**MINUTES**

# LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

**JANUARY 7, 2020**

|  |
| --- |
|  |

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 7, 2020. Board Vice-President Sue Heistand called the meeting to order at 7:41 p.m. with the Pledge of Allegiance.

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

|  |  |
| --- | --- |
| Mark Chimel | Dolores Nester |
| Sue Heistand | Mark Schur |
| Dustin Martin | Suzanne Smith |
| Patrick McDonald | Michael Wagner |

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., Tracy Williams, Jill Trostle, and Solicitor David Walker, Esq., of Barley-Snyder.

**PRESENTATION:** Ms. Tricia McVicker, Manager of the Lincoln Benefit Trust, provided an overview of a proposal for an on-site health clinic.

**APPOINTMENT OF NEW BOARD MEMBERS:** Michael Wagner moved to accept the appointment of the following new school directors, seconded by Dustin Martin:

Mark Chimel, Greencastle-Antrim School District

Danielle Whitebread, Northeastern School District

All Board members are recorded as voting in favor and the motion carried.

**OATH OF OFFICE:** Mr. Chimel was sworn in by Solicitor David Walker.

**APPROVAL OF MINUTES:**  The minutes of the November 26, 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** |
| 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 |

* + 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** |
| 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 |

* + 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** |
| 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 |

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

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

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

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

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

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

* + 1. ***Contracted Transportation Drivers***

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

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

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***

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***

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***

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***

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***

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.

* 1. ***Office Calendar 2020-2021***

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

* 1. ***Job Descriptions for Adoption***

Recommendation: Motion to adopt job descriptions.

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

The following job descriptions were 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.

**MOTION TO APPROVE CONSENT AGENDA:** Suzanne Smith moved to adopt the consent agenda, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

**NEW BUSINESS:**

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

Mr. Tim Stanton presented a brief overview of the proposed General Operating Budget for 2020-2021, totaling $7,648,451, which reflects decreases of $92,138 in expenditures and 29.7% in district contributions. Michael Wagner moved to adopt the General Operating Budget for 2020-2021, seconded by Dustin Martin. Roll call vote recorded: Chimel/aye; Heistand/aye; Martin/aye; McDonald/aye; Nester/aye; Schur/aye; Smith/aye; and Wagner/aye. The motion carried.

##### ***Appointment 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. Patrick McDonald moved approval, seconded by Dolores Nester. Roll call vote recorded: Chimel/aye; Heistand/aye; Martin/aye; McDonald/aye; Nester/aye; Schur/aye; Smith/aye; and Wagner/aye. The motion carried.

##### ***Appointment 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. Michael Wagner moved approval, seconded by Suzanne Smith. Roll call vote recorded: Chimel/aye; Heistand/aye; Martin/aye; McDonald/aye; Nester/aye; Schur/aye; Smith/aye; and Wagner/aye. The motion carried.

##### ***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 9, 2020 from 10 am to 4 pm. Michael Wagner moved approval, seconded by Patrick McDonald. All Board members present voted in favor and the motion carried.

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

On behalf of the Nominating Committee, Mr. Wagner presented the following slate of officers:

President – Sue Heistand

Vice-President – Michael Wagner

Treasurer – Dustin Martin

Mr. Walker opened the floor to additional nominations. Hearing none, Mark Schur moved to close nominations, seconded by Suzanne Smith. All Board members voted in favor to close nominations. Suzanne Smith moved to approve the slate of officers as proposed by the Nominating Committee, seconded by Mark Schur. All Board members present voted in favor of the slate of officers and the motion carried.

**PRESIDENT’S REPORT:** Sue Heistand and Dr. West met previously to discuss board procedures. Items requiring board approval will be presented as information items the first meeting and action items the following month. Mrs. Heistand is open to suggestions for improving board processes and communications. Board members were encouraged to report back to the other boards they represent and to help them better understand the work of the IU. She recognized the Administration for working to address district concerns over the past year, and asked board members to assist in continuing this effort. Dr. West added that copies of all presentations will be shared in advance whenever possible.

**BOARD RECOGNITION:** Dr. West asked that the following resolution be read into the minutes:

School Director Recognition Month

January 2020

WHEREAS, the role of locally elected school officials has served the Commonwealth of Pennsylvania and local communities in meeting the needs of public education since the passage of the Free School Act in 1834; and

WHEREAS, these local boards have discharged their responsibilities to public education in a manner which has placed public education in the forefront of our educational systems; and

WHEREAS, locally elected officials have distinguished themselves and their communities in this nonpaid, volunteer public service commitment; and

WHEREAS, the contributions of these men and women should be recognized and appreciated by those who benefit from the workings of our public school system;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Pennsylvania School Boards Association hereby proclaims the month of January as School Director Recognition Month in this commonwealth; and

FURTHER RESOLVE that this proclamation be communicated to all school districts, school officials and local communities in a planned program which brings visibility and awareness of the role of locally elected school officials to the citizenry of this commonwealth.

Unanimously approved July 18, 1985

Reaffirmed - Monday, December 2, 2019

Pennsylvania School Boards Association

Governing Board

Mechanicsburg, Pennsylvania

**EXECUTIVE DIRECTOR’S REPORT:** Dr. West asked for three board members to serve on three subcommittees for Comprehensive Planning:

Operations – Sue Heistand

Professional Learning – Dolores Nester

Instructional - Michael Wagner

**SPECIAL EDUCATION BUSINESS RULES:** The Special Education Business Rules developed by the Special Education Task Force were distributed. Dr. West commended Dr. Murphy for her work with the Task Force, which led to the development of the new business rules.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on February 4, 2020 at the LIU Central Office in New Oxford.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 9:03 p.m.

Tim A. Stanton

Board Secretary