

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

MAY 1, 2018

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on May 1, 2018. Board President Michael Miller called the meeting to order at 7:01 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present:

Dennis Dacheux	Paul Politis
Sue Heistand	James Roberts
McDonald, Patrick	Michael Wagner
Michael Miller	Carlos Wampler
Cory Nade	Douglas White

LIU staff members attending were: Jody Nace, Ed.D., Lynn Murphy, Ed.D., Brad Sterner, Ed.D., Jared Mader, Tim Stanton, Lisa Greth, Jill Trostle, and Kim Smith, Esq. of Barley-Snyder.

VISITORS: Mr. Miller recognized Donald Klapka, Sr. Grant Accountant for the LIU.

FINAL REPORT OF THE SPECIAL EDUCATION COMPREHENSIVE REVIEW: Dr. Lynn Murphy presented the final report of the Special Education Comprehensive Review. The action plan associated with the report will be presented and authorized by the Board at the June meeting. Mr. Miller encouraged board members to read the full report and to submit questions to Dr. Nace prior to the next meeting.

APPROVAL OF MINUTES: The minutes of April 3, 2018 were approved as presented.

APPROVAL OF CONSENT AGENDA: The Consent Agenda was presented for approval.

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
Allison	Austin	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Baker	Deborah	Speech Therapist	Preschool	08/17/2018	Retirement
Baughman	Patricia	Job Coach	Educational Services	06/13/2018	Retirement
Drasher	Peggy	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Erskine	Zipporah	21 st Site Coordinator	21 st Century Grant Services	04/13/2018	Resignation
Forrest	Deborah	Personal Care Assistant	Blind/Visually Impaired Support	05/31/2018	Retirement
Frey	Diana	Speech Therapist	Speech/Language Support	05/30/2018	Retirement
Garcia	Mario	21 st Summer Aide	21 st Century Grant Services	04/19/2018	Termination
Harbold	Marianne	Teacher Assistant	Therapeutic Emotional Support	06/05/2018	Retirement
Kanigsberg	Sue Ellen	Assistant Director	Educational Services	06/01/2018	Retirement
Kibler	Jennifer	Teacher Assistant	Therapeutic Emotional Support	05/02/2018	Resignation

**LIU Board of Directors Meeting
Minutes of May 1, 2018**

McSherry	Chelsea	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Moland	Miranda	21 st Program Assistant	21 st Century Grant Services	12/21/2017	Resignation
Nieto	Luz	21 st Summer Aide	21 st Century Grant Services	04/19/2018	Termination
Phelps	Michael	Tech Systems Support Specialist	Educational Technology Services	04/20/2018	Resignation
Rodriguez	Eugenia	21 st Site Coordinator	21 st Century Grant Services	04/30/2018	Resignation
Sager	Eryka	21 st Summer Student Aide	21 st Century Grant Services	04/19/2018	Termination
Schrum	Cynthia	Teacher	Emotional Support	06/07/2018	Retirement
Thornton	Barbara	Personal Care Assistant	District Contract	04/06/2018	Retirement
Wise	Julie	Staff Developer	Educational Services	04/25/2018	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
Bare	Kirsten	Speech Therapist	Speech/Language Support	06/20/2018	\$49,289.00	F-1	188 Days
Sinton	Lindsey	Teacher	Blind/Visually Impaired Support	07/11/2018	\$44,008.00	D-1	188 Days
White	Pamela	Teacher	Blind/Visually Impaired Support	07/11/2018	\$66,263.00	I-11	188 Days

(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
Bentley	Allison	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Coleman	Stephanie	21 st Summer Instructor	21 st Century Grant Services	05/09/2018	\$17.30	Grant Funded	Part Time
Gibbs	Kylie	21 st Summer Instructor	21 st Century Grant Services	05/09/2019	\$17.30	Grant Funded	Part Time
Lichtenberg	Abbey	21 st Summer Instructor	21 st Century Grant Services	05/09/2018	\$17.30	Grant Funded	Part Time
Lopez Martinez	Ana	21 st Summer Aide / ESL Interpreter	21 st Century Grant Services / Language Instruction Educational	05/09/2018	\$11.60 / \$17	Grant Funded	Part Time
McClintock	Angela	Secretary	Business Services	04/19/2018	\$20.69	Secretary D F-4	260 Days
Murawski	Vanessa	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Ott	Kyle	21 st Site Coordinator	21 st Century Grant Services	04/23/2018	\$17.92	SSSA H-1	Part Time
Rebuck	Zachary	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Rickrode	Catherine	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Sowers	Sherry	Fingerprint Clerk	Human Resources	04/09/2018	\$12.95	Secretary B A-3	Part Time
West	Jocelyn	ESL Instructor	Adult Education	04/16/2018	\$18.55	Grant Funded	Part Time

c. Miscellaneous

**LIU Board of Directors Meeting
Minutes of May 1, 2018**

(1) Professional Contract:

A professional contract is awarded to the following staff members for satisfactorily completing three years of service:

Last Name	First Name
Amos	Teri
Hake	Kalah
Reese	Cathleen

(2) Additional Service Agreements

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

Last Name	First Name	Position	School District	Dates
Baker	Brian	Teacher	Red Lion Area School District	March 23, 2018 – June 2018
Benedict	Haven	Teacher	Chambersburg Area School District	March 13, 2018 – May 15, 2018
Daugherty	Chad	Speech Therapist	Red Lion Area School District	April 4, 2018 – June 2018
DiCesare	Rosemary	Interpreter	York Suburban School District	March 21, 2018 – June 2018
Hockensmith	Kimberly	Interpreter	York Suburban School District	March 21, 2018 – June 2018
Howard	Stacy	Teacher	Chambersburg Area School District	March 13, 2018 – May 15, 2018
Imhoff	Jennifer	Interpreter	Southern York County School District York Suburban School District	March 28, 2018 March 21, 2018 – June 2018
Knaper	Tiffany	Teacher	Dallastown Area School District	April 18, 2018 – May 30, 2018
Mellinger	Rebekah	Interpreter	School District of the City of York	March 6, 2018
Warner	Patricia	School Psychologist	Abraxas Leadership Development Program	March 30, 2018 April 21, 2018

(3) 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
Crooks	Brianna	Teacher	Autistic Support	\$46,718.00	LIUEA E-4	03/01/2018	D-4	E-4	Bachelor's + 24 with Level II Certification
Little	Pamela	Secretary	Pupil Personnel Services	n/a	n/a	07/06/2018	07/09/2018	07/06/2018	Revised Retirement Date
McDaniel	Ashley	21 st Summer Instructor	21 st Century Grant Services	\$17.30	Grant Funded	06/01/2018	21 st Summer Assistant	21 st Summer Instructor	Position Transfer
Nelson	Lureen	ESL Instructor	Language Instruction Educational	\$33.26	n/a	02/01/2018	Through 02/23/2018	Until Further Notice	Additional Duties Extended Until Further Notice
Pitzi	Sonia	Supervisor of Homeless Program	Homeless	n/a	Act 93	04/03/2018	Staff Developer	Supervisor of Homeless Program	Revision of Job Title and Duties
Stuart	Mandy	Teacher	Emotional Support	\$49,022.00	LIUEA E-6	04/01/2018	D-6	E-6	Level II Certification
Swords	Amanda	Teacher	Life Skills Support	\$46,718.00	LIUEA E-4	03/01/2018	D-4	E-4	Bachelor's + 24 with Level II Certification

(4) Additional days beyond contract:

Last Name	First Name	Program	May/June 2017/2018 # Days	July/August 2018/2019 # Days
-----------	------------	---------	---------------------------	------------------------------

**LIU Board of Directors Meeting
Minutes of May 1, 2018**

Berkeley	Adrienne	Life Skills Support / Multiple Disabilities Support	1	
Brandt	Stephanie	Act 89 Nonpublic	2	
Bridwell	Carol	Speech/Language Support	1	
Calaman	Zachary	Multiple Disabilities Support	1	
Cole	Cynthia	Blind/Visually Impaired Support	1	
Cox	Deanna	Life Skills Support	1	
Deputy	Scott	Behavior Intervention	2	2
Durbin	David	Emotional Support	6	
Eldridge	Willa	Life Skills Support	1	
Ferber-Smith	Emily	Act 89 Nonpublic	2	
Gallagher	Kellie	Life Skills Support	1	
Gamache	Karen	Life Skills Support	2	
Gardner	Travis	Emotional Support	6	
Gottshall	Theresa	Act 89 Nonpublic	2	
Hardman	Colleen	Emotional Support	1	
Hockensmith	Kim	Deaf/Hearing Impaired Support	7	
Kesselak	Kacie	Autistic Support	3	
Lightner	Vanessa	Act 89 Nonpublic	2	
Linder	Kathy	Act 89 Nonpublic	2	
McCarthy	Megan	Infant-Toddler	2	2
Merryman	Kimberly	Emotional Support	7	
Miller	Joyce	Life Skills Support	1	
Myers	Diana	Multiple Disabilities Support	1	
Olewiler	Kelly	Life Skills Support / Multiple Disabilities Support	10	
Osmun	Christy	Occupational/Physical Therapy	1	
Priestner	Karen	Preschool	2	
Putt	Kathleen	Blind/Visually Impaired Support	1	
Richmond	Diane	Preschool	6	7
Schaeffer	Catherine	Occupational/Physical Therapy	10	
Sigel	Jamie	Preschool / Infant-Toddler	7	8
Skroban	Brinn	Blind/Visually Impaired Support	1	
Smith	Kippi	Life Skills Support	1	
Snyder	Marsha	Preschool	6	24
Varner	Holly	NI / Behavior Intervention / LS	5	
Walton	Danielle	Multiple Disabilities Support	3	
Wantz	Emily	Autistic Support	4	
Wickard	Bridgette	Act 89 Nonpublic	2	
Wysocki	Patricia	Life Skills Support / Multiple Disabilities Support	10	

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2018, showing cash on hand of \$13,951,184.06.

b. Check Register of Payments

Recommendation: Motion to approve payments through April 20, 2018 and payroll through April 14, 2018, totaling \$9,643,430.91.

c. Budget Transfers

Recommendation: Motion to approve Budget Transfers from March 24, 2018 through April 20, 2018.

3. Job Descriptions for Review

The following job descriptions were presented for review.

- a. Systems Engineer (revision and title change with no change in compensation)
- b. Educational Technology Trainer (revision of duties with no change in compensation)
- c. Technical Systems Support Specialist (revision of duties and downgrade to a lower pay schedule)
- d. Coordinator of Professional Learning Services (replacing Assistant Director of Education Services position with a \$20,000 decrease in salary)

4. Board Policy for Review

Board Policy 800 – Records Management was revised and provided for review.

5. School Calendars for 2018-2019

Recommendation: Motion to adopt the following school calendars for 2018-2019:

- a. Preschool Program 12-Month Calendar
- b. Franklin Learning Center School Calendar
- c. Lincoln Edge (Cyber School)
- d. Paradise School
- e. Project Search – Gettysburg
- f. Project Search – York Hospital

6. Appointment of Voting Delegate

Recommendation: Motion to appoint James Roberts to serve as the voting delegate for the LIU at PSBA's Delegate Assembly on October 19, 2018.

MOTION ON CONSENT AGENDA: Michael Wagner moved to approve, seconded by James Roberts. All Board members present voted in favor and the motion carried.

NEW BUSINESS

1. Teller's Report on Election of Directors

Recommendation: Motion to adopt the Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors. Cory Nade moved approval, seconded by Paul Politis. All Board members present voted in favor and the motion carried.

2. Special Education Plan Assurance

Recommendation: Motion to approve the LIU Special Ed Plan Assurance for submission to PDE. Patrick McDonald moved approval, seconded by Cory Nade. All Board members present voted in favor and the motion carried.

3. Network Colocation Service

Recommendation: Motion to approve the Memorandum of Understanding between the LIU and Intermediate Unit 5, as well as the Building Access License Agreement between the LIU and the Southeastern School District for colocation services. James Roberts moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

4. Website Migration

Recommendation: Motion to approve migration of the LIU Edline website to the new Blackboard Web Community Manager. James Roberts moved approval, seconded by Cory Nade. All Board members present voted in favor and the motion carried.

5. Workers Compensation Insurance

Recommendation: Motion to accept the Workers Compensation quote submitted by UPMC Health Benefits at an annual cost of \$493,620. Cory Nade moved approval, seconded by Sue Heistand. All Board members present voted in favor and the motion carried.

6. Special Education Comprehensive Review Report

Recommendation: Motion to accept the Special Education Comprehensive Review Report. Sue Heistand moved to accept the final report, seconded by Patrick McDonald. All Board members present voted in favor and the motion carried.

7. Nominations Committee

The Nominations Committee will present a slate of officers at the June 5 meeting. Nominations will also be accepted from the floor. If there is more than one nomination for a seat, the election will be conducted by ballot.

8. Executive Director Search Committee

The Executive Director Search Committee provided an update on activities conducted to date, which included: review of report on attributes, clarification of certification requirements for the position, and development of the scope of work for a recruiting firm. A proposal will be brought before the Board for consideration and approval at a future meeting.

9. Additional Board Meeting Proposal

Recommendation: Motion to schedule an additional LIU Board meeting for Tuesday, June 26, 2018 at 7:00 p.m. Sue Heistand moved approval, seconded by Carlos Wampler. The necessity of scheduling a special meeting was discussed. It was

LIU Board of Directors Meeting Minutes of May 1, 2018

then moved and seconded to table the motion until the June 5 meeting, at which time the Board could still vote to schedule and advertise it if needed. 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 Nace reported the results of discussions she had during the past month with each county superintendent group on moving forward with an audit of special education processes, in response to district concerns and perceptions resulting from the comprehensive review. After a lengthy discussion, Dr. Nace was directed by the Board to postpone such an audit for a few months due to staff and resources that are already committed to the special education action plan and the upcoming executive director search.

CABINET REPORTS:

- *Staff Concerns by Districts:* Ms. Greth provided a brief report on the frequency of school district concerns related to LIU staff and the action steps taken to resolve those concerns. All concerns are investigated immediately with the appropriate action taken, and reported back to Superintendents and Human Resource staff. The Board Solicitor and Dr. Nace are always aware of and involved in staff related concerns. As a mandated reporter, the LIU agency is in compliance with safe schools reporting procedures. The Board is informed when an incident is considered egregious in nature, or is subject to a lawsuit or will be reported in the press.
- *ADMs:* Dr. Murphy explained the definition of Average Daily Membership or ADM: one ADM is equivalent to one student for 180 days of instruction. She also discussed the monetary effect on participating school districts when one school district chooses to pull its' students from an IU program of instruction.

SPECIAL EDUCATION BUDGET 2018-2019: Mr. Stanton provided a preliminary overview of the Special Education Budget for 2018-2019. The full budget will be presented for adoption at the June 5 Board meeting.

NEXT MEETING: The next regular meeting of the Board of Directors will be held at 7:00 p.m. on June 5, at the LIU Central Office in New Oxford, immediately following the Board Retirement Recognition dinner at 5:30 p.m.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 9:14 p.m.

Tim A. Stanton
Board Secretary