



**BOARD OF DIRECTORS
MINUTES
November 30, 2021**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 30, 2021. Board President Sue Heistand called the meeting to order at 7:05 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss legal matters related to the Sunshine Law. In addition, a brief reception was held to recognize five outgoing Board members: Mark Chimel, Dustin Martin, Patrick McDonald, Suzanne Smith and Michael Wagner. Mrs. Heistand thanked them publicly for their years of service on the LIU Board

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended in person: Sue Heistand, Dustin Martin, Patrick McDonald, Suzanne Smith, Michael Wagner and Douglas White. The following Board members attended virtually: Mark Chimel, Brian Hoffman, Cassandra Liggins, Dolores Nester, Mark Schur. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lynn Murphy, Tim Stanton, Dr. Brad Sterner, Tracy Williams, Jill Trostle, and David Walker, 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: TRANE Building Envelope Proposal - John Linn and Dennis Rumsey

Tim Stanton, Director of Finance, introduced Dennis Rumsey and John Linn of TRANE who provided an overview of their proposal for a building envelope retrofit for the Central office at an estimated cost of \$68,774. Messrs. Rumsey, Linn and Stanton responded to several questions of the Board. The proposal will be presented for consideration at the next meeting on January 4, 2022.

6. Approval of Minutes of November 2, 2021

The minutes of the previous meeting were approved as presented.

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7. Consent Agenda

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

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

MOTION ON CONSENT AGENDA: Patrick McDonald moved approval of the consent agenda, seconded by Suzanne Smith. 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
Biedermann	Jill	Speech Therapist	Preschool	12/17/2021	Resignation
Britton	Melissa	Personal Care Assistant	Autistic Support	11/02/2021	Resignation
Carty	Tracy	Teacher Assistant	Preschool	11/17/2021	Resignation
Demmitt	Alyssa	Personal Care Assistant	Hearing Impaired Support	11/10/2021	Resignation
Ford	Carla	Personal Care Assistant	Life Skills Support	11/05/2021	Resignation
Hartwell	Dawn	Interpreter	Hearing Impaired Support	11/04/2021	Resignation
Hartman	Jennifer	Itinerant Teacher	Act 89 Nonpublic School Services	11/10/2021	Resignation
Honeycutt	JoNell	Teacher Assistant	Multidisabilities Support	11/08/2021	Resignation
Hrimnak	Terrance	Teacher Assistant	Autistic Support	02/01/2022	Retirement
Knight	Trevor	Personal Care Assistant	Life Skills Support	11/19/2021	Resignation
Korver	Jane	Teacher Assistant	Preschool	11/05/2021	Resignation
Laub	Susan	English as a Second Language Instructor	Adult Education	12/21/2021	Resignation
Matthews	Ann	Personal Care Assistant	Autistic Support	11/16/2021	Resignation
Mitchell	Jennifer	Teacher Assistant	Autistic Support	11/30/2021	Resignation
Monger	Karen	Teacher Assistant	Therapeutic Emotional Support	11/17/2021	Resignation
Sheehan	Brittany	Teacher	Preschool	12/17/2021	Resignation
Stevens	Abigail	Interpreter	Hearing Impaired Support	11/12/2021	Resignation
Stottlemeyer	Samantha	Personal Care Assistant	Multidisabilities Support	12/01/2021	Resignation
Wilson	Michelah	Personal Care Assistant	Preschool	11/12/2021	Resignation

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
Amos	Johnathan	Systems Administrator	Educational Technology Services	12/01/2021	\$70,000.00	Act 93	260 Days
Antonelli	Jena	Counselor	Act 89 Nonpublic School Services	12/01/2021	\$51,387.00	LIUEA F-2	188 Days

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Lucia	Kristy	Teacher	Therapeutic Emotional Support	11/03/2021	\$45,772.00	LIUEA D-1	188 Days
Piper	Rachelle	Teacher	Preschool	11/17/2021	\$53,904.00	LIUEA F-6	188 Day Stretch
*Kane	Deborah	Supervisor of Operations	Business Services	Change in Employment Status eff. 12/1/2021	\$72,257	Act 93 Level V	260 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
Acker	Charla	Secretary	Special Education	12/01/2021	\$21.73 per hour	Sec E A-6	260 Days
Brenneman	Faith	Teacher Assistant	Autistic Support	12/01/2021	\$14.15 per hour	TA/PCA F-1	188 Days
Crites	Brianna	Personal Care Assistant	Multidisabilities Support	11/17/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Douglass	Nicole	Personal Care Assistant	Autistic Support	11/08/2021	\$13.95 per hour	TA/PCA C-1	188 Days
Eakin	Karen	Administrative Assistant	Educational Services	12/01/2021	\$21.25 per hour	Sec E C-4	260 Days
Kennedy	Desarea	Personal Care Assistant	Multidisabilities Support	12/01/2021	\$14.10 per hour	TA/PCA A-2	188 Days
Leese	Douglas	Building Attendant	Business Services	12/01/2021	\$14.32 per hour	Maint B + 0.25 A-2	Part Time Hourly
Lloyd	Rachel	Personal Care Assistant	Life Skills Support	12/01/2021	\$16.53 per hour	TA/PCA F-3	188 Days
Maus	David	Custodian	Business Services	TBD	\$17.82 per hour	Maint/Cust A-6	260 Days
McKeever	Jennifer	Temporary Student Support/Tutor	Act 89 Nonpublic School Services	11/17/2021	\$10.00 per hour	Grant Funded	Temporary Part Time Hourly
Meinsen	Kelsi	Personal Care Assistant	Paradise School Abbottstown	12/01/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Mosley	Sharisse	Personal Care Assistant	Multidisabilities Support	12/08/2021	\$17.33 per hour	TA/PCA F-4	188 Days
Pleitez	Cherona	Temporary Teacher Assistant	Act 89 Nonpublic School Services	11/17/2021	\$13.84 per hour	Grant Funded	Temporary Part Time Hourly
Ramey	Savannah	Teacher Assistant	Multidisabilities Support	12/01/2021	\$14.03 per hour	TA/PCA D-1	188 Days
Reynolds	Kelly	Human Resources Generalist - Workers' Compensation and Benefit Plans	Human Resources	11/24/2021	\$50,000.00	Confidential Support	260 Days
Rhoades	Shyann	Teacher Assistant	Behavioral Intervention	11/15/2021	\$15.34 per hour	TA/PCA F-2	188 Days

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Tart	Dawn	Personal Care Assistant	Hearing Impaired Support	12/01/2021	\$16.19 per hour	TA/PCA E-3	188 Days
Wentz	Whitney	Personal Care Assistant	District Contract	11/17/2021	\$14.10 per hour	TA/PCA E-1	188 Days

7.d. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Baltzley	Valerie	ABE/ASE Instructor	Adult Education	no change	no change	11/15/2021	7 Hours per Week	23-24 Hours per Week	Additional Duties
Brakefield	Nicole	Data Secretary	Special Education	\$17.91 per hour	ESPA Sec D F-1	TBD	Personal Care Assistant District Contract ESPA TA/PCA E-1 \$14.10 per hour	Data Secretary Special Education ESPA Sec D F-1 \$17.91 per hour	Position Transfer
Guidinger	Khaimook	Administrative Assistant	Administration	\$52,000.00	Confidential Support	01/03/2022	Educational Services ESPA ESPA Sec E G-4 \$44,499.00	Administration Confidential Support \$52,000.00	Position Transfer
Hause	Alexis	Temporary Physical Therapist	Occupational and Physical Therapy Services	no change	no change	10/25/2021	21 Hours per Week	Temporary Part Time Hourly as Needed	Position Transfer / Decrease in Duties
McLaughlin	Christina	Professional Development Specialist	Educational Services	\$79,500.00	Act 93	11/01/2021	Staff Developer LIUEA LIUEA H-13 \$73,671.00	Professional Development Specialist Act 93 \$79,500.00	Position Transfer
Miller	Marcia	Secretary (School Based ACCESS)	Business Services	\$23.79 per hour	ESPA Sec D F-5	12/15/21	Secretary Transportation ESPA Sec C F-5 \$22.63 per hour	Secretary Business Services ESPA Sec D F-5 \$23.79 per hour	Position Transfer
Topper	LoriAnne	Teacher	Hearing Impaired Support	\$46,072.00	LIUEA D-2	11/08/2021	Personal Care Assistant ESPA ESPA TA/PCA G-4 \$17.81 per hour	Teacher LIUEA LIUEA D-2 \$46,072.00	Position Transfer

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7.e. Student Workers

ID Number	Location	Pay Rate
BR94248	Franklin Learning Center	\$7.25 per hour
RI65433	York Learning Center	\$7.25 per hour
RO28341	New Oxford Training Site	\$7.25 per hour

7.f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of October 2021 showing cash on hand of \$31,338,088.29.

7.g. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through November 9, 2021.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$4,849,671.01.

7.h. Transportation Drivers

Background: A list of transportation drivers was 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 November 15, 2021.

7.i. Job Descriptions for Adoption

Background: The following job descriptions are provided for adoption.

1002.1 - Administrative Assistant to the Assistant Executive Director and Director of Strategic Communications (revision)

3007 - Administrative Assistant to Director and Assistant Director of Educational Services (revision)

Recommendation: Motion to adopt job descriptions.

7.j. Grant Request - Pennsylvania Science Education Leadership Grant

Background: The Pennsylvania Science Education Leadership grant will support one of the initiative priorities of the Science Leadership Network and will be used to host a Science Leadership event in spring 2022.

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Recommendation: Motion to approve a grant application to the Pennsylvania Science Education Leadership grant in the amount of \$10,000 to support a Science Leadership event in spring 2022.

8. Action Items

8.a. Revised LIU Administrative Evaluation Plan

Recommendation: Motion to approve the revised LIU Administrative Evaluation Plan to reflect Act 13 changes. Suzanne Smith moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.b. Change Orders for Caliber Contracting Services Inc. Reference the Health Center

The following change orders from Caliber Contracting Services, Inc. were submitted for approval:

- Change order from Caliber Contracting Services, Inc. in the amount of \$11,100 to cut concrete so pipes could be installed and then patched.
- Change order from Caliber Contracting Services, Inc. in the amount of \$1,574 to revise sidewalk plans at YLC resulting in extra concrete.

Recommendation: Motion to accept the change orders submitted by Caliber Contracting Services Inc. as noted above. Michael Wagner moved approval, seconded by Dustin Martin. A lengthy discussion ensued. Dustin Martin suggested that Mr. Stanton provide a report to the Board at the next meeting showing the total cost of all the change orders as a percentage of the total cost and scope of the project. Mr. Hoffman asked if the architect requested a variance to the code. Mr. Stanton agreed to check with the architect. Roll call vote recorded all in favor and the motion carried.

8.c. Change Order for Monacacy Valley Electric, Inc. Reference the Health Center

The following change order was submitted for approval:

- Change order from Monacacy Valley Electric Inc. in the amount of \$173 for additional computer network patch panels needed in the fingerprinting areas.

Recommendation: Motion to accept the change orders submitted by Monacacy Valley Electric Inc. for additional computer network patch panels. Dustin Martin moved approval, seconded by Michael Wagner. Roll call vote recorded: Mark Chimel/aye; Sue Heistand/aye; Brian Hoffman/aye; Cassandra Liggins/aye; Dustin Martin/aye; Patrick McDonald/aye; Dolores Nester/abstain; Mark Schur/aye; Suzanne Smith/aye; Michael Wagner/aye; Douglas White/aye. The motion carried with a vote of 10 ayes, 1 abstention.

8.d. Change Order for Frey Lutz Corporation Reference the Health Center

The following change order was submitted for approval:

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- Change order from Frey Lutz Corporation to insulate steam pipes after asbestos removal.

Recommendation: Motion to accept the change order submitted by Frey Lutz Corporation totaling \$4,469.05 to insulate steam pipes after asbestos removal. Suzanne Smith moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

8.e. Authorization to Purchase Box Truck

The box truck currently owned by the LIU is used extensively for the delivery of classroom furniture and supplies, but will not pass inspection and may no longer be driven. The LIU has advertised two Requests for Bid Proposals with no responses. Under Pennsylvania School Code, the LIU now has only 45 days to obtain a box truck without completing an additional request for proposal.

Recommendation: Motion to authorize the Executive Director to purchase or delegate purchasing authority of a box truck for the Intermediate Unit within the next 45 days. Michael Wagner moved approval, seconded by Patrick McDonald. Ms. Smith asked for an estimated cost of a box truck, to which Mr. Stanton responded \$30,000-\$40,000. Mr. Stanton noted that if a purchase is not made within 45 days, the IU will have to submit a third request for proposal. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Affiliation Agreement with Messiah University

Background: The Special Education Division requests approval to establish an affiliation agreement with Messiah University to provide special education field experiences for students enrolled through Messiah University for one year beginning November 12, 2021, renewing for successive one-year terms unless either party gives 90 days written notice of nonrenewal.

Recommendation: No action required at this time. The following motion will be presented on January 4, 2022. Motion to approve an agreement with Messiah College to provide special education field experiences for students enrolled through Messiah University effective November 12, 2021, renewing for successive one-year terms unless either party gives 90 days written notice of nonrenewal.

9.b. ALL HANDS Interpreting Services

Background: The Special Education Division requests approval to establish an affiliation agreement with ALL HANDS Interpreting Services to provide sign language interpreting services.

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Recommendation: No action required at this time. The following motion will be presented on January 4, 2022: Motion to establish an affiliation agreement with ALL HANDS Interpreting Services to provide sign language interpreting services.

9.c. General Healthcare Resources, LLC d/b/a GHR Education

Background: The Special Education division requests approval to establish an agreement with GHR Education to recruit personnel for special education positions.

Recommendation: No action required at this time. The following motion will be presented on January 4, 2022: Motion to approve an agreement with GHR Education to provide recruiting services for special education positions.

9.d. Express Employment Professionals - Updated Agreement

Background: The agreement with Express Employment Professionals was recently approved in October, but the agency has made several changes to the agreement form since that time. A revised agreement is attached for review. Tracy Williams will respond to questions regarding the revised agreement at the meeting.

Recommendation: No action required at this time. The following motion will be presented for approval on January 4, 2022: Motion to approve the revised agreement with Express Employment Professionals.

9.e. TRANE Building Envelope Proposal

Background: The Business Services Division requests approval for TRANE to install sheathing from top of the exterior wall to roof edges, at a proposed cost of \$68,774. Representatives of TRANE will be present to provide an overview of the proposal.

Recommendation: No action required at this time. The following motion will be presented on January 4, 2022: Motion to approve TRANE's proposal for a Building Envelope Retrofit in the amount of \$68,774.

9.f. Revision to Confidential Employees Agreement

Background: Confidential employees have been placed on one of two salary levels based on the ability for the position to affect the financial and legal aspects of the Lincoln Intermediate Unit, with Level 1 being the highest level and the most potential impact. The Director of Human Resources recommends the following changes to the salary levels of two confidential positions.

- Revise salary level of Human Resources Generalist - Workers Compensation and Benefit Plans from Level 1 to Level 2.

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- Revise salary level of Administrative Assistant to the Director of Human Resources from Level 2 to Level 1.

Recommendation: No action required at this time. The following motion will be presented on January 4, 2022: Motion to revise the Confidential Agreement for 2021-2025, moving the Human Resources Generalist - Workers Compensation and Benefit Plans to Salary Level 2, and moving the Administrative Assistant to the Director of Human Resources to Salary Level 1.

11. President's Report

- Mrs. Heistand reminded all Board members that after this meeting, all communications with the Board will be sent to their IU12 email addresses. Board members were reminded to check their IU12 email on a regular basis.
- Outgoing Board members were reminded to follow up with their Superintendents and Board presidents to appoint replacements to the LIU Board, pending the spring election. With a total of six vacancies, it will be imperative that the remaining 7 Board members attend each meeting to ensure a quorum.
- Mrs. Heistand provided another opportunity for public comments, to which there was no response.

12. Executive Director's Report

Dr. West shared the following highlights:

- The first Listening and Sharing Forum was held on November 11, 2021 with 70 people attending and sharing concerns. Dr. West publicly thanked the LIU staff for their openness and encouraged them to attend future forums. The recorded session and a summary of the Q&A was shared with all staff. Dr. West plans to hold similar forums at the York Learning Center and Franklin Learning Center. He acknowledged Julie Romig and the Cabinet for their efforts in planning and preparing for each forum.
- The IU continues to experience staff and substitute shortages, but has taken the steps approved by the Board at a previous meeting to increase the substitute rates, which has already resulted in an increase in fill rates. In addition, there were 19 substitutes in the pool that had not previously applied to fill LIU positions, who have now agreed to substitute for the IU.
- Dr. West, Dr. Trail and Julie Romig are working with the Superintendents Advisory Council to create materials to share with local legislators on issues facing education and to improve legislative advocacy. Prior to the pandemic, Superintendents volunteered to serve on various committees which were chaired by Cabinet members. With the facilitation provided by Dr. Trail, new committees have been formed and will meet quarterly. Committees are currently developing their purpose and focus for the coming year. The various committees include: Executive Committee, Symposium/Professional

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Development, Emerging Trends/Innovation, Programs and Services, and
Communications and Advocacy.

13. Assistant Executive Director's Report

Dr. Trail extended her appreciation to all Board members for their support of the work the IU is doing with staff and students, and extended well wishes to all five outgoing Board members, noting they would be missed.

14. Cabinet Reports

There were no comments provided by Cabinet:

15. Good of the Order

- Mr. Wagner extended his thanks to all.
- Ms. Smith stated that she appreciated the opportunity and it was a pleasurable experience to serve on the IU Board.
- Mr. McDonald echoed the same sentiments, noting that it has been a unified group working for the betterment of students.
- Mr. Martin shared that he appreciates the professionalism displayed among the Administration, Cabinet members and the Board, and wished everyone good luck.
- Mrs. Heistand extended her thanks again to the five members that are leaving for taking the time to travel to the IU for monthly meetings, in addition to serving on their home school boards. She extended happy holidays to everyone, encouraging them to relax, recoup and return ready to take on the new year.

16. Adjournment

Suzanne Smith moved to adjourn, seconded by Patrick McDonald. The meeting adjourned at 8:24 pm.

Respectfully submitted,

Tim A. Stanton
Board Secretary

Next Meeting: January 4, 2022