

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Oath of Office for Elected Directors

Directors to serve new three-year terms beginning July 1, 2020 through June 30, 2023

- Sue Heistand, Dallastown Area
- Cassandra Liggins, City of York
- Patrick McDonald, Waynesboro Area
- Rhonda Myers, Fairfield Area

Director to serve unexpired term beginning July 1, 2020 through June 30, 2022

- Danielle Whitebread, Northeastern

Directors to serve unexpired terms beginning July 1, 2020 through June 30, 2021

- Mark Chimel, Greencastle-Antrim
- 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: Project Search Award – Dr. Lynn Murphy, Patti Wysocki

G. Approval of Minutes of June 30, 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
Anslow	Tammy	Teacher	Emotional Support	05/28/2020	Resignation
Brewer	Rachel	English as a Second Language Teacher	Language Instruction Educational Program	05/22/2020	Resignation
CH08512		Student Worker	Life Skills Support	05/21/2020	Position Ended

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

Cradduck	Irene	Speech Therapist	Preschool	07/06/2020	Never Started
DeGrange	Amy	Speech Therapist	Preschool	07/23/2020	Retirement
DiPuppo	Judith	ABE/GED Instructor	Adult Education	09/30/2019	Resignation
Gilland	Steven	Program Assistant	Adult Education	08/10/2020	Furlough
Golden	Colleen	Personal Care Assistant	Autistic Support	06/04/2020	Resignation
Grant	Permonica	Personal Care Assistant	Life Skills Support	06/03/2020	Resignation
Grover	Christine	Teacher Assistant	Autistic Support	06/10/2020	Resignation
Harney	Sara	Occupational Therapist	Occupational / Physical Therapy	07/23/2020	Retirement
Holtzman	Deborah	Teacher Assistant	Preschool	07/23/2020	Retirement
JE51830		Student Worker	Life Skills Support	05/21/2020	Position Ended
Louthian	Shane	Help Desk Tier I Representative	Educational Technology Services	07/31/2020	Resignation
Ludwig	Katherine	Personal Care Assistant	Life Skills Support	06/03/2020	Resignation
McLaughlin	Ashley	Social Worker	Pupil Personnel Services	06/05/2020	Resignation
Miller	Mariana	Speech Therapist	Preschool	07/23/2020	Resignation
Nogle	Kathie	English as a Second Language Teacher	Language Instruction Educational Program	07/24/2020	Retirement
O'Rourke	Lenore	Student Coordinator	Adult Education	08/10/2020	Furlough
Ocasio	Christina	Teacher	Intensive Learning Support	06/03/2020	Resignation
Reece	Shawntel	Personal Care Assistant	Autistic Support	08/04/2020	Termination
Robins	Christie	Occupational Therapist	Occupational / Physical Therapy	07/31/2020	Resignation
SM06685		Student Worker	Life Skills Support	05/29/2020	Position Ended
Smith	Kelly	Teacher	Life Skills Support	07/31/2020	Resignation
Sweeney	Clare	Teacher	Emotional Support	06/05/2020	Resignation
Swords	Amanda	Teacher	Multidisabilities Support	06/08/2020	Resignation
Thrush	Marilyn	Speech Therapist	Preschool	08/04/2020	Retirement
Vance	Teresa	Teacher Assistant	Behavioral Intervention	06/05/2020	Resignation
WI35655		Student Worker	Life Skills Support	05/21/2020	Position Ended
Williams	Barbara	Program Assistant	Adult Education	08/10/2020	Furlough
Wingerd	Kathryn	ABE/GED Instructor	Adult Education	08/10/2020	Furlough

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
Brubaker	Lauren	Teacher	Life Skills Support	07/07/2020	\$44,987.00	LIUEA D-1	188 Days
Foust	Kylie	Speech Therapist	Speech / Language Support	07/14/2020	\$50,268.00	LIUEA F-1	188 Days
Krueger	Jessica	Occupational Therapist	Occupational / Physical Therapy	TBD	\$50,868.00	LIUEA F-3	188 Days
Laurito	Jennifer	Staff Developer	Educational Services	07/28/2020	\$59,014.00	LIUEA I-7	188 Day Stretch
Malehorn	Cierra	Teacher	Autistic Support	07/07/2020	\$44,987.00	LIUEA D-1	188 Days
Mills	Tracey	Counselor	Act 89 Nonpublic School Services	07/21/2020	\$64,461.00	LIUEA H-10	188 Days
Naumann	Julie	Occupational Therapist	Occupational / Physical Therapy	TBD	\$51,158.00	LIUEA F-4	188 Days
Pikul	Lauren	Speech Therapist	Preschool	07/14/2020	\$50,268.00	LIUEA F-1	188 Day Stretch

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

Shipley	Clint	Teacher	Emotional Support	07/28/2020	\$45,287.00	LIUEA D-2	188 Days
Smith	Natalie	School Psychology Intern	Pupil Personnel Services	TBD	\$12,000.00	n/a	188 Days
Thompson	Sophia	Speech Therapist	Speech / Language Support	07/14/2020	\$50,268.00	LIUEA F-1	188 Days

(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
Buckley	Maranda	Administrative Assistant	Educational Technology Services	07/28/2020	\$19.30 per hour	ESPA Sec E G-1	260 Days
Kornbau	Christopher	Help Desk Tier I Representative	Educational Technology Services	07/28/2020	\$16.02 per hour	ESPA Tech B E-1	260 Days

c. Miscellaneous

(1) Additional Service Agreements

Personnel to provide services for students at the appropriate hourly/daily rate:

Last Name	First Name	Position	Rate	School District	Dates
DiCesare	Rosemary	Interpreter	\$36.26 per hour	Dallastown Area School District	July 14, 2020 – October 24, 2020
Haid	Paul	Interpreter	\$55.38 per hour	Dallastown Area School District	July 14, 2020 – October 24, 2020
Imhoff	Jennifer	Interpreter	\$41.57 per hour	Dallastown Area School District	July 14, 2020 – October 24, 2020
Knovich	Hollie	Interpreter	\$33.52 per hour	Dallastown Area School District	July 14, 2020 – October 24, 2020
Lawrence	Billi Jo	Bus Assistant	\$22.82 per hour	Spring Grove Area School District	August 19, 2020 – June 2021
Wilson	Michelah	Bus Assistant	\$13.37 per hour	Upper Adams School District	August 25, 2020 – June 2021

(2) 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
Cooper	Michele	Teacher Assistant	Therapeutic Emotional Support	\$18.30 per hour	ESPA TA/PCA F-5	08/04/2020	TA/PCA E-5 \$17.58 per hour	TA/PCA F-5 \$18.30 per hour	Salary Column Movement
Deitrich	Leah	Supervisor, Life Skills Support / Multidisabilities Support	Special Education	\$86,000.00	Act 93	08/04/2020	Instructional Advisor \$74,212.00 LIUEA G-13 + IA Stipend 188 Days	Supervisor \$86,000.00 Act 93 260 Days	Position Transfer
DeMent	Sarah	Itinerant Teacher	Preschool	\$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
Donnelly	Dawn	Teacher Assistant	Autistic Support	\$17.20 per hour	ESPA TA/PCA G-4	08/04/2020	TA/PCA F-4 \$17.13 per hour	TA/PCA G-4 \$17.20 per hour	Salary Column Movement

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

Fuhrman	Alison	Program Secretary	Special Education (Related Services)	\$21.49 per hour	ESPA Sec E C-5	07/20/2020	Data/ACCESS Secretary \$20.12 per hour ESPA Sec D C-5	Program Secretary \$21.49 per hour ESPA Sec E C-5	Position Transfer
Good	Darlene	Courier	Business Services	\$13.89 per hour	ESPA Maint B B-2	08/17/2020	Receptionist \$13.31 per hour ESPA Sec B B-2	Courier \$13.89 per hour ESPA Maint B B-2	Position Transfer
Harlacher	Allison	Teacher Assistant	Behavioral Intervention	\$13.47 per hour	ESPA TA/PCA C-1	08/04/2020	TA/PCA B-1 \$13.42 per hour	TA/PCA C-1 \$13.47 per hour	Salary Column Movement
Hillier	Lauren	Itinerant Teacher	Hearing Impaired Support	\$44.15 per hour	LIUEA G-8	08/04/2020	Full Time	Part Time (24 hours per week)	Work Calendar Adjustment
Ludwig	Michelle	Site Administrator	Special Education	n/a	n/a	07/31/2020	08/28/2020	07/31/2020	Change in Separation Date
Noel	Michelle	Secretary	Educational Services	\$22.22 per hour	ESPA Sec E G-3	07/01/2020	Sec E F-3 \$21.48 per hour	Sec E G-3 \$22.22 per hour	Salary Column Movement
Spahn	Tashawna	Associate Supervisor, Emotional Support	Special Education	\$80,000.00	Act 93	10/01/2020	Instructional Advisor \$78,758.00 LIUEA G-13 + Stipend	Associate Supervisor, Emotional Support \$80,000.00 Act 93	Position Transfer
Straley	Lindsay	Teacher	Preschool	\$50,001.00	LIUEA E-6	06/01/2020	LIUEA D-6 \$46,187.00	LIUEA E-6 \$50,001.00	Salary Column Movement – Bachelor's + 24 w/ Level II
Weaver	Paige	Itinerant Teacher	Visually Impaired Support	\$47,397.00	LIUEA E-3	06/01/2020	LIUEA D-3 \$45,587.00	LIUEA E-3 \$47,397.00	Salary Column Movement – Bachelor's + 24 w/ Level II

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of June 30, 2020, showing cash on hand of \$ 32,071,033.04.

b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through July 22, 2020.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

Payroll 6/30/2020	\$2,954,954.42
Payroll 7/15/2020	<u>\$3,082,492.29</u>
Total Payroll	\$6,037,446.71
Total Accounts Payable	<u>\$3,991,342.15</u>
Total Payments	\$10,028,788.86

Recommendation: Motion to approve all payments from June 20, 2020 through July 22, 2020 totaling \$10,028,788.86.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from June 20, 2020 through June 30, 2020.

Recommendation: Motion to approve Budget Transfers from June 20, 2020 through June 30, 2020.

d. 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).

e. Grants

a) COVID 19 School Health and Safety Grant

Background: The LIU applied for the COVID 19 School Health and Safety Grant which had an application date that required the LIU to expediate our normal grant application process. The LIU applied for the grant for the purpose of converting restrooms to touchless electrical and plumbing fixtures. As a result of the application, \$90,000 was awarded to the LIU.

Recommendation: Motion to accept the \$90,000 COVID 19 School Health and Safety Grant to be used to convert restrooms to touchless electrical and plumbing fixtures.

3. Job Descriptions for Adoption

Background: The following job descriptions are presented for adoption.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

- a. Associate Supervisor of Special Education (revision)
- b. Accounting Generalist – Accounting Support (revision)

Recommendation: Motion to adopt job descriptions.

4. Job Descriptions for Review

Background: The following job descriptions are presented for review.

- 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)
- l. Secretary, Adult Education (new)

5. Board Policy for Adoption

Background: Board Policy 311 – Reduction of Staff was revised and is presented for final adoption.

Recommendation: Motion to adopt revised Board policy 311 – Reduction of Staff.

6. Board Policy for Adoption

Background: Board Policy 815.2 – Use of Livestream Video - is a revised policy and is presented for adoption. Since the policy must be approved for implementation prior to the opening of school, the administration requests permission to adopt the revised policy without the 30-day review period.

Recommendation: Motion to adopt revised Policy 815.2.

I. New Business

1. Appointment of Voting Delegate for PSBA Fall Conference

Background: Each school entity may send a voting delegate to the PSBA Delegate Assembly on November 7, 2020.

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

Recommendation: Motion to appoint a voting delegate to attend the PSBA Delegate Assembly on November 7, 2020.

2. *Approval of Doctoral Research*

Background: Katharine Eisenhart, Occupational Therapist, is currently enrolled in an approved doctoral program with Mary Baldwin University. She requests approval to conduct her doctoral research on the Effects of the Automaticity of Letter Formation on the Timing in the Writing Curriculum during the spring 2021 semester.

Recommendation: Motion to grant approval to Katharine Eisenhart to conduct her doctoral research on the Effects of the Automaticity of Letter Formation on The Timing in The Writing Curriculum, to satisfy requirements through Mary Baldwin University during the spring 2021 semester.

3. *Employer-Sponsored Health Center*

Background: Previously the Board of Directors took action to approve a contract with CBIZ for the purpose of preparing a feasibility study, which also included an RFP for a medical provider for an employer-sponsored health center. Multiple medical providers have responded with proposals that are consistent with the proforma financial statements that were previously submitted to the Board of Directors. The administration is requesting approval to establish an employer-sponsored health center, which will result in the LIU finalizing a medical provider contract for the approval of the Board of Directors at a future Board meeting.

Recommendation: Motion to grant approval for the LIU to establish an employer-sponsored health center, with a medical provider contract to be presented for consideration and approval at a future Board meeting.

4. *Emergency Instructional Time Template*

Background: PDE is requiring all educational entities to provide a proposed calendar and schedule for the 2020-2021 school year, related to Section 520.1 of the School Code allowing flexibility due to the emergency COVID-19. LEAs may elect to provide instruction days via face-to-face and remote methods.

Recommendation: Motion to approve the LIU 12 Emergency Instructional Time Template for 2020-2021 of 180 days to be provided by both face-to-face and remote instruction.

5. *Resolution to Declare COVID-19 Pandemic an Emergency under Section 520.1 of the Pennsylvania School Code*

Background: The administration presents for approval a Resolution declaring the COVID-19 pandemic an emergency under section 520.1 of the Pennsylvania School Code, and

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

authorizing the Executive Director the authority to develop a Health and Safety Plan that ensures a minimum of 180 days of instruction (a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level) and employing in-person, virtual, and distance learning as deemed appropriate to address the health and safety of students, faculty, community and the learning needs of students.

Recommendation: Motion to adopt the Resolution declaring the COVID-19 pandemic an emergency under section 520.1 of the Pennsylvania School Code, and authorizing the Executive Director the authority to develop a Health and Safety Plan that ensures a minimum of 180 days of instruction (a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level) and employing in-person, virtual, and distance learning as deemed appropriate to address the health and safety of students, faculty, community and the learning needs of students.

6. *LIU 12 Health and Safety Plan*

Background: PDE is requiring each LEA to create a Health and Safety Plan to serve as local guidelines for all school reopening activities. Dr. Kendra Trail will provide an overview of the plan during the meeting.

Recommendation: Motion to approve the LIU 12 Health and Safety Plan for submission to the Pennsylvania Department of Education.

7. *Proposal to Purchase Conference Room Furniture*

Background: In the March 3, 2020 Board meeting there was a discussion concerning the purchase of new tables and chairs for the Chamberlain conference room. A quotation from PA state contract pricing was provided in the agenda packet, which proposes the purchase of 15 tables and 60 chairs from Quality Office Furniture for a total cost of \$33,340.00 to be funded from new equipment committed fund balance.

Recommendation: Motion to approve the proposal for new tables and chairs at a cost of \$33,340.00 to be funded from the new equipment committed fund balance.

8. *Proposal to Purchase Replacement Conference Room Audio Equipment*

Background: LIU Conference room audio upgrades are necessary to provide accessible, functional and FCC-compliant replacement of the existing wired and UHF table microphones and existing handheld and lapel microphones that service the LIU conference center needs. The proposed wireless gooseneck microphone conference system, with RF interference detection, (\$41,790.20) will allow every medium-to-large group meeting to be provided table microphones for up to 24 attendees. The system will broadcast the discussion to every built-in speaker and allow everyone in the room to hear, even when there is someone speaking in a low voice from the other side of the room, or when there is someone with a hearing impairment. The system is also necessary when broadcasting the discussion to virtual

**Lincoln Intermediate Unit 12
Board of Directors Meeting
August 4, 2020**

meeting attendees. A wireless solution is essential in order to be able to setup every meeting for microphone use, something that is not possible right now with wired microphones. Existing handheld and lapel microphones (\$4,328.52) that are used by conference room presenters and workshop facilitators must also be replaced. The current handheld and lapel microphones were prohibited for use by consumers by the FCC as of July 13, 2020 due to being included in a restricted frequency range that will be expanded for FCC-use. This proposal is provided for information only. A recommendation will be submitted for Board action at the September Board meeting. Funding would be from New Equipment Committed Fund Balance.

Recommendation: No action is required at this time.

9. *Appointment of Solicitor*

Background: Board Solicitor, William Zee, is leaving the firm Barley Snyder to join the law firm of Appel & Yost. It is recommended that the Board remain with Mr. Zee at his new firm.

Recommendation: Move to approve William J. Zee, Esq. of Appel, Yost & Zee, LLP as solicitor of record and legal counsel for all matters for the Lincoln Intermediate Unit, effective August 1, 2020, at an hourly rate of \$171. This includes a 5% rate reduction for the 2020-2021 school year offered to the LIU by Mr. Zee in April 2020 in response to the COVID-19 pandemic.

J. President's Report

K. Public Comments on or off the Agenda

L. Executive Director's Report

M. Assistant Executive Director's Report

- Review of Board Policies 103, 248, 348, and 800

N. Cabinet Reports

O. Adjournment

Next Regular Meeting: September 1, 2020