

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

NOVEMBER 27, 2018

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 27, 2018. Board President Michael Miller called the meeting to order at 7:34 p.m. with the Pledge of Allegiance.

EXECUTIVE SESSION: Mr. Miller announced that the Board met in executive session at 6:30 p.m. to discuss personnel matters.

ATTENDANCE: The following Board members were present:

Sue Heistand	Mark Schur
Patrick McDonald	Suzanne Smith
Michael Miller	Michael Wagner
Cory Nade	Carlos Wampler
Paul Politis	

LIU staff members attending were: Jody Nace, Ed.D., Lynn Murphy, Ed.D., Tim Stanton, Lisa Greth, Jared Mader, Brad Sterner, Ed.D., Jill Trostle, Kim Smith, Esq., and William Zee, Esq. of Barley-Snyder.

RECOGNITION OF VISITORS: Mr. Miller welcomed William Zee of Barley-Snyder, who will be the Solicitor of Record effective January 1, 2019.

RECOGNITION OF KIM SMITH, SOLICITOR: The Board and Administration recognized Kim Smith, Esq., for her 20 years of legal service to the LIU, and wished her well in her future endeavors.

APPROVAL OF MINUTES: The minutes of November 6, 2018 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
Bedwick	Meghan	Psychologist	Pupil Personnel Services	12/19/2018	Resignation
Ernst	Marcie	Personal Care Assistant	Autistic Support	11/16/2018	Resignation
Eshelman	Carolyn	Psychologist	Pupil Personnel Services	12/06/2018	Retirement
Highlands	Angela	Teacher	Nonpublic School Services	12/04/2018	Retirement
Hoover	Summer	Extended School Year Assistant	Extended School Year	10/31/2018	Resignation
Owings	Michelle	Teacher Assistant	Emotional Support	11/05/2018	Resignation
Rohrer-Ressler	Anna	Teacher	Autistic Support	12/21/2018	Resignation
Warner	Billy Jo	Teacher Assistant	Intervention	11/09/2018	Resignation

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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
Dietrich	Mary	Teacher	Preschool	11/28/2018	\$45,091.00	D-3	188 Day Stretch
Moore	Megan	Speech Therapist	Preschool	11/28/2018	\$49,772.00	F-1	188 Day Stretch
Olsen	Breanne	Teacher	Neurological Support	11/28/2018	\$44,491.00	D-1	188 Days
Rose-Disney	Teressa	Psychologist	Pupil Personnel Services	11/28/2018	\$55,424.00	J-1	200 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
Barnhart	LeAnne	Secretary	Special Education	11/12/2018	\$20.25	Sec E G-2	220 Days
Black	Trisha	Secretary	Special Education	11/28/2018	\$22.53	Sec D F-5	260 Days
Donaldson	Michele	Teacher Assistant	Preschool	11/28/2018	\$14.79	TA/PCA B-5	188 Days
Fuller	Renee	Personal Care Assistant	Emotional Support	11/07/2018	\$16.77	TA/PCA F-4	188 Days
Gist	Natalie	Teacher Assistant	Therapeutic Emotional Support	11/28/2018	\$14.45	TA/PCA A-7	188 Days
Guiher	Jennifer	Secretary	Nonpublic School Services	11/28/2018	\$16.93	Sec C F-2	Part Time
Haines	Dori	Personal Care Assistant	Autistic Support	11/28/2018	\$13.97	TA/PCA A-5	188 Days
Miller	Deborah	Personal Care Assistant	Autistic Support	11/28/2018	\$20.23	TA/PCA G-7	188 Days
Oberdick	David	Utility / General Maintenance Worker	Business Services	11/28/2018	\$17.69	Maint. Cust. B	Part Time
O'Rourke	Lenore	Student Coordinator	Adult Education	11/28/2018	\$16.29	Grant Funded	Part Time
Sible	Evelyn	Secretary	Special Education	11/28/2018	\$21.62	Sec C F-6	260 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	Kathleen	Interpreter	\$36.97 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Bordner	Corinne	Interpreter	\$30.34 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Chmilewski	Tanya	Interpreter	\$29.31 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Cox	Deanna	Teacher	\$42.14 per hour	West York Area School District	November 5, 2018 – December 17, 2018
DiCesare	Rosemary	Interpreter	\$35.47 per hour (correction)	Dallastown Area School District	September 4, 2018 – November 14, 2018

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DiCesare	Rosemary	Interpreter	\$35.47 per hour	York Suburban School District	November 1, 2018 – June 5, 2019
DiCesare	Rosemary	Interpreter	\$35.47 per hour	Dallastown Area School District	November 15, 2018 – November 19, 2018
Haid	Paul	Teacher	\$55.01 per hour (correction)	Dallastown Area School District	September 4, 2018 – November 14, 2018
Haid	Paul	Teacher	\$55.01 per hour	York Suburban School District	November 1, 2018 – June 5, 2019
Haid	Paul	Teacher	\$55.01 per hour	Dallastown Area School District	November 15, 2018 – November 19, 2018
Hicks	Lindsay	Interpreter	\$33.01 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Hockensmith	Kimberly	Interpreter	\$34.36 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Holmes	Rebecca	Interpreter	\$27.96 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Imhoff	Jennifer	Interpreter	\$40.73 per hour (correction)	Dallastown Area School District	September 4, 2018 – November 14, 2018
Imhoff	Jennifer	Interpreter	\$40.73 per hour	York Suburban School District	November 1, 2018 – June 5, 2019
Imhoff	Jennifer	Interpreter	\$40.73 per hour	Dallastown Area School District	November 15, 2018 – November 19, 2018
Kleiser	Diane	Bus Assistant	\$15.66 per hour (correction)	Eastern York School District	September 18, 2018 – until classes return to Eastern York Middle School
Knaper	Tiffany	Teacher	\$33.81 per hour	Red Lion Area School District	December 24, 2018 – January 31, 2019 (extension to previous agreement)
Knovich	Hollie	Interpreter	\$32.73 per hour (correction)	Dallastown Area School District	September 4, 2018 – November 14, 2018
Lucius	Alice	Nurse	\$23.09 per hour	Littlestown Area School District	October 2018 – June 2019
Mamary	Allison	Interpreter	\$28.74 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Owens	Kevin	Bus Assistant	\$15.66 per hour (correction)	Eastern York School District	September 18, 2018 – until classes return to Eastern York Middle School
Snyder	Charles	Interpreter	\$39.35 per hour (correction)	Dallastown Area School District	September 4, 2018 – November 14, 2018
Snyder	Charles	Interpreter	\$39.35 per hour	York Suburban School District	November 1, 2018 – June 5, 2019
Snyder	Charles	Interpreter	\$39.35 per hour	Dallastown Area School District	November 15, 2018 – November 19, 2018
Sterner	Marilyn	Interpreter	\$40.73 per hour	Fairfield Area School District	October 22, 2018 – through wrestling season October 17, 2018 – April 2019
Various Source4Teachers Substitutes	Various Source4Teachers Substitutes	Substitute Assistant	\$99.30-\$119.16 per day (correction) (\$139.02-\$172.12 per day if filled by guest teacher) (correction)	Greencastle-Antrim School District	October 15, 2018 – until district personal care assistant is hired
Various Source4-Teachers Substitutes	Various Source4-Teachers Substitutes	Substitute Assistant	\$99.30-\$119.16 per day (\$139.02-\$172.12 per day if filled by guest teacher)	Eastern York School District	November 12, 2018 – January 25, 2019
Warner	Patricia	Psychologist	\$54.88 per hour	Abraxas Leadership	September 22, 2018 (3 evaluations)

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			(correction)	Development Program	October 6, 2018
Warner	Patricia	Psychologist	\$54.88 per hour	Abraxas Leadership Development Program	September 22, 2018 October 20, 2018
Warner	Patricia	Psychologist	\$54.88 per hour	Abraxas Youth Center	November 10, 2018
Warner	Patricia	Psychologist	\$54.88 per hour	Abraxas Leadership Development Center	November 17, 2018 (2 evaluations)

(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
Berkeley	Adrienne	Teacher Assistant	Life Skills Support	n/a	n/a	08/23/2018	35 hours per week	36.25 hours per week	Schedule Change
Bogart	Lauri	Teacher Assistant	Life Skills Support	n/a	n/a	08/23/2018	35 hours per week	36.25 hours per week	Schedule Change
Felix	Angela	Teacher Assistant	Life Skills Support	n/a	n/a	08/22/2018	35 hours per week	36.5 hours per week	Schedule Change
Hahn	Martha	Licensed Practical Nurse	Multidisabilities Support	n/a	n/a	08/20/2018	35 hours per week	38.5 hours per week	Schedule Change
Keeney	Barbara	Teacher Assistant	Life Skills Support	n/a	n/a	08/23/2018	35 hours per week	36.25 hours per week	Schedule Change
Noel	Maria	Teacher Assistant	Life Skills Support	n/a	n/a	08/23/2018	35 hours per week	36.25 hours per week	Schedule Change
Otto	William	Psychologist	Pupil Personnel Services	\$68,129.00	LIUEA K-9	11/12/2018	L-9	K-9	Salary Correction
Parks	Heather	Personal Care Assistant	Multidisabilities Support	\$13.26	TA/PCA E-1	11/14/2018	C-1	E-1	Salary Correction
Tillet	Rachel	Teacher Assistant	Life Skills Support	n/a	n/a	08/22/2018	35 hours per week	36.5 hours per week	Schedule Change
Wilt	Pamela	Instructional Advisor	Preschool	\$70,042.00 + IA Stipend	F-13	11/05/2018	Speech Therapist	Instructional Advisor	Position Transfer
Wolfe	Lindsey	Teacher Assistant	Life Skills Support	n/a	n/a	08/23/2018	35 hours per week	36.25 hours per week	Schedule Change

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of October 31, 2018, showing cash on hand of \$16,445,758.51.

b. Request to Use Technology Committed Fund Balance

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit 12 to purchase all required hardware and support to replace the existing end-of-life Cisco phone system, utilizing \$58,023.93 from the Technology Equipment Committed Fund Balance.

3. Board Policy for Adoption

Recommendation: Motion to adopt new policy 815.1 – Social Media.

MOTION ON CONSENT AGENDA: Cory Nade moved to approve the consent agenda, seconded by Patrick McDonald. All Board members present voted in favor and the motion carried.

OLD BUSINESS:

1. Recap on Committed Fund Balances

As requested at the previous meeting, Mr. Stanton provided a report on all committed fund balances.

2. YLC Debt Service

As requested at the previous meeting. Mr. Stanton reported that the debt on the York Learning Center will be full paid on November 30, 2024. As of June 30, 2018, the balance outstanding on the debt was \$3,003,773 and the annual debt service is \$497,447.76.

NEW BUSINESS:

1. Overview of 2019-2020 General Operating Budget

Mr. Tim Stanton presented an overview of the 2019-2020 General Operating Budget, including the major components and financial considerations utilized to prepare the budget. It will be presented to the Superintendents' Advisory Council on December 17. At the January 2019 Board meeting, the 2019-2020 General Operating Budget will be presented for board adoption. Following adoption, it will be sent to all 25 school districts for vote by their Boards during January, February and March. The final Teller's Report will be presented in April.

2. Fiscal Year 2018-19 Non-General Fund Budgets

Recommendation: Motion to approve 19 Non-General Fund budgets for fiscal year 2018-2019 per the listing and reports provided. Cory Nade moved to approve, seconded by Carlos Wampler. All Board members present were recorded as voting in favor and the motion carried.

3. Request to Increase Substitute Rates

At the last meeting Dr. Nace reported that the substitute shortage has reached a level that can no longer be supported. A team of LIU staff members reviewed the issue and suggested several solutions, leading to the recommendations presented below.

Recommendation: Motion to approve the following recommendations to address the current substitute shortage:

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- Increase substitute rate for full-time building substitutes and substitutes working 20 days or more in one assignment from \$130 to \$150 per day for substitute teachers, and \$75 to \$95 per day for substitute paras.
- Provide an incentive for substitutes to work 14 days or more per month by increasing the daily rate from \$105 to \$135 for substitute teachers and \$75 to \$90 for substitute paras, retro to day one of the month.

Paul Politis moved to approve, seconded by Michael Wagner. All Board members present were recorded as voting in favor and the motion carried.

PRESIDENT'S REPORT:

Policy 006.1: Mr. Miller reminded Board members to consider the purpose of Board Policy 006.1 during the coming months which may bring inclement weather. Mr. Miller noted that it is important to attend meetings in person whenever possible, but this policy does provide a virtual option during inclement weather or when schedules prevent in-person attendance. Mr. Miller will be sending an email to all board members to remind them of the major components of the policy.

York County Superintendents Request for Operational Audit: The Board discussed the request of York County Superintendents for an operational audit of 21 areas of concern. Some concerns are a review of historical data, while others relate to future direction. The Board members agree that clear goals and expectations need to be in place for the next executive director and that an operational audit may provide the gathering of information needed by the Board for this purpose. It was the consensus of the Board that moving forward is more important than a review of past practice. The Board will continue to consider the concerns and take them under advisement, but will take no action to begin an audit at this time. Mr. Miller and Kim Smith will prepare a response to the request for the Board's review.

INTERIM EXECUTIVE DIRECTOR'S REPORT: Dr. Nace had no report.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on January 8, 2019 at the LIU Central Office in New Oxford.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:54 p.m.

Tim A. Stanton
Board Secretary