

**Lincoln Intermediate Unit 12
Board of Directors Meeting
June 30, 2020**

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

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

E. Approval of Minutes of June 2, 2020

F. 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
Bowman	Marissa	Teacher	Autistic Support	6/5/2020	Resignation
Bricker	Marcy	Teacher Assistant	Learning Support	6/5/2020	Retirement
Briggs	Vicki	Speech Therapist	Speech / Language Support	6/25/2020	Retirement
Cathell	Amy	Speech Therapist	Speech / Language Support	6/4/2020	Resignation
Crone	Debra	Teacher Assistant	Life Skills Support	6/8/2020	Retirement
Diehl	Catherine	Teacher Assistant	District Contract	5/29/2020	Retirement
Eldridge	Willa	Teacher Assistant	Life Skills Support	5/29/2020	Retirement
Estes	Noel	Speech Therapist	Speech / Language Support	6/8/2020	Retirement
Faust	Brecca	Temporary Itinerant Teacher	Act 89 Nonpublic School Services	5/29/2020	Position Ended
Felix	Angela	Teacher Assistant	Life Skills Support	6/5/2020	Retirement
FR05329		Student Worker	Life Skills Support	5/27/2020	Position Ended
Hedrick	Sharon	Teacher Assistant	District Contract	6/2/2020	Retirement
Herbst	Jeffrey	Teacher Assistant	Multidisabilities Support	6/5/2020	Retirement
Krchnak	Marie	Speech Therapist	Preschool	6/11/2020	Resignation
Langley	Kathleen	Teacher	Behavioral Intervention	6/4/2020	Retirement
Lombardi	Robin	Teacher Assistant	Life Skills Support	6/4/2020	Resignation
Ludwig	Michelle	Site Administrator	Special Education	8/28/2020	Resignation
Murphy	Barbara	Psychologist	Pupil Personnel Services	6/9/2020	Resignation
Paek	Jacqueline	Personal Care Assistant	Life Skills Support	6/9/2020	Resignation
Parr	Elizabeth	Teacher Assistant	Autistic Support	6/5/2020	Retirement
Peterson	Heather	Teacher	Autistic Support	6/4/2020	Transfer Between Entities
Piatak	Louesa	Personal Care Assistant	Autistic Support	6/4/2020	Resignation
Rich	Michelle	Teacher	Behavioral Intervention	6/8/2020	Retirement

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Rodriguez	John	Personal Care Assistant	Autistic Support	6/4/2020	Retirement
Runshaw	Brenda	Teacher	Hearing Impaired Support	5/29/2020	Retirement
Sensenig	Bruce	Interim Assistant Executive Director	Administration	5/29/2020	Position Ended
Slobodian	Cynthia	Speech Therapist	Speech / Language Support	6/5/2020	Retirement
Staley	Lesli	Supervisor	Special Education	8/28/2020	Resignation
Statum	Olympia	Teacher	Behavioral Intervention	6/1/2020	Transfer Between Entities
Warner	Ashley	Teacher	Behavioral Intervention	6/5/2020	Transfer Between Entities
Wilkins	Caren	Teacher	Autistic Support	6/8/2020	Resignation
Zemba	Julie	Certified Occupational Therapy Assistant	Occupational / Physical Therapy	6/5/2020	Retirement

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
Biedermann	Jill	Speech Therapist	Preschool	6/10/2020	\$70,538.00	LIUEA F-13	188 Day Stretch
Bievenour	Ashley	Speech Therapist	Speech / Language Support	6/17/2020	\$53,558.00	LIUEA I-1	188 Days
Craddock	Irene	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Dacheux	Summer	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Farmer	Myriah	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Goodling	Kylie	Speech Therapist	Speech / Language Support	6/17/2020	\$50,268.00	LIUEA F-1	188 Days
Harris	Micaela	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Hobbs	Sierra	Speech Therapist	Preschool	6/10/2020	\$50,268.00	LIUEA F-1	188 Day Stretch
Pearson	Bobbi Jo	Speech Therapist	Preschool	6/17/2020	\$61,974.00	LIUEA F-10	188 Day Stretch
Rose	John	Speech Therapist	Preschool	6/10/2020	\$50,868.00	LIUEA F-3	188 Day Stretch

c. Miscellaneous

(1) Professional Contract:

A professional contract is awarded to the following staff members for satisfactorily completing three years of service:

Last Name	First Name
Ammerman	Alyssa
Autenrieth	Wendy
Buckler	Rebecca
Carter	Shanna
Dement	Sarah
Furer	Lindsay
Geesey	Janelle
Hernandez	Carlie
Kambic	Angela
Le Douaron	Stephanie
Mchugh	Lacie
Metz	Cara
Miller	Mariana

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Musselman	Melanie
Naylor	Jeanenne
O'brien	Clare
Plank	Michelle
Proper	Leslee
Roscoe	Kara
Straley	Lindsay
Thomas	Shawnee
Triplett	Jordyn
Weaver	Paige

(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
Baker	Brian	Teacher	Life Skills Support	\$51,168.00	LIUEA F-4	5/16/2020	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement – Master's
Czap	Julie	ESY Teacher	Life Skills Support	Per diem rate	n/a	n/a	n/a	n/a	Remove from ESY List / Cancel ESY position
Dalious	Barbara	Site Administrator	Special Education	\$90,000.00	Act 93	7/1/2020	Associate Supervisor \$78,908.66 200 Days	Site Administrator \$90,000.00 260 Days	Position Transfer
Hartsock	Minette	Teacher	Preschool	\$60,458.00	LIUEA H-8	5/26/2020	\$58,107.00 LIUEA G-8	\$60,458.00 LIUEA H-8	Salary Column Movement – Master's + 30
Hess	Kimberly	ESY Speech Therapist	Speech / Language Support	\$38.19 per hour	LIUEA F-1	ESY Summer 2020	Per Diem Rate	\$38.19 per hour	Rate Correction for ESY Position
Hess	Kimberly	Associate Supervisor	Special Education (Related Services)	\$82,000.00	Act 93	7/1/2020	Instructional Advisor \$76,569.00 LIUEA I-13 + IA Stipend	Associate Supervisor \$82,000.00 Act 93	Position Transfer
Klunk	Diane	Administrative Assistant to the Assistant Executive Director	Administration	No change	No change	7/1/2020	Administrative Assistant to the Director of Finance	Administrative Assistant to the Assistant Executive Director	Position Transfer
Logue	Wendy	Temporary Summer Mover	Business Services	\$13.00 per hour	n/a	6/2/2020	n/a	n/a	Additional Part Time Summer Position
Neptune	Kimberly	Psychologist	Pupil Personnel Services	\$75,758.00	LIUEA G-13	6/4/2020	\$75,040.00 LIUEA F-13	\$75,758.00 LIUEA G-13	Salary Column Movement – Master's + 15

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Smith	Benjamin	Assistant Director	Educational Technology Services	\$102,400.00	Act 93	7/1/2020	Supervisor, Educational Technology \$95,098.68	Assistant Director, Educational Technology Services \$102,400.00	Position Transfer
Spahn	Tashawna	Instructional Advisor	Special Education	n/a	n/a	7/1/2020	210 Days	200 Days	Work Calendar Adjustment
Swords	Amanda	Teacher	Life Skills Support	\$53,085.00	LIUEA F-6	5/17/2020	\$50,001.00 LIUEA E-6	\$53,085.00 LIUEA F-6	Salary Column Movement – Master's
Trayer	Lily	Teacher	Autistic Support	\$51,168.00	LIUEA F-4	5/9/2020	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement – Master's

(3) Recommend approval for the following staff members to work in the Extended School Year program for the summer:

LAST NAME	FIRST NAME	ESY POSITION	PAY RATE
Cook	Tamy	Speech Therapist	per diem rate
Crooks	Brianna	Teacher	per diem rate
Descheemaeker	Courtney	Speech Therapist	per diem rate
Doyka	Jennifer	Speech Therapist	per diem rate
Ecker	Laura	Teacher	per diem rate
Glatfelter	Rachel	Teacher	per diem rate
Gouff	Amanda	Teacher	per diem rate
Keller	Lacy	Teacher	per diem rate
Kornbau	Andrea	Teacher	per diem rate
Laird	Haley	Teacher	per diem rate
Metz	Cara	Teacher	per diem rate
Miller	Erin	Physical Therapist	per diem rate
Miller	Kimberly	Teacher	per diem rate
Mitchell	Jennifer	Assistant	per diem rate
Olphin	Jamie	Teacher	per diem rate
Roscoe	Kara	Teacher	per diem rate
Sersen	Kelsey	Teacher	per diem rate
Sherman	Kacey	Speech Therapist	per diem rate
Skweres	Melissa	Teacher	per diem rate
Snellman	Christine	Teacher	per diem rate
Van Hemert	Ann	Teacher	per diem rate
Weaver	Paige	Teacher	per diem rate
Weaver	Deborah	Teacher	per diem rate
Young	Kacie	Teacher	per diem rate

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of May 31, 2020, showing cash on hand of \$32,164,644.74.

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b. Check Register of Payments

Background: The disbursement report(s) list payments made since the last Board report through June 19, 2020.

Payroll 5/30/2020	\$3,002,026.10
Payroll 6/15/2020	<u>\$4,958,291.05</u>
Total Payroll	\$7,960,317.15
Total Accounts Payable	<u>\$1,461,007.22</u>
Total Payments	\$9,421,324.37

Recommendation: Motion to approve payments through June 19, 2020 and payroll through June 15, 2020, totaling \$9,421,324.37.

c. Budget Transfers

Background: The budget transfer report lists transfers processed from May 22, 2020 through June 19, 2020.

Recommendation: Motion to approve Budget Transfers from May 22, 2020 through June 19, 2020.

3. Grant Requests

a. ECYEH (Education for Children & Youth Experiencing Homelessness) Grant

Background: The ECYEH program authorized under the McKinney-Vento Act is designed to address the needs of homeless children and youth and ensure their educational rights and protections. PDE's program goal is to ensure a free and appropriate public education, and remove or ease the barriers to enrollment and educational success.

Recommendation: Motion to approve grant application to PA Department of Education for \$233,793.00 through the ECYEH program for the proposed time period July 1, 2020 through September 30, 2021.

b. Federal Programs Consolidated Application 2020-2021

Background: LIU administers Title I funds for Neglected and Delinquent Institutions. LIU manages a consortium for school districts administering Title III funds and providing training.

Recommendation: Motion to approve grant application to PA Department of Education for \$807,876 in federal funds for Title IA, Title ID and Title III for the period July 1, 2020 through September 30, 2021.

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4. *Job Descriptions for Adoption*

Background: The following job descriptions are presented for adoption.

- a. Work Experience Coordinator (revision)
- b. School Psychologist (revision)
- c. School Social Worker (revision)

Recommendation: Motion to adopt job descriptions

5. *Job Descriptions for Review*

Background: The following job descriptions are presented for review.

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

6. *Board Policy for Review*

Background: Board Policy 311 – Reduction of Staff is revised and presented for review.

Recommendation: No action required at this time.

G. New Business

1. *Teller's Report on Election of Directors*

Background: The Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors is provided for review and adoption.

Recommendation: Motion to adopt the Teller's Report of votes on the Annual Election of Directors to the LIU Board of Directors.

2. *New Visions Lease Agreement*

Background: The New Visions program requires an apartment style setting/location as part of the program. The attached lease agreement with Eagles Nest Investments meets the requirements of the program and was provided to the LIU Board at the June 2, 2020 meeting.

Recommendation: Motion to approve lease agreement between Eagles Nest Investments LLC and Lincoln Intermediate Unit at \$895.00 per month beginning July 1, 2020.

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3. *Catholic Charities Agreement*

Background: This Agreement requires Catholic Charities and the LIU 12 to accept referrals from the other party, if appropriate; provide services in a timely manner; maintain regular, ongoing contact during the period of the Agreement; facilitate the coordination of services; participate in treatment planning; and provide a procedure for grievance.

Recommendation: Motion to enter into an updated, non-financial, cooperative agreement with Catholic Charities for the purpose of offering continuity of care to students and families as need arises in order to build on the strengths and resources of the student to promote their health and wellness.

4. *Lease Agreement with East Berlin Community Center*

Background: The Special Education Division needs an offsite learning facility for students. The site of the East Berlin Community Center meets the requirements of this specific program.

Recommendation: Motion to approve a lease agreement with the East Berlin Community Center at the rental of \$340 per month from August 1, 2020 through May 30, 2021.

5. *Transportation Budget Resolution for 2020-2021*

Background: The Administration recommends approval of a resolution authorizing the Transportation Budget Report - PDE-2095 for the 2020-2021 fiscal year.

Recommendation: Motion to adopt a resolution authorizing submission of the Transportation budget for the 2020-2021 fiscal year, and certifying that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education.

6. *Faithful Transportation Contract Amendment*

Background: Contract Amendment Agreement was provided to Board members at the Board meeting on June 2, 2020. Additional language was included to clarify responsibility to communicate to the Pennsylvania Unemployment office.

Recommendation: Motion to approve transportation contract amendment with Faithful Transportation to maintain service in the fall and to compensate Faithful Transportation at 90 percent of the original contract price for time period March 13, 2020 through June 30, 2020.

7. *Jacoby Transportation Contract Amendment*

Background: A tentative amended agreement has been reached with Jacoby Transportation with financial analysis provided to each district.

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Recommendation: Motion to approve transportation contract amendment with Jacoby Transportation to maintain service in the fall and to compensate Jacoby Transportation at 90 percent of the original contract price for time period March 13, 2020 through June 30, 2020.

8. *Krise Transportation Contract*

Background: The administration recommends approval of a contract with Krise Transportation for the 2020-2021 school year.

Recommendation: Motion to approve a contract with Krise Transportation for the 2020-2021 school year.

9. *F&S Transportation Amended Agreement*

Background: A tentative amended agreement has been reached with F&S Transportation with financial analysis provided to each district.

Recommendation: Motion to approve the transportation contract amendment with F&S Transportation at 50 percent of the original contract price for the time period of March 13, 2020 through June 30, 2020.

10. *Kelly Transit Amended Agreement*

Background: A tentative amended agreement has been reached with Kelly Transit with financial analysis provided to each district.

Recommendation: Motion to approve the transportation contract amendment with Kelly Transit at 50 percent of the original contract price for the time period of March 13, 2020 through June 30, 2020.

11. *Donation from Silver Linings Foundation*

Background: Erin Lindenmuth, Founder of Silver Linings Foundation, is a mom of a special needs child and has offered to donate personal protection equipment that could be used by special education staff in the classrooms. In accordance with board policy 702, all gifts and donations must be accepted or rejected by the Board of Directors.

Recommendation: Motion to accept the donation of personal protection equipment from Silver Linings Foundation for the purpose of appropriately equipping staff to ensure safety of service delivery of staff and students during COVID19 pandemic.

12. *Amendment to the Agreement of Phoenix Rehabilitation and Health Services Inc.*

Background: Phoenix Rehabilitation and Health Services provides physical therapy services for the LIU. The attached amendment extends the contract by one year.

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Recommendation: Motion to approve the amendment to the Phoenix Rehabilitation and Health Services agreement effective July 1, 2020 through June 30, 2021.

13. Request to Conduct Doctoral Research

Background: Kimberly Kimple, an LIU Occupational Therapist, is requesting approval to conduct her occupational therapy doctorate project, Effects of a Guided Play Education Program on Teacher Knowledge and Perspectives, to satisfy requirements through Mary Baldwin University. On May 13, 2020 Dr. Scott Krauser, Ed.D., Assistant Superintendent of York Suburban School District provided written approval to conduct this research project at Yorkshire Elementary School in York, Pennsylvania. This project will be completed with York Suburban School District Yorkshire Elementary School teachers who teach kindergarten students. It will consist of the development of four educational sessions designed to evaluate teacher knowledge and perceptions on bundling guided play in the kindergarten curriculum and how occupational therapy can support this initiative. Participants who work with kindergarten students within Yorkshire Elementary school will receive an email with an attached Informed Consent as an invitation to participate in this Knowledge Translation Project. Once informed consent is received, participants will be asked to complete an electronic needs assessment through email. Upon evaluation of the needs assessment survey results and research-based evidence required for the program, participants will be requested to complete the Pre-Guided Play Education Survey, which will be provided through email using the Qualtrics software platform. Four (30-45 minute) education sessions will be provided to participants during the spring 2021 semester and scheduled by the program developer. The survey results will be pooled for the Knowledge Translation Project and individual results of this study will remain confidential and anonymous. Should this study be published, only pooled results will be documented. No costs will be incurred by York Suburban School District, Lincoln Intermediate Unit 12, or individual participants.

Recommendation: Motion to grant approval to Kimberly Kimple to conduct her doctoral research on the Effects of a Guided Play Education Program on Teacher Knowledge and Perspectives, to satisfy requirements through Mary Baldwin University during the spring 2021 semester.

14. Election of Officers

Background: The Nominating Committee will present a slate of officers for 2020-2021. A Chair Pro Tem will be appointed to conduct the election of officers. Elections will be held with nominations accepted from the floor.

Recommendation: Motion to appoint a Chair Pro Tem to conduct the election of officers.

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15. Appointment of Board Secretary – Tim A. Stanton, Director of Finance

Background: The Nominating Committee recommends that the position of Board Secretary be filled by Tim A. Stanton, LIU Director of Finance.

Recommendation: Motion to appoint Tim A. Stanton to the position of Board Secretary for a term beginning on July 1, 2020 and ending on June 30, 2021.

H. President's Report

I. Public Comments on or Off the Agenda

J. Executive Director's Report

K. Cabinet Reports

L. Adjournment

Next Regular Meeting: August 4, 2020