#### Call to Order

#### Pledge of Allegiance

#### Roll Call

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

#### Approval of Minutes of November 27, 2018

#### 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 items F-1 through F-4 of 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** |
| Biese | Angela | Speech Therapist | Preschool | 02/22/2019 | Retirement |
| Drooger | Jacquelyn | Supervisor | Special Education | 09/16/2019 | Retirement |
| Gavel | Megan | Teacher Assistant | Autistic Support | 01/11/2019 | Resignation |
| Good | Kirsten | Teacher | Autistic Support | 12/21/2018 | Resignation |
| Haines | Dori | Personal Care Assistant | Autistic Support | 11/28/2018 | Never Started |
| Oberholser | Goldie | Secretary | Special Education | 12/21/2018 | Retirement |
| Osterman | Cleo | Teacher Assistant | Multiple Disabilities Support | 01/04/2019 | Retirement |
| Strausbaugh | Stacy | Social Worker | Pupil Personnel Services | 01/25/2018 | 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** |
| Cline | Rita | Social Worker | Pupil Personnel Services | 01/08/2019 | $51,872.00 | LIUEA G-5 | 188 Days |
| Eby | Elizabeth | Itinerant Teacher | Hearing Impaired Support | 01/08/2019 | $50,072.00 | LIUEA F-2 | 188 Days |
| Lawrence | Jennifer | Teacher | Nonpublic School Services | 01/02/2019 | $50,972.00 | LIUEA F-5 | 188 Days |
| Skweres | Melissa | Teacher | Autistic Support | 01/02/2019 | $44,491.00 | LIUEA D-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** |
| Ford | Carla | Personal Care Assistant | Life Skills Support | 12/12/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Franklin | John | Personal Care Assistant | Multiple Disabilities Support | 01/08/2019 | $13.36 | TA/PCA G-1 | 188 Days |
| Hoerner | Robin | Teacher Assistant | Behavior Intervention | 01/08/2019 | $14.96 | TA/PCA A-9 | 188 Days |
| Saunders | Ashlee | Teacher Assistant | Autistic Support | 01/08/2019 | $15.66 | TA/PCA G-3 | 188 Days |
| Smeltzer | Brandi | Teacher Assistant | Emotional Support | 01/08/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Strausbaugh | Erin | Teacher Assistant | Emotional Support | 01/08/2019 | $13.26 | TA/PCA A-2 | 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 | November 20, 2018 – February 22, 2019 |
| Haid | Paul | Teacher | $55.01 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Imhoff | Jennifer | Interpreter | $40.73 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Snyder | Charles | Interpreter | $39.35 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Various ESS Substitutes | | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Gettysburg Area School District | August 2018 – June 2019 |
| Various ESS Substitutes | | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Waynesboro Area School District | November 28, 2018 – June 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Felix | Angela | Teacher Assistant | Life Skills Support | n/a | n/a | 12/06/2018 | 36 Hours per Week | 35 Hours per Week | Schedule Change |
| Fuhrman | Allison | Secretary | Special Education | $18.35 | Sec D C-5 | 12/17/2018 | Sec C | Sec D | Position Transfer |
| Saltzman | Jordonne | Occupational Therapist | Occupational / Physical Therapy | $32,343.60 | LIUEA F-4 | 12/11/2018 | D-4 | F-4 | Salary Increase – Transcripts Received |
| Sneidman | Rebecca | Itinerant Teacher | Hearing Impaired Support | $64,689.00 | LIUEA G-11 | 11/28/2018 | F-11 | G-11 | Salary Column Movement – Master’s + 15 |
| Tillett | Rachel | Teacher Assistant | Life Skills Support | n/a | n/a | 12/06/2018 | 36 Hours per Week | 35 Hours per Week | Schedule Change |
| Yaukey | Robin | Teacher | Alternative Education | $70,716.00 | LIUEA G-13 | 12/14/2018 | F-13 | G-13 | Salary Column Movement – Master’s + 15 |

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

###### Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of November 30, 2018, showing cash on hand of $18,725,512.53.

###### Check Register of Payments

Background: The check register lists payments made since the last Board report through December 14, 2018.

|  |  |
| --- | --- |
| Payroll 10/30/18 | $ 3,012,687.88 |
| Payroll 11/15/18 | $ 4,741,874.74 |
| Payroll 11/30/18 | $ 2,979,895.72 |
| Total Payroll | $ 10,734,458.34 |
| Total Accounts Payable | $ 6,271,773.70 |
| **Total Payments** | **$ 17,006,232.04** |

Recommendation: Motion to approve payments through December 14, 2018 and payroll through November 30, 2018, totaling $17,006,232.04.

###### Budget Transfers

Background: The Budget Transfer Report lists transfers processed from October 27, 2018 through December 14, 2018.

Recommendation: Motion to approve the Budget Transfers from October 27, 2018 through December 14, 2018. A copy of the Budget Transfer Report is provided for reference.

###### Fund Balance Repair Expenditure Request

Background: Whereas monies have been previously allocated by Board action establishing a New Equipment/Repair of Equipment Committed Fund Balance which currently has a remaining balance of $206,366, unbudgeted equipment repairs of $14,665 have been incurred for HVAC repairs, electrical repairs, conference room repairs, and roof repairs as documented on the Committed Fund Balance Recap Report.

Recommendation: Motion to grant approval to pay repairs of $14,665 from New Equipment /Repair of Equipment Committed Fund Balance for HVAC repairs, electrical repairs, conference room repairs and roof repairs.

##### ***Board Policy for Review***

Background: New Board Policy 912 - Relations with Educational Institutions is presented for review.

Recommendation: No action required at this time.

##### ***Office Calendar 2019-2020***

Background: The Office Calendar for 2019-2020 is presented for adoption.

Recommendation: Motion to adopt the LIU Office Calendar for 2019-2020.

#### New Business

##### ***Adoption of 2019-2020 General Operating Budget***

Background: The 2019-2020 General Operating Budget will be presented for adoption.

Recommendation: Motion to approve the 2019-2020 General Operating Budget in the amount of $7,740,589.

##### ***Fiscal Year 2018-2019 Non-General Fund Budgets***

Background: Thirty-two Non-General Fund 2018-2019 budgets are presented for board approval.

Recommendation: Motion to approve 32 Non-General Fund fiscal year 2018-2019 budgets per the listing and reports provided.

##### ***Facility Use Request by Boy Scout Troop 127***

Background: Boy Scout Troop 127 requests approval to use LIU facilities (Lincoln/Lee/Grant) and waiver of rental fees for their Pinewood Derby Races on February 10, 2019 from 10 am to 4 pm with approximately 50 persons in attendance. Dr. Lynn Murphy will be the LIU contact on site during the event.

Recommendation: Motion to grant approval to use LIU facilities and waiver of rental fees to Boy Scout Troop 127 for use of Lincoln/Lee/Grant conference rooms on February 10, 2019 from 10 am to 4 pm.

##### ***Appointment of Executive Director***

Recommendation: Motion to approve the appointment of Dr. Jeffrey West as Executive Director of the Lincoln Intermediate Unit for a four-year term commencing on a mutually agreed upon date in April, 2019, and ending on the fourth anniversary of that date in 2023, and pursuant to an employment agreement approved by this motion.

##### ***Recognition of Service of Interim Executive Director***

Recommendation: Motion to thank Dr. Jody Nace for her service as Interim Executive Director. As Dr. Nace’s appointment in that capacity was to be in effect until the appointment of a full-time Executive Director and the Board of Directors has just appointed Dr. Jeffrey West as the Executive Director, Dr. Nace’s service as Interim Executive Director is concluded, effective immediately. Dr. Nace will resume her full-time duties as the Assistant Executive Director.

##### ***Appointment of Interim Executive Director***

Recommendation: Motion to approve the appointment of Dr. Bruce Sensenig as Interim Executive Director of the Lincoln Intermediate Unit effective January 9, 2019 through a date to be mutually determined by the Board of Directors and Dr. Sensenig, but no later than April 30, 2019, in accordance with a written agreement approved by this motion. Dr. Sensenig’s service is required to provide transitional leadership for the Intermediate Unit in anticipation of the services of Dr. West.

#### President’s Report

#### Interim Executive Director’s Report

* Board Appreciation Gift

#### Cabinet Reports

#### Adjournment

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