

**BOARD OF DIRECTORS
MINUTES
September 7, 2021**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on September 7, 2021. Board President Sue Heistand called the meeting to order at 7:07 pm.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Oath of Office

Board Solicitor Jennifer Zuidema conducted the swearing-in ceremony for Dustin Martin, newly-elected director representing the Tuscarora School District.

4. Roll Call

The following Board members attended: Sue Heistand, Dustin Martin, Patrick McDonald, Dolores Nester, Mark Schur, Suzanne Smith, Michael Wagner and Douglas White. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lynn Murphy, Dr. Brad Sterner, Tim Stanton, Tracy Williams, Jill Trostle, and Jennifer Zuidema, 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. Approval of Minutes of August 3, 2021

The minutes of the previous meeting were approved as presented.

7. Consent Agenda

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

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Allen	Elsie	Licensed Practical Nurse	Special Education	08/20/2021	Resignation
Bair	Joy	Personal Care Assistant	Visually Impaired Support	06/08/2021	Resignation
Berkeley	Adrienne	Personal Care Assistant	Life Skills Support	06/08/2021	Resignation

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Cook	Tamy	Speech Therapist	Speech / Language Support	07/30/2021	Resignation
Defenderfer	Rachel	Teacher Assistant	Preschool	09/17/2021	Resignation
Fisher	Regina	Teacher	Behavioral Intervention	08/30/2021	Retirement
Galloway	Darlene	Teacher Assistant	Therapeutic Emotional Support	05/28/2021	Resignation
Graham	DonnaSue	Teacher	Life Skills Support	06/09/2021	Resignation
Hahn	Martha	Licensed Practical Nurse	Special Education	08/19/2021	Resignation
Harlacher	Jill	Personal Care Assistant	Multidisabilities Support	05/27/2021	Resignation
Harmon	Karen	Secretary	Business Services	01/03/2022	Retirement
Hemler	Cathy	Psychologist	Pupil Personnel Services	08/27/2021	Resignation
Howlett	Linda	Personal Care Assistant	Multidisabilities Support	05/28/2021	Resignation
Kemmer	Lauren	Speech Therapist	Speech / Language Support	06/10/2021	Resignation
Keuler	Diane	Teacher Assistant	Autistic Support	05/27/2021	Resignation
Kimmel	Jennifer	Social Worker	Pupil Personnel Services	09/03/2021	Resignation
Lucia	Kristy	Teacher Assistant	Behavioral Intervention	05/28/2021	Resignation
Noel	Wendy	Secretary	Educational Services	12/15/2021	Retirement
Priel	David	Psychologist	Pupil Personnel Services	06/11/2021	Retirement
Proper	Leslee	Teacher	Autistic Support	09/24/2021	Resignation
Shurina	Sandra	Teacher	Hearing Impaired Support	09/17/2021	Resignation
Smeltzer	Brandi	Teacher Assistant	Therapeutic Emotional Support	05/28/2021	Resignation
Stetar	Marianne	Teacher	Therapeutic Emotional Support	10/04/2021	Resignation
Todaro	Mary	Teacher Assistant	Life Skills Support	05/28/2021	Resignation
Vandermark	Alicia	Speech Therapist	Speech / Language Support	09/17/2021	Resignation
Weaver	Thomas	Manager of Facilities	Business Services	09/14/2021	Resignation
Hall	Vontina	Personal Care Assistant	Visually Impaired Support	06/04/2021	Termination

7.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
Cook	Marisa	Teacher	Behavioral Intervention	08/18/2021	\$55,243.00	LIUEA I-4	188 Days
Curwood	Marc	Teacher	Emotional Support	08/23/2021	\$45,772.00	LIUEA D-1	188 Days
Dell	Debra	Teacher	Autistic Support	08/18/2021	\$62,793.00	LIUEA F-10	188 Days
Hause	Alexis	Temporary Physical Therapist	Occupational / Physical Therapy	08/18/2021	\$43.20 per hour	LIUEA DRT-4	Temporary Part Time Hourly
Lewis	Leanne	Teacher	Preschool	08/10/2021	\$46,372.00	LIUEA D-3	188 Day Stretch
McDaniel	Autumn	Speech Therapist	Speech / Language Support	08/25/2021	\$51,087.00	LIUEA F-1	188 Days
Medina	Alexis	Teacher	Autistic Support	08/11/2021	\$45,772.00	LIUEA D-1	188 Days
Pellman	Lisa	Staff Developer	Educational Services	08/18/2021	\$61,251.00	LIUEA G-9	188 Days
Potts	Jason	Teacher	Special Education	09/08/2021	\$69,685.00	LIUEA DRT-10	188 Days
Rager	Brooke	Teacher	Special Education	08/10/2021	\$45,772.00	LIUEA D-1	188 Days
Randolph	John	Teacher	Autistic Support	08/25/2021	\$63,534.00	LIUEA H-9	188 Days
Spiridonoff	Kayla	Speech Therapist	Speech / Language Support	08/25/2021	\$41.59 per hour	LIUEA G-6	Part Time Hourly
Sylvestre	Essi	Teacher	Autistic Support	09/01/2021	\$51,987.00	LIUEA F-4	188 Days
Taylor	Heather	Floating Teacher	Special Education	09/08/2021	\$51,087.00	LIUEA F-1	188 Days

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Zeis	Tiffany	Teacher	Autistic Support	08/11/2021	\$45,772.00	LIUEA D-1	188 Days
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7.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
Arndt	Miranda	Teacher Assistant	Autistic Support	09/01/2021	\$14.20 per hour	TA/PCA G-1	188 Days
Cordell-Kaetzel	Beth	Teacher Assistant	Autistic Support	09/15/2021	\$14.15 per hour	TA/PCA F-1	188 Days
Heltebridle	Katelyn	Personal Care Assistant	Autistic Support	09/08/2021	\$14.10 per hour	TA/PCA A-2	188 Days
Jones	Linda	Personal Care Assistant	Autistic Support	09/08/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Knight	Trevor	Personal Care Assistant	Life Skills Support	08/18/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Krewson	Melissa	Personal Care Assistant	Multidisabilities Support	08/09/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Matthews	Ann	Teacher Assistant	Autistic Support	08/17/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Miller	Beth	Teacher Assistant	Multidisabilities Support	08/18/2021	\$17.81 per hour	TA/PCA G-4	188 Days
Parks	Tanya	Personal Care Assistant	Autistic Support	09/08/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Raetz	Molly	Teacher Assistant	Therapeutic Emotional Support	09/01/2021	\$15.12 per hour	TA/PCA E-2	188 Days
Shermeyer	Cloe	Personal Care Assistant	Autistic Support	08/25/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Taylor	Dana	Personal Care Assistant	Autistic Support	09/01/2021	\$14.10 per hour	TA/PCA E-1	188 Days
Udy	Holly	Personal Care Assistant	Multidisabilities Support	08/18/2021	\$16.58 per hour	TA/PCA G-3	188 Days
Witmer	Phylicia	Personal Care Assistant	Autistic Support	09/01/2021	\$14.10 per hour	TA/PCA A-2	188 Days

7.d. Professional Contract

Last Name	First Name	Position
Bergquist	Dawn	Teacher

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Allen	Elsie	Licensed Practical Nurse	\$27.88 per hour	Conewago Valley School District Gettysburg Area School District South Western School District Upper Adams School District (2)	August 18, 2021 - June 2022 August 2021 - June 2022 August 12, 2021 - June 30, 2022 August 2021 - June 2022
ESS Employee		Personal Care Assistant	\$255.99 per day	Greencastle-Antrim School District	August 18, 2021 - June 2022
Lawrence	Billi Jo	Bus Assistant	\$23.63 per hour	Spring Grove Area School District	August 2021 - June 2022
Rose	Rhonda	Teacher	\$34.78 per hour	Hanover Public School District	August 23, 2021 - November 24, 2021

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Gottshall	Theresa	Instructional Advisor	Act 89 Nonpublic School Services	\$71,323.00 + \$3000.00 IA stipend	LIUEA F-13	08/10/2021	\$70,538.00 (2020-2021) + \$3000.00 IA Stipend	\$71,323.00 (2021-2022) + \$3000.00 IA Stipend	Salary Correction

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Hagerman	Jennifer	Instructional Advisor	Emotional Support	\$73,671.00 + \$5000.00 IA Stipend	LIUEA H-13	08/19/2021	Staff Developer Educational Services LIUEA H-13 \$73,671.00	Instructional Advisor Emotional Support LIUEA H-13 \$73,671.00 + \$5000.00 IA Stipend	Position Transfer
Jessee	Anne	Intervener	Transition	\$24.26 per hour	ESPA Intervener C-1	08/10/2021	Teacher Assistant Therapeutic Emotional Support ESPA TA/PCA F-1 \$14.15 per hour	Intervener Transition ESPA Intervener C-1 \$24.26 per hour	Position Transfer
Naylor	Jeanenne	Teacher	Autistic Support	\$50,868.00	LIUEA F-3	05/16/2021	LIUEA D-3 \$45,587.00 (2020-2021)	LIUEA F-3 \$50,868.00 (2020-2021)	Salary Column Movement - Master's Degree
Stauffer	Janelle	Data Coordinator	Special Education	\$21.73 per hour	ESPA Sec E A-6	09/08/2021	Secretary ESPA Sec D A-6 \$20.31 per hour	Data Coordinator ESPA Sec E A-6 \$21.73 per hour	Position Transfer
Stoner	Amanda	Payroll Specialist	Business Services	\$50,000.00	Confidential Support	09/06/2021	Accounting Generalist ESPA Sec E G-1 \$41,558.00	Payroll Specialist Confidential Support \$50,000.00	Position Transfer

7.g. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of July 31, 2021 showing cash on hand of \$21,055,295.77.

7.h. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$7,161,025.15.

7.i. 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 August 25, 2021.

7.j. Job Description for Adoption

Recommendation: Motion to adopt job description - 4005 - Systems/Network Specialist (title change from Technical Systems Support Specialist)

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7.k. Board Policies for Review

Background: The following policies were presented for first reading. Policies 218.1 through 805.2 now reference new language related to the threat assessment team. Board Policy 816 has been recommended for deletion by PSBA because language pertaining to workplace safety, including the establishment of a safety committee, is now covered under Policy 705 - Facilities and Workplace Safety.

Policy 218.1 - Weapons
Policy 218.2 - Terroristic Threats
Policy 247 - Hazing
Policy 249 - Bullying/Cyberbullying
Policy 252 - Dating Violence
Policy 805.2 - School Security Personnel
Policy 816 - Workplace Safety - TO BE DELETED

Recommendation: No action is required at this time.

7.l. Board Policy for Adoption

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

Policy 907 - Intermediate Unit Visitors

Recommendation: Motion to adopt Board Policy 907 - Intermediate Unit Visitors.

7.m. Grant Proposals

Background: The LIU is eligible to apply for funding through the following grants offered by the American Rescue Plan. Application deadline is September 30, 2021. Funds will be used to support IU 12 and district students with long-term education recovery due to COVID-19 pandemic, including lost instructional time, absenteeism, social-emotional well-being and other student supports. Funds can also be used for capital expenditures to improve facilities air quality, water quality, ventilation, etc.

ARP ESSER IU 2.5% Set Aside Grant - \$2,696,344.00.

ARP ESSER N&D 2.5% Set Aside Grant - \$1,120,660.00

Recommendation: Motion to grant approval for the LIU to apply for ARP ESSER funding by September 30, 2021.

MOTION ON CONSENT AGENDA: Motion to approve all recommendations under the Consent Agenda and item 7.m. from the Addendum. Patrick McDonald moved to approve all recommendations under the Consent Agenda as well as item 7.m. from the Addendum. The motion was seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

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8. Action Items

8.a. Comprehensive School Improvement Subrecipient Agreement for 2021-22

Recommendation: Motion to approve the Comprehensive School Improvement Subrecipient Agreement for 2021-22. Michael Wagner moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.b. Agreement with Catholic Charities

Recommendation: Motion to adopt agreement with Catholic Charities effective September 8, 2021, to facilitate continuity of care and provide confidential, professional, outpatient psychotherapy to children, adolescents and adults as needed. Patrick McDonald moved approval, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

8.c. Pennsylvania Counseling Services Agreement

Recommendation: Motion to adopt agreement with Pennsylvania Counseling Services. Mark Schur moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.d. Approval of Staffing Analysis by Chester County Intermediate Unit

Recommendation: Motion to enter into an agreement with Chester County Intermediate Unit to conduct a staffing analysis of the Special Education Division and to provide a report to the Board in November. Dr. West reported that the cost of the analysis will be \$5,000. Michael Wagner moved approval, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

8.e. 2020-2021 Transportation Fiscal Report

Recommendation: Motion to approve the Budget Resolution that the Board of Directors of the Lincoln Intermediate Unit hereby authorizes the expenditures as set forth herein for the school year 2020-2021 Transportation Fiscal Report and certifies that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education. Patrick McDonald moved to approve, seconded by Michael Wagner. All Board members present voted in favor and the motion carried.

8.f. Change Order for Caliber Construction

Recommendation: Motion to approve the change order in the amount of \$1,808.00 to Caliber Construction to remove wood trim in the New Oxford Health Center. Michael Wagner moved approval, seconded by Suzanne Smith. All Board members present voted in favor and the motion carried.

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8.g. Signatory Authority

Recommendation: Motion to grant signatory authority to Dr. Jeffrey West to enter into a contract with a generator contractor to replace the current failed generator at the Central Office. Patrick McDonald moved approval, seconded by Suzanne Smith. All Board members present voted in favor and the motion carried.

9. Information Items

9.a. Express Employment Professionals Staffing Agreement

Background: The Director of Human Resources recommends approval of an agreement with Express Employment Professionals for the hiring of temporary staff, when needed.

Recommendation: No action required at this time. The following motion will be presented on October 5, 2021: Motion to approve an agreement with Express Employment Professionals.

9.b. Cisco Duo Access Security Licenses and Tokens for Multi-Factor Authentication

Background: The administration recommends entering into a contract agreement with CDW-G for the purchase of Cisco Duo Access licenses and tokens. Products will be used for the purpose of implementing multi-factor authentication (MFA) securities, as required by LIU insurance carriers. The manufacturer retail cost for this contract agreement is not to exceed \$52,921.00. This cost includes licenses and tokens for 1,100 LIU staff members. Of the total cost, \$19,800.00 covers the annual security license subscriptions. These licenses will need to be renewed annually. The amount of \$33,121.00 is the cost for the one-time purchase of tokens for staff members. Consortium volume pricing is being pursued in conjunction with other LIU districts and schools, and will be lower than the manufacturer retail cost, listed above.

Recommendation: No action is required at this time. Action will occur at the October board meeting.

10. President's Report

Mrs. Heistand encouraged Board members to remember why they became school boards members--to do what is best for the students.

11. Executive Director's Report

Dr. West shared the following highlights:

- Dr. West hosted a SAC meeting on Labor Day to discuss the Governor's guidance on face masks and to offer the LIU's assistance.
- Annual Superintendent visits are ongoing.
- Renovation of the entrance way at the Central Office has begun.

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12. Assistant Executive Director's Report

Dr. Trail shared the following highlights:

- Dr. Trail is planning to submit a request for proposal through the American Rescue Plan ESSER grants. Applications are due by September 30. Needs assessment were sent to parents on September 3 and to staff earlier today.
- All LEAs in the state are working through changes in Educator Effectiveness as a result of the replacement of Act 82 by Act 13. One of the biggest changes is the categorization of special education supervisors as principals and the requirement that they be evaluated using the principals' performance review.
- Dr. Trail and Jared Mader will provide a presentation at the October meeting on PA-ETEP.

13. Cabinet Reports

Cabinet members shared highlights from their reports.

13. Good of the Order

- There will be a short training session for Board members prior to the October Board meeting on how to access and navigate Agenda Manager.
- Mr. Wagner shared that the IU made a wonderful decision in the selection of Julie Romig as the Director of Strategic Communications, and she will be an asset to the IU.

15. Adjournment

Patrick McDonald moved to adjourn, seconded by Suzanne Smith. The meeting adjourned at 7:52 PM.

Respectfully submitted,

Tim A. Stanton
Board Secretary

Next Meeting: October 5, 2021