

**Lincoln Intermediate Unit 12  
Board of Directors Meeting  
February 6, 2018**

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**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Appointment of New Director & Oath of Office**

Recommendation: Motion to appoint Dr. Mark Schur to replace Kevin Mintz as the representative for Chambersburg Area School District through June 30, 2018.

**E. Recognition of Visitors and Public Comment: Michael Miller, Board President**

**F. Approval of Minutes of January 2, 2018**

**G. 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 items G-1 through G-4 of the Consent Agenda.

**1. Personnel Actions**

*a. Resignations/Retirements/Terminations*

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

Last Name	First Name	Position	Program	Term Date	Reason
Brandt	Adam	Personal Care Assistant	Autistic Support	01/26/2018	Resignation
Bream	Holly	21 <sup>st</sup> Program Coordinator	21 <sup>st</sup> Century Grant Services	01/19/2018	Resignation
Kenien	Nicholas	School Psychologist	Pupil Personnel Services	01/26/2018	Resignation
Whitaker	Jane	Teacher Assistant	Life Skills Support	02/16/2018	Resignation
Yambor	Nicholas	Teacher Assistant	Alternative Education	01/16/2018	Resignation

*b. 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
Good	Kirsten	Teacher	Autistic Support	02/07/2018	\$43,765.00	LIUEA D-1	188 Days
Leber	Kristen	Teacher	Life Skills Support	02/05/2018	\$43,765.00	LIUEA D-1	188 Days
Neptune	Kimberly	School Psychologist	Pupil Personnel Services	01/29/2018	\$66,758.00	LIUEA F-11	200 Days
Sterner	Brad	Director of Educational Services	Educational Services	02/07/2018	\$123,000.00	ACT 93	260 Days

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(2) 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
Carapezza	Kate	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Century Grant Services	01/18/2018	\$11.50	Grant Funded	Part Time
Cruz	Laura	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Century Grant Services	01/24/2018	\$11.50	Grant Funded	Part Time
Dubs	Courtney	Personal Care Assistant	Emotional Support	01/22/2018	\$12.32	TA/PCA A-1	188 Days
Feliciano	Ana	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Century Grant Services	02/07/2018	\$11.50	Grant Funded	Part Time
Gipe	Karlie	Teacher Assistant	Therapeutic Emotional Support	01/22/2018	\$12.67	TA/PCA G-1	188 Days
Jones	Catherinanne	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Century Grant Services	01/18/2018	\$11.50	Grant Funded	Part Time
King	Tijahnae	Teacher Assistant	Emotional Support	01/10/2018	\$12.42	TA/PCA C-1	188 Days
Mitchell	Sarah	Personal Care Assistant	Autistic Support	01/24/2018	\$13.83	TA/PCA G-2	188 Days
Poteet	Summer	Teacher Assistant	Preschool	01/24/2018	\$12.57	TA/PCA E-1	188 Days
Potts	Hannah	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Century Grant Services	01/22/2018	\$11.50	Grant Funded	Part Time
Sherwood	Curtis	Teacher Assistant	Alternative Education	02/07/2018	\$12.67	TA/PCA G-1	188 Days
Vance	Theresa	Teacher Assistant	Alternative Education	01/24/2018	\$12.32	TA/PCA A-1	188 Days
Washington	Tiffeny	Personal Care Assistant	Autistic Support	01/29/2018	\$12.32	TA/PCA A-1	188 Days
Wilt	Angela	Program Coordinator	Adult Education	01/10/2018	\$16.62	Grant Funded	Part Time
Yeager	Amanda	Teacher Assistant	Preschool	01/24/2018	\$12.32	TA/PCA A-1	188 Days

*c. Miscellaneous*

(1) Additional Service Agreements

Personnel to provide services for students at the appropriate hourly/daily rate:

Last Name	First Name	Position	School District	Dates
Barnhart	Gina	Bus Assistant	Conewago Valley School District	January 2, 2018 – June 2018
Brady	Ryan	Teacher	Gettysburg Area School District	November 15, 2017 – December 20, 2017
Howard	Stacy	Teacher	Chambersburg Area School District	December 5, 2017 – until agency nurse is hired for return to school
Statum	Olympia	Teacher	Chambersburg Area School District	December 1, 2017 – until student is able to return to Franklin Learning Center
Thomas	Shawnee	Teacher	Littlestown Area School District	December 22, 2017 – June 2018
Warner	Patricia	Psychologist	Abraxas Leadership Development Program	December 27, 2017
Yeager	Paige	Teacher	Dover Area School District	December 11, 2017 – January 15, 2018

(2) 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
Baker	Tammy	Personal Care Assistant	Blind/Visually Impaired Support	\$12.57	TA/PCA E-1	12/11/2017	\$12.62	\$12.57	Correction in Hourly Rate
Benedict	Haven	Assistive Technology Specialist	Educational Services	\$51,146	LIUEA G-5	01/02/2018	F-5	G-5	Salary Column Movement to Masters + 15
Campbell	Gary	English as a Second Language Teacher	Language Instruction Educational	\$35.32	LIUEA E-4	12/01/2017	D-4	E-4	Salary Column Movement with Level II

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Hague	Jamie	Personal Care Assistant	Life Skills Support	\$12.78	TA/PCA A-3	01/03/2018	15 Hours per Week	35 Hours per Week	Moved from Part Time to Full Time
Krepps	Zebulun	Teacher	Alternative Education	\$51,146	LIUEA G-5	12/19/2017	F-5	G-5	Salary Column Movement to Masters + 15
Langley	Kathleen	Teacher	Alternative Education	Per Diem	N/A	01/08/2018	N/A	N/A	Additional Position
Redding	Katelyn	Teacher	Neurological Support	\$49,946	LIUEA F-4	12/20/2017	E-4	F-4	Salary Column Movement to Masters
Reese	Cathleen	English as a Second Language Teacher	Language Instruction Educational	N/A	N/A	10/02/2017	5.5 Hours per Day	6.75 Hours per Day	Increase in Hours Worked
Reese	Cathleen	English as a Second Language Teacher	Language Instruction Educational	N/A	N/A	01/04/2018	6.75 Hours per Day	7.25 Hours per Day	Increase in Hours Worked
Rodriguez	Eugenia	21 <sup>st</sup> Site Coordinator	21 <sup>st</sup> Century Grant Services	\$17.49	SSSA H-1	01/22/2018	21 <sup>st</sup> Program Assistant	21 <sup>st</sup> Site Coordinator	Position Transfer
Saylor	Kristi	Teacher	Emotional Support	\$67,790	LIUEA H-12	12/20/2017	G-12	H-12	Salary Column Movement to Masters + 30
Triandafilou	Eleni	Teacher	Emotional Support	\$53,863	LIUEA F-7	01/16/2018	Teacher Assistant	Teacher	Position Transfer
Wheeler	Melanie	Occupational Therapist / Program Support Specialist	Occupational Therapy / Physical Therapy	N/A	N/A	08/14/2017	Occupational Therapist	Occupational Therapist / Program Support Specialist	Change in Duties 1 Day per Week; Addition of Stipend
Wise	Julie	Staff Developer	Educational Services	N/A	N/A	02/20/2018	35 Hours per Week	Less Than 17.5 Hours per Week	Moving from Full Time to Part Time

**2. Business Actions**

*a. Treasurer's Report*

Recommendation: Motion to accept the Treasurer's Report of December 31, 2017, showing cash on hand of \$ 16,632,850.98.

*b. Check Register of Payments*

The check register lists payments made since the last Board report through January 24, 2018.

Payroll 12/15/17	\$ 4,771,889.90
Payroll 12/30/17	\$ <u>2,937,888.18</u>
Total Payroll	\$ 7,709,778.08
Total Accounts Payable	\$ <u>4,580,836.27</u>
<b>Total Payments</b>	<b>\$ 12,290,614.35</b>

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Recommendation: Motion to approve payments through January 24, 2018 and payroll through December 30, 2017, totaling \$ 12,290,614.35.

*c. Budget Transfers*

Recommendation: Motion to approve Budget Transfers from December 14, 2017 through January 24, 2018.

**3. Job Description for Review**

Background: A new job description for Preschool Data Specialist is presented for review.

Recommendation: No action is required at this time.

**4. Request for Proposal for School Retool Fellowship**

Background: The Innovation Lab is proposing to apply for grant funds to provide training for district administrators on research-based strategies and coaching to build leadership capacity and improve student outcomes. Grant funds will support six candidates, one from each Adams County school district and 14 candidates from York County school districts.

Recommendation: Motion to grant approval to submit grant applications to The Robert C. Hoffman Charitable Endowment Trust for \$30,480 and Doris Schwartz Endowment Fund York County Community Foundation for \$71,126 to provide training for district administrators on research-based strategies and coaching to build leadership capacity and improve student outcomes for the proposed time period April 2018 through March 2019.

**H. New Business:**

**1. 2018-2019 General Operating Budget**

Background: The 2018-2019 General Operating Budget will be presented for adoption.

Recommendation: Motion to adopt the 2018-2019 General Operating Budget.

**2. PAIUnet Internet Contract 2018-2019**

Background: The PAIUnet Internet Contract is for the purchase of 10,000 Mbps of commodity internet service from PAIUnet for 2018-2019 to provide internet access to 21 Consortium Members and LIU 12 via the Lincoln Learning Network Regional Wide Area Network. The amount purchased will not exceed 10,000 Mbps. Remaining LLN Members receive internet via our Comcast internet circuit that is under contract through June 30, 2019. The attachment provided contains the breakdown by recipient for this internet service. A slight over-subscription will not adversely affect the network.

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Recommendation: Motion to approve the 2018-2019 PAIUnet Internet Contract to provide the necessary internet service to Lincoln Learning Network Consortium Members.

**3. *LIU Central Office Security Upgrade***

Background: Whereas monies have been allocated by Board action on June 28, 2011, through a committed fund balance of \$250,000 for the purchase of new equipment within the Lincoln Intermediate Unit, a radio system installation is needed to improve the safety and security infrastructure of the central office location.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to accept the proposals from Electronic Systems Installers and K & C Communications for an emergency radio system installation and security system upgrades, utilizing \$24,164.18 from the new equipment committed fund balance.

**4. *Ratification of Collective Bargaining Agreement between LIU 12 Board of Directors and LIU Education Association (LIUEA)***

Background: A tentative agreement between the Lincoln Intermediate Unit and the LIU Education Association was reached in November 2017, the material terms of which were discussed with the Board in executive session in November 2017, and again on February 6, 2018. The Board received on January 30, 2018, a summary of the negotiated revisions to the agreement, as well as full copies of the tentative agreement. The LIU Education Association ratified the tentative agreement at a membership meeting held on January 22, 2018. The proposed tentative agreement is presented for the Board's approval.

Recommendation: Motion to approve the Collective Bargaining Agreement between the LIU Board of School Directors and the LIU Education Association, effective July 1, 2017 through June 30, 2020, as presented.

**5. *Ratification of Collective Bargaining Agreement between LIU 12 Board of Directors and LIU Education Support Professionals Association (LIU ESPA)***

Background: A tentative agreement between the Lincoln Intermediate Unit and the LIU Education Support Professionals Association was reached in November 2017, the material terms of which were discussed with the Board in executive session in November 2017, and again on February 6, 2018. The Board received on January 30, 2018, a summary of the negotiated revisions to the agreement, as well as full copies of the tentative agreement. The LIU Education Association ratified the tentative agreement at a membership meeting held on January 6, 2018. The proposed tentative agreement is presented for the Board's approval.

Recommendation: Motion to approve the Collective Bargaining Agreement between the LIU Board of School Directors and the LIU Education Support Professionals Association, effective July 1, 2017 through June 30, 2020, as presented.

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**6. Agreement with Profound Knowledge Resources**

Background: At the November 7, 2017 board meeting, the Board authorized the Personnel Committee and the Acting Executive Director to present to the Board for approval options for engaging a consultant who will provide guidance to the Board which will result in a recommendation as to the type of leadership attributes that can best guide the LIU into the future as Executive Director. The Committee invited recommended consultants to respond to an RFP. One consultant submitted an RFP (Profound Knowledge Resources.) The Personnel Committee, Dr. Nace, and Board Solicitor Kim Smith met to review the proposal on January 24, 2018. After review of the proposal, the Personnel Committee and Dr. Nace interviewed PKR via conference call on January 29, 2018, and discussed a reduction in project scope and fee. As a result of that interview, the project scope and fees were reduced.

Recommendation: The Personnel Committee and Interim Executive Director recommend a motion to accept the proposal of Profound Knowledge Resources as presented for a total fee of \$19,000 to complete the work as outlined in the reduced project scope proposal dated January 30, 2018.

**I. President's Report**

**J. Interim Executive Director's Report**

**K. Cabinet Reports**

- Special Education Comprehensive Review Update

**L. Adjournment**

**Next Meeting: March 6, 2018**