



**BOARD OF DIRECTORS
MINUTES
January 4, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 4, 2022. Board President Sue Heistand called the meeting to order at 7:06 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss a personnel matter.

2. Moment of Silence

A moment of silence will be held in honor of Sheryl Bartkowski, an Instructional Advisor for the Lincoln Intermediate Unit, who passed away on December 9, 2021. Sheryl was a devoted educator who touched the lives of countless students and fellow teachers at Lincoln Intermediate Unit through her 31 years of service

3. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

4. Roll Call

The following Board members attended in person: Janon Gray, Sue Heistand, Cassandra Liggins, Dolores Nester, Cynthia Rohrbaugh, Mark Schur, Vanessa Snell and Douglas White. The following Board members attended virtually: Brandon Boyer and Brian Hoffman. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Jared Mader, Dr. Lynn Murphy, Julie Romig, Tim Stanton, Dr. Brad Sterner, Tracy Williams, Jill Trostle, and David Walker, 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. Appointment of LIU Directors and Oath of Office

Recommendation: Motion to appoint the following directors to fill vacant seats on the LIU Board beginning January 1, 2022 through June 30, 2022:

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Cindy Rohrbaugh, Eastern York School District
Brandon Boyer, Tuscarora School District
Janon Gray, Greencastle-Antrim School District

Cassandra Liggins moved to appoint new directors, seconded by Brian Hoffman. All Board members were recorded as voting in favor and the motion carried. David Walker, Esq., administered the swearing-in ceremony for newly-elected directors.

7. Presentation: January Board Recognition Month

In conjunction with PSBA's Board Recognition Month, Dr. West read into the minutes a resolution recognizing all Board members for their dedication and service to public education. Board members were presented with decorated candy bowls designed by students from Franklin Learning Center, York Learning Center, Paradise School and the New Oxford Training site.

8. Approval of Minutes of November 30, 2021

The minutes of the previous 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.

MOTION ON CONSENT AGENDA: Brian Hoffman moved approval of the consent agenda, seconded by Douglas White. Roll call vote recorded 9 ayes and 1 abstention, and the motion carried.

9.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Bartkowski	Sheryl	Instructional Advisor	Special Education	12/09/2021	Deceased
BR86300		Student Worker	Transition	05/28/2021	Position Ended (Graduated)
Carney	Ashley	Personal Care Assistant	Autistic Support	12/03/2021	Resignation
DA65698		Student Worker	Transition	05/27/2021	Position Ended (Graduated)
D'Annibale	Christina	Teacher Assistant	Life Skills Support	12/21/2021	Retirement
Dickerson	Mimi	Personal Care Assistant	Intensive Learning Support	12/08/2021	Resignation
Duggan	Patrick	Teacher	Behavioral Intervention	02/18/2022	Resignation
Kurnik	Deborah	Personal Care Assistant	Multidisabilities Support	01/10/2022	Retirement
Griffith	Sandra	Personal Care Assistant	Life Skills Support	01/04/2022	Retirement
Gudgeon	Leah	Personal Care Assistant	Autistic Support	11/01/2021	Termination
Hoover	Jean	Personal Care Assistant	Autistic Support	11/11/2021	Termination
Leese	Douglas	Building Attendant	Business Services	12/01/2021	Never Started

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Ness	Erma	Teacher Assistant	Emotional Support	12/22/2021	Retirement
RE75104		Student Worker	Transition	05/27/2021	Position Ended (Graduated)
Schriver	Martha	Personal Care Assistant	District Contracted	12/06/2021	Resignation
SM01284		Student Worker	Transition	05/28/2021	Position Ended (Graduated)
West	Shabrie	Social Worker	Pupil Personnel Services	12/22/2021	Resignation
White	Pamela	Itinerant Teacher	Visually Impaired Support	12/22/2021	Resignation

9.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
Goodling	Erin	Temporary Instructional Support Teacher	Act 89 Nonpublic School Services	TBD	\$51,687.00	LIUEA F-3	188 Days
Gulden	Desirae	Floating Teacher	Special Education	01/12/2022	\$51,387.00	LIUEA F-2	188 Days

9.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
Bailey-Wickline	Christy	Personal Care Assistant	Autistic Support	12/22/2021	\$16.58 per hour	TA/PCA G-3	188 Days
Bethas	Michelle	Receptionist/Fingerprint Clerk	Human Resources	12/02/2021	\$16.12 per hour	Sec B C-4	Part Time Hourly
Evans	Angela	Temporary Student Support/Tutor	Act 89 Nonpublic School Services	12/01/2021	\$26.37 per hour	Grant Funded	Temporary Part Time Hourly
Hartlaub	Debra	Secretary	Transportation	01/05/2022	\$22.81 per hour	Sec C E-7	260 Days
Hockensmith	Christine	Personal Care Assistant	Preschool	12/22/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Innerst	Kevin	Systems/Network Specialist	Educational Technology Services	12/15/2021	\$23.61 per hour	Tech C D-2	260 Days
Lloyd	Rachel	Personal Care Assistant	Life Skills Support	12/01/2021	\$16.53 per hour	TA/PCA F-3	188 Days
Loucks	Tina	Personal Care Assistant	Autistic Support	12/22/2021	\$13.84 per hour	TA/PCA A-1	188 Days
Olschefski	Courtney	Teacher Assistant	Life Skills Support	12/15/2021	\$14.84 per hour	TA/PCA A-5	188 Days
Pearson	Abby	Personal Care Assistant	Multidisabilities Support	12/22/2021	\$14.20 per hour	TA/PCA G-1	188 Days
Ramsey	Taylor	Personal Care Assistant	Autistic Support	12/22/2021	\$15.87 per hour	TA/PCA D-3	188 Days
Smith	Janet	Secretary	Educational Services	12/22/2021	\$23.56 per hour	Sec E A-8	260 Days
Zinneman	Brittany	Joint Purchasing Board Coordinator	Business Services	01/05/2022	\$20.31 per hour	Sec E E-2	260 Days

9.d. Professional Contracts

Last Name	First Name	Position
Hallenbeck	Melissa	Teacher
Moore	Megan	Speech Therapist
Olsen	Breanne	Teacher

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9.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Herring	Michael	Teacher	\$34.78 per hour	Red Lion Area School District	August 25, 2021 - March 1, 2022
Rose	Rhonda	Teacher	\$54.20 per hour	Littlestown Area School District	November 15, 2021 - end of school year

9.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Gebhart	Ashley	Accounting Generalist	Business Services	\$21.51 per hour	ESPA Sec E G-2	01/05/2022	Accounts Payable Specialist Sec D F-2 \$19.36 per hour	Accounting Generalist Sec E G-2 \$21.51 per hour	Position Transfer
Meinsen	Kelsi	Personal Care Assistant	Emotional Support	\$13.90 per hour	ESPA TA/PCA B-1	12/03/2021	\$13.84 per hour TA/PCA A-1	\$13.90 per hour TA/PCA B-1	Salary Column Correction
Weaver	Chelsey	Instructional Advisor	Preschool	\$46,072.00 + \$5,000.00 IA Stipend	LIUEA D-2 + IA Stipend	01/07/2022	Teacher LIUEA D-2 \$46,072.00	Instructional Advisor Same \$46,072.00 + \$5,000.00 IA Stipend	Position Transfer

9.g. Days Beyond Contract

Last Name	First Name	Position	Program	October 2021/2022 Number of Days
Chapman-Jones	Valerie	Staff Developer	Educational Services	1

9.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of November 2021 showing cash on hand of \$30,560,367.82.

9.i. Financial Report

The Financial Report includes all disbursements made since the last Board report through December 13, 2021.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$17,706,440.30.

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9.j. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of December 15, 2021.

9.k. Job Descriptions for Review

Background: The following job descriptions were provided for review.

1503 - School Social Worker (Revision replaces 6011 and 8007)

6049 - DRAFT Covid Support Specialist (new)

8009 - Instructional Support Teacher - Nonpublic Schools (revised credential per PDE guidelines)

Recommendation: No action required at this time.

9.l. Grant Request - Adams County Community Foundation Giving Spree

Recommendation: Motion to grant approval to the Adams County Literacy Council to accept grant distribution funds in the amount of \$7,173.50 resulting from our participation in the "Giving Spree" event held by the Adams County Community Foundation.

9.m. Grant Request - Pennsylvania Science Education Leadership Grant

Recommendation: Motion to approve a grant application in the amount of \$10,000 to the Pennsylvania Science Education Leadership grant to support a Science Leadership event in spring 2022.

9.n. Board Policy for Review

The following board policy was presented for review. It has been updated with the new mission statement.

Policy 101 - Mission

Recommendation: No action required at this time.

9.o. Office Calendar for 2022-2023

Recommendation: Motion to adopt the Office Calendar for 2022-23.

10. Action Items

10.a. Affiliation Agreement with Messiah University

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Recommendation: Motion to approve an agreement with Messiah College to provide special education field experiences for students enrolled through Messiah University effective November 12, 2021, renewing for successive one-year terms unless either party gives 90 days written notice of nonrenewal. Cassandra Liggins moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

10.b. ALL HANDS Interpreting Services

Recommendation: Motion to establish an affiliation agreement with ALL HANDS Interpreting Services to provide sign language interpreting services. Mark Schur moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

10.c. General Healthcare Resources, LLC d/b/a GHR Education

Recommendation: Motion to approve an agreement with GHR Education to provide recruiting services for special education positions. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

10.d. Express Employment Professionals - Updated Agreement

Recommendation: Motion to approve the revised agreement with Express Employment Professionals. Brian Hoffman moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

10.e. TRANE Building Envelope Proposal

Recommendation: Motion to approve TRANE's proposal for a Building Envelope Retrofit in the amount of \$68,774. CoStar contract 008-274. To be funded from Fund Balance Capital Equipment Assigned. Douglas White moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

10.f. Revision to Confidential Employees Agreement

Recommendation: Motion to revise the Confidential Agreement for 2021-2025, moving the Human Resources Generalist - Workers Compensation and Benefit Plans to Salary Level 2, and moving the Administrative Assistant to the Director of Human Resources to Salary Level 1. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

10.g. Change Orders for Caliber Contracting Services Inc. Reference the Health Center

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

- Change order from Caliber Contracting Services, Inc. in the amount of \$366. New interior doors were originally going to be hollow metal instead of wood; however, all

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doors in the clinics are wood, so the submittal was marked up to change one door from hollow metal to wood.

- Change order from Caliber Contracting Services, Inc. in the amount of \$416. Changing the partitions to be one-hour rated the door frames had to be larger, resulting in additional cost.
- Change order from Caliber Contracting Services, Inc in the amount of \$5,338. When casework was removed from the York Learning Center, it was block wall instead of drywall. Metal furring and drywall needed to be installed.
- Change order from Caliber Contracting Services, Inc in the amount of \$47,314. With the inspection of the fire marshal, it was required for drywall to extend to the deck level instead of the level of the drop ceiling.
- Change order from Caliber Contracting Services, Inc in the amount of \$2,703. To provide sound proofing between executive office and lobby area.

Recommendation: Motion to accept the change orders submitted by Caliber Contracting Services Inc. as noted above. Mrs. Heistand asked Tim Stanton to provide a brief overview of the LIU health centers for the benefit of new Board members. Vanessa Snell moved approval of the change orders, seconded by Brandon Boyer. Roll call vote recorded all in favor and the motion carried.

10.h. Change Order for Monacacy Valley Electric Inc.

The following change order is submitted for approval:

- Change order from Monacacy Valley Electric Inc. in the amount of \$522 to add a breaker which was omitted on the electrical drawings.

Recommendation: Motion to accept the change order submitted by Monacacy Valley Electric Inc. in the amount of \$522 to add a breaker. Mark Schur moved approval, seconded by Douglas White. Roll call vote recorded: Brandon Boyer/nay; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Cassandra Liggins/aye; Dolores Nester/abstain; Cynthia Rohrbaugh/aye; Mark Schur/aye; Vanessa Snell/aye; Douglas White/aye. The motion carried with a vote of 8 ayes, 1 nay, 1 abstention.

10.i. Health and Safety Plan Update

Recommendation: Motion to approve revised Health and Safety Plan effective January 5, 2022. Dr. Trail reviewed proposed revisions to the Health and Safety Plan. If adopted this evening, all staff and students would be required to wear face coverings (masks) in all LIU centers and community-based classrooms and offices while any of the three counties we serve are in Moderate, Substantial or High Transmission designations according to the CDC COVID Tracker, regardless of vaccination status. Mr. Boyer shared that he would be voting no on this motion because he supports his community and the position already taken by the court system in response to mask mandates. Roll call vote recorded: Brandon Boyer/nay; Janon Gray/nay; Sue Heistand/aye; Brian Hoffman/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cynthia Rohrbaugh/nay, Mark Schur/aye; Vanessa Snell/aye; Douglas White/nay. The motion carried with a vote of 6 ayes and 4 nays.

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10.j. Purchase of Box Truck for Facilities

Recommendation: Motion to approve the purchase of a new box truck from New Holland Auto Group in the amount of \$65,757, Costars contract 25-117, to be funded from Assigned Fund Balance for Capital Improvements. Cassandra Liggins moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

11. Information Items

11.a. WellSpan Philhaven Letter of Agreement

Background: The Special Education Division requests approval of a Letter of Agreement with WellSpan Philhaven to work cooperatively to provide services to benefit persons suffering from serious mental illness or emotional disturbances. The Agreement would be effective January 1, 2022 through January 1, 2024, and may be terminated without cause upon 30 days written notice by either party.

Recommendation: No action required at this time. The following motion will be presented on February 1, 2022: Motion to approve Letter of Agreement with WellSpan Philhaven to work cooperatively to provide services to benefit persons suffering from serious mental illness or emotional disturbances effective January 1, 2022 through January 1, 2024.

11.b. Bid Award for Internet Service Provider for the Lincoln Learning Network 4.0 Regional Wide-Area-Network (LLN-RWAN) Consortium

Background: The administration recommends entering into a contract agreement with Comcast for a maximum 11 Gbps (gigabytes per second) of commodity internet delivery service. The final contract will be presented for adoption at the February board meeting. The LLN Consortium filed an E-rate Form 470 and posted an RFP to solicit bids for internet service. Bids were reviewed and evaluated by the LLN Management Team, as well as the LLN Advisory Council. The contract will be awarded for a period of two years, so as to co-terminate with the existing five-year contract for RWAN transport service, expiring on June 30, 2024. Pre-E-rate, monthly recurring costs for internet service will not exceed \$8,784.00/month (current monthly recurring costs for 10 Gbps of internet service is: \$8,789.00/month) as shown in the attachment - Comcast's pricing sheet from their RFP response. The final contract may include a maximum of two IP address blocks at \$200.00 each. The LLN intends to continue to apply for E-rate funding to discount the costs associated with the internet service.

Recommendation: No action is required at this time. A motion will be presented for Board consideration on February 1, 2022.

11.c. SAM Service Access & Management Inc. Agreement

Background: The Special Education Division requests approval of a Linkage Agreement Letter with SAM (Service Access & Management), Inc. of Reading, Pennsylvania, to assist in continuity of care of individuals receiving blended case management services in Franklin and Fulton counties. The agreement applies to students served within the Franklin Learning

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Center for a two-year period beginning December 10, 2021 through December 9, 2023, and may be terminated by either party upon 30 days written notice.

Recommendation: No action required at this time. The following motion will be presented for Board consideration on February 1, 2022: Motion to approve Linkage Agreement Letter with SAM (Service Access & Management), Inc. of Reading, Pennsylvania to provide continuity of care of individuals receiving blended case management services in Franklin and Fulton counties effective December 10, 2021 through December 9, 2023.

12. President's Report

Mrs. Heistand reported that Dolores Nester has volunteered to chair the Personnel Committee. Two more board members are needed to serve. The Personnel Committee will oversee the evaluation of the Executive Director, negotiation of the Executive Director's contract and other personnel issues. Mr. Boyer volunteered to serve on the committee. Any other board members that may be interested should notify Mrs. Heistand. Mrs. Heistand wished everyone a great new year.

13. Executive Director's Report

Dr. West shared the following highlights:

- Dr. West extended a warm welcome to new Board members.
- Since Julie Romig came on board in September, the IU has been advocating for legislative relief and flexibility to address statewide substitute and staff shortages. As a result, Governor Wolf recently signed Act 91 of 2021 which targets relief for substitute teacher shortages and provides flexibility enabling retired staff to be hired to fill staff shortages. Ms. Romig is also assisting those districts that do not have communications staff by providing communications templates which can be customized by each district.
- In response to one of his goals, Dr. West has been visiting district classrooms, as well as both centers on a monthly basis.

14. Assistant Executive Director's Report

Dr. Trail provided the following highlights:

- She has been working with the Solicitor to address the federal mandate requiring vaccination of all staff that work with the Head Start Program. Religious and medical exemption forms are due by January 31, 2022.
- Dr. Trail is working with Jared Mader and Ben Smith on roll out of the PA ETEP Tool on July 1, 2022.
- The third quarterly Leadership Team of the school year will be held on January 5, 2022.
- Dr. Schur expressed concerns that staff not be terminated for refusing to accept vaccination, but would be offered other available employment through the IU, especially during a time when we are having difficulty filling open positions. Mr. Boyer also suggested the IU exercise caution and accept all religious and medical exemptions that may be submitted. The Board Solicitor affirmed that it is EEOC's position that the IU

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should accept all religious exemptions unless there would be a very clear reason to believe otherwise.

15. Cabinet Reports

Cabinet members shared highlights from their written reports.

16. Good of the Order

No items were presented for Good of the Order

17. Adjournment:

It was moved and seconded to adjourn the meeting at 8:54 pm.

Respectfully submitted,



Tim A. Stanton
Board Secretary

Next Meeting: February 1, 2022