

**Lincoln Intermediate Unit 12
Board of Directors Meeting
March 3, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Recognition of Visitors and Public Comment: Sue Heistand, Board Vice-President

E. Presentation: Audit Report of Smith, Elliott Kearns & Company

F. Oath of Office – Board Solicitor

Cassandra Liggins, School District of the City of York
Rhonda Myers, Fairfield Area School District

G. Approval of Minutes of February 4, 2020

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
Chamberlain	Jennifer	Teacher Assistant	Therapeutic Emotional Support	02/04/2020	Resignation
Fox	Megan	Speech Therapist	Speech/Language Support	02/04/2020	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
De Meo	Matthew	Manager of Data Systems	Educational Technology Services	03/04/2020	\$86,000.00	Act 93	260 Days
Plank	Malorie	Speech Therapist	Speech/Language Support	02/19/2020	\$50,268.00	LIUEA F-1	188 Days
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	02/26/2020	\$34.41 per hour	LIUEA D-2	188 Days (32.5 Hours/Week)

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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
Bacon	Perniene	Teacher Assistant	Behavioral Intervention	02/12/2020	\$15.50 per hour	TA/PCA B-5	188 Days
Beers	Josiah	Personal Care Assistant	Multidisabilities Support	02/19/2020	\$13.62 per hour	TA/PCA E-1	188 Days
Calhoun	Gary	Teacher Assistant	Intensive Learning Support	03/04/2020	\$14.81 per hour	TA/PCA F-2	188 Days
Golden	Colleen	Personal Care Assistant	Autistic Support	02/17/2020	\$13.67 per hour	TA/PCA F-1	188 Days
Harmon	Shelly	Personal Care Assistant	Multidisabilities Support	03/04/2020	\$20.59 per hour	TA/PCA E-8	188 Days
Kiser	Kathryn	Personal Care Assistant	Multidisabilities Support	02/19/2020	\$13.42 per hour	TA/PCA B-1	188 Days
Koontz	Stephanie	Personal Care Assistant	Autistic Support	03/04/2020	\$16.22 per hour	TA/PCA D-4	188 Days
Moyer	Beth	Personal Care Assistant	Autistic Support	02/19/2020	\$16.02 per hour	TA/PCA G-3	188 Days
Nefflen	Benjamin	Personal Care Assistant	Life Skills Support	02/19/2020	\$14.88 per hour	TA/PCA G-2	188 Days
Parker	Nicholas	Personal Care Assistant	Visually Impaired Support	02/19/2020	\$13.37 per hour	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	Rate	School District	Dates
Bennett	Kathy	Interpreter	\$37.81 per hour	Conewago Valley School District	January 23, 3030
DiCesare	Rosemary	Interpreter	\$36.26 per hour	Dallastown Area School District	February 13, 2020 – June 2020
Imhoff	Jennifer	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 Youth Center	January 24, 2020
				Abraxas Leadership Development	February 28, 2020
				Gettysburg Montessori	January 29, 2020 – March 29, 2020
Stevens	Abigail	Interpreter	\$28.47 per hour	Conewago Valley School District	January 23, 2020

(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	Brian	Teacher	Life Skills Support	\$47,697.00	LIUEA E-5	02/01/2020	LIUEA D-4 \$45,887.00	LIUEA E-4 \$47,697.00	Salary Column Movement – Bachelor's + 24 with Level II Certification
Bollinger	Krista	Teacher	Life Skills Support	\$53,085.00	LIUEA F-6	12/14/2019	LIUEA E-6 \$50,001.00	LIUEA F-6 \$53,085.00	Salary Column Movement – Master's
Faust	Brecca	Itinerant Teacher	Act 89 Nonpublic School Services	\$41.82 per hour	LIUEA DRT-3	12/17/2019	LIUEA I-3 \$41.15 per hour	LIUEA DRT-3 \$41.82 per hour	Salary Column Movement – Doctorate

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Hawbaker	Heidi	Teacher	Multidisabilities Support	\$50,868.00	LIUEA F-3	01/06/2020	LIUEA D-3 \$45,587.00	LIUEA F-3 \$50,868.00	Salary Column Movement – Master’s
McMullen	Amy	Personal Care Assistant	Preschool	\$14.33 per hour	TA/PCA A-4	01/27/2020	Part Time	Full Time	Work Calendar Adjustment
Miller	Marcia	Secretary	Transportation	\$21.86 per hour	Sec C F-5	01/15/2020	Sec C E-5 \$21.04 per hour	Sec C F-5 \$21.86 per hour	Salary Correction
O'Brien	Clare	Counselor	Pupil Personnel Services	\$71,212.00	LIUEA G-13	01/27/2020	LIUEA F-13 \$70,538.00	LIUEA G-13 \$71,212.00	Salary Column Movement – Master’s + 15
Rasch	Christine	Human Resources Coordinator	Human Resources	\$63,750.00	Act 93	03/04/2020	Human Resources Generalist Confidential Support \$54,268.26	Human Resources Coordinator Act 93 \$63,750.00	Position Transfer
Sheehan	Brittany	Teacher	Preschool	\$55,085.00	LIUEA F-7	12/31/2020	LIUEA E-7 \$52,001.00	LIUEA F-7 \$55,085.00	Salary Column Movement – Master’s
Triandafilou	Eleni	Teacher	Emotional Support	\$60,466.00	LIUEA G-9	01/22/2020	LIUEA F-9 \$59,842.00	LIUEA G-9 \$60,466.00	Salary Column Movement – Master’s + 15
Wyrick	Hunter	Systems Engineer	Educational Technology Services	\$53,331.20	ESPA Tech SI-B C-2	03/03/2020	Technology Systems Support Specialist ESPA Tech C D-2 \$47,424.00	Systems Engineer ESPA Tech SI-B C-2 \$53,331.20	Position Transfer
Zeis	Tiffany	Personal Care Assistant	Autistic Support	n/a	n/a	02/10/2020	02/14/2020	02/10/2020	Revised Separation Date

2. Business Actions

a. Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2020, showing cash on hand of \$24,074,099.79.

b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through February 21, 2020.

Payroll 1/30/2020	\$3,040,394.82
Payroll 2/15/2020	\$4,783,878.94
Total Payroll	\$7,824,273.76
Total Accounts Payable	\$5,150,206.83
Total Payments	\$12,974,480.59

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Recommendation: Motion to approve the Payment of Bills through February 21, 2020 and payroll through February 15, 2020, totaling \$12,974,480.59.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from January 25, 2020 through February 21, 2020.

Recommendation: Motion to approve the Budget Transfers from January 25, 2020 through February 21, 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.

Recommendation: Motion to accept the list of Transportation Drivers as of February 1, 2020.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions.

- a. Accounting Generalist – Payroll (replaces Payroll Specialist I)
- b. Human Resources Coordinator (new)

4. Job Descriptions for Review

Background: The following job descriptions are presented for review.

- 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)

Recommendation: No action required.

5. Board Policy for Adoption

Background: Board Policy 815.2 – Use of Livestream Video is presented for adoption.

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Recommendation: Motion to adopt new Board Policy 815.2 – Use of Livestream Video.

6. *Board of Directors' Meeting Schedule for 2020-2021*

Background: The proposed meeting schedule of the LIU Board of Directors for 2020-2021 is presented for adoption.

Recommendation: Motion to adopt the 2020-2021 meeting schedule for the LIU Board of Directors.

I. New Business

1. *Audit Report of Smith Elliott Kearns & Company*

Background: The Audit Report for 2018-2019 by Smith Elliott Kearns & Company will be provided to board members at the Board meeting on March 3 and presented for final adoption.

Recommendation: Motion to adopt the 2018-2019 Audit Report of Smith Elliott Kearns & Company.

2. *CBIZ Consulting Services – RFP*

Background: Erin Eason from CBIZ Employee Benefits provided a proposal and cost analysis for an on-site clinic at the February 4, 2020 LIU Board meeting.

Recommendation: Motion to approve the consulting services of CBIZ to conduct an RFP for a vendor to manage the proposed on-site clinic at the cost of \$7,000 with the understanding that the Board has reviewed preliminary cost projections for the vendor. Final approval of the vendor and contract will be brought to the Board upon completion of the analysis.

3. *Proposal to Purchase Conference Room Furniture*

Background: New tables and chairs are needed for the Chamberlain conference room. A quotation from PA state contract pricing is provided in the agenda packet, which proposes the purchase of 15 tables and 60 chairs from Quality Office Furniture for a total cost of \$33,340.00 to be funded from New Equipment Committed Fund Balance. This proposal is provided for information only. A recommendation will be submitted for Board action at the April Board meeting.

Recommendation: No action required at this time.

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J. President's Report

K. Executive Director's Report

L. Cabinet Reports

M. Adjournment

Next Regular Meeting: April 7, 2020