

MINUTES

LINCOLN INTERMEDIATE UNIT BOARD OF DIRECTORS MEETING

MAY 5, 2020

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held virtually via Zoom on May 5, 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
Brian Hoffman	Michael Wagner
Cassandra Liggins	Danielle Whitebread
Dustin Martin	

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, Nicole Fry, Wendy Danner, Scott Wilt, 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.

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.

APPROVAL OF MINUTES: The minutes of the April 7, 2020 Board meeting were approved as presented.

SPECIAL EDUCATION BUDGET 2020-2021: Tim Stanton introduced Nicole Fry, LIU Accounting Manager, who provided an overview of the proposed Special Education Budget for 2020-2021.

APPROVAL OF CONSENT AGENDA: The Consent Agenda was 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
DU07533		Student Worker	Life Skills Support	06/04/2019	Position Ended
Fake	Carol	Teacher Assistant	Preschool	05/04/2020	Resignation

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HE82531		Student Worker	Life Skills Support	06/04/2019	Position Ended
KE54482		Student Worker	Life Skills Support	02/17/2020	Position Ended

b. Nominations

New hires as per effective dates and rates noted.

(1) Non-Certificated Staff

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Montgomery	Kelly	Accounts Payable II	Business Services	TBD	\$20.12 per hour	Sec D F-3	260 Days

c. Miscellaneous

(1) Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bergquist	Dawn	Teacher	Multidisabilities Support	\$52,368.00	LIUEA G-5	03/20/2020	LIUEA F-5 \$51,468.00	LIUEA G-5 \$52,368.00	Salary Column Movement – Master's + 15
Bermejo	Jennifer	Accounting Generalist-Payroll	Business Services	\$23.61 per hour	Sec E G-4	6/15/2020	Administrative Assistant to the Director of Educational Technology Services	Accounting Generalist - Payroll	Position Transfer
Hess	Kimberly	Instructional Advisor	Autistic Support	Same + \$3,000.00 IA Stipend	Same	03/18/2020	Staff Developer	Instructional Advisor	Position Transfer
Keller	Lauren	Teacher	Autistic Support	\$50,001.00	LIUEA E-6	04/01/2020	LIUEA D-6 \$46,187.00	LIUEA E-6 \$50,001.00	Salary Column Movement – Bachelor's + 24 with Level II
Messett	Danielle	Associate Director of Special Education	Special Education	\$95,000.00	Act 93	07/01/2020	Special Education Supervisor \$83,127.96	Associate Director of Special Education \$95,000.00	Position Transfer
Renehan	Cynthia	Associate Director of Special Education	Special Education	\$95,000.00	Act 93	07/01/2020	Associate Supervisor of Special Education \$88,000.00	Associate Director of Special Education \$95,000.00	Position Transfer
Rose	Rhonda	Teacher	Multidisabilities Support	\$70,538.00	LIUEA F-13	03/01/2020	LIUEA E-13 \$58,116.00	LIUEA F-13 \$70,538.00	Salary Column Movement – Master's Equivalency
Stepanchick	Lauren	Teacher	Multidisabilities Support	\$52,001.00	LIUEA E-7	04/01/2020	LIUEA D-7 \$46,187.00	LIUEA E-7 \$52,001.00	Salary Column Movement – Bachelor's + 24 with Level II

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Wysocki	Patricia	Associate Director of Special Education	Special Education	\$95,000.00	Act 93	07/01/2020	Special Education Supervisor \$88,740.00	Associate Director of Special Education \$95,000.00	Position Transfer
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2. Business Actions

a. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2020, showing cash on hand of \$21,559,605.73.

b. Check Register of Payments

Recommendation: Motion to approve the Payment of Bills through April 24, 2020 and payroll through April 15, 2020, totaling \$10,355,845.37.

c. Budget Transfers

Recommendation: Motion to approve the Budget Transfers from March 21, 2020 through April 24, 2020.

3. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions:

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

4. Job Descriptions for Review

The following job descriptions are presented for review.

- a. Lead Sign Language Interpreter (title change only—previous title was Sign Language Interpreter Coordinator)
- b. Administrative Assistant to the Director of Educational Technology Services (revision and title change from Secretary, Information Technology)
- c. Administrative Assistant to the Director of Finance (revision)

5. Adoption of Calendars for 2020-2021

Recommendation: Motion to adopt the following school calendars for 2020-2021.

- a. York Learning Center – Revised since adoption on April 7, 2020
- b. Paradise School - Academy, Momentum, and PAL Programs (Emotional Support)
- c. York Hospital Project Search
- d. Gettysburg Hospital Project Search

6. Board Policies for Review

The following Board policy revisions are presented for review:

- a. Board Policy 006.1 – Attendance at Board Meetings Via Electronic Communications - Revised
- b. Board Policy 626 – Federal Fiscal Compliance Revised

MOTION TO APPROVE CONSENT AGENDA: Dolores Nester moved to adopt the consent agenda, seconded by Michael Wagner. The motion carried with a roll call vote of 8 in favor and no response from 1 director.

NEW BUSINESS:

1. PENSERV Plan Revisions per CARES Act Resolution

Recommendation: Motion to adopt a resolution authorizing all revisions to LIU 12 retirement plan program with PENSERV Plan Services as included in Section 2103 of the CARES Act of March 27, 2020. Mr. Stanton explained that this resolution refers to 403B plans related to employee payroll deductions and has no financial impact to the IU, but will provide employees with more flexibility in their investments. Michael Wagner moved to adopt the resolution, seconded by Dolores Nester. The motion carried with a roll call vote of 8 in favor and no response from 1 director.

2. Act 93 Proposal

Recommendation: Motion to accept the proposal of Mosteller and Associates for a Salary Compensation Analysis of Act 93 positions at a cost of \$11,500-\$13,500, which represents a 25% reduction in the original proposal. Mr. Stanton noted that a salary analysis is necessary to ensure the IU is competitive, but not overpaying any positions. The analysis will be paid from committed fund balance. Michael Wagner moved approval, seconded by Brian Hoffman. Roll call vote recorded 9 in favor and the motion carried.

3. Second Addendum to Executive Director Employment Contract

Mrs. Heistand presented a second addendum to Dr. West's employment contract. Dr. West offered to freeze his salary for two years. In addition, the addendum corrects a discrepancy in accrual of vacation leave. Michael Wagner moved to adopt the second addendum, seconded by Brian Hoffman. Roll call vote recorded 9

in favor and the motion carried. Mrs. Heistand expressed deepest thanks to Dr. West for offering a salary freeze.

PRESIDENT'S REPORT:

- Sue Heistand reported that she met with Mr. Mader to talk about what the IU has done, how they reached out to school districts, and how they developed the platform for LearnOn. She expressed appreciate to Mr. Mader and his staff for all they are doing to support school districts. A similar meeting is scheduled with Dr. Murphy to discuss what the IU will do going in the education area going forward. She encouraged any other board members that wish to talk with cabinet members to arrange to do so through Dr. West.
- Mrs. Heistand extended her appreciation and thanks to all board members for all they are doing during this time to support the IU.

ADDITIONAL TIME FOR PUBLIC COMMENT: Mrs. Heistand opened the floor to public comments on or off the agenda. There were no comments.

EXECUTIVE DIRECTOR'S REPORT:

- Dr. West met with the Leadership Team virtually on May 4—the last meeting of the school year. The meeting focused on topics that will guide the administration in developing agendas that will meet the needs of Leadership in the coming year.
- Dr. West is meeting regularly with the Superintendents' Advisory Council to develop a plan for the reopening of schools.
- Much planning has occurred with staff on protocols for access to the buildings to perform essential functions and opening in-service in August.
- Dr. West extended his appreciation to Cabinet members for their collaboration, planning, putting protocols in place, and remaining patient, understanding and positive.

EDUCATIONAL TECHNOLOGY SERVICES: Mr. Mader reported that Educational Technology Division staff members have focused on continuity of the infrastructure and operational functions on site, while the buildings are unoccupied.

EDUCATIONAL SERVICES: Dr. Sterner and the Educational Services staff are at the height of collaboration and innovation in the professional development area, which will never look the same. Most professional development was being offered face to face, but staff are now totally immersed in online professional development.

BUSINESS SERVICES: Mr. Stanton reported 95% of all Business Services functions are being completed remotely. Facilities and custodial staff have been diligent in scrubbing and disinfecting buildings to prevent illness and will continue to do so. Estimated special education costs were provided to school districts on schedule.

SPECIAL EDUCATION: Dr. Murphy reported that the current challenges have proven where the rubber meets the road. Special Education staff have moved from a brick and mortar system to a remote system within five days, an achievement that was only possible through teamwork. Plans are underway for the Extended School Year program, which has been a hot topic across the state. It appears that 95-98% of this service will be delivered virtually. Special

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Education staff are collaborating with Educational Technology staff to develop a learning management system that can continue throughout the summer. Another team is working on transition to kindergarten.

HUMAN RESOURCES: Mrs. Williams reported that HR staff have worked closer with all divisions in a way they would never have thought possible. A major focus has been on FFCRA and affidavits. Normal HR functions continue, as well as development and revision of HR procedures. The HR Consortium is meeting weekly to talk about how to return to work.

RECOGNITION OF DR. SENSENIG: Dr. West recognized and extended appreciation to Dr. Sensenig for his service to the IU as Interim Executive Director, Assistant Executive Director and Human Resources Director. Dr. West noted the many things he accomplished during his time and expressed his personal gratitude for his steady and positive influence.

DR. SENSENIG FINAL REMARKS: Dr. Sensenig stated that he has gained so much from working with a quality leadership team at the IU over the last 1.5 years. He shared three observations:

1. All staff have a shared sense of making life better for children at the forefront of their thinking.
2. All staff share a belief in improvement, from the top administration down.
3. His third observation is inspired by a past trip to Disney World and the story of Milan. Milan's father tells her that the flower that blooms in adversity is the most beautiful flower of all. Dr. Sensenig believes progress is being made and the flower is beginning to bloom.

He thanked the Board for the opportunity to serve the IU and wished them the absolute best moving forward.

Mrs. Heistand expressed her deepest appreciation to Dr. Sensenig for all he has done, noting that he played a large part in where the IU is at the present time.

GOOD OF THE ORDER: Dolores Nester expressed appreciation to the teachers and faculty of the IU in honor of National Teacher Appreciation Week and National Teacher's Day. She also thanked Dr. Sensenig for his service and the remarkable accomplishments of staff. Mrs. Heistand stated that she is glad to be a part of the organization and extended appreciation to the teachers and staff, noting that although there are many unknowns, we will rise to the occasion.

NEXT MEETING: The next meeting of the Board of Directors will be held at 7:00 p.m. on June 2, 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 8:32 p.m.

Tim A. Stanton
Board Secretary