

**BOARD OF DIRECTORS
MINUTES**

April 6, 2021

1. Call to Order

The regular meeting of the Lincoln Intermediate 12 Board of Directors was held on April 6, 2021. The meeting was called to order at 7:01 p.m.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members were present in-person or via Zoom: Mark Chimel, Sue Heistand, Cassandra Liggins, Patrick McDonald, Dolores Nester, Suzanne Smith, Vanessa Snell, Michael Wagner and Douglas White. LIU staff attending: Jeffrey D. West, Ed.D., Kendra Trail, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Brad Sterner, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and David Walker, Esq., Solicitor. Dustin Martin arrived after roll call at 7:50 p.m.

4. Moment of Silence

Mrs. Heistand called for a moment of silence to recognize the passing of William Otto, an LIU Psychologist.

5. 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 comment. No public comments were received.

6. Presentations: The following presentations were made.

Audit Report of Smith, Elliott & Kearns - Kevin Stouffer of Smith Elliott Kearns & Company presented the Audit Report of Fiscal Year ending June 30, 2020.

Renovation Project for LIU Health Centers and Main Entrances - Crabtree Rohrbaugh & Associates: Mr. Joshua Bower of Crabtree Rohrbaugh & Associates reviewed bids for the proposed construction of the LIU Health Centers and renovation of the main entrances of the Central Office and York Learning Center.

7. Approval of Minutes of March 2, 2021

The minutes of the March 2, 2021 meeting were approved as presented.

8. Consent Agenda

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

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Recommendation: Motion to approve all recommendations under the Consent Agenda. Michael Wagner moved to approve all items under the Consent agenda, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Bankert	Grace	Certified Occupational Therapy Assistant	Occupational / Physical Therapy	04/06/2021	Resignation
Buzzell	Meghan	Teacher	Autistic Support	03/31/2021	Resignation
Fletcher	Clyde	Building Attendant	Business Services	03/03/2021	Resignation
Rohrbaugh	Lisbeth	Teacher Assistant	Behavioral Intervention	03/19/2021	Retirement
Schulze	Mindy	Orientation and Mobility Specialist	Visually Impaired Support	03/11/2021	Resignation
Seilhamer	Jeffrey	Floating Teacher Assistant	Special Education	03/26/2021	Resignation
Senft	Jodie	Personal Care Assistant	Multidisabilities Support	05/31/2021	Retirement
Sinnott	Gabrielle	Personal Care Assistant	Multidisabilities Support	04/01/2021	Resignation
Williams	Barbara	Program Assistant	Adult Education	03/01/2021	Resignation

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
Hildebrand	Lisa	Teacher	Emotional Support	TBD	\$51,468.00	LIUEA F-5	188 Days
Landis	Terri	Supervisor	Occupational / Physical Therapy, Visually Impaired Support	03/24/2021	\$90,000.00	Act 93	260 Days
McMonigle	Anna	Teacher	Educational Technology Services	TBD	\$51,168.00	LIUEA F-4	188 Day Stretch
Wiley	Lydia	Teacher	Autistic Support	03/31/2021	\$44,987.00	LIUEA D-1	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
Dickerson	Mimi	Personal Care Assistant	Visually Impaired Support	03/24/2021	\$13.62 per hour	TA/PCA A-2	188 Days
Schrivier	Martha	Personal Care Assistant	District Contract	03/24/2021	\$13.37 per hour	TA/PCA A-1	188 Days
Shuman	Alison	Literacy Council Program Coordinator	Adult Education	03/17/2021	\$18.10 per hour	Adult Ed. B-1	260 Days
Stough	Kayla	Teacher Assistant	Autistic Support	03/10/2021	\$13.67 per hour	TA/PCA F-1	188 Days
Taylor	Morghan	Personal Care Assistant	Autistic Support	03/24/2021	\$13.67 per hour	TA/PCA F-1	188 Days

d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Baker	Brian	Teacher	\$38.88 per hour	Eastern York School District	January 21, 2021 - June 2021
				West York Area School District	February 1, 2021 - June 2021
DiCesare	Rosemary	Interpreter	\$36.26 per hour	Dallastown Area School District	March 8, 2021 - May 29, 2021

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ESS Substitute	ESS Substitute	Personal Care Assistant	\$259.00 per day	South Western School District	February 22, 2021 - June 3, 2021
Ewing	Michelle	Teacher	\$53.60 per hour	Dover Area School District Eastern York School District	January 21, 2021 - June 2021 January 21, 2021 - June 2021
Franklin	John	Teacher	\$34.18 per hour	Central York School District	March 5, 2021 - June 2021
Greer	Heather	Teacher	\$47.93 per hour	Eastern York School District Northeastern York School District	January 21, 2021 - June 2021 January 21, 2021 - June 2021
Haid	Paul	Interpreter	\$55.90 per hour	Dallastown Area School District	March 8, 2021 - May 29, 2021
Imhoff	Jennifer	Interpreter	\$41.57 per hour	Dallastown Area School District	March 8, 2021 - May 29, 2021
Knaper	Tiffany	Teacher	\$49.53 per hour	Dallastown Area School District	January 21, 2021 - June 2021
Knovich	Hollie	Interpreter	\$33.52 per hour	Dallastown Area School District	March 8, 2021 - May 29, 2021
Kolbmann	Emily	Teacher	\$34.18 per hour	Eastern York School District	January 21, 2021 - June 2021
Leber	Kristen	Teacher	\$34.41 per hour	Eastern York School District	January 21, 2021 - June 2021
Leiboldt	Brenda	Teacher	\$55.38 per hour	Greencastle-Antrim School District	January 21, 2021 - June 2021
Malehorn	Holly	Teacher	\$44.16 per hour	Chambersburg Area School District	January 21, 2021 - June 2021
Olsen	Breanne	Teacher	\$34.41 per hour	Dallastown Area School District Northeastern York School District York Academy Regional Charter School York Suburban School District	February 26, 2021 - June 2021 January 21, 2021 - June 2021 (replacing Katherine Bollinger) January 21, 2021 - June 2021 (replacing Katherine Bollinger) January 21, 2021 - June 2021
Quinn	Erica	Teacher	\$38.88 per hour	Northeastern York School District	January 21, 2021 - June 2021
Sneidman	Rebecca	Teacher	\$51.05 per hour	Central York School District	March 5, 2021 - June 2021
Weaver	Michelle	Teacher	\$55.38 per hour	Chambersburg Area School District	January 21, 2021 - June 2021

e. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bowersox	Lauren	Itinerant Teacher	Preschool	\$47,997.00	LIUEA E-5	02/01/2021	LIUEA D-5 \$46,187.00	LIUEA E-5 \$47,997.00	Salary Column Movement - Bachelor's + Level II Certification
Gilland	Stephen	Program Assistant	Adult Education	\$13.06 per hour	Grant Funded	03/08/2021	Furlough	Active	Recall / Reinstatement
Haid	Paul	Teacher	Hearing Impaired Support	\$73,569.00	LIUEA I-13	02/22/2021	LIUEA H-13 \$72,886.00	LIUEA I-13 \$73,569.00	Salary Column Movement - Master's + 45
Leber	Kristen	Teacher	Multidisabilities Support	\$47,097.00	LIUEA E-2	03/01/2021	LIUEA D-2 \$45,287.00	LIUEA E-2 \$47,097.00	Salary Column Movement - Bachelor's + Level II Certification

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O'Rourke	Lenore	Student Coordinator	Adult Education	\$16.61 per hour	Grant Funded	03/08/2021	Furlough	Active	Recall / Reinstatement
Puffenberger	Lauren	Teacher	Behavioral Intervention	\$47,397.00	LIUEA E-3	03/01/2021	LIUEA D-3 \$45,587.00	LIUEA E-3 \$47,397.00	Salary Column Movement - Bachelor's + Level II Certification
Riding-Queenan	Beverly	Teacher	Multidisabilities Support	\$34.18 per hour	LIUEA D-1	02/24/2021	n/a	n/a	Additional Part Time Temporary Position - Homebound Instruction

f. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2020/21 Number of Days
Bauerline	Lori	Associate Supervisor	Preschool	10
Callahan	Bonnie	Teacher Assistant	Intensive Learning Support	2
Durbin	David	Teacher	Behavioral Intervention	5
Fox	Kelly	Associate Supervisor	Preschool	10
Keller	Lacy	Teacher	Autistic Support	2
Keller	Maureen	Instructional Advisor	Emotional Support	2
Myers	Stephanie	Teacher Assistant	Autistic Support	2
Shrader	Josiah	Teacher	Intensive Learning Support	2
VanHousen	Carolyn	Speech Therapist	Speech/Language Support	1
Young	Kacie	Teacher	Autistic Support	2

g. Student Workers

ID#	Location	Rate of Pay
SM01284	New Oxford Training Site	\$7.25 per hour
RI25292	York Learning Center	\$7.25 per hour

h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 28, 2021 showing cash on hand of \$30,953,623.33.

i. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,899,923.66, and Budget Transfers from February 16, 2021 through March 16, 2021.

j. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of March 15, 2021.

k. Act 13 Educator Effectiveness Grant

Recommendation: Motion to approve Act 13 Educator Effectiveness (EE) Professional Development Statement of Work grant in the amount of \$28,000.

I. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions:

- 1501 - Speech Language Pathologist (revision)
- 4014 - Instructional Support Teacher (new)
- 4015 - Lincoln EDGE Cyber Program Secretary (new)

m. Job Descriptions for Review

The following job descriptions were presented for review:

- 1903 - Language Instruction Educational Program Supervisor (revision)
- 5004 - Administrative Assistant to Director of Human Resources (revision)
- 5013 - Human Resources Associate (new position)
- 5014 - Receptionist (revision)
- 5015 - Receptionist/Fingerprint Clerk (new job description for a current position)
- 6004 - Behavior Analyst (revision)
- 6005 - Orientation and Mobility Specialist (revision)
- 7007 - Literacy Council Case Manager (new position)

Recommendation: No action required at this time.

n. Board Policies for Adoption

Recommendation: Motion to adopt the following Board policies:

- 246 - Student Wellness
- 705 - Facilities and Workplace Safety
- 805 - Emergency Preparedness and Response
- 805.1 - Relations with Law Enforcement Agencies
- 805.2 - School Security Personnel
- 822 - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

o. Revised School Calendar for 12-Month Preschool Program for 2021-2022

Recommendation: Motion to adopt the revised 12-Month Preschool Calendar for 2021-2022.

9. Action Items

a. E-Rate Equipment Purchase for Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN)

Recommendation: Motion to approve E-rate equipment purchase for the Lincoln Learning Network Regional Wide Area Network (LLN RWAN) as presented. Michael Wagner moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

b. Election Ballot for Spring 2021 Election

Recommendation: Motion to adopt the proposed election ballot to be used for the 2021 election of members to the LIU Board. Patrick McDonald moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

c. Teller's Report on General Operating Budget

Recommendation: Motion to adopt the Teller's Report of votes on the General Operating Budget for 2021-2022. Vanessa Snell moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

d. Special Education Plan Assurance

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to PDE. Suzanne Smith moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

e. Approval of Doctoral Study

Recommendation: Motion to grant approval to Karyn Brown to conduct her doctoral research with the Lincoln EDGE Cyber Program during the spring/fall 2021 on the *Perceptions and Factors Influencing School Choice During the COVID-10 Pandemic* to satisfy requirements through Penn State University. Michael Wagner moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

f. Resolution of Appreciation for United Hook and Ladder

Recommendation: Motion to adopt a Resolution of Appreciation to be presented to United Hook and Ladder of 21 North Bolton Street, New Oxford, Pennsylvania, for providing fire police services and local traffic control during the Educator Vaccination Clinic from March 11-20, 2021. Michael Wagner moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

g. Audit Report of Smith Elliott Kearns & Company for Fiscal Year Ending June 30, 2020

Recommendation: Motion to approve the Audit Report of Fiscal Year ending June 30, 2020 as presented by Smith, Elliott & Kearns & Company. Suzanne Smith moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

10. Information Items

a. Sweet, Stevens, Katz And Williams Educational Technology Pool Counsel Membership Renewal

This proposal is to renew the current Technology Pool Counsel service with Sweet, Stevens, Katz and Williams LLP for the 2021-2022 school year. The Pool Counsel is a membership service provider to PAIU members and includes legal services related to educational technology, training, and support to the Intermediate Unit and its member school districts. Pool Counsel services are provided at no charge to Lincoln Cyber Cafe members. Funding for this service will be from the Lincoln Cyber Café Budget (\$10,000.)

Recommendation: No action required at this time.

b. Sweet, Stevens Katz and Williams Special Education Pool Counsel Membership Renewal

Background: The Special Education Division requests approval to renew membership in the Sweet, Stevens, Katz and Williams Special Education Pool Counsel for 2021-2022. Andrew E. Faust ("Faust"), Mark W. Cheramie Walz ("Walz") or such other members of the SSKW attorney staff as are available and are acceptable to LIU, will provide telephone and electronic mail

advice and opinions concerning special education, ESSA compliance, student services, and student civil rights issues pertinent to LIU and its constituent school districts at a cost of \$5,000 per year. Such advice and such opinions shall be provided to the administrator or administrators designated by LIU and each of its constituent districts as pool counsel contacts. When appropriate and as often as possible, in accordance with current practice, electronic mail opinions and advice, policies, guidelines, forms and worksheets, handouts and outlines, and other material of universal applicability or interest will be shared with the SSKW pool counsel community, and will be accessible in our members-only pool counsel “resource room” searchable library at www.sweetstevens.com.

Recommendation: No action required at this time.

c. Merakey Agreement

Background: The Special Education Division presents a Collaborative Agreement with Merakey to provide intensive behavioral health services (“IBHS”) to children and adolescents in the home, school and community. Merakey is required to have written agreements with the authorized representative for each provider/agency with which it collaborates. To ensure that coordination of services is ongoing, a copy of the Collaborative Agreement will be kept on site and will be updated at a minimum of every five years. The agreement is attached for reference.

Recommendation: No action required at this time. The following motion will be presented for action in May: Motion to adopt the Collaborative Agreement for Services with Merakey to provide individual IBHS services as prescribed to all identified individuals.

d. WellSpan Letter of Agreement for Health Care Services

Background: The Special Education Division recommends adoption of a Letter of Agreement with WellSpan Medical Group to provide Health Care Services from July 1, 2021 through June 30, 2022. Services would include student physicals, medical review retainer for administrative consultation and review of policies and procedures. The agreement is attached for reference.

Recommendation: No action required at this time. The following motion will be presented for action in May: Motion to adopt Letter of Agreement for Health Care Services with WellSpan Medical Group, via WellSpan Family Medicine-Stony Brook-Becky Gordon, M.D. beginning July 1, 2021 through June 30, 2022.

e. Project SEARCH Licensing Agreement

Background: The Special Education Division requests approval of the Consulting Services and License Agreement with Children's Hospital Medical Center of Cincinnati Ohio for the implementation of Project SEARCH, which was created by the licensor and creates innovative solutions for workforce and career development for people with disabilities, and is hosted by the Lincoln Intermediate Unit in partnership with OVR and WellSpan. The LIU has hosted the Project SEARCH Program since 2010.

Recommendation: No action required at this time. The following motion will be presented for adoption in May: Motion to adopt the Consulting Services and License Agreement with Children's Hospital Medical Center of Cincinnati Ohio for hosting and implementation of the Project SEARCH Program from July 1, 2021 - June 30, 2022.

f. Health and Safety Plan Revision

Background: The Center for Disease Control and the Pennsylvania Department of Health now recommend three feet of social distancing.

Recommendation: For information only. No action required.

11. President's Report

a. Appointment of Nominating Committee for the Annual Election of Officers

The following directors volunteered to serve on the Nominating Committee for the election of officers: Michael Wagner, Dolores Nester, and Mark Chimel. The slate of officers will be presented for election on June 1.

b. Review protocol for evaluation of the Executive Director

Patrick McDonald briefly discussed the process to be followed for evaluation of the Executive Director. The evaluation form will be shared with Googledocs next week. Results will be reviewed in June by the Personnel Committee.

c. Visit with Representative Stan Saylor

Mrs. Heistand and Dr. West visited with Representative Stan Saylor, Chair of the House Appropriations Committee, as an opportunity for him to get to know the Intermediate Unit and invite him to visit the York Learning Center.

12. Executive Director's Report

Dr. West shared that Representative Saylor was receptive and was given a standing invitation to attend the Superintendents' Advisory Council meeting. The Superintendents Advisory Council hosted a legislative forum on March 26, 2021 to discuss Charter School funding. A total of 16 local legislators were invited with 8 attending themselves or sending a representative. The Planning Committee agrees that an annual legislative event would be very beneficial.

13. Assistant Executive Director's Report

Dr. Trail shared the following topics:

- Over 900 employees completed the Employee Satisfaction Survey in January. Results were shared with Cabinet members. Dr. West and Dr. Trail plan to share the results with staff via a pre-recorded message.
- The month of March was devoted to the Vaccination Rollout for Educators. A total of 5,800 vaccines were administered in 85 hours over a ten-day period. A total of 50 volunteers participated. Dr. Trail extended special recognition to Mr. Thomas Weaver, Manager of Facilities for the IU, as well as maintenance and custodial staff who played a key role in preparing logistics for the event, including room setup, parking/traffic control, and early morning sanitization of the facility each day. Tracy Williams assisted in scheduling Nonpublic School staff, charter schools, and school districts. Dr. Murphy arranged for donated meals to be delivered for LIU volunteers. Jared Mader was responsible for registration and reconciliation of data. The level of communication was tremendous. Dr. Trail stated, on behalf of Dr. West and herself, "We appreciate everyone who assisted in a successful vaccination clinic." Dr. West commended Dr. Trail for being the point of contact and organizing the entire event on behalf of the IU, noting "She did an outstanding job and I want to publicly thank her." Mrs. Heistand

shared that her superintendent and staff were so appreciative for all the IU did to make the clinic possible for staff.

14. Cabinet Reports

Cabinet members provided highlights from their written reports.

15. Good of the Order

- Jared Mader recognized Nicole Bond, Program Specialist in the Educational Technology Division, who was recently inducted into the Discovery Educators Network STAR program.
- Tracy Williams recognized Ashley Freed, HR Leaves and Data Entry Specialist, for her phenomenal work with responses to staff COVID cases.
- Dr. Sterner shared that this year's PAIU Day on the Hill will be virtual on April 8. Dr. Sterner, Dr. West, Jody Bering and Kelly Jo Fox plan to present to local legislators the wonderful work the IU does with Early Intervention, as well as the support provided to school districts during the past pandemic year.
- Dr. West acknowledged Tim Stanton and the staff in Business Services for achieving a clean audit opinion for fiscal year ending June 30, 2020. Mr. Stanton responded that he has never worked with a better group of staff and achieving a clean audit is a team effort.

16. Adjournment

Dolores Nester moved to adjourn, seconded by Michael Wagner. The meeting adjourned at 8:39 p.m.

17. Next Meeting: May 4, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary