



LINCOLN INTERMEDIATE UNIT 12
BOARD OF DIRECTORS MINUTES

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

1. Call to Order

Board President Sue Heistand called the meeting to order at 7:05 PM.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members were present: Mark Chimel, Sue Heistand, Cassandra Liggins, Patrick McDonald, Rhonda Myers, Dolores Nester, Michael Wagner and Douglas White. LIU staff attending were: Jeffrey West, Ed.D., Kendra Trail, Ed.D., Jared Mader, Lynn Murphy, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and Solicitor David Walker, Esq. of Appel, Yost & Zee, LLC.

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

Mrs. Heistand welcomed visitors that may be attending virtually and provided an opportunity for public comments. There were no comments. Virtual attendees would be given another opportunity to provide comments at the end of the meeting.

5. Presentation: LIU Business Plan - Tim Stanton

Tim Stanton provided an overview of the LIU Business Plan.

6. Approval of Minutes of September 1, 2020

The minutes of September 1, 2020 were approved as presented.

7. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors.

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	Educational Technology 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

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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

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 +

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									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 Specialist	Visually Impaired Support	no change	no change	08/05/2020	14 hours per week	7 hours per week	Work Calendar 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

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

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

i. Grant Requests

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

j. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions.

Lincoln Benefit Trust Manager (revised)
Technical Systems Support Specialist (revised)

k. Job Description for Review

The job description for Staff Developer (revised) was presented for review.

Recommendation: No action is required at this time.

l. Board Policies for Review

The following Board Policies were presented for review.

Policy 718 - Service Animals (new)
Policy 827 - Conflict of Interest (new)

Recommendation: No action required at this time.

m. Board Policies for Adoption

The following Board Policies were 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.

Michael Wagner moved to approve all items listed on the consent agenda, seconded by Patrick McDonald. All Board members present voted in favor and the motion carried.

8. New Business

a. Agreement with Children's Home of York

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.

Patrick McDonald moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

b. Referral Agreement with KidsPeace

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

Michael Wagner moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

c. Transportation Expenditures Resolution for 2019-2020

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.

Rhonda Myers moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

d. Affiliation Agreement with Lebanon Valley College

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.

Michael Wagner moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

e. Emergency Instructional Time Template

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.

Michael Wagner moved approval, seconded by Rhonda Myers. Roll call vote recorded all in favor and the motion carried.

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.

No action was required at this time. The Communication audit will include focus groups and surveys with all LIU stakeholders over a six-week period at a total cost of \$5,000. The Board will be asked to take action on this item when it meets on November 3, 2020.

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

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.

Michael Wagner moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

h. Installation of Trane Bi Polar Ionization System

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.

Michael Wagner moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

i. Addendum to Agreement with ESS

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%.

Michael Wagner moved approval, seconded by Rhonda Myers. Roll call vote recorded all in favor and the motion carried.

9. President's Report

Mrs. Heistand expressed her appreciation to the Board for participating in this evening's Board meeting, even though everyone is working harder than ever before during the pandemic. She also expressed her appreciation to the LIU staff for all they are doing during these unusual times to support students and school district superintendents.

10. Public Comments on or off the Agenda

Mrs. Heistand opened the floor to public comments on or off the agenda. No comments were submitted.

11. Executive Director's Report

Dr. West has visited 15 superintendents so far during his annual visits to school districts. Their views are reflected in their comments, which indicate they are pleased with the direction in which the IU is headed, and there are still ways for the IU to continue to improve. Establishment of the Special Education Business Rules have been a huge step in the right direction. Dr. West is meeting weekly with superintendents as a whole, as well as with each county. The Administration plans to present a contract for establishment of a Health Center to the Board for first review on November 3, 2020.

12. Assistant Executive Director's Report

Dr. Trail shared the following highlights:

- Most Nonpublic Schools are operating face to face, with a few operating virtually.
- On September 15, the staff in the Education of Children and Youth Experiencing Homelessness Program participated in a local collection and serving of soup in Carlisle.
- Dr. Carrie Soliday, Supervisor of the LIU's Language Instruction Education Program, is a statewide co-lead and has been creating online professional development resources for use by LEA's in the LIU region.
- The Franklin County Literacy Council hosted the 2nd annual Puzzlemania on September 13, 2020, and raised \$2,800 to support Literacy Council program activities in the coming year.

13. Cabinet Reports

Cabinet members shared highlights from their reports. Ben Smith, Assistant to the Director of Educational Technology, was recognized for his leadership role with the Public Broadcasting System in the area of Datacasting. Ben's work on this project was recently featured in an online magazine--*Current*.

14. Good of the Order

Mrs. Heistand encouraged Board members to respond right away when asked about their meeting attendance for November 3, 2020, as this is Election Day and a quorum is necessary to conduct IU business.

15. Adjournment

It was moved and seconded to adjourn the meeting at 8:20 PM.

16. Next Meeting: November 3, 2020

Tim A. Stanton
Board Secretary