



**BOARD OF DIRECTORS
MINUTES
June 7, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on June 7, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:48 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss a personnel matter.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended: 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, Dr. Lois Gunnet, Jared Mader, Julie Romig, Dr. Brad Sterner, Tracy Williams, Scott Wilt, 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 the following visitors: Dr. Jennifer Leese, candidate for the Director, Student Services and District Engagement position; and Mr. Brant Kenny, Manager, IT Services for LIU. Mrs. Heistand also welcomed visitors that may be attending via livestream and provided an opportunity for public comment. No public comments were received.

5. Presentation

Jared Mader was recognized by the Board for receiving the *Gary L. Miller Memorial Distinguished Service Award*, which is presented annually by the Pennsylvania Association of Intermediate Units to a deserving intermediate unit employee who exemplifies the dedication and leadership that Dr. Miller displayed in his 20 years of service with Midwestern Intermediate Unit IV.

6. Approval of Minutes of May 3, 2022

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. Items that require special attention may be removed from the consent agenda upon request.

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Recommendation: Motion to approve all recommendations under the Consent Agenda. Dolores Nester moved approval, seconded by Mark Schur. 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
Albin	Charlene	Secretary	Business Services	07/08/2022	Retirement
Bollinger	Katherine	Teacher	Intensive Learning Support	05/24/2022	Resignation
Cavey	Janet	Teacher Assistant	Multidisabilities Support	06/03/2022	Retirement
Chmilewski	Tanya	Interpreter	Hearing Impaired Support	05/27/2022	Resignation
De La Cruz-Gonzalez	Bianca	Social Worker	Pupil Personnel Services	06/01/2022	Resignation
Estep	Susan	Teacher Assistant	Autistic Support	05/27/2022	Retirement
Heaster	Cindy	Personal Care Assistant	Life Skills Support	05/31/2022	Retirement
Holmes	Sherri	Social Worker	Pupil Personnel Services	05/03/2022	Never Started
Hubbell	Vivian	Personal Care Assistant	District Contract	08/10/2022	Retirement
Innerst	Kevin	Systems and Network Specialist	Educational Technology Services	06/03/2022	Resignation
King	Kathryn	Teacher Assistant	District Contract	05/25/2022	Retirement
Kleiser	Diane	Teacher Assistant	Life Skills Support	06/01/2022	Retirement
Kline	Pamela	Teacher Assistant	Transition	05/27/2022	Retirement
Laird	Haley	Teacher	Autistic Support	06/03/2022	Resignation
Lalic	Katie	Teacher	Life Skills Support	05/26/2022	Resignation
Little	Tammy	Personal Care Assistant	District Contract	06/07/2022	Termination
Malehorn	Cierra	Teacher	Autistic Support	06/01/2022	Resignation
McMonigle	Anna	Teacher	Educational Technology Services	06/30/2022	Resignation
Miller	Cindy	Teacher Assistant	District Contract	05/25/2022	Retirement
Roth	Christina	Counselor	Pupil Personnel Services	06/03/2022	Resignation
Sersen	Kelsey	Teacher	Autistic Support	07/14/2022	Resignation
Stenger	Jacqueline	Occupational Therapist	Occupational and Physical Therapy Services	05/27/2022	Retirement
Stoner	Beverly	Teacher Assistant	Therapeutic Emotional Support	05/31/2022	Retirement
Taylor	Morghan	Personal Care Assistant	Autistic Support	05/27/2022	Resignation
Tomevi	Gregory	Case Manager	Adult Education	07/29/2022	Retirement

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
Beegle	Alicia	Social Worker	Pupil Personnel Services	06/22/2022	\$51,772.00	LIUEA F-1 (2022-2023 School Year)	188 Days
Mays	Joshua	Teacher	Multidisabilities Support	06/22/2022	\$46,457.00	LIUEA D-1 (2022-2023 School Year)	188 Days
Rodriguez	Dawn	Teacher	Intensive Learning Support	TBD	\$47,057.00	LIUEA D-3 (2022-2023 School Year)	188 Days
Snyder	Antoinette	Behavior Analyst	Pupil Personnel Services	06/29/2022	\$52,072.00	LIUEA F-2 (2022-2023 School Year)	188 Days
Tohill	Megan	Teacher	Multidisabilities Support	06/08/2022	\$46,457.00	LIUEA D-1 (2022-2023 School Year)	188 Days

7.c. Non-Certified Staff (Pending receipt of all required paperwork)

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Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Dark	Jonathen	Temporary Summer Help	Business Services	TBD	\$14.00 per hour	n/a	n/a
Hronis	Ioannis	Case Manager	Education Leading to Employment and Career Training (ELECT)	05/25/2022	\$19.10 per hour	Recruiter H-1	220 Days
Robison	James	Courier	Business Services	05/25/2022	\$15.09 per hour	Maint-Cust F-1	Part Time Hourly
Sponseller	Suzzette	Temporary Summer Help	Business Services	TBD	\$14.00 per hour	n/a	n/a
Trinks	Heather	Personal Care Assistant	Preschool	05/19/2022	\$15.34 per hour	TA/PCA F-2	188 Day Stretch

7.d. Professional Contracts

Last Name	First Name
Gardner	Cassandra
Sersen	Kelsey
Steier	Kelly
Tannous	Derek

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Cox	Kristine	Teacher	\$54.20 per hour	West York Area School District	March 1, 2022 - extended to end of school year
Johnson-Coble	Leslie	Teacher	\$34.78 per hour	Gettysburg Area School District	ASAP - May 27, 2022
Lentz	Rebecca	Teacher Assistant	\$17.81 per hour	Hanover Public School District Upper Adams School District	May 11, 2022 - May 12, 2022
Marcarelli	Michelle	Interpreter	\$37.75 per hour	Central York School District	June 1, 2022
Rose	Rhonda	Teacher	\$34.78 per hour	Hanover Public School District	August 23, 2021 - extended to June 3, 2022

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Barnes	Stacy	Temporary Summer Custodial Worker	n/a	\$14.00 per hour	n/a	06/06/2022	n/a	n/a	Additional Part Time Temporary Position
Bauerline	Lori	Associate Supervisor	Preschool	\$84,354.23 + \$2,500.00 One Time Stipend	Act 93	05/25/2022	\$84,354.23	\$84,354.23 + \$2,500.00 One Time Stipend	One Time Stipend - Completion of Doctorate Degree
Bowersox	Lauren	Itinerant Teacher	Preschool	\$56,589.00	LIUEA F-7 (2022-2023 School Year)	07/01/2022	\$50,768.00 LIUEA E-6 (2021-2022 School Year)	\$56,589.00 LIUEA F-7 (2022-2023 School Year)	Salary Column Movement - Master's Degree

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Breighner	Ashley	Itinerant Teacher	Preschool	\$65,931.00	LIUEA H-10 (2022-2023 School Year)	07/01/2022	\$60,661.00 LIUEA F-9 (2021-2022 School Year)	\$65,931.00 LIUEA H-10 (2022-2023 School Year)	Salary Column Movement - Master's + 30
Byers	Lauren	Teacher	Preschool	\$52,972.00	LIUEA F-5 (2022-2023 School Year)	07/01/2022	\$48,482.00 LIUEA E-4 (2021-2022 School Year)	\$52,972.00 LIUEA F-5 (2022-2023 School Year)	Salary Column Movement - Master's Degree
Clafferty	Paige	Associate Supervisor	Special Education	\$70,000.00	Act 93	07/01/2022	Instructional Advisor 188 Days LIUEA E-6 \$55,786.00	Associate Supervisor 200 Days Act 93 \$70,000.00	Position Transfer
Hnanciek	Melissa	Itinerant Teacher	Preschool	\$64,219.00	LIUEA H-9 (2022-2023 School Year)	07/01/2022	\$57,094.00 LIUEA F-8 (2021-2022 School Year)	\$64,219.00 LIUEA H-9 (2022-2023 School Year)	Salary Column Movement - Master's + 30
Polito	Joanna	Speech Therapist	Preschool	\$64,219.00	LIUEA H-9 (2022-2023 School Year)	07/01/2022	\$58,892.00 LIUEA G-8 (2021-2022 School Year)	\$64,219.00 LIUEA H-9 (2022-2023 School Year)	Salary Column Movement - Master's + 30
Rasch	Christine	Human Resources Manager	Human Resources	\$80,000.00	Act 93	07/01/2022	Human Resources Coordinator \$66,813.19	Human Resources Manager \$80,000.00	Position Update
Tannous	Derek	Temporary Summer Custodial Worker	n/a	\$14.00 per hour	n/a	06/06/2022	n/a	n/a	Additional Part Time Temporary Position
Tannous	Derek	Speech Therapist	Speech and Language Support	n/a	n/a	08/04/2022	05/31/2022	08/04/2022	Revised Separation Date
Washingier	Ronda	Teacher	Instruction in the Home	\$34.78 per hour	LIUEA D-1 Hourly	05/09/2022	n/a	n/a	Additional Part Time Temporary Position
Woodbury	Wendy	Temporary Summer Custodial Worker	n/a	\$14.00 per hour	n/a	06/06/2022	n/a	n/a	Additional Part Time Temporary Position

7.g. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2021/2022 Number of Days	July/August 2022/2023 Number of Days
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Hare	Deborah	Teacher	Language Instruction Educational Program	2	0
Hrycek	Lorrie	Staff Developer	Educational Services	7	1
Laurito	Jennifer	Staff Developer	Educational Services	0	4
McLaughlin	Matthew	Staff Developer	Educational Services	0	8.5
Miller	Jessica	Staff Developer	Educational Services	0	5
Peck	Molly	Staff Developer	Educational Services	0	3
Pero	Melissa-Ann	Staff Developer	Educational Services	0	0.5

7.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):

Baumgardner	Karen
Said	Katherine
Sandberg	Kathleen
Smith	Cathy
VanWhy	Amber
Woodbury	Wendy
Yox	Lea

7.i. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of April 30, 2022 in the amount of \$29,353,649.64.

7.j. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$13,058,342.72.

7.k. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of June 7, 2022.

7.l. Job Description for Adoption

Recommendation: Motion to adopt new job description for Director, Student Services and District Engagement.

7.m. Job Descriptions for Review

The following job descriptions were presented for review:

Human Resource Manager - new (This position replaces the job description for Assistant Director of Human Resources)

Assistant Director, Student Services - new

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Central Distribution/Mail Center Facilitator - revised

Recommendation: No action required at this time.

7.n. Board Policy for Review

A draft Board policy 108 - Adoption of Textbooks was presented for review.

Recommendation: No action required at this time.

7.o. Franklin County Fund, T.F.E.C. Grant

Recommendation: Motion to approve submission of a grant application to the Franklin County Fund, T.F.E.C. for \$7,000 to be used to expand capacity of Franklin County Literacy Council's Adult Education Program.

7.p. TFEC: GHCF UPstream Grant

Recommendation: Motion to grant approval to the Adult Education Program to submit a proposal to request \$10,000 through the TFEC: GHCF Upstream grant to expand capacity of the Franklin County Literacy Council's Adult Education services.

7.q. Truist Foundation Grant

Recommendation: Motion to grant approval for the Adult Education Program to submit a proposal to the Truist Foundation for \$5,000 to expand capacity of Franklin County Literacy Council's Adult Education services.

8. Action Items

8.a. Affiliation Agreement with West Chester University for Master of Counselor Education Candidates

Recommendation: Motion to adopt an affiliation agreement with West Chester University of Pennsylvania to provide clinical experiences to students enrolled in the Master of Counselor Education effective July 1, 2022, not to exceed a period of five years from the date of execution. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.b. Technology Pool Counsel Membership Renewal with Sweet, Stevens, Katz and Williams

Recommendation: Motion to renew the Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams in the amount of \$10,000 for the 2022-2023 school year for membership in the Technology Pool Counsel. Dolores Nester moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.c. Agreement with Faithful Transport

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Recommendation: Motion to approve an agreement with Faithful Transport to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

8.d. Agreement with Red Lion Bus, Inc.

Recommendation: Motion to approve an agreement with Red Lion Bus, Inc. to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

8.e. Agreement with Kelly Transit, Inc.

Recommendation: Motion to approve an agreement with Kelly Transit, Inc. to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027. Vanessa Snell moved approval, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

8.f. Agreement with Durham School Services, L.P.

Recommendation: Motion to approve an agreement with Durham School Services, L.P to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2026. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.g. Agreement with Krise Transportation, Inc.

Recommendation: Motion to approve an agreement with Krise Transportation, Inc. to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027. Dolores Nester moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

8.h. Non-General Fund Budgets 2022-2023

Recommendation: Motion to approve Non-General Fund budgets for 2022-2023, representing Federal and State Programs, donated funds and fee-funded programs and services. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

8.i. Transportation Budget 2022-2023

Recommendation: Motion to adopt a resolution authorizing submission of the Transportation budget for the 2022-2023 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. AmyBeth Hodges moved approval, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

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8.j. Memorandum of Understanding with ESPA for Office Support Staff to Work in ESY 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. Vanessa Snell moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

8.k. Teller's Report of Votes on Election of LIU Directors

Recommendation: Motion to adopt the Teller's Report of Votes on the Annual Election of LIU Directors. Cassandra Liggins moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

8.l. Appointment of Director of Student Services and District Engagement

Recommendation: Motion to appoint Dr. Jennifer Leese to the position of Director of Student Services and District Engagement at an annual salary of \$148,000 effective on or about July 1, 2022, with final date to be determined. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

9. Information Items

9.a. Approval of Fundraising Activity with Books-A-Million

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to grant approval for the LIU to participate in a fundraising activity with Books-A-Million beginning July 24, 2022 through August 21, 2022.

9.b. Kelly Services - Revised Pricing Sheet (Exhibit A)

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to adopt the revised pricing sheet with Kelly Services.

9.c. Appointment of Voting Delegate for PSBA Delegate Assembly

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to appoint a voting delegate to represent the LIU12 at the PSBA Delegate Assembly on November 5, 2022.

9.d. Agreement with Jacoby Transportation Inc.

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve an agreement with Jacoby Transportation, Inc to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027.

9.e. Agreement with F&S Transportation, Inc.

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve an agreement with F&S Transportation, Inc. to

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provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027.

9.f. Agreement with First Student, Inc.

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve an agreement with First Student, Inc. to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027.

9.g. Agreement with ALC Schools, LLC

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve an agreement with ALC Schools, LLC to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027.

9.h. District Contract Budgets 2022-2023

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve district contract budgets for 2022-2023.

9.i. Differentiated Supervision Plan

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to adopt the Differentiated Supervision Plan effective July 1, 2022 through June 30, 2028.

9.j. Early Intervention Special Education Plan Assurance 2022-2023

Recommendation: No action required at this time. The following motion will be presented on June 28, 2022: Motion to approve and sign the Mutually Agreed Upon Written Agreement for Early Intervention Services.

9.k. Nominating Committee Report

Dr. Mark Schur presented the proposed slate of officers for 2022-2023:

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

The election of officers will take place on June 28, 2022.

10. President's Report

- Mrs. Heistand welcomed Dr. Jennifer Leese to her new position as Director, Student Services and District Engagement and extended appreciation to Dr. Lois Gunnet for serving as the Interim Director while a search was conducted.
- A Board representative is needed to serve on the LIU Wellness Committee, which meets 2-3 times during the school year. Vanessa Snell expressed an interest, dependent upon when the meetings are held.

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- All Board members are invited to the annual Retirement Dinner at 5:30 p.m. on June 28, 2022. Responses are due to Jill Trostle by June 10, 2022.

11. Executive Director's Report

Dr. West briefly discussed the Extended School Year Program to be held July 6 through July 28 and the current shortage of paraprofessionals needed to fill 24 openings at York Learning Center, and 20 openings at Franklin Learning Center. The MOU approved by the Board this evening will allow the IU to attract office support staff to fill those positions on a temporary basis. The establishment of Kelly Services should also attract additional paraprofessionals to fill these openings. Dr. West publicly thanked the Special Education Supervisors and Special Education staff who will be on-site during the ESY Program to fill vacancies as needed. It would not be possible to offer the ESY services without their dedication to our students.

12. Assistant Executive Director's Report

Dr. Trail recognized the efforts of Charlie Trovato, our Supervisor of Professional Learning Services, who was instrumental in updating the Differentiated Supervision Plan that was presented to the Board for review this evening.

13. Cabinet Reports

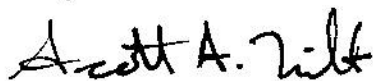
Cabinet members shared highlights from their written report which is attached to the official minutes of this meeting.

14. Good of the Order

Mrs. Heistand provided an additional opportunity for public comment. No public comments were received.

15. Adjournment

Being no further business to be conducted by the Board, the meeting adjourned at 8:40 p.m.



Scott A. Wilt
Board Secretary

Next Meeting: June 28, 2022 - 7:00 PM