

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

FEBRUARY 4, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 4, 2020. Board Vice-President Sue Heistand called the meeting to order at 7:13 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present:

Mark Chimel	Dolores Nester
Sue Heistand	Mark Schur
Dustin Martin	Michael Wagner
Patrick McDonald	Danielle Whitebread

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

VISITORS: Ms. Heistand recognized the following visitors: Dr. Kendra Trail, Assistant Executive Director-elect for the LIU, Tricia McVicker, Manager of the Lincoln Benefit Trust, and Marilyn Sterner, LIU Interpreter.

PRESENTATION: Ms. Tricia McVicker, Manager of the Lincoln Benefit Trust, introduced Erin Eason from CBIZ Employee Benefits, who provided a proposal and cost analysis for an on-site health clinic. Next month, the Board will be asked to consider an action item approving the pursuit of an RFP from medical vendors for operation of a clinic.

APPOINTMENT OF NEW BOARD MEMBERS: Michael Wagner moved to accept the appointments of the following new school directors, seconded by Patrick McDonald:

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

All Board members are recorded as voting in favor and the motion carried. Newly-appointed directors were not present to be sworn in.

OATH OF OFFICE: Danielle Whitebread of the Northeastern School District, was sworn in to serve through June 30, 2020.

APPROVAL OF MINUTES: The minutes of the January 7, 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

**LIU Board of Directors Meeting
Minutes of February 4, 2020**

Last Name	First Name	Position	Program	Term Date	Reason
Hatcher	Anna	Teacher Assistant	Life Skills Support	01/08/2020	Resignation
Heinecke-Hall	Kimberly	Personal Care Assistant	Multidisabilities Support	01/20/2020	Resignation
Johnson	Karen	Teacher	Hearing Impaired Support	01/17/2020	Retirement
Kennedy	Jairia	Teacher Assistant	Therapeutic Emotional Support	01/10/2020	Resignation
Lawson	Marybeth	Instructional Advisor	Autistic Support	02/03/2020	Resignation
Maxfield	Latasha	Teacher Assistant	Emotional Support	01/21/2020	Resignation
Mitchell	Susan	Personal Care Assistant	Autistic Support	01/27/2020	Resignation
Olszewski	Natasha	Teacher Assistant	Life Skills Support	01/09/2020	Resignation
Sosa	Kirsten	Personal Care Assistant	Life Skills Support	01/17/2020	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
Blahus	Rebecca	Staff Developer	Educational Services	01/29/2020	\$76,302.00	LIUEA DRT-13	188 Day Stretch
Hinton	Raven	Music Teacher	Special Education	01/29/2020	\$34.18 per hour	LIUEA D-1	150 Days
Miller	Jessica	Staff Developer	Educational Services	01/29/2020	\$69,646.00	LIUEA DRT-11	188 Day Stretch
Segura	Kelly	Temporary Teacher	Act 89 Nonpublic School Services	01/15/2020	\$40.34 per hour	LIUEA F-6	Part Time Hourly

(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
Buehrle	Caroline	Teacher Assistant	Emotional Support	01/29/2020	\$13.72 per hour	TA/PCA G-1	188 Days
Day	Jessica	Personal Care Assistant	Autistic Support	01/20/2020	\$13.37 per hour	TA/PCA A-1	188 Days
Fowler	Taylor	Teacher Assistant	Therapeutic Emotional Support	01/22/2020	\$13.62 per hour	TA/PCA A-2	188 Days
Geesey	Ashley	Personal Care Assistant	Autistic Support	01/22/2020	\$14.81 per hour	TA/PCA F-2	188 Days
Havens	Taylor	Teacher Assistant	Autistic Support	01/29/2020	\$13.37 per hour	TA/PCA A-1	188 Days
Miller	Marcia	Secretary	Transportation	01/15/2020	\$21.04 per hour	Sec C E-5	260 Days
Reece	Shawntel	Personal Care Assistant	Autistic Support	01/23/2020	\$13.47 per hour	TA/PCA C-1	188 Days
Sheasley	Thomas	Help Desk Tier I Representative	Educational Technology Services	01/29/2020	\$16.02 per hour	Tech B E-1	260 Days
Sproy	Karen	Teacher Assistant	Autistic Support	01/28/2020	\$14.33 per hour	TA/PCA A-5	188 Days
Zahi	Amy	Personal Care Assistant	Autistic Support	01/29/2020	\$13.72 per hour	TA/PCA G-1	188 Days

c. Miscellaneous

(1) Change in Employment Status

**LIU Board of Directors Meeting
Minutes of February 4, 2020**

Recommend approval to change the employment status of the following:

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Ford	Christina	Itinerant Teacher	Preschool	\$54,458.00	LIUEA I-4	12/19/2019	LIUEA H-4 \$53,657.00	LIUEA I-4 \$54,458.00	Salary Column Movement – Master's + 45
Fourhman	Christine	Secretary	Special Education	\$21.17 per hour	ESPA Sec D C-6	01/08/2020	Autistic Support 35 hours per week	Special Education 40 hours per week	Position Transfer
Krchnak	Marie	Speech Therapist	Preschool	\$52,368.00	LIUEA G-5	01/03/2020	LIUEA F-5 \$51,468.00	LIUEA G-5 \$52,368.00	Salary Column Movement – Master's + 15
Krepps	Zebulun	Teacher	Alternative Education	\$61,073.00	LIUEA I-8	12/16/2019	LIUEA H-8 \$60,458.00	LIUEA I-8 \$61,073.00	Salary Column Movement – Master's + 45
Schulze	Mindy	Orientation and Mobility Specialist	Visually Impaired Support	n/a	n/a	01/02/2020	17 hours per week	14 hours per week	Work Calendar Adjustment
Strausbaugh	Courtney	Teacher Assistant	Autistic Support	\$13.55 per hour	ESPA TA/PCA D-1	01/13/2020	ELECT Case Manager Part Time Hourly Recruiter D-1 \$17.32 per hour	Autistic Support Teacher Assistant 188 Days TA/PCA D-1 \$13.55 per hour	Position Transfer

(2) Student Workers:

ID#	Location	Rate of Pay
FO81498	New Oxford Training Site	\$7.25 per hour

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of December 31, 2019, showing cash on hand of \$15,643,415.98.

b. Check Register of Payments

Recommendation: Motion to approve payments through January 24, 2020 and payroll through January 15, 2020, totaling \$9,601,916.28.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from December 20, 2019 through January 24, 2020.

d. Transportation Drivers Update for January 1, 2020

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

3. Grant Applications

a. Dollar General Literacy Grant

Recommendation: Motion to approve grant application to Dollar General for \$10,000 for the Franklin County Literacy Council for the time period May 14, 2020 through April 15, 2021.

b. United Way of Franklin County Community Impact Grant

Recommendation: Motion to approve grant application to United Way of Franklin County for \$20,000 for the Franklin County Literacy Council for the time period January 1, 2021 through December 31, 2021.

4. Job Descriptions for Adoption

Recommendation: Motion to adopt job descriptions.

- a. Director of Human Resources (revised)
- b. Associate Director of Special Education (revised)
- c. Elementary/Secondary School Counselor (revised)
- d. Sign Language Interpreter Coordinator (new)
- e. Human Resources Assistant (new description for a current position)
- f. Secretary, Transportation (rewritten due to restructured duties)
- g. School Based ACCESS Program (SBAP) Coordinator (revised)
- h. School Based ACCESS Program Secretary (new)
- i. Technical Systems Support Specialist (revised)
- j. Systems Engineer (revised)

5. Job Descriptions for Review

The following job descriptions are presented for review.

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

6. Board Policy for Review

Board Policy 815.2 – Use of Livestream Video is a new policy and is presented for review.

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

NEW BUSINESS: There was no new business to come before the Board.

PRESIDENT'S REPORT: Sue Heistand reported that she and Dr. West are planning to hold an orientation for new board members. Input and suggestions from other board members on the format of an orientation session should be submitted to Ms. Heistand. Mr. Martin recommended that an orientation be held prior to a regular board meeting, as it is difficult to schedule a date that suits all directors. Mrs. Nester noted that meeting with Dr. West and taking a tour of the Central Office was helpful to her.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West proposed a change in the annual retirement dinner, moving it from the first Tuesday in June to the last Tuesday in June to allow the Human Resources staff more time to prepare for the event.
- Dr. West noted that audio recordings of the Board meeting are available on the LIU website for the benefit of those that are unable to attend.
- As new superintendents come on board, Dr. West is scheduling time to meet with them. He recently met with Dr. Doll from Dallastown and is scheduled to meet with Dr. Rudisill from Conewago Valley.
- A new Menu of Services was developed and presented to superintendents, which lists those services covered by district contributions, and those that are available for an additional fee. An annual report of district participation and evaluation of those services is also being discussed with the superintendents.

CABINET REPORTS: Cabinet members shared highlights from their reports.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on March 3, 2020 at the LIU Central Office in New Oxford.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:46 p.m.

Tim A. Stanton
Board Secretary