



**LIU BOARD OF DIRECTORS  
MINUTES  
September 5, 2023**

---

**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on September 5, 2023 at the LIU Central Office. Board President Dolores Nester called the meeting to order at 7:10 pm.

**2. Pledge of Allegiance**

The meeting 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: Janon Gray, Sally Kacar, Cassandra Liggins, Dolores Nester, Paul Richardson, Cynthia Rohrbaugh, Tedd Sayres, Mark Schur, Mark Smith 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, Jill Trostle, Amy Crouse, and Jeffrey Ouelett, Esq., Appel, Yost & Zee, Board Solicitor.

**4. Appointment of New Director**

The Board appointed Mr. Theodore Sayres Jr. of the Fairfield Area School District to serve the unexpired term for the board seat representing Fairfield Area School District, Gettysburg Area School District and Upper Adams School District through June 30, 2024. Sally Kacar moved to approve the appointment, seconded by Mark Schur. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/not present for vote; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 8 ayes.

**5. Oath of Office for Newly Elected Director**

Jeffrey Ouelett, Esq., Appel, Yost & Zee, Board Solicitor, conducted the swearing in of the following directors to serve unexpired terms beginning July 1, 2023 through June 30 2024.

Paul Richardson, Tuscarora School District

Theodore Sayres Jr., Fairfield Area School District

**6. 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.

**7. Approval of Minutes of August 1, 2023**

The minutes of August 1, 2023 were approved as presented.

**8. 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.

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

**8.a. Resignations/Retirements/Terminations**

Last Name	First Name	Position	Program	Term Date	Reason
Bermejo	Alexander	Summer Help	Business Services	07/20/2023	Resignation
Brenneman	Faith	Teacher Assistant	Autistic Support	09/15/2023	Resignation
Breon	Candice	Teacher Assistant	Autistic Support	06/02/2023	Resignation
Bull	Colleen	Itinerant Teacher	Hearing Impaired Support	09/22/2023	Resignation
Dell	Oleksandra	Teacher Assistant	Autistic Support	09/15/2023	Resignation
Evans	Eric	ABE/ASE Instructor	Adult Education	08/31/2023	Resignation
Geesey	Janelle	Teacher	Behavioral Intervention	10/17/2023	Resignation
Gingerich	Lisa	Teacher Assistant	Therapeutic Emotional Support	05/26/2023	Resignation
Goodling	Erin	Teacher	Life Skills Support	08/10/2023	Resignation
Herbert	Abby	Teacher Assistant	Multidisabilities Support	06/05/2023	Resignation
Kenney	Elisha	Teacher Assistant	Autistic Support	08/23/2023	Resignation
Kloehr	Amanda	Community Outreach & Marketing Specialist	Education for Children & Youth Experiencing Homelessness	07/14/2023	Resignation
Lindsey	Connie	Teacher Assistant	Autistic Support	08/15/2023	Resignation
LoDrago	Katiera	Teacher Assistant	Autistic Support	05/26/2023	Resignation
Love	Arielle	Personal Care Assistant	Multidisabilities Support	08/24/2023	Resignation
Pellman	Lisa	Staff Developer	Educational Services	09/08/2023	Resignation
Pero	Melissa-Ann	Staff Developer	Educational Services	09/22/2023	Resignation
Pleitez	Cherona	Student Support/Tutor I	Nonpublic School Services	06/07/2023	Resignation
Poff	Tammy	Behavior Analyst	Pupil Personnel Services	08/18/2023	Resignation
Reed	Karey	Speech-Language Pathologist	Speech & Language Support	10/13/2023	Resignation

**LIU Board of Directors Minutes  
September 5, 2023**

Robison	James	Courier	Business Services	08/31/2023	Resignation
Rudisill	Amanda	School Social Worker	Pupil Personnel Services	08/11/2023	Resignation
Sanders	Tracy	Teacher Assistant	Autistic Support	05/31/2023	Resignation
Sayers	Bethany	Personal Care Assistant	Autistic Support	08/21/2023	Resignation
Sheaffer	Brooke	Speech-Language Pathologist	Speech & Language Support	10/27/2023	Resignation
Sponseller	Suzzette	Summer Help	Business Services	08/24/2023	Resignation
Steele	Shannon	Personal Care Assistant	Hearing Impaired Support	08/14/2023	Resignation
Taylor	Dana	Personal Care Assistant	Autistic Support	06/02/2023	Resignation
Weaver	Chelsey	Instructional Advisor	Preschool	10/06/2023	Resignation
Wilkin	Trudy	Teacher	Life Skills Support	10/06/2023	Resignation

**8.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
Conrad	Rose	Teacher	Intensive Learning Support	TBD	\$70,050.00	LIUEA F-12	188 Days
Deardorff	Jaclyn	LIEP Supervisor	Language Instruction Educational Program	08/30/2023	\$88,324.05	Act 93	260 Days
Eckenroth	Suzanne	Occupational Therapist	Occupational & Physical Therapy Services	08/30/2023	\$54,650.00	LIUEA F-4	188 Days
Gillet	Kay	Transition Services Coordinator	Student Services	08/23/2023	\$57,650.00	LIUEA F-7	188 Days
Hackney	Alexander	School Social Worker	Nonpublic School Services	08/30/2023	\$40.38 per hour	LIUEA F-2 Hourly	Part Time Hourly
Wagner	Kylee	Teacher	Learning Support	08/16/2023	\$53,150.00	LIUEA F-2	188 Days

**8.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
Brunner	Lauren	Student Support/Tutor II	Nonpublic School Services	08/23/2023	\$26.37 per hour	Grant Funded	188 Days
Clarke	Damaris	Teacher Assistant	Autistic Support	09/06/2023	\$16.08 per hour	ESPA TA/PCA F-2	188 Days
Corbin	David	Teacher Assistant	Multidisabilities Support	09/13/2023	\$22.35 per hour	ESPA TA/PCA G-7	188 Days

**LIU Board of Directors Minutes  
September 5, 2023**

Groft	Kiley	Accounting Generalist - Joint Purchasing	Business Services	08/30/2023	\$22.54 per hour	ESPA Sec E G-2	260 Days
Holtzman	Crystal	Student Support/Tutor II	Nonpublic School Services	08/02/2023	\$26.37 per hour	Grant Funded	Part Time Hourly
Josephselvaraj	Jannet	Student Support/Tutor I	Nonpublic School Services	09/06/2023	\$15.00 per hour	Grant Funded	188 Days
King	Richard	ABE/ASE Instructor	Adult Education	08/16/2023	\$21.37 per hour	Grant Funded	Part Time Hourly
Mingora	Sophia	Personal Care Assistant	Multidisabilities Support	08/30/2023	\$14.88 per hour	ESPA TA/PCA G-1	188 Days
Mylet	Margaret	Case Manager	Education Leading to Employment and Career Training	08/16/2023	\$20.02 per hour	ESPA Recruiter H-1	220 Days
Northup	David	Courier	Business Services	09/06/2023	\$16.47 per hour	ESPA Maint-Cust C-3	Part Time Hourly
Sisto	Barbara	Student Support/Tutor II	Nonpublic School Services	08/30/2023	\$26.37 per hour	Grant Funded	Part Time Hourly
Smith	Marsha	Student Support/Tutor II	Nonpublic School Services	09/06/2023	\$26.37 per hour	Grant Funded	188 Days
Stein	Bonnie	Secretary	Student Services	09/06/2023	\$22.96 per hour	ESPA Sec C A-9	260 Days
Wolfe	Mykenzy	Personal Care Assistant	Multidisabilities Support	08/23/2023	\$14.50 per hour	ESPA TA/PCA A-1	188 Days

**8.d. Professional Contracts**

Last Name	First Name
Wagner	Melissa

**8.e. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
DiCesare	Rosemary	Interpreter	\$39.34/hr	Dallastown Area SD	August 16, 2023 - June 30, 2024
Imhoff	Jennifer	Interpreter	\$45.11/hr	Dallastown Area SD	August 16, 2023 - June 30, 2024
Haid	Paul	Interpreter	\$58.08/hr	Dallastown Area SD	August 16, 2023 - June 30, 2024

**LIU Board of Directors Minutes  
September 5, 2023**

**8.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Goodling	Erin	Teacher	Life Skills Support	\$55,450.00	LIUEA F-5	08/08/2023	ESY Teacher  Part Time Hourly  \$40.21 per hour  LIUEA F-4 Hourly	Teacher  188 Days  \$55,450.00  LIUEA F-5	Position Transfer
Hicks	Lindsay	Educational Interpreter	Hearing Impaired Support	\$36.67 per Hour	ESPA Interpreter II G-5	08/08/2023	Full Time	Part Time Hourly	Work Calendar Adjustment
Hogue	James	Associate Supervisor	Student Services	\$72,500.00	Act 93	08/23/2023	Instructional Advisor  LIUEA  188 Days  \$65,964.00 + \$5,000.00 IA Stipend  LIUEA DRT-8	Associate Supervisor  Act 93  200 Days  \$72,500.00  Act 93	Position Transfer
Lippy-Harner	Sarah	School Counselor	Pupil Personnel Services	\$56,927.00	LIUEA H-5	08/01/2023	School Psychologist  200 Days  \$59,177.66  LIUEA H-1	School Counselor  188 Days  \$56,927.00  LIUEA H-6	Position Correction
Maloney	Cathy	ABE/ASE Instructor	Adult Education	\$21.37 per Hour	Grant Funded	07/10/2023	Secretary  \$16.76 per Hour  ESPA Sec C F-1	ABE/ASE Instructor  \$21.37 per hour  Grant Funded	Position Transfer
Miller	Karen	Preschool Data Specialist	Preschool	\$20.57 per hour	ESPA Sec C B-6	08/14/2023	Teacher Assistant  Therapeutic Emotional Support  188 Days	Preschool Data Specialist  Preschool  260 Days  \$20.57 per hour	Position Transfer

**LIU Board of Directors Minutes  
September 5, 2023**

							\$16.94 per hour	ESPA Sec C B-6	
							ESPA TA/PCA B-6		
Pero	Melissa-Ann	Staff Developer	Educational Services	\$78,870.00	LIUEA DRT-13	08/02/2023	\$76,439.00	\$78,870.00	Salary Column Movement - Doctorate
							LIUEA I-13	LIUEA DRT-13	
Rippeon	Cassandra	Occupational Therapist	Occupational & Physical Therapy Services	\$61,298.00	LIUEA DRT-6	08/20/2023	\$58,313.00	\$61,298.00	Salary Column Movement - Doctorate
							LIUEA G-6	LIUEA DRT-6	
Rites	Kelsie	Instructional Advisor	Student Services	\$55,450.00 + \$5,000.00 IA Stipend	LIUEA F-5	08/08/2023	\$55,427.00 (2022-2023 School Year) + \$5,000.00 IA Stipend	\$55,450.00 (2023-2024 School Year) + \$5,000.00 IA Stipend	Salary Column Correction
							LIUEA H-5	LIUEA F-5	
Russell	Leah	Itinerant Teacher	Nonpublic School Services	\$68,044.00	LIUEA I-10	08/08/2023	\$65,113.00	\$68,044.00	Salary Column Movement - Master's + 45
							LIUEA G-10	LIUEA I-10	
Ryan	Kaylee	Teacher	Hearing Impaired Support	\$52,550.00	LIUEA F-1	08/08/2023	\$47,157.00	\$52,550.00	Salary Column Movement - Master's
							LIUEA D-1	LIUEA F-1	
Smith	Jeremy	Accounting Generalist	Business Services	\$24.75 per hour	ESPA Sec E F-4	08/07/2023	n/a	n/a	Cancel Separation - Reinstatement
Steinour	Elaine	Recruiter	Human Resources	n/a	n/a	TBD	09/05/2023	TBD	Separation Date Revision - TBD
Thomas	Shawnee	Teacher	Multidisabilities Support	\$56,450.00	LIUEA F-6	08/08/2023	\$49,157.00	\$56,450.00	Salary Column Movement - Master's
							LIUEA D-6	LIUEA F-6	

**8.g. Days Beyond Contract**

Last Name	First Name	Position	Program	August 2023	October 2023	November 2023	December 2023	March 2024	April 2024
Peck	Molly	Staff Developer	ENTP	2	1	2	1	.5	1

**8.h. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of July 31, 2023 showing cash on hand in the amount of \$24,202,242.25.

**8.i. Financial Report**

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

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$7,236,577.59.

**8.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.

**8.k. Job Descriptions for Review**

Background: The following job descriptions were presented for review.

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: No action required.

**8.l. Board Policies for First Reading**

Background: The following Board policies were presented for first reading.

204 - Attendance

216.1 - Supplemental Discipline Records

220 - Student Expression/Dissemination of Materials

304.1 - Nepotism

702.1 - Crowdfunding

Recommendation: No action required at this time.

**8.m. Board Policies for Second Reading/Adoption**

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

011- Principles for Governance and Leadership

201 – Admission of Students

202 – Eligibility of Nonresident Students

217 – Graduation

707 - Use of Intermediate Unit Facilities

708 - Lending of Equipment and Books

710 - Use of Intermediate Unit Facilities and Vehicles by Staff

716 - Integrated Pest Management

810 – Transportation  
810.2 - Transportation - Video/Audio Recording  
810.3 - School Vehicle Drivers  
913 - Nonschool Organizations/Groups/Individuals

Recommendation: Motion to adopt policies.

### **8.n. Board Policy for Deletion**

Background: The following policies were recommended for deletion.

810.1 DELETE Transportation Personnel Drug and Alcohol Testing

Recommendation: Motion to delete policy 810.1.

## **9. Action Items**

### **9.a. Access Technology LLC**

Background: The Student Services Division requests approval of an agreement with Access Technology LLC to retain the services of a contractor to provide Orientation and Mobility and TVI services as needed at a rate of \$150 per hour for Orientation and Mobility, and \$125 per hour for TVI services, effective September 6, 2023.

Recommendation: Motion to adopt an agreement between the LIU Student Services and District Engagement Division and Access Technology LLC to provide Orientation and Mobility and TVI services as needed at a rate of \$150 per hour for Orientation and Mobility, and \$125 per hour for TVI services, effective September 6, 2023. Cassandra Liggins moved approval, seconded by Sally Kacar. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

### **9.b. East Carolina University Health Science Schools and Colleges Agreement**

Background: The Student Services Division requests approval of an affiliation agreement with East Carolina University Health Science Schools and Colleges for the LIU to provide opportunities for student observations, student teaching and field experience to students enrolled in East Carolina University's health profession degree programs effective September 6, 2023 through June 30, 2026.

Recommendation: Motion to adopt an agreement between the LIU Student Services and District Engagement Division and East Carolina University Health Science Schools and Colleges for the LIU to provide opportunities for student observations, student teaching and field experience to students enrolled in East Carolina University's health profession degree programs effective September 6, 2023 through June 30, 2026. Mark Schur moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye;



Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

### **9.c. Penn State Affiliation Agreement for Occupational Therapy Assistants and Physical Therapy Assistants**

Background: The Student Services Division requests approval of an affiliation agreement with Penn State University for the LIU to provide opportunities for student observations, student teaching and field experience to students enrolled in Penn State University's Occupational Therapy Assistant and Physical Therapy Assistant degree programs effective September 6, 2023.

Recommendation: Motion to adopt an agreement between the LIU Student Services and District Engagement Division and Penn State University for the LIU to provide opportunities for student observations, student teaching and field experience to students enrolled in Penn State University's Occupational Therapy Assistant and Physical Therapy Assistant degree programs effective September 6, 2023. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

### **9.d. Transportation Budget Resolution for 2022-2023**

Background: The Administration recommends approval of a resolution authorizing the Transportation Budget Report - PDE-2099 for the 2022-2023 fiscal year.

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. Mark Schur moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

### **9.e. Equalize Sensory Services Contract**

Background: The Student Services Division is requesting approval to enter into a contract with Equalize Sensory Services to provide services to students in the Vision Impaired program effective September 6, 2023.

Recommendation: Motion to approve a contract between Equalize Sensory Services and the Lincoln Intermediate Unit 12 to provide services to students in the Vision Impaired program effective September 6, 2023. Mark Schur moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

**9.f. Notice of Hearing/Statement of Charges - Kathleen B. Thomas**

Background: A recommendation has been made to adopt the resolution approving the issuance of a Notice of Hearing/Statement of Charges against Ms. Kathleen B. Thomas.

Recommendation: Motion to adopt the resolution approving the issuance of a Notice of Hearing/Statement of Charges against Ms. Kathleen B. Thomas. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

**9.g. Notice of Hearing/Statement of Charges – Sarah Jane Shull**

Background: A recommendation has been made to adopt the resolution approving the issuance of a Notice of Hearing/Statement of Charges against Ms. Sarah Jane Shull.

Recommendation: Motion to adopt the resolution approving the issuance of a Notice of Hearing/Statement of Charges against Ms. Sarah Jane Shull. Scott Wingard moved approval, seconded by Mark Schur. Roll call vote recorded: Janon Gray/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Theodore Sayres/aye; Mark Schur/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

**10. Information Items**

**10.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: No action required at this time. The following motion will be presented for consideration on October 3, 3023: 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.

Cassandra Liggins asked if the new fire alarm system has a warranty. Brent Kessler will research this information and a follow-up email will be sent to the Board.

**10.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: No action required at this time. The following motion will be presented for consideration on October 3, 2023: 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.

### **10.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 September 6, 2023.

Recommendation: No action required at this time. The following motion will be presented for consideration on October 3, 2023: 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 September 6, 2023.

## **11. President's Report**

- Ms. Nester welcomed everyone to the beginning of the new school year.
- Board members were encouraged to attend meetings in-person when available.
- Ms. Nester provided another opportunity for public comments with no comments received.

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

- Dr. West announced the third year of Listening & Sharing Forums will start on November 15 at York Learning Center. The Listening and Sharing Forums were started during the 2021-2022 school year to create opportunities for two-way engagement with staff members. There will be three forums this school year, held both in-person and virtually.
- Coffee and Conversation sessions will also be held by Dr. West throughout this school year. The first session of the year will be held September 7 at the Franklin Learning Center. These sessions are informal and will be another opportunity for staff to interact directly with Dr. West.

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

- The first Leadership Team Meeting for the year will be held on September 6. There will be 5 Leadership Team Meetings held throughout the year. The focus this year will be on Leadership of Self, Leadership of Services, and Leadership of Staff.
- Dr. Trail thanked the Board for their support for the MG Tactical contract. MG Tactical led a training at the New Oxford Central Office on August 17. Administration received positive feedback from staff regarding the event and plan to schedule training at our three center locations.
- The Employee Recognition Committee has new volunteers and met for the second time this year on September 5.
- The Fall Superintendent's Symposium is coming up on September 27-29. Sixteen superintendents are registered to attend.
- Dr. Trail is collaborating with Dr. Bertrand from Intermediate Unit 13 to plan a one-day Women's Retreat to be held at the end of September.

### **14. Cabinet Report**

Jared Mader announced that the Multi State Information and Analysis Center (MS-ISAC), in conjunction with the Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA), held their annual national conference August 8-9, 2023, in Salt Lake City. Brant Kenney was asked to speak at the event and share his experience on network security and cyber security. Additionally, Jared Mader was asked to speak at a cybersecurity summit at the White House where school administrators, educators, and private cybersecurity experts discussed best practices in keeping our schools safe from cyberattacks. Lincoln Edge enrollment is at 258 active enrolled students.

Dr. Leese shared that all classrooms are up and running. The newly-purchased PAES labs (career and exploration labs) are being setup and staff have been trained. She also shared about two public relations events that have recently occurred. The Gettysburg Times recognized the Lincoln Intermediate Unit in a section called "The Business of Giving." Additionally, on August 29, ABC 27 highlighted the education provided by the Intermediate Unit at the Children's Home of York.

Mr. Kessler shared that the state budget was passed therefore a line of credit is no longer needed. State and federal dollars are flowing. The Lincoln Intermediate Unit's financial status is good and all revenue is caught up as of August 31.

Tracy Williams shared that the HR Department is busy with the recruitment and onboarding of staff for the school year. The HR team will be visiting the centers on a regular basis this coming year. The HR department is developing a portal that will provide resources for HR professionals in district settings.

Dr. Orner thanked the HR, Business Services, and Educational Technology teams for their help with opening inservice day on August 8. Dr. Orner announced the new registration system for IU-hosted events, PowerSchool Professional Learning.

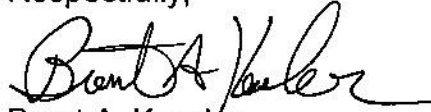
Julie Romig announced that the Legislative Forum will be held on December 18 from 9:00am-10:30am. Invitations will be sent to Elected Officials, Superintendents and the Board in the

near future. The Strategic Communicators job alike group will begin meeting monthly to provide communication support to our districts.

**15. Good of the Order** - No additional information was presented for good of the order.

**16. Adjournment** – Cassandra Liggins moved to adjourn, seconded by Sally Kacar. The meeting adjourned at 8:06 pm.

Respectfully,



Brent A. Kessler  
Board Secretary

/ac

**Next Meeting: October 3, 2023**