**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**NOVEMBER 26, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 26, 2019. Board President Michael Miller called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

**ATTENDANCE**: The following Board members were present:

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| Sue Heistand | Paul Politis |
| Dustin Martin | Mark Schur |
| Patrick McDonald | Suzanne Smith |
| Michael Miller | Michael Wagner |
| Cory Nade | Carlos Wampler |

LIU staff members attending were: Bruce Sensenig, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor David Walker, Esq., of Barley-Snyder.

**WELCOME:** Mr. Miller welcomed the following visitors: Dr. Stacey Sidle, Superintendent of the Northeastern School District; Lisa Menges, Director of Nonpublic Schools; and Diane Klunk, Administrative Assistant to the Assistant Executive Director and Director of Finance.

**RECORDING OF BOARD MEETINGS:** Mr. Jared Mader demonstrated where to find recordings of all future board meetings on the Board of Directors page of the LIU website. All meeting recordings will be closed captioned.

**OVERVIEW OF NONPUBLIC SCHOOLS PROGRAM:** Ms. Lisa Menges, Program Director, provided an overview of the Nonpublic Schools Program.

**APPROVAL OF MINUTES:**  The minutes of the November 5, 2019 Board meeting were approved as presented.

**APPROVAL OF ADDENDUM TO CONSENT AGENDA:** Mr. Miller asked for a motion to approve the additions to the consent agenda as noted in the Addendum provided. Cory Nade moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda and Addendum were presented for approval.

* 1. ***Personnel Actions***
     1. ***Resignations/Retirements/Terminations***

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Barmer | Antwan | Student Worker | Life Skills Support | 05/24/2018 | Graduated |
| Campbell | Gary | English as a Second Language Teacher | Language Instruction Educational Program | 11/08/2019 | Retirement |
| DeBowes | Kristy | School Psychologist | Pupil Personnel Services | 11/05/2019 | Resignation |
| Gifford | Shaina | Personal Care Assistant | Autistic Support | 12/20/2019 | Resignation |
| Gipe | Karlie | Teacher Assistant | Emotional Support | 01/16/2020 | Resignation |
| Hamme | Robin | Assistant Director | Special Education | 12/23/2019 | Resignation |
| Haskins | April | Personal Care Assistant | Life Skills Support | 11/15/2019 | Resignation |
| Kirkpatrick | Pamela | English as a Second Language Teacher | Language Instruction Educational Program | 12/03/2019 | Retirement |
| Leavitt | Angela | Personal Care Assistant | Autistic Support | n/a | Never Started |
| Moyer | Lori | Teacher Assistant | Emotional Support | 10/07/2019 | Retirement |
| Nicholson | Haley | Student Worker | Life Skills Support | 05/28/2019 | Graduated |
| Rutledge | Max | Summer Help | Business Services | 09/16/2019 | Position Ended |
| Salisbury | Stephanie | Teacher | Special Education | 12/20/2019 | Retirement |
| St. Onge | Deborah | English as a Second Language Instructor | Adult Education | 11/07/2019 | Resignation |
| Techtmann | Karina | Student Worker | Life Skills Support | 05/24/2018 | Graduated |
| Warner | Patricia | School Psychologist | Pupil Personnel Services | 12/23/2019 | Resignation |

* + 1. ***Nominations***

New hires as per the effective dates and rates noted:

* 1. Professional Staff (Pending receipt of all required paperwork.)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Orientation or**  **Hire Date** | **Rate** | **Category Step/Scale** | **Work Calendar** |
| Faust | Brecca | Itinerant Teacher | Act 89 Nonpublic School Services | 11/15/2019 | $41.15 per hour | LIUEA I-3 | Part Time |
| Jeter | Dawn | Teacher | Autistic Support | 11/20/2019 | $50,868.00 | LIUEA F-3 | 188 Days |

* 1. Non Certified Staff (Pending receipt of all required paperwork.)

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| **Last Name** | **First Name** | **Position** | **Program** | **Orientation or**  **Hire Date** | **Rate** | **Category Step/Scale** | **Work Calendar** |
| Fletcher | Clyde | Building Attendant | Business Services | 11/18/2019 | $13.02 per hour | Maint/Cust B + 0.25 A-3 | Part Time |
| Gunkle | Amber | Personal Care Assistant | Autistic Support | 11/20/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Myers | Sandra | Personal Care Assistant | Autistic Support | 11/20/2019 | $20.59 per hour | TA/PCA G-7 | 188 Days |
| Orner | Brooke | Personal Care Assistant | Visually Impaired Support | 11/14/2019 | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Rabanales | Consuelo | Personal Care Assistant | Intensive Learning Support | TBD | $13.72 per hour | TA/PCA G-1 | 188 Days |

* + 1. ***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** |
| Beaverson | Karen | Teacher Assistant | $17.20 per hour | Northeastern School District | November 12, 2019 – May 2020 |
| Hahn | Martha | Nurse | $26.93 per hour | Littlestown Area School District | August 21, 2019 – June 2020 |

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** |
| Freed | Ashley | HR Specialist-Leaves and Data Entry | Human Resources | $18.70 per hour | Sec Sup D  F-2 | 12/02/2019 | Sec Sup C  F-2  $17.34 per hour | Sec Sup D  F-2  $18.70 per hour | Position Transfer |
| Kenny | Brant | Manager of IT Systems | Educational Technology Services | $77,000.00 | Act 93 | 11/27/2019 | ESPA  Tech – SI-E5  $35.00 per hour  Systems Engineer | Act 93  $77,000.00  Manager of IT Systems | Position Transfer |
| Westberry | Lisa | Personal Care Assistant | Preschool | $19.42 per hour | TA/PCA F-6 | 10/01/2019 | TA/PCA E-6  $18.59 per hour | TA/PCA F-6  $19.42 per hour | Salary Column Movement – Associate’s |
| Wise | Karen | School Psychologist | Pupil Personnel Services | n/a | n/a | 09/30/2019 | Resignation | Retirement | Correction |

1. Student Workers:

|  |  |  |
| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| BR86300 | New Oxford Training Site | $7.25 per hour |
| CA80653 | New Oxford Training Site | $7.25 per hour |
| CO70012 | New Oxford Training Site | $7.25 per hour |
| MI87059 | New Oxford Training Site | $7.25 per hour |
| RE07216 | New Oxford Training Site | $7.25 per hour |

* 1. ***Business Actions***
     1. ***Treasurer’s Report***

Recommendation: Motion to accept the Treasurer’s Report of October 31, 2019, showing cash on hand of $19,997,214.89.

* + 1. ***Check Register of Payments***

Recommendation: Motion to approve disbursements through November 18, 2019 and payroll through November 15, 2019, totaling $14,527,915.58.

* + 1. ***Budget Transfers***

Recommendation: Motion to approve Budget Transfers from October 26, 2019 through November 18, 2019.

* 1. ***Grant Application***

1. Safe Schools Nonpublic Targeted Program and Equipment Grants

Recommendation: Motion to approve grant applications to the PA Department of Education for $36,549 for programming and professional development; and $91,639 for security equipment through the Safe Schools Nonpublic Targeted Grants beginning August 30, 2019 through June 30, 2020.

* 1. ***Job Descriptions for Adoption***

Recommendation: Motion to adopt the following job descriptions.

* 1. HR Specialist (revision) – changing to HR Specialist - Leave and Data Entry
  2. HR Benefit Analyst (revision) - changing to HR Generalist – Worker’s Compensation and Benefit Plans
  3. ***Job Descriptions for Review***

The following job descriptions are presented for review.

1. Manager of Data Systems (new)
2. Training and Consultation (TaC) Program Supervisor (new)
3. Accounting Generalist – Special Education (revision - previously titled Special Education Fiscal Assistant-ESPA Level D)
4. Secondary Content Area Teacher(Math, English, Science, Social Studies) (new)
5. Program Secretary, Educational Services (new)

**MOTION TO APPROVE CONSENT AGENDA:** Cory Nade moved to adopt the consent agenda and addendum, seconded by Carlos Wampler. Roll call vote recorded all in favor and the motion carried.

**NEW BUSINESS:**

##### ***Overview of Proposed General Operating Budget for 2020-2021***

Mr. Tim Stanton presented an overview of the proposed General Operating Budget for 2020-2021, totaling $7,648,451, which reflects decreases of $92,138 in expenditures and 29.7% in district contributions. The Budget will be presented for adoption on January 7, 2020.

##### ***PAIUnet 3.0 (2020-2025) Service Agreement, PAIUnet 3.0 Internet Service Level Exhibit A***

Recommendation: Motion to approve the Resolution Concerning PAIUnet Service Order Agreement, the PAIUnet Service Agreement, and Internet Service Level Exhibit A, and to grant Dr. Jeffrey West signatory authority to execute the Service Agreement, provided that final pricing is lower than current Agreement pricing. Cory Nade moved approval, seconded by Sue Heistand. All Board members are recorded as voting in favor and the motion carried.

##### ***Carpet Replacement, Chamberlain Conference Room***

Recommendation: Motion to accept the proposal of Henry's Floor Covering in the amount of $6,907.00 to replace carpeting in the Chamberlain conference room to be paid out of Capital Improvement Committed Fund Balance. Cory Nade moved approval, seconded by Paul Politis. All Board members are recorded as voting in favor and the motion carried.

**PRESIDENT’S REPORT:** Mr. Miller asked the Solicitor to provide an update on negotiations. Mr. Miller noted that two more Board representatives are needed to serve on the Negotiations Committee since he and Cory Nade are leaving the Board.

**RECOGNITION OF OUTGOING BOARD MEMBERS:** The following outgoing Board members were honored and recognized for their years of service on the IU Board:

* Michael G. Miller – 8 years of service, 2 years as Vice-President, and 3 years as Board President.
* Cory Nade – 4 years of service, and member of Personnel, Negotiations and Executive Director Search committees.
* Paul Politis – 4 years of service, and 2.5 years as Board Treasurer and member of the Finance Committee.
* Carlos Wampler – 2 years of service and member of the Nominating and Executive Director Search committees.
* Scott Roland – 2 years of service

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on January 7, 2020 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:33 p.m.

Tim A. Stanton

Board Secretary