#### Call to Order

#### Pledge of Allegiance

#### Roll Call

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

#### Presentations:

#### Education of Children and Youth Experiencing Homelessness – Sonia Pitzi

#### Audit Report of Smith Elliott Kearns & Company

#### Approval of Minutes of February 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** |
| Clark | Joan | Teacher Assistant | Neurological Support | 06/01/2019 | Retirement |
| Cooper | Patricia | Personal Care Assistant | Multiple Disabilities Support | 02/15/2019 | Resignation |
| Hege | Margaret | Teacher Assistant | Life Skills Support | 02/08/2019 | Resignation |
| Lewis | Amanda | Personal Care Assistant | Autistic Support | 03/15/2019 | Resignation |
| Martin | Hailee | Teacher Assistant | Behavior Intervention | 03/01/2019 | Resignation |
| Murphy | Joanne | Teacher Assistant | District Contract | 05/31/2019 | Retirement |
| OR88287 |  | Student Worker | Life Skills Support | 09/10/2018 | Other |
| Shultz II | Robert | Personal Care Assistant | Neurological Support | 02/20/2019 | Termination |
| Work | Lisa | Program Specialist | Educational Services | 03/01/2019 | 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** |
| Gardner | Cassandra | Teacher | Life Skills Support | 02/20/2019 | $44,791.00 | D-2 | 188 Days |
| Grimm | Jessica | Social Worker | Pupil Personnel Services | 02/21/2019 | $50,972.00 | F-5 | 188 Days |
| McLaughlin | Christina | Staff Developer | Educational Services | 02/20/2019 | $69,411.00 | I-12 | 188 Day Stretch |
| Nimo | Theresa | Teacher | Act 89 Nonpublic School Services | 02/20/2019 | $53,461.00 | G-6 | 188 Days |
| Price | Kimberly | Speech Therapist | Preschool | 02/11/2019 | $38.28 per hour | F-3 | Part Time |
| Schulze | Mindy | Orientation and Mobility Specialist | Visually Impaired Support | 02/20/2019 | $38.05 per hour | F-2 | Part Time |
| Tyler | April | School Nurse | Special Education | 03/06/2019 | $45,691.00 | D-5 | 188 Days |
| Zatkos | Corinne | Staff Developer | Educational Services | 02/20/2019 | $66,516.00 | H-11 | 188 Day Stretch |

* 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** |
| Hanna | Shannon | Personal Care Assistant | Autistic Support | 02/06/2019 | $13.01 | TA/PCA A-1 | 188 Days |
| Hartwell | Dawn | Interpreter | Hearing Impaired Support | 03/06/2019 | $32.18 | Interpreter RID2 G-3 | 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** |
| DiCesare | Rosemary | Interpreter | $35.47 per hour | Dallastown Area School District | February 11, 2019 – May 2019 |
| Haid | Paul | Teacher | $55.01 per hour | School District of the City of York | February 8, 2019 |
| Halloran | Megan | Nurse | $13.19 per hour | Red Lion Area School District | January 2019 – June 2019 |
| Hawbaker | Heidi | Teacher | $34.04 per hour | Chambersburg Area School District | February 11, 2019 – May 10, 2019 |
| Imhoff | Jennifer | Interpreter | $40.73 per hour | Dallastown Area School District | February 11, 2019 – May 2019 |
| Knaper | Tiffany | Teacher | $33.81 per hour | Dallastown Area School District | December 11, 2018 – June 2019 |
| Moultrey | Andrew | Intervener | $21.06 per hour | School District of the City of York | February 8, 2019 |
| Nazmack | Laura | Teacher | $33.81 per hour | Central York School District | January 28, 2019 – June 2019 |
| Shaffer | Hannah | Teacher | $33.81 per hour | Dallastown Area School District  Red Lion Area School District | February 4, 2019 – March 15, 2019  February 1, 2019 – May 1, 2019 |
| Various Source4Teachers Substitutes | Various Source4Teachers Substitutes | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Eastern York School District | February 5, 2019 – June 2019 |
| Various Source4Teachers Substitutes | Various Source4Teachers Substitutes | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Hanover Public School District | February 5, 2019 – June 2019 |
| Warner | Patricia | Psychologist | $54.88 per hour | Abraxas Youth Center | February 9, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bloss | Marisa | Teacher | Preschool | $47,501.00 | LIUEA E-5 | 01/01/2019 | D-5 | E-5 | Bachelor’s + 24 with Level II |
| Evans | Eric | ESL Instructor | Adult Education | $19.30 per hour | n/a | 02/06/2019 | n/a | n/a | Additional Part Time Position |
| Jones | Angela | Itinerant Teacher | Preschool | $63,478.00 | F-11 | 01/01/2019 | E-11 | F-11 | Master’s Equivalency |
| Shaull | Heidi | Teacher | Behavior Intervention | $50,972.00 | F-5 | 01/01/2019 | E-5 | F-5 | Master’s Equivalency |

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

###### **Treasurer’s Report**

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2019, showing cash on hand of $19,247,395.17.

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

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

|  |  |
| --- | --- |
| Payroll 1/30/2019 | $ 3,025,490.38 |
| Payroll 2/15/2019 | $ 4,781,368.44 |
| Total Payroll | $ 7,806,858.82 |
| Total Accounts Payable | $ 3,242,507.12 |
| **Total Payments** | **$ 11,049,365.94** |

Recommendation: Motion to approve all payments through February 22, 2019 and payroll through February 15, 2019, totaling $11,049,365.94.

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

Background: The budget transfer report lists transfers processed from January 25, 2019 through February 22, 2019.

Recommendation: Motion to approve the Budget Transfers from January 25, 2019 through February 22, 2019, as presented in the Financial Report.

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

1. **Highmark School-Based Health Grant**

Background: Lion's Pride Academy at Yorkshire Academy is requesting grant funds from Highmark for the purchase of an audiometer for screening students for possible vision or hearing problems.

Recommendation: Motion to approve grant application to Highmark for $3,577.00 to provide school-based health services for students at the York Learning Center.

1. **Effective Standards Based Instruction, Statewide System of Support**

Background: Federal and State funding through PA Dept. of Education grant supports school districts by utilizing Lincoln IU staff to provide services for Equity and STEM education programs, including hosting a regional STEM competition.

Recommendation: Motion to approve grant application to the PA Department of Education for $14,000.00 in federal funds and $42,000 in State funds for Effective Standards Based Instruction services to schools. Grant term is August 1, 2018 through June 30, 2019.

###### **Bid Awards for Lincoln Learning Network**

* + 1. Bid Award for Transport Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN 4.0 RWAN)

Background: In October 2018, the LIU posted a Form 470 and RFP to the FCC’s Universal Service Company for RWAN connections on behalf of the LLN consortium. Bids were received and evaluated by the LIU staff, as well as an Advisory Council of LLN consortium members. Member contracts between the LIU and each consortium member have been received by each individual consortium member for the five-year period from July 1, 2019 through June 30, 2024. LIU has also collected E-rate Letters of Agency and Form 479 confirmation of CIPA Compliance from all participating consortium members.

Recommendation: Motion to award Comcast contract for network transport services for the period of July 1, 2019 through June 30, 2024 for Regional Wide-Area-Network transport service for the Lincoln Learning Network (LLN). (See attachment.)

* + 1. Bid award for Internet Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN 4.0 RWAN)

Background: Included on the LIU Form 470 and RFP was the request for bids for RWAN internet service on behalf of the LLN consortium. Bids were received and evaluated by the LIU staff, as well as an Advisory Council of consortium members. Member contracts between the LIU and each consortium member have been received by each individual consortium member (see attachment). Commodity internet access was pursued under a three-year contract due to the expectation that market-driven pricing will decrease following the three-year term of July 1, 2019 through June 30, 2022.

Recommendation: Motion to award Comcast contract for internet services for the period of July 1, 2019 through June 30, 2022 for Regional Wide-Area-Network internet access service for the Lincoln Learning Network (LLN).

* + 1. Bid award for Dallastown Area School District (DASD) internet service on behalf of the Lincoln Learning Network (LLN) Consortium.

Background: At Dallastown Area School District request, LIU included in the LLN RFP, request for bids for redundant internet service. This is a secondary internet connection which is not eligible for E-rate discount; therefore, it is contained in a separate contract. Bids were received and evaluated by the LIU and DASD staff. DASD opted for five-year pricing on this service resulting in a contract term of July 1, 2019 through June 30, 2024.

Recommendation: Motion to award Comcast contract for internet service to the Dallastown Area School District (DASD) for the period of July 1, 2019 through June 30, 2024 for DASD secondary internet connection.

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

Background: The following revised Board policies are presented for adoption.

304 – Employment of Intermediate Unit Staff

311 – Suspension/Furloughs to be renamed Reduction of Staff

330 – Overtime/Compensatory Time

336 – Personal Necessity Leave

338 – Sabbatical Leave

338.1 – Compensated Professional Leaves

346 – Workers’ Compensation

347 – Workers’ Compensation Transitional Return-to-Work Program

Recommendation: Motion to adopt revised Board policies.

##### ***Board Policies for Thirty-Day Review***

Background: The following new and revised policies are presented for first reading.

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: No action is required at this time.

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

Background: A job description for Associate Supervisor of Pupil Personnel Services is presented for adoption. This job description is for an established position. No new personnel are being added and there is no additional cost.

Recommendation: Motion to adopt the job description – Associate Supervisor of Pupil Personnel Services.

##### ***Affiliation Agreement with Millersville University***

Background: Millersville University requests approval of an affiliation agreement with the LIU as a placement site for their teacher candidates to receive student teaching, field and practicum experiences effective five years from the date of execution through March 5, 2024.

Recommendation: Motion to approve an affiliation agreement between the LIU and Millersville University for the placement of Millersville University teacher candidates to receive student teaching, field and practicum experiences for a five year period beginning March 6, 2019 through March 5, 2024.

##### ***Board of Directors’ Meeting Schedule for 2019-2020***

Background: The proposed meeting schedule of the LIU Board of Directors for 2019-2020 is presented for adoption.

Recommendation: Motion to adopt the 2019-2020 meeting schedule for the LIU Board of Directors.

#### Old Business

* 1. Other Post-Employment Benefits (OPEB): Irrevocable Trust Follow-Up

#### New Business

* 1. ***Approval of Election Ballot***

Background: The proposed election ballot reflects nominations submitted by school districts. After approval, the ballot will be sent to all school districts to share with their board members to vote and return to the IU.

Recommendation: Motion to adopt the proposed election ballot to be used for the 2019 election of members to the LIU Board.

* 1. ***Adoption of Audit Report for Year Ending June 30, 2018***

Background: The Audit Report for 2017-2018 by Smith Elliott Kearns and Company is presented for adoption.

Recommendation: Motion to adopt the 2017-2018 Audit Report of Smith Elliott Kearns & Company.

* 1. ***Frontline Education Software (See implementation timeline provided)***

Background: Business Services has reviewed and coordinated live demonstrations of various web-based time entry software systems. It was determined that an upgrade was needed to supplement our current payroll system in order to stream line the timesheet submission and review process and meet time and effort documentation requirements. In FY17 the LIU received an audit finding related to time and effort documentation requirements and this software implementation is needed as part of that corrective action. This is the first component of a four-component software solution plan. (See related chart provided.)

Recommendation: Motion to grant approval of an agreement with Frontline Education for the purchase of an annual subscription for Time & Attendance software at an annual cost of $22,185.00, as well as a $9,000 implementation cost.

#### President’s Report

#### Interim Executive Director’s Report

#### Cabinet Reports

#### Adjournment

**Next Regular Meeting:** **April 2, 2019**