**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**FEBRUARY 5, 2019**

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The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 5, 2019. Board President Michael Miller called the meeting to order at 7:34 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 | 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., Tim Stanton, 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: Kareemah Mayee of Barley-Snyder, Brian Sanker and Kylie Bueti of Public Financial Management.

**PRESENTATION:** Mr. Brian Sanker of PFM provided an overview of irrevocable trusts for other post-employment benefits (OPEB). Mr. Stanton reported that the IU does not currently allocate funds for post-retirement benefits, which currently represent $2.7M in liability on the LIU Statement of Net Position. The irrevocable trust would allow the IU to set aside funds on a regular basis for the future anticipated benefits of employees. Mr. Miller suggested that a sub-committee be formed to review the potential costs and benefits of establishing an irrevocable trust for the IU. Scott Roland, Suzanne Smith and Mr. Miller volunteered to serve on the committee.

**APPROVAL OF MINUTES:**  The minutes of January 8, 2019 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** |
| Ballasco | Teresa | Translator | Educational Services | 12/03/2018 | Position Ended |
| Blanco | Yokasta | Translator | Educational Services | 12/03/2018 | Position Ended |
| Cortez | Kristen | Translator | Educational Services | 12/03/2018 | Position Ended |
| Feeser | Maria | Translator | Educational Services | 12/03/2018 | Position Ended |
| Fuller | Renee | Personal Care Assistant | Therapeutic Emotional Support | 01/10/2019 | Termination |
| Garcia | Maria | Translator | Educational Services | 12/03/2018 | Position Ended |
| Grove | Starla | Translator | Educational Services | 10/01/2018 | Position Ended |
| Jones | Vicky | Translator | Educational Services | 12/03/2018 | Position Ended |
| Lawrence | Amy | Itinerant Teacher | Preschool | 02/19/2019 | Resignation |
| Lin | Pei-Hua | Translator | Educational Services | 10/01/2018 | Position Ended |
| Lopez-Martinez | Ana | Translator | Educational Services | 12/03/2018 | Position Ended |
| Madrigal-Garibay | Alejandra | Translator | Educational Services | 12/03/2018 | Position Ended |
| Markel | Jonna | Licensed Practical Nurse | Life Skills Support | 01/02/2019 | Resignation |
| MC10671 | MC10671 | Student Worker | Life Skills Support | 10/16/2018 | Resignation |
| Meyer | Leslie | Instructional Advisor | Autistic Support | 03/21/2019 | Resignation |
| Penner | Emily | Translator | Educational Services | 12/03/2018 | Position Ended |
| Rebuck | Robin | Teacher Assistant | Autistic Support | 01/11/2019 | Resignation |
| Sible | Evelyn | Secretary | Special Education | 01/25/2019 | Resignation |
| Skinner | Madeline | Translator | Educational Services | 12/03/2018 | Position Ended |
| SN01875 | SN01875 | Student Worker | Life Skills Support | 06/02/2017 | Resignation |
| Ulsh | Christina | Translator | Educational Services | 10/01/2018 | Position Ended |
| Vera-Lua | Claudia | Translator | Educational Services | 12/03/2018 | Position Ended |
| West | Landon | Summer Worker | Business Services | 08/15/2017 | Position Ended |
| Wysocki | Thomas | Behavior Management Specialist | Educational Services | 01/31/2019 | Resignation |
| Youssef | Nabila | Translator | Educational Services | 08/30/2018 | Position Ended |

* + 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** |
| Brewer | Rachel | English as a Second Language Teacher | Language Instruction Educational | 02/06/2019 | $38.50 per hour | F-4 | Part Time Hourly |
| Buzzell | Meghan | Teacher | Autistic Support | 01/17/2019 | $50,072.00 | F-2 | 188 Days |
| Flaharty | Samantha | Teacher | Preschool | 02/06/2019 | $44,491.00 | D-1 | 188 Day Stretch |
| Gsell | Amanda | Itinerant Teacher | Preschool | 01/08/2019 | $44,491.00 | D-1 | 188 Day Stretch |
| LeRoy | Megan | Board Certified Behavior Analyst | Autistic Support | 01/29/2019 | $50,372.00 | F-3 | 188 Days |
| Rankin | Shaina | Speech Therapist | Preschool | 01/29/2019 | $50,072.00 | F-2 | 188 Day Stretch |
| Smith | Michelle | Teacher | Autistic Support | 01/21/2019 | $53,461.00 | H-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** |
| Baumgardner | Karen | Teacher Assistant | Emotional Support | 01/29/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Cole | Carissa | Teacher Assistant | Therapeutic Emotional Support | 01/29/2019 | $13.36 | TA/PCA G-1 | 188 Days |
| Moore | Jennie | Personal Care Assistant | Autistic Support | 02/06/2019 | $15.61 | TA/PCA F-3 | 188 Days |
| Pond | Pamela | Fingerprint Clerk | Human Resources | 01/22/2019 | $13.75 | Sec B F-1 | Part Time Hourly |
| Stuart | Tyler | Teacher Assistant | Autistic Support | 02/06/2019 | $13.26 | TA/PCA E-1 | 188 Days |
| Watson | Stephen | Personal Care Assistant | Autistic Support | 02/06/2019 | $13.36 | TA/PCA G-1 | 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** |
| Lawrence | Billi Jo | Nurse | $22.26 per hour | Spring Grove Area School District | October 2018 – June 2019 |
| Lucius | Alice | Nurse | $23.09 per hour | South Western School District | September 2018 – June 2019 |
| Thomas | Shawnee | Teacher | $33.81 per hour | Northeastern School District | January 7, 2019 – January 31, 2019 |
| Various Medical Staffing Network Nurses | Various Medical Staffing Network Nurses | Nurse | $39.50 - $56.00 per hour | Central York School District | December 2018 – June 2019 |
| Warner | Patricia | Psychologist | $54.88 per hour | Abraxas Youth Center | December 28, 2018  February 2, 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Beyer | Michelle | Teacher | Multiple Disabilities Support | $50,372.00 | LIUEA F-3 | 01/14/2019 | D-3 | F-3 | Salary Column Movement – Master’s |
| Capozzi | Ashley | Instructional Advisor | Preschool | $54,589.00 + IA Stipend | LIUEA F-7 | 12/16/2018 | E-7 | F-7 | Salary Column Movement – Master’s |
| Dalious | Barbara | Instructional Advisor | Special Education | $70,716.00 + IA Stipend | LIUEA G-13 | 01/02/2019 | F-13 | G-13 | Salary Column Movement – Master’s + 15 |
| Hahn | Martha | Licensed Practical Nurse | Multiple Disabilities Support | n/a | n/a | 08/20/2018 | 38.5 Hours per Week | 35 Hours per Week | Schedule Change |
| Klopp | Katherine | Teacher Assistant | Multiple Disabilities Support | $15.66 | ESPA - TA/PCA G-3 | 01/14/2019 | Temporary Teacher | Teacher Assistant | End of Temporary Teacher Position |
| Krepps | Zebulun | Teacher | Alternative Education | $57,712.00 | LIUEA H-7 | 12/18/2018 | G-7 | H-7 | Salary Column Movement – Master’s + 30 |
| Moyer | Lori | Teacher Assistant | Emotional Support | $20.23 | ESPA – TA/PCA G-9 | 01/09/2019 | Temporary Teacher | Teacher Assistant | End of Temporary Teacher Position |
| Ramp | Melissa | Teacher | Preschool | $52,589.00 | LIUEA F-6 | 12/15/2018 | E-6 | F-6 | Salary Column Movement – Master’s |
| Sellers | Erika | Secretary | Special Education | $12.91 | ESPA – Sec C A-1 | 01/29/2019 | Fingerprint Clerk | Secretary | Position Transfer |
| Smith | Natalie | Teacher | Therapeutic Emotional Support | $53,461.00 | LIUEA H-5 | 12/20/2018 | G-5 | H-5 | Salary Column Movement – Master’s + 30 |
| Strausbaugh | Stacy | Social Worker | Pupil Personnel Services | n/a | n/a | 01/08/2019 | 01/25/2019 | 01/08/2019 | Resignation Date Correction |
| Wolfe | Lindsey | Teacher | Emotional Support | $44,791.00 | LIUEA D-2 | 01/28/2019 | Teacher Assistant | Teacher | Position Transfer |

1. Student Worker:

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| --- | --- | --- |
| **ID#** | **Location** | **Rate of Pay** |
| FR05329 | Franklin Learning Center | $7.25 |

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

Recommendation: Motion to accept the Treasurer’s Report of December 31, 2018, showing cash on hand of $20,429,601.06.

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

Recommendation: Motion to approve payments through January 25, 2019 and payroll through January 15, 2019, totaling $22,984,412.38.

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

Recommendation: Motion to approve the Budget Transfers from December 15, 2018 through January 25, 2019. A copy of the Budget Transfer Report is included in the “Financial Report” document.

* + 1. ***Grant Requests (See Summary Chart provided)***
       1. **FrAY (Franklin, Adams, York) Educator in the Workplace Grants**

Recommendation: Motion to approve LIU participation in a partnership with York County Alliance for Learning (YCAL) during the 2019-2020 school year for a summer grant in the amount of $39,330.00 and a Spring/Fall grant of $49,995, beginning July 1, 2019 through June 30, 2020.

* + - 1. **PA Smart Targeted Grant**

Recommendation: Motion to approve grant application to PA Department of Education for $7,477.00 for the PA Smart Targeted Grant, term February 1, 2019 through June 30, 2020.

* + - 1. **Data Governance, Statewide System of Support**

Recommendation: Motion to approve grant application to the PA Department of Education for $9,600.00 for Data Governance services to schools for a total $9,600.00 beginning August 1, 2018 through June 30, 2019.

* + - 1. **Teacher in the Workplace Grants**

Recommendation: Motion to approve LIU providing Education in the Workplace services per a grant agreement with South Central Workforce Development Board through June 30, 2019 for a total of $27,808.00.

* + - 1. **Safe Schools Statewide System of Support**

Recommendation: Motion to approve grant application to PA Department of Education for $13,276.00 for the Safe Schools Statewide System of Support Initiative.

* + - 1. **School Climate Leadership Initiative Grant**

Recommendation: Motion to approve grant application to PA Department of Education for $7,500.00 for the School Climate Leadership Initiative program.

* + - 1. **Preschool Fiscal Management Grant**

Recommendation: Motion to approve grant application to PA Department of Education for $6,930.00 to complete implementation of the OCDEL (Office of Child Development and Early Learning) Fiscal Management Program.

* + 1. ***Zito Business Phone Service Contract***

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to enter into a voice services contract with Zito Business for a term length of 36 months effective February 2019 through February 2022.

* + 1. ***PAIUnet (PA Association of Intermediate Units Regional Wide Area Network) Internet Contract 2019-2020***

Recommendation: Motion to approve the 2019-2020 PAIUnet Internet Contract to provide 9,000 Mbps (megabytes per second) of internet service to the identified Lincoln Learning Network Consortium Members at a price of .27/Mb/month beginning July 1, 2019 through June 30, 2020.

* + 1. ***Transportation Contract, Faithful Transportation***

Recommendation: Motion to accept the Transportation Contract with Faithful Transportation for the 2018-2019 school year through June 30, 2019.

* + 1. ***Copier Lease Agreement***

Recommendation: Motion to grant approval to negotiate terms and to enter into a copier leasing agreement (final vendor to be determined) for a five-year term not to exceed leasing cost of $5,000 per month including supplies and service.

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

Recommendation: Motion to adopt new Board policy 912 – Relations with Educational Institutions.

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

The following revised policies were presented for first reading.

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

Recommendation: No action is required at this time.

1. ***Administrative Regulation for Thirty-Day Review***

Revised Administrative Regulation 331.2 Job Related Expenses was presented for first reading.

Recommendation: No action is required at this time.

1. ***Job Description for Review***

A job description for Associate Supervisor of Pupil Personnel Services was presented for review. This job description is for an established position. No new personnel are being added and there is no additional cost.

Recommendation: No action required at this time.

**MOTION ON CONSENT AGENDA:** Patrick McDonald moved to approve the consent agenda, seconded by Carlos Wampler. All Board members present voted in favor of the consent agenda and the motion carried.

**NEW BUSINESS:**

* 1. ***Electronic Signature Resolution***

Recommendation: Motion to adopt resolution assigning electronic signature authority to Dr. Bruce L. Sensenig to sign any and all contracts, grants, and/or licenses with the PA Department of Education. Michael Wagner moved approval, seconded by Carlos Wampler. All Board members present voted in favor and the motion carried.

**PRESIDENT’S REPORT:** Mr. Miller had no report.

**INTERIM EXECUTIVE DIRECTOR’S REPORT:**

* Dr. Sensenig thanked the Board and LIU staff for making him feel welcome at the IU, and for providing assistance when needed. He noted that the many talented, capable and dedicated staff members will provide structure and back bone going forward.
* Dr. Sensenig hosted the monthly Superintendents’ Advisory Council meeting on January 28, 2019, with 24 of the 25 superintendents attending. All Cabinet members were also invited to attend the first portion of the meeting. The introductory PowerPoint presented to the superintendents on January 28, was shared with the Board.
* Dr. Sensenig distributed a chart comparing special education costs among intermediate units 12, 13 and 15.

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

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 8:32 p.m.

Tim A. Stanton

Board Secretary