



**LIU BOARD OF DIRECTORS
MINUTES
May 2, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on May 2, 2023 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:02 pm.

2. Pledge of Allegiance

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

3. Moment of Silence for Dr. Judith Higgins

A moment of silence was held in honor of Dr. Judith Higgins, former Board President, who passed away on April 16, 2023. Dr. Higgins served on the LIU Board as a representative of the Eastern York and Central York School Districts from 2001 through 2011. During that time, she served in the following roles:

Board Secretary - February 2003 through November 2007
Board President - July 2008 through November 2011

4. Roll Call

The following Board members attended: Todd Gettys, Janon Gray, Sue Heistand, Brian Hoffman, Sally Kacar, Cassandra Liggins, Dolores Nester, Paul Richardson, Cynthia Rohrbaugh, Mark Schur, Mark Smith and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Jared Mader, Dr. Michele Orner, Tracy Williams, Jill Trostle, and Jeffrey Ouellet, Esq., Appel, Yost & Zee, Board Solicitor.

5. Recognition of Visitors and Public Comment: Sue Heistand, Board President

Mrs. Heistand welcomed visitors that may be viewing the meeting via livestream and provided an opportunity for public comments. There were no public comments.

6. Presentation

There was no prescheduled presentation at the time the agenda was prepared and made public; however, as part of the Assistant Executive Director's report, Dr. Trail introduced Michelle Swemley, Coordinator of the ELECT Program, who provided a brief overview of the

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services available to pregnant and parenting teens. The program employs 4 case managers who are currently serving 53 students from 28 school entities and 32 social service agencies. The main purpose of the program is to provide assistance to pregnant and parenting teens so they may remain in school and/or achieve their G.E.D.

7. Approval of Minutes of April 4, 2023

The minutes of the April 4, 2023 Board of Directors' meeting 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. Todd Gettys moved to approve the Consent Agenda, seconded by Cassandra Liggins. 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
Auchey	Judy	Teacher Assistant	Behavioral Intervention	06/01/2023	Retirement
Eser	Margaret	Personal Care Assistant	Multidisabilities Support	08/31/2023	Retirement
Findlay	Caitlyn	Teacher	Life Skills Support	05/31/2023	Resignation
Greer	Heather	Instructional Advisor	Student Services & District Engagement	05/26/2023	Resignation
Hill	Ellen	Teacher Assistant	Multidisabilities Support	05/10/2023	Resignation
Mattscheck	Judith	Teacher	Behavioral Intervention	05/26/2023	Retirement
Nimtz	Kathleen	Teacher Assistant	Autistic Support	05/05/2023	Resignation
Nittinger	Lisa	Teacher Assistant	District Contract	05/01/2023	Retirement
Racey	Joyce	Secretary	Student Services & District Engagement	06/30/2023	Retirement
Renehan	Cynthia	Associate Director	Student Services & District Engagement	08/25/2023	Retirement
Rose	Rhonda	Teacher	Multidisabilities Support	06/02/2023	Retirement
Schuj	Martin	Lincoln Benefit Trust Manager	Business Services	05/02/2023	Termination
Shearer	Cheryl	Teacher Assistant	Multidisabilities Support	06/01/2023	Retirement
Sherman	Benson	Teacher Assistant	Autistic Support	03/30/2023	Resignation
Smith	Hillary	Personal Care Assistant	Multidisabilities Support	06/02/2023	Resignation
Stansbury	Katherine	Speech Therapist	Speech & Language Support	06/02/2023	Resignation
Updyke	Abigail	Speech Therapist	Speech & Language Support	06/02/2023	Resignation
Wenrich	Isabella	Help Desk Tier I Representative	Educational Technology Services	04/26/2023	Resignation

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

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Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Carver	Julie	Itinerant Teacher	Nonpublic School Services	TBD	\$55,450.00 (2023-2024 School Year)	LIUEA F-5	188 Days
DeMarzo	Stacey	Teacher	Multidisabilities Support	05/03/2023	\$59,586.00	LIUEA E-13	188 Days
Fraim	Julia	Speech Therapist	Speech & Language Support	06/07/2023	\$52,550.00 (2023-2024 School Year)	LIUEA F-1	188 Days
Frey	Sharon	Instructional Advisor	Student Services & District Engagement	TBD	\$69,882.00 + \$5,000.00 IA Stipend (2023-2024 School Year)	LIUEA H-11 + \$5,000.00 IA Stipend	188 Days
Gray	Michael	Specials Teacher (PE)	Student Services & District Engagement	05/17/2023	\$64,544.00	LIUEA I-9	188 Days
Rickrode	Maggie	Teacher	Autistic Support	04/19/2023	\$47,257.00	LIUEA D-1	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
Haskell	Mackenzie	Personal Care Assistant	Autistic Support	04/19/2023	\$14.21 per hour	TA/PCA B-1	188 Days
Monroe	Geric	Custodian	Business Services	04/19/2023	\$13.78 per hour	Maint-Cust B + \$0.25 A-1	260 Days
Rutz	Braquel	Personal Care Assistant	Autistic Support	04/12/2023	\$15.76 per hour	TA/PCA G-2	188 Days

8.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Gray	Taylor	Teacher Assistant	\$16.95 per hour	Gettysburg Area School District	05/25/2023
Hockensmith	Kimberly	Interpreter	\$37.21 per hour	Bermudian Springs School District	05/19/2023
Knovich	Hollie	Interpreter	\$35.48 per hour	Dallastown Area School District	05/02/2023 and 05/04/2023
Imhoff	Jennifer	Interpreter	\$44.01 per hour	Central York School District	05/20/2023
Moul	Debra	Interpreter	\$40.02 per hour	Dallastown Area School District	05/02/2023 and 05/04/2023
Rubenstein-Greer	Diana	Teacher Assistant	\$16.95 per hour	Eastern York School District	05/24/2023
TBD		Teacher	\$35.91 per hour	Spring Grove Area School District	04/03/2023 - 06/01/2023

8.e. Professional Contracts

Last Name	First Name
Knott	Jennifer
Price	Kimberly

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8.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bermejo	Jennifer	Accounting Manager	Business Services	\$79,483.50	Act 93	05/03/2023	Staff Accountant \$61,986.51	Accounting Manager \$79,483.50	Position Transfer
Carbaugh	Jennifer	Supervisor of Accounting	Business Services	\$70,368.60	Act 93	05/03/2023	Staff Accountant \$67,000.00	Supervisor of Accounting \$70,368.60	Position Change
Miller	Mariah	Teacher	Student Services & District Engagement	\$35.91 per hour	LIUEA D-1 Hourly	04/17/2023	n/a	n/a	Instruction in the Home
Proper	Leslee	Teacher	Autistic Support	\$53,222.00	LIUEA F-5	04/24/2023	\$53,838.00	\$53,222.00	Salary Correction
Woodbury	Wendy	Custodian	Business Services	\$19.03 per hour	Maint-Cust F-4	04/11/2023	Teacher Assistant Multidisabilities Support \$18.13 per hour TA/PCA F-4 188 Days	Custodian Business Services \$19.03 per hour Maint-Cust F-4 260 Days	Position Transfer

8.g. Days Beyond Contract

Last Name	First Name	Position	Program	March 2023 # Days	April 2023 # Days	May/June 2023 # Days
Arganbright	Jennifer	Teacher	Transition	0	0	1
Bauerline	Lori	Associate Supervisor	Preschool	0	0	5
Booth	Rachel	Teacher	Life Skills Support	0	0	1
Burwell	Colleen	Teacher	Transition	0	0	1
Byers	David	Teacher	Behavioral Intervention	0	0	1
Caroots	Danielle	Teacher	Hearing Impaired Support	0	0	1
Conner	Corinne	Staff Developer	Educational Services	0	0	9.5
Cook	Marisa	Teacher	Behavioral Intervention	0	0	1
Curwood	Marc	Teacher	Emotional Support	0	0	1
Dehoff	Candy	Teacher	Autistic Support	0	0	1

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Flickinger	Deidrea	Teacher	Emotional Support	0	0	1
Fox	Kelly	Associate Supervisor	Preschool	0	0	5
Franklin	John	Teacher	Multidisabilities Support	0	0	1
Hagan	Billie	Teacher	Transition	0	0	1
Haid	Paul	Teacher	Hearing Impaired Support	0	0	1
Haring	Sara	Teacher	Therapeutic Emotional Support	0	0	1
Hildebrand	Lisa	Teacher	Emotional Support	0	0	1
Jones	Mark	Teacher	Behavioral Intervention	0	0	1
Kline	Wendy	Teacher	Life Skills Support	0	0	1
Krepps	Zebulun	Teacher	Behavioral Intervention	0	0	1
Kuhn	Laura	Teacher	Multidisabilities Support	0	0	1
Laughman	Jean	Teacher	Therapeutic Emotional Support	0	0	1
Lichtenberg	Abbey	Staff Developer	Educational Technology Services	1	0	0
Lockett	Wendy	LIEP Teacher	Language Instruction Educational Program	0	0	1
Mattscheck	Judith	Teacher	Behavioral Intervention	0	0	1
Mays	Joshua	Teacher	Multidisabilities Support	0	0	1
McLaughlin	Matthew	Staff Developer	Educational Services	0	0	21.5
McPoyle-Callahan	Jennifer	Staff Developer	Educational Services	0	1	0
Miller	Jessica	Staff Developer	Educational Services	0	0	7.5
Peck	Molly	Staff Developer	Educational Services	0	2	2
Pero	Melissa-Ann	Staff Developer	Educational Services	0	0	3
Rager	Brooke	Teacher	Multidisabilities Support	0	0	1
Reda	Stacy	Teacher	Multidisabilities Support	0	0	1
Reese	Cathleen	LIEP Teacher	Language Instruction Educational Program	0	0	3
Serrato	Felipe	Teacher	Behavioral Intervention	0	0	1
Schwartz	Amy	Teacher	Instruction in the Home	0	0	1
Sneidman	Rebecca	Teacher	Hearing Impaired Support	0	0	1
Sprenkle	Cheryl	Teacher	Behavioral Intervention	0	0	1
Staley	Maria	Teacher	Behavioral Intervention	0	0	1
Stuart	Mandy	Teacher	Emotional Support	0	0	1
Van Hemert	Ann	Teacher	Life Skills Support	0	0	1
Williams	Gretchen	Teacher	Life Skills Support	0	0	1
Wilson	Kelly	Teacher	Transition	0	0	1

8.h. Student Workers

ID#	Location	Rate
10007215	York Learning Center	\$7.25 per hour

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8.i. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2023 showing cash on hand in the amount of \$34,470,024.55.

8.j. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$9,672,540.40.

8.k. Transportation Drivers

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

Recommendation: Motion to accept the list of Transportation Drivers.

8.l. Job Descriptions for Review

Background: The following job descriptions were presented for review:

2002 - Accounting Manager – Payroll & Special Education Accounting (revision)

2004 - Accounting Manager – Grants/Medical Access/General Accounting Services (revision - formerly Sr. Grant Accountant)

2038 - Supervisor of Accounting (new)

Recommendation: No action required at this time.

8.m. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

1803 Region 3 Coordinator (revision)

2001 Assistant Director of Finance & Business Services

6058 Transition Employment and Agency Mentor (T.E.A.M.) Navigator (new position)

6059 Transition Services Coordinator (new position)

Recommendation: Motion to adopt job descriptions.

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9. Action Items

9.a. Sweet, Stevens, Katz and Williams Educational Technology Pool Counsel Membership Renewal

Background: This proposal is to renew the current Technology Pool Counsel service with Sweet, Stevens, Katz and Williams LLP for the 2023-2024 school year. The Pool Counsel is a membership service provider to PAIU members and includes legal services related to educational technology, training, and support to the Intermediate Unit and its member school districts. 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 or administrators designated by the IU as the contact.

Recommendation: Motion to renew the Legal Services Consultation Agreement with Sweet, Stevens, Katz and Williams, LLP for 2023-2024 in the amount of \$10,000 for membership in the Technology Pool Counsel. Cassandra Liggins moved approval, seconded by Brian Hoffman. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with a vote of 12 ayes.

9.b. Sweet, Stevens Katz and Williams Special Education Pool Counsel Membership Renewal

Background: The Special Education Division requests approval to renew membership in the Sweet, Stevens, Katz and Williams Special Education Pool Counsel for 2023-2024. Andrew E. Faust (“Faust”), Mark W. Cheramie Walz (“Walz”) or such other members of the SSKW attorney staff as are available and are acceptable to LIU, will provide telephone and electronic mail advice and opinions concerning special education, ESSA compliance, student services, and student civil rights issues pertinent to LIU and its constituent school districts at a cost of \$6,500 per year. Such advice and such opinions shall be provided to the administrator or administrators designated by LIU and each of its constituent districts as pool counsel contacts. 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 pool counsel community, and will be accessible in our members-only pool counsel “resource room” searchable library at www.sweetstevens.com.

Recommendation: Motion to renew the Special Education Pool Counsel services agreement with Sweet, Stevens, Katz and Williams for 2023-2024 at a cost of \$6,500 per year. Vanessa Snell moved approval, seconded by Brian Hoffman. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with a vote of 12 ayes.

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9.c. Authorization to Accept Donations for National Educator Appreciation Week

Background: The Employee Recognition Committee requests authorization to seek both monetary and in-kind donations from businesses for National Educator Appreciation Week - May 1-5, 2023. In accordance with Board Policy 702 - Gifts, Grants, Donations, the Board has the authority to refuse or accept gifts and donations made to the Intermediate Unit.

Recommendation: Motion to grant authority to the LIU's Employee Recognition Committee to solicit and receive monetary and in-kind donations from businesses to be used for National Educator Appreciation Week - May 1-5, 2023. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with a vote of 12 ayes.

9.d. Special Education Plan Assurance

Background: As a component of our annual LIU Special Education Plan submission to PDE, we must provide annually a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs in compliance with State and Federal guidelines. The agreement will be attached as soon as it is available from PDE.

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to PDE. Vanessa Snell moved approval, seconded by Brian Hoffman. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with a vote of 12 ayes.

9.e. Early Intervention Special Education Plan Assurance

Background: As a Mutually Agreed Upon Written Agreement (MAWA) provider of Early Intervention Services, we must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education Early Intervention programs. The agreement will be attached as soon as it is available from PDE.

Recommendation: Motion to approve and sign the Mutually Agreed Upon Written Agreement for Early Intervention Services. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Janon Gray/aye; Sue Heistand/aye; Brian Hoffman/aye; Sally Kacar/aye; Cassandra Liggins/aye; Dolores Nester/aye; Paul Richardson/aye; Cindy Rohrbaugh/aye; Mark Schur/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with a vote of 12 ayes.

10. Information Items

10.a. Letter of Agreement with Collaborative by Design

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Background: The administration requests approval to use PCCD Grant funds to contract with Collaborative by Design to grow and strengthen our Student Services leadership team in order to support our schools and community partners in their efforts to facilitate continuous improvement. The proposed fee for this service is \$15,000. The coaching includes 2 days of in-person professional growth and development during the Student Services Leadership Team Retreat July 11-13, 2023, as well as additional consultation as needed throughout the 2023-24 school year and beyond. The following are expected outcomes of the coaching:

1. Grow and develop the abilities of others.
2. Deal with tough conversations in meaningful and productive ways.
3. Demonstrate professionalism, knowledge, confidence and expertise in their discipline.
4. Make decisions that are informed and invite collaboration for problem-solving.

Recommendation: No action required at this time. The following motion will be presented for consideration on June 6, 2023. Motion to approve a Letter of Agreement with Collaborative by Design to provide coaching and support for our Student Services leadership team in order to support our schools and community partners in their efforts to facilitate continuous improvement. at a total fee of \$15,000 to be funded by PCCD Grant funds.

10.b. Fair Share Plan 2023-2024

Background: The Board shall establish an agreement with member school districts for the provision of classrooms located within district facilities for low incidence students with disabilities. Please refer to the "Fair Share Background" document attached to this agenda item which explains the purpose of the Fair Share Plan and why it was established.

Recommendation: No action required at this time. The following motion will be presented on June 6, 2023: Motion to adopt the proposed Fair Share Agreement for 2023-2024.

10.c. Special Education Consortium Business Rules 2023-2024

Background: The draft Special Education Consortium Business Rules for 2023-2024 are presented for review.

Recommendation: No action required at this time. The following motion will be presented for consideration on June 6, 2023: Motion to adopt the 2023-2024 Special Education Consortium Business Rules.

10.d. Affiliation Agreement with Millersville University

Background: The Division of Student Services and District Engagement requests approval of an Affiliation Agreement with Millersville University to provide practicum experiences for students pursuing a degree in social work.

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Recommendation: No action required at this time. The following motion will be presented for consideration on June 6, 2023: Motion to adopt Affiliation Agreement with Millersville University to provide practicum experiences for students pursuing a degree in social work.

11. President's Report

- In honor of National Educators Appreciation Week, Mrs. Heistand expressed her heartfelt thanks to everyone at the IU, stating: "You are all important to what we do with the students and their families."
- Board reorganization will be held on June 27, 2023.
- Mrs. Heistand provided another opportunity for public comments with no comments received.

12. Executive Director's Report

- Dr. West announced that the last Listening and Sharing Forum for the school year will be held on May 10, 2023 at the LIU Central Office in New Oxford. The meeting may be attended in person as well as virtually. Staff are provided an opportunity prior to the event to share questions and concerns through a Google survey. Dr. West is grateful for the amount of staff participation in these events, which have helped to improve communication.
- The 42nd annual LIU Golf Tournament will be held at the Bridges Golf Club on June 21 to raise funds to provide \$1,000 scholarships to students pursuing careers in special education.
- One of Dr. West's goals for the year was to be more visible. This past school year he has visited each center monthly. Thanks to Dr. Leese, he was able to visit classrooms in Franklin County in March, and Adams County in April.

13. Assistant Executive Director's Report

- Dr. Trail reported that Cabinet and Tactical Team members packed 1,100 goodie bags to be delivered in the next two weeks to recognize all LIU staff during National Educator Appreciation Week. Recipients of the annual Employee Recognition awards will be selected next week and recognized at an upcoming board meeting in June.

14. Cabinet Report

Cabinet members shared highlights from their reports:

Dr. Michele Orner thanked all LIU staff for the warm welcome she received on May 1, her first day at the LIU. The highlight of her week was visiting classrooms to deliver the Employee Appreciation bags. On July 25, the Educational Services Division will host the 7th annual "POP" Workshop for administrative professionals. POP stands for Pampering Office Professionals.

Tracy Williams announced the IU will host a career fair on June 1, 6, and 8 at each of the main office locations. Plans are underway for the annual Retirement Dinner to be held on June 27

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at the Central Office. The HR staff visited other HR departments in Eastern York, Gettysburg, Northeastern and City of York.

Brent Kessler provided an update on facilities. The restroom repair project began last week. Facilities staff will be moving classrooms as needed over the summer months and all floors will be waxed. Business office staff are in the midst of year-end activities to close out the current fiscal year and prepare for the new fiscal year. Kim Ansell, the new Assistant Director of Finance, will begin on May 22.

Jared Mader shared that the Educational Technology division supported the annual 2023 PAPSA Conference on April 12-14 through conference coordination and digital streaming. Jared was a presenter at the recent PA Educational Office Professionals (PAEOP) spring conference. Three events are planned during Cyber Security Month for technology professionals. Topics will include cyber security plan development, vendor tools, and legal updates with Mark Walz on AI, deep fakes and right to know requests. Plans are underway to visit NASA Goddard Space Flight Center and Johns Hopkins.

15. Good of the Order

No information was shared for the good of the order.

16. Adjournment: The meeting adjourned at 8:00 p.m.

Respectfully,



Brent A. Kessler
Board Secretary

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Next Meeting: June 6, 2023