

**BOARD OF DIRECTORS
MINUTES
November 2, 2021**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 2, 2021. Board President Sue Heistand called the meeting to order at 7:05 pm.

2. Moment of Silence

A moment of silence will be held to recognize the passing of Christine Poole, a part-time receptionist at the LIU Central Office, who passed away on October 20, 2021.

3. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

4. Roll Call

The following Board members attended in-person or via Zoom: Mark Chimel, Sue Heistand, Brian Hoffman, Cassandra Liggins, Dustin Martin, Dolores Nester, Vanessa Snell, and Douglas White. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lynn Murphy, Julie Romig, Scott Wilt, Dr. Brad Sterner, Tracy Williams, Dr. Laura McCusker, Jill Trostle, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

5. Recognition of Visitors and Public Comment: Sue Heistand, Board President

Mrs. Heistand welcomed visitors that may be attending via livestream and provided an opportunity for public comment. No public comments were received.

6. Presentation: LIU Comprehensive Plan - Dr. Laura McCusker

Dr. McCusker provided an overview of the LIU Comprehensive Plan.

MOTION TO AMEND THE AGENDA: Board President Sue Heistand entertained a motion to amend the agenda to add **9q. - Adoption of the LIU Comprehensive Plan**. Dolores Nester moved approval to amend the agenda, seconded by Vanessa Snell. All Board members attending in-person and virtually voted favorably to amend the agenda and add adoption of the Comprehensive Plan, and the motion carried.

MOTION TO APPROVE THE AGENDA AS AMENDED: Mrs. Heistand asked for a motion to approve the agenda as amended. Dustin Martin moved to approve the agenda as

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amended, seconded by Vanessa Snell. All Board members attending in-person and virtually voted to approve the agenda as amended and the motion carried.

7. Approval of Minutes of October 5, 2021

The minutes of the previous meeting were approved as presented.

8. Consent Agenda

Background: The following routine operational matters are presented for action by the Board of Directors.

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

MOTION ON CONSENT AGENDA: Vanessa Snell moved approval of the consent agenda, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
*	*	*	*	*	Resignation
Buehrle	Caroline	Teacher	Therapeutic Emotional Support	10/29/2021	Resignation
Capozzi	Ashley	Instructional Advisor	Preschool	12/10/2021	Resignation
Collins	Emilee	Speech Therapist	Preschool	11/30/2021	Resignation
Danfelt	Kylie	Speech Therapist	Speech and Language Support	11/10/2021	Resignation
Drudy	Michael	Speech Therapist	Speech and Language Support	12/23/2021	Retirement
Dutterer	Jennifer	Teacher	Therapeutic Emotional Support	10/18/2021	Resignation
Eshenour	Heidi	Human Resources Generalist	Human Resources	10/28/2021	Resignation
Flannery	Ryan	Psychologist	Pupil Personnel Services	11/13/2021	Resignation
Furry	Nancy	Certified Occupational Therapy Assistant	Occupational and Physical Therapy Services	02/25/2022	Retirement
Gatts	Sophia	Personal Care Assistant	Autistic Support	10/01/2021	Resignation
Gillen	Karen	Speech Therapist	Preschool	10/15/2021	Resignation
Klunk	Diane	Administrative Assistant	Administration	12/22/2021	Retirement
Lehigh	Tye	Custodian	Business Services	10/22/2021	Resignation
McDaniel	Autumn	Speech Therapist	Speech and Language Support	11/19/2021	Resignation
Milne	Jack	Psychologist	Pupil Personnel Services	10/01/2021	Retirement
Myers-Horn	Susan	Custodian	Special Education	01/03/2022	Retirement
Neudecker	Victoria	Personal Care Assistant	Autistic Support	10/15/2021	Resignation
O'Brien	Louisa	Itinerant Teacher	Preschool	11/19/2021	Resignation
Poole	Christine	Receptionist	Human Resources	10/20/2021	Deceased
Smith	Jeffery	Systems Engineer	Educational Technology Services	10/01/2021	Resignation
Smith	Sharon	Personal Care Assistant	District Contract	12/01/2021	Retirement

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Smith	Susan	Technology Trainer	Educational Technology Services	11/01/2021	Retirement
Thompson	Marlene	ABE/GED Instructor	Adult Education	10/26/2021	Resignation
Trimmer	Elliott	Accounting Generalist	Business Services	10/29/2021	Resignation

*Confidential matter to be discussed in executive session.

8.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
Caruso	Jo	Intern	Pupil Personnel Services	10/06/2021	\$12,000.00	n/a	200 Days
Feinberg III	Kenneth	Network Administrator	Educational Technology Services	11/03/2021	\$70,000.00	Act 93 Level VI	260 Days
Thomas	Carissa	Teacher	Emotional Support	10/13/2021	\$46,072.00	LIUEA D-2	188 Days
*TBD	TBD	Systems Administrator	Educational Technology Services	To be determined	TBD	Act 93 Level VI	260 Days

*This position was pending an offer, which was not accepted.

8.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
Brooks	Lisa	Licensed Practical Nurse	Special Education	10/27/2021	\$23.63 per hour	Nurse-LPN A-4	188 Days
Checo	Fabiola	Teacher Assistant	Behavioral Intervention	10/27/2021	\$14.15 per hour	TA/PCA F-1	188 Days
Forry	Heather	Teacher Assistant	Emotional Support	10/27/2021	\$17.81 per hour	TA/PCA G-4	188 Days
Honeycutt	JoNell	Teacher Assistant	Multidisabilities Support	10/27/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Hoover	Jean	Personal Care Assistant	Autistic Support	10/18/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Malloy	Britney	Personal Care Assistant	District Contract	10/15/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Rubenstein-Greer	Diana	Personal Care Assistant	Life Skills Support	11/03/2021	\$16.58 per hour	TA/PCA G-3	188 Days
Wilson	Karen	Personal Care Assistant	Autistic Support	10/06/2021	\$16.58 per hour	TA/PCA G-3	188 Days

8.d. Professional Contract

Last Name	First Name	Position
Worth	Sarah	Speech Therapist

8.e. Additional Service Agreement

Last Name	First Name	Position	Rate	School District	Dates
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Klunk	Cheryl	Teacher	\$34.78 per hour	Gettysburg Area School District	October 4, 2021 - October 22, 2021
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8.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Coppersmith	Gail	Secretary	Special Education	n/a	n/a	12/22/2021	12/23/2021	12/22/2021	Correction in Retirement Date
Dubbs	Kelsey	Personal Care Assistant	Visually Impaired Support	\$14.10 per hour	ESPA TA/PCA E-1	10/04/2021	ESPA TA/PCA C-1 \$13.95 per hour	ESPA TA/PCA E-1 \$14.10 per hour	Salary Column / Rate Correction
Harrington	Dena	ELECT Case Manager	Education Leading to Employment and Career Training Program	\$21.28 per hour	ESPA Recruiter C-6	11/01/2021	Autistic Support Teacher Assistant ESPA TA/PCA C-6 \$17.29 per hour 188 Days	ELECT ESPA Recruiter C-6 \$21.28 per hour 220 Days	Position Transfer
McClintock	Angela	School Based ACCESS Program Coordinator	Business Services	\$23.62 per hour	ESPA Sec E F-4	01/04/2022	School Based ACCESS Program Secretary ESPA Sec D F-4 \$22.34 per hour	School Based ACCESS Program Coordinator ESPA Sec E F-4 \$23.62 per hour	Position Transfer
Price	Kimberly	Speech Therapist	Preschool	\$39.27 per hour	LIUEA F-3 Hourly	08/03/2021	7 Hours per Week	21 Hours per Week	Work Calendar Adjustment

8.g. Student Workers

ID Number	Location	Pay Rate
HO28119	New Oxford Training Site	\$7.25 per hour
MI09723	New Oxford Training Site	\$7.25 per hour

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8.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of September 2021 showing cash on hand of \$25,066,762.98.

8.i. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through October 15, 2021.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,413,702.90.

8.j. Transportation Drivers

Background: A list of transportation drivers is provided to LIU Board members throughout the school year showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers as of October 21, 2021.

8.k. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

2018 - Supervisor of Operations (previously Manager of Facilities and Purchasing Consortia)

3014 - Professional Development Specialist (no changes/changed to new job description format)

4016 - Network Administrator (new)

4017 - Systems Administrator (new)

6020 - Data Coordinator (revised)

8006 - Student Support - Tutor (After School - Summer) - Act 89

8007 - Social Worker - Act 89

8008 - Licensed Practical Nurse (LPN) - Act 89

8009 - Instructional Support Teacher - Act 89

8010 - Bilingual Secretary - Nonpublic Schools

Recommendation: Motion to adopt job descriptions.

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8.I. Job Descriptions for Review

Background: The following job descriptions were provided for first review.

1002.1 - Administrative Assistant to the Assistant Executive Director and Director of Strategic Communications (revision)

3007 - Administrative Assistant to Director and Assistant Director of Educational Services (revision)

Recommendation: No action required at this time. Job descriptions will be presented for second review and adoption on November 30, 2021.

8.m. Board Policies for Second Reading/Adoption

Background: The following Board policy revisions were presented for second reading/adoption.

006 - Board Procedures - Meetings

006.1 - Attendance at Meetings via Electronic Communications

218.3 - Discipline of Student Convicted/Adjudicated of Sexual Assault

903 - Public Participation in Board Meetings

Recommendation: Motion to adopt Board policy revisions.

9. Action Items

9.a. Lincoln EDGE Genius Licensing Purchase and Implementation

Recommendation: Motion to grant approval to enter into an agreement with Genius for the purchase of the Genius single sign-on platform to be used by the Lincoln EDGE Cyber School at a cost of \$33,800. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.b. Request to Conduct Research Study

Recommendation: Motion to grant approval for Minette Hartsock, LIU Preschool Teacher, to conduct a research study at the Franklin Learning Center on "Effects of the use of the Competent Learner Model curriculum and the behavioral contingency prime, prompt, fade, and reinforce on the acquisition of sorting skills among preschoolers with varying cognitive abilities. Vanessa Snell moved approval, seconded by Mark Chimel. Roll call vote recorded all in favor and the motion carried.

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9.c. Mail Ballot Election for 2022

The following board seats are up for election:

NEW THREE-YEAR TERMS BEGINNING JULY 1, 2022 – JUNE 30, 2025

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Central York Eastern York	June 30, 2025	Vacant Dec 1	Central York
Chambersburg Area	June 30, 2025	Mark Schur	Chambersburg Area
Bermudian Springs Conewago Valley Littlestown Area	June 30, 2025	Dolores Nester	Littlestown Area
Dover Area Northeastern	June 30, 2025	Vanessa Snell	Northeastern
Red Lion Area South Eastern	June 30, 2025	Brian Hoffman	South Eastern

LIU BOARD VACANCIES AS OF DECEMBER 1, 2021 – UNEXPIRED TERMS

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Fairfield Area Gettysburg Area Upper Adams	June 30, 2023	Vacancy	N/A
Waynesboro Area	June 30, 2023	Vacant Dec 1	Waynesboro Area
Fannett-Metal Greencastle-Antrim	June 30, 2024	Vacant Dec 1	Greencastle-Antrim
Hanover Public South Western Southern York County	June 30, 2024	Vacancy	N/A
Tuscarora	June 30, 2024	Vacant Dec 1	Tuscarora

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, 2022, and to request district nominations be submitted by February 21, 2022 for the spring election ballot. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.d. Correction to Act 93 Agreement

Recommendation: Motion to accept a change to the Act 93 Agreement to correct the level assigned to the Associate Supervisor position from level VI to level IV. Dustin Martin moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

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9.e. Recommendations for Substitute Concerns and Classroom Vacancies

Recommendation: Motion to approve the following recommendations to address substitute shortages and classroom vacancies as submitted:

- Substitute rate increases will begin November 3, 2021
- Finder's Fee will begin immediately
- Attendance Drawings will begin December 1, 2021

Vanessa Snell moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

9.f. Addendum to ESS Northeast, LLC Agreement

Background: LIU currently has an agreement with ESS Northeast, LLC to provide substitute teachers and staff. To address the substitute shortage, LIU 12 is recommending the following rate increases:

- \$140 per day for daily substitute teachers
- \$200 per day for long-term substitute teachers
- \$90 per day for daily paraprofessional substitutes
- \$100 per day for long-term paraprofessional substitutes.

These changes require an addendum to LIU's current agreement with ESS Northeast, LLC. The addendum presented for approval provides updated substitute rates proposed to go into effect on November 3, 2021.

Recommendation: Motion to adopt the Addendum with ESS Northeast, LLC for new rates for substitute teachers and staff effective November 3, 2021. Dustin Martin moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.g. PAETEP Contract with EduLink Inc.

Recommendation: Motion to approve an agreement with EduLink Inc. at an annual licensing fee of \$26,519 for use of the PAETEP (PA Electronic Teacher Evaluation Portal). Vanessa Snell moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

9.h. Change Orders for Monacacy Valley Electric Inc.

The following change orders were submitted for approval:

- Change order from Monacacy Valley Electric Inc. in the amount of \$14,392 for additional data wiring and WIFI in the fingerprinting area.

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- Change order from Monacacy Valley Electric Inc. in the amount of \$14,980 for additional wiring and equipment for the Health Clinic.

Recommendation: Motion to accept the change orders submitted by Monacacy Valley Electric Inc. for additional wiring and equipment totaling \$14,392 for the Fingerprint area, and \$14,980 for the Health Clinic. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded 7 ayes and 1 abstention (Dolores Nester). The motion carried.

9.i. Change Orders for Caliber Contracting Services Inc. Reference the Health Center

The following change orders from Caliber Contracting Services, Inc. were submitted for approval:

- Change order from Caliber Contracting Services, Inc. in the amount of \$1,648 to demolish the hidden ceiling at York Learning Center Health Center.
- Change order from Caliber Contracting Services, Inc. reducing overhead and profit on CO-1 by \$31.00.
- Change order from Caliber Contracting Services, Inc. in the amount of \$2,745 to add new entrance door per request of LIU and demo concrete pad not shown on drawings.
- Change order from Caliber Contracting Services, Inc. in amount of \$6,069 for fire inspector required fire rated glass in fingerprinting office in New Oxford.
- Change order from Caliber Contracting Services, Inc. in amount of \$2,007 for window blinds in New Oxford did not meet specs required for health center.
- Change order from Caliber Contracting Services, Inc. in amount of (\$10,000) for value engineering to reduce cost. Substituted flooring material to lower cost but same quality.

Recommendation: Motion to accept the change orders submitted by Caliber Contracting Services Inc. as noted above. Dustin Martin moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried

9.j. Change Order for Mann Plumbing and Heating LLC Reference the Health Center

The following change order was submitted for approval:

- Change order from Mann Plumbing and Heating LLC in amount of \$876.53 to relocate existing hot water heater above the ceiling in New Oxford Main Office.

Recommendation: Motion to accept the change order from Mann Plumbing and Heating LLC in the amount of \$876.53 to relocate the existing hot water heater. Dolores Nester moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

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9.k. Change Orders for Frey Lutz Corp. Reference the Health Center

The following change orders were submitted for approval.

- Change order from Frey Lutz Corp. in the amount of \$10,551.54 associated with ASI-4 M-1 and additional RDCs per detail #5 in rooms D108, D110, D111 and D112. Installation of fire dampers per requirement of fire code inspector.
- Change order from Frey Lutz Corp. in the amount of \$2,055.21 reinstalling ductwork that was removed by general contractor in construction of new walls.
- Change order from Frey Lutz Corp. in the amount of \$418.94 to add additional supply diffuser (air vent).
- Change order from Frey Lutz Corp. in the amount of \$1,536.53 to demo hidden univents and exhaust fans not on drawings.

Recommendation: Motion to accept the change order submitted by Frey Lutz Corp. as noted above. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.l. Non-General Fund Budgets for 2021-2022

Recommendation: Motion to approve 74 Non-General Fund budgets for 2021-22, representing Federal and State Programs, donated funds and fee-funded programs and services. Vanessa Snell moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

9.m. Agreement with Durham School Services, L.P.

Recommendation: Motion to approve an agreement with Durham School Services, L.P. to provide pupil transportation services to school districts. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.n. Agreement with Sun Coach Lines, LLC dba Lincoln Coach Lines

Recommendation: Motion to approve an agreement with Sun Coach Lines, LLC dba Lincoln Coach Lines to provide pupil transportation services to school districts. Vanessa Snell moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

9.o. Agreement with Krise Transportation Inc.

Recommendation: Motion to approve an agreement with Krise Transportation Inc. to provide pupil transportation services to school districts. Cassandra Liggins moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

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9.p. Agreement with ALC Schools, LLC

Recommendation: Motion to approve an agreement with ALC Schools, LLC to provide pupil transportation services to school districts. Mark Chimel moved approval, seconded by Brian Hoffman. Roll call vote recorded all in favor and the motion carried

9.q. Adoption of LIU Comprehensive Plan 2021 - 2024

Dr. McCusker presented the LIU Comprehensive Plan for 2021-2024 for adoption by the Board.

Recommendation: Motion to adopt the LIU Comprehensive Plan effective 2021 - 2024. Vanessa Snell moved approval, seconded by Dustin Martin. Roll call vote recorded all in favor and the motion carried.

10. Information Items

10.a. Draft Revised LIU Administrative Evaluation Plan

Background: The LIU Administrative Evaluation Plan was revised to reflect Act 13 changes.

Recommendation: No action required at this time. The following motion will be presented for action on November 30, 2021: Motion to approve the revised LIU Administrative Evaluation Plan to reflect Act 13 changes.

11. President's Report

Mrs. Heistand thanked all LIU staff and Board members that served on the Comprehensive Planning Committee. Mrs. Heistand noted that with the current bus driver, substitute, and classroom shortages, these are very trying times and she extended her appreciation to all staff for all they do.

Mrs. Heistand provided another opportunity for public comments, to which there was no response.

12. Executive Director's Report

Dr. West shared the following highlights:

- Dr. West and Cabinet members have collaborated to address staff and substitute shortages and will implement measures to improve the current situation, such as increasing substitute pay rates, providing incentives to staff who recruit potential employees, marketing employment opportunities through local newspapers, social media, and sites such as Indeed, Ziprecruiter and CareerBuilder, hosting a job fair on November 1, creating yard signs to advertise employment opportunities, and weekly

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meetings with ESS to review fill rates.

- With the assistance of our new Director of Strategic Communications, we are taking a more active role in advocating with local legislators on behalf of our school districts in Adams, Franklin and York counties. Most recently, we have asked legislators to reduce requirements for retirees so that they may serve as substitutes without affecting their retirement status.
- The first step to address internal communication efforts will begin with a Listening and Sharing Forum on November 11 for all staff to attend in-person or virtually to discuss topics of interest submitted by staff in advance, along with a moderated Q&A session.

13. Assistant Executive Director's Report

Dr. Trail shared the following highlights:

- The second Leadership Team meeting of the year was held November 1, with the assistance of the LIU Tactical Team composed of all assistant directors from each division.
- Each IU in the state was asked to appoint a point of contact to serve as a liaison between the Department of Health and local school districts. Dr. Trail has been appointed to serve in this capacity, which will require weekly or bi-weekly meetings.
- Gingko Bioworks will provide volunteer COVID-19 testing to interested school districts.

14. Cabinet Reports

Cabinet members shared the following highlights:

- Lincoln Edge enrollment has increased by 50 this past month for a total of 340 active students. In a normal year, enrollment ranges from 50-100.
- Ben Smith and Jared Mader are two of eight board members serving on the State Education Technology Conference Board, which is planning for the State Conference to be held February 6-9, 2022.
- Dr. Murphy will reconvene the Special Education Task Force to review the Special Education Business Rules following year two of implementation. The Task Force will determine if the rules need to be revised.
- The new Food Service at York Learning Center is up and running.
- The next Special Education billing will be submitted to School Districts later this month.

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- Dr. Sterner thanked the Board for recognizing the Comprehensive Planning Committee and the time and effort that goes into development of the LIU Comprehensive Plan. LIU 12 is considered exemplar in comprehensive planning and is now contracting with other local education entities to develop their comprehensive plans.
- Des Arnold, one of our staff developers and a LETRS trainer, has been selected to be an Independent National LETRS trainer! She went through a rigorous interview process and now she will be traveling around the country spreading her love of literacy.
- Human Resources is hosting open enrollment for all staff to register for insurance benefits using the new employee benefits portal.
- Julie Romig is engaging with Leadership Team and Cabinet staff to learn more about the culture and climate of the organization in conjunction with the communications audit to determine the primary areas of focus. A Listening and Sharing Forum is planned, as well as a proposal for a job alike group for district communication directors.

15. Good of the Order

Mrs. Heistand announced that outgoing board members will be recognized during the Board of Directors meeting scheduled for November 30, and encouraged directors to attend in person.

16. Adjournment

Dustin Martin moved to adjourn, seconded by Vanessa Snell. The meeting adjourned at 8:22 pm.

Respectfully submitted,

Tim A. Stanton
Board Secretary

Next Meeting: November 30, 2021