**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**MARCH 5, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 5, 2019. Board President Michael Miller called the meeting to order at 7:04 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 personnel matters.

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

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| Dennis Dacheux | Cory Nade |
| Sue Heistand | Paul Politis |
| Brian Hoffman | Suzanne Smith |
| Dustin Martin | Michael Wagner |
| Michael Miller | Carlos Wampler |

LIU staff members attending were: Bruce Sensenig, Ed.D., Lynn Murphy, Ed.D., Scott Wilt, Lisa Greth, Jared Mader, Brad Sterner, Ed.D., Jill Trostle, and William Zee, Esq., Barley-Snyder.

**RECOGNITION OF VISITORS:** Mr. Miller welcomed the following visitors to the meeting: Kevin Stouffer of Smith Elliott Kearns & Company, and Sonia Pitzi, Supervisor of the Education of Children and Youth Experiencing Homelessness.

**PRESENTATION OF AUDIT REPORT:** Mr. Kevin Stouffer of Smith Elliott Kearns & Company, provided an overview of the local audit report of fiscal year 2017-2018, reporting that it was an unmodified audit with all financial statements fairly presented in all material respects. Dr. Sensenig extended commendations to Mr. Stanton and the entire Business Office staff for achieving a successful audit opinion.

**EDUCATION OF CHILDREN AND YOUTH EXPERIENCING HOMELESSNESS (ECYEH):** Ms. Sonia Pitzi, Program Supervisor, provided an overview to the services offered to homeless children under the direction of the McKinney-Vento Act. The program is staffed by 1.5 persons that serve an eight-county region with 60 school districts and charter schools, and partner with 20 shelters and community agencies to provide training on the Act and ensure compliance.

**APPROVAL OF MINUTES:**  The minutes of February 5, 2019 were approved as presented.

**APPROVAL OF CONSENT AGENDA:** The Consent Agenda was presented for approval. Policy 619 was revised again after the agenda was distributed. Updated copies were provided. Administrative Regulation 331 was also provided as an addendum to the consent agenda.

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** |
| Clark | Joan | Teacher Assistant | Neurological Support | 06/01/2019 | Retirement |
| Cooper | Patricia | Personal Care Assistant | Multiple Disabilities Support | 02/15/2019 | Resignation |
| Hege | Margaret | Teacher Assistant | Life Skills Support | 02/08/2019 | Resignation |
| Lewis | Amanda | Personal Care Assistant | Autistic Support | 03/15/2019 | Resignation |
| Martin | Hailee | Teacher Assistant | Behavior Intervention | 03/01/2019 | Resignation |
| Murphy | Joanne | Teacher Assistant | District Contract | 05/31/2019 | Retirement |
| OR88287 |  | Student Worker | Life Skills Support | 09/10/2018 | Other |
| Shultz II | Robert | Personal Care Assistant | Neurological Support | 02/20/2019 | Termination |
| Work | Lisa | Program Specialist | Educational Services | 03/01/2019 | 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** |
| Gardner | Cassandra | Teacher | Life Skills Support | 02/20/2019 | $44,791.00 | D-2 | 188 Days |
| Grimm | Jessica | Social Worker | Pupil Personnel Services | 02/21/2019 | $50,972.00 | F-5 | 188 Days |
| McLaughlin | Christina | Staff Developer | Educational Services | 02/20/2019 | $69,411.00 | I-12 | 188 Day Stretch |
| Nimo | Theresa | Teacher | Act 89 Nonpublic School Services | 02/20/2019 | $53,461.00 | G-6 | 188 Days |
| Price | Kimberly | Speech Therapist | Preschool | 02/11/2019 | $38.28 per hour | F-3 | Part Time |
| Schulze | Mindy | Orientation and Mobility Specialist | Visually Impaired Support | 02/20/2019 | $38.05 per hour | F-2 | Part Time |
| Tyler | April | School Nurse | Special Education | 03/06/2019 | $45,691.00 | D-5 | 188 Days |
| Zatkos | Corinne | Staff Developer | Educational Services | 02/20/2019 | $66,516.00 | H-11 | 188 Day Stretch |

* 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** |
| Hanna | Shannon | Personal Care Assistant | Autistic Support | 02/06/2019 | $13.01 | TA/PCA A-1 | 188 Days |
| Hartwell | Dawn | Interpreter | Hearing Impaired Support | 03/06/2019 | $32.18 | Interpreter RID2 G-3 | 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** |
| DiCesare | Rosemary | Interpreter | $35.47 per hour | Dallastown Area School District | February 11, 2019 – May 2019 |
| Haid | Paul | Teacher | $55.01 per hour | School District of the City of York | February 8, 2019 |
| Halloran | Megan | Nurse | $13.19 per hour | Red Lion Area School District | January 2019 – June 2019 |
| Hawbaker | Heidi | Teacher | $34.04 per hour | Chambersburg Area School District | February 11, 2019 – May 10, 2019 |
| Imhoff | Jennifer | Interpreter | $40.73 per hour | Dallastown Area School District | February 11, 2019 – May 2019 |
| Knaper | Tiffany | Teacher | $33.81 per hour | Dallastown Area School District | December 11, 2018 – June 2019 |
| Moultrey | Andrew | Intervener | $21.06 per hour | School District of the City of York | February 8, 2019 |
| Nazmack | Laura | Teacher | $33.81 per hour | Central York School District | January 28, 2019 – June 2019 |
| Shaffer | Hannah | Teacher | $33.81 per hour | Dallastown Area School District  Red Lion Area School District | February 4, 2019 – March 15, 2019  February 1, 2019 – May 1, 2019 |
| Various Source4Teachers Substitutes | Various Source4Teachers Substitutes | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Eastern York School District | February 5, 2019 – June 2019 |
| Various Source4Teachers Substitutes | Various Source4Teachers Substitutes | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Hanover Public School District | February 5, 2019 – June 2019 |
| Warner | Patricia | Psychologist | $54.88 per hour | Abraxas Youth Center | February 9, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bloss | Marisa | Teacher | Preschool | $47,501.00 | LIUEA E-5 | 01/01/2019 | D-5 | E-5 | Bachelor’s + 24 with Level II |
| Evans | Eric | ESL Instructor | Adult Education | $19.30 per hour | n/a | 02/06/2019 | n/a | n/a | Additional Part Time Position |
| Jones | Angela | Itinerant Teacher | Preschool | $63,478.00 | F-11 | 01/01/2019 | E-11 | F-11 | Master’s Equivalency |
| Shaull | Heidi | Teacher | Behavior Intervention | $50,972.00 | F-5 | 01/01/2019 | E-5 | F-5 | Master’s Equivalency |

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

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2019, showing cash on hand of $19,247,395.17.

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

Recommendation: Motion to approve all payments through February 22, 2019 and payroll through February 15, 2019, totaling $11,049,365.94.

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

Recommendation: Motion to approve the Budget Transfers from January 25, 2019 through February 22, 2019, as presented in the Financial Report.

* + 1. ***Grant Requests (See summary chart)***

1. **Highmark School-Based Health Grant**

Recommendation: Motion to approve grant application to Highmark for $3,577.00 to provide school-based health services for students at the York Learning Center.

1. **Effective Standards Based Instruction, Statewide System of Support**

Recommendation: Motion to approve grant application to the PA Department of Education for $14,000.00 in federal funds and $42,000 in State funds for Effective Standards Based Instruction services to schools. Grant term is August 1, 2018 through June 30, 2019.

* + 1. ***Bid Awards for Lincoln Learning Network***
    2. **Bid Award for Transport Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN 4.0 RWAN)**

Recommendation: Motion to award Comcast contract for network transport services for the period of July 1, 2019 through June 30, 2024 for Regional Wide-Area-Network transport service for the Lincoln Learning Network (LLN). (See attachment.)

* + 1. **Bid award for Internet Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN 4.0 RWAN)**

Recommendation: Motion to award Comcast contract for internet services for the period of July 1, 2019 through June 30, 2022 for Regional Wide-Area-Network internet access service for the Lincoln Learning Network (LLN).

* + 1. **Bid award for Dallastown Area School District (DASD) internet service on behalf of the Lincoln Learning Network (LLN) Consortium.**

Recommendation: Motion to award Comcast contract for internet service to the Dallastown Area School District (DASD) for the period of July 1, 2019 through June 30, 2024 for DASD secondary internet connection.

1. ***Board Policies for Adoption***

Recommendation: Motion to adopt revised Board policies.

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

1. ***Board Policies for Thirty-Day Review***

The following new and revised policies were presented for first reading.

612 – Purchases Not Budgeted

614 – Payroll Authorization

619 – Intermediate Unit Audit

625 – Procurement Cards

717 – Cellular Telephones

719 – Small Unmanned Aircraft (new)

814 – Copyright Material

815 – Acceptable Use of Computer Networks, Computer Ethics and Network

Security

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

Recommendation: Motion to adopt the job description – Associate Supervisor of Pupil Personnel Services.

1. ***Affiliation Agreement with Millersville University***

Recommendation: Motion to approve an affiliation agreement between the LIU and Millersville University for the placement of Millersville University teacher candidates to receive student teaching, field and practicum experiences for a five year period beginning March 6, 2019 through March 5, 2024.

1. ***Board of Directors’ Meeting Schedule for 2019-2020***

Recommendation: Motion to adopt the 2019-2020 meeting schedule for the LIU Board of Directors.

1. ***Administrative Regulation for Adoption***

Recommendation: Motion to adopt Administrative Regulation 331-AR.

**MOTION ON CONSENT AGENDA:** Cory Nade moved to approve the consent agenda with revisions to Policy 619 and addition of Administrative Regulation 331. Sue Heistand seconded the motion. All Board members present voted in favor of the consent agenda and the motion carried.

**OLD BUSINESS**:

Other Post-Employment Benefits (OPEB) Irrevocable Trust Follow-Up: The irrevocable trust for other post-employment benefits was discussed at length with the following questions, comments and suggestions:

* Sue Heistand asked how will it be funded, and noted that grant funds should be reserved for serving students.
* Mr. Wagner asked if we must do it, and is it to our advantage to do it. Does this help protect the agency for the future?
* Scott Wilt, Assistant Director of Finance, noted that funding for the OPEB would come from the expenses that the IU is already paying for employee health insurance, and not grant funds. He also stated that the funds used for the irrevocable trust would be invested for a return, which creates wealth that results in additional funding for post-employment benefits.
* Cory Nade noted that the IU has a current liability of $7.2M and that joining an irrevocable trust would help to strengthen the IU balance sheet. The trust would be funded through current cash flow or general funds through the Lincoln Benefit Trust, would take advantage of the market to generate interest, and would protect the employees’ benefits because the funds may not be used for any other purpose.
* Dr. Sensenig recommended that the topic be discussed with business managers and then brought back to the Board Committee that was formed at the last meeting to further review the concept.
* Mr. Miller suggested that the Board Committee meet by Zoom.
* Mr. Miller also suggested that each IU Board member ask their business managers how post-employment benefits are handled in their own school districts.
* After review of all information gathered, the Board Committee will return to the Board with a recommendation to pursue or not pursue.

**NEW BUSINESS:**

* 1. ***Approval of Election Ballot***

The proposed election ballot was presented for review. Brian Hoffman noted that his home district should be South Eastern, not Red Lion Area. The home district will be corrected prior to being sent to each school district for election. Recommendation: Motion to adopt the proposed election ballot as corrected for the 2019 election of members to the LIU Board. It was moved and seconded to adopt the ballot and all Board members present are recorded as voting in favor. The motion carried.

* 1. ***Adoption of Audit Report for Year Ending June 30, 2018***

Recommendation: Motion to adopt the 2017-2018 Audit Report of Smith Elliott Kearns & Company. Cory Nade moved approval, seconded by Brian Hoffman. All Board members present are recorded as voting in favor and the motion carried.

* 1. ***Frontline Education Software***

Recommendation: Motion to grant approval of an agreement with Frontline Education for the purchase of an annual subscription for Time & Attendance software at an annual cost of $22,185.00, as well as a $9,000 implementation cost. Cory Nade moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

**PRESIDENT’S REPORT:** Mr. Miller invited Dr. West to talk about his assessment of the transition process. Dr. West thanked the Board for the honor and privilege of being selected as the next Executive Director of the LIU. As part of his 90-day listening tour, Dr. West will begin phone conferences with all Board and Cabinet members prior to his official arrival on May 1. After his arrival, he plans to meet with each school superintendent personally in order to begin to address their needs and concerns. He speaks with Dr. Sensenig weekly and receives board updates on all IU activities, which will allow him to hit the ground running. Information gathered from the listening tour will be put into a long term action plan to be presented to the Board to establish a vision moving forward. Mr. Miller suggested that Dr. West hold mini-retreat sessions with the Board prior to each meeting to discuss and plan where the Board and Dr. West want the IU to go in the future.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:**

* Dr. Sensenig reported that the opening in-service day is planned for August 6, 2019 at the Conewago Valley School District and York Learning Center. Half of the day will include presentations by Dr. West and cabinet members. The other half-day will include a workshop by Dr. Brian Barnhart entitled “Becoming an Influencer,” based on John Maxwell’s work on leadership.
* Dr. Sensenig shared the results of an exercise he conducted with the Leadership Team to determine the LIU programs or attributes of which they are most proud vs. programs or activities where the IU could do better.
* Dr. Sensenig, Dr. Murphy, Scott Wilt and Nicole Fry visited Lancaster-Lebanon IU 13 to review the process they used to set up a task force to address concerns over the topic of special education timelines and billing.
* A total of 18 superintendents are attending the annual Symposium on April 3-5, 2019 with Dr. JoAnn Sternke of Studer Education.

**CABINET REPORTS:** Cabinet members shared highlights of division activities that occurred during the past month.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on April 2, 2019 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:30 p.m.

Tim A. Stanton

Board Secretary