

**Lincoln Intermediate Unit 12
Board of Directors Meeting
September 1, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Oath of Office for Elected Directors

Director to serve unexpired term beginning July 1, 2020 through June 30, 2021

- Douglas White, Spring Grove Area (home district), representing Hanover Public, Southern York County, South Western

D. Roll Call

E. Public Comments on the Agenda: Sue Heistand, Board President

F. Presentation: Comprehensive Planning Update – Dr. Laura McCusker

G. Approval of Minutes of August 4, 2020

H. 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 of a Board member.

Recommendation: Motion to approve all recommendations listed under the Consent Agenda.

1. Personnel Actions

a. Resignations/Retirements/Terminations

Resignations and retirements per the reasons indicated and effective dates noted:

Last Name	First Name	Position	Program	Term Date	Reason
Anderson	Julie	Personal Care Assistant	Autistic Support	06/04/2020	Resignation
Barnes	Brittany	Teacher	Therapeutic Emotional Support	10/10/2020	Resignation
CA80653		Student Worker	Life Skills Support	06/12/2020	Position Ended
Conley	Chalfant	Teacher	Therapeutic Emotional Support	09/18/2020	Resignation
Cornish	Shailynn	Teacher Assistant	Life Skills Support	08/06/2020	Resignation
Garber	Audrey	Teacher	Emotional Support	08/04/2020	Resignation
Gettys	Ariel	Teacher Assistant	Preschool	08/06/2020	Resignation
Hricik	Paul	Personal Care Assistant	Autistic Support	06/09/2020	Resignation
Jones	Joan	Personal Care Assistant	Autistic Support	06/04/2020	Resignation
Lippiatt	Christine	Teacher Assistant	District Contract	06/10/2020	Resignation
Lubaszewski	Thomas	Teacher	Intensive Learning Support	06/04/2020	Resignation
Martin	Shanell	Teacher Assistant	Autistic Support	08/25/2020	Resignation
McCarty	Hannah	Personal Care Assistant	Autistic Support	08/06/2020	Resignation
MI87059		Student Worker	Life Skills Support	06/12/2020	Position Ended
Miller	Tanya	Occupational Therapy	Occupational / Physical Therapy	09/04/2020	Resignation
Morrow	Jessica	Personal Care Assistant	Autistic Support	06/05/2020	Resignation

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Moyer	Beth	Personal Care Assistant	Autistic Support	08/06/2020	Resignation
RE07216		Student Worker	Life Skills Support	06/12/2020	Position Ended
Schildt	Dianne	Teacher Assistant	Act 89 Nonpublic School Services	10/01/2020	Retirement
SH08768		Student Worker	Life Skills Support	06/12/2020	Position Ended
SH86853		Student Worker	Life Skills Support	06/12/2020	Position Ended
Sheely	Brittany	Teacher	Autistic Support	06/11/2020	Resignation
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	08/05/2020	Resignation
Strausbaugh	Courtney	Teacher Assistant	Autistic Support	05/29/2020	Resignation
Trice	Elizabeth	Personal Care Assistant	District Contract	06/01/2020	Retirement
Walker	Calah	Teacher Assistant	Therapeutic Emotional Support	05/27/2020	Resignation
White	Amber	Personal Care Assistant	Autistic Support	06/03/2020	Resignation
Williams	Emily	Personal Care Assistant	Life Skills Support	08/21/2020	Resignation

b. Nominations

New hires as per the effective dates and rates noted:

(1) Professional Staff (Pending receipt of all required paperwork.)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Barrick	Ryan	Teacher	Therapeutic Emotional Support	08/26/2020	\$45,587.00	LIUEA D-3	188 Days
Graham	Donna Sue	Teacher	Therapeutic Emotional Support	08/26/2020	\$44,987.00	LIUEA D-1	188 Days
Hartman	Jennifer	Itinerant Teacher	Act 89 Nonpublic School Services	08/21/2020	\$43.38 per hour	LIUEA F-8	Part Time Hourly
Karandrikas	Vasiliki	Teacher	Emotional Support	08/19/2020	\$45,887.00	LIUEA D-4	188 Days
Sakala	Joanna	Itinerant Teacher	Act 89 Nonpublic School Services	08/20/2020	\$45.47 per hour	LIUEA F-9	Part Time Hourly
Segura	Kelly	Itinerant Teacher	Act 89 Nonpublic School Services	08/19/2020	\$53,085.00	LIUEA F-6	188 Days
Yurick	Bryn	Occupational Therapist	Occupational / Physical Therapy	08/26/2020	\$267.38 per day	LIUEA F-1	Part Time

(2) 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
Lehigh	Douglas	Courier	Business Services	08/26/2020	\$14.58 per hour	ESPA Maint/Cust B F-1	Part Time Hourly
Scharff	Patrick	Help Desk Tier I Representative	Educational Technology Services	08/26/2020	\$16.02 per hour	ESPA Tech B E-1	260 Days
Sensenig	Janelle	Certified Occupational Therapy Assistant	Occupational / Physical Therapy	08/26/2020	\$36,953.28	ESPA COTA/PTA A-1	188 Days
Trimmer	Elliott	Accounting Generalist	Business Services	08/19/2020	\$40,144.00	ESPA Sec E G-1	260 Days

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c. Miscellaneous

(1) Change in Employment Status

Recommend approval to change the employment status of the following:

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
McClintock	Angela	Secretary	Business Services	No Change	No Change	07/01/2020	Accounts Payable Specialist II	ACCESS Secretary	Position Transfer
McManama	Kevin	Teacher	Behavior Intervention	\$47,697.00	LIUEA E-4	06/01/2020	LIUEA D-4 \$45,887.00	LIUEA E-4 \$47,697.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Moultre	Andrew	Interpreter	Hearing Impaired Support	\$23.73 per hour	ESPA Interpreter II A-2	08/04/2020	Intervener ESPA Intervener A-2 \$21.71 per Hour	Interpreter ESPA Interpreter II A-2 \$23.73 per Hour	Position Transfer
Putsch	Allison	Teacher	Multidisabilities Support	\$47,697.00	LIUEA E-4	07/01/2020	LIUEA D-4 \$45,887.00	LIUEA E-4 \$47,697.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Robins	Christie	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	07/31/2020	Resignation	Retirement	Corrected Reason for Separation
Rumbaugh	Melissa	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	08/10/2020	1 Day per Week	2 Days per Week	Work Calendar Adjustment
Saltzman	Jordonne	Occupational Therapist	Occupational / Physical Therapy	No Change	No Change	08/10/2020	Part Time 4 Days per Week	Full Time	Work Calendar Adjustment
Shurina	Sandra	Itinerant Teacher / Instructional Advisor	Hearing Impaired Support	\$76,302.00 + \$1500.00 IA Stipend	LIUEA DRT-13	08/04/2020	2 Days per Week (IA) \$1200.00 IA Stipend	2.5 Days per Week (IA) \$1500.00 IA Stipend	Work Calendar Adjustment
Smith	Hannah	Teacher	Preschool	\$47,997.00	LIUEA E-5	07/01/2020	LIUEA D-5 \$46,187.00	LIUEA E-5 \$47,997.00	Salary Column Movement – Bachelor’s + 24 w/Level II Certification
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	No Change	No Change	04/20/2020	28.5 Hours per Week	18.5 Hours per Week	Work Calendar Adjustment
Staley	Margaret	English as a Second Language Teacher	Language Instruction Educational Program	No Change	No Change	05/25/2020	18.5 Hours per Week	5.25 Hours per Week	Work Calendar Adjustment

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2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of July 31, 2020, showing cash on hand of \$20,577,655.02

b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through August 18, 2020

Payroll 7/30/2020	\$2,891,417.65
Payroll 8/15/2020	\$2,828,250.34
Total Payroll	\$5,719,667.99
Total Accounts Payable	\$1,135,069.28
Total Payments	\$6,854,737.27

Recommendation: Motion to approve all payments from July 23, 2020 through August 18, 2020 totaling \$6,854,737.27.

c. Transportation Drivers

Background: A list of current van drivers will be provided to LIU board members annually. Updates on new and replacement drivers will be submitted as needed throughout the school year.

Recommendation: Motion to accept the current list of Transportation Drivers for the 2020-21 school year (refer to attachment provided with the agenda packet).

3. Job Descriptions for Adoption

Background: The following job descriptions are presented for adoption.

- a. Occupational Therapist (revision)
- b. Teacher Assistant (revision)
- c. Physical Therapist – PT (revision)
- d. Physical Therapist Assistant – PTA (revision)
- e. Certified Occupational Therapy Assistant – COTA (revision)
- f. Accounting Manager (revision)
- g. Assistant Director of Finance (revision)
- h. Senior Grant Accountant (revision)
- i. Staff Accountant (revision)
- j. Special Education Staff Accountant (revision)
- k. Assistant Executive Director (revision)

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I. Secretary, Adult Education (new)

Recommendation: Motion to adopt job descriptions.

4. Job Descriptions for Review

Background: The following job description is presented for review.

Lincoln Benefit Trust Manager (revision)
Technical Systems Support Specialist (revision)

5. Board Policies for Review

Background: The following new and revised policies are presented for first reading/review.

004 – Membership (revised)
103 - Discrimination/Title IX Sexual Harassment Affecting Students (revised)
104 – Discrimination/Title IX Sexual Harassment Affecting Staff (revised)
247 – Hazing (new)
249 – Bullying/Cyberbullying (revised)
252 – Dating Violence (revised)
309.1 – Telework (new)
317.1 – Educator Misconduct (revised)
801 – Public Records (revised)
803.1 – Work Stoppages in Host Districts (revised)
804 – School Day (revised)
807 – Opening Exercises/Flag Displays (revised)
824 – Maintaining Professional Adult/Student Boundaries (new)

Recommendation: No action required at this time.

I. New Business

1. Approval of Agreement with SWIFTSCHOOLS, LLC

Background: The Educational Services Division requests approval of an agreement with SWIFTSCHOOLS LLC to facilitate three virtual professional learning sessions titled: Facilitating Transformation: Leadership for Equity-Based MTSS for LIU staff from September 1, 2020 through June 30, 2021. Total costs include travel, planning, preparation, and all other related expenses.

Recommendation: Motion to adopt agreement with SWIFTSCHOOLS LLC to facilitate three virtual professional learning sessions titled: Facilitating Transformation: Leadership for Equity-Based MTSS for LIU staff effective September 1, 2020 through June 30, 2021, at a total cost not to exceed \$36,000.

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2. Revised LIU Health & Safety Plan

Background: The LIU Health & Safety Plan has been revised since the last Board meeting and is presented for adoption.

Recommendation: Motion to adopt the revised LIU Health & Safety Plan.

J. President's Report

K. Public Comments on or off the Agenda

L. Executive Director's Report

M. Assistant Executive Director's Report

N. Cabinet Reports

O. Adjournment

Next Regular Meeting: October 6, 2020