

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

MARCH 3, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 3, 2020. Board President Sue Heistand called the meeting to order at 7:15 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present:

Mark Chimel	Rhonda Myers
Sue Heistand	Dolores Nester
Brian Hoffman	Suzanne Smith
Dustin Martin	Michael Wagner
Patrick McDonald	Danielle Whitebread

LIU staff members attending were: Jeffrey West, Ed.D., Bruce Sensenig, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor William Zee, Esq., of Barley-Snyder.

VISITORS: Ms. Heistand recognized the following visitors: Kevin Stouffer, CPA of SEK CPAs and Advisers; Tara Gonsalves, LIU Instructional Advisor; Paige Clafferty, LIU Instructional Advisor; and Matt DeMeo, candidate for LIU Manager of Data Systems.

PRESENTATION: Mr. Kevin Stouffer, CPA, presented the Audit Report of 2018-2019 prepared by Smith Elliot Kearns and Company CPAs and Advisers. The firm has issued an unmodified audit opinion, which is the best opinion that can be issued and is an indication that the financial statements are fairly presented in all material respects.

OATH OF OFFICE: Rhonda Myers of the Fairfield Area School was sworn in to serve through June 30, 2020.

APPROVAL OF MINUTES: The minutes of the February 4, 2020 Board meeting 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
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:

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(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)

(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, 2020
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
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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
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

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

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

d. Transportation Drivers Update

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

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

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

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

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

MOTION TO APPROVE CONSENT AGENDA: Patrick McDonald moved to adopt the consent agenda, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

NEW BUSINESS:

1. Audit Report of Smith Elliott Kearns & Company

Recommendation: Michael Wagner moved to adopt the 2018-2019 Audit Report of Smith Elliott Kearns & Company, seconded by Patrick McDonald. All Board members present voted in favor and the motion carried.

2. CBIZ Consulting Services – RFP

Recommendation: Dustin Martin moved 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. Dolores Nester seconded the motion. All Board members present voted in favor and the motion carried. 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

Mr. Stanton presented a proposal for the purchase of 15 new tables and 60 chairs for the Chamberlain conference room from Quality Office Furniture for a total cost of \$33,340.00 to be funded from New Equipment Committed Fund Balance. This proposal was provided for information only. A recommendation will be submitted for Board action at the April Board meeting.

PRESIDENT'S REPORT: Sue Heistand announced that an orientation was held prior to the meeting for new Board members. She offered the following suggestions for working together as a Board to resolve issues.

- Make sure you are comparing apples to apples when communicating with your districts.
- Reach out to Dr. West first when you have questions before you contact cabinet members directly.
- Remember the ACCESS funding that comes back to your district to offset special education costs.
- Feel free to reach out to other LIU Board members with concerns or to request assistance.

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Mrs. Heistand thanked Board members who have stepped up to serve on comprehensive planning, personnel and negotiations committees. The Comprehensive Planning Committee is still in need of members that represent the community and business sector. Members may attend committee meetings by zoom if needed. Names of individuals that might be interested in serving may be sent to Dr. West.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West reviewed the development of Special Education Business Rules for new Board members. Superintendents will be asked to sign a document confirming acknowledgement and agreement of the business rules, which will be used to jointly make decisions on student services. The new rules will require the IU, superintendents, business managers and special education directors to come to agreement on special education services prior to moving forward. Services that do not meet the requirements of the new business rules cannot be offered through the consortium, but could be offered to individual districts as long as the parties agree with the cost of the service being offered. Dr. West is confident that the business rules will provide accountability, guidance and improved communication leading to agreement by both the IU and the district prior to moving forward on services. The Business Rules will be reviewed on an annual basis to ensure they continue to meet their intended purpose.
- Dr. West thanked Tim Stanton and his team for the centralization of finances, resolution of transportation issues, and achieving an unmodified audit opinion on the local audit.
- Dr. Trail will be visiting the IU on March 11 to attend Cabinet meeting and to tour the building.
- Dr. West continues to meet with Superintendents monthly.

CABINET REPORTS: Cabinet members shared highlights from their reports.

EXECUTIVE SESSION: Mrs. Heistand announced that the Board would hold an executive session following adjournment to discuss a personnel matter.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on April 7, 2020 at the LIU Central Office in New Oxford.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:05 p.m.

Tim A. Stanton
Board Secretary