

**Lincoln Intermediate Unit 12
Board of Directors Meeting
April 7, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Oath of Office – Board Solicitor

Cassandra Liggins, School District of the City of York

F. Approval of Minutes of March 3, 2020

G. Suspension of Board Policy 006.1

Background: The solicitor recommends adoption of the following motion.

Recommendation: Motion to suspend Board Policy 006.1, requiring a majority of Board members to be physically present at a Board meeting when a Board member attends through electronic communications, so as to ensure the health and safety of all during the COVID-19 pandemic.

H. 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
Clark	Bryan	Counselor	Pupil Personnel Services	03/06/2020	Resignation
Daugherty	Mikayla	Teacher Assistant	Autistic Support	03/20/2020	Resignation
Hostetter	Cindy	Personal Care Assistant	Autistic Support	03/10/2020	Retirement
Parker	Nicholas	Personal Care Assistant	Visually Impaired Support	02/19/2020	Never Started
Swope	Amy	Psychologist	Pupil Personnel Services	02/07/2020	Resignation

b. Nominations

New hires as per the effective dates and rates noted:

- (1) Professional Staff (Pending receipt of all required paperwork.)

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Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Foxwell	Amanda	Counselor	Act 89 Nonpublic School Services	03/11/2020	\$50, 268.00	LIUEA F-1	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
Little	Tammy	Personal Care Assistant	Behavioral Intervention	03/09/2020	\$14.78 per hour	TA/PCA C-3	188 Days

c. Miscellaneous

(1) Professional Contract:

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

Last Name	First Name
Baker	Brian
Duggan	Patrick
Hawbaker	Heidi
Kahler	Abby
Quichua	Kristen
Shaner	Madeline
Stacho	Michele
Young	Rachel

(2) Additional Service Agreements

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

Last Name	First Name	Position	Rate	School District	Dates
DiCesare	Rosemary	Interpreter	\$36.26 per hour	Dallastown Area School District	February 13, 2020 – June 2020
Imhoff	Jen	Interpreter	\$41.57 per hour	Dallastown Area School District	February 13, 2020 – June 2020
Knovich	Hollie	Interpreter	\$33.52 per hour	Dallastown Area School District	February 13, 2020 – June 2020
Stambaugh	Cheyenne	Psychologist	\$39.94 per hour	Abraxas Leadership Development	January 21, 2020 – March 29, 2020
				Abraxas Leadership Development	February 20, 2020 – April 20, 2020
				Abraxas Leadership Development	February 24, 2020 – April 15, 2020
				Abraxas Leadership Development	March 5, 2020 – May 3, 2020
				Abraxas Youth Center	February 25, 2020 – April 25, 2020
				Abraxas Youth Center	February 29, 2020 – April 29, 2020

(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
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Faust	Brecca	Itinerant Teacher	Act 89 Nonpublic School Services	\$41.82 per hour	LIUEA DRT-3	03/03/2020	21 hours per week	15 hours per week	Work Calendar Adjustment / Decrease in Services
Haggerty	Marisa	Teacher	Preschool	\$53,085.00	LIUEA F-6	01/19/2020	LIUEA E-6 \$50,001.00	LIUEA F-6 \$53,085.00	Salary Column Movement – Master's
Ishler	Brenda	English as a Second Language Teacher	Language Instruction Educational Program	\$38.43 per hour	LIUEA F-2	03/01/2020	LIUEA D-2 \$34.41 per hour	LIUEA F-2 \$38.43 per hour	Salary Column Movement – Master's Equivalency
Olphin	Jamie	Teacher	Autistic Support	\$55,085.00	LIUEA F-7	12/15/2019	LIUEA E-7 \$52,001.00	LIUEA F-7 \$55,085.00	Salary Column Movement – Master's

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 29, 2020, showing cash on hand of \$15,241,166.25.

b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through March 20, 2020.

Payroll 2/28/2020	\$3,024,921.31
Payroll 3/14/2020	\$4,826,421.69
Total Payroll	\$7,851,343.00
Total Accounts Payable	\$4,067,021.38
Total Payments	\$11,918,364.38

Recommendation: Motion to approve the Payment of Bills through March 20, 2020 and payroll through March 14, 2020, totaling \$11,918,364.38.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from February 22, 2020 through March 20, 2020.

Recommendation: Motion to approve the Budget Transfers from February 22, 2020 through March 20, 2020.

d. Transportation Drivers Update

Background: A list of new transportation drivers is provided to LIU Board members throughout the school year, showing new and replacement drivers.

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Recommendation: Motion to accept the following Transportation Drivers list update as of March 1, 2020.

e. *Grant Request - Greater Harrisburg Foundation UPStream Grant*

Background: The Education for All Initiative at Franklin County Literacy Council (FCLC) is an outreach project to increase adult education visibility in Shippensburg, Greencastle, Waynesboro and other communities that may not realize that adult education is available in Franklin County. Funds will be used for tutor recruiting materials and events, to support and advertise community workshops and seminars, meeting space, and for general operational supplies and costs.

Recommendation: Motion to approve grant application to the Greater Harrisburg Foundation UPStream for \$10,000 to support the FCLC Education for All Initiative for the time period January 1, 2021 through December 31, 2021.

3. *Job Descriptions for Adoption*

Recommendation: Motion to adopt the following job descriptions.

- a. Lead Custodian (new description for a current position)
- b. Personal Care Assistant (revision)
- c. Teacher Assistant (revision)
- d. Payroll Specialist (revision)
- e. Joint Purchasing & Facilities Services Assistant I (revision)
- f. English as a Second Language (ESL) Teacher (revision)
- g. Accounts Payable Specialist II (revision)
- h. Human Resources Generalist – Certifications and Compliance (revision)

4. *Job Descriptions for Review*

Background: The following job descriptions are presented for review.

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

Recommendation: No action required.

5. *Adoption of Calendars for 2020-2021*

Background: Each year, the Board is asked to adopt school calendars for the various programs operated by the LIU.

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Recommendation: Motion to adopt the following school calendars. Each calendar is provided in the Board agenda packet.

- a. Franklin Learning Center School Calendar for 2020-2021
- b. LIU Preschool Program 12-Month (Stretch) Calendar for School Year 2020-2021
- c. York Learning Center (Lincoln EDGE) School Calendar for 2020-2021
- d. York Learning Center (Yorkshire Academy, Lion's Pride Academy) School Calendar for 2020-2021

I. New Business

1. *Approval of Election Ballot*

Background: The proposed election ballot will be distributed on April 7. The ballot reflects nominations submitted by school districts. After approval, the ballot will be sent to all school districts to share with their board members to vote and return to the IU.

Recommendation: Motion to adopt the proposed election ballot to be used for the 2020 election of members to the LIU Board.

2. *Teller's Report on General Operating Budget*

Background: The Teller's Report of votes on the General Operating Budget for 2020-2021 will be provided for review and adoption. School districts have until March 30 to submit budget resolutions confirming their votes. A final Teller's Report will be presented at the meeting.

Recommendation: Motion to adopt the Teller's Report of Votes on the General Operating Budget for 2020-2021.

3. *Resolution for Emergency Services*

Background: The solicitor recommends adoption of the following motion.

Recommendation: Motion to authorize the Executive Director and Administration to conduct daily operations of, and pursue emergency services for, the Lincoln Intermediate Unit upon consultation with the Board President and Vice-President for ultimate ratification by the Board of Directors, beginning March 16, 2020, during the duration of the current COVID-19 pandemic. Operations and emergency services to include, but not be limited to, payment of bills, payment of personnel, and entering into any necessary contracts to assist in cleaning and/or other emergency operational needs necessitated by the pandemic.

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4. *Special Education Plan Assurance*

Background: As a component of our annual LIU Special Education Plan submission to PDE, we must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs in compliance with State and Federal guidelines. The assurance form is due by May 1.

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to PDE.

J. President's Report

- Appointment of Nominating Committee

K. Public Comments On or Off the Agenda

L. Executive Director's Report

M. Cabinet Reports

N. Adjournment

Next Regular Meeting: May 5, 2020