#### Call to Order

#### Pledge of Allegiance

#### Roll Call

#### Recognition of Visitors and Public Comment: Sue Heistand, Board Vice-President

#### Presentation: Proposed On-Site Clinic – Tricia McVicker, Lincoln Benefit Trust Manager

#### Appointment of New Board members

Background: The Board will be asked to accept the appointments of new Board members to serve through June 30, 2020.

Danielle Whitebread, Northeastern School District

Mark Chimel, Greencastle-Antrim School District

Recommendation: Motion to appoint new board members to fill open board seats.

#### Oath of Office – Board Solicitor

#### Approval of Minutes of November 26, 2019

#### Consent Agenda

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request of a Board member.

Recommendation: Motion to approve all recommendations listed under the Consent Agenda.

##### ***Personnel Actions***

###### **Resignations/Retirements/Terminations**

Resignations and retirements per the reasons indicated and effective dates noted:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Term Date** | **Reason** |
| Csuri | Elizabeth | Teacher Assistant | Autistic Support | 12/13/2019 | Resignation |
| Hankey | Stacia | Secretary | Preschool | 03/06/2020 | Retirement |
| Myers | Madelyn | Teacher Assistant | Autistic Support | 11/27/2019 | Resignation |
| Pool | Amy | Personal Care Assistant | Autistic Support | 12/17/2019 | Termination |
| Sahady | Carol | Teacher Assistant | Autistic Support | 12/20/2019 | Resignation |
| Stuart | Tyler | Personal Care Assistant | Autistic Support | 11/20/2019 | Resignation |
| Wentz | Ruthanne | Counselor | Pupil Personnel Services | 12/20/2019 | Retirement |

###### **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** |
| Reed | Karey | Speech Therapist | Speech / Language Support | 12/11/2019 | $51,168.00 | LIUEA F-4 | 188 Days |
| Ishler | Brenda | English as a Second Language Teacher | Language Instruction Educational Program | 01/02/2019 | $45,287.00 | LIUEA D-2 | 188 Days |

* 1. Non Certified Staff (Pending receipt of all required paperwork.)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Position** | **Program** | **Orientation or**  **Hire Date** | **Rate** | **Category Step/Scale** | **Work Calendar** |
| Guidinger | Khaimook | Program Secretary | Educational Services | 01/15/2020 | $23.61 per hour | Sec E G-4 | 260 Days |
| Harlacher | Allison | Teacher Assistant | Alternative Education | 12/16/2019 | $13.42 per hour | TA/PCA B-1 | 188 Days |
| Lucia | Kristy | Teacher Assistant | Alternative Education | 01/08/2020 | $13.72 per hour | TA/PCA G-1 | 188 Days |
| Russell | Tamara | Data Secretary | Special Education | 01/08/2020 | $19.79 per hour | Sec D D-4 | 260 Days |
| Said | Katherine | Personal Care Assistant | Autistic Support | 12/16/2019 | $17.20 per hour | TA/PCA G-4 | 188 Days |
| Sinnott | Gabrielle | Personal Care Assistant | Life Skills Support | 12/11/2019 | $13.37 per hour | TA/PCA A-1 | 188 Days |

###### **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** |
| Murphy | Barbara | Psychologist | $44.09 per hour | South Eastern School District | December 2, 2019 – February 23, 2020 |
| Warner | Patricia | Psychologist | $55.24 per hour | Abraxas Leadership Program | November 9, 2019  November 18, 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** |
| Bailets | Meredith | Speech Therapist | Preschool | $51,468.00 | LIUEA G-2 | 11/19/2019 | LIUEA F-2  $50,568.00 | LIUEA G-2  $51,468.00 | Salary Column Change – Master’s + 15 |
| Evans | Eric | ABE/HSE Instructor | Adult Education | $19.69 per hour | n/a | 12/02/2019 | n/a | n/a | Additional Part Time Position |
| Felix | Angela | Teacher Assistant | Life Skills Support | n/a | n/a | 12/09/2019 | 35 hours per week | 36.5 hours per week | Work Calendar Adjustment |
| Harner | Brooke | Secretary | Human Resources | $17.34 per hour | ESPA Sec C  F-2 | 01/02/2020 | 35 hours per week | 40 hours per week | Work Calendar Adjustment |
| Jones | Joan | Personal Care Assistant | Autistic Support | $14.73 per hour | ESPA TA/PCA B-4 | 12/10/2019 | ESPA TA/PCA A-4  $14.10 per hour | ESPA TA/PCA B-4  $14.73 per hour | Salary Column Correction – 60 CEU Hours |
| Liriano-Crumbock | Jessica | Teacher | Autistic Support | n/a | n/a | 11/25/2019 | 12/02/2019 | 11/25/2019 | Revised Separation Date |
| Morret | Tanya | Training and Consultation Program Supervisor | Educational Services | $90,000.00 | Act 93 | 01/08/2019 | Training and Consultation Coordinator  $82,520.00 | Training and Consultation Program Supervisor  $90,000.00 | Title Change / Salary Increase |
| Pallone | Ashlei | Accounting Generalist – Special Education | Business Services | $19.30 per hour | ESPA Sec E  G-1 | 01/08/2019 | Accounting Generalist – Payroll | Accounting Generalist – Special Education | Position Transfer |
| Schulze | Mindy | Orientation and Mobility Specialist | Visually Impaired Support | n/a | n/a | 11/05/2019 | Occupational and Physical Therapy | Visually Impaired Support | Program Correction (listed incorrectly on 11/05/2019 board agenda) |
| Tillet | Rachel | Teacher Assistant | Life Skills Support | n/a | n/a | 12/09/2019 | 35 hours per week | 36.5 hours per week | Work Calendar Adjustment |
| Warner | Patricia | Psychologist | Pupil Personnel Services | n/a | n/a | 12/30/2019 | 12/23/2019 | 12/30/2019 | Revised Separation Date |
| Wherley | Katie | Teacher | Therapeutic Emotional Support | $50,568.00 | LIUEA G-2 | 12/18/2019 | LIUEA F-2  $50,568.00 | LIUEA G-2  $51,468.00 | Salary Column Movement – Master’s + 15 |

##### ***Business Actions***

###### **Treasurer’s Report**

Recommendation: Motion to accept the Treasurer’s Report of November 30, 2019, showing cash on hand of $17,829,576.67.

###### **Check Register of Payments**

Background: The disbursement report lists payments made since the last Board report through December 19, 2019.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Payroll 11/30/2019 | $3,016,128.27 | | Payroll 12/15/2019 | $4,782,631.38 | | Total Payroll | $7,798,759.65 | | Total Accounts Payable | $4,758,714.17 | | Total Payments | $12,557,473.82 | |
|  |

Recommendation: Motion to approve payments through December 19, 2019 and payroll through December 15, 2019, totaling $12,557,473.82.

###### **Budget Transfers**

Background: The budget transfer report lists transfers processed from November 19, 2019 through December 19, 2019.

Recommendation: Motion to approve the Budget Transfers from November 19, 2019 through December 19, 2019.

###### **Contracted Transportation Drivers**

Background: The Transportation Department recommends approval of the following contracted bus drivers for 2019-2020. Current van driver listing will be provided to LIU board members annually. Updates of new and replacement drivers will be submitted as they occur throughout the school year.

Recommendation: Motion to approve contracted bus drivers for 2019-2020.

##### ***Grant Applications***

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

Background: Federal and State funding through PA Dept. of Education grants support school districts by utilizing Lincoln IU staff to provide services for Equity, STEM, Data Governance and Text-Dependent Analysis programs. Grant term is July 1, 2019 through June 30, 2020.

Recommendation: Motion to approve grant application to the PA Department of Education for $33,905.17 in Federal funds and $56,444.82 in State funds for Effective Standards Based Instruction services to schools effective July 1, 2019 through June 30, 2020.

* 1. ***Safety Initiatives, Statewide System of Support***

Background: Federal funding through PA Dept. of Education grant assists school districts to meet Safe Schools and Act 44 requirements by providing training in Safe Schools, SAP, Bullying Prevention and Chemical Waste Disposal. Grant term is July 1, 2019 through June 30, 2020.

Recommendation: Motion to approve grant application to the PA Department of Education for $45,500.00 in Federal funds for Safety Initiative services to schools effective July 1, 2019 through June 30, 2020.

* 1. ***Targeted School Improvement, Statewide System of Support***

Background: State funding through PA Dept. of Education grant supports school districts by providing training, networking and technical assistance to A-TSI (Additional Targeted Support and Improvement) schools supporting school improvement. Grant term is July 1, 2019 through June 30, 2020.

Recommendation: Motion to approve grant application to the PA Department of Education for $67,770.60 in State funds for Targeted School Improvement services to schools, effective July 1, 2019 through June 30, 2020.

* 1. ***PCCD Act 44 Safety and Security Grant***

Background: This grant will build upon the work of the awarded 2019 Act 44 Safety and Security Grant Project - Violence Intervention and Prevention in Schools (VIPS) specialized trainings in Restorative Practices, Threat Assessment, and Question, Persuade, Refer - to build a comprehensive school mental health system within member districts and intermediate unit locations. Projected outcomes are comprehensive school mental health support (trauma-informed) plans for LIU 12 and one school within each of the 30 school districts and public charters within our footprint.

Recommendation: Motion to approve grant application to PA Commission on Crime and Delinquency for $149,044 for the PCCD Act 44 Safety and Security grant beginning March 1, 2020 through March 1, 2021.

* 1. ***Early Intervention Evidence Based Implementation Inclusive Practices Agreement***

Background: Agreement with Tuscarora Intermediate Unit 11 for teacher services. Early childhood classroom team will improve the effective use of inclusive practices in the early childhood classroom through the delivery of targeted consultative services by the early intervention itinerant teacher.

Recommendation: Motion to approve application to Tuscarora IU 11 for Early Intervention Evidence Based Implementation Inclusive Practices Contractor Agreement for $15,000 for a term beginning July 1, 2019 through June 1, 2020.

* 1. ***STEMissaries in the FrAY Ecosystem Grant***

Background: The STEM Education grant will provide professional development for elementary, middle and high school educators in schools and eco-partners.

Recommendation: Motion to approve grant application to PA Department of Education for $500,000 in state funds for the STEMissaries in the FrAY Ecosystem grant for a term beginning February 1, 2020 through June 30, 2021.

##### ***Office Calendar 2020-2021***

Background: The Office Calendar for 2020-2021 is presented for adoption.

Recommendation: Motion to adopt the LIU Office Calendar for 2020-2021.

##### ***Job Descriptions for Adoption***

Background: The following job descriptions were presented for review at the last meeting and are presented for adoption.

* 1. Manager of Data Systems (new)
  2. Training and Consultation (TaC) Program Supervisor (new)
  3. Accounting Generalist – Special Education (revision - previously titled Special Education Fiscal Assistant-ESPA Level D)
  4. Secondary Content Area Teacher (Math, English, Science, Social Studies) (new)
  5. Program Secretary, Educational Services (new)

Recommendation: Motion to adopt job descriptions.

##### ***Job Descriptions for Review***

Background: The following job descriptions are presented for review.

* 1. Director of Human Resources (revised)
  2. Associate Director of Special Education (revised)
  3. Elementary/Secondary School Counselor (revised)
  4. Sign Language Interpreter Coordinator (new)
  5. Human Resources Assistant (new description for a current position)
  6. Secretary, Transportation (rewritten due to restructured duties)
  7. School Based ACCESS Program (SBAP) Coordinator (revised)
  8. School Based ACCESS Program Secretary (new)
  9. Technical Systems Support Specialist (revised)
  10. Systems Engineer (revised)

Recommendation: No action required at this time.

#### New Business

##### ***Adoption of General Operating Budget for 2020-2021***

Background: The General Operating Budget for 2020-2021 is presented for adoption.

Recommendation: Motion to adopt the General Operating Budget for 2020-2021 in the amount of 7,648,451.

##### ***Appointment of Assistant Executive Director***

Background: After conducting a search and interviewing both external and internal candidates, the administration recommends the appointment of Dr. Kendra Trail to the position of Assistant Executive Director.

Recommendation: Motion to appoint Dr. Kendra Trail to the position of Assistant Executive Director at an annual salary of $161,500 effective July 1, 2020 through June 2024, in accordance with a written agreement approved by this motion

##### ***Appointment of Director of Human Resources***

Background: After conducting a search and interviewing both external and internal candidates, the administration recommends the appointment of Tracy Williams to the position of Director of Human Resources.

Recommendation; Motion to appoint Tracy Williams as the Director of Human Resources at an annual salary of $120,000 effective January 8, 2020 through January 7, 2024, in accordance with a written agreement approved by this motion.

##### ***Facility Use Request by Boy Scout Troop 127***

Background: Boy Scout Troop 127 requests approval to use LIU facilities (Lincoln/Lee/Grant) and waiver of rental fees for their Pinewood Derby Races on February 9, 2020 from 10 am to 4 pm with approximately 50 persons in attendance. Dr. Lynn Murphy will be the LIU contact on site during the event.

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 9, 2020 from 10 am to 4 pm.

##### ***Election of Officers***

Background: The Nominating Committee will present a slate of officers to serve until June 30, 2020. Additional nominations will be accepted from the floor.

Recommendation: Motion to appoint officers to serve through June 30, 2020.

#### President’s Report

#### Executive Director’s Report \* Board Recognition Month

#### Cabinet Reports

#### Adjournment

**Next Regular Meeting:** **February 4, 2020**