

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

JUNE 2, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held virtually via Zoom on June 2, 2020 due to the COVID-19 pandemic. Board President Sue Heistand called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present:

Mark Chimel	Patrick McDonald
Sue Heistand	Rhonda Myers
Brian Hoffman	Dolores Nester
Cassandra Liggins	Suzanne Smith
Dustin Martin	

LIU staff members attending were: Jeffrey West, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor William Zee, Esq., of Barley-Snyder.

EXECUTIVE SESSION: Mrs. Heistand announced that the Board met earlier in executive session to discuss the annual safety report.

VISITORS: Ms. Heistand welcomed any visitors that may be attending virtually.

PUBLIC COMMENTS: Mrs. Heistand asked if any visitors attending virtually submitted comments or questions related to anything on or off the agenda. No comments were submitted. Virtual attendees will be given another opportunity to provide comments at the end of the meeting.

APPROVAL OF MINUTES: The minutes of the May 5, 2020 Board meeting were approved as presented.

PRESENTATION: Stacy Howard, teacher of the visually impaired, was recognized by the LIU Board for receiving the Elinor Long Educator of the Year (ELEY) award by the Pennsylvania-Delaware Association for the Education and Rehabilitation for Individuals who are Blind/Visually Impaired. Stacy is the first LIU employee to receive this award.

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
Benedict	Alexander	ESY Teacher	Extended School Year	5/1/2020	Termination
Brockman	Danielle	Speech Therapist	Speech and Language Support	5/22/2020	Resignation

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English	Emma	Counselor	Act 89 Nonpublic School Services	6/4/2020	Resignation
LeRoy	Megan	Behavior Analyst	Autistic Support	6/5/2020	Resignation
Murphy	Barbara	Psychologist	Pupil Personnel Services	6/9/2020	Resignation
Nichols Jr.	Joel	Courier	Business Services	5/8/2020	Resignation
Schumaker Jr.	Donald	GED Test Proctor	Adult Education	2/9/2020	Position Ended
Segura	Kelly	Itinerant Teacher	Act 89 Nonpublic School Services	6/5/2020	Position Ended
Williams	Devin	Summer Mover	Business Services	9/5/2018	Position Ended

b. Miscellaneous

(1) 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
Arnold	Michelle	Summer School Teacher	Educational Technology Services	Per Diem	n/a	6/8/2020	6/8/2020	7/24/2020	Additional Summer Position
Flannery	Ryan	Psychologist	Pupil Personnel Services	\$55,920.00	LIUEA J-1	8/4/2020	Intern	Psychologist	Position Transfer – Hired for 2020-2021 School Year
Harner	Belinda	HR Generalist	Human Resources	\$49,700.00	Confidential Support	7/1/2020	Secretary Sec E – B-6 \$45,115.20	HR Generalist Confidential Support \$49,700.00	Position Transfer
Hoover	Hanna	Psychologist	Pupil Personnel Services	\$55,920.00	LIUEA J-1	8/4/2020	Intern	Psychologist	Position Transfer – Hired for 2020-2021 School Year
Johnson-Coble	Leslie	Teacher	Emotional Support	\$72,886.00	LIUEA H-13	4/21/2020	LIUEA G-13 \$71,212.00	LIUEA H-13 \$72,886.00	Salary Column Movement – Master's + 30
Lovell	Kelly	Administrative Assistant to the Director of Finance	Business Services	\$51,500.00	Confidential Support	7/1/2020	Fiscal Assistant Sec E F-4 \$47,444.80	Administrative Assistant to the Director of Finance Confidential Support \$51,500.00	Position Transfer
Marascio	David	Psychologist	Pupil Personnel Services	\$78,244.00	LIUEA K-13	5/13/2020	LIUEA J-13 \$77,334.00	LIUEA K-13 \$78,244.00	Salary Column Movement – Psych + 15
McCollum	Jean	Psychologist	Pupil Personnel Services	\$73,751.00	LIUEA K-12	5/18/2020	LIUEA J-12 \$73,212.00	LIUEA K-12 \$73,751.00	Salary Column Movement – Psych + 15
Ott	Lawrence	Site Administrator	Special Education	No Change	No Change	7/1/2020	Franklin Learning Center	Paradise School	Position Transfer
Priestner	Karen	Itinerant Teacher	Preschool	\$73,569.00	LIUEA I-13	5/20/2020	LIUEA H-13 \$72,886.00	LIUEA I-13 \$73,569.00	Salary Column Movement – Master's + 45

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Smith	Kippi	Teacher	Transition	\$52,001.00	LIUEA E-7	4/1/2020	LIUEA D-7 \$46,187.00	LIUEA E-7 \$52,001.00	Salary Column Movement – Bachelor’s + 24 with Level II Certification
Staley	Lesli	Special Education Supervisor	Special Education	No Change	No Change	7/1/2020	Emotional Support	Life Skills Support / Multidisabilities Support / Intensive Learning Support	Position Transfer
VanHoutte	Pamela	Speech Therapist	Preschool	\$72,886.00	LIUEA H-13	1/2/2020	LIUEA G-13 \$71,212.00	LIUEA H-13 \$72,886.00	Salary Column Movement – Master’s + 30
Washingier	Ronda	Teacher	Multidisabilities Support	\$65,974.00	LIUEA F-12	4/1/2020	LIUEA E-12 \$58,116.00	LIUEA F-12 \$65,974.00	Salary Column Movement – Master’s Equivalency

(2) Additional Days Beyond Contract:

Last Name	First Name	Program	May/June 2019/2020 # Days	July/August 2020/2021 # Days
Arnold	Dessylyn	Educational Services		4
Blahus	Rebecca	Educational Services		5
Conner	Corinne	Educational Services		10
Hagerman	Jennifer	Educational Services		4
Hrycek	Lorrie	Educational Services		4
Krebs	Melinda	Educational Services		7
Lill	Valerie	Educational Services		6
McLaughlin	Christina	Educational Services		4
McLaughlin	Matthew	Educational Services		10
Miller	Jessica	Educational Services		9

(3) Extended School Year program for the summer: Recommend approval for the following staff members to work in the

Last Name	First Name	ESY Position	Pay Rate
Autenrieth	Wendy	Teacher	per diem rate
Bennett	Pamela	Assistant	per diem rate
Bergquist	Dawn	Teacher	per diem rate
Billet	Amalia	Physical Therapist	per diem rate
Brechbiel	Kathleen	Teacher	per diem rate
Buzzell	Meghan	Teacher	per diem rate
Cole	Cynthia	Teacher	per diem rate
Connolly	Casey	Teacher	per diem rate
Cox	Kristine	Teacher	per diem rate
Culler	Amy	Teacher	per diem rate
Czap	Julie	Teacher	per diem rate
Decker	Kenneth	Teacher	per diem rate
Dietrich	Haylee	COTA	per diem rate
Drummond	Krista	Teacher	per diem rate
Evangelisti	Linda	Teacher	per diem rate
Franklin	John	Teacher	per diem rate
Furer	Lindsay	Speech Therapist	per diem rate
Gardner	Cassandra	Teacher	per diem rate
Geesey	Janelle	Teacher	per diem rate

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Hawbaker	Heidi	Teacher	per diem rate
Hess	Kimberly	Speech Therapist	per diem rate
Hetzer	Kelly	Assistant	per diem rate
Jones	Brie	Assistant	per diem rate
Knaper	Tiffany	Teacher	per diem rate
Kolbmann	Emily	Teacher	per diem rate
Kuhn	Laura	Teacher	per diem rate
Legore	Laura	Teacher	per diem rate
Leitzinger	Amy	Speech Therapist	per diem rate
Lloyd	Katie	Occupational Therapist	per diem rate
Luckenbaugh	Sharon	Speech Therapist	per diem rate
Malehorn	Holly	Teacher	per diem rate
Marks	Brittany	Teacher	per diem rate
McCoy	Lisa	Teacher	per diem rate
Mittner	Lauren	Teacher	per diem rate
Morton	Katelyn	Teacher	per diem rate
Myers	Diana	Teacher	per diem rate
Osmun	Christy	Occupational Therapist	per diem rate
Proper	Leslee	Teacher	per diem rate
Putsch	Allison	Teacher	per diem rate
Reda	Stacy	Teacher	per diem rate
Resto	Krista	Assistant	per diem rate
Robins	Christie	Occupational Therapist	per diem rate
Sauders	Vicki	Occupational Therapist	per diem rate
Schaner	Sherri	Assistant	per diem rate
Schwartz	Amy	Teacher	per diem rate
Schwartz	Amy	Teacher	per diem rate
Shurina	Sandy	Teacher	per diem rate
Sinton	Lindsey	Teacher	per diem rate
Smith	Kelly	Teacher	per diem rate
Sneidman	Rebecca	Teacher	per diem rate
Stacho	Michele	Teacher	per diem rate
Stitely	Sharon	Assistant	per diem rate
Strite	Karla	Teacher	per diem rate
Tannous	Derek	Speech Therapist	per diem rate
Timmons	Kimberly	Teacher	per diem rate
Todaro	Mary	Assistant	per diem rate
Tomczyk	Debra	Occupational Therapist	per diem rate
Tremblay	Karla	Physical Therapist	per diem rate
Vandermark	Alicia	Speech Therapist	per diem rate
Vanhousen	Carolyn	Speech Therapist	per diem rate
Wagner	Amy	Physical Therapist	per diem rate
Washingier	Ronda	Teacher	per diem rate
Weaver	Michelle	Teacher	per diem rate
Wherley	Katie	Teacher	per diem rate
White	Pamela	Teacher	per diem rate
Whittle	Megan	Speech Therapist	per diem rate
Young	Rachel	Speech Therapist	per diem rate

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of April 30, 2020, showing cash on hand of \$23,555,813.45.

b. *Check Register of Payments*

Recommendation: Motion to approve the payment of bills through May 21, 2020 and payroll through May 15, 2020, totaling \$9,429,099.49.

c. *Budget Transfers*

Recommendation: Motion to approve Budget Transfers from March 21, 2020 through April 24, 2020.

d. *Transportation Contract for Review*

The LIU reached a tentative agreement with Faithful Transportation in order to maintain services in the fall. This agreement requires the LIU to compensate Faithful Transportation at 90 percent of the original contract price. This agreement will be presented for final adoption on June 30, 2020.

3. *Job Descriptions for Adoption*

Recommendation: Motion to adopt the following job descriptions

- a. Lead Sign Language Interpreter (title change only—previous title was Sign Language Interpreter Coordinator)
- b. Administrative Assistant to the Director of Educational Technology Services (revision and title change from Secretary, Information Technology)
- c. Administrative Assistant to the Director of Finance (revision)

4. *Job Descriptions for Review*

The following job descriptions were presented for review.

- a. Work Experience Coordinator (revision)
- b. School Psychologist (revision)
- c. School Social Worker (revision)

5. *Board Policies for Adoption*

Recommendation: Motion to adopt the following Board policies:

- a. Board Policy 006.1 – Attendance at Board Meetings Via Electronic Communications – (revised)
- b. Board Policy 626 – Federal Fiscal Compliance – (revised)

MOTION TO APPROVE CONSENT AGENDA: Patrick McDonald moved to adopt the consent agenda, seconded by Dolores Nester. Discussion: Ms. Smith asked clarifying questions about the revised transportation contract with Faithful Transportation. Both Mr. Zee and Mr. Stanton

responded. The transportation contract will be presented next meeting for final adoption. Vote: The motion to approve the consent agenda carried with a roll call vote of 9 in favor.

NEW BUSINESS:

1. *Special Education Budget 2020-2021*

Recommendation: Motion to adopt the Special Education Budget for 2020-2021 totaling \$71,877,

989. Patrick McDonald moved to adopt the Special Education Budget, seconded Brian Hoffman. Roll call vote recorded all in favor and the motion carried.

2. *Early Intervention Special Ed Plan - Assurance 2020-2021*

Recommendation: Motion to approve the Early Intervention Assurance for the Operation of Special Education Services and Programs for 2020-2021. Patrick McDonald moved to adopt the Special Education Plan Assurance, seconded Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

3. *Right of First Refusal*

The LIU has tentatively secured space for the Health Clinic site in New Oxford which is located across the street from the New Oxford Central Office. Mr. Stanton provided an overview of the Right of First Refusal document. It will be presented for approval on June 30, 2020.

4. *New Visions Lease Agreement*

The New Visions program requires an apartment style setting/location as part of the program. A proposed lease agreement that meets all the needs of the program was presented for review. It will be presented for adoption on June 30, 2020.

PRESIDENT'S REPORT: Sue Heistand asked representatives of the Nominating Committee to provide an update on the election of officers. Rhonda Myers and Suzanne Smith reported that they have reached out to all current officers and they are all willing to serve in the same roles for 2020-2021. A slate of officers will be presented, and nominations will also be accepted from the floor during the election to be held on June 30, 2020.

ADDITIONAL TIME FOR PUBLIC COMMENT: Mrs. Heistand opened the floor to public comments on or off the agenda. There were no comments.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West is meeting with Cabinet to establish a reopening plan for LIU offices for the end of the school year, as well as a reopening plan for the fall.
- Dr. West is also meeting with the Superintendents and the Reopening Task Force weekly. The Reopening Task Force is discussing and working on a regional plan for reopening in

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the fall. Additional district staff will be invited to serve on 11 job-alike groups to review and refine the regional plan. PDE guidance is expected soon.

- Dr. West continues to meet with the Pennsylvania Association of Intermediate Unit executive directors on a regular basis. Intermediate Units are reopening at different times: some starting in July, some in August and some are waiting until September.

CABINET REPORTS: Cabinet members shared highlights from their reports.

NEXT MEETING: The next meeting of the Board of Directors will be held virtually at 7:00 p.m. on June 30, 2020.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:03 p.m.

Tim A. Stanton
Board Secretary