

## MINUTES

### LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

JUNE 30, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held virtually via Zoom on June 30, 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	Mark Schur
Sue Heistand	Suzanne Smith
Cassandra Liggins	Michael Wagner
Patrick McDonald	Danielle Whitebread
Dolores Nester	

LIU staff members attending were: Jeffrey West, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, 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 a personnel matter.

**VISITORS AND PUBLIC COMMENTS:** Mrs. Heistand welcomed any visitors that may be attending virtually and provided an opportunity for public comments. 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 June 2, 2020 Board meeting 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
Bowman	Marissa	Teacher	Autistic Support	6/5/2020	Resignation
Bricker	Marcy	Teacher Assistant	Learning Support	6/5/2020	Retirement
Briggs	Vicki	Speech Therapist	Speech / Language Support	6/25/2020	Retirement
Cathell	Amy	Speech Therapist	Speech / Language Support	6/4/2020	Resignation
Crone	Debra	Teacher Assistant	Life Skills Support	6/8/2020	Retirement
Diehl	Catherine	Teacher Assistant	District Contract	5/29/2020	Retirement
Eldridge	Willa	Teacher Assistant	Life Skills Support	5/29/2020	Retirement
Estes	Noel	Speech Therapist	Speech / Language Support	6/8/2020	Retirement
Faust	Brecca	Temporary Itinerant Teacher	Act 89 Nonpublic School Services	5/29/2020	Position Ended
Felix	Angela	Teacher Assistant	Life Skills Support	6/5/2020	Retirement
FR05329		Student Worker	Life Skills Support	5/27/2020	Position Ended

**LIU Board of Directors Meeting  
Minutes of June 30, 2020**

Hedrick	Sharon	Teacher Assistant	District Contract	6/2/2020	Retirement
Herbst	Jeffrey	Teacher Assistant	Multidisabilities Support	6/5/2020	Retirement
Krchnak	Marie	Speech Therapist	Preschool	6/11/2020	Resignation
Langley	Kathleen	Teacher	Behavioral Intervention	6/4/2020	Retirement
Lombardi	Robin	Teacher Assistant	Life Skills Support	6/4/2020	Resignation
Ludwig	Michelle	Site Administrator	Special Education	8/28/2020	Resignation
Murphy	Barbara	Psychologist	Pupil Personnel Services	6/9/2020	Resignation
Paek	Jacqueline	Personal Care Assistant	Life Skills Support	6/9/2020	Resignation
Parr	Elizabeth	Teacher Assistant	Autistic Support	6/5/2020	Retirement
Peterson	Heather	Teacher	Autistic Support	6/4/2020	Transfer Between Entities
Piatak	Louesa	Personal Care Assistant	Autistic Support	6/4/2020	Resignation
Rich	Michelle	Teacher	Behavioral Intervention	6/8/2020	Retirement
Rodriguez	John	Personal Care Assistant	Autistic Support	6/4/2020	Retirement
Runshaw	Brenda	Teacher	Hearing Impaired Support	5/29/2020	Retirement
Sensenig	Bruce	Interim Assistant Executive Director	Administration	5/29/2020	Position Ended
Slobodian	Cynthia	Speech Therapist	Speech / Language Support	6/5/2020	Retirement
Staley	Lesli	Supervisor	Special Education	8/28/2020	Resignation
Statum	Olympia	Teacher	Behavioral Intervention	6/1/2020	Transfer Between Entities
Warner	Ashley	Teacher	Behavioral Intervention	6/5/2020	Transfer Between Entities
Wilkins	Caren	Teacher	Autistic Support	6/8/2020	Resignation
Zemba	Julie	Certified Occupational Therapy Assistant	Occupational / Physical Therapy	6/5/2020	Retirement

**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
Biedermann	Jill	Speech Therapist	Preschool	6/10/2020	\$70,538.00	LIUEA F-13	188 Day Stretch
Bievenour	Ashley	Speech Therapist	Speech / Language Support	6/17/2020	\$53,558.00	LIUEA I-1	188 Days
Craddock	Irene	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Dacheux	Summer	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Farmer	Myriah	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Goodling	Kylie	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Harris	Micaela	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Hobbs	Sierra	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Pearson	Bobbi Jo	Speech Therapist	Preschool	6/17/2020	\$61,974.00	LIUEA F-10	188 Day Stretch

**LIU Board of Directors Meeting  
Minutes of June 30, 2020**

Rose	John	Speech Therapist	Preschool	6/10/2020	\$50,868.00	LIUEA F-3	188 Day Stretch
------	------	------------------	-----------	-----------	-------------	-----------	-----------------

**c. Miscellaneous**

(1) Professional Contract:

A professional contract is awarded to the following staff members for satisfactorily completing three years of service:

Last Name	First Name
Ammerman	Alyssa
Autenrieth	Wendy
Buckler	Rebecca
Carter	Shanna
Dement	Sarah
Furer	Lindsay
Geesey	Janelle
Hernandez	Carlie
Kambic	Angela
Le Douaron	Stephanie
Mchugh	Lacie
Metz	Cara
Miller	Mariana
Musselman	Melanie
Naylor	Jeanenne
O'brien	Clare
Plank	Michelle
Proper	Leslee
Roscoe	Kara
Straley	Lindsay
Thomas	Shawnee
Triplett	Jordyn
Weaver	Paige

(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
Baker	Brian	Teacher	Life Skills Support	\$51,168.00	LIUEA F-4	5/16/2020	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement – Master's
Czap	Julie	ESY Teacher	Life Skills Support	Per diem rate	n/a	n/a	n/a	n/a	Remove from ESY List / Cancel ESY position
Dalious	Barbara	Site Administrator	Special Education	\$90,000.00	Act 93	7/1/2020	Associate Supervisor \$78,908.66 200 Days	Site Administrator \$90,000.00 260 Days	Position Transfer
Hartsock	Minette	Teacher	Preschool	\$60,458.00	LIUEA H-8	5/26/2020	\$58,107.00 LIUEA G-8	\$60,458.00 LIUEA H-8	Salary Column Movement – Master's + 30

**LIU Board of Directors Meeting  
Minutes of June 30, 2020**

Hess	Kimberly	ESY Speech Therapist	Speech / Language Support	\$38.19 per hour	LIUEA F-1	ESY Summer 2020	Per Diem Rate	\$38.19 per hour	Rate Correction for ESY Position
Hess	Kimberly	Associate Supervisor	Special Education (Related Services)	\$82,000.00	Act 93	7/1/2020	Instructional Advisor \$76,569.00 LIUEA I-13 + IA Stipend	Associate Supervisor \$82,000.00 Act 93	Position Transfer
Klunk	Diane	Administrative Assistant to the Assistant Executive Director	Administration	No change	No change	7/1/2020	Administrative Assistant to the Director of Finance	Administrative Assistant to the Assistant Executive Director	Position Transfer
Logue	Wendy	Temporary Summer Mover	Business Services	\$13.00 per hour	n/a	6/2/2020	n/a	n/a	Additional Part Time Summer Position
Neptune	Kimberly	Psychologist	Pupil Personnel Services	\$75,758.00	LIUEA G-13	6/4/2020	\$75,040.00 LIUEA F-13	\$75,758.00 LIUEA G-13	Salary Column Movement – Master’s + 15
Smith	Benjamin	Assistant Director	Educational Technology Services	\$102,400.00	Act 93	7/1/2020	Supervisor, Educational Technology \$95,098.68	Assistant Director, Educational Technology Services \$102,400.00	Position Transfer
Spahn	Tashawna	Instructional Advisor	Special Education	n/a	n/a	7/1/2020	210 Days	200 Days	Work Calendar Adjustment
Swords	Amanda	Teacher	Life Skills Support	\$53,085.00	LIUEA F-6	5/17/2020	\$50,001.00 LIUEA E-6	\$53,085.00 LIUEA F-6	Salary Column Movement – Master’s
Trayer	Lily	Teacher	Autistic Support	\$51,168.00	LIUEA F-4	5/9/2020	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement – Master’s

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

LAST NAME	FIRST NAME	ESY POSITION	PAY RATE
Cook	Tamy	Speech Therapist	per diem rate
Crooks	Brianna	Teacher	per diem rate
Descheemaeker	Courtney	Speech Therapist	per diem rate
Doyka	Jennifer	Speech Therapist	per diem rate
Ecker	Laura	Teacher	per diem rate
Glatfelter	Rachel	Teacher	per diem rate
Gouff	Amanda	Teacher	per diem rate
Keller	Lacy	Teacher	per diem rate
Kornbau	Andrea	Teacher	per diem rate
Laird	Haley	Teacher	per diem rate
Metz	Cara	Teacher	per diem rate
Miller	Erin	Physical Therapist	per diem rate
Miller	Kimberly	Teacher	per diem rate
Mitchell	Jennifer	Assistant	per diem rate
Olphin	Jamie	Teacher	per diem rate
Roscoe	Kara	Teacher	per diem rate
Sersen	Kelsey	Teacher	per diem rate
Sherman	Kacey	Speech Therapist	per diem rate

**LIU Board of Directors Meeting  
Minutes of June 30, 2020**

---

Skweres	Melissa	Teacher	per diem rate
Snellman	Christine	Teacher	per diem rate
Van Hemert	Ann	Teacher	per diem rate
Weaver	Paige	Teacher	per diem rate
Weaver	Deborah	Teacher	per diem rate
Young	Kacie	Teacher	per diem rate

**2. Business Actions**

**a. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of May 31, 2020, showing cash on hand of \$32,164,644.74.

**b. Check Register of Payments**

Recommendation: Motion to approve payments through June 19, 2020 and payroll through June 15, 2020, totaling \$9,421,324.37.

**c. Budget Transfers**

Recommendation: Motion to approve Budget Transfers from May 22, 2020 through June 19, 2020.

**3. Grant Requests**

**a. ECYEH (Education for Children & Youth Experiencing Homelessness) Grant**

Recommendation: Motion to approve grant application to PA Department of Education for \$233,793.00 through the ECYEH program for the proposed time period July 1, 2020 through September 30, 2021.

**b. Federal Programs Consolidated Application 2020-2021**

Recommendation: Motion to approve grant application to PA Department of Education for \$807,876 in federal funds for Title IA, Title ID and Title III for the period July 1, 2020 through September 30, 2021.

**4. Job Descriptions for Adoption**

Recommendation: Motion to adopt the following job descriptions:

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

**5. *Job Descriptions for Review***

The following job descriptions were presented for review.

- a. Associate Supervisor of Special Education (revision)
- b. Accounting Generalist – Accounting Support (revision)

**6. *Board Policy for Review***

Board Policy 311 – Reduction of Staff was revised and presented for review.

**MOTION TO APPROVE CONSENT AGENDA:** Patrick McDonald moved to adopt the consent agenda, seconded by Suzanne Smith: Discussion: Mr. Wagner asked if the number of resignations were typical, to which Ms. Williams responded that the number of resignations were not unusual for this time of year. Mrs. Heistand commented on the number of speech therapists being hired, to which Ms. Williams responded that seven therapists are retiring or resigning, and two were previously contracted therapists. In general, speech therapists are in high demand, but hard to find. Vote: The motion to approve the consent agenda carried with 8 confirmed roll call votes.

**NEW BUSINESS:**

**1. *Teller's Report on Election of Directors***

Recommendation: Motion to adopt the Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors. Michael Wagner moved approval, seconded by Mark Chimel. The motion carried with 8 confirmed roll call votes.

**2. *New Visions Lease Agreement***

Recommendation: Motion to approve lease agreement between Eagles Nest Investments LLC and Lincoln Intermediate Unit at \$895.00 per month beginning July 1, 2020. Michael Wagner moved approval, seconded by Dolores Nester. The motion carried with 8 confirmed roll call votes.

**3. *Catholic Charities Agreement***

Recommendation: Motion to enter into an updated, non-financial, cooperative agreement with Catholic Charities, subject to legal review, for the purpose of offering continuity of care to students and families as need arises in order to build on the strengths and resources of the student to promote their health and wellness. Dolores Nester moved approval, seconded by Suzanne Smith. The motion carried with 8 confirmed roll call votes.

**4. *Lease Agreement with East Berlin Community Center***

Recommendation: Motion to approve a lease agreement with the East Berlin Community Center at the rental of \$340 per month from August 1, 2020 through May 30, 2021. Suzanne Smith moved approval, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

**5. *Transportation Budget Resolution for 2020-2021***

Recommendation: Motion to adopt a resolution authorizing submission of the Transportation budget for the 2020-2021 fiscal year, and certifying that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education. Patrick McDonald moved approval, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

**6. *Faithful Transportation Contract Amendment***

Recommendation: Motion to approve transportation contract amendment with Faithful Transportation to maintain service in the fall and to compensate Faithful Transportation at 90 percent of the original contract price for time period March 13, 2020 through June 30, 2020. Dolores Nester moved approval, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

**7. *Jacoby Transportation Contract Amendment***

Recommendation: Motion to approve transportation contract amendment with Jacoby Transportation to maintain service in the fall and to compensate Jacoby Transportation at 90 percent of the original contract price for time period March 13, 2020 through June 30, 2020. Michael Wagner moved approval, seconded by Suzanne Smith. All Board members present voted in favor and the motion carried.

**8. *Krise Transportation Contract***

Recommendation: Motion to approve a contract with Krise Transportation for the 2020-2021 school year. Patrick McDonald moved approval, seconded by Dolores Nester. All Board members present voted in favor and the motion carried.

**9. *F&S Transportation Amended Agreement***

Recommendation: Motion to approve the transportation contract amendment with F&S Transportation at 50 percent of the original contract price for the time period of March 13, 2020 through June 30, 2020. Michael Wagner moved approval, seconded by Suzanne Smith. The motion carried with 8 confirmed roll call votes.

**10. Kelly Transit Amended Agreement**

Recommendation: Motion to approve the transportation contract amendment with Kelly Transit at 50 percent of the original contract price for the time period of March 13, 2020 through June 30, 2020. Dolores Nester moved approval, seconded by Cassandra Liggins. The motion carried with 8 confirmed roll call votes.

**11. Donation from Silver Linings Foundation**

Recommendation: Motion to accept the donation of personal protection equipment from Silver Linings Foundation for the purpose of appropriately equipping staff to ensure safety of service delivery of staff and students during COVID19 pandemic. Dr. Murphy confirmed that a thank you note will be sent to the Silver Linings Foundation. Suzanne Smith moved approval, seconded by Mark Schur. All Board members present voted in favor and the motion carried.

**12. Amendment to the Agreement of Phoenix Rehabilitation and Health Services Inc.**

Recommendation: Motion to approve the amendment to the Phoenix Rehabilitation and Health Services agreement effective July 1, 2020 through June 30, 2021. Patrick McDonald moved approval, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

**13. Request to Conduct Doctoral Research**

Recommendation: Motion to grant approval to Kimberly Kimple to conduct her doctoral research on the Effects of a Guided Play Education Program on Teacher Knowledge and Perspectives, to satisfy requirements through Mary Baldwin University during the spring 2021 semester. Discussion: Mrs. Heistand asked how the research will be conducted. Dr. Murphy responded that research will be conducted with the permission of York Suburban, and other professional staff will be engaged to participate on their own time. Patrick McDonald moved approval, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

**14. Election of Officers**

Recommendation: Motion to appoint a Chair Pro Tem to conduct the election of officers. Michael Wagner nominated Patrick McDonald to serve as Chair Pro Tem, seconded by Dolores Nester. All Board members present voted in favor and the motion carried. Mr. McDonald asked for the Nominating Committee Report. Suzanne Smith presented the following slate of officers:

President – Sue Heistand  
Vice-President – Michael Wagner  
Treasurer – Dustin Martin



Mr. McDonald opened the floor for additional nominations. No additional nominations were presented from the floor. Mr. McDonald asked for a motion to close nominations. Suzanne Smith moved that nominations be closed, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

Mark Schur made a motion to cast a unanimous ballot for the slate of officers, seconded by Mark Chimel. All Board members present voted in favor and the motion carried. Mr. McDonald turned the meeting over to Sue Heistand.

**15. Appointment of Board Secretary – Tim A. Stanton, Director of Finance**

Recommendation: Motion to appoint Tim A. Stanton to the position of Board Secretary for a term beginning July 1, 2020 and ending June 30, 2021. Patrick McDonald moved approval, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

**PRESIDENT’S REPORT:** Sue Heistand thanked the Board for allowing her to serve as president again this coming year. She will be reaching out to each board member to schedule a phone conference during the week of July 13 to discuss questions or concerns they may have.

**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 reported that Dr. Trail has been appointed Pandemic Coordinator for the LIU. The Pandemic Team met previously to begin to prepare the Health and Safety Plan required by PDE. The final plan will be presented for the Board’s approval on August 4, 2020.
- This year’s opening in-service program will be held virtually for the first time ever on August 4-5-6, 2020.

**NEXT MEETING:** The next meeting of the Board of Directors will be held at 7:00 p.m. on August 4, 2020.

**ADJOURNMENT:** It was moved and seconded to adjourn the meeting at 7:39 p.m.

Tim A. Stanton  
Board Secretary