**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**OCTOBER 1, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on October 1, 2019. Board President Michael Miller called the meeting to order at 7:15 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.

**OATH OF OFFICE:** Michael Wagner was sworn in to serve a new three year term beginning July 1, 2019 through June 30, 2022, representing the Central York and Eastern York School Districts.

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

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| Sue Heistand | Mark Schur |
| Brian Hoffman | Suzanne Smith |
| Michael Miller | Michael Wagner |
| Cory Nade | Carlos Wampler |
| Paul Politis |  |

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

**WELCOME:** Mr. Miller welcomed the following visitors: Tracy Williams, Assistant Director of Human Resources; Charles Trovato, Berks County IU and candidate for Professional Development Specialist for the IU; Joe Galluci, Capital Area IU; and Rocky Brent, Capital Area IU.

**PRESENTATION:** Joe Galluci of Capital Area IU 15 provided a demonstration of Agenda Manager – an on-line software interface to create, edit and share meeting agendas and materials in a secure environment. Dr. West would like the Board to consider moving to Agenda Manager for future meeting management. More specific information will be presented to the Board at a future meeting.

**APPROVAL OF MINUTES:**  The minutes of the September 3, 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** |
| Baker | Tammy | Personal Care Assistant | Visually Impaired Support | 10/04/2019 | Resignation |
| Banci | Linda | Personal Care Assistant | Life Skills Support | 09/12/2019 | Resignation |
| Bonilla | Marley | Teacher Assistant | Preschool | 09/10/2019 | Resignation |
| Brown | Lindsay | Secretary | Human Resources | 10/04/2019 | Resignation |
| Delle Donne | Karen | Teacher | Special Education | 09/13/2019 | Resignation |
| McCloskey | Kelly | Personal Care Assistant | Autistic Support | 09/13/2019 | Resignation |
| Michalak | Sarah | Speech Therapist | Speech/Language Support | 09/13/2019 | Resignation |
| Miller | Nicolle | Teacher | Emotional Support | 09/13/2019 | Resignation |
| Nadolny | Eryn | Teacher | Emotional Support | 09/06/2019 | Resignation |
| Renoll | Cortney | Personal Care Assistant | Autistic Support | 09/10/2019 | Resignation |
| Santell | Ingrid | Secretary | Transportation | 08/01/2019 | Resignation |
| Smith | Michelle | Teacher | Autistic Support | 09/06/2019 | Resignation |
| Spencer | Vicki | Intervener | Hearing Impaired Support | 09/27/2019 | Retirement |
| Strausbaugh | Erin | Teacher Assistant | Therapeutic Emotional Support | 06/04/2019 | Termination |
| Yeager | Amanda | Personal Care Assistant | Multidisabilities Support | 08/08/2019 | Termination |
| Yoder | Genevieve | Teacher | Special Education | 09/27/2019 | 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** |
| Burg | Amanda | Teacher | Therapeutic Emotional Support | TBD | $51,168.00 | LIUEA F-4 | 188 Days |
| Campbell | Adelle | Associate Supervisor | Pupil Personnel Services | 09/18/2019 | $85,000.00 | Act 93 | 200 Days |
| Kourliouros | Hillary | School Counselor | Act 89 Nonpublic School Services | TBD | $51,468.00 | LIUEA F-5 | 188 Days |
| Pereschuk | Nicole | Teacher | Special Education | TBD | $44,987.00 | LIUEA D-1 | 188 Days |
| Pero | Melissa-Ann | Staff Developer | Educational Services | TBD | $73,569.00 | LIUEA I-13 | 188 Days |
| Schwartz | Amy | Teacher | Special Education | 10/02/2019 | $63,074.00 | LIUEA I-9 | 188 Days |
| Trovato | Charles | Professional Development Specialist | Educational Services | 10/02/2019 | $80,000.00 | Act 93 | 260 Days |
| Wagner | Melissa | Teacher | Special Education | 09/17/2019 | $45,887.00 | LIUEA D-4 | 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** |
| Anderson | Julie | Personal Care Assistant | Intervention | 09/18/2019 | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Berkheimer | Amanda | Teacher Assistant | Intervention | 09/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Blake | Elizabeth | Personal Care Assistant | District Contract | 09/25/2019 | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Bollinger | Krista | Personal Care Assistant | Autistic Support | 09/23/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Collier | Amy | Teacher Assistant | Life Skills Support | 10/02/2019 | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Daugherty | Mikayla | Personal Care Assistant | Autistic Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Harlacher | Cynthia | Personal Care Assistant | Life Skills Support | TBD | $13.37 per hour | TA/PCA A-1 | 188 Days |
| Harms | Elizabeth | Personal Care Assistant | Multidisabilities Support | TBD | $13.67 per hour | TA/PCA F-1 | 188 Days |
| Myers | Laura | Secretary | Special Education | 09/23/2019 | $22.98 per hour | Sec D F-5 | 260 Days |
| Reynolds | Janet | Secretary | Pupil Personnel Services | 09/18/2019 | $20.99 per hour | Sec E A-6 | 260 Days |
| Spielman | Wendy | Personal Care Assistant | District Contract | 09/18/2019 | $15.97 per hour | TA/PCA F-3 | 188 Days |
| Stafford | William | Teacher Assistant | Emotional Support | 09/18/2019 | $17.20 per hour | TA/PCA G-4 | 188 Days |
| Yeingst | Sara | Personal Care Assistant | Autistic Support | 09/18/2019 | $18.36 per hour | TA/PCA G-5 | 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** |
| Booth | Rachel | Teacher | $34.18 per hour | South Western School District | 09/09/2019 – 10/29/2019 |
| DiCesare | Rosemary | Interpreter | $36.26 per hour | Dallastown Area School District  Dallastown Area School District  Central York School District | 09/12/2019 – 11/17/2019  09/06/2019 – 05/30/2020  09/10/2019 – 06/2020 |
| DiMarco-Beard | Maddalena | Speech Therapist | $54.11 per hour (July) / $55.38 per hour (August) | Red Lion Area School District | 07/2019 – 08/2019 |
| Haid | Paul | Interpreter / Teacher | $55.38 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019  09/06/2019 – 05/30/2020 |
| Hockensmith | Kim | Interpreter | $35.15 per hour | Conewago Valley School District | 09/09/2019 – 10/31/2019 |
| Imhoff | Jennifer | Interpreter | $41.57 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019  09/06/2019 – 05/30/2020 |
| Knovich | Hollie | Interpreter | $33.52 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019  09/06/2019 – 05/30/2020 |
| Kuhn | Laura | Teacher | $34.18 per hour | Central York School District | 09/03/2019 – 06/2020 |
| Moul | Debra | Interpreter | $37.81 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019 |
| Olsen | Breanne | Teacher | $34.18 per hour | Northeastern School District | 09/17/2019 -12/17/2019 |
| Queenan | Beverly | Teacher | $34.18 per hour | Eastern York School District | 09/03/2019 – until student is set up for instruction in the home |
| Sterner | Marilyn | Interpreter | $41.57 per hour | Conewago Valley School District | 09/09/2019 – 10/31/2019 |
| Thomas | Corey | Interpreter | $25.14 per hour | Dallastown Area School District | 09/12/2019 – 11/17/2019  09/06/2019 – 05/30/2020 |
| Various ESS Substitutes | Various ESS Substitutes | Substitute Assistant | $100.05 - $120.06 per day (PCA) / $140.07 - $173.42 per day (guest teacher) | Gettysburg Area School District  Greencastle-Antrim School District | 09/05/2019 – 09/17/2019  08/21/2019 – 05/2020  09/18/2019 – 10/31/2019 |
| Various Medical Staffing Network Nurses | Various Medical Staffing Network Nurses | Nurse | $39.50 - $58.00 per hour (based on LPN or RN coverage) | Northeastern School District | 08/21/2019 – 08/23/2019 |
| Warner | Patricia | Psychologist | $55.24 per hour | Abraxas Leadership Development Program  Abraxas Leadership Development Center  Abraxas Youth Center | 09/07/2019  09/14/2019  09/14/2019 |

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** |
| Baumgardner | Lisa | Secretary | Visually Impaired Support | $14.31 per hour | Sec C A-2 | 08/26/2019 | Human Resources  Part Time  Sec B A-1  $12.07 per hour | Visually Impaired Support  Full Time  Sec C A-2  $14.31 per hour | Position Transfer |
| Berkeley | Adrienne | Teacher Assistant | Multidisabilities Support | n/a | n/a | 08/06/2019 | 36.25 hours per week | 35 hours per week | Work Calendar Adjustment |
| Blankenship | Mary | English as a Second Language / ABE / GED Instructor | Adult Education | n/a | n/a | 09/12/2019 | English as a Second Language Instructor | English as a Second Language / ABE / GED Instructor | Additional Part Time Position |
| Bogart | Lauri | Teacher Assistant | Life Skills Support | n/a | n/a | 08/22/2019 | 36.5 hours per week | 35 hours per week | Work Calendar Adjustment |
| Brakefield | Nicole | Personal Care Assistant | District Contract | $13.62 per hour | TA/PCA E-1 | 08/06/2019 | TA/PCA A-1  $13.37 per hour | TA/PCA E-1  $13.62 per hour | Salary Correction |
| Brewer | Rachel | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 28.5 hours per week | 19.75 hours per week | Work Calendar Adjustment |
| Brown | Lindsay | Recruiter | Human Resources | $23.61 per hour | Sec E G-4 | 09/16/2019 | Sec D F-5  $22.98 per hour | Sec E G-4  $23.61 per hour | Position Transfer |
| Campbell | Gary | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 29.75 hours per week | 28.75 hours per week | Work Calendar Adjustment |
| Connolly | Casey | Teacher | Autistic Support | $52.001.00 | LIUEA E-7 | 08/01/2019 | LIUEA D-7  $46,187.00 | LIUEA E-7  $52,001.00 | Salary Column Movement – Bachelor’s + 24 with Level II |
| Foster | Nancy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 36 hours per week | 38.5 hours per week | Work Calendar Adjustment |
| Gold | Amy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 33.5 hours per week | 36 hours per week | Work Calendar Adjustment |
| Hare | Deborah | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 08/06/2019 | Part Time  As Needed | Full Time  36 hours per week | Work Calendar Adjustment |
| Harrison | Beverly | Secretary | Transportation | $22.34 per hour | Sec D A-9 | 08/28/2019 | Sec C A-9  $21.17 per hour | Sec D A-9  $22.34 per hour | Position Transfer |
| Hatcher | Anna | Teacher Assistant | Life Skills Support | n/a | n/a | 08/22/2019 | 35 hours per week | 36.25 hours per day | Work Calendar Adjustment |
| Lockett | Wendy | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 34.75 hours per week | 36 hours per week | Work Calendar Adjustment |
| Nogle | Kathie | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 38.5 hours per week | 33.5 hours per week | Work Calendar Adjustment |
| Reese | Cathleen | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 31 hours per week | 29.75 hours per week | Work Calendar Adjustment |
| Rowe | Michelle | Secretary | Educational Services | $21.48 per hour | Sec E F-3 | 10/01/2019 | Fiscal Assistant  Sec D F-3  $20.12 per hour | Secretary  Sec E F-3  $21.48 per hour | Position Transfer |
| Schwartz | Abby | Teacher | Autistic Support | $51,168.00 | LIUEA F-4 | 08/10/2019 | LIUEA E-4  $47,697.00 | LIUEA F-4  $51,168.00 | Salary Column Movement – Master’s |
| Soliday | Carrie | Language Instruction Educational Program Supervisor | Language Instruction Educational program | $99,152.00 | Act 93 | 10/02/2019 | Professional Development Specialist  $92,651.83 | Language Instruction Educational Program Supervisor  $99,152.00 | Position Transfer |
| Szabo-Carney | Gabriela | English as a Second Language Teacher | Language Instruction Educational Program | n/a | n/a | 09/24/2019 | 28.5 hours per week | 30.5 hours per week | Work Calendar Adjustment |
| Trayer | Lily | Teacher | Autistic Support | $47,697.00 | LIUEA E-4 | Start of 2019-2020 School Year | LIUEA D-4  $45,887.00 | LIUEA E-4  $47,697.00 | Salary Column Movement – Bachelor’s + 24 with Level II |

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

Recommendation: Motion to accept the Treasurer’s Report of August 31, 2019, showing cash on hand of $19,719,278.29

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

Recommendation: Motion to approve the Payment of Bills through September 20, 2019 and payroll through September 14, 2019, totaling $10,639.960.38.

* 1. ***Board Policy for Adoption***

Recommendation: Motion to adopt Board policy 702 – Gifts, Grants, Donations.

* 1. ***Job Description for Adoption***

Recommendation: Motion to adopt job description – Language Instruction Educational Program Supervisor.

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

The following job descriptions were presented for review.

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)

Recommendation: No action is required at this time.

* 1. ***York Learning Center School Calendar for the 2019-2020 School Year – Revised***

Recommendation: Motion to adopt revised school calendar for the York Learning Center.

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

**NEW BUSINESS:**

* 1. ***Affiliation Agreement with Shippensburg University***

Recommendation: Motion to adopt Affiliation Agreement with Shippensburg University of Pennsylvania Department of Teacher Education effective for a five year period beginning August 1, 2019 through July 31, 2024. Carlos Wampler moved approval, seconded by Paul Politis. All Board members are recorded as voting in favor and the motion carried.

* 1. ***HVAC Study, New Oxford Central Office***

Recommendation: Motion to approve consulting contract with Barton Associates, Inc. in the amount of $4,000 to be paid from assigned fund balance. Sue Heistand moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

* 1. ***Request to Purchase Ford Transit Van***

Recommendation: Motion to approve the purchase of a 2020 Ford Transit Van in the amount of $28,016.25 to be funded by new equipment committed fund balance. Paul Politis moved approval, seconded by Sue Heistand. Roll call vote recorded all in favor and the motion carried.

**PRESIDENT’S REPORT:**

* Mr. Miller requested Mr. Wagner to provide a Nominating Committee report. Mr. Wagner noted that a number of directors may be leaving the IU Board depending on election results on November 5, 2019. The positions of President and Treasurer will also be vacated when Mr. Miller and Mr. Politis leave the Board at the end of November. It will be critical to have a quorum present on November 26 when a slate of officers is presented for election.
* Mr. Miller asked Mr. Zee to provide an update on Negotiations. Mr. Zee reported that the first meeting will be held at 6:30 pm on October 24 with both LIUEA and ESPA representatives to establish ground rules.
* Mr. Miller asked Mr. Stanton to provide an update on the audit of the Transportation subsidy. Mr. Stanton reported that all data has been reviewed and revised and will be imported into the BusTracks program. Reports will then be reviewed for accuracy. If the data is viewed as credible, it will be submitted to PDE by October 4, so that school districts receive reimbursement by the end of October. Dr. West thanked all staff within Business Services, Special Education and Educational Technology Services for their team efforts in reviewing the data to determine a solution that will best serve our districts. If the data is not found to be credible and payment is delayed, all school superintendents will be notified of the delay and reason for the delay.
* Mr. Miller noted that October is Women’s Cancer Awareness month.

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

* Dr. West recently attended three receptions—one in each county—to meet and greet IU staff on a one to one basis. Receptions were well attended and staff were very appreciative of the opportunity.
* The Special Education Task Force held its third meeting and has charged the LIU to draft business rules with the IU team that will be brought back to the Task Force for approval. Upon approval the business rules will be presented in each job alike group to explain their meaning and to determine the best method to roll them out for the 2020-2021 fiscal year. The establishment of business rules will be a substantial difference in the way the IU has done business, but will provide a positive connection between district needs and IU offerings. Dr. West noted that the students served belong to school districts, which play a primary role in their education, and the more collaborative the process; the more optimistic he is about the future of the IU over the long term.
* The Superintendents’ Advisory Council will implement a committee structure that will be advisory to the IU in a variety of areas.
* Dr. West provided an overview of the feedback resulting from his visits to every school district superintendent this past summer as part of his listening tour.
* In order to provide all district boards access to LIU Board meetings, Dr. West suggested that future board meetings be recorded and posted on the IU website.
* Dr. Laura McCusker will provide an update on the LIU Comprehensive Plan at the November 5 meeting.

**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 5, 2019 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:29 p.m.

Tim A. Stanton

Board Secretary