



**LIU BOARD OF DIRECTORS
MINUTES
October 3, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on October 3, 2023 at the LIU Central Office. Board Vice President Todd Gettys called the meeting to order at 7:00 pm.

2. Pledge of Allegiance

The meeting was opened with the pledge of allegiance. Mr. Gettys 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, Janon Gray, Sally Kacar, Cassandra Liggins, Dolores Nester (left early at 7:18pm), Paul Richardson (arrived late at 7:15pm), Cindy Rohrbaugh, Tedd Sayres, Mark Schur, Vanessa Snell, and Scott Wingard. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Amy Crouse, and Jeffrey Ouelett, Esq., Appel, Yost & Zee, Board Solicitor.

4. Amend Agenda

Motion to Amend the Agenda: Board Vice President Todd Gettys entertained a motion to amend the agenda to move Information Item 8a - SignGlasses Service Agreement to Action Item 7f. Cassandra Liggins moved approval to amend the agenda, seconded by Sally Kacar. All Board members attending in-person and virtually voted favorably to amend the agenda, motion carried.

Motion to Approve the Agenda as Amended: Mr. Gettys asked for a motion to adopt the agenda as amended. Vanessa Snell moved to adopt the agenda as amended, seconded by Mark Schur. All Board members attending in-person and virtually voted to approve the agenda as amended and the motion carried.

Information Item 8a - SignGlasses Service Agreement was moved to Action Item 7f.

5. Recognition of Visitors and Public Comment: Todd Gettys, Board Vice President

Mr. Gettys provided an opportunity for public comments. There were no public comments.

6. Approval of Minutes of September 5, 2023

The minutes of September 5, 2023 were approved as presented.

7. 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 Mark Schur. All Board members present voted in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
10005958		Student Worker	Transition	08/17/2023	Position Ended
Ballantine	Victoria	Teacher Assistant	Life Skills Support	09/27/2023	Resignation
Brown-Hershner	Judith	Instructional Advisor	Preschool	01/15/2024	Retirement
Fetrow	Mary	Teacher Assistant	Life Skills Support	09/20/2023	Resignation
Holter	Ginalyn	Teacher Assistant	Life Skills Support	09/15/2023	Resignation
McCredie	Rebekah	Educational Interpreter	Hearing Impaired Support	10/31/2023	Retirement
Mills	Tracey	School Counselor	Nonpublic School Services	11/06/2023	Resignation
Moore	Jennie	Teacher Assistant	Autistic Support	09/28/2023	Resignation
Patterson	Vicky	Teacher Assistant	Preschool	08/31/2023	Resignation
Quichua	Kristen	School Counselor	Nonpublic School Services	11/10/2023	Resignation
Sterner	Alicia	Staff Developer	Educational Services	08/30/2023	Resignation
Thurman	Angela	Teacher	Life Skills Support	10/31/2023	Resignation
Topper	Kimberly	Secretary	Adult Education	01/02/2024	Retirement

7.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
Dooley	Sara	Speech-Language Pathologist	Speech & Language Support	09/27/2023	\$56,450.00	LIUEA F-6	188 Days
Enfield	Lauren	Occupational Therapist	Occupational & Physical Therapy Services	09/27/2023	\$52,550.00	LIUEA F-1	188 Days
Stewart	Kristine	Teacher	Multidisabilities Support	TBD	\$55,450.00	LIUEA F-5	188 Days

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7.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
DeMoss	Kelsey	Teacher Assistant	Autistic Support	10/04/2023	\$15.30 per hour	ESPA TA/PCA A-4	188 Days
Gilbert	Sherrie	Teacher Assistant	Autistic Support	09/27/2023	\$14.50 per hour	ESPA TA/PCA A-1	188 Days
Kenworthy	Maranda	Staffing & Onboarding Specialist	Human Resources	09/20/2023	\$20.94 per hour	ESPA Sec E G-1	260 Days
Neary	Ruthanne	Licensed Practical Nurse	Nonpublic School Services	09/21/2023	\$22.08 per hour	Grant Funded	Part Time Hourly
Petry	Tyler	Help Desk Tier I Representative	Educational Technology Services	09/27/2023	\$15.16 per hour	ESPA Tech B A-1	260 Days
Snader	Jeffrey	Case Manager	Education Leading to Employment & Career Training	09/13/2023	\$19.41 per hour	ESPA Recruiter F-1	220 Days

7.d. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
10005920		Student Worker	Life Skills Support	\$11.00 per hour	n/a	08/22/2023	\$7.25 per hour	\$11.00 per hour	Hourly Rate Adjustment
10006054		Student Worker	Transition	\$11.00 per hour	n/a	08/22/2023	\$7.25 per hour	\$11.00 per hour	Hourly Rate Adjustment
10006061		Student Worker	Student Services	\$11.00 per hour	n/a	08/22/2023	\$7.25 per hour	\$11.00 per hour	Hourly Rate Adjustment
10007149		Student Worker	Transition	\$11.00 per hour	n/a	08/22/2023	\$7.25 per hour	\$11.00 per hour	Hourly Rate Adjustment
10007182		Student Worker	Student Services	\$11.00 per hour	n/a	08/22/2023	\$7.25 per hour	\$11.00 per hour	Hourly Rate Adjustment
Lichtenberg	Abbey	Educational Technology Specialist	Educational Technology Services	\$78,153.60	Act 93	10/04/2023	Staff Developer LIUEA 188 Days LIUEA G-7 \$59,313.00	Educational Technology Specialist Act 93 260 Days \$78,153.60	Position Transfer
Nash	Sydney	Teacher	Intensive Learning Support	\$53,150.00	LIUEA F-2	08/08/2023	\$47,657.00 LIUEA D-2	\$53,150.00 LIUEA F-2	Salary Column Movement - Master's Equivalency

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Paules	Kristy	Intervener	Preschool	\$25.05 per hour	ESPA Intervener A-3	09/25/2023	Teacher Assistant ESPA TA/PCA F-3 \$17.32 per hour	Intervener ESPA Intervener A-3 \$25.05 per hour	Position Transfer
Steinour	Elaine	Staffing & Onboarding Specialist	Human Resources	n/a	n/a	09/29/2023	TBD	09/29/2023	Updated Retirement Date
Straley	Lindsay	Teacher	Emotional Support	\$62,050.00	LIUEA F-9	08/08/2023	\$59,186.00 LIUEA E-9	\$62,050.00 LIUEA F-9	Salary Column Movement - Master's Equivalency
Wagner	Melissa	Teacher	Transition	\$57,650.00	LIUEA F-7	08/08/2023	\$49,157.00 LIUEA D-7	\$57,650.00 LIUEA F-7	Salary Column Movement - Master's

7.e. Treasurer's Report

Recommendation: Motion to accept the Treasurer’s Report of August 31, 2023 showing cash on hand in the amount of \$33,775,665.32.

7.f. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through September 18, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,019,767.92.

7.g. 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.

7.h. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

2005 Accounting Generalist (revision of a current position with a new title - formerly called Joint Purchasing Board Coordinator)

2050 Lincoln Benefit Trust Manager (revision)

5005 Staffing and Onboarding Specialist (revision of a current position with a new title - formerly called Human Resources Recruiter)

Recommendation: Motion to adopt job descriptions.

7.i. Board Policies for Second Reading/Adoption

Background: The following Board policies were presented for second reading/adoption.

- 204 - Attendance
- 216.1 - Supplemental Discipline Records
- 220 - Student Expression/Dissemination of Materials
- 304.1 - Nepotism
- 702.1 - Crowdfunding
- 818 – Contracted Services Personnel

Recommendation: Motion to adopt board policies.

8. Action Items

8.a. Replacement Fire Alarm System for New Oxford Central Office

Background: We have had issues with the fire alarm system and the hardware at our New Oxford office. The entire system consisting of fire alarms, strobes, pull stations, and the main fire panel are all over 20 years old and now obsolete. We have solicited quotes from ESI and other companies. The final proposal with details and additional information is provided for review. We would use Capital Reserve funds to pay the \$97,000 total cost. Replacement of the system is completely necessary and critical to building safety.

Recommendation: Motion to approve the proposal from ESI for replacement of the fire alarm system at the New Oxford Central Office in the amount of \$97,507.00 using Capital Reserve Funds. Vanessa Snell moved approval, seconded by Sally Kacar. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.b. Proposal for Furniture for New Oxford Conference Rooms

Background: Attached is a proposal to replace the tables and chairs in five conference rooms (Lincoln, Lee, Grant, Jenny Wade and Pickett). This proposal is for 90 tables and 200 chairs that would match the new furniture in Chamberlain. The current wood tables and fabric chairs are over 20 years old and in poor condition. We have repaired tables and the hardware many times. Many chairs have stains, tears, and broken legs that we have fixed when possible.

We received quotes and fabric samples from multiple vendors to compare to the current tables and chairs in Chamberlain.

Capital Reserve Funds will be used to pay for the new furniture. This purchase will not impact the General Operating Budget or any other district costs.

Recommendation: Motion to approve the Proposal from Corbett Inc. for New Oxford Conference Rooms Furniture Replacement in the amount of \$155,068.00 using Capital Reserve Funds. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.c. Clear Path Pediatric Therapy LLC Contract

Background: The Student Services Division is requesting approval to enter into a contract with Clear Path Pediatric Therapy LLC to provide services to students in the Speech/Language program effective October 4, 2023.

Recommendation: Motion to approve a contract between Clear Path Pediatric Therapy LLC and the Lincoln Intermediate Unit 12 to provide services to students in the Speech/Language program effective October 4, 2023. Vanessa Snell moved approval, seconded by Scott Wingard. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.d. Termination of Kathleen B. Thomas

Background: A recommendation has been made to approve the termination of Kathleen B. Thomas, Counselor, effective 10/3/2023.

Recommendation: Motion to approve the termination of Kathleen B. Thomas, Counselor, effective 10/3/2023. Vanessa Snell moved approval, seconded by Sally Kacar. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.e. Termination of Sarah Jane Shull

Background: A recommendation has been made to approve the termination of Sarah Jane Shull, Teacher, effective 10/3/2023.

Recommendation: Motion to approve the termination of Sarah Jane Shull, Teacher, effective 10/3/2023. Mark Schur moved approval, seconded by Tedd Sayres. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.f. SignGlasses Service Agreement

Background: The Student Services Division is requesting approval to enter into a service agreement with SignGlasses to provide services to students in the Deaf and Hard of Hearing program effective October 4, 2023.

Recommendation: Motion to approve a service agreement between SignGlasses and the Lincoln Intermediate Unit 12 to provide services to students in the Deaf and Hard of Hearing program effective October 4, 2023. Mark Schur moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Schur/aye; Vanessa Snell/aye; Scott Wingard/aye. The motion passed with a vote of 11 ayes.

9. Information Items

There were no information items.

10. Presidents Report

Ms. Nester expressed thanks to Todd Gettys for stepping in to lead the meeting as she couldn't be there in person.

11. Executive Director's Report

- Dr. West held three Coffee and Conversation sessions during the month of September. Four sessions are scheduled for October at the following locations: York Learning Center, New Oxford Central Office, Franklin Learning Center, and Paradise School.
- Dr. West told all board members that the Board of Directors meeting on November 28 will be virtual only. No one will be at the New Oxford Central Office.

12. Assistant Executive Director's Report

- LIU 12 and LIU 13 collaborated to organize a Women's Leadership event on September 21, with a turnout of 35 attendees. The focus of the event was "Leadership of Self".
- The Fall Superintendent Symposium took place on September 27-29, 2023. The focus of the event was on safety and security. Plans are already in motion for the upcoming Spring Symposium.
- In November the LIU will be hosting a one-day event on safety and security. At this time, twenty school districts are signed up to attend.

13. Cabinet Report

Jared Mader reported that the Educational Technology Services Team recently held a Technology Advisory Council meeting, where a station rotation format was utilized. The meeting emphasized the role of technology in workforce development. Additionally, Jared mentioned their partnership with Transfer VR to teach students different trades and provide hands on experience.

Dr. Leese shared that the Paradise students had the opportunity to engage in a fall outdoor trip, involving both fishing and canoeing. Also, the Student Services Department met with the Special Education Advisory Council (SEAC). They revisited the purpose of SEAC meetings and discussed district needs.

Dr. Leese also provided a report for Educational Services. The Student Services Department and the Educational Services Department recently met to partner together to create resources for our district partners. Additionally, Educational Services hosted a New Teacher Induction on September 19. Thirty-five new teachers attended. Teacher induction moves to a two-year model effective 2024-2025 school year.

Brent Kessler provided a timeline for the General Operating Budget. The budget will be shared with Superintendents in November and will be shared with the Board at the November 28 Board of Directors meeting. On January 2 the Board will vote on the budget and give approval for the budget to be sent to the districts.

Brent also provided an update for the Human Resources Department. The Human Resources Department's current focus is on recruitment and retention. They are planning a spring hiring event. Additionally, they are creating a portal which will provide resources for HR directors from all three counties.

Julie Romig shared that the Strategic Communications job-alike meetings for this year have started and will continue on a monthly basis. Julie also shared that the Listening and Sharing Forums will start in November. A pre-forum survey is shared with all staff so they can ask questions or share concerns in advance. Lastly, Julie reminded everyone of the Legislative Forum & Breakfast that will be held on December 18. A formal invite will be sent out within the next two weeks.

14. Good of the Order

- Sally Kacar inquired whether the districts know how to access the STEM lending library, and Jared confirmed their knowledge of it.
- Todd Gettys welcomed Scott Wingard to the LIU Board of Directors.

15. Adjournment – Vanessa Snell moved to adjourn, seconded by Cassandra Liggins. The meeting adjourned at 7:42 pm.

Respectfully,



Brent A. Kessler
Board Secretary

/ac

Next Meeting: November 7, 2023