



**BOARD OF DIRECTORS
MINUTES
February 1, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 1, 2022. Board President Sue Heistand called the meeting to order at 7:20 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss a personnel matter.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended in person: Brandon Boyer, Janon Gray, Sue Heistand, AmyBeth Hodges, Dolores Nester, Cynthia Rohrbaugh, Mark Schur, and Douglas White. The following Board members attended virtually: Cassandra Liggins and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Cynthia Renehan, Julie Romig, Tim Stanton, Dr. Brad Sterner, 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. Appointment of LIU Directors and Oath of Office

Recommendation: Motion to appoint Ms. AmyBeth Hodges from the Gettysburg Area School District to represent Gettysburg Area, Fairfield Area and Upper Adams School Districts effective February 1, 2022 through June 30, 2022. Dolores Nester moved to appoint Ms. Hodges, seconded by Vanessa Snell. All Board members present are recorded as voting in favor and the motion carried. Mr. Zee conducted the oath of office and Ms. Hodges was welcomed to the LIU Board.

6. Presentation: Proposed FY 23 General Operating Budget - Tim Stanton, Director of Finance

Mr. Tim Stanton provided an overview of the proposed General Operating Budget for 2022-2023 totaling \$8,072,301, which represents an increase of \$370,123 or 4.81% over the

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2021-2022 budget. The budget increase is a direct result of the establishment of the Director of Strategic Communications position and an increase in district service contracts in the Educational Services Division.

7. Approval of Minutes of January 4, 2022

The minutes of the previous meeting were approved as presented.

8. 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: Vanessa Snell moved approval of the Consent Agenda, seconded by Brandon Boyer. Roll call vote recorded all in favor and the motion carried.

8.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Baldwin	Maria	Teacher Assistant	Therapeutic Emotional Support	12/22/2021	Resignation
Brooks	Lisa	Licensed Practical Nurse	Special Education	12/21/2021	Resignation
Collier-Turnbaugh	Sara	School Psychologist	Pupil Personnel Services	02/10/2022	Resignation
Cunkelman	Betsy	Interpreter	Hearing Impaired Support	04/22/2022	Retirement
Curzi	Danielle	Learning Center Site Administrator	Special Education	03/18/2022	Resignation
Golden	Cheryl	Teacher Assistant	Autistic Support	01/04/2022	Resignation
Gulden	Desirae	Floating Teacher	Special Education	02/04/2022	Resignation
Kennedy	Desarea	Personal Care Assistant	Multidisabilities Support	01/21/2022	Resignation
King-Spinola	Kimberly	School Psychologist	Pupil Personnel Services	03/18/2022	Resignation
Lauer	Allison	Teacher Assistant	Behavioral Intervention	12/23/2021	Resignation
Leber	Kristen	Teacher	Life Skills Support	03/04/2022	Resignation
McHugh	Lacie	Teacher	Therapeutic Emotional Support	01/28/2022	Resignation
Murphy	Lynn	Director	Special Education	01/28/2022	Resignation
Pallone	Ashlei	Accounting Generalist	Business Services	01/18/2022	Resignation
Rhone	Jennifer	Teacher	Life Skills Support	03/11/2022	Resignation
Stanton	Tim	Director of Finance	Business Services	06/30/2022	Resignation
Sullivan	Lori	Teacher Assistant	Life Skills Support	01/07/2022	Resignation
Wagner	Frances	Teacher Assistant	Autistic Support	01/14/2022	Resignation
Wall	Stacy	Personal Care Assistant	District Contract	12/16/2021	Resignation
Wilson	Michelle	Social Worker	Pupil Personnel Services	03/11/2022	Resignation
Yeingst	Sara	Personal Care Assistant	Autistic Support	01/14/2022	Resignation

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8.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
Bonilla	Marley	Teacher	Preschool	01/05/2022	\$51,387.00	LIUEA F-2	188 Day Stretch
D'Amore	Charlene	English as a Second Language Teacher	Language Instruction Educational Program	01/19/2022	\$55.13 per hour	LIUEA Doct-12	188 Days
DeGumbia	Sarah	Occupational Therapist	Occupational / Physical Therapy Services	01/26/2022	\$51,687.00	LIUEA F-3	188 Days
English	Zachary	Social Worker	Pupil Personnel Services	01/19/2022	\$51,087.00	LIUEA F-1	188 Days
Rill	Ashley	Teacher	Therapeutic Emotional Support	02/09/2022	\$45,772.00	LIUEA D-1	188 Days
Sharp	Laura	Supervisor	Pupil Personnel Services	TBD	\$115,000.00	Act 93	260 Days

8.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
Baginski	Amanda	Teacher Assistant	Behavioral Intervention	01/21/2022	\$14.20 per hour	TA/PCA G-1	188 Days
Cabrera Ramos	Elena	Personal Care Assistant	Hearing Impaired Support	01/26/2022	\$16.58 per hour	TA/PCA G-3	188 Days
Fisher	Tina	Personal Care Assistant	Autistic Support	02/02/2022	\$18.95 per hour	TA/PCA F-5	188 Days
Garrett	Monica	Personal Care Assistant	Life Skills Support	01/19/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Heffner	Jessica	Personal Care Assistant	Life Skills Support	01/26/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Landi	Angela	Licensed Practical Nurse	Special Education	01/26/2022	\$22.79 per hour	Nurse-LPN A-3	188 Days
Medina Vizcaino	Behirys	Teacher Assistant	Autistic Support	01/26/2022	\$13.90 per hour	TA/PCA B-1	188 Days
Reichart	Hope	Personal Care Assistant	Preschool	01/26/2022	\$14.10 per hour	TA/PCA A-2	188 Day Stretch
Shambough	Nicole	Personal Care Assistant	Life Skills Support	01/19/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Shoff	Jody	Teacher Assistant	Preschool	01/05/2022	\$13.84 per hour	TA/PCA A-1	188 Day Stretch
Smith	Jeremy	Accounts Payable Specialist	Business Services	02/02/2022	\$22.34 per hour	Sec D F-4	260 Days

8.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Rose	Rhonda	Teacher	\$34.78 per hour	Hanover Public School District	August 23, 2021 - January 31, 2022 (Extension)
Wolf	Hilary	Secretary	\$17.96 per hour	York Suburban School District	January 10, 2022 - June 30, 2022

8.e. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
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Carrots	Danielle	Instructional Advisor	Hearing Impaired Support	\$65,970.00 + \$1000.00 IA Stipend	No Change	01/24/2022	Teacher \$65,970.00	Teacher + Instructional Advisor \$65,970.00 + \$1000.00 IA Stipend	Additional Part Time Duties
Hillier	Lauren	Instructional Advisor	Hearing Impaired Support	\$46.54 per hour + \$1000.00 IA Stipend	No Change	01/24/2022	Itinerant Teacher \$46.54 per hour	Itinerant Teacher + Instructional Advisor \$46.54 per hour + \$1000.00 IA Stipend	Additional Part Time Duties
Sternor	Marilyn	Interpreter	Hearing Impaired Support	\$43.04 per hour	Interpreter RID G-9	01/03/2022	n/a	n/a	Additional Duties - Interpreter Mentor

8.f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of December 2021 in the amount of \$29,252,858.78.

8.g. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through January 14, 2022.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,573,811.81.

8.h. 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 February 1, 2022.

8.i. Grant Request - Dollar General Literacy Foundation

Background: The Adult Education Program requests approval to apply for a grant through the Dollar General Literacy Foundation. Grant funds would be used to support operating costs of serving eligible adults in the Franklin County Literacy and ESL programs from June 1, 2022 through June 1, 2023.

Recommendation: Motion to grant approval for the Adult Education Program to submit a proposal in the amount of \$10,000 through the Dollar General Literacy Foundation to support the Franklin County Literacy Program effective June 1, 2022 through June 1, 2023.

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8.j. Grant Request - Nora Roberts Foundation

Background: The Adult Education Program requests approval to apply for a grant through the Nora Roberts Foundation. Grant funds would be used to purchase supplemental materials such as books, workbooks and teachers' manuals for Adult Literacy/ESL Instruction from April 1, 2022 through April 1, 2023.

Recommendation: Motion to grant approval for the Adult Education Program to submit a proposal to the Nora Roberts Foundation for \$2,500 to purchase supplemental materials for Literacy/ESL instruction effective April 1, 2022 through April 1, 2023.

8.k. Grant Request - Rotary Club of Chambersburg Foundation

Background: The Adult Education Program requests approval to apply for \$2,500 through the Rotary Club of Chambersburg to support the LIU 12 Franklin County Literacy Council through the provision of adult education books, workbooks and teachers' manuals.

Recommendation: Motion to grant approval for the Adult Education Program to apply for a grant through the Rotary Club of Chambersburg for \$2,500 to purchase adult education books, workbooks and teachers' manuals for the Franklin County Literacy Council.

8.l. Grant Request for Donald B. and Dorothy L. Stabler Foundation

Background: The Adult Education Program requests approval to apply for \$15,000 through the Donald B. and Dorothy L. Stabler Foundation to support the LIU 12 Franklin County Literacy Council as it serves eligible adult ESL students from June 1, 2022 through May 31, 2023.

Recommendation: Motion to grant approval for the Adult Education Program to apply for \$15,000 through the Donald B. and Dorothy L. Stabler Foundation to be used to support the LIU 12 Franklin County Literacy Council as it serves eligible adult ESL students beginning June 1, 2022 through May 31, 2023.

8.m. Alexander Stewart MD Foundation

Background: The Adult Education Program requests approval to apply for \$10,000 through the Alexander Stewart MD Foundation grant. Funds will be used to maintain and expand existing capacity to support adult learners in Franklin County, Pennsylvania, through the provision of operational supports, learning materials, and additional contracted instructors for the period July 1, 2022 through June 30, 2023.

Recommendation: Motion to grant approval for the Adult Education Program to submit a grant request to the Alexander Stewart MD Foundation in the amount of \$10,000 to support, maintain and expand capacity of services to adult learners in Franklin County for the period July 1, 2022 through June 30, 2023.

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8.n. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

1503 - School Social Worker (Revision replaces 6011 and 8007)

6049 - Covid Support Specialist (new)

8009 - Instructional Support Teacher - Nonpublic Schools (revised credential per PDE guidelines)

Recommendation: Motion to adopt job descriptions.

8.o. Board Policy for Adoption

Background: The following revised board policy were presented for adoption.

Policy 101 - Mission

Recommendation: Motion to adopt Board Policy 101 - Mission.

9. Action Items

9.a. WellSpan Philhaven Letter of Agreement

Recommendation: Motion to approve Letter of Agreement with WellSpan Philhaven to work cooperatively to provide services to benefit persons suffering from serious mental illness or emotional disturbances effective January 1, 2022 through January 1, 2024. Dolores Nester moved to approve the Letter of Agreement with WellSpan Philhaven, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.b. Bid Award for Internet Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN-RWAN) Consortium

Recommendation: Motion to grant approval to enter into an agreement with Comcast to deliver 11 Gbps of commodity internet service at a cost of \$8,584 per month effective July 1, 2022 and expiring June 30, 2024. Dolores Nester moved approval to award the bid for Internet Service Provider for the Lincoln Learning Network to Comcast, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.c. SAM Service Access & Management Inc. Agreement

Recommendation: Motion to approve Linkage Agreement Letter with SAM (Service Access & Management), Inc. of Reading, Pennsylvania to provide continuity of care of individuals receiving blended case management services in Franklin and Fulton counties effective December 10, 2021 through December 9, 2023. Brandon Boyer moved to approve the agreement with SAM Service Access & Management Inc., seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

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9.d. Change Orders for Caliber Contracting Services Inc., Reference 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 \$1,924. Provide LVP flooring in lieu of Terrazzo patch at YLC fingerprinting area.
- Change order from Caliber Contracting Services, Inc. in the amount of \$1,311. Extend drywall above ceiling per New Oxford Building Inspector.
- Change order from Caliber Contracting Services, Inc. in the amount of \$4,018. Due to the condition of the floors, Caliber put in LVP over the existing terrazzo flooring in New Oxford.
- Change order from Caliber Contracting Services, Inc. in the amount of \$9,895. Make changes to door hardware. Provide revisions to exit devices with vertical rods to accommodate double doors. Add door closers and smoke seals for rated doors. Change order per requirement of the New Oxford Building Inspector.
- Change order from Caliber Contracting Services, Inc. in the amount of \$1,943. Provide firestopping at new and penetrations above ceiling at New Oxford in fire rated partitions and other walls that extend to the deck. Change order per requirement of the New Oxford Building Inspector.
- Change order from Caliber Contracting Services, Inc. in the amount of \$14,784. Provide extension of concrete sidewalk per ADA accessible requirements.

Recommendation: Motion to accept the change orders submitted by Caliber Contracting Services Inc. as noted above. Vanessa Snell moved approval of the change orders submitted by Caliber Contracting Services Inc., seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.e. Change Orders for Mann Plumbing and Heating LLC, Reference Health Center

The following change orders from Mann Plumbing and Heating LLC were submitted for approval:

- Change order from Mann Plumbing and Heating LLC in the amount of \$4,616.92. Insulate steam and domestic water piping in pipe tunnel #2 where asbestos was removed in York Learning Center.
- Change order from Mann Plumbing and Heating LLC in the amount of (\$7,628.18), a credit for concrete cut and patch.

Recommendation: Motion to accept the change orders submitted by Mann Plumbing and Heating LLC as noted above. Dolores Nester moved approval of the change orders submitted by Mann Plumbing and Heating LLC, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

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9.f. Change Order for Frey Lutz Corporation, Reference Health Center

The following change order from Frey Lutz Corporation were submitted for approval:

- Change order from Frey Lutz Corporation in the amount of \$2,141.93. Installed 2 fire dampers, fittings and duct materials.

Recommendation: Motion to accept the change order submitted by Frey Lutz Corporation as noted above. Brandon Boyer moved approval of the change order submitted by Frey Lutz Corporation, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.g. Human Service Practicum Site Agreement with Holy Trinity Catholic School

Recommendation: Motion to grant approval for the LIU to enter into a practicum site agreement with Holy Trinity Catholic School to provide practicum experiences for HACC students enrolled in the education or human services fields. Brandon Boyer moved approval of the Human Service Practicum Site Agreement with Holy Trinity Catholic School, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

9.h. Distribution of the FY23 General Operating Budget

Mr. Stanton reported that the General Operating Budget is to be presented to all local school district boards for vote according to the Pennsylvania School Code. School Districts will have the months of February and March to record their votes and to submit resolutions confirming their votes to the IU. The Teller's Report of votes will then be presented to the LIU Board in April for adoption.

Recommendation: Motion to grant approval to distribute the FY23 General Operating Budget to School Districts for approval by their Boards of Directors. Cassandra Liggins moved approval to distribute the 2022-2023 General Operating Budget to school districts to vote, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

10. Information Items

10.a. Comprehensive School Threat Assessment (CSTAG) Training Independent Contractor Agreement

The Administration requests authorization to enter into an Agreement with Lotus Educational Consultants to conduct three days of training for compliance with Act 18 of 2019 titled, Comprehensive School Threat Assessment Guidelines (CSTAG), an evidence-based model for schools to use in conducting threat assessments in K-12 schools. No other model of threat assessment has demonstrated effectiveness in controlled studies published in peer-reviewed journals. Training would be developed by Dr. Dewey Cornell of School Threat Assessment Consultants, LLC., and presented by licensed trainer, Dr. Laura Sharp at a cost of \$2,000 per day up to three days during the 2021-2022 school year beginning March 17, 2022.

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Recommendation: No action required at this time. The following motion will be presented for consideration on March 1, 2022: Motion to grant approval for the LIU 12 to enter into an agreement with Lotus Educational Consultants to conduct three days of Comprehensive School Threat Assessment Guidelines (CSTAG) training at a cost of \$2,000 per day, not to exceed \$6,000, beginning March 17, 2022 through June 30, 2022.

10.b. Agreement with Northern York County Regional Police Department for School Resource Officer

The Special Education Division requests approval of an agreement with the Northern York County Area Regional Police Department to provide a School Resource Officer for 1,560 hours at the York Learning Center for a period of two years beginning March 2, 2022 to March 5, 2024, at an agreed upon amount of \$130,000 for the 2022-2023 school year.

Recommendation: No action required at this time. The following motion will be presented on March 1, 2022: Motion to approve an agreement with the Northern York County Area Regional Police Department to provide a School Resource Officer for the York Learning Center for 1,560 hours of service over a period of two years beginning March 2, 2022 to March 5, 2024, at an agreed upon amount of \$130,000 for the 2022-2023 school year.

Discussion: Mr. Boyer asked if the IU has reviewed the needs of the other LIU centers to see if they would also benefit from an SRO. Dr. Renehan will review the Safe Schools data for reportable serious incidents at each location for comparison and will report back to the Board next month. Board Solicitor, Willian Zee, recommended that this information be reviewed in executive session at the next meeting for safety reasons. Mr. Gray asked for clarification on the annual salary. Dr. Renehan noted that the annual salary includes many other things, such as benefits, pension contribution, uniforms, firearms equipment and training, legal fees, and IT equipment such as computer, cell phone, etc. Mr. Zee noted that the costs are standard and consistent with other SRO agreements. It was also noted that there is no salary listed for year 2 of the agreement; however, the contract states that the annual salary could increase by no more than 5%.

11. President's Report

Mrs. Heistand is working with Julie Romig and Dr. West to develop a handbook for new LIU school directors because the IU is different from school districts. An in-depth orientation session is planned in March for all new members.

12. Executive Director's Report

Dr. West reported on the following topics:

- Dr. Lois Gunnet has been hired through ESS to serve as Interim Special Education Director. Dr. Gunnet served Hanover Public School District for more than 30 years and has extensive background in special education, as well as familiarity with LIU12. She will work three days per week with the three associate directors of special education until a permanent replacement is hired.

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- Earlier this year, LIU12 contracted with Chester County Intermediate Unit to conduct a staffing and pricing analysis of our Special Education programs and services. The analysis was designed to offer insights in the areas of budget development, pricing models, staffing ratios and communication on billing to districts, schools and organizations. They also gathered feedback from multiple focus groups and surveys. We are currently reviewing their report and recommendations. The final report and recommended next steps will be shared at a future meeting.
- The LIU Health Center at the York Learning Center will open on February 7, 2022. The New Oxford campus will open soon. Grand opening activities for all LIU12 employees are planned for March.
- As part of Dr. West's goal to be more visible to staff, Dr. West is visiting LIU classrooms on a regular basis. With the assistance of Julie Romig, three listening and sharing forums are planned during the year - one at each center. The first forum was held at the Central Office in the fall. The second forum will be held at the York Learning Center in March, and the third at the Franklin Learning Center in May. Staff are given an opportunity to submit questions in advance, and sessions are opened up to additional questions and comments. Responses to all questions and concerns are then compiled and shared with all staff.

13. Assistant Executive Director's Report

Dr. Trail briefly discussed the following topics:

- Dr. Trail was happy to report that the vaccine mandate for all staff working with the Head Start Program ended in positive outcomes for all those affected.
- Dr. Trail is working with a committee of Superintendents and Jill Trostle to plan a Superintendents' Leadership Symposium for the end of March.

14. Cabinet Reports

Cabinet members shared highlights from their written reports.

15. Good of the Order

Board member Doug White shared with new Board members that the LIU is not a school, but operates as a business that provides programs and services to schools. He encouraged them to think about how LIU's programs and services can benefit their home districts.

- 16. Adjournment:** Dolores Nester moved to adjourn, seconded by Vanessa Snell. The meeting adjourned at 9:04 pm.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'TAS', written over a horizontal line.

Tim A. Stanton
Board Secretary

Next Meeting: March 1, 2022