



## **BOARD OF DIRECTORS MINUTES**

**June 1, 2021**

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### **1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on June 1, 2021. Board President Sue Heistand called the meeting to order at 7:06 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss personnel matters.

### **2. Pledge of Allegiance**

The meeting opened with the pledge of allegiance.

### **3. Roll Call**

The following Board members attended in-person or via zoom: Mark Chimel, Sue Heistand, Cassandra Liggins, Patrick McDonald, Dolores Nester, Mark Schur, Vanessa Snell, Michael Wagner, and Douglas White. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Dr. Lynn Murphy, Dr. Brad Sterner, Jared Mader, Tim Stanton, Tracy Williams, Jill Trostle, and David Walker, Esq., Appel, Yost & Zee, Board Solicitor. Jennifer Zuidema, new associate of Appel, Yost & Zee, also attended via zoom.

### **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: Special Education Budget 2021-2022 - Tim Stanton**

Mr. Stanton introduced Wendy Danner, who presented the proposed Special Education Budget for 2021-22. The budget totals \$70,691,049.87, and represents an increase of .84% over the previous year.

### **6. Approval of Minutes of May 4, 2021**

The minutes of the previous meeting were approved as presented

### **7. Consent Agenda**

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

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**Recommendation:** Motion to approve all recommendations under the Consent Agenda. Michael Wagner moved to approve the consent agenda, seconded by Vanessa Snell. 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
Ammerman	Alyssa	Speech Therapist	Speech / Language Support	06/04/2021	Resignation
Brown	Jessica	Personal Care Assistant	Autistic Support	05/07/2021	Resignation
Chenault	Ellen	Speech Therapist	Speech / Language Support	06/10/2021	Retirement
DiMarco-Beard	Maddalena	Speech Therapist	Speech / Language Support	06/04/2021	Resignation
Forsythe	Pamela	Teacher Assistant	Multidisabilities Support	05/28/2021	Retirement
Frisby	Joanne	Speech Therapist	Speech / Language Support	06/10/2021	Retirement
Gold	Amy	English as a Second Language Teacher	Language Instruction Educational Program	06/09/2021	Retirement
Harris	Micaela	Speech Therapist	Preschool	06/10/2021	Resignation
Hoffman	Sara	Speech Therapist	Speech / Language Support	06/01/2021	Resignation
Hopkins	Carol	Teacher	Behavioral Intervention	05/28/2021	Retirement
Huber	Susan	Personal Care Assistant	District Contract	05/28/2021	Retirement
LeDonne	Danielle	Speech Therapist	Speech / Language Support	06/04/2021	Resignation
Lopez	Rebecca	Speech Therapist	Preschool	07/08/2021	Resignation
Newman	Pamela	Teacher Assistant	Intensive Learning Support	06/04/2021	Retirement
Novak	William	Speech Therapist	Speech / Language Support	06/07/2021	Resignation
Pence	Rose	Teacher	Preschool	06/10/2021	Resignation
Vincent	Cheryl	Intervener	Hearing Impaired Support	06/08/2021	Retirement
Witmer	Lori	Teacher	Life Skills Support	05/28/2021	Retirement

**7.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
Bentzel	Erik	Supervisor of Online Learning	Educational Technology Services	06/09/2021	\$94,000.00	Act 93	260 Days
Kinton	Alicia	Physical Therapist	Preschool	06/02/2021	\$59,856.00	LIUEA DRT-7	188 Day Stretch
Messner	Sophia	Speech Therapist	Speech / Language Support	TBD	\$50,268.00	LIUEA F-1	188 Days
Startzel	Katherine	Itinerant Teacher	Hearing Impaired Support	TBD	\$45,546.54	LIUEA F-8	150 Days

**7.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
Breon	Candice	Personal Care Assistant	Autistic Support	05/26/2021	\$13.37 per hour	ESPA TA/PCA A-1	188 Days

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Dodge	Clay	Temporary Summer Help	Business Services	TBD	\$14.00 per hour	n/a	Part Time Hourly
Gallardo	Nicole	Human Resources Associate	Human Resources	05/19/2021	\$16.82 per hour	ESPA Sec D A-3	260 Days
Kauffman	Paris	Secretary	Adult Education	06/02/2021	\$15.83 per hour	ESPA Sec C F-1	Part Time Hourly
Loper	Owen	Temporary Summer Help	Business Services	TBD	\$14.00 per hour	n/a	Part Time Hourly

**7.d. Professional Contracts**

Last Name	First Name	Job Title
Bailets	Meredith	Speech Therapist
Bowser	Casey	Speech Therapist
Byers	Lauren	Teacher
Douglass	Paige	Teacher
Hively	Ashley	Speech Therapist
Laird	Haley	Teacher
Leber	Kristen	Teacher
Ledonne	Danielle	Speech Therapist
Lockett	Wendy	ESL Teacher
Mclaughlin	Matthew	Staff Developer
Morton	Katelyn	Teacher
Shadle	Morgan	Speech Therapist
Sharp	Grant	Teacher
Sherman	Kacey	Speech Therapist
Sinton	Lindsey	Itinerant Teacher
White	Pamela	Itinerant Teacher

**7.e. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Barrick	Ryan	Teacher	\$34.18 per hour	South Western School District	May 14, 2021 - June 18, 2021
Cox	Kristine	Teacher	\$53.60 per hour	Spring Grove Area School District	June 1, 2021 - June 30, 2021
Decker	Jennifer	Personal Care Assistant	\$15.63 per hour	Conewago Valley School District	June 14, 2021 - June 17, 2021
Decker	Kenneth	Teacher	\$53.60 per hour	Gettysburg Area School District	June 14, 2021 - June 17, 2021
Franklin	John	Teacher	\$34.18 per hour	Eastern York School District	June 14, 2021 - June 24, 2021

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				Hanover Public School District	June 1, 2021 - June 30, 2021
				West York Area School District	June 14, 2021 - June 29, 2021
Haring	Sara	Teacher	\$41.79 per hour	York Suburban School District	June 1, 2021 - June 30, 2021
Hawbaker	Heidi	Teacher	\$38.65 per hour	Conewago Valley School District	June 14, 2021 - June 17, 2021
Hoffman	Sara	Speech Therapist	\$38.65 per hour	Gettysburg Montessori Charter School (correction from Littlestown Area School District)	January 21, 2021 - June 2021
Keller	Lacy	Teacher	\$37.99 per hour	Gettysburg Area School District	June 1, 2021 - July 1, 2021
				South Western School District	June 1, 2021 - July 30, 2021 (3)
Reda	Stacy	Teacher	\$34.18 per hour	York Suburban School District	June 1, 2021 - June 30, 2021
Riding-Queenan	Beverly	Teacher	\$48.61 per hour	Dallastown Area School District	June 1, 2021 - June 30, 2021 (3)
				Northeastern School District	June 1, 2021 - June 30, 2021 (2)
Roomsburg	Ashley	Teacher	\$38.88 per hour	West York Area School District	June 14, 2021 - June 25, 2021
VanHemert	Ann	Teacher	\$35.79 per hour	York Suburban School District	June 14, 2021 - June 17, 2021
Whittle	Megan	Speech Therapist	\$38.20 per hour	Gettysburg Area School District	February 1, 2021 - June 2021

**7.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Rohrer	Heather	Counselor	Act 89 Nonpublic School Services	\$52,368.00	LIUEA G-5	05/10/2021	\$51,468.00 LIUEA F-5	\$52,368.00 LIUEA G-5	Salary Column Movement - Master's + 15

**7.g. Extended School Year**

Last Name	First Name	ESY Position	Pay Rate
*	*	Teacher	Per Diem
Arganbright	Jennifer	Teacher	Per Diem
Arnold	Emily	Teacher	Per Diem
Bacon	Perniene	Assistant	Per Diem
Banquer	Alfred	Teacher	LIUEA D-1
Barsom	Samia	Assistant	Per Diem
Beck	Jamie	Assistant	Per Diem
Breon	Candice	Assistant	Per Diem
Britner	Stacy	Assistant	Per Diem
Brock-McKinsey	Kimberly	Assistant	Per Diem
Cobosco	Tammy	Assistant	Per Diem

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Cole	Cynthia	Teacher	Per Diem
Collier	Amy	Assistant	Per Diem
Connolly	Casey	Teacher	Per Diem
Cramer	Jennifer	Assistant	Per Diem
Dean	Sarah	Nurse	Per Diem
Glass	Harry	Assistant	Per Diem
Haring	Sara	Teacher	Per Diem
Havens	Taylor	Assistant	Per Diem
Hawbaker	Heidi	Teacher	Per Diem
Hostler	Christina	Teacher	Per Diem
Jessee	Ann	Assistant	Per Diem
Keller	Lacy	Teacher	Per Diem
King	Noelle	Teacher	LIUEA D-1
Kuhn	Laura	Teacher	Per Diem
Legore	Laura	Teacher	Per Diem
Lehr	Virginia	Assistant	Per Diem
Martin	Debra	Assistant	Per Diem
Miller	Sondra	Assistant	Per Diem
Noel	Maria	Assistant	Per Diem
Poole	Jennifer	Assistant	Per Diem
Putt	Kathleen	Teacher	Per Diem
Reda	Stacy	Teacher	Per Diem
Riding-Queenan	Beverly	Teacher	Per Diem
Roomsburg	Ashley	Teacher	Per Diem
Sauders	Vicki	Occupational Therapist	Per Diem
Sharp	Grant	Teacher	Per Diem
Sinton	Lindsey	Teacher	Per Diem
Small	Rodney	Assistant	Per Diem
Stafford	William	Assistant	Per Diem
Stoner	Kelly	Assistant	Per Diem
Van Hemert	Ann	Teacher	Per Diem
Wagner	Amy	Physical Therapist	Per Diem
Weaver	Paige	Teacher	Per Diem
Wherley	Katie	Teacher	Per Diem
Wiles	Sarah	Teacher	Per Diem
Willits	Monica	Assistant	Per Diem
Wolf	Patty	Assistant	Per Diem
Woodbury	Wendy	Assistant	Per Diem

\*Confidential matter to be discussed in executive session

### 7.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report showing cash on hand of \$28,711,957.16.

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**7.i. Financial Report**

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,325,391.16 and Budget Transfers from April 16, 2021 through May 17, 2021.

**7.j. Transportation Drivers**

Recommendation: Motion to accept the list of Transportation Drivers as of May 17, 2021.

**7.k. Job Descriptions for Review**

The following job descriptions were presented for first reading.

6046 - Draft - Licensed Practical Nurse (LPN) (revised)  
7008 - Draft - Secretary, Adult Education Services (new)  
7009 - Draft - ELECT Program Coordinator (revised)  
7010 - Draft - ELECT Data Specialist (revised)  
8002 - Draft - Instructional Advisor, Nonpublic School Services (new)

Recommendation: No action required at this time.

**7.l. Job Description for Adoption**

The following job description was presented for adoption.

4001 - Supervisor of Online Learning (revision)

Recommendation: Motion to adopt revised job description.

**8. Action Items**

**8.a. Collective Bargaining Agreement with Lincoln Intermediate Unit Education Association**

Recommendation: Motion to ratify the 2020-2025 Collective Bargaining Agreement between the Lincoln Intermediate Unit Board of Directors and the Lincoln Intermediate Unit Education Association. Michael Wagner moved to approve the LIUEA agreement, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried. Mr. Wagner thanked both sides for their professionalism during the negotiations process, which resulted in a successful agreement.

**8.b. Collective Bargaining Agreement with Lincoln Intermediate Unit Education Support Professionals Association**

Recommendation: Motion to ratify the 2020-2024 Collective Bargaining Agreement between the Lincoln Intermediate Unit Board of Directors and the Lincoln Intermediate Unit Education Support Professionals Association. Vanessa Snell moved to approve the

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LIUESPA agreement, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

**8.c. Teller's Report on LIU Board Election**

Recommendation: Motion to adopt the Teller's Report of Votes on the LIU Annual Election of Directors. Patrick McDonald moved to approve the Teller's Report, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

**8.d. Pressley Ridge Letter of Agreement**

Recommendation: Motion to approve the Letter of Agreement with Pressley Ridge to provide services to children and families served by the Special Education Division effective June 1, 2021 until either party terminates the agreement. Vanessa Snell moved to approve the Letter of Agreement with Pressley Ridge, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

**8.e. Bid Awards for Health Center Construction**

**8.e.1. Bid Award for General Construction of Health Centers**

Recommendation: Motion to accept the bid from Caliber Construction Services, Inc. in the amount of \$457,900 for construction of health centers at the York Learning Center and the LIU Central Office to be funded from the LIU fund balance maintained by the Lincoln Benefit Trust. Michael Wagner moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried. Mrs. Heistand thanked Mr. Stanton for all his work on securing contractors for construction of the health centers.

**8.e.2. Bid Award for Electrical Construction of Health Centers**

Recommendation: Motion to accept the bid from Monacacy Valley Electric, Inc. in the amount of \$144,700 to provide electrical construction of health centers at the York Learning Center and the LIU Central Office to be funded from the LIU fund balance maintained by the Lincoln Benefit Trust. Michael Wagner moved approval, seconded by Patrick McDonald. Roll call vote recorded 8 ayes and 1 abstention. The motion carried.

**8.e.3. Bid Award for Plumbing Construction of Health Centers**

Recommendation: Motion to accept the lowest bid from Mann Plumbing & Heating, LLC in the amount of \$149,000 to provide plumbing construction of health centers at the York Learning Center and the LIU Central Office to be funded from the LIU fund balance maintained by the Lincoln Benefit Trust. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

**8.e.4. Bid Award for Mechanical Construction of Health Centers**

Recommendation: Motion to accept the bid from Frey Lutz Corporation in the amount of \$109,178 to provide mechanical construction of health centers at the York Learning Center

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

**8.e.5. Bid Award for Vestibule Security Entrances**

Recommendation: Motion to accept the bid from Caliber Construction Services, Inc. in the amount of \$32,400 to provide reconstruction of the Vestibule Security Entrances at the York Learning Center and the LIU Central Office with the LIU funding \$16,200 from fund balance. Michael Wagner moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

**8.e.6. Bid Award for Electric for Vestibule Security Entrances**

Recommendation: Motion to accept the lowest bid from Monacacy Valley Electric, Inc. in the amount of \$64,800 for construction of electric for the Vestibule Security Entrances at the York Learning Center and the LIU Central Office with the LIU funding \$32,400 from assigned fund balance. Michael Wagner moved approval, seconded by Patrick McDonald. Roll call vote recorded 8 ayes and 1 abstention. The motion carried.

**8.f. Quote for Sewer Line Repair**

Recommendation: Motion to approve the quote from Mann Plumbing and Heating, LLC in the amount of \$10,219 to repair sewer lines at the LIU Central Office. Vanessa Snell moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

**8.g. Quote for Floor Tile Repair**

Recommendation: Motion to approve the quote of \$5,210 from Roman Mosaic and Tile Company to repair floor tiles at the LIU Central Office. Dolores Nester moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

**8.h. Adams County Community Foundation Giving Spree Application**

Recommendation: Motion to grant approval to apply to the Adams County Community Foundation to participate in the Annual Giving Spree event on November 5, 2021. Dolores Nester moved approval, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

**8.i. Approval of Fundraising Activities**

Recommendation: Motion to grant approval for the LIU to participate in fundraising activities with Books-A-Million and GotSneakers.

1. Books-A-Million Summer Book Drive: Customers would have the option to choose a book to purchase for donation to a partner school/organization with LIU being an option. All products purchased by customers are then donated to LIU. The drive will run from July 25, 2021 – August 22, 2021.



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2. GotSneakers: Donation of new or gently worn sneakers raises funds to assist the LIU12 Adams County Literacy Council to provide ABE and ESL services to our county residents.

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

## **9. Information Items**

### **9.a. Capital Area Online Learning Association (CAOLA) Renewal Service Agreement**

Background: The Education Technology Department recommends the renewal agreement for IU 12 to continue its partnership with the Capital Area Online Learning Association. Our original partnership agreement was established in July 2016. The language in this agreement is consistent with current practice. Currently our Lincoln EDGE program utilizes CAOLA's online curriculum for Driver Education, as well as elective courses not offered through our direct partnership with Edgenuity and Odysseyware, providing options and adding value to our solutions for districts in online learning programs.

Recommendation: No action required at this time. The following motion will be presented at the next meeting: Motion to adopt renewal service agreement with the Capital Area Online Learning Association of Capital Area Intermediate Unit for access and support for online courses appropriate for grades K-12 effective July 1, 2021 through June 30, 2023.

### **9.b. Health & Safety Plan Addendum as of May 31, 2021**

Background: Dr. Trail will provide an information update on the Health & Safety Plan.

Recommendation: No action is required.

### **9.c. PSBA Contract for Purchase of Model Administrative Regulations Manual**

Background: The Administration would like to contract with the Pennsylvania School Boards Association to purchase a complete manual of model administrative regulations, which may then be customized to coincide with our Board policies. The cost for the model administrative regulations manual is \$4,500. The manual contains 550 model administrative regulations. This contract would not include customization. Customization would be done at the local level.

Recommendation: No action required at this time. The following motion will be presented for action on June 29, 2021: Motion to grant approval to purchase a complete manual of model administrative regulations from the Pennsylvania School Boards Association at a cost of \$4,500.

### **9.d. Appointment of Voting Delegate for PSBA Delegate Assembly**

Background: The 2021 Delegate Assembly will be held on October 23, 2021. The certification form for a Board appointed delegate is due to PSBA no later than July 23,

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2021. Each delegate may only represent one entity. Mrs. Heistand will ask for a volunteer to serve as the voting delegate representing the LIU.

Recommendation: No action needed until June 29, 2021. following motion will be presented on June 29, 2021 if there is one Board member that volunteers to serve in this capacity: Motion to appoint a voting delegate to represent the Lincoln Intermediate Unit at the 2021 Pennsylvania Delegate Assembly on October 23, 2021. Any Board member that is interested in representing the IU at the PSBA Delegate Assembly should notify Mrs. Heistand. The

#### **9.e. ESS Agreement**

Background: The administration plans to recommend a one-year extension of our current agreement with ESS, our substitute provider. The proposed agreement will be provided to the Board on Tuesday afternoon.

Recommendation: No action required. A motion will be presented for Board action on June 29, 2021.

#### **10. President's Report**

- Mrs. Heistand thanked all LIU staff, from the maintenance staff to the administration, for having worked so hard during the most difficult year ever in education.
- Mrs. Heistand and Cassandra Liggins were pleased to be able to attend the graduation ceremony at York Learning Center and extended thanks to the LIU staff that coordinated the event.
- Board members were reminded to notify Dr. West prior to reaching out to speak with LIU staff.
- Board members were reminded that it will be important to establish a quorum for the June 29 meeting, and to consider attending via zoom if more convenient.
- The August 3 Board meeting will be completely virtual due to the summer construction schedule. Board meetings will return to in-person in September, with a virtual option available for the Board.

**Nominating Committee Report:** Mrs. Heistand asked Mr. Wagner to provide an update on the election of officers. Mr. Wagner reported that Mrs. Heistand has agreed to serve as Board President; Dolores Nester has agreed to serve as Board Vice-President and the Treasurer's position remains undetermined at this time.

#### **11. Executive Director's Report**

- Dr. West was able to attend graduation ceremonies at York Learning Center and Franklin Learning Center and stated that we are extremely proud of all students for their

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accomplishments, and thankful to the staff for their professionalism and dedication this past year.

- The summer will continue to be a busy one with construction of the health centers and other projects.
- Superintendents will return to a monthly hybrid meeting schedule with an additional zoom meeting between in-person meetings.

**12. Assistant Executive Director's Report**

- Dr. Brad Sterner established a new network group for Career Technical Centers and Charter Schools, which proved to be very successful this past year and will continue for next year.
- Ben Smith chaired and led a committee in the development of a new evaluation tool for non-classroom staff, which will be finalized and rolled out at the end of June. Jared Mader and Tracy Williams also served on the committee.
- A demo related to PA-EETEP will be provided in August or September.

**13. Cabinet Report**

Cabinet members provided one highlight from their written reports.

- The Ed Tech Department coordinated the livestreaming of graduation ceremonies at York Learning Center, Franklin Learning Center and Project Search. Recordings of these events are available on the LIU Facebook page.
- The Human Resources Department has completed the Employee Handbook, which will be presented to the Board on June 29, 2021.
- The Student Awards Luncheon was held in-person this year to honor six students. Families were invited and box lunches were served, while following social distancing guidelines.
- Special Education supervisors met to review the impact of SB 664 on COVID compensatory services.
- Educational Services has applied as a provider for Act 45 courses for administrators, and have been approved this year to provide four courses.
- The proposed Special Education Budget for 2021-22 which was presented this evening, will be presented on June 29 for final adoption.

**14. Good of the Order**

Patrick McDonald reminded Board members to submit evaluation forms for Dr. West's performance evaluation. The Personnel Committee plans to meet to review the results.

**15. Adjournment:** It was moved and seconded to adjourn the meeting at 8:34 p.m.

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**16. Next Meeting: June 1, 2021**

Respectfully submitted,

Tim A. Stanton  
Board Secretary