



BOARD OF DIRECTORS MINUTES

February 2, 2021

1. Call to Order

The regular meeting of the Lincoln Intermediate 12 Board of Directors was held virtually via Zoom on February 2, 2021.

2. Pledge of Allegiance

The meeting opened with a Pledge of Allegiance.

3. Roll Call

The following Board members were present via Zoom: Mark Chimel, Sue Heistand, Cassandra Liggins, Dustin Martin, Patrick McDonald, Rhonda Myers, Dolores Nester, Suzanne Smith, Vanessa Snell, Michael Wagner and Douglas White. LIU staff attending: Jeffrey D. West, Ed.D., Kendra Trail, Ed.D., Lynn Murphy, Ed.D., Jared Mader, Brad Sterner, Ed.D., Tim Stanton, Tracy Williams, Jill Trostle, and William Zee, Esq., Solicitor.

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

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

5. Presentation: Software and Systems Upgrade Plan - Jared Mader

Jared Mader, Director of Educational Technology, provided an update on Software and System Upgrades, originally proposed by Dr. Sensenig in 2019. Dr. West has appointed Dr. Trail to take the lead to move forward with implementation of the plan, which involves three components: software and account licensure, infrastructure and implementation support and training, and four areas of focus: iVisions Benefits Module, Tyler Central Manager and a Five-Year Infrastructure plan.

6. Approval of Minutes of January 5, 2021

The minutes of the January 5, 2021 meeting were approved as presented.

7. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

**LIU Board of Directors Meeting
Minutes of February 2, 2021**

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

a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Alexander	Madeline	Teacher Assistant	Autistic Support	01/15/2021	Resignation
Gibbons	Marissa	Teacher Assistant	Autistic Support	02/02/2021	Resignation
Lee	Morgan	Speech Therapist	Speech / Language Support	02/12/2021	Resignation
Moore	Devon	Summer Help	Business Services	08/30/2019	Position Ended
Orner	Brooke	Personal Care Assistant	Visually Impaired Support	12/15/2020	Resignation
Staub	Jennifer	Teacher Assistant	Life Skills Support	01/26/2021	Resignation

b. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Alexander	Madeline	Teacher Assistant	Autistic Support	01/15/2021	Resignation
Gibbons	Marissa	Teacher Assistant	Autistic Support	02/02/2021	Resignation
Lee	Morgan	Speech Therapist	Speech / Language Support	02/12/2021	Resignation
Moore	Devon	Summer Help	Business Services	08/30/2019	Position Ended
Orner	Brooke	Personal Care Assistant	Visually Impaired Support	12/15/2020	Resignation
Staub	Jennifer	Teacher Assistant	Life Skills Support	01/26/2021	Resignation

c. 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
Lopez	Rebecca	Speech Therapist	Preschool	01/06/2021	\$50,268.00	LIUEA F-1	188 Day Stretch
Schuj	Martin	Lincoln Benefit Trust Manager	Business Services	TBD	\$95,000.00	Act 93	260 Days
Udzinski	Leah	Speech Therapist	Speech / Language Support	01/27/2021	\$50,268.00	LIUEA F-1	188 Days

d. 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
Gaumer	Justin	Help Desk Tier I Representative	Educational Technology Services	01/20/2021	\$16.02 per hour	ESPA Tech B E-1	260 Days
Gebhart	Ashley	Accounts Payable Specialist	Business Services	01/20/2021	\$18.70 per hour	ESPA Sec D F-2	260 Days
Morton	Nichole	Educational Sign Language Interpreter	Hearing Impaired Support	01/20/2021	\$28.47 per hour	ESPA Interpreter G-1	188 Days
Seilhamer	Jeffrey	Floating Teacher Assistant	Special Education	01/20/2021	\$13.62 per hour	ESPA TA/PCA A-2	188 Days
Stoner	Amanda	Accounting Generalist - Payroll	Business Services	02/03/2021	\$19.30 per hour	ESPA Sec E G-1	260 Days

**LIU Board of Directors Meeting
Minutes of February 2, 2021**

e. Professional Contracts

Last Name	First Name
Baer	Tabitha
Cook	Kathryn
King-Spinola	Kimberly
Kolasa	Courtnei
Mokua	Thomas
Musselman	Christine
Neptune	Kimberly
Puffenberger	Lauren
Quinn	Erica
Szabo-Carney	Gabriella
Young	Kacie

f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bauerline	Lori	Associate Supervisor	Preschool	Per Diem	Act 93	09/10/2020	n/a	n/a	Additional Duties - Pre-K Counts
Buehrle	Caroline	Teacher	Therapeutic Emotional Support	\$44,987.00	LIUEA D-1	01/14/2021	Teacher Assistant ESPA TA/PCA G-1 \$13.72 per hour	Teacher LIUEA D-1 \$44,987.00	Position Transfer
Connolly	Karen	Occupational Therapist	Occupational / Physical Therapy	\$50,001.00	LIUEA E-6	12/17/2020	LIUEA D-6 \$46,187.00	LIUEA E-6 \$50,001.00	Salary Column Movement - Bachelor's + 24
Hernandez	Carlie	Teacher	Autistic Support	\$50,868.00	LIUEA F-3	12/05/2020	LIUEA D-3 \$45,587.00	LIUEA F-3 \$50,868.00	Salary Column Movement - Master's
Herring Jr.	Michael	Teacher	Special Education - Instruction in the Home	\$34.18 per hour	LIUEA D-1	01/11/2021	n/a	n/a	Additional Part Time Temporary Position
Holt	Chelsey	Teacher	Therapeutic Emotional Support	\$51,468.00	LIUEA F-5	12/11/2020	LIUEA D-5 \$46,187.00	LIUEA F-5 \$51,468.00	Salary Column Movement - Master's
Jones	Angela	Itinerant Teacher	Preschool	\$67,185.00	LIUEA G-12	01/05/2021	LIUEA F-12 \$65,974.00	LIUEA G-12 \$67,185.00	Salary Column Movement - Master's + 15
Kemmerly	Mikayla	Occupational Therapist	Occupational / Physical Therapy	\$55,039.00	LIUEA DRT-3	12/21/2020	LIUEA G-3 \$51,768.00	LIUEA DRT-3 \$55,039.00	Salary Column Movement - Doctorate
Krepps	Zebulun	Teacher	Behavioral Intervention	\$62,359.00	LIUEA DRT-8	01/16/2021	LIUEA I-8 \$61,073.00	LIUEA DRT-8 \$62,359.00	Salary Column Movement - Doctorate
Laird	Haley	Teacher	Autistic Support	\$50,568.00	LIUEA F-2	12/11/2020	LIUEA D-2 \$45,287.00	LIUEA F-2 \$50,568.00	Salary Column Movement - Master's
Putsch	Allison	Teacher	Multidisabilities Support	\$51,168.00	LIUEA F-4	12/31/2020	LIUEA E-4 \$47,697.00	LIUEA F-4 \$51,168.00	Salary Column Movement - Master's

g. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of December 2020 showing cash on hand of \$25,529,816.02.

h. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$16,352,418.29, and Budget transfers from December 10, 2020 to January 18, 2021.

i. Grant Request for Rice Foundation

Recommendation: Motion to grant approval to apply for \$2,000 through the Rice Foundation for the purchase of electronic toys and games that can be modified and adapted for use by students with disabilities.

j. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of January 19, 2021.

k. Job Descriptions for Review

Background: The following job descriptions are presented for review.

7003 - Literacy Council Program Coordinator
7004 - English as a Second Language Instructor
7006 - ABE-ASE Instructor
6003 - Franklin Learning Center Administrative Assistant and Joint School Committee Recording Secretary

Recommendation: No action is required at this time.

l. Board Policies for Adoption

Recommendation: Motion to adopt Board Policies.

113.1 - Discipline of Students with Disabilities
113.2 - Behavior Support
113.4 - Confidentiality of Special Education Student Information

m. Board Policies for Review

The following policies are presented for first reading:

826 - Electronic Records/Signatures (Revised)
826.1 - Electronic Signatures (ACCESS) - (recommend deletion)

Recommendation: No action required at this time.

n. 2021-22 School Calendar for LIU Centers

Background: The LIU Special Education programs that are housed at Franklin Learning Center, Paradise School, and York Learning Center operate on a typical school day schedule. Each year a calendar for the upcoming school year is developed and approved by the LIU board of directors.

Recommendation: Motion to adopt the 2021-22 School Calendar for LIU Centers.

8. New Business

a. Adoption of General Operating Budget for 2021-22

Recommendation: Motion to adopt the General Operating Budget for 2021-22 in the amount of \$7,702,177. Michael Wagner moved approval, seconded by Suzanne Smith. Roll call vote recorded all in favor and the motion carried.

b. Eduplanet Software Purchase

Recommendation: No action required at this time. This item will be presented for action in March.

c. Health and Safety Plan Update

Recommendation: Motion to approve the LIU 12 Health and Safety Plan as submitted with any future changes submitted to the LIU Board of Directors as an information item. Patrick McDonald moved approval, seconded by Rhonda Myers. Roll call vote recorded all in favor and the motion carried.

d. Replacement of HVAC System

Background: The administration recommends replacement of the HVAC system at the New Oxford Central Office. Six 30-ton rooftop units and three 5-ton rooftop units are beyond their expected life cycle and need replaced. The Liebert unit which cools the computer server room has also exceeded its life cycle. The cost of this project is \$595,140. In the second phase of the project, there are 96 VAV fan powered terminal units (interior ceiling units) that are at/or approaching the end of their life cycle for a total replacement cost of \$592,731. Funding to replace units will come from funds that have been reserved/committed as Assigned Fund Balance for Replacement of HVAC System.

Recommendation: No action required at this time.

9. President's Report

Mrs. Heistand discussed an idea shared by Dr. Trail during a recent comprehensive planning meeting, described by the hashtag #LIUFirst. The IU should strive to be the preferred choice service provider of school districts.

10. Executive Director's Report

Dr. West shared the following highlights:

- On February 8, 2021, PDE will hold a Zoom meeting with all school districts.
- A new Trust Manager has been hired who will replace Patricia McVicker following her retirement in May.
- The IU plans to publish a monthly newsletter to be shared both internally and externally.
- Dr. West commended all staff involved in the planning and presentation of the virtual in-service day held on January 18, 2021.

11. Assistant Executive Director's Report

Dr. Trail reported on the following topics:

- Revisions to the All Hazards Plan will be presented to the Board in executive session in March prior to approval. Mr. John Baker provided a safety training during the January In-Service Day for all staff in conjunction with the LIU's All Hazards Plan.
- LIU is one of 95 finalists for the National Challenge grant of \$750,000, and one of seven finalists from Pennsylvania. If awarded, funds will be used for pre-apprenticeships in the Adult Education Program.

12. Cabinet Reports

Cabinet members provided highlights from their written reports.

13. Good of the Order

Dr. Murphy shared a video highlighting the YTechX program at the York County School of Technology. In conjunction with Board Recognition Month, she also presented a plaque which was created for the Board by a student in the YTechX program.

14. Adjournment

Suzanne Smith moved to adjourn, seconded by Dolores Nester. The meeting adjourned at 8:30 pm.

15. Next Meeting: March 2, 2021

Respectfully submitted,

Tim A. Stanton
Board Secretary