#### Call to Order

#### Pledge of Allegiance

#### Roll Call

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

#### Presentation:

#### Tim Stanton – Overview of OPEB (Other Post Employment Benefits) Obligations

#### Brian Sanker, PFM (Public Financial Management) Asset Management – Irrevocable Trusts for OPEB

#### Approval of Minutes of January 8, 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** |
| Ballasco | Teresa | Translator | Educational Services | 12/03/2018 | Position Ended |
| Blanco | Yokasta | Translator | Educational Services | 12/03/2018 | Position Ended |
| Cortez | Kristen | Translator | Educational Services | 12/03/2018 | Position Ended |
| Feeser | Maria | Translator | Educational Services | 12/03/2018 | Position Ended |
| Fuller | Renee | Personal Care Assistant | Therapeutic Emotional Support | 01/10/2019 | Termination |
| Garcia | Maria | Translator | Educational Services | 12/03/2018 | Position Ended |
| Grove | Starla | Translator | Educational Services | 10/01/2018 | Position Ended |
| Jones | Vicky | Translator | Educational Services | 12/03/2018 | Position Ended |
| Lawrence | Amy | Itinerant Teacher | Preschool | 02/19/2019 | Resignation |
| Lin | Pei-Hua | Translator | Educational Services | 10/01/2018 | Position Ended |
| Lopez-Martinez | Ana | Translator | Educational Services | 12/03/2018 | Position Ended |
| Madrigal-Garibay | Alejandra | Translator | Educational Services | 12/03/2018 | Position Ended |
| Markel | Jonna | Licensed Practical Nurse | Life Skills Support | 01/02/2019 | Resignation |
| MC10671 | MC10671 | Student Worker | Life Skills Support | 10/16/2018 | Resignation |
| Meyer | Leslie | Instructional Advisor | Autistic Support | 03/21/2019 | Resignation |
| Penner | Emily | Translator | Educational Services | 12/03/2018 | Position Ended |
| Rebuck | Robin | Teacher Assistant | Autistic Support | 01/11/2019 | Resignation |
| Sible | Evelyn | Secretary | Special Education | 01/25/2019 | Resignation |
| Skinner | Madeline | Translator | Educational Services | 12/03/2018 | Position Ended |
| SN01875 | SN01875 | Student Worker | Life Skills Support | 06/02/2017 | Resignation |
| Ulsh | Christina | Translator | Educational Services | 10/01/2018 | Position Ended |
| Vera-Lua | Claudia | Translator | Educational Services | 12/03/2018 | Position Ended |
| West | Landon | Summer Worker | Business Services | 08/15/2017 | Position Ended |
| Wysocki | Thomas | Behavior Management Specialist | Educational Services | 01/31/2019 | Resignation |
| Youssef | Nabila | Translator | Educational Services | 08/30/2018 | Position Ended |

###### **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** |
| Brewer | Rachel | English as a Second Language Teacher | Language Instruction Educational | 02/06/2019 | $38.50 per hour | F-4 | Part Time Hourly |
| Buzzell | Meghan | Teacher | Autistic Support | 01/17/2019 | $50,072.00 | F-2 | 188 Days |
| Flaharty | Samantha | Teacher | Preschool | 02/06/2019 | $44,491.00 | D-1 | 188 Day Stretch |
| Gsell | Amanda | Itinerant Teacher | Preschool | 01/08/2019 | $44,491.00 | D-1 | 188 Day Stretch |
| LeRoy | Megan | Board Certified Behavior Analyst | Autistic Support | 01/29/2019 | $50,372.00 | F-3 | 188 Days |
| Rankin | Shaina | Speech Therapist | Preschool | 01/29/2019 | $50,072.00 | F-2 | 188 Day Stretch |
| Smith | Michelle | Teacher | Autistic Support | 01/21/2019 | $53,461.00 | H-5 | 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** |
| Baumgardner | Karen | Teacher Assistant | Emotional Support | 01/29/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Cole | Carissa | Teacher Assistant | Therapeutic Emotional Support | 01/29/2019 | $13.36 | TA/PCA G-1 | 188 Days |
| Moore | Jennie | Personal Care Assistant | Autistic Support | 02/06/2019 | $15.61 | TA/PCA F-3 | 188 Days |
| Pond | Pamela | Fingerprint Clerk | Human Resources | 01/22/2019 | $13.75 | Sec B F-1 | Part Time Hourly |
| Stuart | Tyler | Teacher Assistant | Autistic Support | 02/06/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Watson | Stephen | Personal Care Assistant | Autistic Support | 02/06/2019 | $13.36 | TA/PCA G-1 | 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** |
| Lawrence | Billi Jo | Nurse | $22.26 per hour | Spring Grove Area School District | October 2018 – June 2019 |
| Lucius | Alice | Nurse | $23.09 per hour | South Western School District | September 2018 – June 2019 |
| Thomas | Shawnee | Teacher | $33.81 per hour | Northeastern School District | January 7, 2019 – January 31, 2019 |
| Various Medical Staffing Network Nurses | Various Medical Staffing Network Nurses | Nurse | $39.50 - $56.00 per hour | Central York School District | December 2018 – June 2019 |
| Warner | Patricia | Psychologist | $54.88 per hour | Abraxas Youth Center | December 28, 2018  February 2, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Beyer | Michelle | Teacher | Multiple Disabilities Support | $50,372.00 | LIUEA F-3 | 01/14/2019 | D-3 | F-3 | Salary Column Movement – Master’s |
| Capozzi | Ashley | Instructional Advisor | Preschool | $54,589.00 + IA Stipend | LIUEA F-7 | 12/16/2018 | E-7 | F-7 | Salary Column Movement – Master’s |
| Dalious | Barbara | Instructional Advisor | Special Education | $70,716.00 + IA Stipend | LIUEA G-13 | 01/02/2019 | F-13 | G-13 | Salary Column Movement – Master’s + 15 |
| Hahn | Martha | Licensed Practical Nurse | Multiple Disabilities Support | n/a | n/a | 08/20/2018 | 38.5 Hours per Week | 35 Hours per Week | Schedule Change |
| Klopp | Katherine | Teacher Assistant | Multiple Disabilities Support | $15.66 | ESPA - TA/PCA G-3 | 01/14/2019 | Temporary Teacher | Teacher Assistant | End of Temporary Teacher Position |
| Krepps | Zebulun | Teacher | Alternative Education | $57,712.00 | LIUEA H-7 | 12/18/2018 | G-7 | H-7 | Salary Column Movement – Master’s + 30 |
| Moyer | Lori | Teacher Assistant | Emotional Support | $20.23 | ESPA – TA/PCA G-9 | 01/09/2019 | Temporary Teacher | Teacher Assistant | End of Temporary Teacher Position |
| Ramp | Melissa | Teacher | Preschool | $52,589.00 | LIUEA F-6 | 12/15/2018 | E-6 | F-6 | Salary Column Movement – Master’s |
| Sellers | Erika | Secretary | Special Education | $12.91 | ESPA – Sec C A-1 | 01/29/2019 | Fingerprint Clerk | Secretary | Position Transfer |
| Smith | Natalie | Teacher | Therapeutic Emotional Support | $53,461.00 | LIUEA H-5 | 12/20/2018 | G-5 | H-5 | Salary Column Movement – Master’s + 30 |
| Strausbaugh | Stacy | Social Worker | Pupil Personnel Services | n/a | n/a | 01/08/2019 | 01/25/2019 | 01/08/2019 | Resignation Date Correction |
| Wolfe | Lindsey | Teacher | Emotional Support | $44,791.00 | LIUEA D-2 | 01/28/2019 | Teacher Assistant | Teacher | Position Transfer |

1. Student Worker:

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| FR05329 | Franklin Learning Center | $7.25 |

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

###### **Treasurer’s Report**

Recommendation: Motion to accept the Treasurer’s Report of December 31, 2018, showing cash on hand of $20,429,601.06.

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

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

|  |  |
| --- | --- |
| Payroll 12/15/2018 | $ 4,755,897.27 |
| Payroll 12/29/2018 | $ 3,008,551.81 |
| Payroll 1/15/2019 | $ 4,745,855.50 |
| Total Payroll | $ 12,510,304.58 |
| Total Accounts Payable | $ 10,474,107.80 |
| **Total Payments** | **$ 22,984,412.38** |

Recommendation: Motion to approve payments through January 25, 2019 and payroll through January 15, 2019, totaling $22,984,412.38.

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

Background: The budget transfer report lists transfers processed from December 15, 2018 through January 25, 2019.

Recommendation: Motion to approve the Budget Transfers from December 15, 2018 through January 25, 2019. A copy of the Budget Transfer Report is included in the “Financial Report” document.

###### **Grant Requests (See Summary Chart provided)**

* + - 1. **FrAY (Franklin, Adams, York) Educator in the Workplace Grants**

Background: Grants will fund an Educator in the Workplace program run by LIU staff in partnership with York County Alliance for Learning (YCAL) during 2019-2020 school year. Educators will engage in a workplace experience and write lessons tied to the Career Education Work Standards.

Recommendation: Motion to approve LIU participation in a partnership with York County Alliance for Learning (YCAL) during the 2019-2020 school year for a Summer grant in the amount of $39,330.00 and a Spring/Fall grant of $49,995, beginning July 1, 2019 through June 30, 2020.

* + - 1. **PA Smart Targeted Grant**

Background: Grant funds provide professional development for four LIU teachers in Computer Science principles specific to grade levels and aligned to CSTA (Computer Science Teachers Association) standards.

Recommendation: Motion to approve grant application to PA Department of Education for $7,477.00 for the PA Smart Targeted Grant, term February 1, 2019 through June 30, 2020.

* + - 1. **Data Governance, Statewide System of Support**

Background: PA Department of Education grant supports school districts by utilizing Lincoln IU staff to provide training and technical assistance to help schools comply with required data submissions to PA Information Management System (PIMS).

Recommendation: Motion to approve grant application to the PA Department of Education for $9,600.00 for Data Governance services to schools for a total $9,600.00 beginning August 1, 2018 through June 30, 2019.

* + - 1. **Teacher in the Workplace Grants**

Background: Grants will fund an extension of an existing program in York County and bring it to Adams and Franklin counties. Funds will assist in developing the Career Education Work standards. Outcome will be creation of lesson plans tied to the Career Education Work Standards.

Recommendation: Motion to approve LIU providing Education in the Workplace services per a grant agreement with South Central Workforce Development Board through June 30, 2019 for a total of $27,808.00.

* + - 1. **Safe Schools Statewide System of Support**

Background: Grant funds support LIU staff that provide training and technical assistance to school districts on school safety and security. LIU will support PDE's Office of Safe Schools in communicating and working with school districts.

Recommendation: Motion to approve grant application to PA Department of Education for $13,276.00 for the Safe Schools Statewide System of Support Initiative.

* + - 1. **School Climate Leadership Initiative Grant**

Background: Grant funds support LIU staff that provide training and technical assistance activities to school districts as they work toward NSCC (National School Climate Center) Level 2 Certification and utilize the NSCC and OSS (PDE Office of State Support) tools/resources.

Recommendation: Motion to approve grant application to PA Department of Education for $7,500.00 for the School Climate Leadership Initiative program.

* + - 1. **Preschool Fiscal Management Grant**

Background: Grant funds will support a fiscal management system that collects and reports delivery of Preschool Early Intervention services.

Recommendation: Motion to approve grant application to PA Department of Education for $6,930.00 to complete implementation of the OCDEL (Office of Child Development and Early Learning) Fiscal Management Program.

* + 1. **Zito Business Phone Service Contract**

Background: Whereas phone dial tone services have been provided by CenturyLink/Level 3 to the organization over three PRI trunks that allow for up to 69 consecutive call paths; whereas the current contract has reached its term length; whereas the current service delivery method is no longer being provided by CenturyLink/Level 3; upon reviewing phone line usage, it is reasonable to reduce the number of phone PRI trunks to one for a total of 23 consecutive call paths. Moving this PRI trunk to the new provider, Zito Business, will result in a savings of approximately $1,000 per month.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to enter into a voice services contract with Zito Business for a term length of 36 months effective February 2019 through February 2022.

* + 1. **PAIUnet (PA Association of Intermediate Units Regional Wide Area Network) Internet Contract 2019-2020**

Background: This contract is to purchase 9,000 Mbps (Megabits per second) of commodity internet service from PAIUnet for 2019-2020 to provide internet access to 17 members of the Lincoln Learning Network (LLN) Regional Wide Area Network (RWAN). The associated attachment contains the breakdown, by recipient, for this subscribed internet service.

Recommendation: Motion to approve the 2019-2020 PAIUnet Internet Contract to provide 9,000 Mbps (megabytes per second) of internet service to the identified Lincoln Learning Network Consortium Members at a price of .27/Mb/month beginning July 1, 2019 through June 30, 2020.

* + 1. **Transportation Contract, Faithful Transportation**

Background: LIU is adding one more vendor to provide transportation services at this time.

Recommendation: Motion to accept the Transportation Contract with Faithful Transportation for the 2018-2019 school year through June 30, 2019.

* + 1. **Copier Lease Agreement**

Background: The current copier lease (with Block Business Systems) expires April 2019 at a monthly leasing fee of $9,373 plus costs of supplies and service.

Recommendation: Motion to grant approval to negotiate terms and to enter into a copier leasing agreement (final vendor to be determined) for a five-year term not to exceed leasing cost of $5,000 per month including supplies and service.

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

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

Recommendation: Motion to adopt new Board policy 912 – Relations with Educational Institutions.

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

Background: The following policies have been updated/revised and are presented for first reading.

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: No action is required at this time.

##### ***Administrative Regulation for Thirty-Day Review***

Background: The Administration presents a revised Administrative Regulation 331.2 Job Related Expenses for first reading.

Recommendation: No action is required at this time.

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

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

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. Bruce L. Sensenig, Interim Executive Director.

Recommendation: Motion to adopt resolution assigning electronic signature authority to Dr. Bruce L. Sensenig to sign any and all contracts, grants, and/or licenses with the PA Department of Education.

#### President’s Report

#### Interim Executive Director’s Report

#### Cabinet Reports

#### Adjournment

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