



BOARD OF DIRECTORS MINUTES

March 2, 2021

1. Call to Order

The regular meeting of the Lincoln Intermediate 12 Board of Directors was held on March 2, 2021. The meeting was called to order at 7:04 p.m.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members were present in-person or via Zoom: Mark Chimel, Sue Heistand, Dustin Martin, Patrick McDonald, Dolores Nester, Mark Schur, Suzanne Smith, Vanessa Snell, and Michael Wagner. LIU staff attending: Jeffrey D. West, Ed.D., Kendra Trail, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Brad Sterner, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and William Zee, Esq., Solicitor.

4. Recognition of Visitors and Public Comment: Sue Heistand, Board President

Mrs. Heistand welcomed visitors that may be attending virtually and provided an opportunity for public comment. No public comments were received.

5. Presentation: Overview of HVAC Proposal - TRANE

Dennis Rumsey and John Linn of Trane Building Advantage provided an overview of the proposal to replace the HVAC system at the LIU Central Office and responded to Board member questions.

6. Approval of Minutes of February 2, 2021

The minutes of the February 2, 2021 meeting were approved as presented.

7. Consent Agenda

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.

Recommendation: Motion to approve all recommendations under the Consent Agenda. Patrick McDonald moved to approve all items under the Consent agenda, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

**LIU Board of Directors Meeting
Minutes of March 2, 2021**

a. Resignations/Retirements/Terminations

| Last Name | First Name | Position | Program | Term Date | Reason |
|--------------|------------|---|--|------------|----------------|
| Benton | Crystal | Personal Care Assistant | Autistic Support | 01/28/2021 | Resignation |
| Clark | Lakesha | Personal Care Assistant | Autistic Support | 02/12/2021 | Resignation |
| Evans | Megan | Secretary | Adult Education | 02/11/2021 | Resignation |
| Good | Darlene | Receptionist | Human Resources | 02/26/2021 | Resignation |
| Grim | Martha | Teacher | Special Education | 01/08/2021 | Resignation |
| Harmon | Sarah | Teacher Assistant | Preschool | 02/25/2021 | Resignation |
| Harrier | Thomas | Teacher Assistant | Autistic Support | 02/05/2021 | Resignation |
| Niblett | Cooper | Teacher Assistant | Therapeutic Emotional Support | 02/28/2021 | Resignation |
| Ott | Kyle | ESY Assistant | Special Education | 07/18/2019 | Position Ended |
| Puffenberger | Lauren | Teacher | Behavioral Intervention | 04/01/2021 | Resignation |
| Soliday | Carrie | Language Instruction Educational Program Supervisor | Language Instruction Educational Program | 06/30/2021 | Retirement |
| Stacho | Michele | Teacher | Autistic Support | 04/01/2021 | Resignation |

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 |
|-----------|------------|------------------------------|--|--------------------------|-------------|---------------------|---------------|
| Sachelle | Diane | English as a Second Language | Language Instruction Educational Program | 03/03/2021 | \$51,168.00 | LIUEA G-1 | 188 Days |

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 |
|-----------|------------|--------------------------------------|---------------------------------|--------------------------|------------------|---------------------|---------------|
| Barnes | Taylor | Teacher Assistant | Autistic Support | 02/10/2021 | \$16.02 per hour | TA/PCA G-3 | 188 Days |
| Jacobs | Jenna | Personal Care Assistant | Emotional Support | 02/24/2021 | \$13.83 per hour | TA/PCA A-3 | 188 Days |
| Kauffman | Kourtney | Personal Care Assistant | Behavioral Intervention | 03/02/2021 | \$13.37 per hour | TA/PCA A-1 | 188 Days |
| King | Gwen | Personal Care Assistant | Autistic Support | 02/10/2021 | \$13.72 per hour | TA/PCA G-1 | 188 Days |
| Pottle | Jennifer | Teacher Assistant | Autistic Support | 02/24/2021 | \$14.10 per hour | TA/PCA A-4 | 188 Days |
| Smith | Jeffery | Systems Engineer | Educational Technology Services | 02/24/2021 | \$33.10 per hour | Tech SIB D-5 | 260 Days |
| Stoner | Michael | Technical Systems Support Specialist | Educational Technology Services | 02/24/2021 | \$19.96 per hour | Tech C D-1 | 260 Days |
| Williams | Tracy | Personal Care Assistant | Autistic Support | 02/24/2021 | \$13.37 per hour | TA/PCA A-1 | 188 Days |

d. Additional Service Agreements

| Last Name | First Name | Position | Rate | School District | Dates |
|--------------|--------------|-------------------------|---------------------------|--------------------------------------|-------------------------------------|
| Arganbright | Jennifer | Teacher | \$53.60 per hour | Conewago Valley School District | January 21, 2021 - June 2021 |
| Baker | Brian | Teacher | \$34.18 per hour | Red Lion Area School District | January 15, 2021 - June 10, 2021 |
| | | | \$39.51 per hour | West York Area School District | February 1, 2021 - June 2021 |
| Bare | Kirsten | Speech Therapist | \$38.43 per hour | Northeastern York School District | January 21, 2021 - February 5, 2021 |
| Bollinger | Katherine | Teacher | \$40.34 per hour | Northeastern York School District | January 21, 2021 - June 2021 |
| | | | | York Academy Regional Charter School | January 21, 2021 - June 2021 |
| Buckler | Rebecca | Teacher | \$34.87 per hour | West York Area School District | January 21, 2021 - June 2021 |
| Connolly | Casey | Teacher | \$39.51 per hour | Waynesboro Area School District | January 21, 2021 - June 2021 |
| ESS Employee | ESS Employee | Personal Care Assistant | \$100.05-\$126.73 per day | Hanover Public School District | January 14, 2021 - May 27, 2021 |
| ESS Employee | ESS Employee | Personal Care Assistant | \$100.05-\$126.73 per day | Waynesboro Area School District | February 4, 2021 - May 26, 2021 |

**LIU Board of Directors Meeting
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| | | | | | |
|----------------|--------------|------------------|--------------------------|--------------------------------------|--|
| Ewing | Michelle | Teacher | \$53.60 per hour | York Academy Regional Charter School | January 21, 2021 - June 2021 |
| Franklin | John | Teacher | \$34.18 per hour | Central York School District | January 21, 2021 - June 2021 |
| | | | | Northeastern York School District | January 21, 2021 - June 2021 |
| | | | | Spring Grove Area School District | February 1, 2021 - June 2021 |
| Hahn | Martha | Bus Assistant | \$26.93 per hour | South Western School District | August 2020 - June 2021 |
| Haring | Sara | Teacher | \$34.18 per hour | Hanover Public School District | TBD - until teacher is hired through end of year |
| Herring Jr. | Michael | Teacher | \$36.47 per hour | Littlestown Area School District | January 21, 2021 - June 2021 |
| Hoffman | Sara | Speech Therapist | \$38.65 per hour | Littlestown Area School District | January 21, 2021 - June 2021 |
| McHugh | Lacie | Teacher | \$34.64 per hour | Red Lion Area School District | January 21, 2021 - June 2021 |
| Morton | Katelyn | Teacher | \$34.41 per hour | West York Area School District | January 21, 2021 - June 2021 |
| MSN Employee | MSN Employee | Nurse | \$40.00-\$70.00 per hour | Hanover Public School District | January 14, 2021 - May 27, 2021 |
| Pakstis | Kristi | Speech Therapist | \$53.60 per hour | Northeastern York School District | January 21, 2021 - June 2021 |
| Riding-Queenan | Beverly | Teacher | \$34.18 per hour | Dallastown Area School District | February 1, 2021 - May 1, 2021 |
| Rose | Rhonda | Teacher | \$53.60 per hour | Upper Adams School District | February 1, 2021 - June 2021 |
| Thompson | Dorothy | Teacher | \$53.60 per hour | Northeastern York School District | January 21, 2021 - June 2021 |
| Triplett | Jordyn | Teacher | \$34.64 per hour | Northeastern York School District | January 21, 2021 - June 2021 |
| | | | | York Academy Regional Charter School | January 21, 2021 - June 2021 |
| Van Hemert | Ann | Teacher | \$35.79 per hour | South Western School District | January 21, 2021 - June 2021 |
| Weaver | Deborah | Teacher | \$41.86 per hour | South Western School District | January 21, 2021 - June 2021 |
| Wolfe | Lindsey | Teacher | \$34.41 per hour | Spring Grove Area School District | January 21, 2021 - June 2021 |

e. Change in Employment Status

| Last Name | First Name | Position | Program | Rate | Category Step/Scale | Effective | From | To | Reason |
|-----------|------------|----------|---------------------------|------------------|---------------------|------------|--------------------------|--------------------------|---|
| Baker | Brian | Teacher | Multidisabilities Support | \$34.18 per hour | LIUEA D-1 | 01/25/2021 | n/a | n/a | Additional Part Time Temporary Position - Homebound Instruction |
| Burwell | Colleen | Teacher | Life Skills Support | \$57,085.00 | LIUEA F-8 | 01/11/2021 | LIUEA E-8 \$55,001.00 | LIUEA F-8 \$57,085.00 | Salary Column Movement - Master's Degree |
| Flaharty | Samantha | Teacher | Preschool | \$50,268.00 | LIUEA F-1 | 01/01/2021 | LIUEA D-1 \$44,987.00 | LIUEA F-1 \$50,268.00 | Salary Column Movement - Master's Equivalency |
| Haring | Sara | Teacher | Multidisabilities Support | \$34.18 per hour | LIUEA D-1 | 02/02/2021 | n/a | n/a | Additional Part Time Temporary Position - Homebound Instruction |
| Knaper | Tiffany | Teacher | Special Education | \$34.18 per hour | LIUEA D-1 | 02/03/2021 | n/a | n/a | Additional Part Time Temporary Position - Instruction in the Home |
| Smith | Kippi | Teacher | Transition | \$55,085.00 | LIUEA F-7 | 01/31/2021 | LIUEA E-7 \$52,001.00 | LIUEA F-7 \$55,085.00 | Salary Column Movement - Master's Degree |

f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of January 31, 2021 showing cash on hand of \$28,182,289.14.

g. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,858,379.88, and Budget Transfers from January 19, 2021 through February 15, 2021.

h. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of February 15, 2021.

i. Grant Request

Recommendation: Motion to grant approval to apply for Re-Thinking Adult Education Challenge Grant in the amount of \$250,000.00.

j. Job Descriptions for Adoption

Recommendation: Motion to adopt job description revisions.

7003 - Literacy Council Program Coordinator

7004 - English as a Second Language Instructor

7006 - ABE-ASE Instructor

6002 - Franklin Learning Center Administrative Assistant and Joint School Committee
Recording Secretary

k. Job Descriptions for Review

Background: The following job descriptions were presented for review.

1501 - Speech Language Pathologist (revision)

4014 - Instructional Support Teacher (new)

4015 - Lincoln EDGE Cyber Program Secretary (new)

Recommendation: No action required at this time.

l. Board Policies for Adoption

Recommendation: Motion to adopt revised Board Policy 826 and to delete 826.1.

826 - Electronic Records/Signatures (Revised)

826.1 - Electronic Signatures (ACCESS) - To be deleted

m. Board Policies for Review

Background: The following Board Policies were presented for review.

246 - Student Wellness

705 - Facilities and Workplace Safety

805 - Emergency Preparedness and Response

805.1 - Relations with Law Enforcement Agencies

805.2 - School Security Personnel

822 - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)

Recommendation: No action is required at this time.

n. Board of Directors Meeting Schedule for 2021-22

Recommendation: Motion to adopt the Board of Directors Meeting Schedule for 2021-2022.

o. LIU Preschool Program 12-Month Calendar for 2021-2022 School Year

Recommendation: Motion to approve the LIU Preschool Program 12-Month Calendar for 2021-2022.

8. New Business

a. Approval of Software and Systems Upgrade

Recommendation: Motion to approve the software and systems upgrade plan in the amount of \$271,623, utilizing the proposed allocated budgetary funding sources noted above. Michael Wagner moved to approve the Software and Systems Upgrade, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

b. Eduplanet Software Purchase

Recommendation: Motion to approve the purchase of Eduplanet for Marketplace Builder at a cost of \$10,000 to be funded through committed fund balance. Michael Wagner moved approval to purchase Eduplanet for Marketplace Builder, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

c. Replacement of HVAC System

Recommendation: Motion to grant approval to replace the HVAC system under Costars Contract number 008-274 at the New Oxford Central Office using assigned fund balance in the amount of \$1,187,871 for Replacement of HVAC System. Representatives of Trane responded to several questions of the Board. Mark Schur moved to approve the proposal, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

d. All Hazards Plan

Recommendation: Motion to adopt the LIU 12 All Hazards Plan Resolution as submitted. Patrick McDonald moved to approve the All Hazards Plan, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

e. WellSpan Letter of Agreement for Health Care Services

Recommendation: Motion to adopt Letter of Agreement for Health Care Services with WellSpan Medical Group, via WellSpan Family Medicine-Stony Brook-Becky Gordon, M.D. beginning July 1, 2020 through June 30, 2021. Michael Wagner moved to approve the Letter of Agreement with WellSpan, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

f. Request to Conduct Action Study

Recommendation: Motion to grant approval to Lacy Keller to conduct an action study with K-6 students at Lincoln Elementary School on how general education teacher attitudes toward special education students affect their social development in their classrooms, as a

requirement for her Master's degree through Wilson College. Mark Schur moved approval of the action study, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

g. Update to LIU Health and Safety Plan

An update was added to the Health and Safety Plan regarding quarantine time for employees who travel out of state, a change from 14 days to 10 days. "Individuals traveling into and returning to the Commonwealth of Pennsylvania from any other state or commonwealth or an international location, must produce evidence of a negative COVID-19 test from a specimen collected within 72 hours prior to entering the Commonwealth, or quarantine for 10 days upon their return, unless exempt." Dr. Trail reported that the revisions to the Health and Safety plan requiring quarantine for travel out of state are now out of date, as the travel ban has been lifted by the Governor. The plan will be revised again to reflect current mandates.

Recommendation: No action required. For information only.

h. E-rate Equipment Purchase for Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN)

The administration recommends purchase of devices to improve service to LLN RWAN members. In 2018, the LLN Management Team began exploring options to improve the level of service to its members. It was determined that the installation of a device at members' locations would provide enhanced internet performance monitoring services. Several factors, including the pandemic, delayed implementation of the project until 2021. The LLN applied for and received E-rate funding approval to purchase this equipment. The LLN posted an E-rate Form 470 and RFP to competitively bid the procurement. ePlus provided the only bid response. E-rate rules require that equipment purchased with E-rate funding be installed before September 30, 2021. Our goal is to install and activate the devices during the upcoming summer months. Included in the purchase are 33 devices and their accompanying components, licenses, software, warranties and operational training.

The total cost for all items is \$115,514.55. E-rate funding approval will significantly offset the out-of-pocket cost to the LIU. A total of \$78,549.89 of E-rate approved funding will reduce the LIU share to: \$36,964.66. The LIU share of the expenditure will come from funds that have already been received by member entities' service and subscription fees. It has been made known to members that the funds will be used for the express purpose of providing management and support of the network, in the form of an LIU-owned device at each member location.

Recommendation: No action is required at this time. This request will be presented for Board action on April 6, 2021.

9. President's Report

Mrs. Heistand expressed her appreciation that action items are being presented for information a month prior to action, which allows ample time for the Board to review and ask questions.

10. Executive Director's Report

Dr. West discussed the following topics:

- The Administration's focus has been on issues related to facilities: HVAC system, Health Centers, storage facilities and securing entrances to the Central Office and York Learning Center.
- Dr. West thanked the administrative team for their input in decision-making and to the staff for their flexibility to move from in-person attendance to virtual telework as buildings were closed due to inclement weather.

11. Assistant Executive Director's Report

Dr. Trail reported on the following topics:

- The Communications Audit by Chester County Intermediate Unit is ongoing and a final report is anticipated by mid-April.
- Part of Dr. Trail's entry plan was to gather data from internal stakeholders. This survey was given in January and results will be shared in a pre-recorded message to staff.
- Dr. Trail works directly with the Tactical Team (composed of the Assistant Directors in each Division) to plan Leadership Team meetings of the Act 93 group. The group's focus has been on evaluation of staff and performance improvement plans. Bill Zee and Dave Walker of Appel Yost & Zee presented information on performance improvement plans at the last meeting on March 1. Currently the IU houses evaluations on Google, but plans to pursue another platform.

12. Cabinet Reports

Cabinet members provided highlights from their written reports.

13. Good of the Order

- Mrs. Heistand reminded Board members to access their IU email accounts and to report problems to Jill Trostle, who will share them with Jared Mader.
- Suzanne Smith asked if we know whether or not teachers and students have had access to vaccination. The IU has determined those staff that are eligible through the group 1a vaccination schedule; however, vaccination is not mandatory and staff are not required to submit documentation. Mr. Zee noted that the vaccine is not available to persons under 18, and teachers were just moved to the 1a group earlier today.

14. Adjournment

Dee Nester moved to adjourn the meeting at 8:15 p.m., seconded by Michael Wagner.

15. Next Meeting: April 6, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary