



**LINCOLN INTERMEDIATE UNIT 12
BOARD OF DIRECTORS MINUTES**

65 Billerbeck Street, New Oxford PA 17350
November 24, 2020 – Virtual Meeting
7:00 PM

1. Call to Order

Board President Sue Heistand called the virtual meeting of the LIU Board of Directors to order at 7:05 PM.

2. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

3. Roll Call

The following Board members were present via Zoom: Mark Chimel, Sue Heistand, Brian Hoffman, Cassandra Liggins, Dustin Martin, Patrick McDonald, Dolores Nester, Mark Schur, Suzanne Smith, Michael Wagner and Douglas White. LIU staff attending: Jeffrey West, Ed.D., Kendra Trail, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Tracy Williams, Laura McCusker, Ed.D., Jill Trostle, and David Walker, 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. Approval of Minutes of November 3, 2020

The minutes of November 3, 2020 were approved as presented.

6. Amendment to Agenda:

Michael Wagner made a motion to amend the agenda to add an item under New Business, approval to contract with Mosteller & Associates to provide an Act 93 compensation proposal. Dolores Nester seconded the motion. All Board members present voted in favor to amend the agenda and the motion carried.

7. Consent Agenda

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

Patrick McDonald moved to approve all items listed on the consent agenda, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

a. Resignations/Retirements/Terminations

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Last Name	First Name	Position	Program	Term Date	Reason
Chankhar	Cynthia	Personal Care Assistant	District Contracted	11/06/2020	Resignation
Colosimo	Cassie	Teacher	Autistic Support	12/21/2020	Resignation
Doan	Laura Jane	Personal Care Assistant	Autistic Support	10/14/2020	Resignation
Ferber-Smith	Emily	Itinerant Teacher	Act 89 Nonpublic School Services	10/30/2020	Resignation
Fry	Nicole	Accounting Manager	Business Services	12/03/2020	Resignation
Hitchcock	Karen	Speech Therapist	Speech/Language Support	12/22/2020	Retirement
Howard	Stacy	Itinerant Teacher	Visually Impaired Support	01/04/2021	Retirement
Koch-Berry	Dawn	Teacher	Life Skills Support	11/10/2020	Resignation
Krout	Maria	Itinerant Teacher	Preschool	12/16/2020	Retirement
Rebuck	Robin	Teacher Assistant	Autistic Support	11/13/2020	Resignation
Roesch	Margaret	Speech Therapist	Speech/Language Support	12/11/2020	Retirement
Saylor	Kristi	Teacher	Emotional Support	01/08/2021	Resignation
Schaeffer	Catherine	Occupational/Physical Therapy Coordinator	Special Education	01/05/2021	Retirement
Sefchick	Melissa	Psychologist	Pupil Personnel Services	12/16/2020	Resignation
Shipley	Clint	Teacher	Emotional Support	10/23/2020	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
Lichtenberg	Abbey	Staff Developer	Educational Technology Services	11/18/2020	\$51,168.00	LIUEA F-4	188 Day Stretch
Smith	Lottie	Counselor	Educational Technology Services	11/18/2020	\$64,461.00	LIUEA H-10	188 Day Stretch
Wolff	Melanie	Teacher	Multidisabilities Support	11/18/2020	\$44,987.00	LIUEA D-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
Damaske	Erin	Teacher Assistant	Autistic Support	11/04/2020	\$13.72 per hour	TA/PCA G-1	188 Days
Klinedinst	Danielle	Help Desk Tier I Representative	Educational Technology Services	11/18/2020	\$16.02 per hour	Tech B E-1	260 Days

d. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Baker	Francine	Instructional Advisor	Special Education	\$67,185.00 + \$3,000.00 IA Stipend	LIUEA G-12	11/23/2020	Part Time Itinerant Teacher \$51.05 per hour	Full Time Instructional Advisor \$67,185.00 + \$3,000.00 IA Stipend	Position Transfer
Collier Turnbaugh	Sara	Psychologist	Pupil Personnel Services	\$45.79 per hour	LIUEA J-8	11/05/2020	Full Time \$64,112.00	Part Time \$45.79 per hour	Position Transfer
Danner	Wendy	Accounting Manager	Business Services	\$75,000.00	Act 93	12/04/2020	Staff Accountant \$65,280.00	Accounting Manager \$75,000.00	Position Transfer
Eisenhart	Katharine	Occupational Therapist	Occupational/Physical Therapy	\$71,212.00	LIUEA G-13	10/26/2020	LIUEA F-13 \$70,538.00	LIUEA G-13 \$71,212.00	Salary Column Movement - Master's + 15

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Ford	Christina	Lincoln EDGE Support Teacher	Educational Technology Services	\$38.19 per hour	n/a	11/02/2020	n/a	n/a	Additional Part Time Temporary Position
Golden	Doris	Speech Therapist	Preschool	\$72,886.00	LIUEA H-13	10/23/2020	LIUEA G-13 \$71,212.00	LIUEA H-13 \$72,886.00	Salary Column Movement - Master's + 30
Kimpel	Kimberly	Occupational Therapist	Occupational/Physical Therapy	\$71,212.00	LIUEA G-13	10/26/2020	LIUEA F-13 \$70,538.00	LIUEA G-13 \$71,212.00	Salary Column Movement - Master's + 15
Kuhn	Laura	Teacher	Multidisabilities Support	\$69,012.00	LIUEA H-12	11/05/2020	LIUEA G-12 \$67,185	LIUEA H-12 \$69,012.00	Salary Column Movement - Master's + 30
Sanders	Tracy	Personal Care Assistant	Autistic Support	\$13.83 per hour	ESPA TA/PCA A-3	12/01/2020	Custodian Business Services ESPA Maint/Cust B A-3 \$14.24 per hour 40 hours per week	Personal Care Assistant Autistic Support ESPA TA/PCA A-3 \$13.83 per hour 35 hours per week	Position Transfer
Todaro	Mary	Teacher Assistant	Life Skills Support	\$13.42 per hour	ESPA TA/PCA B-1	07/01/2020	TA/PCA A-1 \$13.37 per hour	TA/PCA B-1 \$13.42 per hour	Salary Column Movement - 60 PALS Hours

e. Student Workers

ID#	Location	Rate of Pay
FL87941	New Oxford Training Site	\$7.25 per hour
HA32724	New Oxford Training Site	\$7.25 per hour
MI09663	New Oxford Training Site	\$7.25 per hour
MU00375	New Oxford Training Site	\$7.25 per hour
WE03258	New Oxford Training Site	\$7.25 per hour

f. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of October 31, 2020 showing cash on hand of \$28,813,531.15.

g. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$8,479,720.51 and Budget Transfers from October 20, 2020 through November 11, 2020.

h. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of November 10, 2020.

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i. Job Descriptions for Review

The following job descriptions were presented for review.

Reading Specialist/Remedial Math Teacher (revision)
Custodian/Mover (revision)

Recommendation: No action is required at this time.

j. Board Policies for Review

Background: The following Board Policies were presented for first reading.

Policy 808 - Food Services
Policy 819 - Suicide Awareness, Prevention and Response
Policy 901 - Public Relations Objectives
Policy 902 - Publications Program
Policy 903 - Public Participation in Board Meetings
Policy 904 - Public Attendance at School Events
Policy 904 - Attachment
Policy 905 - Citizen Advisory Committees

Recommendation: No action was required at this time.

k. Board Policy for Adoption

Recommendation: Motion to adopt Board Policy 830 - Breach of Computerized Personal Information (new).

7. New Business

a. CBIZ Clinical Consulting Services

Recommendation: Motion to approve contract with CBIZ Consulting Services for implementation of the on-site health clinics for the first year.

Michael Wagner moved to approve the contract with CBIZ Consulting Services, seconded by Brian Hoffman. Roll call vote recorded all in favor and the motion carried.

b. Proactive MD Health Center Contract

Recommendation: Motion to adopt contract between Proactive MD and the Lincoln Intermediate Unit for employer sponsored health clinics.

Suzanne Smith moved to approve the contract with Proactive MD, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

c. Approval of LLC Designation

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Recommendation: Motion to establish an LLC designation for the LIU in order to provide entrepreneurial services under the name Lincoln Educational Services Agency, LLC.

Brian Hoffman moved to approve the LLC designation for the LIU, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

d. Non-General Fund Budgets 2020-2021

Recommendation: Motion to approve (103) Non-General Fund 2020-21 budgets, which represent Federal and State programs, donated funds and fee-funded programs and services.

Brian Hoffman moved to approve Non-General Fund Budgets for 2020-2021, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

e. Proposal for Architectural Design for Health Clinic

Recommendation: Motion to accept the proposal from Crabtree, Rohrbaugh & Associates for architectural designs for the LIU Health Clinic sites and enhanced security of entrance/vestibule areas at the Central Office and York Learning Center.

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

f. Attestation Ensuring Implementation of Mitigation Efforts

Mrs. Heistand reported that she and Dr. West will be signing an attestation required by the Governor's Office ensuring the LIU will continue to implement mitigation efforts during face to face instruction. Dr. Schur asked if the LIU Health and Safety Plan will need to be revised based on new orders from the Governor. Board Solicitor David Walker, Esq. responded that the Health and Safety Plan is a living document that should be updated as needed.

g. Development of Compensation Plan for Act 93

Recommendation: Motion to contract with Mosteller and Associates to develop a compensation proposal for Act 93 staff at a cost not to exceed \$5,250.

Michael Wagner moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8. President's Report

Mrs. Heistand expressed her appreciation to Dr. West for remaining calm and reassuring during this time and acknowledged the hard work of the Cabinet and staff.

9. Executive Director's Report

Dr. West thanked Mrs. Heistand and the entire Board for their support and willingness to serve on the IU Board. He also shared his appreciation for the Cabinet and Leadership Team of the IU and

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their capacities to speak freely and honestly in order to make the best decisions for staff and students. The focus this past month has been communications with staff, comprehensive planning and on-site health clinics. The IU continues to move forward in many areas in spite of the pandemic.

10. Assistant Executive Director's Report

Dr. Trail reported that the state budget was passed and includes a 3.5% increase in funding for Early Intervention services. The increase in EI funding was achieved thanks to the assistance of several advocates, such as Dr. West, the PA Association of Intermediate Unit Executive Directors, and Early Intervention staff at the IU and across the state who contacted local state legislators requesting that they reinstate EI funding.

11. Cabinet Reports: Cabinet members shared highlights from their written report.

12. Good of the Order

- Mrs. Heistand participated in the comprehensive planning committee and shared her observation of the comradery among staff members on the committee.
- Mr. Wagner extended appreciation to the Board members for having so many in attendance this evening, just two days away from Thanksgiving.
- Mrs. Nester wished everyone a happy Thanksgiving holiday.

13. Adjournment: It was moved and seconded to adjourn the meeting at 8:00 PM.

14. Next Meeting: January 5, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary