

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

SEPTEMBER 1, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on September 1, 2020 at the LIU Central Office in New Oxford, Pennsylvania. Board President Sue Heistand called the meeting to order at 7:08 p.m. with the Pledge of Allegiance.

OATH OF OFFICE: Solicitor David Walker, Esq., conducted the swearing-in ceremony for Mr. Douglas White of the Spring Grove Area School District, newly-elected director to serve an unexpired term through June 30, 2021, representing Hanover Public, South Western and Southern York County School Districts.

ATTENDANCE: The following Board members were present:

Mark Chimel	Dolores Nester
Sue Heistand	Mark Schur
Cassandra Liggins	Suzanne Smith
Dustin Martin	Douglas White
Rhonda Myers	

LIU staff members attending were: Jeffrey West, Ed.D., Kendra Trail, Ed.D., Jared Mader, Lynn Murphy, Ed.D., Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor David Walker, Esq., of Appel, Yost & Zee, LLC.

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.

COMPREHENSIVE PLAN UPDATE: Dr. Laura McCusker provided an update on the LIU Comprehensive Plan and the virtual opening in-service program.

APPROVAL OF MINUTES: The minutes of the August 4, 2020 Board meeting were approved as presented.

APPROVAL OF CONSENT AGENDA: The Consent Agenda and addendum were 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
Anderson	Julie	Personal Care Assistant	Autistic Support	06/04/2020	Resignation
Barnes	Brittany	Teacher	Therapeutic Emotional Support	10/10/2020	Resignation
CA80653		Student Worker	Life Skills Support	06/12/2020	Position Ended

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Conley	Chalfant	Teacher	Therapeutic Emotional Support	09/18/2020	Resignation
Cornish	Shailynn	Teacher Assistant	Life Skills Support	08/06/2020	Resignation
Garber	Audrey	Teacher	Emotional Support	08/04/2020	Resignation
Gettys	Ariel	Teacher Assistant	Preschool	08/06/2020	Resignation
Hricik	Paul	Personal Care Assistant	Autistic Support	06/09/2020	Resignation
Jones	Joan	Personal Care Assistant	Autistic Support	06/04/2020	Resignation
Lippiatt	Christine	Teacher Assistant	District Contract	06/10/2020	Resignation
Lubaszewski	Thomas	Teacher	Intensive Learning Support	06/04/2020	Resignation
Martin	Shanell	Teacher Assistant	Autistic Support	08/25/2020	Resignation
McCarty	Hannah	Personal Care Assistant	Autistic Support	08/06/2020	Resignation
MI87059		Student Worker	Life Skills Support	06/12/2020	Position Ended
Miller	Tanya	Occupational Therapy	Occupational / Physical Therapy	09/04/2020	Resignation
Morrow	Jessica	Personal Care Assistant	Autistic Support	06/05/2020	Resignation
Moyer	Beth	Personal Care Assistant	Autistic Support	08/06/2020	Resignation
RE07216		Student Worker	Life Skills Support	06/12/2020	Position Ended
Schildt	Dianne	Teacher Assistant	Act 89 Nonpublic School Services	10/01/2020	Retirement
SH08768		Student Worker	Life Skills Support	06/12/2020	Position Ended
SH86853		Student Worker	Life Skills Support	06/12/2020	Position Ended
Sheely	Brittany	Teacher	Autistic Support	06/11/2020	Resignation
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	08/05/2020	Resignation
Strausbaugh	Courtney	Teacher Assistant	Autistic Support	05/29/2020	Resignation
Trice	Elizabeth	Personal Care Assistant	District Contract	06/01/2020	Retirement
Walker	Calah	Teacher Assistant	Therapeutic Emotional Support	05/27/2020	Resignation
White	Amber	Personal Care Assistant	Autistic Support	06/03/2020	Resignation
Williams	Emily	Personal Care Assistant	Life Skills Support	08/21/2020	Resignation
Klabon	Mychal	Teacher Assistant	Autistic Support	09/04/2020	Resignation
Markel	Tammie	Personal Care Assistant	Life Skills Support	09/04/2020	Resignation
Wilson	Karen	Teacher	Therapeutic Emotional Support	10/14/2020	Resignation

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
Barrick	Ryan	Teacher	Therapeutic Emotional Support	08/26/2020	\$45,587.00	LIUEA D-3	188 Days
Graham	Donna Sue	Teacher	Therapeutic Emotional Support	08/26/2020	\$44,987.00	LIUEA D-1	188 Days
Hartman	Jennifer	Itinerant Teacher	Act 89 Nonpublic School Services	08/21/2020	\$43.38 per hour	LIUEA F-8	Part Time Hourly
Karandrikas	Vasiliki	Teacher	Emotional Support	08/19/2020	\$45,887.00	LIUEA D-4	188 Days
Kimmel	Jennifer	Social Worker	Pupil Personnel Services	09/02/2020	\$50,268.00	LIUEA F-1	188 Days
Roomsburg	Ashley	Teacher	Autistic Support	09/02/2020	\$52,757.00	LIUEA H-1	188 Days
Sakala	Joanna	Itinerant Teacher	Act 89 Nonpublic School Services	08/20/2020	\$45.47 per hour	LIUEA F-9	Part Time Hourly
Segura	Kelly	Itinerant Teacher	Act 89 Nonpublic School Services	08/19/2020	\$53,085.00	LIUEA F-6	188 Days

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Wesner	Barbara	Teacher	Autistic Support	08/17/2020	\$59,842.00	LIUEA F-9	188 Days
Yurick	Bryn	Occupational Therapist	Occupational / Physical Therapy	08/26/2020	\$267.38 per day	LIUEA F-1	Part Time

(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
Lehigh	Douglas	Courier	Business Services	08/26/2020	\$14.58 per hour	ESPA Maint/Cust B F-1	Part Time Hourly
Pinkerton	Christopher	English as a Second Language Instructor	Adult Education	08/26/2020	\$19.69 per hour	n/a	Part Time Hourly
Scharff	Patrick	Help Desk Tier I Representative	Educational Technology Services	08/26/2020	\$16.02 per hour	ESPA Tech B E-1	260 Days
Sensenig	Janelle	Certified Occupational Therapy Assistant	Occupational / Physical Therapy	08/26/2020	\$36,953.28	ESPA COTA/PTA A-1	188 Days
Trimmer	Elliott	Accounting Generalist	Business Services	08/19/2020	\$40,144.00	ESPA Sec E G-1	260 Days

c. 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
McClintock	Angela	Secretary	Business Services	No Change	No Change	07/01/2020	Accounts Payable Specialist II	ACCESS Secretary	Position Transfer
McManama	Kevin	Teacher	Behavior Intervention	\$47,697.00	LIUEA E-4	06/01/2020	LIUEA D-4 \$45,887.00	LIUEA E-4 \$47,697.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Moultray	Andrew	Interpreter	Hearing Impaired Support	\$23.73 per hour	ESPA Interpreter II A-2	08/04/2020	Intervener ESPA Intervener A-2 \$21.71 per Hour	Interpreter ESPA Interpreter II A-2 \$23.73 per Hour	Position Transfer
Putsch	Allison	Teacher	Multidisabilities Support	\$47,697.00	LIUEA E-4	07/01/2020	LIUEA D-4 \$45,887.00	LIUEA E-4 \$47,697.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Robins	Christie	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	07/31/2020	Resignation	Retirement	Corrected Reason for Separation
Rumbaugh	Melissa	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	08/10/2020	1 Day per Week	2 Days per Week	Work Calendar Adjustment

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Saltzman	Jordonne	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	08/10/2020	Part Time 4 Days per Week	Full Time	Work Calendar Adjustment
Shurina	Sandra	Itinerant Teacher / Instructional Advisor	Hearing Impaired Support	\$76,302.00 + \$1500.00 IA Stipend	LIUEA DRT-13	08/04/2020	2 Days per Week (IA) \$1200.00 IA Stipend	2.5 Days per Week (IA) \$1500.00 IA Stipend	Work Calendar Adjustment
Smith	Hannah	Teacher	Preschool	\$47,997.00	LIUEA E-5	07/01/2020	LIUEA D-5 \$46,187.00	LIUEA E-5 \$47,997.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	No Change	No Change	04/20/2020	28.5 Hours per Week	18.5 Hours per Week	Work Calendar Adjustment
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	No Change	No Change	05/25/2020	18.5 Hours per Week	5.25 Hours per Week	Work Calendar Adjustment

2. Business Actions

a. Treasurer’s Report

Recommendation: Motion to accept the Treasurer’s Report of July 31, 2020, showing cash on hand of \$20,577,655.02

b. Check Register of Payments

Recommendation: Motion to approve all payments from July 23, 2020 through August 18, 2020 totaling \$6,854,737.27.

c. Transportation Drivers

Recommendation: Motion to accept the current list of Transportation Drivers for the 2020-21 school year (refer to attachment provided with the agenda packet).

d. Deaf-Blind Project Technical Assistance Grant

Recommendation: Motion to approve grant application to Deaf-Blind Project Technical Assistance grant for \$20,000 for the proposed time period October 1, 2020 through September 30, 2021.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions.

- a. Occupational Therapist (revision)
- b. Teacher Assistant (revision)

- c. Physical Therapist – PT (revision)
- d. Physical Therapist Assistant – PTA (revision)
- e. Certified Occupational Therapy Assistant – COTA (revision)
- f. Accounting Manager (revision)
- g. Assistant Director of Finance (revision)
- h. Senior Grant Accountant (revision)
- i. Staff Accountant (revision)
- j. Special Education Staff Accountant (revision)
- k. Assistant Executive Director (revision)
- l. Secretary, Adult Education (new)

4. *Job Descriptions for Review*

The following job descriptions were presented for review.

- a. Lincoln Benefit Trust Manager (revision)
- b. Technical Systems Support Specialist (revision)

5. *Board Policies for Review*

The following new and revised policies were presented for first reading/review.

- 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)
- 309.1 – 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)

MOTION TO APPROVE CONSENT AGENDA: Dustin Martin moved to adopt the consent agenda and addendum, seconded by Cassandra Liggins. Roll call vote recorded 9 in favor and the motion carried.

NEW BUSINESS:

1. *Approval of Agreement with SWIFTSCHOOLS, LLC*

Recommendation: Motion to adopt agreement with SWIFTSCHOOLS LLC to facilitate three virtual professional learning sessions titled: Facilitating Transformation:

Leadership for Equity-Based MTSS for LIU staff effective September 1, 2020 through June 30, 2021, at a total cost not to exceed \$36,000. Suzanne Smith moved approval, seconded by Dustin Martin. Roll call vote recorded 9 in favor and the motion carried.

2. Revised LIU Health & Safety Plan

Recommendation: Motion to adopt the revised LIU Health & Safety Plan. Suzanne Smith moved approval, seconded by Dustin Martin. Roll call vote recorded 9 in favor and the motion carried.

3. Proposal to Purchase Replacement Conference Room Audio Equipment

Recommendation: Motion to approve the purchase of LIU Conference Room audio upgrades from Production Express, Inc., at a total cost of \$46,118.72 to be funded from the New Equipment Fund Balance, to be used for the replacement of existing conference room audio infrastructure. Dustin Martin moved approval, seconded by Suzanne Smith. Roll call vote recorded 9 in favor and the motion carried.

PRESIDENT'S REPORT: Sue Heistand thanked all Board members for taking the time to attend the LIU Board meetings and encouraged them to contact Dr. West with any 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 submitted.

EXECUTIVE DIRECTOR'S REPORT: Dr. West reported on the following topics:

- Dr. Sterner has been asked to serve in a leadership role with the Statewide System of Support.
- Dr. West recognized all staff for their professionalism and calm demeanor which contributed to a successful opening to the school year.
- Dr. West began a second listening tour with school superintendents to talk about how the IU is doing in meeting the needs of their districts.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT: Dr. Trail reported on the following topics:

- A total of 29 Nonpublic Schools were collectively awarded \$240,000 to support COVID activities.
- Sonia Pitzi, Supervisor of the Homeless Program, participated in a live Q&A taping on August 20, 2020.
- Dr. Carrie Soliday facilitated a flipped in-service program for the Language Instruction Education Program staff.
- Dr. Trail has been working with the Tactical Team to prepare for the first Leadership Team meeting of the new school year, as well as working through Title IX initiatives.

CABINET REPORTS: Cabinet members provided highlights from their written report to the Board. Dr. Sterner publicly recognized Dr. Laura McCusker for coordinating the virtual in-service program attended by 1200 LIU staff. As a result of COVID-19, enrollment in the LIU's cyber

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school program—Lincoln Edge, is currently up to 700, which is a 700% increase over the typical school year enrollment of 100.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on October 6, 2020.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:21 p.m.

Tim A. Stanton
Board Secretary