



**LIU BOARD OF DIRECTORS  
MINUTES  
November 7, 2023**

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 7, 2023 at the LIU Central Office. Board President Dolores Nester called the meeting to order at 7:12 pm.

**2. Pledge of Allegiance**

The meeting was opened with the pledge of allegiance. Ms. Nester announced that the Board met in executive session prior to this meeting to discuss personnel matters.

**3. Roll Call**

The following Board members attended: Todd Gettys, Sally Kacar, Cassandra Liggins, Dolores Nester, Paul Richardson, Cindy Rohrbaugh, Tedd Sayres, Mark Smith, Vanessa Snell and Scott Wingard. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Dr. Michele Orner, Tracy Williams, Amy Crouse, and Jeffrey Ouelett, Esq., Appel, Yost & Zee, Board Solicitor.

**4. Recognition of Visitors and Public Comment: Dolores Nester, Board President**

Ms. Nester 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 3, 2023**

The minutes of October 3, 2023 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.

Vanessa Snell moved to approve the Consent Agenda, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

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**6.a. Resignations/Retirements/Terminations**

Last Name	First Name	Position	Program	Term Date	Reason
Ako	Jenna	Teacher Assistant	Life Skills Support	11/21/2023	Resignation
Barnett	Michele	Teacher Assistant	Multidisabilities Support	10/06/2023	Resignation
Daley	Lorie	Personal Care Assistant	Autistic Support	10/03/2023	Resignation
English	Jade	Teacher	Autistic Support	11/22/2023	Resignation
Faraone	Corinne	Teacher	Behavioral Intervention	12/15/2023	Resignation
Garskof	Lynn	Secretary	Adult Education	09/18/2023	Resignation
Gerber	Ryan	School Counselor	Pupil Personnel Services	11/21/2023	Resignation
Grove	Amy	Teacher Assistant	Autistic Support	12/08/2023	Retirement
Leatherman	Amy	Teacher Assistant	Autistic Support	10/13/2023	Resignation
Leib	Diane	Warehouse Assistant	Business Services	01/12/2024	Retirement
Martin	Kathi	Personal Care Assistant	District Contracted	10/30/2023	Resignation
McLaughlin	Alexa	Teacher	Student Services	12/08/2023	Resignation
Nash	Sydney	Teacher	Intensive Learning Support	12/12/2023	Resignation
Peyatt	Morgan	Teacher Assistant	Autistic Support	10/06/2023	Resignation
Pradeep	Rachel	Educational Interpreter	Hearing Impaired Support	09/29/2023	Resignation
Schwartz	Amy	Teacher	Student Services	11/21/2023	Resignation
Snyder	Charles	Educational Interpreter	Hearing Impaired Support	01/31/2024	Retirement
Whyland	Emily	Personal Care Assistant	District Contracted	11/03/2023	Resignation
Wilson	Rosemary	Job Coach	Transition	10/06/2023	Retirement
Wiseman	Tammy	Building Attendant	Business Services	11/03/2023	Resignation

**6.b. Professional Staff Nominations (contingent upon completion of required paperwork/clearances)**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Alvarnaz	Kevin	Lincoln Benefit Trust Manager	Business Services	12/13/2023	\$115,000.00	Act 93	260 Days
Gaus	Cassie	Teacher	Life Skills Support	11/01/2023	\$53,850.00	LIUEA F-3	188 Days
Kaiser	Ryan	Staff Developer	Educational Services	10/11/2023	\$56,513.00	LIUEA G-4	188 Days
Musick	Stacy	Staff Developer	Educational Services	11/08/2023	\$70,050.00	LIUEA F-12	188 Days
Trissler	Rolynn	Teacher	Behavioral Intervention	12/13/2023	\$47,157.00	LIUEA D-1	188 Days

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Weatherby	Ashley	Teacher	Autistic Support	11/01/2023	\$52,550.00	LIUEA F-1	188 Days
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**6.c. Non-Certified Staff (contingent upon completion of required paperwork/clearances)**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Albright	Kristy	Student Support/Tutor II	Nonpublic School Services	11/01/2023	\$26.37 per hour	Grant Funded	Part Time Hourly
Boyd	Sherie	Teacher Assistant	Multidisabilities Support	11/01/2023	\$14.78 per hour	TA/PCA A-2	188 Days
Helman	Rebekah	Secretary	Adult Education	11/01/2023	\$23.72 per hour	Sec C F-5	Part Time Hourly
Lauer	Cameron	Personal Care Assistant	Multidisabilities Support	11/01/2023	\$14.50 per hour	TA/PCA A-1	188 Days
Livingston	Meagan	Student Support/Tutor I	Nonpublic School Services	10/18/2023	\$15.00 per hour	Grant Funded	188 Days
Myers	Beth	Personal Care Assistant	Multidisabilities Support	10/18/2023	\$16.15 per hour	TA/PCA G-2	188 Days
Nelson	Nichole	Teacher Assistant	Autistic Support	11/15/2023	\$17.37 per hour	TA/PCA G-3	188 Days
Ney	Tamra	Teacher Assistant	Autistic Support	11/08/2023	\$14.78 per hour	TA/PCA A-2	188 Days
Scott	Alicia	Personal Care Assistant	Preschool	10/04/2023	\$14.50 per hour	TA/PCA A-1	188 Day Stretch

**6.d. Professional Contracts**

Last Name	First Name
Hogue	James

**6.e. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Dell	Debra	Teacher	\$53.23/hr	Conewago Valley SD	October 23, 2023-January 23, 2024
Rebenstein-Greer	Diana	TA	\$17.37	Northeastern SD	October 27, 2023
Rebenstein-Greer	Diana	TA	\$17.37	Eastern York SD	October 27, 2023
Haga	Katherine	PA	\$17.40	Northeastern SD	October 27, 2023
Rebenstein-Greer	Diana	TA	\$17.37	Lincoln Charter School	October 27, 2023

**6.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Cason	Amanda	Certified Occupational Therapy Assistant	Occupational and Physical Therapy Services	\$35.31 per hour	COTA-PTA A-6	08/21/2023	150 Days	188 Days	Position Transfer / Work Calendar Adjustment

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Isaacson	David	Teacher Assistant	Student Services	\$15.85 per hour	TA/PCA E-2	10/19/2022	\$15.28 per hour (2022-2023) TA/PCA D-2	\$15.85 per hour (2023-2024) TA/PCA E-2	Salary Column Correction
Nefflen	Benjamin	Teacher	Hearing Impaired Support	\$47,157.00	LIUEA D-1	10/23/2023	Personal Care Assistant Visually Impaired Support ESPA \$16.15 per hour TA/PCA G-2	Teacher Hearing Impaired Support LIUEA \$47,157.00 LIUEA D-1	Position Transfer
Stoner	Amanda	Teacher	Multidisabilities Support	\$47,157.00	LIUEA D-1	01/03/2024	Payroll Specialist Business Services Confidential Support \$52,403.13 260 Days	Teacher Multidisabilities Support LIUEA \$47,157.00 LIUEA D-1 188 Days	Position Transfer

**6.g. Student Workers**

ID#	Location	Rate
10007278	New Oxford Training Site	\$11.00 per hour
10007279	New Oxford Training Site	\$11.00 per hour
10007280	New Oxford Training Site	\$11.00 per hour
10007281	New Oxford Training Site	\$11.00 per hour
10007282	New Oxford Training Site	\$11.00 per hour
10007284	New Oxford Training Site	\$11.00 per hour

**6.h. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of September 30, 2023 showing cash on hand in the amount of \$27,902,276.63.

**6.i. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through October 20, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,075,224.38.

**6.j. Transportation Drivers**

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

Recommendation: Motion to accept the list of Transportation Drivers.

**6.k. Job Description for Review**

Background: The following job description is presented for review.

4020 Online Learning Secretary

Recommendation: No action required.

**7. Action Items**

**7.a. 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:

- The LIU Board’s intent to conduct the election of its Board members by mail ballot;
- Board seats up for re-election and anticipated vacancies for the coming year; and
- 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, 2024 – JUNE 30, 2027**

<b>Board Seat Represented</b>	<b>Term Expiration</b>	<b>Current Incumbent</b>	<b>Incumbent's Home District</b>
Greencastle-Antrim Fannett-Metal	June 30, 2027	Janon Gray	Greencastle

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West York Area Spring Grove Area	June 30, 2027	Todd Gettys	West York Area
Hanover Public South Western Southern York County	June 30, 2027	Sally Kacar	Hanover Public
Tuscarora	June 30, 2027	Paul Richardson	Tuscarora

**LIU BOARD UNEXPIRED TERMS**

<b>Board Seat Represented</b>	<b>Term Expiration</b>	<b>Current Incumbent</b>	<b>Incumbent's Home District</b>
Chambersburg	June 30, 2025	Vacant 12/1/23	N/A
Dover Northeastern	June 30, 2025	Vacant 12/1/23	N/A
Red Lion Area South Eastern	June 30, 2025	Vacant 12/1/23	N/A
Fairfield Area Gettysburg Area Upper Adams	June 30, 2026	Theodore Sayres	Fairfield Area

Recommendation: 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, 2024, and to request district nominations be submitted by February 23, 2024 for the spring election ballot. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

**7.b. Memorandum of Understanding**

Background: The Administration presents an MOU for renewal and approval, which will allow LIUEA professional staff to assist with the completion of Special Education Compliance Paperwork in classrooms with vacancies that began with the end of the 2021-22 school year and continue to present.

Recommendation: Motion to approve the renewal of a Memorandum of Understanding with the Education Association for professional staff to assist with the completion of Special Education Compliance Paperwork in specified classrooms. Vanessa Snell moved approval, seconded by Tedd Sayres. Roll call vote recorded: Todd Gettys/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Vanessa Snell/aye; Scott Wingard/abstain. The motion passed with a vote of 9 ayes.

## **8. Information Items**

### **8.a. Letter of Agreement with Turning Points, LLC**

Background: The administration requests approval to use ESSER Grant funds to contract with Turning Points, LLC to grow and strengthen our leadership team. The proposed fee for this service is \$9,470.00. This proposal includes 4 sessions of in-person professional growth and development during the LIU Leadership meetings from January – June 2024.

The following are expected outcomes:

- Leaders will be able to identify their personal growing edges and opportunities for their own personal leadership development (Leadership of Self).
- Leaders will be able to identify the mindsets and behaviors that are impeding their ability to realize their full potential as a leader.
- Leaders will be able to draw a parallel between saboteurs (Positive Intelligence™) and the reactive leadership tendencies (Leadership Circle®) that are that are impeding their growth as a leader.
- Leaders will begin to consider behaviors that will “move them across the circle” from reactive behaviors to creative behaviors.
- Leaders will be able to apply concepts learned to job-embedded, self-selected, personal leadership experiences, and be able to identify new ways of handling those situations in ways that are productive, creative, and free from saboteur interference.

Recommendation: No action required at this time. The following motion will be presented for consideration on November 28, 2023: Motion to approve a Letter of Agreement with Turning Points, LLC to grow and strengthen our leadership team. The proposed fee for this service is \$9,470.00 to be paid with ESSER grant funds.

### **8.b. Affiliation Agreement with Commonwealth University of Pennsylvania**

Background: The Student Services Division wishes to enter into an affiliation agreement with Commonwealth University of Pennsylvania to provide clinical experiences for students enrolled in their American Sign Language/English Interpreting program.

Recommendation: No action required at this time. The following motion will be presented for consideration on November 28, 2023: Motion to grant approval of a five-year affiliation agreement with Commonwealth University of Pennsylvania for the LIU12 to provide clinical experiences for Commonwealth University of Pennsylvania students.

## **9. Presidents Report**

- Ms. Nester provided another opportunity for public comments with no comments received.
- Ms. Nester recognized Election Day and thanked everyone for their attendance at the meeting.
- Ms. Nester reminded everyone that the next Board meeting on November 28, 2023 will be virtual only.

## **10. Executive Director's Report**

- Dr. West shared that all Board members have an opportunity to get a headshot taken by Jared Mader before the scheduled Board of Directors meetings on January 2, 2024 and March 5, 2024. The headshots could be used to update our Board of Directors website and also to highlight our Board members in our publications. Board members who are interested in scheduling a session should email Amy with a date and time that best suits their schedule.
- Dr. West also reminded the Board of the virtual board meeting on November 28, 2023.

## **11. Assistant Executive Director's Report**

- On November 3 the LIU hosted a safety and security event with a focus on Leadership Under Fire - Emergency Response and Management. The LIU worked with Mike McGough who brought in fourteen panelists who had the chance to speak with attendees in small group settings. Twenty-two out of the twenty-five school districts within the LIU footprint were represented. The total attendance was approximately 95 people. Dr. Trail received nothing but positive feedback about the event. Dr. Trail thanked Nicole Gallardo and Amy Crouse for all of their help to make the event successful.

## **12. Cabinet Report**

Julie Romig reminded the Board of the upcoming Legislative Forum that will be held on December 18, 2023 from 8:45am-10:30am. At this time, there are 25 attendees registered. Breakfast will be prepared and served by LIU12 students in our New Visions Secondary Student Transition program.

Dr. Orner shared that on October 20, members of the Special Education Advisory Council and Curriculum Council combined for a job-alike meeting. The purpose of this meeting was to help navigate PSSA, Keystone, and PVAAS data that is received. She also shared that the Educational Services Leadership Team recently spent a day with Dr. Mike McGough on the Gettysburg battlefield. Mike's seminars use the Gettysburg battlefield as a backdrop for the study of leadership strategies and techniques which was very helpful to their team.

Tracy Williams shared that the Human Resources department continues to work on recruitment and hiring. They are beginning to plan a job fair that will be held in the spring. Human Resources has spent a lot of time working on an internal manual to ensure that all of their processes are in writing. They have also been working on job descriptions and making sure they are up-to-date and on the proper three-year cycle.

Brent Kessler reported that the annual audit is complete and there were no findings. He reviewed the timeline for the 2024-2025 General Operating Budget which will be shared with Superintendents on November 14 and with the Board on November 28.

Dr. Leese shared that Dr. Bauerline and Dr. Bering recently participated in the Family Issues Roundtable which was a resource fair, addressing the topic of supporting grandparents who are raising their grandchildren. This past week Dr. Bauerline and Kelly Fox presented at the



PA Positive Behavior Supports Forum in Hershey. They spoke about early learners and behaviors at that level.

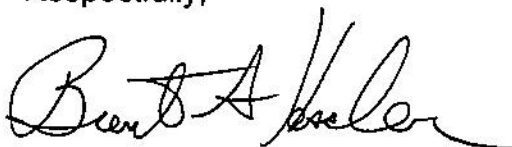
Jared Mader shared that the Educational Technology Services professional development team has been supporting STEELS implementation and the shifts in science instruction at several districts throughout October. Brant Kenny, Manager of IT Services, presented another cyber security workshop for MS-ISAC. Lincoln Edge is up to over 300 students enrolled and continues to grow. Last year at this time there were approximately 200 students enrolled.

**13. Good of the Order**

No additional information was presented for good of the order.

**14. Adjournment** – Vanessa Snell moved to adjourn, seconded by Sally Kacar. The meeting adjourned at 7:49 pm.

Respectfully,



Brent A. Kessler  
Board Secretary

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**Next Meeting: November 28, 2023**