



**BOARD OF DIRECTORS
MINUTES
May 3, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on May 3, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:42 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss a personnel matter, and will resume the executive session for personnel matters following adjournment.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended in person: Brandon Boyer, Sue Heistand, Sally Kacar, Cassandra Liggins, Mark Smith, Vanessa Snell and Douglas White. The following Board members attended virtually: Brian Hoffman, Dolores Nester, and Cynthia Rohrbaugh. 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: Mr. Brent Kessler, candidate for the Director of Finance position; and Ms. Stacy Kunkelman, Supervisor of Transportation Services. Mrs. Heistand also welcomed visitors that may be attending via livestream and provided an opportunity for public comment. No public comments were received.

5. Approval of Minutes of April 5, 2022

The minutes of the previous meeting were approved as presented.

6. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors.

Recommendation: Motion to approve all recommendations under the Consent Agenda. Dolores Nester moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

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6.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Barker	Kristin	Teacher Assistant	Life Skills Support	04/22/2022	Resignation
Burg	Amanda	Teacher	Emotional Support	06/01/2022	Resignation
Christian	Christie	Personal Care Assistant	Autistic Support	03/02/2022	Never Started
Crites	Brianna	Personal Care Assistant	Multidisabilities Support	04/06/2022	Resignation
Detter	Cindy	Preschool Data Specialist	Preschool	06/30/2022	Retirement
Dodge	Clay	Summer Help	Business Services	04/25/2022	Resignation
Eaton	Liberti	Teacher Assistant	Autistic Support	04/22/2022	Resignation
Felix	Beth	Teacher	Autistic Support	05/26/2022	Resignation
Havens	Taylor	Teacher Assistant	Autistic Support	05/06/2022	Resignation
Kleynen	Alyssa	Speech Therapist	Speech and Language Support	06/02/2022	Resignation
Loper	Owen	Temporary Summer Help	Business Services	04/21/2022	Resignation
Lucius	Alice	Licensed Practical Nurse	Special Education	04/22/2022	Resignation
Ludwig	Melissa	Teacher Assistant	Autistic Support	05/06/2022	Resignation
Maloney	Madison	Speech Therapist	Preschool	04/05/2022	Never Started
Merchant	Tanya	Psychologist	Therapeutic Emotional Support	06/06/2022	Retirement
Muniz	Luz	Intervener	Preschool	06/16/2022	Retirement
Olewiler	Kelly	Associate Supervisor	Special Education	08/16/2022	Retirement
Poole	Jennifer	Teacher Assistant	Life Skills Support	04/20/2022	Resignation
Pritchard	Anita	Speech Therapist	Preschool	06/16/2022	Retirement
Rauhauser	Christine	Teacher	Preschool	07/21/2022	Retirement
Reese	Stephanie	Teacher	Intensive Learning Support	05/27/2022	Retirement
Seager	Renee	Personal Care Assistant	Autistic Support	03/28/2022	Resignation
Swanson	Mieke	Physical Therapist	Occupational and Physical Therapy	04/28/2022	Resignation
Tannous	Derek	Speech Therapist	Speech and Language Support	05/31/2022	Resignation
Walter	Nina	Secretary	Special Education	06/30/2022	Retirement
Weaver	Robin	Personal Care Assistant	Life Skills Support	04/29/2022	Resignation
Wildasin	Dawn	Teacher Assistant	Preschool	06/16/2022	Retirement

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
Funari	Amanda	Speech Therapist	Preschool	05/25/2022	\$51,772.00	LIUEA F-1 (2022-2023 School Year)	188 Day Stretch
Garner	Amanda	Virtual Teacher	Special Education	04/13/2022	\$46,972.00	LIUEA D-6	188 Days
Holmes	Sherri	Social Worker	Pupil Personnel Services	06/08/2022	\$52,972.00	LIUEA F-5 (2022-2023 School Year)	188 Days
Parsons	Shilen	Social Worker	Pupil Personnel Services	06/08/2022	\$52,072.00	LIUEA F-2 (2022-2023 School Year)	188 Days
Richards	Hannah	Speech Therapist	Speech and Language Support	06/22/2022	\$51,772.00	LIUEA F-1 (2022-2023 School Year)	188 Days

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Sheaffer	Brooke	Speech Therapist	Speech and Language Support	04/27/2022	\$51,087.00	LIUEA F-1	188 Days
Shearer	Tarah	Teacher	Special Education	04/13/2022	\$34.78 per hour	LIUEA D-1	Part Time Hourly
Updyke	Abigail	Speech Therapist	Speech and Language Support	05/11/2022	\$51,772.00	LIUEA F-1 (2022-2023 School Year)	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
Bair	Angela	Teacher Assistant	Behavioral Intervention	04/27/2022	\$14.10 per hour	TA/PCA E-1	188 Days
Blake	Logan	Personal Care Assistant	Autistic Support	04/13/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Kloehr	Amanda	Temporary Community Outreach and Marketing Specialist	Education for Children and Youth Experiencing Homelessness	04/27/2022	\$22.35 per hour	Grant Funded	Temporary Part Time
Wiseman	Tammy	Building Attendant	Business Services	04/13/2022	\$16.48 per hour	Maint B + \$0.25 A-5	Part Time Hourly

6.d. Professional Contract

Last Name	First Name
Rankin	Shaina

6.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Knunk	Cheryl	Teacher	\$34.78 per hour	South Western School District	April 4, 2022 - June 3, 2022
Knaper	Tiffany	Teacher	\$34.78 per hour	Dallastown Area School District	March 11, 2022 - April 8, 2022

6.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Matthew	Hope	ABE/ASE Instructor	Adult Education	n/a	n/a	03/31/2022	Resignation	Retirement	Corrected Reason for Separation
Porreca	Rosemarie	Speech Therapist	Preschool	n/a	n/a	07/21/2022	06/16/2022	07/21/2022	Corrected Retirement Date
Wagaman	Katie	Site Administrator	Special Education	\$92,500.00 + \$2,500.00 One Time Stipend	Act 93	04/12/2022	\$92,500.00	\$92,500.00 + \$2,500.00 One Time Stipend	One Time Stipend - Completion of Doctorate Degree

6.g. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2021/2022 Number of Days	July/August 2022/2023 Number of Days
Baker	Brian	Teacher	Life Skills Support	1	0
Baquero	Lillian	Teacher Assistant	Life Skills Support	1	0
Beaverson	Karen	Teacher Assistant	Life Skills Support	1	0

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Carpenter	Carolyn	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Conner	Corinne	Staff Developer	Educational Services	27	7.5
D'Amore	Charlene	LIEP Teacher	Language Instruction Educational Program	2	0
Dell	Oleksandra	Teacher Assistant	Autistic Support	1	0
Deller	Jodi	Teacher Assistant	Life Skills Support	1	0
Dodge	Michelle	Teacher Assistant	Life Skills Support	1	0
Felix	Beth	Teacher	Autistic Support	1	0
Foster	Nancy	LIEP Teacher	Language Instruction Educational Program	2	0
Fritz	Peggy	Personal Care Assistant	District Contract	1	0
Gottshall	Theresa	Instructional Advisor	Act 89 Nonpublic School Services	2	0
Gouff	Amanda	Teacher	Autistic Support	1	0
Gray	Taylor	Teacher Assistant	Autistic Support	1	0
Hare	Deborah	LIEP Teacher	Language Instruction Educational Program	2	0
Harlacher	Wendy	Personal Care Assistant	Life Skills Support	1	0
Hrycek	Lorrie	Staff Developer	Educational Services	5	3
Kelbaugh	Amy	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Kraft	Lori	Teacher Assistant	Autistic Support	1	0
Laurito	Jennifer	Staff Developer	Educational Services	2	4
Lawrence	Jennifer	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Lightner	Vanessa	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Linder	Kathy	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Lloyd	Rachel	Personal Care Assistant	Life Skills Support	1	0
Lockett	Wendy	LIEP Teacher	Language Instruction Educational Program	2	10
Malehorn	Cierra	Teacher	Autistic Support	1	0
McCarney	Danielle	Teacher	Autistic Support	1	0
McLaughlin	Matthew	Staff Developer	Educational Services	10	8.5
Miller	Jessica	Staff Developer	Educational Services	4	0
Ney-Shaffer	Chantelle	Staff Developer	Educational Services	6	6
Orendorff	Angela	Teacher Assistant	Autistic Support	1	0
Oswald	Jennifer	Staff Developer	Educational Services	1	0
Peck	Molly	Staff Developer	Educational Services	1	2
Pero	Melissa-Ann	Staff Developer	Educational Services	6	4.5
Quinn	Erica	Teacher	Life Skills Support	1	0
Reese	Cathleen	LIEP Teacher	Language Instruction Educational Program	2	0
Sachelle	Diane	LIEP Teacher	Language Instruction Educational Program	2	0
Shearer	Rhonda	Personal Care Assistant	Life Skills Support	1	0
Szabo-Carney	Gabriella	LIEP Teacher	Language Instruction Educational Program	2	0
Thompson	Dorothy	Teacher	Life Skills Support	1	0
Wickard	Bridgette	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Williams	Tracy	Teacher Assistant	Autistic Support	1	0
Wonders	Lori	Associate Supervisor	Autistic Support	5	0
Yake	Nataliya	Personal Care Assistant	Life Skills Support	1	0
Young	Stephanie	Itinerant Teacher	Act 89 Nonpublic School Services	2	0
Zahi	Amy	Teacher Assistant	Autistic Support	1	0

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):

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Ashway	April
Bennett	Pamela
Bogart	Lauri
Brechbill	Karen
Chesney	Tiffany
Deller	Jodi
Haldeman-High	Patricia
Lookingbill	Robin
Martin	Danielle
Maynard	Angela
Miller	Elizabeth
Ness	Dawn
Said	Katherine
Sandberg	Kathleen
VanWhy	Amber
Woodbury	Wendy
Yox	Lea

6.i. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2022 in the amount of \$30,451,769.71.

6.j. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,110,954.08

6.k. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of May 3, 2022.

6.l. Job Description for Adoption

Background: The following job description was presented for adoption.

1800 - Community Outreach and Marketing Specialist (new)

Recommendation: Motion to adopt job description for new position 1800 - Community Outreach and Marketing Specialist.

6.m. Job Description for Review

Background: A new job description for Director, Student Services and District Engagement is proposed to replace the current job description for Director of Special Education. It was presented for review.

Recommendation: No action required at this time.

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6.n. Grant Application for Franklin County Literacy Council

Background: The Adult Education Program requests approval to submit a grant application to the Franklin County Fund, The Foundation for Enhancing Communities (T.F.E.C.) for \$7,000 to be used to expand capacity of Franklin County Literacy Council's Adult Education Program.

Recommendation: Motion to grant approval to submit a grant application to the Franklin County Fund, The Foundation for Enhancing Communities, for \$7,000 to be used to expand capacity of Franklin County Literacy Council's Adult Education Program.

6.o. School Calendar for Bridges Program 2022-2023

Background: The 2022-2023 school calendar for the Bridges Program is presented for adoption.

Recommendation: Motion to adopt the Bridges Program school calendar for 2022-2023.

7. Action Items

7.a. Renewal of Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams for Special Education Pool Counsel Membership

Recommendation: Motion to renew the Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams in the amount of \$6,500 for the 2022-2023 school year for membership in the Special Education Pool Counsel. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

7.b. Authority to enter into Student Training Agreements with the Office of Vocational Rehabilitation (OVR)

Recommendation: Motion to grant general authority to the appropriate LIU Special Education staff to enter into individual student training agreements with the Office of Vocational Rehabilitation. Vanessa Snell moved approval, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

7.c. Special Education Plan Assurance

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to PDE. Dolores Nester moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

7.d. Fair Share Agreement 2022-2023

Recommendation: Motion to adopt the proposed Fair Share Agreement for 2022-2023. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

7.e. Appointment of Nominating Committee for the Annual Election of Officers

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Recommendation: Motion to appoint AmyBeth Hodges and Mark Schur to serve on the Nominating Committee. Sally Kacar moved approval of the Nominating Committee, seconded by Brandon Boyer. Roll call vote recorded all in favor and the motion carried.

7.f. Kelly Services Agreement

Recommendation: Motion to enter into an agreement with Kelly Services for the provision of substitute services effective July 1, 2022. Vanessa Snell moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

7.g. Appointment of Director of Finance

Recommendation: Motion to approve a five-year employment agreement with Brent A. Kessler to serve as the Director of Finance, effective on or about July 1, 2022 (specific date to be determined), at an annual salary of \$155,000. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried. Mrs. Heistand welcomed Mr. Kessler to the LIU.

8. Information Items

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

Background: West Chester University has submitted an affiliation agreement to provide clinical experiences to University students enrolled in the Master of Counselor Education program. The Intermediate Unit approved a similar agreement last August 2021 for the placement of teacher candidates enrolled with West Chester University.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

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

Background: Mark Cheramie Walz ("Walz") or such other members of the SSKW attorney staff as are available and are acceptable to the IU, will provide telephone and electronic mail advice and opinions concerning computers, education technology, electronic devices, and related policies, to the administrator(s) designated by the IU as the contact. When appropriate and as often as possible in accordance with current practice, electronic mail opinions and advice, policies, guidelines, forms and worksheets, handouts and outlines, and other material of universal applicability or interest will be shared with the SSKW technology pool counsel community.

Walz or other SSKW attorneys acceptable to the IU will provide two half-day trainings and/or face-to-face consultations on technology-related issues to a joint meeting of the information technology staff from the IU's constituent school districts and career technical

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centers (“CTC”) during the 2022-2023 school year. Scheduling of trainings and consultations will be on a first come, first served basis.

Walz or other SSKW attorneys acceptable to the IU will provide two full-day (or full-day equivalents through half-days) training sessions, in-service sessions, or group consultations concerning education technology to the IU with the specific topics and nature and size of the audience to be determined solely by the IU. Scheduling of all training, in-servicing, and group meetings will be on a first come, first served basis. Mr. Mader noted that the Technology Pool Counsel has been in operation since 2014 and is completely funded by the IU at no charge to school districts.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

8.c. Agreement with Faithful Transport

Background: The Interim Director of Business Services recommends approval of an agreement between Faithful Transport and LIU 12 beginning July 1, 2022 through June 30, 2027 to provide pupil transportation services to school districts. Stacy Kunkelman, Supervisor of Transportation Services, reported that transportation contractors are switching from a per-mile rate, to a daily rate, which guarantees a specific percentage rate in the event of a mandatory shut down. In addition, all vehicles will be equipped with cameras and GPS. Red Lion Bus Company is a new contract, but all other transportation contracts are renewal contracts. Overall, contracts are increasing by 20%. Ms. Kunkelman noted that there is no contractor that has the capacity to accommodate all of the LIU's transportation needs.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: Motion to approve an agreement with Faithful Transport to provide pupil transportation services to school districts beginning July 1, 2022 through June 30, 2027.

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

Background: The Interim Director of Business Services recommends approval of a new agreement between Red Lion Bus, Inc. and LIU 12 beginning July 1, 2022 through June 30, 2027 to provide pupil transportation services to school districts.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

8.e. Agreement with Kelly Transit, Inc.

Background: The Interim Director of Business Services recommends approval of an agreement between Kelly Transit, Inc. and LIU 12 beginning July 1, 2022 through June 30, 2027 to provide pupil transportation services to school districts.

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Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

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

Background: The Interim Director of Business Services recommends approval of an agreement between Durham School Services, L.P. and LIU 12 beginning July 1, 2022 through June 30, 2026 to provide pupil transportation services to school districts.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

8.g. Agreement with Krise Transportation, Inc.

Background: The Interim Director of Business Services recommends approval of an agreement between Krise Transportation, Inc. and LIU 12 beginning July 1, 2022 through June 30, 2027 to provide pupil transportation services to school districts.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

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

Background: Non-General Fund Budgets are provided for board approval. These budgets represent Federal and State Programs, donated funds and fee-funded programs and services.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: Motion to approve Non-General Fund budgets for 2022-2023, representing Federal and State Programs, donated funds and fee-funded programs and services.

8.i. Transportation Budget 2022-2023

Background: The Administration recommends approval of a resolution authorizing the Transportation Budget Report PDE-2095 for the 2022-2023 fiscal year.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

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8.j. Memorandum of Understanding with ESPA for Office Support Staff to Work in ESY Program

Background: The Administration presents an MOU for approval, which would allow Office Support Staff to work temporarily for the Extended School Year Program. The same MOU was adopted by the LIU Board last year in order to fill vacancies within the ESY Program.

Recommendation: No action required at this time. The following motion will be presented on June 7, 2022: 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.

9. President's Report

Mrs. Heistand shared a quote in honor of Teacher Appreciation Day and Teacher Appreciation Week: *"Teaching is the greatest act of optimism."* She thanked all the teachers and all the staff for everything they do.

10. Executive Director's Report

Dr. West reported on the following topics:

- The third and final Listening and Sharing Forum for the school year is planned for Thursday, May 12, at the Franklin Learning Center. Forums are unfiltered and allow staff the opportunity to share concerns. Dr. West extended a special thanks to Julie Romig and Jared Mader and the team for their coordination of these events.
- The LIU will host the 41st Annual Golf Tournament on June 21, 2022 at the Hanover Country Club in Abbottstown. The Tournament supports the "Promoting Future Educators" scholarship fund, which provides \$1,000 scholarships to local graduating seniors from Adams, York and Franklin counties who plan to enter the field of Special Education.
- Dr. West continues to meet weekly with staff from ProactiveMD and CBiz to review use of the Health and Wellness Center and to determine strategies to increase participation of eligible employees.

11. Assistant Executive Director's Report

Dr. Trail reported on the following topics:

- The Emergency Assistance for Nonpublic Schools Grant (EANS) released first round of funding last June. As part of this grant, any staff hired by nonpublic schools have to be hired through the IU as IU staff. The second round of funding is ready to be released. A total of \$4.7M was allotted to ten nonpublic schools within the LIU footprint.
- National Teacher Appreciation Week was rebranded by the Employee Recognition Committee as National Educator Appreciation Week in order to honor all LIU staff. The committee reached out to local businesses and sponsors for product donations,

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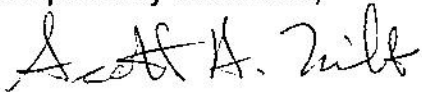
coupons and monetary donations, which were used to fill gratitude bags for each LIU staff member. The Cabinet and Tactical Team spent three hours filling gratitude bags for 1100 employees across our three-county region. The bags will be delivered to all staff between now and May 20. Dr. Trail extended appreciation to the Employee Recognition Committee, Cabinet members, and Tactical Team for their efforts toward this project, as well as her assistant, Khai Guidinger, who was phenomenal with coordinating all the details.

12. Cabinet Reports

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

Being no further business to be conducted by the Board, the meeting adjourned at 8:33 pm.

Respectfully submitted,



Scott A. Wilt
Board Secretary

Next Meeting: June 7, 2022 at 7:30 pm