

#### President’s Report

* Appointment of Nominating Committee for Election of Officers

#### Interim Executive Director’s Report

#### Cabinet Reports

#### Adjournment

**Next Regular Meeting:** **May 7, 2019**