

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 5, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Public Comments on the Agenda: Sue Heistand, Board President

E. Presentation: Overview of Special Education Budget 2020-2021 – Nicole Fry, Business Services

F. Approval of Minutes of April 7, 2020

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 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
DU07533		Student Worker	Life Skills Support	06/04/2019	Position Ended
Fake	Carol	Teacher Assistant	Preschool	05/04/2020	Resignation
HE82531		Student Worker	Life Skills Support	06/04/2019	Position Ended
KE54482		Student Worker	Life Skills Support	02/17/2020	Position Ended

b. Nominations

New hires as per effective dates and rates noted.

- (1) Non-Certificated Staff

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Montgomery	Kelly	Accounts Payable II	Business Services	TBD	\$20.12 per hour	Sec D F-3	260 Days

c. Miscellaneous

- (1) Change in Employment Status

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 5, 2020**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bergquist	Dawn	Teacher	Multidisabilities Support	\$52,368.00	LIUEA G-5	03/20/2020	LIUEA F-5 \$51,468.00	LIUEA G-5 \$52,368.00	Salary Column Movement – Master's + 15
Bermejo	Jennifer	Accounting Generalist-Payroll	Business Services	\$23.61 per hour	Sec E G-4	6/15/2020	Administrative Assistant to the Director of Educational Technology Services	Accounting Generalist - Payroll	Position Transfer
Hess	Kimberly	Instructional Advisor	Autistic Support	Same + \$3,000.00 IA Stipend	Same	03/18/2020	Staff Developer	Instructional Advisor	Position Transfer
Keller	Lauren	Teacher	Autistic Support	\$50,001.00	LIUEA E-6	04/01/2020	LIUEA D-6 \$46,187.00	LIUEA E-6 \$50,001.00	Salary Column Movement – Bachelor's + 24 with Level II
Rose	Rhonda	Teacher	Multidisabilities Support	\$70,538.00	LIUEA F-13	03/01/2020	LIUEA E-13 \$58,116.00	LIUEA F-13 \$70,538.00	Salary Column Movement – Master's Equivalency
Stepanchick	Lauren	Teacher	Multidisabilities Support	\$52,001.00	LIUEA E-7	04/01/2020	LIUEA D-7 \$46,187.00	LIUEA E-7 \$52,001.00	Salary Column Movement – Bachelor's + 24 with Level II

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2020, showing cash on hand of \$21,559,605.73.

b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through April 24, 2020.

Payroll 3/30/2020	\$3,028,218.88
Payroll 4/15/2020	<u>\$4,864,763.38</u>
Total Payroll	\$7,892,982.26
Total Accounts Payable	<u>\$2,462,863.11</u>
Total Payments	\$10,355,845.37

Recommendation: Motion to approve the Payment of Bills through April 24, 2020 and payroll through April 15, 2020, totaling \$10,355,845.37.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from March 21, 2020 through April 24, 2020.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 5, 2020**

Recommendation: Motion to approve the Budget Transfers from March 21, 2020 through April 24, 2020.

3. Job Descriptions for Adoption

Background: The following job descriptions are presented for adoption.

- a. Instructional Advisor (revision)
- b. Assistant Director of Educational Technology (new)
- c. Special Education Teacher (revision)

Recommendation: Motion to adopt job descriptions

4. Job Descriptions for Review

Background: The following job descriptions are presented for review.

- a. Lead Sign Language Interpreter (title change only—previous title was Sign Language Interpreter Coordinator)
- b. Administrative Assistant to the Director of Educational Technology Services (revision and title change from Secretary, Information Technology)
- c. Administrative Assistant to the Director of Finance (revision)

5. Adoption of Calendars for 2020-2021

Background: Annually, the Board of Directors adopts all school calendars for programs operated by the IU. The following school calendars for 2020-2021 are presented for approval.

Recommendation: Motion to adopt the following school calendars for 2020-2021.

- a. York Learning Center – Revised since adoption on April 7, 2020
- b. Paradise School - Academy, Momentum, and PAL Programs (Emotional Support)
- c. York Hospital Project Search
- d. Gettysburg Hospital Project Search

6. Board Policies for Review

Background: The following Board policy revisions are presented for review:

Board Policy 006.1 – Attendance at Board Meetings Via Electronic Communications - Revised
Board Policy 626 – Revised

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 5, 2020**

H. New Business

1. *PENSERV Plan Revisions per CARES Act Resolution*

Background: The Administration recommends approval of a resolution authorizing plan revisions related to PENSERV Plan Services per Section 2103, Special Rules of Use of Retirement Funds in the Coronavirus Aid, Relief and Economic Security Act of March 27, 2020.

Recommendation: Motion to adopt a resolution authorizing all revisions to LIU 12 retirement plan program with PENSERV Plan Services as included in Section 2103 of the CARES Act of March 27, 2020.

2. *Act 93 Proposal*

Background: The LIU has reviewed proposals for an Act 93 compensation analysis, which includes a salary analysis, benefit analysis, and review of the Act 93 agreement. It is important for entities to engage in comprehensive compensation analysis to remain competitive and be able to recruit based on accurate data. Positions in an intermediate unit are not always comparable to school districts. As an example, 58% of our Act 93 employees do have a private sector equivalent position, and in some departments 75% of the Act 93 employees were recruited from non-educational entities. The proposal of Mosteller and Associates has been reduced by 25% to a range of \$11,500-\$13,500.

Recommendation: Motion to accept the proposal of Mosteller and Associates for a Salary Compensation Analysis of Act 93 positions at a cost of \$11,500-\$13,500.

I. President's Report

J. Public Comments on or Off the Agenda

K. Executive Director's Report

L. Cabinet Reports

M. Adjournment

Next Regular Meeting: June 2, 2020