

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 26, 2019**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Presentation: Act 89 Nonpublic School Services – Lisa Menges

F. Approval of Minutes of November 5, 2019

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 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
Barmer	Antwan	Student Worker	Life Skills Support	05/24/2018	Graduated
Campbell	Gary	English as a Second Language Teacher	Language Instruction Educational Program	11/08/2019	Retirement
DeBowes	Kristy	School Psychologist	Pupil Personnel Services	11/05/2019	Resignation
Gifford	Shaina	Personal Care Assistant	Autistic Support	12/20/2019	Resignation
Gipe	Karlie	Teacher Assistant	Emotional Support	01/16/2020	Resignation
Hamme	Robin	Assistant Director	Special Education	12/23/2019	Resignation
Haskins	April	Personal Care Assistant	Life Skills Support	11/15/2019	Resignation
Kirkpatrick	Pamela	English as a Second Language Teacher	Language Instruction Educational Program	12/03/2019	Retirement
Leavitt	Angela	Personal Care Assistant	Autistic Support	n/a	Never Started
Moyer	Lori	Teacher Assistant	Emotional Support	10/07/2019	Retirement
Nicholson	Haley	Student Worker	Life Skills Support	05/28/2019	Graduated
Rutledge	Max	Summer Help	Business Services	09/16/2019	Position Ended
Salisbury	Stephanie	Teacher	Special Education	12/20/2019	Retirement
St. Onge	Deborah	English as a Second Language Instructor	Adult Education	11/07/2019	Resignation
Techtmann	Karina	Student Worker	Life Skills Support	05/24/2018	Graduated
Warner	Patricia	School Psychologist	Pupil Personnel Services	12/23/2019	Resignation

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 26, 2019**

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
Faust	Brecca	Itinerant Teacher	Act 89 Nonpublic School Services	11/15/2019	\$41.15 per hour	LIUEA I-3	Part Time
Jeter	Dawn	Teacher	Autistic Support	11/20/2019	\$50,868.00	LIUEA F-3	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
Fletcher	Clyde	Building Attendant	Business Services	11/18/2019	\$13.02 per hour	Maint/Cust B + 0.25 A-3	Part Time
Gunkle	Amber	Personal Care Assistant	Autistic Support	11/20/2019	\$13.37 per hour	TA/PCA A-1	188 Days
Myers	Sandra	Personal Care Assistant	Autistic Support	11/20/2019	\$20.59 per hour	TA/PCA G-7	188 Days
Orner	Brooke	Personal Care Assistant	Visually Impaired Support	11/14/2019	\$13.67 per hour	TA/PCA F-1	188 Days
Rabanales	Consuelo	Personal Care Assistant	Intensive Learning Support	TBD	\$13.72 per hour	TA/PCA G-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
Beaverson	Karen	Teacher Assistant	\$17.20 per hour	Northeastern School District	November 12, 2019 – May 2020
Hahn	Martha	Nurse	\$26.93 per hour	Littlestown Area School District	August 21, 2019 – June 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
Westberry	Lisa	Personal Care Assistant	Preschool	\$19.42 per hour	TA/PCA F-6	10/01/2019	TA/PCA E-6 \$18.59 per hour	TA/PCA F-6 \$19.42 per hour	Salary Column Movement – Associate's
Wise	Karen	School Psychologist	Pupil Personnel Services	n/a	n/a	09/30/2019	Resignation	Retirement	Correction

(3) Student Workers:

ID#	Location	Rate of Pay
BR86300	New Oxford Training Site	\$7.25 per hour
CA80653	New Oxford Training Site	\$7.25 per hour

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 26, 2019**

CO70012	New Oxford Training Site	\$7.25 per hour
MI87059	New Oxford Training Site	\$7.25 per hour
RE07216	New Oxford Training Site	\$7.25 per hour

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of October 31, 2019, showing cash on hand of \$19,997,214.89.

b. Check Register of Payments

Background: The disbursement report lists payments made since the last Board report through November 18, 2019.

Payroll 10/30/2019	\$3,037,484.82
Payroll 11/15/2019	\$4,799,218.13
Total Payroll	\$7,836,702.95
Total Accounts Payable	\$6,691,212.63
Total Payments	\$14,527,915.58

Recommendation: Motion to approve disbursements through November 18, 2019 and payroll through November 15, 2019, totaling \$14,527,915.58.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from October 26, 2019 through November 18, 2019

Recommendation: Motion to approve Budget Transfers from October 26, 2019 through November 18, 2019.

3. Grant Applications

a. Safe Schools Nonpublic Targeted Program and Equipment Grants Holder

Background: State funding through PA Dept. of Education grant supports nonpublic schools to install and/or update security equipment; and to implement safety programming and professional development addressing school safety.

Recommendation: Motion to approve grant applications to the PA Department of Education for \$36,549 for programming and professional development; and \$91,639 for security equipment through the Safe Schools Nonpublic Targeted Grants beginning August 30, 2019 through June 30, 2020.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 26, 2019**

4. Job Descriptions for Adoption

Background: The following job descriptions were presented for review at the last meeting and are presented for adoption.

- a. HR Specialist (revision) – changing to HR Specialist - Leave and Data Entry
- b. HR Benefit Analyst (revision) - changing to HR Generalist – Worker’s Compensation and Benefit Plans

Recommendation: Motion to adopt job descriptions.

5. Job Descriptions for Review

Background: The following job descriptions are presented for review.

- a. Manager of Data Systems (new) - The Manager of Data Systems position description is presented for review. The creation of this position is necessary due to the restructuring of the Educational Technology Services Division. Restructuring includes the separation of data systems responsibilities associated with both the Assistant Director of Educational Technology Services and the Manager of IT Systems positions into the responsibilities that are needed by the organization and reflected in the new Manager of Data Systems position description.
- b. Training and Consultation (TaC) Program Supervisor (new)
- c. Accounting Generalist – Special Education (revision - previously titled Special Education Fiscal Assistant-ESPA Level D)
- d. Secondary Content Area Teacher(Math, English, Science, Social Studies) (revised)
- e. Program Secretary, Educational Services (new)

Recommendation: No action required at this time.

H. New Business

1. Overview of DRAFT General Fund Budget for 2020-2021

Background: Mr. Tim Stanton will present an overview of the draft General Fund Budget for 2020-2021.

Recommendation: No action is required at this time.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
November 26, 2019**

2. PAIUnet 3.0 (2020-2025) Service Agreement, PAIUnet 3.0 Internet Service Level Exhibit A

Background: This contract is to enter into a Service Agreement with PAIUnet for transport and internet service for a five-year term, ending June 30, 2025, for 20 Gbps (Gigabit per Second) transport service and up to, but not to exceed, 18,000 Mbps (Megabit per Second) of internet service. The costs in the Agreement will not exceed noted pricing. Final Agreement pricing is still being negotiated. Should pricing decrease, a revised Agreement will be executed containing final pricing. PAIUnet service provides internet delivery for Lincoln Learning Network (LLN) Regional Wide Area Network (RWAN) members. This procurement is necessary to provide LLN customers with sufficient bandwidth supporting the RWAN for future growth.

Recommendation: Motion to approve the Resolution Concerning PAIUnet Service Order Agreement, the PAIUnet Service Agreement, and Internet Service Level Exhibit A, and to grant Dr. Jeffrey West signatory authority to execute the Service Agreement, provided that final pricing is lower than current Agreement pricing.

3. Carpet Replacement, Chamberlain Conference Room

Background: Three quotes were obtained for the replacement of carpet in the Chamberlain conference room.

Recommendation: Motion to accept the proposal of Henry's Floor Covering in the amount of \$6,907.00 to replace carpeting in the Chamberlain conference room to be paid out of Capital Improvement Committed Fund Balance.

I. President's Report

J. Executive Director's Report

K. Cabinet Reports

L. Adjournment

Next Regular Meeting: January 7, 2020