



LINCOLN INTERMEDIATE UNIT 12 BOARD OF DIRECTORS MINUTES

November 3, 2020 [7:00PM-9:00PM] @ 65 Billerbeck Street, New Oxford PA 17350

1. Call to Order

Board President Sue Heistand called the meeting to order at 7:12 PM.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members were present: Sue Heistand, Brian Hoffman, Cassandra Liggins, Dustin Martin, Rhonda Myers, Dolores Nester, Douglas White and Danielle Whitebread. LIU staff attending were: Jeffrey West, Ed.D., Kendra Trail, Ed.D., Jared Mader, Ben Smith, Lynn Murphy, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and Solicitor Jeff Ouellet, Esq. of Appel, Yost & Zee.

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: Proactive MD Draft Contract - CBIZ Clinical Consulting Services

A representative of CBIZ Consulting Services reviewed the proposed contract with Proactive MD for two on-site health clinics.

6. Approval of Minutes of October 6, 2020

The minutes of October 6, 2020 were approved as presented.

7. 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.

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

Dolores Nester moved to approve all items listed on the consent agenda, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Brechbill	Heather	Personal Care Assistant	Multidisabilities Support	09/30/2020	Resignation
Montgomery	Kelly	Accounts Payable Specialist II	Business Services	10/09/2020	Resignation
Straley	Crystal	Personal Care Assistant	Autistic Support	10/30/2020	Resignation
Whittington	Douglas	Personal Care Assistant	Autistic Support	10/09/2020	Resignation
Wyrick	Hunter	Systems Engineer	Educational Technology Services	10/23/2020	Resignation

b. Professional Staff Nomination (pending receipt of all required paperwork)

**LIU Board of Directors Meeting
Minutes of November 3, 2020**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
*	*	Teacher	Therapeutic Emotional Support	10/19/2020	\$45,587.00	LIUEA D-3	188 Days

*Confidential matter to be discussed in executive session.

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
Figlioli	Megan	Teacher Assistant	Autistic Support	10/26/2020	\$14.81 per hour	TA/PCA F-2	188 Days
Martin	Danielle	Personal Care Assistant	Autistic Support	10/19/2020	\$13.47 per hour	TA/PCA C-1	188 Days
Seager	Renee	Personal Care Assistant	Autistic Support	10/26/2020	\$13.67 per hour	TA/PCA F-1	188 Days

d. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bowser	Laura	Speech Therapist / Instructional Advisor	Speech / Language Support	\$72,886.00 + \$1200.00 IA Stipend	LIUEA H-13	08/04/2020	\$72,886.00	\$72,886.00 + \$1200 IA Stipend	Increased IA Duties
Byers	Heather	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Clark	Lakesha	Personal Care Assistant	Autistic Support	\$13.62 per hour	ESPA TA/PCA E-1	10/15/2020	\$13.37 per hour TA/PCA A-1	\$13.62 per hour TA/PCA E-1	Salary Correction
Culler	Amy	Instructional Advisor	Special Education	\$70,538.00 + \$3000.00 IA Stipend	LIUEA F-13	10/13/2020	Teacher Multidisabilities Support \$70,538.00	Instructional Advisor Special Education \$70,538.00 + \$3000.00 IA Stipend	Position Transfer
Czap	Julie	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Gillen	Karen	Speech Therapist	Preschool	n/a	n/a	10/05/2020	10/05/2020	10/05/2021	Sabbatical
Keller	Maureen	Tutor	Title IA	\$41.39 per hour	n/a	09/01/2020	n/a	n/a	Additional Part Time Position
McLaughlin	Matthew	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Paules	Carly	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position
Sigel	Jamie	Itinerant Teacher / Instructional Advisor	Visually Impaired Support	\$73,569.00 + \$1500.00 IA Stipend	LIUEA I-13	09/28/2020	\$73,569.00 + \$600.00 IA Stipend	\$73,569.00 + \$1500.00 IA Stipend	Increased IA Duties
Wherley	Katie	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	10/21/2020	n/a	n/a	Additional Part Time Temporary Position

LIU Board of Directors Meeting Minutes of November 3, 2020

e. Student Workers

ID#	Location	Rate of Pay
DA65698	York Learning Center	\$7.25 per hour
DI07623	York Learning Center	\$7.25 per hour
ME07576	York Learning Center	\$7.25 per hour
RE75104	York Learning Center	\$7.25 per hour

f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of September 30, 2020 showing cash on hand of \$26,718,936.83.

g. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,365,565.81, and Budget Transfers through October 19, 2020.

h. Transportation Drivers

Recommendation: Motion to accept the current list of Transportation Drivers as of October 16, 2020

i. Job Descriptions for Adoption

Recommendation: Motion to adopt revised job description for Staff Developer.

j. Board Policy for Review

The following Board Policy is presented for first reading.

830 - Breach of Computerized Personal Information (new)

Recommendation: No action is required at this time.

k. Board Policies for Adoption

Recommendation: Motion to adopt Board Policies 718 and 827.

Policy 718 - Service Animals

Policy 827 - Conflict of Interest

MOTION ON CONSENT AGENDA: Dolores Nester moved to approve all items listed on the consent agenda, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

8. New Business

a. Communications Audit

Recommendation: Motion to accept the proposal from Chester County Intermediate Unit to conduct a communications audit through focus groups and stakeholder surveys in order to develop a communication plan for the LIU at a cost of \$5,000.

Brian Hoffman moved to accept the proposal of Chester County Intermediate Unit to conduct a communications audit for IU 12, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

b. LIU Business Plan

LIU Board of Directors Meeting Minutes of November 3, 2020

Recommendation: Motion to adopt the proposed LIU Business Plan.

Dolores Nester moved approval to adopt the LIU Business Plan, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

c. CBIZ Clinical Consulting Services

The administration provided an overview of the contract with CBIZ Consulting Services.

No action was required at this time. It will be presented to the Board for action at its next meeting on November 24, 2020.

d. Proactive MD Health Center Contract

A representative of CBIZ Consulting Services reviewed the proposal of Proactive MD for a health center.

No action was required at this time. It will be presented to the Board for action at its next meeting on November 24, 2020.

e. Approval of LLC Designation

The administration recommends the establishment of an LLC designation in order to provide specific entrepreneurial services for other persons/entities. These entrepreneurial services will be performed under the name of Lincoln Educational Services Agency, LLC.

No action was required at this time. It will be presented to the Board for approval at its next meeting on November 24, 2020.

f. Non-General Fund Budgets for 2020-2021

Non-General Fund 2020-21 budgets were provided for review. These budgets represent Federal programs, state programs, donated funds and fee-funded programs and services.

No action was required at this time. Budgets will be presented for adoption on November 24, 2020.

g. Educational Technology Services Server Administration Support Contract

Recommendation: Motion to approve a support contract with Integra One to provide interim technical support services in a block of 100 hours in the amount of \$13,750 with no expiration date.

Brian Hoffman moved approval of the contract with Integra One, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

h. Memorandum of Understanding

Recommendation: Motion to adopt the Memorandum of Understanding between the LIU Board of Directors and the LIU Education Association on staffing needs of the Lincoln Edge Cyber School Program during COVID-19.

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

LIU Board of Directors Meeting Minutes of November 3, 2020

i. Mail Ballot Election for 2021

Recommendation: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1 of all board seats that will be vacant or up for re-election as of July 1, 2021, and to request district nominations be submitted by February 19, 2021 for the spring election ballot.

Brian Hoffman moved approval, seconded by Rhonda Myers. Roll call vote recorded all in favor and the motion carried.

j. Request to Conduct Research Study

Recommendation: Motion to grant approval for Mary Andrews, LIU Preschool Occupational Therapist, to conduct a research study from January 2021 through April 30, 2021 with consenting LIU Occupational Therapists and Certified Occupational Therapy Assistants regarding their perceptions of school-based occupational therapy telehealth services provided during the COVID-19 pandemic.

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

9. President's Report

Mrs. Heistand shared her appreciation to the LIU staff for all they are doing to move the LIU forward. She encouraged Board members to connect with local legislators to voice concerns over the current lack of funding for Early Intervention programs.

10. Executive Director's Report

The following highlights were shared:

1. Dr. West noted that the IU is focused on services to its school districts and continues to work closely with districts on issues related to COVID-19.
2. He has reached out to colleagues across the country that are deeply involved in entrepreneurial work and plans to discuss with the Board structures that will be needed to expand LIU's outreach in all divisions to financially support the organization.
3. The Special Education Task Force will reconvene to review the LIU Business rules after year one of implementation.

11. Assistant Executive Director's Report

The following highlights were shared:

1. Dr. Trail is working with Thomas Weaver, LIU Manager of Facilities, on the LIU's All Hazards Plan for the central office and both learning centers.
2. A task force has been formed to review the current substitute system and increase our level of substitutes.
3. Dr. Trail and Dr. Laura McCusker are working with the Act 48 Committee on a Differentiated Supervision plan.

12. Cabinet Reports

Cabinet members shared highlights from their reports.

13. Good of the Order

Mrs. Heistand encouraged Board members to attend the next meeting on November 24, 2020, as this is the last Board meeting for the calendar year.

**LIU Board of Directors Meeting
Minutes of November 3, 2020**

14. Adjournment

It was moved and seconded to adjourn the meeting at 8:28 PM.

15. Next Meeting: November 24, 2020

Tim A. Stanton
Board Secretary