

LINCOLN INTERMEDIATE UNIT 12 BOARD OF DIRECTORS

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

LIU BOARD MEETING - NOVEMBER 3, 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: Proactive MD Draft Contract - CBIZ Clinical Consulting Services
6. Approval of Minutes of October 6, 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
Brechbill	Heather	Personal Care Assistant	Multidisabilities Support	09/30/2020	Resignation
Montgomery	Kelly	Accounts Payable Specialist II	Business Services	10/09/2020	Resignation
Straley	Crystal	Personal Care Assistant	Autistic Support	10/30/2020	Resignation
Whittington	Douglas	Personal Care Assistant	Autistic Support	10/09/2020	Resignation
Wyrick	Hunter	Systems Engineer	Educational Technology Services	10/23/2020	Resignation

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

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
*	*	Teacher	Therapeutic Emotional Support	10/19/2020	\$45,587.00	LIUEA D-3	188 Days

*Confidential matter to be discussed in executive session.

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
Figlioli	Megan	Teacher Assistant	Autistic Support	10/26/2020	\$14.81 per hour	TA/PCA F-2	188 Days
Martin	Danielle	Personal Care Assistant	Autistic Support	10/19/2020	\$13.47 per hour	TA/PCA C-1	188 Days
Seager	Renee	Personal Care Assistant	Autistic Support	10/26/2020	\$13.67 per hour	TA/PCA F-1	188 Days

d. Change in Employment Status

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Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bowser	Laura	Speech Therapist / Instructional Advisor	Speech / Language Support	\$72,886.00 + \$1200.00 IA Stipend	LIUEA H-13	08/04/2020	\$72,886.00	\$72,886.00 + \$1200 IA Stipend	Increased IA Duties
Byers	Heather	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Clark	Lakesha	Personal Care Assistant	Autistic Support	\$13.62 per hour	ESPA TA/PCA E-1	10/15/2020	\$13.37 per hour TA/PCA A-1	\$13.62 per hour TA/PCA E-1	Salary Correction
Culler	Amy	Instructional Advisor	Special Education	\$70,538.00 + \$3000.00 IA Stipend	LIUEA F-13	10/13/2020	Teacher Multidisabilities Support \$70,538.00	Instructional Advisor Special Education \$70,538.00 + \$3000.00 IA Stipend	Position Transfer
Czap	Julie	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Gillen	Karen	Speech Therapist	Preschool	n/a	n/a	10/05/2020	10/05/2020	10/05/2021	Sabbatical
Keller	Maureen	Tutor	Title IA	\$41.39 per hour	n/a	09/01/2020	n/a	n/a	Additional Part Time Position
McLaughlin	Matthew	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Paules	Carly	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Sigel	Jamie	Itinerant Teacher / Instructional Advisor	Visually Impaired Support	\$73,569.00 + \$1500.00 IA Stipend	LIUEA I-13	09/28/2020	\$73,569.00 + \$600.00 IA Stipend	\$73,569.00 + \$1500.00 IA Stipend	Increased IA Duties
Wherley	Katie	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position

e. Student Workers

ID#	Location	Rate of Pay
DA65698	York Learning Center	\$7.25 per hour
DI07623	York Learning Center	\$7.25 per hour
ME07576	York Learning Center	\$7.25 per hour
RE75104	York Learning Center	\$7.25 per hour

f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of September 30, 2020 showing cash on hand of \$26,718,936.83.

g. Financial Report

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Background: The Financial Report includes all disbursements made since the last Board report through October 19, 2020, as well as Budget transfers from October 1-19, 2020.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,365,565.81, and Budget Transfers through October 19, 2020.

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 current list of Transportation Drivers as of October 16, 2020.

i. Job Descriptions for Adoption

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

Recommendation: Motion to adopt revised job description for Staff Developer.

j. Board Policy for Review

Background: The following Board Policy is presented for first reading.

830 - Breach of Computerized Personal Information (new)

Recommendation: No action is required at this time.

k. Board Policies for Adoption

Background: The following Board Policies are presented for adoption.

Policy 718 - Service Animals
Policy 827 - Conflict of Interest

Recommendation: Motion to adopt Board Policies 718 and 827.

8. New Business

a. Communications Audit

Background: Last month, Dr. Trail presented a proposal from Chester County Intermediate Unit to conduct a communications audit and develop a communication plan for the LIU. 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. The proposal is now presented for adoption.

Recommendation: Motion to accept the proposal from Chester County Intermediate Unit to conduct a communications audit through focus groups and stakeholder surveys in order to develop a communication plan for the LIU at a cost of \$5,000.

b. LIU Business Plan

Background: Last month, Tim Stanton provided an overview of the proposed LIU Business Plan.

Recommendation: Motion to adopt the proposed LIU Business Plan.

c. CBIZ Clinical Consulting Services

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Background: The administration recommends approval of the attached contract with CBIZ Consulting Services for implementation and consulting services for the first year of the on-site health clinics.

Recommendation: No action required at this time. This will be presented for Board consideration/action at the November 24 Board of Directors meeting.

d. Proactive MD Health Center Contract

Background: The administration plans to recommend adoption of the attached contract between Proactive MD and the Lincoln Intermediate Unit for the employer sponsored health clinic.

Recommendation: No action required at this time. This will be presented for Board consideration/action at the November 24 Board of Directors meeting.

e. Approval of LLC Designation

Background: The administration recommends the establishment of an LLC designation in order to provide specific entrepreneurial services for other persons/entities. These entrepreneurial services will be performed under the name of Lincoln Educational Services Agency, LLC.

Recommendation: No action required at this time. This will be presented for Board consideration/action at the November 24 Board of Directors meeting.

f. Non-General Fund Budgets for 2020-2021

Background: 103 Non-General Fund 2020-21 budgets are enclosed for board review. These budgets represent Federal programs, state programs, donated funds and fee-funded programs and services.

Recommendation: No action required at this time. This will be presented for Board consideration/action at the November 24 Board of Directors meeting.

g. Educational Technology Services Server Administration Support Contract

Background: LIU would like to contract with Integra One for provision of interim technical support while staff positions are being filled.

Recommendation: Motion to approve a support contract with Integra One to provide interim technical support services in a block of 100 hours in the amount of \$13,750 with no expiration date.

h. Memorandum of Understanding

Background: The Administration and the LIU Education Association have developed and agreed on a Memorandum of Understanding concerning staffing needs of the Lincoln Edge Cyber School Program during COVID-19.

Recommendation: Motion to adopt the Memorandum of Understanding between the LIU Board of Directors and the LIU Education Association on staffing needs of the Lincoln Edge Cyber School Program during COVID-19.

i. Mail Ballot Election for 2021

Background: By December 1 of each year, the Secretary of the LIU Board notifies member school districts of the following:

- The LIU Board's intent to conduct the election of its Board members by mail ballot;
- Board seats up for re-election and anticipated vacancies for the coming year;
- Deadline for submission of nominations for the LIU election ballot.
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The following board seats are up for election:

NEW THREE-YEAR TERMS BEGINNING JULY 1, 2021 – JUNE 30, 2024

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Fannett-Metal Greencastle-Antrim	June 30, 2024	Mark Chimel	Greencastle-Antrim
Hanover Public South Western Southern York County	June 30, 2024	Douglas White	Spring Grove Area
Spring Grove Area West York Area	June 30, 2024	Suzanne Smith	West York Area
Tuscarora	June 30, 2024	Dustin Martin	Tuscarora

Recommendation: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1 of all board seats that will be vacant or up for re-election as of July 1, 2021, and to request district nominations be submitted by February 19, 2021 for the spring election ballot.

j. Request to Conduct Research Study

Background: Mary Andrews, LIU Preschool Occupational Therapist, is requesting permission to conduct a research study as part of obtaining her Master's in Special Education through Wilson College. Her study would be conducted with Occupational Therapists and Certified Occupational Therapy Assistants on a voluntary basis to investigate the perceptions of occupational therapy practitioners in regard to school-based occupational therapy telehealth services provided during the COVID-19 pandemic. Consenting participants would receive an anonymous Google survey in January 2021 for completion by April 30, 2021. The results of this research study could be used to improve the way that school-based OT telehealth services are provided in the future.

Recommendation: Motion to grant approval for Mary Andrews, LIU Preschool Occupational Therapist, to conduct a research study from January 2021 through April 30, 2021 with consenting LIU Occupational Therapists and Certified Occupational Therapy Assistants regarding their perceptions of school-based occupational therapy telehealth services provided during the COVID-19 pandemic.

9. President's Report

10. Executive Director's Report

11. Assistant Executive Director's Report

12. Cabinet Reports

13. Good of the Order

14. Adjournment

15. Next Meeting: November 24, 2020