



**BOARD OF DIRECTORS
MINUTES
October 5, 2021**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on October 5, 2021. Board President Sue Heistand called the meeting to order at 7:23 pm.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended: Mark Chimel, Sue Heistand, Cassandra Liggins, Dustin Martin, Patrick McDonald, Dolores Nester, Vanessa Snell, Michael Wagner and Douglas White. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lynn Murphy, Julie Romig, Tim Stanton, Tracy Williams, Jill Trostle, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

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

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

5. Presentation: PA-EETEP – Dr. Kendra Trail and Jared Mader

Dr. Kendra Trail and Mr. Jared Mader provided an overview of the PA-EETEP (Electronic Teacher Evaluation Portal), which was developed over 9 years and has been in use 8 years. A total of 460 school districts are currently using it for their evaluation process for educators, as well as support staff. The Administration would like to begin implementing the portal beginning July 2022. Total cost is estimated to be \$23,064. A proposal will be presented to the Board for consideration on November 2, 2021.

6. Approval of Minutes of September 7, 2021

The minutes of the previous meeting were approved as presented.

7. Consent Agenda

The following routine operational matters were presented for action by the Board of Directors. Mrs. Heistand noted that three additional items were added to the consent agenda: one professional staff nomination for hire, the budget for the ARP ESSER grant,

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and five new job descriptions for review which are related to the EANS Funding to Nonpublic Schools.

MOTION ON CONSENT AGENDA: Michael Wagner moved approval of the consent agenda and additional items presented on an addendum, seconded by Dee Nester. 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
Bailets	Meredith	Speech Therapist	Preschool	11/12/2021	Resignation
Carbaugh	Rebecca	Teacher Assistant	Behavioral Intervention	09/24/2021	Resignation
Chronister	Emily	Personal Care Assistant	Life Skills Support	09/22/2021	Resignation
Cook	Kathryn	Counselor	Pupil Personnel Services	06/04/2021	Resignation
Coppersmith	Gail	Secretary	Special Education	12/23/2021	Retirement
Damaske	Erin	Teacher Assistant	Autistic Support	09/24/2021	Resignation
Heltebridle	Katelyn	Personal Care Assistant	Autistic Support	09/07/2021	Never Started
Holtzman	Crystal	Itinerant Teacher	Act 89 Nonpublic School Services	09/16/2021	Resignation
Hrycek	Roberta	Teacher Assistant	Emotional Support	09/15/2021	Retirement
Longenecker	Erin	Teacher	Preschool	10/19/2021	Resignation
Samsel	Courtney	Teacher Assistant	Multidisabilities Support	10/01/2021	Resignation
Shearer	Sally	ABE/GED Instructor	Adult Education	08/31/2021	Resignation
Taylor	Jennifer	Speech Therapist	Preschool	12/17/2021	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
Conrad	Cory	Teacher	Behavioral Intervention	09/23/2021	\$45,772.00	LIUEA D-1	188 Days
De La Cruz-Gonzalez	Bianca	Social Worker	Pupil Personnel Services	09/29/2021	\$51,687.00	LIUEA F-3	188 Days
Dutterer	Jennifer	Teacher	Therapeutic Emotional Support	10/06/2021	\$51,087.00	LIUEA F-1	188 Days
Lalic	Katie	Teacher	Life Skills Support	09/15/2021	\$51,687.00	LIUEA F-3	188 Days
Roth	Christina	Counselor	Pupil Personnel Services	09/22/2021	\$51,087.00	LIUEA F-1	188 Days
Shull	Sarah Jane	Teacher	Intensive Learning Support	09/23/2021	\$45,772.00	LIUEA D-1	188 Days

7.c. Non-Certified Staff (Pending receipt of all required paperwork)

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Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Baker	Kaylee	Personal Care Assistant	Life Skills Support	09/29/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Britton	Melissa	Personal Care Assistant	Autistic Support	09/29/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Carney	Ashley	Personal Care Assistant	Autistic Support	09/08/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Deatrick	Emily	Personal Care Assistant	Autistic Support	09/15/2021	\$14.20 per hour	TA/PCA G-1	188 Days
Dickerson	Mimi	Personal Care Assistant	Intensive Learning Support	10/06/2021	\$14.10 per hour	TA/PCA A-2	188 Days
Dubbs	Kelsey	Personal Care Assistant	Visually Impaired Support	09/22/2021	\$13.95 per hour	TA/PCA C-1	188 Days
Gatts	Sophia	Personal Care Assistant	Autistic Support	09/08/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Jones	Meredith	Teacher Assistant	Autistic Support	09/15/2021	\$14.20 per hour	TA/PCA G-1	188 Days
Miller	Nicole	Personal Care Assistant	Autistic Support	09/22/2021	\$13.95 per hour	TA/PCA C-1	188 Days
Monger	Karen	Teacher Assistant	Therapeutic Emotional Support	09/15/2021	\$14.15 per hour	TA/PCA A-1	188 Days
Noble	Cassidy	Personal Care Assistant	District Contract	09/08/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Queen	Betty Jo	Teacher Assistant	Intensive Learning Support	09/15/2021	\$17.20 per hour	TA/PCA E-4	188 Days
Salmon	Hyacinth	Teacher Assistant	Multidisabilities Support	09/22/2021	\$14.15 per hour	TA/PCA F-1	188 Days

7.d. Additional Service Agreement

Last Name	First Name	Position	Rate	School District	Dates
Hawbaker	Heidi	Teacher	\$34.78 per hour	Chambersburg Area School District	July 1, 2021 - until further notice

7.e. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Cramer	Danielle	Accounting Generalist - Payroll	Business Services	\$22.24 per hour	Sec E F-3	10/11/2021	Systems and Network Specialist	Accounting Generalist - Payroll	Position Transfer
							Educational Technology Services	Business Services	

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							Tech C D-3 \$26.49 per hour	Sec E F-3 \$22.24 per hour	
Dehoff	Candy	Teacher Assistant	Autistic Support	\$15.41 per hour	TA/PCA G-2	07/01/2021 - 09/17/2021	TA/PCA F-2 \$15.34 per hour	TA/PCA G-2 \$15.41 per hour	Salary Column Movement - Bachelor's Degree
Dehoff	Candy	Teacher	Autistic Support	\$45,772.00	LIUEA D-1	09/20/2021	Teacher Assistant ESPA TA/PCA G-2 \$15.41 per hour	Teacher LIUEA LIUEA D-1 \$45,772.00	Position Transfer
Durbin	David	Tutor	Title IA	\$54.71 per hour	n/a	09/01/2021	n/a	n/a	Additional Part Time Position
Gordils	April	Case Manager	ELECT	\$22.68 per hour	Recruiter E-6	07/01/2021	Recruiter C-6 \$21.28 per hour	Recruiter E-6 \$22.68 per hour	Salary Column Movement - 45 Credits / 450 PALS/CEU Hours
Kachmar	Courtney	Instructional Advisor	Emotional Support	\$71,997.00 + \$5000.00 IA Stipend	LIUEA G-13	10/05/2021	Teacher LIUEA G-13 \$71,997.00	Instructional Advisor LIUEA G-13 \$71,997.00 + \$5000.00 IA Stipend	Position Transfer
Lauer	Allison	Teacher Assistant	Behavioral Intervention	\$14.03 per hour	TA/PCA D-1	07/01/2021	TA/PCA C-1 \$13.95 per hour	TA/PCA D-1 \$14.03 per hour	Salary Column Movement - 30 Credits / 300 PALS/CEU Hours
Meek	Lacy	Teacher	Life Skills Support	\$51.69 per hour	LIUEA I-11 Hourly	08/30/2021	n/a	n/a	Additional Hours (15 minutes per day)
Rose	Rhonda	Teacher	Special Education	\$54.20 per hour	LIUEA F-13 Hourly	08/30/2021	n/a	n/a	Additional Part Time Temporary Position

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Sullivan	Lamanda	Teacher	Emotional Support	\$45,772.00	LIUEA D-1	10/01/2021	Teacher Assistant ESPA TA/PCA G-4 \$17.81 per hour	Teacher LIUEA LIUEA D-1 \$45,772.00	Position Transfer
Weeks	Kimberly	Psychologist	Pupil Personnel Services	\$80,847.00	LIUEA M-13	07/01/2021	Psychologist / Instructional Advisor LIUEA M-13 \$80,847.00 + \$3000.00 IA Stipend	Psychologist LIUEA M-13 \$80,847.00	Change in Duties

7.f. Days Beyond Contract

Last Name	First Name	Position	Program	August 2021/22 Number of Days	September 2021/22 Number of Days	November 2021/22 Number of Days	April 2021/22 Number of Days
Arnold	Dessilyn	Staff Developer	Educational Services	1.5	0	1	1
Chapman-Jones	Valerie	Staff Developer	Educational Services	1	1.5	0	0

7.g. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of August 2021 showing cash on hand of \$29,558,211.25.

7.h. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through September 20, 2021.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,103,138.48.

7.i. Transportation Drivers

Background: A list of transportation drivers is provided to LIU Board members throughout the school year showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers as of September 20, 2021.

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7.j. Job Descriptions for Review

Background: The following job descriptions are presented for review.

2018 - Supervisor of Operations (previously Manager of Facilities and Purchasing Consortia)

3014 - Professional Development Specialist (no changes/changed to new job description format)

4016 - Network Administrator (new)

4017 - Systems Administrator (new)

6020 - Data Coordinator (revised)

Recommendation: No action required at this time.

7.k. Board Policies for Adoption

Background: The following policies were presented for second reading/ adoption. Board Policy 816 has been recommended for deletion by PSBA because language pertaining to workplace safety, including the establishment of a safety committee, is now covered under Policy 705 - Facilities and Workplace Safety.

Policy 218.1 - Weapons

Policy 218.2 - Terroristic Threats

Policy 247 - Hazing

Policy 249 - Bullying/Cyberbullying

Policy 252 - Dating Violence

Policy 805.2 - School Security Personnel

Policy 816 - Workplace Safety - TO BE DELETED

Recommendation: Motion to adopt Board policies.

7.l. Board Policies for Review

Background: The following Board policy revisions were presented for first reading.

006 - Board Procedures - Meetings

006.1 - Attendance at Meetings via Electronic Communications

218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault

903 - Public Participation in Board Meetings

Recommendation: No action required at this time. Policies will be presented for second reading/adoption on November 2.

8. Action Items

8.a. Express Employment Professionals Staffing Agreement

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Recommendation: Motion to approve an agreement with Express Employment Professionals for the hiring of temporary staff, when needed. Patrick McDonald moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried

8.b. Cisco Duo Access Security Licenses and Tokens for Multi-Factor Authentication

Recommendation: Motion to grant approval to enter into a contract agreement with CDW-G for the purchase of Cisco Duo Access licenses and tokens for Multi-Factor Authentication at a cost not to exceed \$52,921.00. Cassandra Liggins moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.c. Approval to Establish New Act 93 Positions

Recommendation: Motion to grant approval to establish two new Level VI Act 93 positions for Network Administrator and Systems Administrator. Dee Nester moved approval, seconded by Douglas White. In response to an inquiry by Mr. Wagner, Ms. Williams noted that there are currently 48 Act 93 positions. Roll call vote recorded all in favor and the motion carried.

8.d. Health Center VAV Relocation

Recommendation: Motion to approve payment of \$4,540 to Trane for HVAC equipment relocation. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

8.e. Committed Fund Balance for Health Center Reserve

Recommendation: Motion to grant approval to move \$150,000 Committed Fund Balance for Health Care Reserve to Committed Fund Balance for Capital Improvements. Vanessa Snell moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.f. Purchase of New Generator

Recommendation: Motion to enter into a contract with CoStars for the purchase of a new generator at a cost of \$67,103 to be funded by Committed Fund Balance for Capital Improvements. Patrick McDonald moved approval, seconded by Douglas White. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Lincoln EDGE Genius Licensing Purchase and Implementation

Background: The EDGE program offers school districts partnership opportunities for customized online learning. Enrolled students can choose from a wide variety of courses to personalize their educational experience. To accomplish this, EDGE uses a

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variety of software vendors. The challenge of using multiple vendors is that the student/parent needs to sign into each one individually. Additionally, student data needs to be extracted from each platform, then combined in order to be analyzed by both Lincoln EDGE staff and the LEA customers. To overcome this, we propose to implement Genius. Genius is a single sign on platform that also performs data analysis across multiple platforms to provide a single source of data. Genius has been designed to provide this type of service for cyber school solutions. Using Genius will provide our students/parents and our LEA customers with easier access and access to data not otherwise able to be provided, which will lead to increased customer satisfaction. The Lincoln EDGE program will, as a result of this Semester 2 implementation, be able to provide real time academic data for both EDGE teachers and home school districts. Genius is included as part of membership subscriptions for nearly all of the cyber program offerings delivered by other PAIU programs. Funding for these upgrades (\$18,000 Initial Setup Fee and \$15,800 Enrollment Fee) will be from the Lincoln Cyber Café Budget, Miscellaneous Vendor Expenses.

Recommendation: No action required at this time. The following motion will be presented for action on November 2, 2021: Motion to grant approval to enter into an agreement with Genius for the purchase of the Genius single sign-on platform to be used by the Lincoln EDGE Cyber School at a cost of \$33,800.

9.b. Request to Conduct Research Study

Background: Minette Hartsock, a Teacher in the Preschool Program, requests approval to conduct a research study at the Franklin Learning Center as part of her requirements as a student in the Master's in Reading and Literacy Program at Shippensburg University. Her study is entitled "Effects of the use of the Competent Learner Model curriculum and the behavioral contingency prime, prompt, fade, and reinforce on the acquisition of sorting skills among preschoolers with varying cognitive abilities." Her request letter is provided for more detailed information.

Recommendation: No action required at this time. The following motion will be presented on November 2: Motion to grant approval for Minette Hartsock, LIU Preschool Teacher, to conduct a research study at the Franklin Learning Center on "Effects of the use of the Competent Learner Model curriculum and the behavioral contingency prime, prompt, fade, and reinforce on the acquisition of sorting skills among preschoolers with varying cognitive abilities."

- 10. Addendum to October 5, 2021:** The following items were presented for adoption on an addendum to the agenda and were adopted along with the Consent Agenda items.

7.b. Professional Staff Nomination

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar

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Roth	Christina	Counselor	Pupil Personnel Services	09/22/2021	\$51,087.00	LIUEA F-1	188 Days
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7.m. ARP ESSER Budget

Background: The LIU is eligible to apply for funding through the following grants offered by the American Rescue Plan. Funds will be used to support IU 12 and district students with long-term education recovery due to COVID-19 pandemic, including lost instructional time, absenteeism, social-emotional well-being and other student supports. The Board granted approval to apply for the funds last month. The corresponding budgets are now presented for approval.

Recommendation: Motion to grant approval for the LIU to apply for ARP ESSER funding for ARP ESSER IU 2.5% Set Aside Grant - \$2,696,344, and ARP ESSER N&D 2.5% Set Aside Grant - \$1,120,660 and the corresponding budgets.

9.c. Draft Job Descriptions for EANS Grant Funded Positions

Background: Draft job descriptions related to the EANS Funding to Nonpublic Schools are presented for review. Tracy Williams, Director of Human Resources, will provide an overview.

8006 - Draft Student Support - Tutor (After School - Summer)

8007 - Draft Social Worker - Act 89

8008 - Draft Licensed Practical Nurse (LPN) - Act 89

8009 - Draft Instructional Support Teacher - Act 89

8010 - Draft Bilingual Secretary - Nonpublic Schools

Recommendation: No action required at this time. Job descriptions will be presented for adoption on November 2, 2021.

11. President's Report

In recognition of National Teacher Appreciation Day, Mrs. Heistand thanked all teachers and assistants for all they do every day to support the education of the students we serve. Mrs. Heistand recently joined Dr. West on a visit to the York Learning Center to talk with teachers and see students in the classrooms. She thanked all Board members for arriving earlier than usual this evening to receive training on the new Agenda Manager program.

Mrs. Heistand provided another opportunity for public comment, with no comments provided by the public.

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12. Executive Director's Report

Dr. West shared the following highlights:

- The Superintendents' Advisory Council met on September 27 and discussed the implications of COVID 19 on staffing and substitutes.
- Dr. West thanked Dr. Trail, Dr. Murphy, Tracy Williams and Patti Wysocki for developing a proposal to address the current substitute shortage, and extended his appreciation to the Board for allowing the IU to move forward.
- In response to a state press conference on the shortage of bus drivers across the state, Julie Romig drafted a communication to go out to all local legislators to better inform them of the impact of the current teacher shortage, and to encourage them to pursue the same efforts they are using to address the bus driver shortage to address the teacher shortage, which is having an even greater impact on schools.
- The Intermediate Unit system is celebrating its 50th anniversary this year. Intermediate Units were established in 1971 to replace the county school system. There are 29 Intermediate Units across the state that generally offer the same types of services to schools.
- Superintendents want the IU to advocate on their behalf with local legislators. Dr. West will be working with Julie Romig on plans to hold a forum with local politicians.

Board members will receive communication from Dr. West or Jill Trostle regarding the expiration of their local school board terms, in preparation for the spring election of LIU directors.

13. Assistant Executive Director's Report

Dr. Trail shared the following highlights:

- The Act 93 Compensation Plan has been updated to be in compliance with Act 13.
- The Tactical Team (of assistant directors of each division) have been working for the past year to update our internal IU forms and create a system where all forms are accessible in one location.
- The Employee Recognition Committee was formed last year and is ready to announce the first four employees of the month. A total of 82 nominations were received for 73 staff members.

The submission of the ESSER Grant proposal was a collaborative effort by Dr, Trail, Dr. Murphy, Jared Mader, Tim Stanton, the Special Education Associate Directors, and staff from Business Services. Dr. Trail will provide an overview of the items requested through this grant at a future meeting.

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14. Cabinet Reports

Cabinet members shared highlights from their reports.

15. Good of the Order

Patrick McDonald distributed information published by the News Literacy Project, a nonpartisan national education nonprofit that works with educators and journalists to teach middle school and high school students how to sort fact from fiction in the digital age.

16. Adjournment

It was moved and seconded to adjourn the meeting at 8:34 PM.

Respectfully submitted,

Tim A. Stanton
Board Secretary

Next Meeting: November 2, 2021