

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

APRIL 7, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held virtually via Zoom on April 7, 2020 due to the COVID-19 pandemic. Board President Sue Heistand called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

ATTENDANCE: The following Board members were present:

| | |
|-------------------|----------------|
| Mark Chimel | Rhonda Myers |
| Sue Heistand | Dolores Nester |
| Cassandra Liggins | Mark Schur |
| Dustin Martin | Suzanne Smith |
| Patrick McDonald | Michael Wagner |

LIU staff members attending were: Jeffrey West, Ed.D., Bruce Sensenig, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Tim Stanton, Brad Sterner, Ed.D., Tracy Williams, Jill Trostle, and Solicitor William Zee, Esq., of Barley-Snyder.

EXECUTIVE SESSION: Mrs. Heistand announced that the Board met earlier in executive session to discuss personnel matters.

VISITORS: Ms. Heistand welcomed any visitors that may be attending virtually, and recognized the following Speech/Language interpreters who were available by Zoom for the benefit of visitors that may need interpretation services: Deb Moul and Chuck Snyder.

VIRTUAL MEETING PROTOCOL FOR PUBLIC COMMENTS: Jared Mader, Director of Educational Technology explained the protocol to be followed in the event any member of the public attending wishes to provide comment. No comments were submitted. Virtual attendees will be given another opportunity to provide comments at the end of the meeting.

OATH OF OFFICE: William Zee, Board Solicitor, conducted the oath of office for new member Cassandra Liggins, representative for the School District of the City of York, through June 30, 2020.

APPROVAL OF MINUTES: The minutes of the March 3, 2020 Board meeting were approved as presented.

SUSPENSION OF BOARD POLICY 006.1: Michael Wagner moved approval to suspend Board Policy 006.1 which requires a majority of Board members to be physically present at a Board meeting, to ensure the health and safety of all during the COVID-19 pandemic. Dustin Martin seconded the motion. Roll call vote recorded all in favor and the motion carried.

APPROVAL OF CONSENT AGENDA: The Consent Agenda was presented for approval.

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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 |
|-----------|------------|-------------------------|---------------------------|------------|---------------|
| Clark | Bryan | Counselor | Pupil Personnel Services | 03/06/2020 | Resignation |
| Daugherty | Mikayla | Teacher Assistant | Autistic Support | 03/20/2020 | Resignation |
| Hostetter | Cindy | Personal Care Assistant | Autistic Support | 03/10/2020 | Retirement |
| Parker | Nicholas | Personal Care Assistant | Visually Impaired Support | 02/19/2020 | Never Started |
| Swope | Amy | Psychologist | Pupil Personnel Services | 02/07/2020 | Resignation |

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 |
|-----------|------------|-----------|----------------------------------|--------------------------|--------------|---------------------|---------------|
| Foxwell | Amanda | Counselor | Act 89 Nonpublic School Services | 03/11/2020 | \$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 |
|-----------|------------|-------------------------|-------------------------|--------------------------|------------------|---------------------|---------------|
| Little | Tammy | Personal Care Assistant | Behavioral Intervention | 03/09/2020 | \$14.78 per hour | TA/PCA C-3 | 188 Days |

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 |
|-----------|------------|
| Baker | Brian |
| Duggan | Patrick |
| Hawbaker | Heidi |
| Kahler | Abby |
| Quichua | Kristen |
| Shaner | Madeline |
| Stacho | Michele |
| Young | Rachel |

(2) 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 | February 13, 2020 – June 2020 |
| Imhoff | Jen | Interpreter | \$41.57 per hour | Dallastown Area School District | February 13, 2020 – June 2020 |
| Knovich | Hollie | Interpreter | \$33.52 per hour | Dallastown Area School District | February 13, 2020 – June 2020 |

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| Stambaugh | Cheyenne | Psychologist | \$39.94 per hour | Abraxas Leadership Development | January 21, 2020 – March 29, 2020 |
| | | | | Abraxas Leadership Development | February 20, 2020 – April 20, 2020 |
| | | | | Abraxas Leadership Development | February 24, 2020 – April 15, 2020 |
| | | | | Abraxas Leadership Development | March 5, 2020 – May 3, 2020 |
| | | | | Abraxas Youth Center | February 25, 2020 – April 25, 2020 |
| | | | | Abraxas Youth Center | February 29, 2020 – April 29, 2020 |

(3) 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 |
|-----------|------------|--------------------------------------|--|------------------|---------------------|------------|-------------------------------|-------------------------------|---|
| Faust | Brecca | Itinerant Teacher | Act 89 Nonpublic School Services | \$41.82 per hour | LIUEA DRT-3 | 03/03/2020 | 21 hours per week | 15 hours per week | Work Calendar Adjustment / Decrease in Services |
| Haggerty | Marisa | Teacher | Preschool | \$53,085.00 | LIUEA F-6 | 01/19/2020 | LIUEA E-6 \$50,001.00 | LIUEA F-6 \$53,085.00 | Salary Column Movement – Master's |
| Ishler | Brenda | English as a Second Language Teacher | Language Instruction Educational Program | \$38.43 per hour | LIUEA F-2 | 03/01/2020 | LIUEA D-2 \$34.41 per hour | LIUEA F-2 \$38.43 per hour | Salary Column Movement – Master's Equivalency |
| Olphin | Jamie | Teacher | Autistic Support | \$55,085.00 | LIUEA F-7 | 12/15/2019 | LIUEA E-7 \$52,001.00 | LIUEA F-7 \$55,085.00 | Salary Column Movement – Master's |

2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 29, 2020, showing cash on hand of \$15,241,166.25.

b. Check Register of Payments

Recommendation: Motion to approve the Payment of Bills through March 20, 2020 and payroll through March 14, 2020, totaling \$11,918,364.38.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from February 22, 2020 through March 20, 2020.

d. Transportation Drivers Update

Recommendation: Motion to accept the following Transportation Drivers list update as of March 1, 2020.

e. Grant Request - Greater Harrisburg Foundation UPStream Grant

Recommendation: Motion to approve grant application to the Greater Harrisburg Foundation UPStream for \$10,000 to support the FCLC Education for All Initiative for the time period January 1, 2021 through December 31, 2021.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions.

- a. Lead Custodian (new description for a current position)
- b. Personal Care Assistant (revision)
- c. Teacher Assistant (revision)
- d. Payroll Specialist (revision)
- e. Joint Purchasing & Facilities Services Assistant I (revision)
- f. English as a Second Language (ESL) Teacher (revision)
- g. Accounts Payable Specialist II (revision)
- h. Human Resources Generalist – Certifications and Compliance (revision)

4. Job Descriptions for Review

The following job descriptions are presented for review.

- a. Instructional Advisor (revision)
- b. Assistant Director of Educational Technology (new)
- c. Special Education Teacher (revision)

5. Adoption of Calendars for 2020-2021

Recommendation: Motion to adopt the following school calendars. Each calendar is provided in the Board agenda packet.

- a. Franklin Learning Center School Calendar for 2020-2021
- b. LIU Preschool Program 12-Month (Stretch) Calendar for School Year 2020-2021
- c. York Learning Center (Lincoln EDGE) School Calendar for 2020-2021
- d. York Learning Center (Yorkshire Academy, Lion's Pride Academy) School Calendar for 2020-2021

MOTION TO APPROVE CONSENT AGENDA: Patrick McDonald moved to adopt the consent agenda, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

NEW BUSINESS:

- 1. APPROVAL OF ELECTION BALLOT:** Suzanne Smith moved to approve the ballot for the annual election of directors to the LIU Board, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.
- 2. TELLER'S REPORT ON GENERAL OPERATING BUDGET:** Michael Wagner moved to adopt the Teller's Report of votes on the General Operating Budget for 2020-2021, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.
- 3. RESOLUTION FOR EMERGENCY SERVICES:** Suzanne Smith moved to authorize the Executive Director and Administration to conduct daily operations of, and pursue emergency services for the Lincoln Intermediate Unit upon consultation with the Board President and Vice-President for ultimate ratification by the Board of Directors beginning March 16, 2020 and continuing through the duration of the current COVID-19 pandemic. Patrick McDonald seconded the motion. Roll call vote recorded all in favor and the motion carried.
- 4. SPECIAL EDUCATION PLAN ASSURANCE:** Patrick McDonald moved to approve the LIU Special Education Plan Assurance for submission to PDE, seconded by Michael Wagner. Roll call vote recorded all in favor and the motion carried.

PRESIDENT'S REPORT:

- Sue Heistand requested three volunteers to serve on the Nominating Committee for election of officers for 2020-2021. The following Board members volunteered: Rhonda Myers, Mark Chimel and Suzanne Smith. The Nominating Committee is to present a slate of officers to be elected during the first meeting in June.
- Mrs. Heistand thanked Dr. West for his leadership and the staff for all they are doing to assist school districts during this pandemic. She also extended appreciation to all Board members for attending this evening's virtual meeting.

OTHER BOARD COMMENTS:

- Ms. Smith shared that her superintendent reported that the LIU has been incredibly helpful during this time, especially with the technology.
- Mr. McDonald noted that every single administrator and teacher he knows is going above and beyond to begin functioning online as soon as possible.
- Mrs. Nester shared that LIU staff and teachers are not only working outside the box, but are creating a new box. She also thanked the Technology staff for assisting school districts during this time.
- Mrs. Liggins reported that the City of York is also learning how to use technology a new way to prepare students for the future.

ADDITIONAL TIME FOR PUBLIC COMMENT: Mrs. Heistand opened the floor to public comments on or off the agenda. Tracy Williams monitored public comments for the meeting and reported that only one attendee submitted a comment that they were having difficulty

viewing the live stream. Mr. Mader responded that the issue was related to a problem with the vendor that is providing the streaming service, as another Intermediate Unit was experiencing the same issue. Mr. Mader will notify this individual that a recording of the meeting will be available on the IU website.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West thanked all Board members for their flexibility to work with LIU staff in the preparation of the virtual meeting. He thanked Mr. Mader for preparing the technology for the virtual meeting and Jill Trostle for providing all communications related to the virtual meeting. Dr. West also expressed his appreciation to LIU staff and the teaching staff for accomplishing so much in a short amount of time. He stated that their willingness to step up, be creative and positive during a difficult time has not gone unnoticed. The staff is doing great work for the students we serve. He commended the Cabinet members for their outstanding response to the current situation.
- Dr. West has been meeting virtually with all superintendents, cabinet members, PAIU, PDE leadership and the Secretary of Education.
- Cabinet members prepared a Q&A document to address staff questions and concerns, which is being updated regularly.
- Maintaining communication with staff across the three counties has been a high priority task.

SPECIAL EDUCATION REORGANIZATION: For the benefit of new board members, Dr. West provided background information which led to the restructuring of the Special Education Division. Prior to Dr. West's arrival, the IU began the process of centralizing all financial functions of the IU and to restructure various facets of the IU that would enable the IU to meet organizational goals. Dr. Sensenig shared that the restructuring of the special education division began with a three-prong approach, starting with formation of a special education task force. The billing process was reviewed and new business rules were developed and implemented. All special education financials were moved and centralized within the Business Services division. Dr. Murphy was charged with the task of re-envisioning the structure of the special education division for greater efficiency and function. Dr. Sensenig stated that one of the parameters of the restructuring effort was that the plan would not increase the cost to districts. With the help of Mr. Stanton and his staff, we were able to remain within that parameter. Dr. Murphy restructured the division in such a way to ensure consistency of practice, better communication and greater accuracy of information without increasing costs to school districts. A revised organization chart for the Special Education division was distributed to the Board which will be in place by July 1, 2020. The Special Education division has 1,000 staff members that cover 2,066 square miles in 420 service locations. As a result of restructuring, each supervisor will have a more manageable number of employees to evaluate. The new structure will maximize expertise and support, and allow greater flexibility to meet district needs. Mr. Wagner requested a factsheet summarizing the restructured division that can be shared with fellow board members. Dr. West recognized Dr. Sensenig, Dr. Murphy and Mr. Stanton for the months of work and meetings that had to occur to facilitate the changes that will be put in place.

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EDUCATIONAL TECHNOLOGY SERVICES: Mr. Mader reported that through the collaboration of Educational Technology, Educational Services and Special Education divisions, the LearnOn portal was developed in response to the outbreak of COVID-19. To date, there are over 8,000 users on the portal, which has become the flagship portal of the IU. Educational Technology staff and Educational Services staff are working to provide technology access to students that do not have access, and assisting teachers who have to create on-line content for their students.

BUSINESS SERVICES: Mr. Stanton reported that all business services functions continue from remote locations. Vendors continue to be paid, payroll continues to be processed, as well as health benefits and COBRA and retiree medical billing, data entry for transportation and medical ACCESS reporting. Estimated costs for special education for next year will be provided on schedule by April 10. Custodial staff have provided a deep cleaning of all buildings in preparation for eventual reopening of the offices.

HUMAN RESOURCES: HR staff continue to collaborate on projects remotely. HR functions such as recruiting, benefits, tuition reimbursement, absence management, leaves of absence, and development of notifications to staff continue as usual.

EDUCATIONAL SERVICES: Educational Services Program Specialists and TaC staff are busier than ever before as they collaborate on the new LearnOn portal, as well as providing resources and training to teachers as they learn how to teach in an online environment. Dr. Sterner continues to meet with Assistant Superintendents and Curriculum Directors on the Continuity of Education Plans. In addition, the Continuity of Equity grant was released with only four days to submit proposals.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on May 5, 2020. If the meeting needs to be virtual, Board members and staff will be notified.

ADJOURNMENT: It was moved and seconded to adjourn the meeting at 8:15 p.m.

Tim A. Stanton
Board Secretary