

BOARD OF DIRECTORS MINUTES

January 5, 2021

1. Call to Order

The regular meeting of the Lincoln Intermediate 12 Board of Directors was held virtually via Zoom on January 5, 2021. Board President Sue Heistand called the virtual meeting to order at 7:03 PM.

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, Mark Schur, Suzanne Smith, Vanessa Snell, and Michael Wagner. 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. Acceptance of Resignation of Danielle Whitebread

Recommendation: Motion to accept the resignation of Danielle Whitebread, Northeastern School District. Patrick McDonald moved to accept the resignation of Danielle Whitebread, seconded by Suzanne Smith. All Board members present voted in favor and the motion carried.

5. Appointment of Vanessa Snell and Oath of Office

Recommendation: Motion to appoint Vanessa Snell to replace Danielle Whitebread as a representative for the Northeastern School District. Michael Wagner moved to appoint Vanessa Snell to replace Ms. Whitebread as the director representing the Northeastern School District, seconded by Suzanne Smith. All Board members present voted in favor and the motion carried. Solicitor William Zee conducted the swearing-in ceremony for Vanessa Snell.

6. 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.

7. Presentation: Proposed General Operating Budget for 2021-2022 -Tim Stanton

Tim Stanton, Director of Finance, reviewed the proposed General Operating Budget for 2021-2022, which totals \$7,702,177 and represents 5% of the overall LIU Budget of \$136M. Questions regarding the budget may be submitted to Mr. Stanton or Dr. West. It will be presented for adoption at the February Board meeting.

**LIU Board of Directors Meeting
Minutes of January 5, 2021**

8. Approval of Minutes of November 24, 2020

The minutes of the November 3, 2020 meeting were approved as presented.

9. Consent Agenda

The following routine operational matters were presented for action by the Board of Directors.
Recommendation: Motion to approve all recommendations under the Consent Agenda. Michael Wagner moved to approve all items under the Consent agenda, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Byers	Heather	Teacher	Therapeutic Emotional Support	01/04/2021	Resignation
Calhoun	Gary	Teacher Assistant	Therapeutic Emotional Support	12/07/2020	Resignation
Kiser	Kathryn	Personal Care Assistant	Life Skills Support	01/04/2021	Resignation
Michael	Kathleen	Personal Care Assistant	District Contract	12/18/2020	Resignation
Saltzman	Jordonne	Occupational Therapist	Occupational / Physical Therapy	12/14/2020	Resignation
Schmittel	Deona	Speech Therapist	Act 89 Nonpublic School Services	01/04/2021	Retirement
Skelly	Karen	Itinerant Teacher	Hearing Impaired Support	01/04/2021	Retirement

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
Baker	Tammy	Itinerant Teacher	Visually Impaired Support	12/16/2020	\$45,587.00	LIUEA D-3	188 Days
Curzi	Danielle	Site Administrator	Special Education	12/16/2020	\$88,500.00	Act 93	260 Days
Lesko	Sarah	Teacher	Multidisabilities Support	12/16/2020	\$46,187.00	LIUEA D-5	188 Days
Lutz	Allyson	Teacher	Behavioral Intervention	12/16/2020	\$44,987.00	LIUEA D-1	188 Days
Young	Stephanie	Itinerant Teacher	Act 89 Nonpublic School Services	12/16/2020	\$53,951.00	LIUEA G-6	188 Days

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
Lehigh	Tye	Custodian	Business Services	12/16/2020	\$12.77 per hour	Maint/Cust A-1	260 Days

d. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bermejo	Jennifer	Staff Accountant	Business Services	\$59,000.00	Act 93	01/06/2021	Accounting Generalist \$42,970.20 ESPA Sec E G-4	Staff Accountant \$59,000.00 Act 93	Position Transfer
Clafferty	Paige	Instructional Advisor	Special Education	\$47,997.00 + stipend	LIUEA E-5	11/01/2020	\$45,287.00 + stipend LIUEA D-5	\$47,997.00 LIUEA E-5	Salary Column Movement - Bachelor's + Level II
Van Hemert	Ann	Teacher	Autistic Support	\$47,097.00	LIUEA E-2	11/01/2020	\$45,287.00 LIUEA D-2	\$47,097.00 LIUEA E-2	Salary Column Movement - Bachelor's + Level II

**LIU Board of Directors Meeting
Minutes of January 5, 2021**

Bermejo	Jennifer	Staff Accountant	Business Services	\$59,000.00	Act 93	01/06/2021	Accounting Generalist \$42,970.20 ESPA Sec E G-4	Staff Accountant \$59,000.00 Act 93	Position Transfer
Clafferty	Paige	Instructional Advisor	Special Education	\$47,997.00 + stipend	LIUEA E-5	11/01/2020	\$45,287.00 + stipend LIUEA D-5	\$47,997.00 LIUEA E-5	Salary Column Movement - Bachelor's + Level II
Van Hemert	Ann	Teacher	Autistic Support	\$47,097.00	LIUEA E-2	11/01/2020	\$45,287.00 LIUEA D-2	\$47,097.00 LIUEA E-2	Salary Column Movement - Bachelor's + Level II

e. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of November 30, 2020 showing cash on hand of \$29,601,752.03.

f. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$13,411,520.70, and Budget Transfers from November 12, 2020 through December 9, 2020.

g. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of December 3, 2020.

h. Grant Request

Recommendation: Motion to grant approval to apply for and accept The Andrew W. Mellon Foundation, GED Testing Site Grant in the amount of \$157,527 to support the cost of an Adult Basic Education/GED Teacher, software, books and supplies for the Alternative Education Program within the Special Education Division.

i. Job Descriptions for Adoption

Recommendation: Motion to adopt job descriptions.
Reading Specialist/Remedial Math Teacher (revision)
Custodian/Mover (revision)

j. Board Policies for Adoption

Recommendation: Motion to adopt Board policies.
Policy 808 - Food Services
Policy 819 - Suicide Awareness, Prevention and Response
Policy 901 - Public Relations Objectives
Policy 902 - Publications Program
Policy 903 - Public Participation in Board Meetings
Policy 904 - Public Attendance at School Events
Policy 904 - Attachment
Policy 905 - Citizen Advisory Committees

k. Board Policies for Review

The following Board Policies were presented for review:

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

Recommendation: No action required at this time.

l. Office Calendar for 2021-22

Recommendation: Motion to adopt the Office Calendar for 2021-22.

10. New Business

a. Agreement with Capital Area Intermediate Unit 15 for Agenda Manager Software Services

Recommendation: Motion to adopt agreement with Capital Area Intermediate Unit 15 for Agenda Manager services at an annual cost of \$3,400 for the 2021-2022 fiscal year. Mark Schur moved to approve the agreement with Capital Area Intermediate Unit 15 for Agenda Manager Software

LIU Board of Directors Meeting Minutes of January 5, 2021

Services, seconded by Cassandra Liggins. Mr. Mader reported that this agreement provides a secure portal for paperless agenda management and retrieval. All Board members will be required to use an IU-issued email address in order to login to the on-line agenda management system. Email addresses and login instructions will be provided to each Board member the day following this meeting. The IU will continue to communicate with all Board members using current and new IU email addresses through the month of February. A team of trainers from the Capital Area Intermediate Unit 15 will provide user training as soon as the IU returns to in-person Board meetings. Roll call vote recorded all in favor and the motion carried.

11. President's Report

Mrs. Heistand thanked all Board members for attending the communications focus group with Chester County Intermediate Unit. She encouraged board members to discuss with their boards district cost-cutting measures such as taking back classrooms, and to ask what services the IU can provide to districts. Mrs. Heistand shared that Dallastown Area School District is pleased with the IU's measures to increase transparency and implement cost savings.

12. Executive Director's Report

a. Board Recognition Month

In conjunction with PSBA's Board Recognition Month, Dr. West read into the minutes a proclamation recognizing all Board members for their dedication and service to public education. Board members were presented with a coaster designed by Kippi Smith's Life Skills Support students.

b. Board Focus Group for Communications Audit

In conjunction with the Communications Audit being conducted by Chester County Intermediate Unit, Board members attended a focus group meeting with a Chester County representative prior to the business meeting to provide input. Similar sessions are being held with all employee groups, as well as the Superintendents' Advisory Council.

c. Executive Director's Report: Dr. West briefly discussed the following items:

- Dr. West has completed annual visits with all 25 district superintendents, as well as the two Tech Schools. A summary report will be provided in February, along with a progress report on current annual goals for 2020-2021.
- Dr. West recognized Dr. Trail, Dr. Murphy, Jared Mader and Tracy Williams for their involvement in the establishment of an online COVID dashboard located on the LIU website for reference by staff and the IU community, which provides a transparent reporting of active COVID cases within the organization.
- Dr. West congratulated Solicitor William Zee who recently received the 2020 legal Trailblazer Award.

13. Assistant Executive Director's Report

- Dr. Trail reported that the LIU All Hazards Plan is almost complete and will be presented for review in February in executive session for security reasons.
- All LIU staff will be attending a virtual in-service program on January 18. LIU staff will also be asked to complete a brief survey that will be used to gauge employee satisfaction and feelings about the organization.
- The Health and Safety Plan is also being revised to comply with recent health orders.

14. **Cabinet Reports:** Cabinet members provided highlights from their written reports.

15. **Good of the Order:** Mrs. Heistand invited discussion on other topics of interest, with no response.

16. **Adjournment:** Suzanne Smith moved adjournment, seconded by Cassandra Liggins. The meeting adjourned at 8:39 PM.

17. Next Meeting: February 2, 2021

Respectfully submitted,
Tim A. Stanton
Board Secretary