



**BOARD OF DIRECTORS
MINUTES
November 1, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 1, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:02 pm.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance. Mrs. Heistand announced that the Board met in executive session prior to this meeting to discuss a personnel matter.

3. Roll Call

The following Board members attended: Brandon Boyer, Janon Gray, Sue Heistand, AmyBeth Hodges, Sally Kacar, Cassandra Liggins, Dolores Nester, Cynthia Rohrbaugh, Mark Schur, Mark Smith and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Dr. Brad Sterner, Tracy Williams, Jill Trostle, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

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

Mrs. Heistand welcomed visitors that may be viewing the meeting via livestream and provided an opportunity for public comments. There were no public comments.

5. Approval of Minutes of October 4, 2022

The minutes of October 4, 2022 were approved as presented.

6. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors. Mrs. Heistand noted a revision to the Consent Agenda, deleting Minerva Medina from section 6c.

Recommendation: AmyBeth Hodges moved approval of the Consent Agenda as revised, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

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6.a. Resignations/Retirements/Terminations

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Last Name	First Name	Position	Program	Term Date	Reason
Aldrich	Debra	Itinerant Teacher	Preschool	12/16/2022	Retirement
Baginski	Amanda	Teacher Assistant	Therapeutic Emotional Support	10/14/2022	Resignation
Baker	Francine	Instructional Advisor	Special Education	11/21/2022	Resignation
Biesecker	Megan	Speech Therapist	Preschool	11/21/2022	Resignation
DeMarzo	Stacey	Teacher	Multidisabilities Support	12/02/2022	Resignation
Fried	Terrae	Psychologist	Pupil Personnel Services	11/15/2022	Resignation
Gates	Gwen	Teacher Assistant	Learning Support	01/20/2023	Retirement
Kling	Heather	Personal Care Assistant	Life Skills Support	10/21/2022	Resignation
Ramsey	Taylor	Personal Care Assistant	Autistic Support	11/01/2022	Termination

6.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
Bortner	Carrie	Teacher	Preschool	10/19/2022	\$58,839.00	LIUEA F-8	188 Day Stretch
Burkholder	Kendra	Teacher	Multidisabilities Support	10/26/2022	\$47,257.00	LIUEA D-1	188 Days
Carbaugh	Jennifer	Staff Accountant	Business Services	10/19/2022	\$67,000.00	Act 93	260 Days
Davis	Catherine	Psychologist	Pupil Personnel Services	10/26/2022	\$76,031.00	LIUEA K-10	200 Days
Donnelly	Dawn	Teacher	Autistic Support	10/26/2022	\$47,257.00	LIUEA D-1	188 Days
Gilson	Samantha	Social Worker	Pupil Personnel Services	10/05/2022	\$52,622.00	LIUEA F-3	188 Days
Poff	Kylie	Teacher	Autistic Support	10/26/2022	\$47,257.00	LIUEA D-1	188 Days

6.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
Beck	Victoria	Student Support/Tutor	Nonpublic School Services	11/09/2022	\$15.00 per hour	Grant Funded	Part Time Hourly
Eckard	Wendy	Teacher Assistant	Autistic Support	10/26/2022	\$14.42 per hour	TA/PCA A-2	188 Days
Giesselbach	Ann	Student Support/Tutor	Nonpublic School Services	11/09/2022	\$26.37 per hour	Grant Funded	Part Time Hourly
Isaacson	David	Floating Teacher Assistant	Special Education	10/05/2022	\$15.28 per hour	TA/PCA D-2	188 Days
Maloney	Cathy	Secretary	Adult Education	10/19/2022	\$16.76 per hour	Sec C F-1	Part Time Hourly
Medina	Minerva	English as a Second Language Instructor	Adult Education	10/26/2022	\$20.84 per hour	Grant Funded	Part Time Hourly

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Pantano	Maria	Student Support/Tutor	Nonpublic School Services	10/15/2022	\$26.37 per hour	Grant Funded	Part Time Hourly
Phillips	Lisa	Student Support/Tutor	Nonpublic School Services	11/09/2022	\$15.00 per hour	Grant Funded	Part Time Hourly
Rosenkrans	Danielle	Student Support/Tutor	Nonpublic School Services	11/09/2022	\$26.37 per hour	Grant Funded	Part Time Hourly
Rout	Janell	Teacher Assistant	Autistic Support	10/19/2022	\$18.21 per hour	TA/PCA G-4	188 Days
Stouffer	Jealee	Teacher Assistant	Autistic Support	10/05/2022	\$14.42 per hour	TA/PCA E-1	188 Days
Theo	Susanna	Student Support/Tutor	Nonpublic School Services	TBD	\$15.00 per hour	Grant Funded	Part Time Hourly
Tucker	Patricia	Teacher Assistant	Therapeutic Emotional Support	10/26/2022	\$14.47 per hour	TA/PCA F-1	188 Days
Turner	Lynsie	Case Manager	Adult Education	10/19/2022	\$19.16 per hour	Adult Education B-1	260 Days

6.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Agency Nurse		Nurse	\$40.00 - \$56.26 per hour	Northeastern School District	08/23/2022 - 05/31/2023
Kelly Services		Personal Care Assistant (2)	\$255.99 per day	South Western School District	PRN/As Needed
Sterner	Marilyn	Interpreter	\$44.01 per hour	Bermudian Springs School District	10/07/2022

6.e. Professional Contract

Last Name	First Name
Higgins	Jillian

6.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Brumgard	Angelina	Teacher Assistant	Preschool	\$15.28 per hour	TA/PCA D-2	09/29/2022	\$15.66 per hour	\$15.28 per hour	Rate Correction
Cox	Kristine	Teacher	Special Education	\$35.91 per hour	LIUEA D-1 hourly	10/14/2022	n/a	n/a	Additional Part Time Temporary Position
Herring	Michael	Teacher	Special Education	\$35.91 per hour	LIUEA D-1 Hourly	10/14/2022	n/a	n/a	Additional Part Time Temporary Position
Paules	Carly	Itinerant Teacher	Hearing Impaired Support	\$43.19 per hour	LIUEA F-7 Hourly	10/10/2022	Full Time	Part Time Hourly	Work Calendar Change

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Wagner	Jennifer	Teacher Assistant	Life Skills Support	\$21.80 per hour	TA/PCA G-6	09/30/2022	Teacher LIUEA D-1 \$47,257.00	Teacher Assistant ESPA TA/PCA G-6 \$21.80 per hour	Position Transfer
Washingier	Ronda	Teacher	Multiple Disabilities Support	n/a	n/a	10/28/2022	n/a	n/a	Cancel Separation
Washingier	Ronda	Teacher	Special Education	\$35.91 per hour	LIUEA D-1 Hourly	10/31/2022	Full Time LIUEA F-13 \$72,258.00	Part Time Hourly LIUEA D-1 \$35.91 per hour	Position Transfer

6.g. Days Beyond Contract

Last Name	First Name	Position	Program	August 2022/2023 Number of Days	October 2022/2023 Number of Days	November 2022/2023 Number of Days
Conner	Corinne	Staff Developer	Educational Services	1	0	1.5
Ney-Shaffer	Chantelle	Staff Developer	Educational Services	0	1	1

6.h. Classroom Monitors

The following employees are recommended to join a pool of classroom monitors, to be paid at a rate of \$20.00 per hour or their current per diem hourly rate (whichever is higher):

Auchey	Judy
Barsom	Samia
Blokzeyl	Lindsay
Brenneman	Faith
Grady	Julie
Kane	Rebeca
Kraus	AnnMarie
Miller	Deborah
Stanton	Sandra

6.i. Student Workers

ID#	Location	Rate
10007147	New Oxford Training Site	\$7.25 per hour
10007148	New Oxford Training Site	\$7.25 per hour
10007149	New Oxford Training Site	\$7.25 per hour
10007150	New Oxford Training Site	\$7.25 per hour

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6.j. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of September 2022, showing cash on hand in the amount of \$30,456,871.70.

6.k. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,585,429.27.

6.l. Transportation Drivers

Background: A list of new transportation drivers was provided to LIU Board members throughout the school year, showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers.

6.m. Grant Requests

6.m.a. Franklin County IMPACT! Grant

Background: The Adult Education Program requests approval to apply for \$141,900 through the Franklin County IMPACT! Grant to support current costs and expand capacity of Franklin County Literacy Council's Adult Education Program.

Recommendation: Motion to grant approval for the Adult Education Program to submit a grant application to the Franklin County IMPACT! Grant for \$141,900 to be used to support current program costs, as well as expand capacity of Franklin County Literacy Council's Adult Education Program.

6.n. Board Policies for Second Reading/Adoption

Background: The following board policies were presented for adoption:

103 - Discrimination/Title IX Sexual Harassment Affecting Students

210 - Medications

216 - Student Records

218 - Student Discipline

222 - Tobacco and Vaping Products

224 - Care of Intermediate Unit Property

227 - Controlled Substances/Paraphernalia

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230 - Public Performances by Students

231 - Social Events and Class Trips

235 - Student Rights and Responsibilities

235.1 - Surveys

825 - TO BE DELETED - State Mandate Waivers - (PSBA recommends deleting policy as it is no longer needed)

Recommendation: Motion to adopt revised policies and delete policy 825.

6.o. Board Policies for First Reading

Background: The following policy revisions were presented for first reading.

237 - Electronic Devices

604 - Budget Adoption

608 - Bank Accounts

610 - Purchases Subject to Bid/Quotation

615 - Payroll Deductions

706 - Property Records

706.1 - Disposal of Surplus Property

Recommendation: No action required at this time. Policies will be presented for adoption on November 29, 2022.

6.p. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

1801 - ECYEH Foster Care Specialist (revised, renamed position)

8011 - Support Services/Student Liaison (new temporary position)

Recommendation: Motion to adopt new and revised job descriptions.

6.q. Job Description for Review

Background: The following job description was presented for review.

9002 - Language Instruction Educational Program (LIEP) Teacher (revision - title change)

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Recommendation: No action required at this time.

7. Action Items

7.a. Executive Director Employment Agreement

Recommendation: Motion to approve the Employment Agreement between the LIU Board of Directors and Dr. Jeffrey D. West, Executive Director, beginning May 1, 2023 through April 30, 2027. Dolores Nester moved approval of the Employment Agreement for the Executive Director, seconded by Vanessa Snell. Roll call vote recorded: Brandon Boyer/aye; Janon Gray/nay/; Sue Heistand/aye; AmyBeth Hodges/nay; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion carried with a vote of 9 ayes, 2 nays.

7.b. Affiliation Agreement with Keuka College

Background: The Occupational Therapy (OT) Program requests approval to enter into an affiliation agreement with Keuka College for the placement of students enrolled in the Occupational Therapy program to satisfy fieldwork requirements.

Recommendation: Motion to grant approval for the Lincoln Intermediate Unit to enter into an affiliation agreement with Keuka College for the placement of students enrolled in the Occupational Therapy program at Keuka College to complete field experience requirements effective November 1, 2022, renewing annually unless either party requests termination of this agreement. Vanessa Snell moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

7.c. Augmentative and Alternative Communication Study

Recommendation: Motion to grant approval for Elizabeth Wilkes of Rush University to conduct a study with current special education teachers for the purpose of identifying how speech-language pathologists can best support special education teachers and students who use augmentative and alternative communication (AAC) to communicate. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8. Presentation: Core Literacy Program - Tanya Morret, Training and Consultation

Supervisor, presented a proposal for purchase of curriculum for the Core Literacy Program. If approved at the next meeting, the proposed purchases would be paid through ESSR funding

9. Information Items

9.a. Core Literacy Program

Background: A committee was formed to recommend adoption of a literacy program(s) for the purpose of addressing and teaching literacy standards in the center classrooms that are

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assessed according to state mandates. ESSER money will be used to purchase the literacy programs. The proposed Core Literacy Program was presented by Tanya Morret.

Recommendation: No action required at this time. Two motions will be presented on November 29, 2022 for action.

- Motion to approve the purchase of *myPerspectives English Language Arts Core Literacy Program* by SAVVAS to address literacy standards in grades 6-8.
- Motion to approve the purchase of *Core Knowledge Language Arts Program* by Amplify to address literacy standards in grades K-5.

9.b. Lancaster Bible College Affiliation Agreement

Background: The Special Education (Student Services) Division requests approval to enter into an affiliation agreement with Lancaster Bible College (LBC) for a period of 3 years beginning November 29, 2022 through November 28, 2025. The agreement will allow LBC graduate students in the field of school counseling to be placed within the Lincoln Intermediate Unit to complete their field experience requirements.

Recommendation: No action required at this time. The following motion will be presented for consideration on November 29, 2022: Motion to adopt an affiliation agreement with Lancaster Bible College for the placement of students enrolled in the school counseling program effective November 29, 2022 through November 28, 2025.

9.c. Mail Ballot Election and Notification of Board Vacancies

Background: By December 1 of each year, the Secretary of the LIU Board notifies member school districts of the following:

1. The LIU Board’s intent to conduct the election of its Board members by mail ballot;
2. Board seats up for re-election and anticipated vacancies for the coming year; and
3. Deadline for submission of nominations for the LIU election ballot.

The following board seats will be up for election:

NEW THREE-YEAR TERMS BEGINNING JULY 1, 2023 – JUNE 30, 2026

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Dallastown Area York Suburban	June 30, 2026	Sue Heistand	Dallastown Area
Fairfield Area Gettysburg Area Upper Adams	June 30, 2026	AmyBeth Hodges	Gettysburg Area
Waynesboro Area	June 30, 2026	Mark Smith	N/A
City of York	June 30, 2026	Cassandra Liggins	N/A

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LIU BOARD UNEXPIRED TERM - JULY 1, 2023 THROUGH JUNE 30, 2024

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Spring Grove Area West York Area	June 30, 2024	Todd Gettys	West York Area

Recommendation: No action required at this time. The following motion will be presented on November 29, 2022: Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1 of all board seats that will be vacant or up for re-election as of July 1, 2023, and to request district nominations be submitted by February 22, 2023 for the spring election ballot.

9.d. Plumbing Renovations - Rest Room Repair Project

Background: Mr. Kessler provided an overview of the proposed rest room repair project.

The attached proposal is presented for review and consideration for approval at the November 29 meeting. As engineer for the project, Barton Associates would then handle all the construction documents, bidding, work, etc.

A rough cost estimate is \$50,000. Capital reserve dollars have been set aside to cover the cost for this project.

Recommendation: No action required at this time. A motion will be presented for consideration on November 29, 2022.

9.e. West Chester University Affiliation Agreement for Students Majoring in Health Sciences

Background: The Student Services/Special Education Division requests approval to enter into an Affiliation Agreement with West Chester University for the placement of students majoring in the health sciences, such as Speech Pathology. The agreement would be in place for a period of five years from the date of approval, and may be terminated for any reason with 30 days' notice. The agreement was presented for review with no action at this time.

Recommendation: No action required at this time. A motion will be presented for consideration at the next meeting on November 29, 2022.

10. President's Report

Mrs. Heistand provided another opportunity for public comment, with no comments received.

Since this was the last meeting before the Thanksgiving break, Mrs. Heistand wished everyone a great holiday with their family and friends. She also noted that the next meeting is Tuesday, November 29, 2022, and there is no meeting in December.

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11. Executive Director's Report

Dr. West provided an update on two of his annual goals.

Goal 1: Lead LIU12 Cabinet in key activities designed to sustain entrepreneurial growth and long-term financial viability for the organization. Duncan Simester training in design thinking is being expanded to the Leadership Team members. Cabinet members participated in Duncan Simester training in October through the Association of Educational Service Agencies. Jared Mader and his Assistant Director Ben Smith are providing training to the Leadership Team around the areas of business strategy framework and Design Thinking.

Goal 4: Reinvigorate our LIU brand so that it reflects the innovative, forward-thinking work we are doing as an educational service agency. Julie Romig presented a Branding Workshop for Cabinet and Leadership Team which aligns with the Duncan Simester program. Branding work will continue throughout the coming year with desired results of a refreshed logo, tagline and visual identity, as well as standardized messaging and materials that align with an updated brand identity.

12. Assistant Executive Director's Report

Dr. Trail reported that she is working with a committee of 15 Leadership Team members to develop a handbook for the Leadership Team, which has evolved into a Leadership Hub that will provide all necessary resources in one central location to equip them to be the best leaders they can be. There are currently 50 Act 93 staff on the Leadership Team.

13. Cabinet Reports

Julie Romig hosts monthly meetings of the Communications Advisory Council composed of ten employees representing all employee groups and divisions of the LIU. The Council will review the comprehensive planning goal on communication, streamline internal communications and proactively create a culture for two-way dialogue. Ms. Romig plans to capture the IU in video and the Communications Council has provided several potential ideas for this project.

Tracy Williams recently visited HR departments within Conewago Valley, Dover Area and West York Area school districts to solicit feedback on how the LIU HR staff may support their needs. She plans to visit Franklin County school districts during the month of November.

Dr. Brad Sterner reported on the achievements of two staff members within his division that have brought IU12 to the forefront. Charlie Trovato was one of ten persons selected to report on Gifted Education at a roundtable of the State Board of Education. In 2018, Tanya Morret was asked to serve on the same roundtable. Ms. Morret was recently asked to host the regional TAC leads across the state where she provided a tour of the IU. She was recognized as exemplar in leadership within TAC. The number of Training and Consultation consultants at IU12 has increased from 2 to 14 under her leadership.

Brent Kessler reviewed the timeline for preparation, development and approval of the General Operating Budget for 2023-2024. It will be presented to Superintendents and Business Managers during November, prior to presentation to the LIU Board on November 29. As soon as PSERS rates and health care rates are finalized, the proposed budget will be adjusted and

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presented to the Board on January 3 for final adoption before it is sent out to all school districts for vote. The final Teller's Report of votes on the budget will be presented on April 4. Mr. Kessler recognized the LIU Facilities staff for completing renovation of the Central Office lobby, fingerprinting and reception areas.

Dr. Leese reported that the Pupil Personnel Services (PPS) program hosted a professional development session with Dr. Scott Poland, Professor of the College of Psychology and Director of Suicide and Violence Prevention with Nova South Eastern University, and an internationally recognized expert in the field of intervention and prevention of school-age suicide. In April the IU will welcome Sara Ward, a master's level speech clinician, to present on understanding learning disabilities in the executive function (or dysfunction) and practical interventions. The PPS program is composed of 42 staff (psychologists, counselors, social workers). During the last month, the staff completed: 957 counseling sessions, 538 group counseling sessions, 50 threat assessments, 359 behavior consultations, 340 specific student meetings, 771 team consults, 187 responses to student crises, and 40 days of professional development.

Mr. Mader reported that the Educational Technology Services Division will host the third annual Student Helpdesk Forum in partnership with Harrisburg University on November 18 with 12 school districts and over 100 students at two locations--Harrisburg University and the LIU. This is a great opportunity for students to attend a conference, be presenters themselves, hear from keynote speakers, and see how they can transition from offering student helpdesk services while in school to the field of technology after graduation. Lincoln Edge currently has 260 students, which is 30% higher than the projected enrollment. The Division is getting ready to advertise for bids for the Lincoln Learning Network 5.0, with 16 representative school district members. In October, the Educational Technology Advisory Council hosted Mark Walz, an attorney with our Tech Pool Counsel, who spoke about the perils of educational technology and more recent litigation on freedom of speech and artificial intelligence.

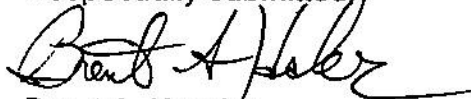
15. Good of the Order

No topics were discussed or presented for the good of the order.

16. Adjournment

Mrs. Heistand adjourned the meeting at 8:17 pm.

Respectfully submitted



Brent A. Kessler
Board Secretary

Next Meeting: November 29, 2022