



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

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 1, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:02 pm. Mrs. Heistand announced that the Board hosted an orientation for new members and 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: Sue Heistand, Cassandra Liggins and Douglas White. The following Board members attended virtually: Brandon Boyer, Janon Gray, AmyBeth Hodges, Brian Hoffman, Dolores Nester, Cynthia Rohrbaugh, and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lois Gunnet, Julie Romig, Tim Stanton, 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: Proposed 2022-23 Special Education Budget - Tim Stanton, Director of Finance

Tim Stanton presented the proposed Special Education Budget for 2022-2023.

6. Approval of Minutes of February 1, 2022

The minutes of the previous meeting were approved as presented.

7. Consent Agenda

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

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Recommendation: Motion to approve all recommendations under the Consent Agenda. Dolores Nester moved approval of the Consent Agenda, seconded by Brian Hoffman. 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
Brock-McKinsey	Kimberly	Teacher Assistant	Behavioral Intervention	02/10/2022	Resignation
Brown	Phyllis	Staff Developer	Educational Services	06/10/2022	Retirement
Calaman	Zachary	Teacher	Multidisabilities Support	03/25/2022	Resignation
Douglass	Nicole	Teacher Assistant	Autistic Support	03/04/2022	Resignation
English	Zachary	Social Worker	Pupil Personnel Services	01/19/2022	Never Started
Escobar	Veronica	Personal Care Assistant	Multidisabilities Support	02/18/2022	Resignation
Gibson	Gary	Personal Care Assistant	Life Skills Support	02/18/2022	Retirement
Haggerty	Marisa	Teacher	Preschool	03/25/2022	Resignation
Heffner	Jessica	Personal Care Assistant	Life Skills Support	01/26/2022	Never Started
Lawrence	Billi Jo	Licensed Practical Nurse	Multidisabilities Support	02/24/2022	Resignation
Malloy	Britney	Personal Care Assistant	District Contract	02/11/2022	Resignation
Meinsen	Kelsi	Personal Care Assistant	District Contract	03/01/2022	Termination
Mickey Jr.	Richard	Maintenance	Special Education / Joint School Committee	06/02/2022	Retirement
Potts	Jason	Virtual Teacher	Special Education	02/09/2022	Resignation
Purnell	Kyle	Speech Therapist	Speech and Language Support	03/24/2022	Resignation
Ramey	Savannah	Teacher Assistant	Multidisabilities Support	02/10/2022	Resignation
Slothour	Coty	Case Manager	ELECT	02/04/2022	Resignation
Stabley	Jeffrey	Teacher	Special Education	01/21/2022	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
Holmes	Abby	Teacher	Preschool	02/09/2022	\$52,287.00	LIUEA F-5	188 Day Stretch
Peck	Molly	Staff Developer	Educational Services	02/09/2022	\$52,287.00	LIUEA F-5	188 Days
Williams	Gretchen	Teacher	Life Skills Support	03/02/2022	\$48,782.00	LIUEA E-5	188 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
Bentley	Kira	Teacher Assistant	Autistic Support	02/09/2022	\$16.53 per hour	TA/PCA F-3	188 Days
Christian	Christie	Personal Care Assistant	Autistic Support	03/02/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Gettel	Crystal	Personal Care Assistant	Life Skills Support	02/16/2022	\$13.90 per hour	TA/PCA B-1	188 Days
Rohrer	Laurie	Personal Care Assistant	Autistic Support	02/16/2022	\$13.84 per hour	TA/PCA A-1	188 Days

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Salazar	Leyre	Temporary Bilingual Secretary	Act 89 Nonpublic School Services	02/16/2022	\$19.36 per hour	Sec D F-2	Part Time Hourly
Spicer	Christle	Personal Care Assistant	Autistic Support	02/16/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Wallen	Mariella	Personal Care Assistant	Hearing Impaired Support	02/02/2022	\$14.20 per hour	TA/PCA G-1	188 Days

7.d. Professional Contracts

Last Name	First Name
Castellano	Pellie
Cline	Rita
Flaharty	Samantha
Gsell	Amanda
Lehmann	Dana
Reichart	Marla
Wherley	Katie

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Baker	Brian	Teacher	\$39.73 per hour	Eastern York School District	January 19, 2022 - March 6, 2022
			\$34.78 per hour	South Eastern School District	December 14, 2021 - End of School Year
			\$34.78 per hour	Southern York County School District	January 19, 2022 - March 6, 2022

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Greer	Heather	Instructional Advisor	Special Education	\$65,959.00 + \$5000.00 IA Stipend	LIUEA I-10	05/01/2022	Teacher Life Skills Support \$65,959.00 LIUEA I-10	Instructional Advisor Special Education \$65,959.00 + \$5000.00 IA Stipend Same	Position Transfer
Stahl	Lisa	Custodian	Special Education / Joint School Committee	\$18.18 per hour	Maint/Cust D-5	02/04/2022	Floating Assistant / Custodian \$18.08 per hour TA/PCA D-5 / Maint/Cust D-5	Custodian \$18.18 per hour Maint/Cust D-5	Position Transfer

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7.g. Days Beyond Contract

Last Name	First Name	Position	Program	March 2021/2022 Number of Days	May/June 2021/2022 Number of Days
Baker	Francine	Instructional Advisor	Special Education	0	5
Bauerline	Lori	Associate Supervisor	Preschool	0	10
Bowser	Laura	Speech Therapist	Speech and Language Support	0	10
Copenheaver	Elizabeth	Instructional Advisor	Special Education	0	2
Eckert	Kylie	Speech Therapist	Speech and Language Support	0	10
Fox	Kelly	Associate Supervisor	Preschool	0	10
Gardner	Travis	Instructional Advisor	Autistic Support	0	5
Gerber-Eckard	Lisa	Instructional Advisor	Special Education	0	12
Hake	Kalah	Speech Therapist	Speech and Language Support	0	10
Hoover	Hanna	Psychologist	Pupil Personnel Services	0	5
Laurito	Jennifer	Staff Developer	Educational Services	0	1
McMurphy	Lindsay	Speech Therapist	Speech and Language Support	0	10
Messner	Sophia	Speech Therapist	Speech and Language Support	0	10
Pellman	Lisa	Staff Developer	Educational Services	1	0
Reed	Karey	Speech Therapist	Speech and Language Support	0	10
Sanford	Michael	Instructional Advisor	Autistic Support	0	5

7.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of January 2022 in the amount of \$39,088,215.55.

7.i. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through February 11, 2022.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$14,455,611.79.

7.j. 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 March 1, 2022.

7.k. Lease Agreement for New Visions Program

Background: The Special Education Division requests approval to lease property with First UMC Church of Hanover, for the New Visions Hanover location for the 2022-23 school year. The property is a single home owned by the church located on Walnut Street, Hanover. If approved, we will terminate our lease with Eagles Nest Investments (Landlord for our current location). Termination notice must occur by March 31, 2022.

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Recommendation: Motion to grant approval to enter into a lease agreement with First UMC Church of Hanover for the Hanover New Visions Program for the 2022-23 school year.

7.I. Grant Request - ARP ESSER - Homeless Children & Youth

Background: The Education for Children and Youth Experiencing Homelessness Program (ECYEH) requests approval to submit a grant proposal through the ARP ESSER - Homeless Children & Youth grant for \$141,673.00, which will be used to remove and ease barriers to enrollment and educational success for homeless children and youth who have been impacted by COVID-19.

Recommendation: Motion to grant approval for the Education for Children and Youth Experiencing Homelessness Program to submit a grant proposal through the ARP ESSER - Homeless Children & Youth grant to apply for \$141,673.00 to support the ECYEH Program by removing/easing barriers to enrollment and educational success for homeless children and youth who have been impacted by COVID-19.

7.m. Job Descriptions for Review

Background: The following job descriptions are presented for review.

1007 - Director, Special Education (revised)

2010 - Accounting Generalist - Special Education (revised)

4018 - Online Student Support Specialist (new)

6050 - Special Areas Teacher (Art, Music, Phys Ed.) - (revised)

6051 - Maintenance (FLC) (revised)

Recommendation: No action required at this time.

7.n. Board of Directors' Meetings for 2022-2023

Background: The proposed Board of Directors' Meeting Schedule for 2022-2023 is presented for adoption.

Recommendation: Motion to adopt the schedule of Board of Directors Meetings for 2022-2023.

7.o. Pre-School 12-Month Calendar for 2022-2023

Background: The Lincoln Intermediate Unit 12 Preschool Program has been operating a 12-Month Stretch Schedule since the 1995-96 school year. The Calendar as proposed allows for a total of 174 days of attendance for students and 188 staff days. If approved, it will be distributed to Building Principals where our classes are located in order for them to plan appropriately.

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Recommendation: Motion to adopt Preschool 12-Month Calendar for 2022-2023.

7.p. School Calendars for 2022-2023

Background: The following 2022-2023 school calendars are presented for adoption:

Franklin Learning Center

York Learning Center and Paradise School

Recommendation: Motion to adopt school calendars for 2022-2023 for Franklin Learning Center, York Learning Center and Paradise School.

8. Action Items

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

Background: 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.

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

8.b. Addendum to Agreement with Northern York County Regional Police Department for School Resource Officer

Background: The Special Education Division requests approval of an addendum to the current agreement with the Northern York County Area Regional Police Department to provide a School Resource Officer.

Recommendation: Motion to approve an addendum to the current agreement with the Northern York County Area Regional Police Department to provide a School Resource Officer for the York Learning Center. Vanessa Snell moved approval, seconded by Brian Hoffman. Roll call vote recorded 9 ayes and 1 nay. The motion carried.

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

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

- Change order from Caliber Contracting Services, Inc. in the amount of \$2,279 to remove existing door and install new door and hardware.
- Change order from Caliber Contracting Services, Inc. in the amount of (\$15,283) as a credit for not installing two canopies.
- Change order from Caliber Contracting Services, Inc. in the amount of \$974 to add temporary doors in clinic areas.
- Change order from Caliber Contracting Services, Inc. in the amount of (\$2,516) as a credit for not installing a sign at the clinic.

Recommendation: Motion to accept the change orders submitted by Caliber Contracting Services Inc. Dolores Nester moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

8.d. Change Order for Mann Plumbing and Heating LLC, Reference Health Center

Background: The following change order from Mann Plumbing and Heating LLC. is submitted for approval:

- Change order from Mann Plumbing and Heating LLC in the amount of \$966 to relocate the hot water heater and revise piping through corridor wall.

Recommendation: Motion to accept the change order submitted by Mann Plumbing and Heating LLC. Dolores Nester moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.e. MOU - Virtual Instruction in the Home

Background: The LIU Education Association (LIUEA) and the Lincoln Intermediate Unit wish to enter into a Memorandum of Understanding regarding virtual instruction and the health and safety of the children served through online learning in the home.

Recommendation: Motion to adopt a Memorandum of Understanding between the LIU Education Association (LIUEA) and the Lincoln Intermediate Unit regarding virtual instruction for students receiving online learning in the home. Brian Hoffman moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

8.f. ESS Addendum

Background: LIU currently has an agreement with ESS Northeast, LLC to provide substitute teachers and staff. The Administration recommends approval of an

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addendum to the agreement that addresses hourly substitute rates for occupational therapists, physical therapists and speech therapists.

Recommendation: Motion to adopt an addendum to the agreement with ESS Northeast, LLC. Brian Hoffman moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

8.g. Revision to Health and Safety Plan

Background: The proposed change to the Health and Safety Plan on Mask wearing is consistent with recent updated CDC guidance.

Recommendation: Motion to grant approval to revise the *Universal and Correct Wearing of Mask* section of the LIU Health and Safety Plan effective March 2, 2022, as proposed.

The Administration presented an amended motion which included transportation service, as well as one additional sentence stating: "However, all changes made by the Executive Director will be brought before the Board for approval at the next regularly scheduled Board meeting."

Vote on Original Motion: Vanessa Snell moved approval of the original motion, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

Motion to amend: Brandon Boyer moved to amend the motion to include the additions proposed, seconded by Janon Gray. Roll call vote recorded all in favor and the motion carried.

Amended Revision to Health and Safety Plan:

Follow any current face covering requirements for both staff and students that may be implemented by the Pennsylvania Department of Health and Pennsylvania Department of Education.

In consultation with the Board President, the Executive Director may require masking for staff and students in any Center-based Classrooms, Community-based Classrooms, **transportation service** or Offices when the corresponding county is deemed to be within the "high" risk level of COVID-19 hospitalizations, consistent with current CDC guidance. By consulting with the Board President, the Executive Director has the authority to implement changes to the masking requirements of this plan when and as necessary to protect the safety of the LIU's students, staff and school community. **However, all changes made by the Executive Director will be brought before the Board for approval at the next regularly scheduled Board meeting.**

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District-based classroom IU programs will follow the guidance set forth by the host district or agency.

All implementation strategies will adhere to the student's IEP or 504 Plan.

Motion on the amended motion: Brandon Boyer moved approval of the amended motion, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Academic Affiliation Agreement with Central Penn College

Background: The Special Education Division requests approval to enter into an affiliation agreement with Central Penn College to provide clinical learning experiences for students enrolled in the Occupational Therapy Assistant Program.

Recommendation: No action required at this time. The following motion will be presented on April 5, 2022: Motion to grant approval to enter into an academic affiliation agreement with Central Penn College for the purpose of providing clinical learning experiences for students enrolled in Central Penn College's Occupational Therapy Assistant Program effective April 6, 2022, and remaining in full force and effect unless terminated by either party upon thirty days prior written notice.

10. President's Report

Mrs. Heistand reported that the following directors volunteered to serve on the Personnel Committee: Dolores Nester, Brandon Boyer and Vanessa Snell. Mrs. Heistand will serve as an ex-officio member of the Committee. The Committee will begin working on the evaluation process for the Executive Director.

11. Executive Director's Report

Dr. West reported on the following topics:

- Interviews for the Director of Special Education position are moving forward. Dr. West extended his appreciation to Dr. Lois Gunnet for agreeing to serve as the Interim Special Education Director.
- The LIU will participate in PAIU's annual Day on the Hill in May for the purpose of encouraging our legislators to provide funding to LIU programs needing additional support, such as the Early Intervention Program, as well as provide additional support to address staff shortages.
- Grand opening events for the LIU Health Centers are being planned in the near future. We have received positive remarks from staff that have used the Health Centers so far.

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For the benefit of new Board members, Dr. West provided a brief review of the need for and purpose of the Special Education Staff Analysis conducted by Chester County Intermediate Unit. Next month, a representative of the Chester County Intermediate Unit will present their final report and recommendations to the Board, as well as respond to any questions Board members may have.

12. Assistant Executive Director's Report

Dr. Trail reported that she and Dr. Sterner have established a job alike group for Directors of the Career and Technical Schools and Charter Schools. Jared Mader will be joining the next meeting to discuss multifactor authentication.

13. Cabinet Reports

Cabinet members shared highlights from their written report which is attached to the official minutes of this meeting.

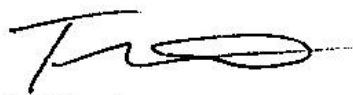
14. Good of the Order

Mr. White asked if there are any plans to outsource the health centers to other organizations. Dr. West responded that at this time, health center services are provided to all LIU staff currently enrolled in the Lincoln Benefit Trust. While we hope to be able to offer Health Center services to other school districts enrolled in the Trust, there are no plans to offer services to the community.

15. Adjournment

Being no further business to be conducted by the Board, the meeting adjourned at 8:18 pm.

Respectfully submitted,



Tim A. Stanton
Board Secretary

Next Meeting: April 5, 2022