

**Lincoln Intermediate Unit 12
Board of Directors Meeting
April 3, 2018**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Approval of Minutes of March 6, 2018

F. 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 F-1 through F-10 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
Al-Tharfi	Zahra	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Bakhit	Nermin	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Chappell	Kwai Ho	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Corradino	Joseph	Personal Care Assistant	Autistic Support	03/19/2018	Resignation
Coy	Lucinda	Teacher Assistant	Multiple Disabilities Support	06/07/2018	Retirement
Crone	Layken	Teacher Assistant	Autistic Support	03/30/2018	Resignation
Dvorak	Elaine	Fingerprint Clerk	Human Resources	03/13/2018	Resignation
Emig	Christine	Teacher Assistant	Life Skills Support	04/18/2018	Resignation
Highlands	Julia	Secretary	Business Services	05/14/2018	Retirement
Kaya	Sharon	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Khanal	Padam	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Little	Pamela	Secretary	Pupil Personnel Services	07/09/2018	Retirement
McClain	Janice	Teacher	Life Skills Support	05/31/2018	Retirement
Mixell	Amanda	Teacher Assistant	Emotional Support	03/22/2018	Resignation
Neff	Dwayne	Personal Care Assistant	Life Skills Support	03/20/2018	Resignation
Poteet	Heather	Teacher	Multiple Disabilities Support	03/14/2018	Resignation
Reese	Christopher	School Psychologist	Pupil Personnel Services	03/23/2018	Resignation
Reyes Lua	Brenda	ESL Interpreter	21 st Century Grant Services	03/02/2018	Termination
Rial	Christine	Teacher Assistant	Alternative Education	06/01/2018	Retirement
Toerper	Billie Jean	Speech Therapist	Speech and Language Support	7/20/2018	Retirement
Wright	Austin	Speech Therapist	Speech and Language Support	03/16/2018	Resignation

b. Nominations

New hires as per the effective dates and rates noted:

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

**Lincoln Intermediate Unit 12
Board of Directors Meeting
April 3, 2018**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Fronczek	Sarah	Speech Therapist	Preschool	04/04/2018	\$49,289.00	F-1	188 Days (Preschool)
Smith	Kasey	Staff Developer	Educational Services	04/04/2018	\$52,972.00	G-6	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
Moultray	Andrew	Intervener	Hearing Impaired Support	03/28/2018	\$20.43	Intervener A-2	188 Days
Sanders	Tracy	Building Attendant	Business Services	03/30/2018	\$13.68	Maint-Cust B+.25 A-3	260 Days
Snyder	Charles	Interpreter	Hearing Impaired Support	03/28/2018	\$38.52	Interpreter RID2 H-6	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	School District	Dates
Benedict	Haven	Teacher	Chambersburg Area School District	January 29, 2018 – June 2018
DiCesare	Rosemary	Interpreter	Dallastown Area School District	March 1, 2018
Glass	Kara	Teacher	Littlestown Area School District	December 29, 2017 – June 13, 2018
Smith	Natalie	Teacher	South Western School District	February 28, 2018 – March 26, 2018
Warner	Patricia	Psychologist	Abraxas Youth Development Center	February 24, 2018
Warner	Patricia	Psychologist	Abraxas Leadership Development Center	March 3, 2018

(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
Calaman	Zachary	Teacher	Multiple Disabilities Support	\$232.79 per day	LIUEA D-1	02/12/2018	Teacher Assistant	Teacher	Temporary Position Transfer
Kuhn	Laura	Teacher	Multiple Disabilities Support	\$60,995	LIUEA G-10	02/25/2018	F-10	G-10	Salary Column Movement to Masters + 15
Messett	Danielle	Supervisor of Hearing and Vision Programs	Special Education	\$79,900	ACT 93	03/12/2018	Teacher / Part-Time Instructional Advisor	Supervisor of Hearing and Vision Programs	Position Transfer
Quinn	Erica	Teacher	Life Skills Support	\$49,589.00	LIUEA F-2	01/15/2018	D-2	F-2	Salary Column Movement to Masters
Stoner	Karissa	Personal Care Assistant	Life Skills Support	\$12.57	ESPA TA/PCA E-1	03/16/2018	A-1	E-1	Salary Adjustment – Transcripts Received

**Lincoln Intermediate Unit 12
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April 3, 2018**

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 28, 2018, showing cash on hand of \$ 19,049,937.12.

b. Check Register of Payments

Background: The check register lists payments made since the last Board report through 3/23/18.

Payroll 2/28/18	\$ 2,914,146.69
Payroll 3/15/18	<u>\$ 5,270,535.03</u>
Total Payroll	\$ 8,184,681.72
Total Accounts Payable	<u>\$ 7,245,134.04</u>
Total Payments	\$ 15,429,815.76

Recommendation: Motion to approve the Payment of Bills through March 23, 2018 and payroll through March 15, 2018, totaling \$ 15,429,815.76.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from February 24, 2018 through March 23, 2018.

3. Job Description for Adoption:

Background: A job description Supervisor of Homeless Program Services is presented for adoption. This is not a new position, but a revision of duties.

Recommendation: Motion to adopt job description for Supervisor of Homeless Program Services.

4. York County Community Foundation – Innovation Lab

Background: This grant is a two-year term to increase collaboration and innovative projects among educators across York County by using the Design Thinking process. Grant amount \$100,000.00

Recommendation: Motion to approve grant application to York County Community Foundation for \$100,000.00 for Innovation Lab projects. Term of this grant is July 1, 2017 through June 30, 2019.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
April 3, 2018**

5. *Highmark Foundation Equipment and Supplies Challenge Grant*

Background: The LIU Safety Committee recommends replacing 3 existing AED's and purchasing 2 additional AED's. (Automated External Defibrillator) This is a matching grant; for every dollar LIU contributes or fundraises, Highmark will match up to \$2,500.

Recommendation: Motion to approve grant application to Highmark Foundation for matching funds up to \$2,500 toward the purchase of 5 AED's for use at New Oxford Central Office (2), York Learning Center (2) and Franklin Learning Center (1).

6. *Franklin County Literacy Council United Way Grant*

Background: The Franklin County Literacy Council United Way Grant supports FCLC local funding. Outcomes of the grant are to work with FCLC staff to present family literacy programs together at Coyle Free Library in Chambersburg several times per year.

Recommendation: Motion to approve grant application to the United Way for \$ 23,850 for the Franklin County Literacy Council for the time period January 1, 2019 through December 31, 2019.

7. *Katie Svitek Memorial Foundation*

Background: Pupil Personnel Services Program is seeking \$13,663.12 to provide Adventure Based Counseling training for Lincoln Expedition Guides. Funds will provide Psychologists and Counselors the skills to facilitate therapeutic adventure groups for students.

Recommendation: Motion to approve grant application to the Katie Svitek Memorial Foundation for \$13,663.12 for project dates July 9, 2018 through July 14, 2018.

8. *Board of Directors' Meeting Schedule for 2018-2019*

Recommendation: Recommend approval of the Board of Directors' meeting schedule for 2018-2019.

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

Background: The Teller's Report of votes on the General Operating Budget for 2018-2019 will be provided for review and adoption. School districts have until March 30 to submit budget resolutions confirming their votes.

Recommendation: Motion to adopt the Teller's Report of votes on the General Operating Budget for 2018-2019.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
April 3, 2018**

10. Security Upgrades for LIU Central Office and Learning Center Network

Background: Whereas monies have been allocated by Board action on June 28, 2011, through a committed fund balance of \$250,000 for the purchase of new equipment within the Lincoln Intermediate Unit, hardware and licensing is needed to improve the operational, safety, and security infrastructure of the central office and learning center locations.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to accept the proposals for a network firewall appliance, network switches, security camera system, wireless access points, and security system upgrades utilizing \$119,817.12 from the technology committed fund balance.

G. New Business:

1. Act 93 Agreement

Background: The Act 93 Team representatives met with the Personnel Committee to discuss changes to the Act 93 Agreement.

Recommendation: Motion to adopt the agreement between the LIU 12 Board of Directors and the Act 93 staff effective July 1, 2017 through June 30, 2021.

2. Confidential Employees Benefit Summary

Background: The Confidential Employees Benefit Summary has been revised by the administration and reviewed by the Personnel Committee. This plan represents the benefit summary for the employees who are part of the Confidential Employees group by virtue of duties associated with collective bargaining.

Recommendation: Motion to adopt the Confidential Employees Benefit Summary which reflects a yearly 2% increase from July 1, 2017 through June 30, 2021.

H. President's Report

I. Interim Executive Director's Report

J. Cabinet Reports

- Lincoln Benefit Trust clarification on reserves (Mr. Stanton)
- Special Education Comprehensive Review Update (Dr. Murphy)

K. Adjournment

Next Meeting: May 1, 2018