**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**NOVEMBER 5, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 5, 2019. Board President Michael Miller called the meeting to order at 7:09 p.m. with the Pledge of Allegiance.

**EXECUTIVE SESSION:** Mr. Miller announced that the Board met in executive session at 6:30 p.m. to discuss a personnel matter.

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

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

LIU staff members attending were: Jeffrey West, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor William Zee, Esq., of Barley-Snyder.

**WELCOME:** Mr. Miller welcomed the following visitor: Laura McCusker, Assistant Director of Educational Services, and Tracy Williams, Assistant Director of Human Resources.

**LIU COMPREHENSIVE PLAN:** Dr. Laura McCusker provided a progress report on the Comprehensive Plan.

**APPROVAL OF MINUTES:**  The minutes of the October 1, 2019 Board meeting were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda was 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** |
| Anders | Kelsey | Teacher | Autistic Support | 10/11/2019 | Resignation |
| Atha | Ashley | Student Worker | Life Skills Support | 06/02/2018 | Graduated |
| Beard | Shawn | Assistant Director | Educational Technology Services | 11/01/2019 | Resignation |
| Beyer | Michelle | Teacher | Multidisabilities Support | 10/11/2019 | Resignation |
| Brown | Lindsay | Secretary | Human Resources | 10/04/2019 | Resignation |
| Chrismer | Kyle | Student Worker | Life Skills Support | 08/09/2018 | Position Ended |
| Francisco | Adam | Student Worker | Life Skills Support | 05/24/2019 | Graduated |
| Gebhart | Ryan | Student Worker | Life Skills Support | 08/01/2019 | Position Ended |
| Glass | Kara | Teacher | Emotional Support | 10/04/2019 | Resignation |
| Hanna | Shannon | Personal Care Assistant | Autistic Support | 10/25/2019 | Resignation |
| Harman | Jaclyn | Personal Care Assistant | Autistic Support | 10/11/2019 | Resignation |
| Keech | Christopher | Teacher Assistant | Alternative Education | 09/23/2019 | Resignation |
| Kinneman | Zoe | Student Worker | Life Skills | 11/19/2018 | Graduated |
| Kress | Austin | Custodian | Business Services | 10/11/2019 | Resignation |
| Liriano-Crumbock | Jessica | Teacher | Autistic Support | 12/02/2019 | Resignation |
| Lombardo | Adrienne | Teacher Assistant | Preschool | 09/24/2019 | Termination |
| Martin | Patricia | Teacher Assistant | Autistic Support | 10/15/2019 | Retirement |
| McCarter | Catherine | Personal Care Assistant | Special Education | 11/15/2019 | Termination |
| Mitchell | Ronald | School Psychologist Intern | Pupil Personnel Services | 06/14/2019 | Internship Ended |
| Minnick | Stacy | Student Worker | Life Skills Support | 08/09/2018 | Graduated |
| Ongley | Stephanie | Psychologist | Pupil Personnel Services | 11/18/2019 | Resignation |
| Owens | Kevin | Teacher Assistant | Life Skills Support | 10/04/2019 | Resignation |
| Secula | Jennifer | Psychologist | Pupil Personnel Services | 10/18/2019 | Resignation |
| Simpson | Chamane | Psychologist | Pupil Personnel Services | 10/11/2019 | Resignation |
| Wise | Karen | Psychologist | Pupil Personnel Services | 09/30/2019 | Resignation |
| Woodring | Sherry | Teacher Assistant | Life Skills Support | 10/11/2019 | Retirement |

* + 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** |
| Bollis | Teresa | Teacher | Emotional Support | TBD | $45,287.00 | LIUEA D-2 | 188 Days |
| Herring Jr. | Michael | Teacher | Intervention | 10/23/2019 | $46,187.00 | LIUEA D-4 | 188 Days |
| Hoffman | Sara | Speech Therapist | Speech / Language Support | TBD | $50,868.00 | LIUEA F-3 | 188 Days |
| Lottes | Anna | Teacher | Special Education | 10/23/2019 | $44,987.00 | LIUEA D-1 | 188 Days |
| Wilson | Michelle | Social Worker | Pupil Personnel Services | 10/23/2019 | $51,468.00 | LIUEA F-5 | 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** |
| Ballantine | Victoria | Teacher Assistant | Life Skills Support | TBD | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Carrier | Darlene | Personal Care Assistant | Multidisabilities Support | TBD | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Evans | Megan | Secretary | Adult Education | 10/15/2019 | $15.83 per hour | Sec C F-1 | Part Time Hourly |
| Gettys | Ariel | Teacher Assistant | Preschool | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Golden | Cheryl | Personal Care Assistant | Autistic Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Grant | Permonica | Personal Care Assistant | Life Skills Support | 10/21/2019 | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Hall | Vontina | Personal Care Assistant | Visually Impaired Support | 10/23/2019 | $17.20 per hour | TA/PCA G-4 | 188 Days |
| Haskins | April | Personal Care Assistant | Life Skills Support | 10/22/2019 | $13.83 per hour | TA/PCA A-3 | 188 Days |
| Leavitt | Angela | Personal Care Assistant | Autistic Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Ludwig | Katherine | Personal Care Assistant | Life Skills Support | 10/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Martin | Kathi | Personal Care Assistant | District Contract | 10/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Mays | Angie | Personal Care Assistant | Multidisabilities Support | 10/14/2019 | $14.58 per hour | TA/PCA A-6 | 188 Days |
| McMullen | Amy | Personal Care Assistant | Preschool | TBD | $14.33 per hour | TA/PCA A-5 | 188 Days |
| Paek | Jacqueline | Personal Care Assistant | Life Skills Support | 10/22/2019 | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Pool | Amy | Personal Care Assistant | Autistic Support | 10/22/2019 | $13.37 per hour | TA/PCA A-1 | Part Time - 188 Days |
| Rebuck | Robin | Teacher Assistant | Autistic Support | 10/21/2019 | $15.15 per hour | TA/PCA B-5 | 188 Days |
| Sosa | Kirsten | Personal Care Assistant | Life Skills Support | 10/21/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Steiner | Heather | Personal Care Assistant | Autistic Support | 10/28/2019 | $13.62 per hour | TA/PCA A-2 | 188 Days |
| Steinour | Elaine | Secretary | Human Resources | 10/28/2019 | $25.40 per hour | Sec E F-6 | 260 Days |
| Walters | Patricia | Personal Care Assistant | Multidisabilities Support | TBD | $16.02 per hour | TA/PCA G-3 | 188 Days |

* + 1. ***Miscellaneous***

1. Additional Service Agreements

Personnel to provide services for students at the appropriate hourly/daily rate:

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| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Rate** | **School District** | **Dates** |
| Meek | Lacy | Teacher | $49.52 per hour | Eastern York School District | October 12, 2019 |
| Moul | Debra | Interpreter | $37.81 per hour | Dallastown Area School District | October 19, 2019 |
| Musselman | Melanie | Speech Therapist | $34.18 per hour | South Western School District | September 19, 2019 – June 2020 |
| Sterner | Marilyn | Interpreter | $41.57 per hour | Fairfield Area School District | November 2, 2019 |
| Warner | Patricia | Psychologist | $55.24 per hour | Abraxas Leadership Program | October 19, 2019  October 26, 2019 |

1. Change in Employment Status

Recommend approval to change the employment status of the following:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last**  **Name** | **First Name** | **Position** | **Program** | **Rate** | **Category Step/Scale** | **Effective** | **From** | **To** | **Reason** |
| Golden | Doris | Speech Therapist | Preschool | $71,212.00 | LIUEA G-13 | 09/27/2019 | LIUEA F-13  $70,538.00 | LIUEA G-13  $71,212.00 | Salary Column Movement – Master’s + 15 |
| Holt | Pamela | Personal Care Assistant | Multidisabilities Support | n/a | n/a | 09/23/2019 | 36.25 hours per week | 35 hours per week | Work Calendar Adjustment |
| Kanode | Jennifer | English as a Second Language Instructor | Adult Education | n/a | n/a | 10/15/2019 | Approx. 12.5 hours per week | Approx. 18.5 hours per week | Work Calendar Adjustment / Additional Duties |
| Kemmerly | Mikayla | Occupational Therapist | Occupational and Physical Therapy | $51,768.00 | LIUEA G-3 | 10/16/2019 | $50,868.00  LIUEA F-3 | $51,768.00  LIUEA G-3 | Salary Column Movement – Master’s + 15 |
| Markel | Tammie | Teacher Assistant | Life Skills Support | $13.55 per hour | TA/PCA D-1 | 08/06/2019 | TA/PCA A-1  $13.37 per hour | TA/PCA D-1  $13.55 per hour | Salary Correction |
| McCarter | Catherine | Personal Care Assistant | Multidisabilities Support | n/a | n/a | 09/23/2019 | 36.25 hours per week | 35 hours per week | Work Calendar Adjustment |
| Morgan | Barbara | Secretary | Language Instruction Educational Program | $20.99 per hour | Sec E A-6 | 11/06/2019 | 35 hours per week | 40 hours per week | Work Calendar Adjustment |
| Nimo | Theresa | Teacher | Act 89 Nonpublic School Services | $53,957.00 | LIUEA H-5 | 10/16/2019 | 21 hours per week  Part time hourly | 35 hours per week  Full time | Work Calendar Adjustment |
| Olszewski | Natasha | Teacher Assistant | Life Skills Support | $13.47 per hour | TA/PCA C-1 | 08/06/2019 | TA/PCA A-1  $13.37 per hour | TA/PCA C-1  $13.47 per hour | Salary Correction |
| Poole | Jennifer | Teacher Assistant | Life Skills Support | $13.47 per hour | TA/PCA C-1 | 08/06/2019 | TA/PCA A-1  $13.37 per hour | TA/PCA C-1  $13.47 per hour | Salary Correction |
| Schulze | Mindy | Orientation and Mobility Specialist | Occupational and Physical Therapy | n/a | n/a | 10/14/2019 | 17.5 hours per week | 17 hours per week | Work Calendar Adjustment |
| Sellers | Erika | Secretary | Special Education | n/a | n/a | 09/23/2019 | 40 hours per week | 35 hours per week | Work Calendar Adjustment |
| Stahl | Lisa | Floating Assistant / Custodial Worker | Special Education | n/a | n/a | 08/06/2019 | 7 hours per day  150 days per year | 7 hours per day  188 days per year | Work Calendar Adjustment |
| Westberry | Lisa | Personal Care Assistant | Preschool | $18.59 per hour | TA/PCA E-6 | 08/26/2019 | TA/PCA F-6  $19.42 per hour | TA/PCA E-6  $18.59 per hour | Salary Correction |
| Wilson | Michelah | Personal Care Assistant | Preschool | $13.37 per hour | TA/PCA A-1 | 11/04/2019 | Part Time  Temporary  $13.01 per hour | Full Time  Permanent  $13.37 per hour | Temporary to Permanent / Work Calendar Adjustment |
| Yeager | Paige | Instructional Advisor | Special Education | Same + $3,000.00 IA Stipend | Same | 10/07/2019 | Teacher | Instructional Advisor | Position Transfer |
| Yeingst | Sara | Personal Care Assistant | Autistic Support | $18.30 per hour | TA/PCA F-5 | 09/30/2019 | TA/PCA G-5  $18.36 per hour | TA/PCA F-5  $18.30 per hour | Salary Correction |

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

Recommendation: Motion to accept the Treasurer’s Report of September 30, 2019, showing cash on hand of $18,961,406.48.

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

Recommendation: Motion to approve payments through October 25, 2019 and payroll through October 15, 2019, totaling $12,243,170.28.

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

Recommendation: Motion to approve the Budget Transfers from October 1, 2019 through October 25, 2019.

* + 1. ***Fiscal Year 19-20 Non-General Fund Budgets***

Recommendation: Motion to approve 77 Non-General Fund fiscal year 2019-2020 budgets per the listing and reports provided.

* + 1. ***Reclassification of Committed Fund Balance***

Recommendation: Motion to reclassify Trane invoices paid this year to New/Replacement Equipment of the Committed Fund Balance.

* 1. ***Grant Application***
  2. ***Keystone Telepresence Education Grant 2019-2020***

Recommendation: Motion to approve grant application to the PA Department of Education for $30,000 in state funds to purchase and support seven robots to expand LIU's current telepresence program.

* 1. ***Special Education Classroom Lease, Paradise School***

Recommendation: Motion to approve lease agreement between Catholic Charities and Lincoln Intermediate Unit at an annual cost of $154,000.

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

Recommendation: Motion to adopt job descriptions.

Assistant Executive Director (revision)

Manager of IT Systems (replacing Data Administrator)

HR Recruiter (revision and title change from HR Specialist)

Building Secretary, York Learning Center (revision)

* 1. ***Job Descriptions for Review***

The following job descriptions are presented for review.

HR Specialist (revision) – changing to HR Leave and Data Entry Specialist

HR Benefit Analyst (revision) - changing to HR Generalist – Worker’s Compensation and Benefit Plans

**MOTION TO APPROVE CONSENT AGENDA:** Michael Wagner moved to adopt the consent agenda, seconded by Sue Heistand. Roll call vote recorded all in favor and the motion carried.

**NEW BUSINESS:**

* 1. ***Affiliation Agreement with Bloomsburg University***

Recommendation: Motion to approve Affiliation Agreement with Bloomsburg University to provide field/internship experiences, practicum assignments and student teaching opportunities for students enrolled in teacher preparation programs effective for a period of five years from date of execution. Cory Nade moved to approve, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

* 1. ***Resignation and Separation Agreement***

Recommendation: Motion to accept the resignation of Lisa Greth as Human Resources Director effective November 5, 2019, and to approve separation agreement. Carlos Wampler moved to accept the resignation and approve the separation agreement, seconded by Cory Nade. Roll call vote recorded all in favor and the motion carried.

* 1. ***Approval of Mail Ballot Election and Notification of Board Vacancies Holder***

Recommendation: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1, 2019 of all board seats that will be vacant or up for re-election as of July 1, 2020, and to request district nominations be submitted by February 21, 2020. Sue Heistand moved approval, seconded by Paul Politis. All Board members voted in favor and the motion carried.

* 1. ***Proposal for Roof Repairs***

Recommendation: Motion to approve the proposal from Houck Services Inc. in the amount of $6,410 to repair the roof and rain drainage system to be funded by the Committed Fund Balance, Contracted Services. Cory Nade moved to approve, seconded by Sue Heistand. All Board members voted in favor and the motion carried.

**PRESIDENT’S REPORT:**

* Mr. Miller asked the Solicitor to provide an update on the October 24, Negotiations meeting.

**EXECUTIVE DIRECTOR’S REPORT:** Dr. West shared the following highlights:

* The Special Education Task Force will convene one more time to review the new special education business rules. After approval of the Task Force, the new business rules will be presented to Superintendents in November, and Business Managers and Special Education Directors in January in preparation for implementation next school year.
* The Fall Superintendent Symposium was held October 31 to November 1, 2019 in Bedford Springs with 17 superintendents attending. Dr. Michael McGough provided training on Lessons in Leadership from Flight 93 and Personal Leadership from his book: *Personal Leadership: The Art of You Leading You*.
* A timeline and interview process has been developed for the Assistant Executive Director position.
* A Reorganization dinner meeting will be held at 5:30 p.m. on November 26, 2019, prior to the next regular board meeting. Outgoing Board members will be recognized for their years of service.

**CABINET REPORTS:** Cabinet members provided highlights of their written reports.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on November 26, 2019 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:00 p.m.

Tim A. Stanton

Board Secretary