

**Lincoln Intermediate Unit 12
Board of Directors Meeting
May 1, 2018**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Recognition of Visitors and Public Comment: Michael Miller, Board President

E. Presentation: Special Education Comprehensive Review Report – Dr. Lynn Murphy

F. Approval of Minutes of April 3, 2018

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 items G-1 through G-6 of 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
Allison	Austin	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Baker	Deborah	Speech Therapist	Preschool	08/17/2018	Retirement
Baughman	Patricia	Job Coach	Educational Services	06/13/2018	Retirement
Drasher	Peggy	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Erskine	Zipporah	21 st Site Coordinator	21 st Century Grant Services	04/13/2018	Resignation
Forrest	Deborah	Personal Care Assistant	Blind/Visually Impaired Support	05/31/2018	Retirement
Frey	Diana	Speech Therapist	Speech/Language Support	05/30/2018	Retirement
Garcia	Mario	21 st Summer Aide	21 st Century Grant Services	04/19/2018	Termination
Harbold	Marianne	Teacher Assistant	Therapeutic Emotional Support	06/05/2018	Retirement
Kanigsberg	Sue Ellen	Assistant Director	Educational Services	06/01/2018	Retirement
Kibler	Jennifer	Teacher Assistant	Therapeutic Emotional Support	05/02/2018	Resignation
McSherry	Chelsea	21 st Program Assistant	21 st Century Grant Services	04/19/2018	Termination
Moland	Miranda	21 st Program Assistant	21 st Century Grant Services	12/21/2017	Resignation
Nieto	Luz	21 st Summer Aide	21 st Century Grant Services	04/19/2018	Termination
Phelps	Michael	Tech Systems Support Specialist	Educational Technology Services	04/20/2018	Resignation
Rodriguez	Eugenia	21 st Site Coordinator	21 st Century Grant Services	04/30/2018	Resignation
Sager	Eryka	21 st Summer Student Aide	21 st Century Grant Services	04/19/2018	Termination
Schrum	Cynthia	Teacher	Emotional Support	06/07/2018	Retirement
Thornton	Barbara	Personal Care Assistant	District Contract	04/06/2018	Retirement
Wise	Julie	Staff Developer	Educational Services	04/25/2018	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
Bare	Kirsten	Speech Therapist	Speech/Language Support	06/20/2018	\$49,289.00	F-1	188 Days
Sinton	Lindsey	Teacher	Blind/Visually Impaired Support	07/11/2018	\$44,008.00	D-1	188 Days
White	Pamela	Teacher	Blind/Visually Impaired Support	07/11/2018	\$66,263.00	I-11	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
Bentley	Allison	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Coleman	Stephanie	21 st Summer Instructor	21 st Century Grant Services	05/09/2018	\$17.30	Grant Funded	Part Time
Gibbs	Kylie	21 st Summer Instructor	21 st Century Grant Services	05/09/2019	\$17.30	Grant Funded	Part Time
Lichtenberg	Abbey	21 st Summer Instructor	21 st Century Grant Services	05/09/2018	\$17.30	Grant Funded	Part Time
Lopez Martinez	Ana	21 st Summer Aide / ESL Interpreter	21 st Century Grant Services / Language Instruction Educational	05/09/2018	\$11.60 / \$17	Grant Funded	Part Time
McClintock	Angela	Secretary	Business Services	04/19/2018	\$20.69	Secretary D F-4	260 Days
Murawski	Vanessa	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Ott	Kyle	21 st Site Coordinator	21 st Century Grant Services	04/23/2018	\$17.92	SSSA H-1	Part Time
Rebuck	Zachary	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Rickrode	Catherine	21 st Summer Aide	21 st Century Grant Services	05/09/2018	\$11.60	Grant Funded	Part Time
Sowers	Sherry	Fingerprint Clerk	Human Resources	04/09/2018	\$12.95	Secretary B A-3	Part Time
West	Jocelyn	ESL Instructor	Adult Education	04/16/2018	\$18.55	Grant Funded	Part Time

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
Amos	Teri
Hake	Kalah
Reese	Cathleen

(2) Additional Service Agreements

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

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Last Name	First Name	Position	School District	Dates
Baker	Brian	Teacher	Red Lion Area School District	March 23, 2018 – June 2018
Benedict	Haven	Teacher	Chambersburg Area School District	March 13, 2018 – May 15, 2018
Daugherty	Chad	Speech Therapist	Red Lion Area School District	April 4, 2018 – June 2018
DiCesare	Rosemary	Interpreter	York Suburban School District	March 21, 2018 – June 2018
Hockensmith	Kimberly	Interpreter	York Suburban School District	March 21, 2018 – June 2018
Howard	Stacy	Teacher	Chambersburg Area School District	March 13, 2018 – May 15, 2018
Imhoff	Jennifer	Interpreter	Southern York County School District York Suburban School District	March 28, 2018 March 21, 2018 – June 2018
Knaper	Tiffany	Teacher	Dallastown Area School District	April 18, 2018 – May 30, 2018
Mellinger	Rebekah	Interpreter	School District of the City of York	March 6, 2018
Warner	Patricia	School Psychologist	Abraxas Leadership Development Program	March 30, 2018 April 21, 2018

(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
Crooks	Brianna	Teacher	Autistic Support	\$46,718.00	LIUEA E-4	03/01/2018	D-4	E-4	Bachelor's + 24 with Level II Certification
Little	Pamela	Secretary	Pupil Personnel Services	n/a	n/a	07/06/2018	07/09/2018	07/06/2018	Revised Retirement Date
McDaniel	Ashley	21 st Summer Instructor	21 st Century Grant Services	\$17.30	Grant Funded	06/01/2018	21 st Summer Assistant	21 st Summer Instructor	Position Transfer
Nelson	Lureen	ESL Instructor	Language Instruction Educational	\$33.26	n/a	02/01/2018	Through 02/23/2018	Until Further Notice	Additional Duties Extended Until Further Notice
Pitzi	Sonia	Supervisor of Homeless Program	Homeless	n/a	Act 93	04/03/2018	Staff Developer	Supervisor of Homeless Program	Revision of Job Title and Duties
Stuart	Mandy	Teacher	Emotional Support	\$49,022.00	LIUEA E-6	04/01/2018	D-6	E-6	Level II Certification
Swords	Amanda	Teacher	Life Skills Support	\$46,718.00	LIUEA E-4	03/01/2018	D-4	E-4	Bachelor's + 24 with Level II Certification

(4) Additional days beyond contract:

Last Name	First Name	Program	May/June 2017/2018 # Days	July/August 2018/2019 # Days
Berkeley	Adrienne	Life Skills Support / Multiple Disabilities Support	1	
Brandt	Stephanie	Act 89 Nonpublic	2	
Bridwell	Carol	Speech/Language Support	1	
Calaman	Zachary	Multiple Disabilities Support	1	
Cole	Cynthia	Blind/Visually Impaired Support	1	
Cox	Deanna	Life Skills Support	1	
Deputy	Scott	Behavior Intervention	2	2
Durbin	David	Emotional Support	6	
Eldridge	Willia	Life Skills Support	1	
Ferber-Smith	Emily	Act 89 Nonpublic	2	
Gallagher	Kellie	Life Skills Support	1	
Gamache	Karen	Life Skills Support	2	
Gardner	Travis	Emotional Support	6	
Gottshall	Theresa	Act 89 Nonpublic	2	
Hardman	Colleen	Emotional Support	1	

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Hockensmith	Kim	Deaf/Hearing Impaired Support	7	
Kesselak	Kacie	Autistic Support	3	
Lightner	Vanessa	Act 89 Nonpublic	2	
Linder	Kathy	Act 89 Nonpublic	2	
McCarthy	Megan	Infant-Toddler	2	2
Merryman	Kimberly	Emotional Support	7	
Miller	Joyce	Life Skills Support	1	
Myers	Diana	Multiple Disabilities Support	1	
Olewiler	Kelly	Life Skills Support / Multiple Disabilities Support	10	
Osmun	Christy	Occupational/Physical Therapy	1	
Priestner	Karen	Preschool	2	
Putt	Kathleen	Blind/Visually Impaired Support	1	
Richmond	Diane	Preschool	6	7
Schaeffer	Catherine	Occupational/Physical Therapy	10	
Sigel	Jamie	Preschool / Infant-Toddler	7	8
Skroban	Brinn	Blind/Visually Impaired Support	1	
Smith	Kippi	Life Skills Support	1	
Snyder	Marsha	Preschool	6	24
Varner	Holly	NI / Behavior Intervention / LS	5	
Walton	Danielle	Multiple Disabilities Support	3	
Wantz	Emily	Autistic Support	4	
Wickard	Bridgette	Act 89 Nonpublic	2	
Wysocki	Patricia	Life Skills Support / Multiple Disabilities Support	10	

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2018, showing cash on hand of \$13,951,184.06.

b. Check Register of Payments

Background: The check register lists payments made since the last Board report through April 20, 2018.

Payroll 3/30/18	\$ 3,697,282.53
Payroll 4/14/18	\$ <u>3,857,169.63</u>
Total Payroll	\$ 7,554,452.16
Total Accounts Payable	\$ <u>2,088,978.75</u>
Total Payments	\$ 9,643,430.91

Recommendation: Motion to approve payments through April 20, 2018 and payroll through April 14, 2018, totaling \$ 9,643,430.91.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from March 24, 2018 through April 20, 2018.

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3. Job Descriptions for Review

Background: The following job descriptions are presented for review.

a. Systems Engineer

Background: The job description for the position of Satellite Office Technical Support Specialist has been updated to reflect current and future job responsibilities of the position, as well as a change in title to Systems Engineer. The revision reflects neither a compensation nor a personnel change and is presented for review.

b. Educational Technology Trainer

Background The job description for the position of Technology Trainer II has been updated to reflect current and future job responsibilities of the position, as well as a change in title to Educational Technology Trainer. The revision reflects neither a compensation nor a personnel change and is presented for review.

c. Technical Systems Support Specialist

Background The job description for the position of Technical Systems Support Specialist has been updated to reflect current and future job responsibilities of the position. The revision reflects a change in the compensation level for the position to a lower pay scale and will result in a personnel change due to a resignation. The job description is presented for review.

d. Coordinator of Professional Learning Services

Background: As a result of the current Assistant Director of Educational Services announcing her retirement, we are recommending that we do not replace the current position. The Assistant Director's position has evolved over the past few years along with the needs of both our current and future customers. The position is now coordinating the professional learning for internal and external customers. The position also focuses on building customer relationships and serving as a liaison between, PDE, PaTTan Harrisburg, School Districts and Charters with the IU. This position will specifically focus on the entrepreneurial work needed to continue to grow the Division of Educational Services. The job description for this position better describes the duties needed along with a salary savings of approximately \$20,000. The essential function of the recommended position of Coordinator of Professional Learning Services is to increase revenue while meeting the diverse needs of all customers. A first reading of the job description is recommended along with posting for the immediate vacancy.

Recommendation: No action is required at this time.

4. Board Policy for Review

Background: Board Policy 800 – Records Management has been revised and is provided for review.

Recommendation: No action is required at this time.

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5. School Calendars for 2018-2019

a. Preschool Program 12-Month Calendar for 2018-2019

Background: The LIU Preschool Program has been operating a 12-Month Stretch Schedule since the 1995-96 school year. The Calendar as proposed allows for a total of 173 days of attendance for Students and 188 staff days. If adopted, it will be distributed to Building Principals where our classes are located in order for them to plan appropriately.

b. Franklin Learning Center School Calendar for 2018-2019

Background: The programs that are housed at the Franklin Learning Center operate on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the Franklin County Joint School Committee.

c. Lincoln Edge

Background: The program that is housed at the York Learning Center - Lincoln EDGE (cyber school), operates on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors

d. Paradise School

Background: The programs that are housed at Paradise School – Academy, Momentum, and PAL Programs (Emotional Support), operate on a typical school day schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU board of directors.

e. Project Search – Gettysburg

Background: The Project Search class housed at the Gettysburg Hospital operates on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors.

f. Project Search – York Hospital

Background: The Project Search class housed at the York Hospital operates on a typical school schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU Board of Directors.

Recommendation: Motion to adopt the following school calendars for 2018-2019:

Preschool Program 12-Month Calendar
Franklin Learning Center School Calendar
Lincoln Edge (Cyber School)
Paradise School
Project Search – Gettysburg
Project Search – York Hospital

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6. *Appointment of Voting Delegate*

Background: James Roberts has volunteered to be the voting delegate representing the LIU at PSBA's Delegate Assembly on October 19, 2018.

Recommendation: Motion to appoint James Roberts to serve as the voting delegate for the LIU at PSBA's Delegate Assembly on October 19, 2018.

H. New Business:

1. *Teller's Report on Election of Directors*

Background: The Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors is provided for review and adoption.

Recommendation: Motion to adopt the Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors.

2. *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.

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

3. *Network Colocation Service*

Background: The benefits of regional wide area network (RWAN) services are that members of the network can colocate encrypted and secured backups and disaster recovery hardware in any physical location of the network in order to mitigate the impact of local hardware failures, damage due to environmental conditions, etc.

Recommendation: Motion to approve the Memorandum of Understanding between the LIU and Intermediate Unit 5, as well as the Building Access License Agreement between the LIU and the Southeastern School District for colocation services.

4. *Website Migration*

Background: Blackboard, the company managing the current LIU Edline website, is ending its support of the product as of December 2018. As a result, migration to a new platform is necessary. In order to migrate the current LIU website and meet the communication needs of our customers, including ADA compliance, the LIU administration recommends the migration to the new Blackboard Web Community Manager (replacing Edline platform). This

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comprehensive solution includes design consultation, platform training and support, design template customization and interactive features and integrated accessibility tools.

Recommendation: Motion to approve migration of the LIU Edline website to the new Blackboard Web Community Manager.

5. *Workers Compensation Insurance*

Background: The LIU has been enrolled in SDIC's workers compensation insurance program at an annual cost of \$708,404. The LIU worked with Arthur Gallagher & Company to submit a request for proposal for workers compensation insurance services. The quote submitted by UPMC Health Benefits was the lowest. The original quote of UPMC Health Benefits was \$516,552 with an additional discount of \$22,932 bringing the revised total to \$493,620. This will be a savings of \$214,784.

Recommendation: Motion to accept the Workers Compensation quote submitted by UPMC Health Benefits at an annual cost of \$493,620.

6. *Special Education Comprehensive Review Report*

Background: Beginning in August 2017 with the appointment of a new Director of Special Education, the Lincoln Intermediate Unit began a comprehensive review of the special education services and the back end supports being provided to constituent school districts. The LIU Leadership Team presented a report summarizing the methodology, findings and recommended action plan of the Special Education Comprehensive Review. The Board will have the opportunity to authorize the Action Plan at the June 5, 2018 Board Meeting.

Recommendation: Motion to accept the Special Education Comprehensive Review Report.

7. *Nominations Committee*

Background: The Nominations Committee will provide an update.

Recommendation: No action is required at this time.

8. *Executive Director Search Committee*

Background: The Executive Director Search Committee will provide an update.

Recommendation: No action is required at this time.

9. *Additional Board Meeting Proposal*

Background: With the additional responsibilities and timeline associated with the Executive Director Search, an additional meeting for the LIU Board of Directors to take action on

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important items may be necessary. In addition, the Board will need to take action on the Special Education Budget and Special Education Comprehensive Review action plan. An additional meeting may allow for more time to digest and act upon these important matters. As a reminder, there are no board meetings scheduled in the month of July.

Recommendation: Motion to schedule an additional LIU Board meeting for Tuesday, June 26, 2018 at 7:00 PM.

I. President's Report

J. Interim Executive Director's Report

- LIU/District Audit Request

K. Cabinet Reports

- Mrs. Lisa Greth –
 - Response to Board Question: How frequently do School Districts report concerns about a LIU Staff member who is assigned to the District?
- Dr. Lynn Murphy –
 - Response to Board Question: What is the frequency with which the LIU student-related incidents occur that are reportable and/or of concern?
 - Response to Board Question: What is an ADM? What is the effect of the recent taking back of classes by districts on the overall Special Education budget?
- Mr. Tim Stanton – General Overview of the components of the Special Education Budget
 - The Special Education Budget will be presented to the Board on June 5, 2018. This will provide background prior to the budget presentation.

L. Adjournment

Next Meeting: June 5, 2018 – Retirement Dinner – 5:30 PM