



**BOARD OF DIRECTORS
MINUTES
June 29, 2021**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on June 29, 2021. Board President Sue Heistand called the meeting to order at 7:04 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss personnel matters.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended in-person or via zoom: Mark Chimel, Sue Heistand, Brian Hoffman, Cassandra Liggins, Dustin Martin, Patrick McDonald, Dolores Nester, Mark Schur, Suzanne Smith, and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Dr. Lynn Murphy, Dr. Brad Sterner, Ben Smith, Tim Stanton, Tracy Williams, Jill Trostle, and David Walker, Esq., Appel, Yost & Zee, Board Solicitor.

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

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

5. Presentation: There was no formal presentation this month.

6. Approval of Minutes of June 1, 2021

The minutes of the previous meeting were approved as presented.

7. Consent Agenda

Background: The following routine operational matters are presented for action by the Board of Directors, as well as an Addendum for additional personnel items.

Recommendation: Motion to approve all recommendations under the Consent Agenda. Patrick McDonald moved to approve, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
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Alston	Shannon	School Psychologist	Pupil Personnel Services	06/08/2021	Resignation
Arnold	Emily	Teacher	Therapeutic Emotional Support	07/29/2021	Resignation
Bauer	Kelly	School Psychologist	Pupil Personnel Services	06/07/2021	Resignation
Bolin	Jennifer	Speech Therapist	Speech / Language Support	05/27/2021	Resignation
Campbell	Adelle	Associate Supervisor	Pupil Personnel Services	06/16/2021	Resignation
Cox	Deanna	Teacher	Intensive Learning Support	05/28/2021	Resignation
Czap	Julie	Teacher	Intensive Learning Support	06/04/2021	Resignation
CZ80110		Student Worker	Life Skills Support	05/26/2021	Position Ended
Donmoyer	Jared	Extended School Year Teacher	Extended School Year	05/28/2021	Resignation
Doyka	Jennifer	Speech Therapist	Speech / Language Support	07/29/2021	Resignation
Drummond	Krista	Teacher	Autistic Support	05/28/2021	Resignation
Fisher	Julie	Teacher	Emotional Support	06/04/2021	Resignation
Foust	Kylie	Speech Therapist	Speech / Language Support	05/24/2021	Resignation
Gonsalves	Tara	Instructional Advisor	Special Education	05/28/2021	Resignation
Gossard	Sharon	Teacher Assistant	Autistic Support	05/28/2021	Resignation
Hardman	Colleen	Teacher	Therapeutic Emotional Support	06/04/2021	Resignation
Harms	Elizabeth	Personal Care Assistant	Multidisabilities Support	06/04/2021	Resignation
Hendrix	Michelle	School Psychologist	Pupil Personnel Services	06/10/2021	Resignation
Holmes	Julie	Teacher Assistant	Life Skills Support	05/28/2021	Retirement
Keller	Maureen	Instructional Advisor	Emotional Support	06/10/2021	Resignation
Long	Joy	Teacher	Learning Support	05/28/2021	Retirement
Longfellow	Jeffrey	Psychologist	Pupil Personnel Services	06/15/2021	Resignation
Myers	Brandy	Teacher	Life Skills Support	06/10/2021	Resignation
NI02799		Student Worker	Life Skills Support	05/28/2021	Position Ended
Noel	Maria	Teacher Assistant	Life Skills Support	07/22/2021	Resignation
Olphin	Jamie	Teacher	Autistic Support	06/04/2021	Resignation
Palmieri	Linda	Teacher Assistant	District Contracted	05/25/2021	Resignation
Pinkerton	Christopher	English as a Second Language Instructor	Adult Education	05/17/2021	Resignation
Plank	Malorie	Speech Therapist	Speech / Language Support	05/27/2021	Resignation
Purnell	Susan	Speech Therapist	Speech / Language Support	05/28/2021	Resignation
Riding-Queenan	Beverly	Teacher	Life Skills Support	07/22/2021	Resignation
Sharp	Laura	Supervisor	Pupil Personnel Services	06/30/2021	Resignation
Showalter	Kristen	Teacher	Autistic Support	05/28/2021	Resignation
Sopchick	Theresa	Teacher Assistant	Multidisabilities Support	05/28/2021	Retirement
Tyler	Holly	Teacher	Life Skills Support	05/28/2021	Resignation
Valore	Kara	Teacher	Therapeutic Emotional Support	06/07/2021	Resignation
VanHousen	Carolyn	Speech Therapist	Speech / Language Support	07/30/2021	Resignation
Varner	Holly	Instructional Advisor	Autistic Support	06/30/2021	Resignation
Walters	Patricia	Personal Care Assistant	Multidisabilities Support	05/28/2021	Resignation
Webster	Karen	School Psychologist	Pupil Personnel Services	06/03/2021	Resignation
Wolfe	Deana	Program Coordinator / Data Specialist	Education Leading to Employment and Career Training	06/30/2021	Retirement

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Wolfe	Lindsey	Teacher	Life Skills Support	06/10/2021	Resignation
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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
Bentley	Allison	Teacher	Life Skills Support	08/10/2021	\$45,772.00	LIUEA D-1	188 Days
Feuchtenberger	Jaymi	Speech Therapist	Preschool	06/09/2021	\$51,087.00	LIUEA F-1	188 Day Stretch
Flickinger	Deidrea	Teacher	Emotional Support	06/30/2021	\$57,904.00	LIUEA F-8	188 Days
Long	Amy	Speech Therapist	Speech / Language Support	06/30/2021	\$52,287.00	LIUEA F-5	188 Days
Perovich	Kaylee	Speech Therapist	Speech / Language Support	06/09/2021	\$51,087.00	LIUEA F-1	188 Days
Rinehart	Elizabeth	Speech Therapist	Preschool	06/16/2021	\$55,243.00	LIUEA I-4	188 Day Stretch
Stohon	Lindsay	Speech Therapist	Preschool	06/30/2021	\$51,387.00	LIUEA F-2	188 Day Stretch

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
Bermejo	Alexander	Temporary Summer Help	Business Services	06/15/2021	\$14.00 per hour	n/a	Part Time Hourly
Harver	Emily	Teacher Assistant	Preschool	06/09/2021	\$15.07 per hour	TA/PCA G-2	188 Day Stretch
Martin	Lindsay	Teacher Assistant	Autistic Support	07/14/2021	\$17.73 per hour	TA/PCA F-4	
Stanko	Ivanna	Personal Care Assistant	Life Skills Support	06/09/2021	\$13.54 per hour	TA/PCA A-1	188 Days
Sweeny	Jennifer	Teacher Assistant	Autistic Support	TBD	\$13.84 per hour	TA/PCA A-1 (2021-2022)	188 Days

7.d. Professional Contracts

Last Name	First Name	Job Title
Miller	Kimberly M.	Teacher

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Barrick	Ryan	Teacher	\$34.18 per hour	South Western School District	June 2021 - July 30, 2021
Cramer	Jennifer	Personal Care Assistant	\$14.10 per hour	Littlestown Area School District	June 14, 2021 - June 22, 2021
DiCesare	Rosemary	Interpreter	\$36.71 per hour	Dallastown Area School District	June 21, 2021 - August 15, 2021
Gobat	Amy	Teacher	\$53.60 per hour	Chambersburg Area School District	June 1, 2021 - July 30, 2021 (3)
Haid	Paul	Interpreter	\$55.90 per hour	Dallastown Area School District	June 21, 2021 - August 15, 2021
Hawbaker	Heidi	Teacher	\$38.65 per hour	Chambersburg Area School District	June 14, 2021 - June 17, 2021
Herring	Michael	Teacher	\$36.47 per hour	Gettysburg Area School District Littlestown Area School District	June 14, 2021 - August 6, 2021

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					January 21, 2021 - July 2021 (extension from June 2021)
Hostler	Christina	Teacher	\$48.61 per hour	Littlestown Area School District Tuscarora School District	June 14, 2021 - June 22, 2021 June 12, 2021 - June 21, 2021
Imhoff	Jennifer	Interpreter	\$42.09 per hour	Dallastown Area School District	June 21, 2021 - August 15, 2021
Kauffman	Brenda	LPN	\$22.29 per hour	Chambersburg Area School District Littlestown Area School District Tuscarora School District	June 14, 2021 - June 17, 2021 June 14, 2021 - June 22, 2021 June 14, 2021 - June 21, 2021
Klunk	Therese	Personal Care Assistant	\$19.83 per hour	Gettysburg Area School District	June 14, 2021 - August 6, 2021
Malehorn	Holly	Teacher	\$44.16 per hour	Greencastle-Antrim School District	June 14, 2021 - June 16, 2021
Metzger	Marissa	Speech Therapist	\$50.13 per hour	Chambersburg Area School District	June 4, 2021 - June 30, 2021
Miller	Sondra	Personal Care Assistant	\$13.67 per hour	Littlestown Area School District	June 14, 2021 - June 22, 2021
Reda	Stacy	Teacher	\$34.18 per hour	Spring Grove Area School District	June 1, 2021 - June 30, 2021
Wolf	Patty	Teacher Assistant	\$17.80 per hour	South Western School District	June 1, 2021 - July 31, 2021

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Andrews	Mary	Occupational Therapist	Occupational / Physical Therapy	\$70,538.00	LIUEA F-13	05/16/2021	\$58,116.00 LIUEA E-13	\$70,538.00 LIUEA F-13	Salary Column Movement - Master's
Bergquist	Dawn	Teacher	Multidisabilities Support	\$53,957.00	LIUEA H-5	05/14/2021	\$52,368.00 LIUEA G-5	\$53,957.00 LIUEA H-5	Salary Column Movement - Master's + 30
Connolly	Casey	Teacher	Autistic Support	\$55,085.00	LIUEA F-7	05/16/2021	\$52,001.00 LIUEA E-7	\$55,085.00 LIUEA F-7	Salary Column Movement - Master's
Dean	Sarah	School Nurse	Special Education	\$55,001.00	LIUEA E-8	06/01/2021	\$46,187.00 LIUEA D-8	\$55,001.00 LIUEA E-8	Salary Column Movement - Level II Certification
DeMent	Sarah	Teacher	Preschool	\$51,168.00	LIUEA F-4	05/16/2021	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement - Master's
Dietrich	Mary	Teacher	Preschool	\$51,168.00	LIUEA F-4	05/16/2021	\$45,887.00	\$51,168.00	Salary Column Movement - Master's

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							LIUEA D-4	LIUEA F-4	
Gallagher	Kellie	Teacher Assistant	Transition	Per Diem	Per Diem	06/01/2021	n/a	n/a	Additional Part Time Temporary Position
Hampel-Broich	Kristin	Teacher	Preschool	\$70,538.00	LIUEA F-13	05/16/2021	\$58,116.00 LIUEA E-13	\$70,538.00 LIUEA F-13	Salary Column Movement - Master's
McManama	Kevin	Teacher	Behavioral Intervention	\$51,168.00	LIUEA F-4	05/16/2021	\$47,697.00 LIUEA E-4	\$51,168.00 LIUEA F-4	Salary Column Movement - Master's
McShane	Sarah	Counselor	Act 89 Nonpublic School Services	\$53,957.00	LIUEA H-5	05/15/2021	\$52,368.00 LIUEA G-5	\$53,957.00 LIUEA H-5	Salary Column Movement - Master's + 30
Moul	Debra	Interpreter	Hearing Impaired Support	\$38.28 per hour	ESPA Interpreter RID D-9	05/04/2021	n/a	n/a	Additional Hours / Supplemental Position (05/27/2021)
Russell	Leah	Itinerant Teacher	Act 89 Nonpublic School Services	\$55,951.00	LIUEA G-7	05/05/2021	\$55,085.00 LIUEA F-7	\$55,951.00 LIUEA G-7	Salary Column Movement - Master's + 15
Sigel	Jamie	Itinerant Teacher / Instructional Advisor	Visually Impaired Support	n/a	n/a	08/01/2021	Instructional Advisor - 2.5 days per week \$1500.00 stipend (2020-2021 rate)	Instructional Advisor - 2 days per week \$2000.00 stipend (2021-2022 rate)	Decrease in IA duties
Stahl	Lisa	Summer Help	Franklin Learning Center Joint School Committee	\$14.00 per hour	n/a	06/11/2021	06/11/2021	08/05/2021	Additional Part Time Temporary Position
Startzel	Katherine	Itinerant Teacher	Hearing Impaired Support	\$57,094.00	LIUEA F-8	TBD	150 Days	188 Days	Position Transfer / Work Calendar Adjustment
Stauffer	Janelle	Data Secretary	Special Education	\$19.86 per hour	ESPA Sec D A-6	07/01/2021	35 hours per week	40 hours per week	Position Schedule Adjustment
Sullivan	Lori	Summer Help	Franklin Learning Center Joint School Committee	\$14.00 per hour	n/a	06/11/2021	06/11/2021	08/05/2021	Additional Part Time Temporary Position
Weaver	Paige	Itinerant Teacher	Visually Impaired Support	\$50,868.00	LIUEA F-4	05/01/2021	\$47,397.00 LIUEA E-3	\$50,868.00 LIUEA F-3	Salary Column Movement - Master's

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Wheeler	Melanie	Occupational Therapist / Instructional Advisor	Occupational / Physical Therapy	n/a	n/a	08/01/2021	Instructional Advisor - 3 days per week \$1800.00 stipend (2020-2021 rate)	Instructional Advisor - 2 days per week \$2000.00 stipend (2021-2022 rate)	Decrease in IA duties
Wilson	Nickolas	Help Desk Tier I Representative	Educational Technology Services	\$16.22 per hour	ESPA Tech B E-1	06/15/2021	Summer Help \$9.50 per hour	Help Desk Tier I Representative \$16.22 per hour	Position Title / Pay Rate Adjustment - As Needed
Witmer	Hannah	Teacher	Preschool	\$51,468.00	LIUEA F-5	05/16/2021	\$47,997.00 LIUEA E-5	\$51,468.00 LIUEA F-5	Salary Column Movement - Master's
Woodbury	Wendy	Summer Help	Franklin Learning Center Joint School Committee	\$14.00 per hour	n/a	06/11/2021	06/11/2021	08/05/2021	Additional Part Time Temporary Position

7.g. Extended School Year

Last Name	First Name	ESY Position	Pay Rate
Baker	Brian	Teacher	Per Diem
Ballard	Teresa	Intervener	Per Diem
Bortner	Lynda	Assistant	Per Diem
Breon	Candice	Assistant	TA/PCA A-1 (correction)
Cobosco	Tammy	Assistant	Per Diem
Cook	Tamy	Speech Therapist	Per Diem
Copenheaver	Elizabeth	Teacher	Per Diem
Culbertson	Emily	Assistant	Per Diem
Dacheaux	Summer	Speech Therapist	Per Diem
Danfelt	Kylie	Speech Therapist	Per Diem
Decker	Jennifer	Assistant	Per Diem
Decker	Kenneth	Teacher	Per Diem
Doyka	Jennifer	Speech Therapist	Per Diem
Evangelisti	Linda	Teacher	Per Diem
Frischkorn	Eryn	Intervener	Per Diem
Gibson	Angela	Assistant	Per Diem
Hartwell	Dawn	Interpreter	Per Diem
Herring	Michael	Teacher	Per Diem
Hess	Karen	Intervener	Per Diem
Hess	Karen	Assistant	TA/PCA A-1
Kling	Heather	Assistant	Per Diem
Krichten	Kathi	Assistant	Per Diem

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Leitzinger	Amy	Speech Therapist	Per Diem
Mamary	Allison	Interpreter	Per Diem
Moultray	Andrew	Interpreter	Per Diem
Myers	Diana	Teacher	Per Diem
Rohrbaugh	Megan	Assistant	Per Diem
Rose	John	Speech Therapist	Per Diem
Rose	Rhonda	Assistant	TA/PCA A-1
Samsel	Courtney	Assistant	Per Diem
Shealer	Amy	Assistant	Per Diem
Shurina	Sandra	Teacher	Per Diem
Sieling	Rebecca	Teacher	Per Diem
Sneidman	Rebecca	Teacher	Per Diem
Srebro	Jennifer	Teacher	Per Diem
Stanko	Ivanna	Assistant	TA/PCA A-1
Stetar	Marianne	Teacher	Per Diem
Thompson	Sophia	Speech Therapist	Per Diem
VanHousen	Carolyn	Speech Therapist	Per Diem
Wiles	Sarah	Assistant	TA/PCA A-1
Wolf	Patty	Assistant	Per Diem
Young	Rachel	Speech Therapist	Per Diem

7.h. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2020/21 Number of Days	July/August 2021/22 Number of Days
Callahan	Bonnie	Teacher Assistant	Intensive Learning Support	2	0
Campbell	Adelle	Assistant Supervisor	Pupil Personnel Services	2	0
Cole	Cynthia	Itinerant Teacher	Visually Impaired Support	3	3
Dean	Sarah	Nurse	Preschool	5	0
McCarthy	Megan	School Psychologist	Pupil Personnel Services	2	0
Noll	Deborah	Teacher	Visually Impaired Support	1	0
Sanford	Michael	Instructional Advisor	Autistic Support	1	0
Shrader	Josiah	Teacher	Intensive Learning Support	2	0
Snyder	Marsha	Nurse	Preschool	7	0
Stambaugh	Abby	Teacher	Autistic Support	1	0
Thomason	Amanda	Counselor	Pupil Personnel Services	2	0
Wonders	Lori	Associate Supervisor	Autistic Support	2	0

7.i. Student Workers

ID#	Location	Rate of Pay
GE00754	New Oxford Training Site	\$7.25 per hour

Addendum to Personnel Items

7.b. Professional Staff Nominations: Remove Deidrea Flickinger

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7.h. Days Beyond Contract: Recommend approval of additional days beyond contract:

Last Name	First Name	Position	Program	November/ December 2020/21 Number of Days	January/ February 2020/21 Number of Days	March/April 2020/21 Number of Days	May/June 2020/21 Number of Days	July/August 2021/22 Number of Days
Arnold	Dessylyn	Staff Developer	Educational Services	0	0	0	0.5	0
Blahus	Rebecca	Staff Developer	Educational Services	2	1	1	1.5	0
Brown	Phyllis	Staff Developer	Educational Services	0	0	0	0	0.5
Hagerman	Jennifer	Staff Developer	Educational Services	1	0	0	0.5	0
Hrycek	Lorrie	Staff Developer	Educational Services	1.5	0	0	0	0
Lill	Valerie	Staff Developer	Educational Services	0.5	1	1.5	0	0
McLaughlin	Matthew	Staff Developer	Educational Services	0	0	0	1.5	0
Miller	Jessica	Staff Developer	Educational Services	4	0	0	0	0

7.j. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of May 31, 2021 showing cash on hand of \$30,558,417.91

7.k. Financial Report

Background: The Financial Report includes all disbursements made since the last Board report through June 11, 2021 and Budget transfers from May 18, 2021 through June 11, 2021.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,630,764.01 and Budget Transfers from May 18, 2021 through June 11, 2021.

7.l. 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 June 11, 2021.

7.m. ECYEH (Education for Children & Youth Experiencing Homelessness)

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Background: The ECYEH Grant Program coordinates the enrollment and delivery of services to support the educational success of children experiencing homelessness. Grant renews July 1, 2021 in the amount of \$233,654.

Recommendation: Motion to accept the ECYEH (Education for Children & Youth Experiencing Homelessness) grant in the amount of \$233,654 effective July 1, 2021.

7.n. American Rescue Plan Homeless Fund Grant

Background: The American Rescue Plan (ARP) Homeless grant is to reduce disruption in education of children and youth who have been displaced. Increase awareness and build capacity to assist identifying, enrolling and ensuring educational success of homeless children and youth. The grant is for \$522,414.

Recommendation: Motion to accept the American Rescue Plan (ARP) Homeless grant in the amount of \$522,414 effective July 1, 2021.

7.o. Consolidated Application Title I and Title III

Background: Title I is a federally funded education program to help low-achieving students achieve high academic standards. Title III is language instruction for limited English proficient and immigrant students. Total grant is for \$731,861.

Recommendation: Motion to accept the Consolidated Application for Title I and Title III grant in the amount of \$731,861 effective July 1, 2021 through September 30, 2022.

7.p. Job Description for Review

Background: The following job description was presented for first reading.

6045 DRAFT Educational Interpreter (revised)

Recommendation: No action required at this time.

7.q. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

6046 Licensed Practical Nurse (LPN) (revised)

7008 - Secretary, Adult Education Services (new)

7009 - ELECT Program Coordinator (revised)

7010 - ELECT Data Specialist (revised)

8002 - Instructional Advisory, Nonpublic School Services (new)

Recommendation: Motion to adopt job descriptions.

7.r. Board Policies for First Reading

Background: The following Board Policies were presented for first reading.

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236.1 - Threat Assessment
601 - Fiscal Objectives
602 - Budget Planning
603 - Budget Preparation
609 - Investment of Intermediate Unit Funds
611 - Purchases Budgeted
616 - Payment of Bills
617 - Petty Cash
618 - Student Classroom Funds
620 - Fund Balance
624 - Taxable Fringe Benefits (new)
626.1 - Travel Reimbursement - Federal Programs (new)
701 - Facilities Planning
703 - Sanitary Management
704 - Property
707.1 - Building Rental - York Learning Center
709 - Building Security
803 - Intermediate Unit Calendar
811 - Bonding
812 - Property Insurance
813 - Other Insurance
828 - Fraud (new)
906 - Public Complaints
908 - Relations with Parents/Guardians
911 - News Media Relations
913 - Relations with Special Interest Groups
914 - Relationship/Responsibility - Professional Employees to Member Districts
914.1 - Relationship/Responsibility - Noncertificated Employees to Member Districts
916 - Volunteers
917 - Parent/Family Involvement

Recommendation: No action required at this time.

8. Action Items

8.a. Special Education Budget 2021-2022

Background: The proposed Special Education Budget for 2021-2022 was presented to the Board on June 1, 2021. It was presented to the Board for final adoption.

Recommendation: Motion to adopt the Special Education Budget for 2021-2022. Patrick McDonald moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.b. Transportation Budget 2021-2022

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Background: The Administration recommended approval of a resolution authorizing the Transportation Budget Report _PDE-2095 for the 2021-2022 fiscal year.

Recommendation: Motion to adopt a resolution authorizing submission of the Transportation budget for the 2021-2022 fiscal year, and certifying that such expenditures will be in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education. Vanessa Snell moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

8.c. Capital Area Online Learning Association (CAOLA) Renewal Service Agreement

Background: The Education Technology Department recommended the renewal agreement for IU 12 to continue its partnership with the Capital Area Online Learning Association. Our original partnership agreement was established in July 2016. The language in this agreement is consistent with current practice. Currently our Lincoln EDGE program utilizes CAOLA's online curriculum for Driver Education, as well as elective courses not offered through our direct partnership with Edgenuity and Odysseyware, providing options and adding value to our solutions for districts in online learning programs.

Recommendation: Motion to adopt renewal service agreement with the Capital Area Online Learning Association of Capital Area Intermediate Unit for access and support for online courses appropriate for grades K-12 effective July 1, 2021 through June 30, 2023. Patrick McDonald moved approval, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

8.d. PSBA Purchase of Model Administrative Regulations Manual

Background: The Administration requested approval to purchase a complete manual of model administrative regulations from PSBA, which may then be customized to coincide with our Board policies. The cost for the model administrative regulations manual is \$4,500. The manual contains 550 model administrative regulations. This contract would not include customization. Customization would be done at the local level.

Recommendation: Motion to grant approval to purchase a complete manual of model administrative regulations from the Pennsylvania School Boards Association at a cost of \$4,500. Patrick McDonald moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

8.e. ESS Agreement Extension

Background: The administration recommended a one-year extension of our current agreement with ESS, our substitute provider.

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Recommendation: Motion to approve a one-year extension to our current agreement with ESS. Suzanne Smith moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

8.f. Early Intervention Plan Assurance

Background: As a Mutually Agreed Upon Written Agreement (MAWA) provider of Early Intervention services, we must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs.

Recommendation: Motion to adopt the Early Intervention Plan Assurance. Patrick McDonald moved approval, seconded by Brian Hoffman. Roll call vote recorded all in favor and the motion carried.

8.g. Emergency Instructional Time Template

Background: PDE is allowing all educational entities to provide a proposed calendar and schedule for the 2021-2022 school year, related to Section 520.1 of the School Code allowing flexibility due to the emergency COVID-19. LEA's may elect to provide instruction days via face-to-face and remote methods.

Recommendation: Motion to approve the LIU 12 Emergency Instructional Time Template for 2021-2022 of 180 days to be provided by both face-to-face and remote instruction. Dolores Nester moved approval, seconded by Brian Hoffman. Roll call vote recorded all in favor and the motion carried.

8.h. Health & Safety Plan 2021-2022

Background: The ARP Act requires each LEA to develop a Health and Safety Plan with specific requirements provided by USDE. The current LIU 12 plan "*Coronavirus 2019 (COVID-19) Health and Safety Plan Revised February 2, 2021*" ended June 30, 2021.

Recommendation: Motion to approve the Health and Safety Plan Summary to be effective July 1, 2021 and end the current Health and Safety Plan revised February 2, 2021. Cassandra Liggins moved approval, seconded by Vanessa Snell. Dr. Schur asked if the proposed protocols will follow mandates or guidelines of the CDC and/or PDE. Dr. Trail noted that the intent of the plan is to follow mandated requirements and the wording will be changed accordingly. Roll call vote recorded all in favor and the motion carried.

8.i. Appointment of Voting Delegate for PSBA Delegate Assembly

Background: The 2021 Delegate Assembly will be held on October 23, 2021. The certification form for a Board appointed delegate is due to PSBA no later than July 23,

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2021. Each delegate may only represent one entity. Mrs. Heistand asked if anyone was interested in attending as the voting delegate representing the LIU.

Recommendation: Motion to appoint a voting delegate to represent the Lincoln Intermediate Unit at the 2021 Pennsylvania Delegate Assembly on October 23, 2021. No action was taken to appoint a voting delegate for the PSBA Delegate Assembly due to lack of a volunteer.

8.j. Act 93 Agreement

Background: The Administration presented the proposed Act 93 Agreement for review and approval.

Recommendation: Motion to approve the Act 93 Agreement effective July 1, 2021 through June 30, 2026. Patrick McDonald moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

8.k. Confidential Staff Agreement

Background: The Administration presented the proposed Confidential Staff Agreement for review and approval.

Recommendation: Motion to approve the Confidential Staff Agreement effective July 1, 2021 through June 30, 2025. Patrick McDonald moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.l. Memorandum of Understanding for Office Support Staff Working in ESY Program

Background: The Administration presented an MOU for approval, which will allow Office Support Staff to work temporarily for the Extended School Year Program.

Recommendation: Motion to approve a Memorandum of Understanding with the Education Support Professionals Association for office support staff to work in the Extended School Year program on a temporary basis over the summer. Suzanne Smith moved approval, seconded by Patrick McDonald. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Request to Conduct Doctoral Research

Background: Karen Connolly, Occupational Therapist for LIU, is pursuing her OT doctorate with Mary Baldwin University and requests approval to conduct her doctoral research on the effectiveness of dedicated fine motor, visual motor and self-help skills in a collaborative relationship with kindergarten teachers. She is developing an RTI classroom based collaborative program in the kindergarten classes to promote fine motor skills, self-help skills, executive functioning and visual motor skills--all with the goal of helping regular education students who struggle to develop a strong foundation of skills as a support for academics. This is a classroom-based program which will

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provide collaboration with the teacher, which will provide support to all students in the classroom. She has obtained teacher and principal support at Wallace elementary. The program will include a therapist and teacher led weekly lesson and practice in a developmental skill. The students will then practice the skills with teacher supervision in a small group during center time the following week and a parent information sheet with practice activities for home carryover. For quantitative research into the effectiveness of this program, students in two classrooms will receive the intervention program and one control classroom will not. All students in the three classrooms will be assessed for gains in fine motor and visual motor skills as they relate to academics. Only students with parent permission will be included in the data collection for the study. After the research is completed, all kindergarten classes will be offered the program lessons. All student data will be anonymous and confidential. Any cost to Lincoln Intermediate Unit or West York Schools for lesson supplies will be nominal.

Recommendation: No action required at this time. The following motion will be presented on August 3: Motion to grant approval for Karen Connolly to conduct her doctoral research with regular education students in the Wallace Elementary School, in the West York School District on the effectiveness of dedicated fine motor, visual motor and self-help skills in a collaborative relationship with kindergarten teachers.

9.b. Employee Handbook

Background: Tracy Williams presented the Employee Handbook recently developed by the Human Resources Department.

Recommendation: No action is required. Tracy Williams reported that the last known Employee Handbook was printed in 2009. The new handbook will be used as a framework for consistency that will document expectations, IU procedures, work schedules, safety procedures, dress code, evaluations, and holidays. When finalized, it will be accessible on the LIU website and hard copies will be given to all newly hired staff. Mrs. Williams extended thanks and recognition to her entire HR Team for their collaboration on the project. Dr. West thanked the HR Team and all staff that provided input in the development of the handbook, noting that the accomplishment of this task was remarkable considering it occurred during the pandemic.

9.c. Parent Handbook

Background: The Special Education Division presents the Parent Handbook to the Board for review. Dr. Murphy reviewed the Parent Handbook, which is the result of collaboration among divisions. Parents will be required to sign-off to confirm they acknowledge and agree to the expectations noted within the handbook.

Recommendation: No action was required. The following motion will be presented on August 3, 2021. Motion to adopt the Parent Handbook.

9.d. Approval to Establish New Cabinet Position for Director of Strategic Communications

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Background: Based on the results and recommendations of the recent Communications Audit conducted by Chester County Intermediate Unit, the Administration requested approval to create a new cabinet level position, Director of Strategic Communications. This would be an Act 93, 260 days per year position with salary to be determined. With the Board's consent, the Administration would like to move forward with advertising and recruitment for the position in order to present a candidate for approval at the August Board meeting. A proposed job description was provided for first reading, as well as a tentative organization chart showing where this position falls within the organization. Dr. West reviewed the proposal to establish a new cabinet-level position for Director of Strategic Communications, which is one of the recommendations of the recent communication audit conducted by Chester County Intermediate Unit. The position would be funded through contingency funds the first year, and then budgeted as a line item within the General Operating Budget thereafter. The Board will be asked to vote on the proposal on August 3. It was the consensus of the Board that the Administration may move forward to advertise the position over the summer in anticipation of hiring a qualified candidate to begin the new school year.

Recommendation: No action required at this time. The following motion will be presented in August for Board action: Motion to grant approval to establish a new cabinet-level position for Director of Strategic Communications and to adopt the proposed job description.

9.e. Affiliation Agreement with West Chester University

Background: The Affiliation Agreement will allow West Chester students pursuing degrees in an educational field to seek field experience opportunities in LIU classrooms. We have similar agreements with Shippensburg and Millersville Universities. This agreement will provide student teaching and field experiences for students in a bachelor's or master's program.

Recommendation: No action required at this time. The following motion will be presented on August 3, 2021: Motion to approve Affiliation Agreement with West Chester University effective immediately through June 30, 2023.

10. Election of Officers for 2021-2022

Recommendation: Motion to appoint a Chair Pro Tem to conduct the election of officers. Cassandra Liggins made a motion to appoint Patrick McDonald to serve as Chair Pro Tem to conduct the election of officers. Mark Chimel seconded the motion. Mr. McDonald asked a representative of the Nominating Committee to present a slate of officers. Mark Schur presented the following slate of officers:

President - Sue Heistand
Vice-President - Dolores Nester
Treasurer - Cassandra Liggins

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Mr. McDonald opened the floor to additional nominations for each position, to which there was no response. Mr. McDonald requested a motion to close. Dr. Schur moved to close nominations, seconded by Vanessa Snell. All Board members present voted in favor and the motion carried.

10.a. Election of President, Vice-President and Treasurer

Recommendations: Dr. Schur made a motion to elect the slate of officers, seconded by Vanessa Snell. Roll call vote recorded 9 ayes and 1 abstention (Patrick McDonald). The motion carried. Mr. McDonald returned the meeting to newly-elected president, Sue Heistand. Mrs. Heistand thanked the Board for supporting her election to president for the coming year. She also extended appreciation to Dolores Nester and Cassandra Liggins for their willingness to serve as officers this coming year.

10.b. Appointment of Board Secretary

Background: The Nominating Committee recommended that the position of Board Secretary be filled by Tim A. Stanton, LIU Director of Finance.

Recommendation: Motion to appoint Tim A. Stanton to the position of Board Secretary for a term beginning on July 1, 2021 and ending on June 30, 2022. Vanessa Snell moved to appoint Tim Stanton to the position of Board Secretary, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

10.c. Appointment of Representative for Hanover Public, South Western, and Southern York County School Districts

Background: The seat represented by Hanover Public, South Western and Southern York County School Districts remains unfilled. Suzanne Smith from West York Area School District has offered to fill the seat until December 2021.

Recommendation: Motion to appoint Suzanne Smith of the West York Area School District to fill the board seat represented by Hanover Public, South Western and Southern York County School Districts through December 2021. Cassandra Liggins moved to appoint Suzanne Smith to represent Hanover Public, South Western and Southern York County School Districts. Patrick McDonald seconded the motion. Roll call vote recorded all in favor and the motion carried.

11. President's Report

Mrs. Heistand noted that she did not have a report, but wished to recognize a staff member that gets forgotten frequently, which is Jill Trostle. She thanked Jill and recognized her for all she does to prepare the board agenda each month and for keeping everyone on track.

12. Executive Director's Report

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Dr. West shared the following highlights:

- Work continues on replacement of the HVAC system at the Central Office. As soon as the bonding process is completed, construction will begin on the health centers.
- The Division Directors will participate in a two-day retreat on July 13-14, 2021. Day 1 will cover the four essential roles of leadership and day 2 will involve development of goals as a Cabinet.
- Dr. West reminded Board members that the August 3 Board meeting will be totally remote/virtual due to reconstruction of the lobby area. Board meetings will return to all in-person on September 7.
- Mrs. Heistand asked how the IU is handling the recent legislation giving parents the option for their students to repeat the past school year. Dr. West deferred to Dr. Murphy for response. Parents have until July 15 to select this option. PDE will provide forms on line for parents to complete if they wish to exercise this option. A communication was sent to all district special education representatives notifying them of the supports available from the IU if they have parents that select the additional year. The IU will make every effort to place them in the same classroom or in a comparable an appropriate setting. There are also options to customize extended school year programming for those parents that request that service.

13. Assistant Executive Director's Report

There was no additional report from Dr. Trail.

14. Cabinet Reports

As this was the second meeting in the month of June, there were no additional reports from Cabinet members.

15. Good of the Order

No additional information was discussed.

16. Adjournment: Cassandra Liggins moved to adjourn the meeting, seconded by Patrick McDonald. The meeting adjourned at 8:18 pm.

17. Next Meeting: August 3, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary