

## LINCOLN INTERMEDIATE UNIT 12 BOARD OF DIRECTORS

10/6/2020 [7:00PM-9:00PM] @ 65 Billerbeck Street, New Oxford PA 17350

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- LIU BOARD MEETING - OCTOBER 6, 2020 -

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Roll Call

### 4. Recognition of Visitors and Public Comment: Sue Heistand, Board President

### 5. Presentation: LIU Business Plan - Tim Stanton

Tim Stanton will provide an overview of the LIU Business Plan.

### 6. Approval of Minutes of September 1, 2020

### 7. 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.

Recommendation: Motion to approve all recommendations under the Consent Agenda.

#### a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Barton	Anne	English as a Second Language Instructor	Adult Education	08/13/2020	Resignation
Day	Jessica	Personal Care Assistant	Autistic Support	09/02/2020	Resignation
Fowler	Taylor	Teacher Assistant	Intensive Learning Support	09/10/2020	Resignation
Garner	Amanda	Education Coordinator	Adult Education	10/09/2020	Resignation
Hart	Savannah	Personal Care Assistant	Autistic Support	10/12/2020	Resignation
Kambic	Angela	Counselor	Act 89 Nonpublic School Services	09/14/2020	Resignation
Marks	Brittany	Teacher	Multidisabilities Support	09/28/2020	Resignation
Mitchell	Sarah	Teacher Assistant	Autistic Support	10/02/2020	Resignation
Mosher	Cindy	Teacher	Life Skills Support	09/11/2020	Resignation
Poole	Jennifer	Teacher Assistant	Emotional Support	09/02/2020	Resignation
Smith	Jean	Teacher Assistant	Emotional Support	08/25/2020	Retirement
Wisman	Nancy	Teacher Assistant	Emotional Support	08/28/2020	Retirement

#### b. Professional Staff Nominations (pending receipt of all required paperwork)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Bowman	Hannah	Occupational Therapist	Occupational / Physical Therapy	09/30/2020	\$50,568.00	LIUEA F-2	188 Day Stretch

Hogue	James	Instructional Advisor	Special Education	10/07/2020	\$55,369.00 + \$3,000.00 Stipend	LIUEA DRT-5	188 Days
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**c. 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
Armstrong	Shanese	Personal Care Assistant	Autistic Support	10/07/2020	\$13.47 per hour	ESPA TA/PCA C-1	188 Days
Clark	Lakesha	Personal Care Assistant	Autistic Support	09/30/2020	\$13.37 per hour	ESPA TA/PCA A-1	188 Days
Dunlap	Emily	Personal Care Assistant	Autistic Support	10/07/2020	\$13.67 per hour	ESPA TA/PCA F-1	188 Days
Stauffer	Janelle	Data Secretary	Special Education	09/23/2020	\$19.61 per hour	ESPA Sec D A-6	260 Days

**d. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
DiCesare	Rosemary	Interpreter	\$36.26 per hour	Dallastown Area School District	July 14, 2020 - October 24, 2020
Haid	Paul	Interpreter	\$55.38 per hour	Dallastown Area School District	July 14, 2020 - October 24, 2020
Imhoff	Jennifer	Interpreter	\$41.57 per hour	Dallastown Area School District	July 14, 2020 - October 24, 2020
Knovich	Hollie	Interpreter	\$33.52 per hour	Dallastown Area School District	July 14, 2020 - October 24, 2020
Wilson	Michelah	Bus Assistant	\$13.37 per hour	Upper Adams School District	August 25, 2020 - June 2021

**e. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Barnes	Brittany	Teacher	Therapeutic Emotional Support	No Change	No Change	10/09/2020	10/10/2020	10/09/2020	Revised Separation Date
Gardner	Cassandra	Teacher	Life Skills Support	\$47,097.00	LIUEA E-2	08/01/2020	LIUEA D-2 \$45,287.00	LIUEA E-2 \$47,097.00	Salary Column Movement - Bachelor's + Level II Certification
Good	Darlene	Receptionist	Human Resources	No Change	No Change	08/24/2020	20.5 hours per week	11.5 hours per week	Work Calendar Adjustment
Gruver	Karen	Personal Care Assistant	Multidisabilities Support	\$17.35 per hour	TA/PCA C-7	08/04/2020	\$16.00 per hour TA/PCA B-7	\$17.35 per hour TA/PCA C-7	Salary Column Movement - 151.5 PALS Hours
Herring Jr.	Michael	Teacher	Behavioral Intervention	\$47,997.00	LIUEA E-5	09/01/2020	\$46,187.00 LIUEA D-5	\$47,997.00 LIUEA E-5	Salary Column Movement - Bachelor's + Level II Certification
Hrycek	Lorrie	Staff Developer	Educational Services	\$72,886.00	LIUEA H-13	08/27/2020	\$71,212.00 LIUEA G-13	\$72,886.00 LIUEA H-13	Salary Column Movement - Master's + 30
Rhone	Jennifer	Teacher	Life Skills Support	\$59,842.00	LIUEA F-9	08/30/2020	\$57,001.00 LIUEA E-9	\$59,842.00 LIUEA F-9	Salary Column Movement - Master's
Schulze	Mindy	Orientation and Mobility	Visually Impaired Support	no change	no change	08/05/2020	14 hours per week	7 hours per week	Work Calendar

		Specialist							Adjustment
Stewart	Tara	ABE Instructor	Adult Education	\$20.08 per hour	Adult Education	09/21/2020	Student Coordinator 20 hours per week	Student Coordinator + ABE Instructor 20-24 hours per week	Additional Part Time Position
Szabo Carney	Gabrielle	English as a Second Language Teacher	Language Instruction Educational Program	\$39.79 per hour	LIUEA G-5	09/01/2020	\$39.10 per hour LIUEA F-5	\$39.79 per hour LIUEA G-5	Salary Column Movement - Master's + 15
Timcheck	Jessica	Work Experience Coordinator	Transition	\$50,001.00	LIUEA E-6	08/01/2020	\$46,187.00 LIUEA D-6	\$50,001.00 LIUEA E-6	Salary Column Movement - Bachelor's + Level II Certification
Timcheck	Jessica	Work Experience Coordinator	Transition	\$53,085.00	LIUEA F-6	08/29/2020	\$50,001.00 LIUEA E-6	\$53,085.00 LIUEA F-6	Salary Column Movement - Master's

**f. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of August 31, 2020, showing cash on hand of \$28,077,454.54.

**g. Check Register of Payments**

Background: The disbursement report(s) list payments made since the last Board report through September 18, 2020.

Recommendation: Motion to approve the Payment of Bills totaling \$3,263,534.28 through September 18, 2020 and payroll through September 15, 2020, totaling \$9,350,948.82 for grand total of \$12,614,483.10

**h. Transportation Drivers**

Background: A list of new transportation drivers is provided to LIU Board members throughout the school year, showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers as of September 18, 2020.

**i. Grant Requests**

Background: This grant will continue our collaborative partnership with York Jewish Community Center to expand on virtual instruction of students with IEPs in an Early Childhood setting to improve participation and decrease suspension/expulsion. More students with IEP's will be educated in an Early Childhood setting in an effective fashion due to direct services and coaching of strategies to the Early Childhood staff by the EI staff. Grant request is for \$15,000.

Recommendation: Motion to grant approval to apply for Evidence Based Implementation grant in the amount of \$15,000.

**j. Job Descriptions for Adoption**

Background: The following job descriptions are presented for adoption.

- Lincoln Benefit Trust Manager (revised)
  - Technical Systems Support Specialist (revised)
- Recommendation: Motion to adopt job descriptions.

**k. Job Description for Review**

Background: The following job description is presented for review.  
Staff Developer (revised)

Recommendation: No action is required at this time.

#### **I. Board Policies for Review**

Background: The following Board Policies are presented for review.

Policy 718 - Service Animals (new)

Policy 827 - Conflict of Interest (new)

Recommendation: No action is required at this time.

#### **m. Board Policies for Adoption**

Background: The following Board Policies are presented for adoption.

004 - Membership (revised)

103 - Discrimination/Title IX Sexual Harassment Affecting Students (revised)

104 - Discrimination/Title IX Sexual Harassment Affecting Staff (revised)

247 - Hazing (new)

249 - Bullying/Cyberbullying (revised)

252 - Dating Violence (revised)

309.2 - Telework (new)

317.1 - Educator Misconduct (revised)

801 - Public Records (revised)

803.1 - Work Stoppages in Host Districts (revised)

804 - School Day (revised)

807 - Opening Exercises/Flag Displays (revised)

824 - Maintaining Professional Adult/Student Boundaries (new)

Recommendation: Motion to adopt Board Policies.

### **8. New Business**

#### **a. Agreement with Children's Home of York**

Background: The Lincoln Intermediate Unit 12 will provide instructional services including Title 1 instruction, during the 2020-2021 school year for the Children's Home of York students located at the the Angel Center, George Street Group Home, and Bridges Partial Hospitalization Program (Non-Title I).

Recommendation: Motion to approve Letter of Agreement between the LIU 12 and Children's Home of York for the LIU to provide instructional services and Title I instruction for students at the Angel Center, George Street Group Home and Bridges Partial Hospitalization Program during the 2020-2021 school year.

#### **b. Referral Agreement with KidsPeace**

Background: KidsPeace exists to provide students with support for behavioral and mental health needs. The LIU has held and fostered a professional relationship with KidsPeace in the past. This relationship exists as an identified option for support services to which students are referred in the event behavioral, mental health or educational services are needed. These services can be in the form of students transitioning from hospitalization programs, outpatient community programs, clinic services and intensive behavioral on-site or off-site services.

Recommendation: Motion to approve Referral Agreement with KidsPeace effective August 7, 2020 through August 6, 2025.

#### **c. Transportation Expenditures Resolution for 2019-2020**

Background: The Administration recommends approval of a resolution authorizing Transportation expenditures for the 2019-2020 fiscal year.

Recommendation: Motion to adopt a resolution authorizing Transportation budget expenditures for the 2019-2020 fiscal year, and certifying that such expenditures were in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education.

#### **d. Affiliation Agreement with Lebanon Valley College**

Background: The affiliation agreement between LIU 12 and Lebanon Valley College is for the purpose of LIU providing experiential learning placements and virtual observations for students enrolled in the education program.

Recommendation: Motion to approve the affiliation agreement between LIU 12 and Lebanon Valley College to provide experiential learning placements and virtual observations for students enrolled in LVC's education program effective September 20, 2020 through September 19, 2021, with automatic one-year renewals and a 60-day termination notice.

#### **e. Emergency Instructional Time Template**

Background: PDE is requiring all educational entities to provide a proposed calendar and schedule for the 2020-2021 school year, related to Section 520.1 of the School Code allowing flexibility due to the emergency COVID-19. LEAs may elect to provide instruction days via face-to-face and remote methods.

Recommendation: Motion to approve the LIU 12 Emergency Instructional Time Templates for 2020-2021 of 180 days to be provided by both face-to-face and remote instruction for the Franklin Learning Center, Paradise School and York Learning Center.

#### **f. Communication Audit**

Background: Communication is a major focus for the LIU and has been a part of our comprehensive planning for a number of years; therefore, Chester County IU is being recommended to perform a communications audit at IU 12, and develop a communications plan. As a leader in school communications, and as a shared member of the Pennsylvania Public School System, the Chester County Intermediate Unit staff is innately aware of the challenges facing intermediate units and communication strategies that are needed to build trust and relationships within our community, to inform our stakeholders of the increasing challenges facing public education, and to celebrate the success and achievements of our programs, our students and our educators. The CCIU's approach to assisting the Lincoln Intermediate Unit centers on two core services – completion of a communication audit and communications plan. This proposal is for the CCIU Communications Division to conduct a communications audit in order to:

1. Provide a comprehensive assessment of current communication efforts and the effectiveness of the overall program;
2. Create a snapshot of current perceptions about our programs and intermediate unit;
3. Identify gaps in LIU's communication strategy; and,
4. Provide baseline research to evaluate progress and develop a framework for creating a communication plan.

If the Board approves the performance of a communications audit, following completion, the Board may choose to contract with CCIU for other services within the proposal.

Recommendation: No action required at this time.

#### **g. Millersville University Affiliation Agreement for Clinical Experience and Internship Placements**

Background: Millersville University student Kim Neptune is requesting approval to be placed at the LIU 12 for her clinical experience, which is part of her PSYC 646 coursework. An agreement for clinical placement of students enrolled in a program of study with Millersville University is provided.

Recommendation: Motion to approve agreement with Millersville University for the LIU to provide clinical experience, including facilities, resources and supervision, for Millersville University students enrolled in education/psychology degree programs.

#### **h. Installation of Train Bi Polar Ionization System**

Background: Bipolar ionization systems are integrated into HVAC systems to take oxygen molecules from the air and convert them into charged atoms that then cluster around microparticles which then deactivate harmful substances such as COVID, bacteria, allergens, mold, and other viruses. The system provides for continuous disinfection resulting in a 90 percent destruction rate of all viruses. The technology has been in the United States since 1970. With recent technology changes, it has become more cost effective to install the equipment into Trane HVAC systems. The Bi Polar Ionization equipment is installed as part of the roof top HVAC air handling equipment.

Recommendation: Motion to approve the purchase and installation of a Bi Polar Ionization system using Capital Equipment Committed Fund Balance of \$28,200 and \$4,900 of programming costs for a total cost of \$33,100.

**i. Addendum to Agreement with ESS**

Background: The administration recommends approval of the attached Addendum to the Agreement between the LIU and ESS Northeast, LLC for substitute services. The addendum lowers the mark-up rate from 33.4% to 29.9% for substituting costs.

Recommendation: Motion to adopt the Addendum to the Agreement between the LIU and ESS Northeast, LLC for substitute services, which lowers the mark-up rate from 33.4% to 29.9%.

**9. President's Report**

**10. Public Comments on or off the Agenda**

**11. Executive Director's Report**

**12. Assistant Executive Director's Report**

**13. Cabinet Reports**

**14. Good of the Order**

**15. Adjournment**

**16. Next Meeting: November 3, 2020**