



BOARD OF DIRECTORS MINUTES

May 4, 2021

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on May 4, 2021. The meeting was called to order at 7:11 p.m. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss personnel matters.

1.a. Moment of Silence

A moment of silence was held to recognize the passing of Michael G. Miller, a member of the LIU Board of Directors from 2012 to 2019, who served as Board President from 2016 to 2019. Mr. Miller represented the School District of the City of York.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members attended in person or by Zoom: Mark Chimel, Sue Heistand, Brian Hoffman, Cassandra Liggins, Dustin Martin, Patrick McDonald, Dolores Nester, Suzanne Smith, Vanessa Snell, and Douglas White. LIU staff attending in person or by Zoom: 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 William Zee, Esq., Solicitor.

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

Mrs. Heistand welcomed visitors that may be attending and provided an opportunity for public comment. No public comments were received.

5. Presentation: Communication Audit Results - Melissa Smith, Mary Curley, Anthony Saraceno of Chester County Intermediate Unit

Representatives of the Chester County Intermediate Unit reported on the results of their audit of the effectiveness of LIU communications and future strategies.

6. Approval of Minutes of April 6, 2021

The minutes of the April 6, 2021 meeting were approved as presented.

7. Consent Agenda

Recommendation: Motion to approve all recommendations under the Consent Agenda.

The following routine operational matters were presented for Board approval. Dolores Nester moved to approve the consent agenda, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Bennett	Kathleen	Interpreter	Hearing Impaired Support	05/28/2021	Retirement
Critchlow	Lucinda	Teacher	Special Education	05/26/2021	Retirement
Dickerson	Mimi	Personal Care Assistant	Visually Impaired Support	03/24/2021	Never Started
Kocul	Christina	Instructional Advisor	Emotional Support	05/28/2021	Resignation
McVicker	Patricia	Lincoln Benefit Trust Manager	Business Services	05/03/2021	Retirement
Moose	Alan	Supervisor of Online Learning	Educational Technology Services	06/30/2021	Retirement
Myers	Carol	Teacher Assistant	Life Skills Support	05/28/2021	Retirement
Otto	William	Psychologist	Pupil Personnel Services	03/22/2021	Deceased
Stoner	Michael	Technical Systems Support Specialist	Educational Technology Services	03/23/2021	Resignation
Wiley	Lydia	Teacher	Autistic Support	03/31/2021	Never Started

7.b. 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
Britner	Stacy	Personal Care Assistant	Autistic Support	04/28/2021	\$13.37 per hour	TA/PCA A-1	188 Days
Escobar	Veronica	Personal Care Assistant	Life Skills Support	04/26/2021	\$14.61 per hour	TA/PCA E-2	188 Days
Trammell	Karen	Receptionist / Fingerprint Clerk	Human Resources	04/22/2021	\$17.72 per hour	Sec B F-4	Part Time Hourly

7.c. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Fisher	Julie	Teacher	\$34.18 per hour	West York Area School District	March 25, 2021 - June 4, 2021
Pradeep	Rachel	Interpreter	\$34.08 per hour	Tuscarora School District	June 4, 2021
Rhone	Jennifer	Teacher	\$45.47 per hour	West York Area School District	April 8, 2021 - June 2021

7.d. Change in Employment Status

**LIU Board of Directors Meeting
Minutes of May 4, 2021**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Srebro	Jennifer	Teacher	Hearing Impaired Support	\$73,569.00	LIUEA I-13	04/11/2021	\$72,886.00 LIUEA H-13	\$73,569.00 LIUEA I-13	Salary Column Movement - Master's + 45
Stewart	Tara	Case Manager	Adult Education	\$18.10 per hour	Adult Education	04/29/2021	Part Time Student Support Coordinator / ABE Instructor \$17.94 per hour / \$19.69 per hour	Full Time Case Manager \$18.10 per hour	Position Transfer / Part Time to Full Time

7.e. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2020/21 Number of Days	July/August 2021/22 Number of Days
Arnold	Dessylyn	Staff Developer	Educational Services	4	2
Blahus	Rebecca	Staff Developer	Educational Services	1	6
Brown	Phyllis	Staff Developer	Educational Services	1	0
Conner	Corinne	Staff Developer	Educational Services	8	10
Cook	Malinda	Teacher Assistant	Autistic Support	1	0
Drummond	Krista	Teacher	Autistic Support	1	0
Foster	Nancy	English as a Second Language Teacher	Language Instruction Educational Program	6	0
Gold	Amy	English as a Second Language Teacher	Language Instruction Educational Program	3	0
Gossard	Sharon	Teacher Assistant	Autistic Support	1	0
Gottshall	Theresa	Itinerant Teacher	Act 89 Nonpublic School Services	12	0
Hagerman	Jennifer	Staff Developer	Educational Services	1	4
Hare	Deborah	English as a Second Language Teacher	Language Instruction Educational Program	3	0
Hrycek	Lorrie	Staff Developer	Educational Services	2	2
Ishler	Brenda	English as a Second Language Teacher	Language Instruction Educational Program	6	0
Kourliouros	Hillary	Counselor	Act 89 Nonpublic School Services	12	0
Krebs	Melinda	Staff Developer	Educational Services	1	0
Laurito	Jennifer	Staff Developer	Educational Services	1	4
Lightner	Vanessa	Itinerant Teacher	Act 89 Nonpublic School Services	12	0
Lill	Valerie	Staff Developer	Educational Services	1	0
Linder	Kathy	Itinerant Teacher	Act 89 Nonpublic School Services	12	0
Lockett	Wendy	English as a Second Language Teacher	Language Instruction Educational Program	3	0

McLaughlin	Christina	Staff Developer	Educational Services	2	20
McLaughlin	Matthew	Staff Developer	Educational Services	6	18
Miller	Jessica	Staff Developer	Educational Services	5	9
Mills	Tracey	Counselor	Act 89 Nonpublic School Services	12	0
Pero	Melissa-Ann	Staff Developer	Educational Services	1	0
Reese	Cathleen	English as a Second Language Teacher	Language Instruction Educational Program	6	0
Ronzo	Danielle	Teacher Assistant	Autistic Support	1	0
Shaner	Madeline	Teacher	Emotional Support	5	0
Showalter	Kristen	Teacher	Autistic Support	1	0
Smith	Lottie	Counselor	Educational Technology Services	4	0
Smith	Sharon	Teacher Assistant	Autistic Support	1	0
Szabo-Carney	Gabriella	English as a Second Language Teacher	Language Instruction Educational Program	3	0
Wickard	Bridgette	Itinerant Teacher	Act 89 Nonpublic School Services	12	0
Yeingst	Sara	Personal Care Assistant	Autistic Support	1	0

7.f. Student Workers

ID#	Location	Rate of Pay
RA03079	New Oxford Training Site	\$7.25 per hour

7.g. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2021 showing cash on hand of \$32,188,708.47.

7.h. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,519,426.43, and Budget Transfers from March 17, 2021 through April 15, 2021.

7.i. Transportation Drivers

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

7.j. Highmark Grant and Sponsorship Request

Recommendation: Motion to approve the Highmark Grant and Sponsorship request in the amount of \$3,925.00.

7.k. Job Descriptions for Adoption

Recommendation: Motion to adopt job descriptions.

- 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)
- 9001 - Language Instruction Educational Program Supervisor (revision)

7.l. Job Descriptions for Review

The following job description was presented for first reading.

- 4001 - Supervisor of Online Learning (revision)

7.m. Lincoln EDGE School Calendar for 2021-2022

Recommendation: Motion to adopt the Lincoln EDGE School Calendar for 2021-2022.

7.n. 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
Gallagher	Kathryn	Language Instruction Educational Program Supervisor	Educational Services	TBD	\$94,000.00	Act 93	260 Days

8. Action Items

The following action items were presented for final adoption.

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

Recommendation: Motion to adopt proposal to renew the Technology Pool Counsel service with Sweet, Stevens, Katz and Williams LLP for 2021-2022. Vanessa Snell moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

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

Recommendation: Motion to adopt the proposal for Special Education Pool Counsel services for 2021-2022. Dustin Martin moved to approve, seconded by Douglas White. Roll call vote recorded all in favor and the motion carried.

8.c. Merakey Agreement

Recommendation: Motion to adopt the Collaborative Agreement for Services with Merakey to provide individual IBHS services as prescribed to all identified individuals. Suzanne Smith moved to approve, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.d. WellSpan Letter of Agreement for Health Care Services

Recommendation: 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. Vanessa Snell moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

8.e. Project SEARCH Licensing Agreement

Recommendation: 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. Suzanne Smith moved to approve, seconded by Brian Hoffman. Roll call vote recorded all in favor and the motion carried.

8.f. Amended Memorandum of Understanding re Lincoln EDGE Cyber School Program

Recommendation: Motion to approve the amended and restated Memorandum of Understanding with the Lincoln Intermediate Unit Education Association regarding the LIU's Lincoln EDGE Cyber School Program. Dustin Martin moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.g. Flexible Instructional Days Application

Recommendation: Motion to grant approval to submit to PDE an application to offer Flexible Instructional Days (FIDs) for LIU Special Education Centers as the need may arise due to weather or other circumstances that may require the closing of a center building. Brian Hoffman moved to approve, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Pressley Ridge Letter of Agreement

Recommendation: No action required at this. Motion to approve will be presented to the Board on June 1, 2021.

10. President's Report

Mrs. Heistand reported that she sent an email to LIU staff in honor of Teacher Appreciation Week. Due to changes in social distance protocols, Mrs. Heistand and Dr. West will discuss the format for future Board meetings beginning in the fall. We will continue with the

hybrid format for June 1 and June 29 meetings. The August 3 Board meeting will be completely virtual due to the replacement project for the HVAC system, which will require closure of the conference room area in early August.

11. Executive Director's Report

- Dr. West thanked Mrs. Heistand for communicating with staff for Teacher Appreciation Week. The format for future Superintendents' Advisory Council meetings will be discussed on May 21, which is the last meeting of the school year. Based on results of a survey sent to superintendents on meeting format, it is highly likely that Superintendents will choose to move to a hybrid meeting format for the fall.
- Dr. West reported that according to new guidance from the Department of Health, mask requirements will not go away on May 31. We are expecting an updated FAQ from PDE on quarantining, PPE and cleaning protocols.

12. Assistant Executive Director's Report

- Dr. Trail recognized the LIU Tactical Team, which is composed of all the assistant directors from each division of the IU. The Tactical Team has been responsible for assisting Dr. Trail in the planning of five Leadership Team meetings held during the past school year which included self-care, professional development on HR topics, to name a few.
- Dr. Trail reported that copies of the All Hazards Plan have been distributed to all emergency responders, cabinet members and associate supervisors. Additional safety training will be provided to staff in all four office locations before the end of May.

13. Cabinet Report

Cabinet members shared highlights from their reports.

14. Good of the Order

15. Adjournment

Suzanne Smith moved to adjourn, seconded by Cassandra Liggins. The meeting adjourned at 8:19 p.m.

16. Next Meeting: June 1, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary