**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**JANUARY 8, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 8, 2019. Board President Michael Miller called the meeting to order at 7:30 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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| Sue Heistand | Paul Politis |
| Brian Hoffman | Scott Roland |
| Dustin Martin | Michael Wagner |
| Michael Miller | Carlos Wampler |
| Cory Nade |  |

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

**RECOGNITION OF VISITORS:** Mr. Miller welcomed Dr. Bruce Sensenig and his wife Denise Sensenig, and Susan Stuff, LIU Administrative Assistant at the Franklin Learning Center.

**APPROVAL OF MINUTES:**  The minutes of November 27, 2018 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** |
| Biese | Angela | Speech Therapist | Preschool | 02/22/2019 | Retirement |
| Drooger | Jacquelyn | Supervisor | Special Education | 09/16/2019 | Retirement |
| Gavel | Megan | Teacher Assistant | Autistic Support | 01/11/2019 | Resignation |
| Good | Kirsten | Teacher | Autistic Support | 12/21/2018 | Resignation |
| Haines | Dori | Personal Care Assistant | Autistic Support | 11/28/2018 | Never Started |
| Oberholser | Goldie | Secretary | Special Education | 12/21/2018 | Retirement |
| Osterman | Cleo | Teacher Assistant | Multiple Disabilities Support | 01/04/2019 | Retirement |
| Strausbaugh | Stacy | Social Worker | Pupil Personnel Services | 01/25/2018 | Resignation |

* + 1. *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** |
| Cline | Rita | Social Worker | Pupil Personnel Services | 01/08/2019 | $51,872.00 | LIUEA G-5 | 188 Days |
| Eby | Elizabeth | Itinerant Teacher | Hearing Impaired Support | 01/08/2019 | $50,072.00 | LIUEA F-2 | 188 Days |
| Lawrence | Jennifer | Teacher | Nonpublic School Services | 01/02/2019 | $50,972.00 | LIUEA F-5 | 188 Days |
| Skweres | Melissa | Teacher | Autistic Support | 01/02/2019 | $44,491.00 | LIUEA D-1 | 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** |
| Ford | Carla | Personal Care Assistant | Life Skills Support | 12/12/2018 | $13.01 | TA/PCA A-1 | 188 Days |
| Franklin | John | Personal Care Assistant | Multiple Disabilities Support | 01/08/2019 | $13.36 | TA/PCA G-1 | 188 Days |
| Hoerner | Robin | Teacher Assistant | Behavior Intervention | 01/08/2019 | $14.96 | TA/PCA A-9 | 188 Days |
| Saunders | Ashlee | Teacher Assistant | Autistic Support | 01/08/2019 | $15.66 | TA/PCA G-3 | 188 Days |
| Smeltzer | Brandi | Teacher Assistant | Emotional Support | 01/08/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Strausbaugh | Erin | Teacher Assistant | Emotional Support | 01/08/2019 | $13.26 | TA/PCA A-2 | 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** |
| DiCesare | Rosemary | Interpreter | $35.47 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Haid | Paul | Teacher | $55.01 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Imhoff | Jennifer | Interpreter | $40.73 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Snyder | Charles | Interpreter | $39.35 per hour | Dallastown Area School District | November 20, 2018 – February 22, 2019 |
| Various ESS Substitutes | | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Gettysburg Area School District | August 2018 – June 2019 |
| Various ESS Substitutes | | Substitute Assistant | $99.30 - $119.16 per day  ($139.02 - $172.12 per day if filled by guest teacher) | Waynesboro Area School District | November 28, 2018 – June 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Felix | Angela | Teacher Assistant | Life Skills Support | n/a | n/a | 12/06/2018 | 36 Hours per Week | 35 Hours per Week | Schedule Change |
| Fuhrman | Allison | Secretary | Special Education | $18.35 | Sec D C-5 | 12/17/2018 | Sec C | Sec D | Position Transfer |
| Saltzman | Jordonne | Occupational Therapist | Occupational / Physical Therapy | $32,343.60 | LIUEA F-4 | 12/11/2018 | D-4 | F-4 | Salary Increase – Transcripts Received |
| Sneidman | Rebecca | Itinerant Teacher | Hearing Impaired Support | $64,689.00 | LIUEA G-11 | 11/28/2018 | F-11 | G-11 | Salary Column Movement – Master’s + 15 |
| Tillett | Rachel | Teacher Assistant | Life Skills Support | n/a | n/a | 12/06/2018 | 36 Hours per Week | 35 Hours per Week | Schedule Change |
| Yaukey | Robin | Teacher | Alternative Education | $70,716.00 | LIUEA G-13 | 12/14/2018 | F-13 | G-13 | Salary Column Movement – Master’s + 15 |

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

Recommendation: Motion to accept the Treasurer’s Report of November 30, 2018, showing cash on hand of $18,725,512.53.

* + 1. *Check Register of Payments*

Recommendation: Motion to approve payments through December 14, 2018 and payroll through November 30, 2018, totaling $17,006,232.04.

* + 1. *Budget Transfers*

Recommendation: Motion to approve the Budget Transfers from October 27, 2018 through December 14, 2018. A copy of the Budget Transfer Report is provided for reference.

* + 1. *Fund Balance Repair Expenditure Request*

Recommendation: Motion to grant approval to pay repairs of $14,665 from New Equipment /Repair of Equipment Committed Fund Balance for HVAC repairs, electrical repairs, conference room repairs and roof repairs.

1. ***Board Policy for Review***

New Board Policy 912 - Relations with Educational Institutions was presented for review.

1. ***Office Calendar 2019-2020***

Recommendation: Motion to adopt the LIU Office Calendar for 2019-2020.

**MOTION ON CONSENT AGENDA:** Cory Nade moved to approve the consent agenda, seconded by Sue Heistand. The Office Calendar was briefly discussed. Mr. Wagner recommended that the title of two holidays be renamed prior to publishing the calendar for office support staff. All Board members present voted in favor of the consent agenda and the motion carried.

**NEW BUSINESS:**

1. ***Adoption of 2019-2020 General Operating Budget***

Recommendation: Cory Nade made a motion to adopt the 2019-2020 General Operating Budget in the amount of $7,740,589, seconded by Scott Roland. Roll call vote recorded all in favor and the motion carried.

1. ***Fiscal Year 2018-2019 Non-General Fund Budgets***

Recommendation: Motion to approve 32 Non-General Fund fiscal year 2018-2019 budgets per the listing and reports provided. Cory Nade moved approval, seconded by Carlos Wampler. Roll call vote recorded all in favor and the motion carried.

1. ***Facility Use Request by Boy Scout Troop 127***

Recommendation: Motion to grant approval to use LIU facilities and waiver of rental fees to Boy Scout Troop 127 for use of Lincoln/Lee/Grant conference rooms on February 10, 2019 from 10 am to 4 pm. Sue Heistand moved approval, seconded by Scott Roland. All board members present voted in favor and the motion carried.

1. ***Appointment of Executive Director***

Recommendation: Motion to approve the appointment of Dr. Jeffrey West as Executive Director of the Lincoln Intermediate Unit for a four-year term commencing on a mutually agreed upon date in April, 2019, and ending on the fourth anniversary of that date in 2023, and pursuant to an employment agreement approved by this motion. Cory Nade moved approval, seconded by Sue Heistand. Mr. Zee reported that Dr. West passed certification for his Letter of Eligibility. Roll call vote recorded all in favor and the motion carried.

1. ***Recognition of Service of Interim Executive Director***

Recommendation: Motion to thank Dr. Jody Nace for her service as Interim Executive Director. As Dr. Nace’s appointment in that capacity was to be in effect until the appointment of a full-time Executive Director and the Board of Directors has just appointed Dr. Jeffrey West as the Executive Director, Dr. Nace’s service as Interim Executive Director is concluded, effective immediately. Dr. Nace will resume her full-time duties as the Assistant Executive Director. Roll call vote recorded all in favor and the motion carried.

1. ***Appointment of Interim Executive Director***

Recommendation: Motion to approve the appointment of Dr. Bruce Sensenig as Interim Executive Director of the Lincoln Intermediate Unit effective January 9, 2019 through a date to be mutually determined by the Board of Directors and Dr. Sensenig, but no later than April 30, 2019, in accordance with a written agreement approved by this motion. Dr. Sensenig’s service is required to provide transitional leadership for the Intermediate Unit in anticipation of the services of Dr. West. Cory Nade moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

1. ***Retirement of Assistant Executive Director***

Recommendation: Motion to accept the retirement of Dr. Jody Nace, Assistant Executive Director, effective January 18, 2019. Sue Heistand moved approval, seconded by Cory Nade. Roll call vote recorded all in favor and the motion carried.

**PRESIDENT’S REPORT:** Mr. Miller reported that Ms. Trostle received a call earlier in the day from a reporter of the York Daily Record regarding the appointment of Dr. West. If there is no objection, Mr. Miller proposed that the same announcement provided to superintendents on behalf of the Board president and Dr. Sensenig be shared with the news media. Mr. Roland also suggested that all media calls be directed to Dr. Sensenig or Mr. Miller.

**SCHOOL DIRECTOR RECOGNITION MONTH:** In honor of PSBA School Director Recognition Month, Ms. Trostle read a statement in the absence of Dr. Nace thanking all Board Directors for their public service in education. A brief “thank you video” was created on behalf of the Administration, staff and students and shared with the Board. Mr. Miller noted that the video was a good example of why the Board is here. Mr. Nade requested the video be shared with all Board members, as well as Kim Smith, former solicitor.

**GOOD OF THE ORDER:**

* Mr. Miller reported that Dr. Sensenig will work with the Cabinet to establish communication and interaction with the Board.
* Mr. Nade thanked all staff for their support, service and dedication to the LIU.
* Dr. Murphy was recognized for her recent interview on WITF.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on February 5, 2019 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:04 p.m.

Tim A. Stanton

Board Secretary