

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

AUGUST 4, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on August 4, 2020 at the LIU Central Office in New Oxford, Pennsylvania. Board President Sue Heistand called the meeting to order at 7:03 p.m. with the Pledge of Allegiance.

OATH OF OFFICE: Solicitor William Zee, Esq., conducted the swearing-in ceremony for the following newly-elected directors to serve new and unexpired terms:

Mark Chimel, Greencastle-Antrim
Sue Heistand, Dallastown Area
Cassandra Liggins, City of York
Patrick McDonald, Waynesboro Area
Rhonda Myers, Fairfield Area
Danielle Whitebread, Northeastern

ATTENDANCE: The following Board members were present:

Mark Chimel	Rhonda Myers
Sue Heistand	Dolores Nester
Brian Hoffman	Suzanne Smith
Cassandra Liggins	Michael Wagner
Dustin Martin	Danielle Whitebread
Patrick McDonald	

LIU staff members attending were: Jeffrey West, Ed.D., Kendra Trail, Ed.D., Jared Mader, Lynn Murphy, Ed.D., Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor William Zee, Esq., of Appel, Yost & Zee, LLC.

VISITORS AND PUBLIC COMMENTS: Mrs. Heistand welcomed any visitors that may be attending virtually and provided an opportunity for public comments. No comments were submitted. Virtual attendees will be given another opportunity to provide comments at the end of the meeting.

PROJECT SEARCH AWARD: Dr. Lynn Murphy and Patti Wysocki recognized recipients of the Project Search Award: Ruth Moore, Project Search Teacher at York Hospital Search Site, and Nicolle Legore, Project Search Teacher at Gettysburg Hospital Search Site. Each teacher provided a brief overview of the various skills their students have learned. The Project Search Program was established in 1996 in Chicago and provides job training skills and experience to students prior to graduation. Today, there are 580 sites located in 47 states and 10 countries, and there are 14 sites in Pennsylvania.

APPROVAL OF MINUTES: The minutes of the June 30, 2020 Board meeting were approved as presented.

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APPROVAL OF CONSENT AGENDA: The Consent Agenda and addendum were presented for approval.

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
Craddock	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.)

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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
Shiple	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

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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
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

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(3) Professional Contract:

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

Last Name	First Name
Neuman	Chelsea

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

LAST NAME	FIRST NAME	ESY POSITION	PAY RATE
Hostler	Christina	Teacher	Per diem rate

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

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

c. Budget Transfers

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

d. Transportation Drivers

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

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

Recommendation: Motion to adopt job descriptions.

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

4. *Job Descriptions for Review*

The following job descriptions were 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*

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

6. *Board Policy for Adoption*

Recommendation: Motion to adopt revised Policy 815.2.

MOTION TO APPROVE CONSENT AGENDA: Dustin Martin moved to adopt the consent agenda and addendum, seconded by Suzanne Smith: Roll call vote recorded 10 in favor and the motion carried.

NEW BUSINESS:

1. *Appointment of Voting Delegate for PSBA Fall Conference*

Recommendation: Motion to appoint Michael Wagner to represent the IU as a voting delegate to attend the PSBA Delegate Assembly on November 7, 2020. Suzanne Smith moved approval, second by Dustin Martin. Roll call vote recorded 10 in favor and the motion carried.

2. *Approval of Doctoral Research*

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. Michael Wagner moved approval, seconded by Suzanne Smith. Roll call vote recorded 10 in favor and the motion carried.

3. *Employer-Sponsored Health Center*

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. Patrick McDonald moved approval, seconded by Suzanne Smith. Roll call vote recorded 10 in favor and the motion carried. Dr. West thanked Tim Stanton and Tricia McVicker for their work over the past year to establish a health center.

4. *Emergency Instructional Time Template*

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. Michael Wagner moved approval, seconded by Dustin Martin. Roll call vote recorded 10 in favor and the motion carried.

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

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. Michael Wagner moved approval, seconded by Suzanne Smith. Roll call vote recorded 10 in favor and the motion carried.

6. *LIU 12 Health and Safety Plan*

Dr. Kendra Trail provided an overview of the LIU 12 Health and Safety Plan required by the Pennsylvania Department of Education.

Recommendation: Motion to approve the LIU 12 Health and Safety Plan for submission to the Pennsylvania Department of Education. Brian Hoffman moved approval, seconded by Michael Wagner. Roll call vote recorded 10 in favor and the motion carried.

7. Proposal to Purchase Conference Room Furniture

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. Patrick McDonald moved approval, seconded by Suzanne Smith. Roll call vote recorded 10 in favor and the motion carried.

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 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

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. Suzanne Smith moved approval, seconded by Michael Wagner. Roll call vote recorded 10 in favor and the motion carried.

PRESIDENT'S REPORT: Sue Heistand thanked all staff for all they are doing to get students back in the classrooms. Mrs. Heistand thanked the Board for participating in individual phone conferences to discuss any concerns they may have. Board members were encouraged to contact her, Michael Wagner or Dr. West with any concerns they receive from districts and parents.

ADDITIONAL TIME FOR PUBLIC COMMENT: Mrs. Heistand opened the floor to public comments on or off the agenda. There were two questions concerning the health center: What is the cost of the build out of the health centers, and does the savings offset the cost? The administration will follow up with a response to the questions.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West reported that the LIU hosted its first VIRTUAL Opening Inservice program earlier today and extended appreciation to those involved in its planning, preparation and presentation. The theme of Dr. West's opening message to staff focused on the Charles Dickens *Tale of Two Cities*, the best of times and the worst of times, to showcase the resilience of staff this past year. Next month, the Board will receive an overview of the Virtual Inservice Opening.
- Dr. West commended Dr. Trail and all members of the Pandemic Planning Team for their work on the development of the LIU Health and Safety Plan.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT: Dr. Trail reported that there are a number of changes in the Title IX law that go into effect on August 14, 2020; however, PSBA has not yet provided proposed policy drafts to schools for policies 103, 248, 348 and 800, which will require revision.

CABINET REPORTS: Cabinet members provided highlights from their written report to the Board.

GOOD OF THE ORDER: Tim Stanton publicly thanked Deborah Kane and Thomas Weaver for acquiring PPE and cleaning supplies in a timely fashion in preparation for the new school year.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on September 1, 2020.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:48 p.m.

Tim A. Stanton
Board Secretary