

**LIU BOARD OF DIRECTORS
MINUTES
April 4, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on April 4, 2023 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:15 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. Roll Call

The following Board members attended: Todd Gettys, Janon Gray, Sue Heistand, Sally Kacar, Cassandra Liggins, Dolores Nester, Paul Richardson, Mark Schur, and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Dr. Laura McCusker, Tracy Williams, Jill Trostle, Nicole Bond, and Jeffrey Ouelett, Appel, Yost & Zee, Board Solicitor.

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

Mrs. Heistand welcomed the following visitor to the meeting: Beverly Harrison, Transportation Secretary, and others 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 March 7, 2023

The minutes of the March 7, 2023 Board of Directors' 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 of the consent agenda, seconded by Vanessa Snell. All Board members present voted in favor and the motion carried.

6.a. Resignations/Retirements/Terminations

**Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023**

Last Name	First Name	Position	Program	Term Date	Reason
10005900		Student Worker	Transition	05/27/2022	Position Ended / Student Graduated
10005934		Student Worker	Transition	05/13/2022	Position Ended / Student Graduated
10005949		Student Worker	Transition	08/05/2021	Position Ended / Student Graduated
10006042		Student Worker	Transition	05/27/2022	Position Ended / Student Graduated
10006094		Student Worker	Transition	02/26/2022	Position Ended / Student Graduated
Bair	Angela	Teacher Assistant	Behavioral Intervention	04/06/2023	Resignation
Bridwell	Carol	Speech Therapist	Speech and Language Support	05/26/2023	Retirement
Dark	Jonathen	Summer Help	Business Services	03/10/2023	Resignation
Daugherty	Deborah	Personal Care Assistant	Life Skills Support	03/17/2023	Retirement
Davis	Rhonda	Teacher Assistant	Autistic Support	02/01/2023	Never Started
Deguffroy	Ronald	Psychologist	Pupil Personnel Services	07/07/2023	Retirement
Gist	Natalie	Teacher Assistant	Autistic Support	03/30/2023	Resignation
Hoover	Shirl	Teacher Assistant	Autistic Support	03/21/2023	Resignation
Kent	Lisa	Interpreter	Hearing Impaired Support	06/02/2023	Retirement
Krivanek	Shauna	Teacher	Preschool	05/05/2023	Resignation
Paules	Carly	Itinerant Teacher	Hearing Impaired Support	03/31/2023	Resignation
Smith	Arleen	Teacher Assistant	Autistic Support	03/13/2023	Resignation
Wilt	Scott	Assistant Director	Business Services	03/08/2023	Resignation
Zinneman	Brittany	Joint Purchasing Coordinator	Business Services	03/31/2023	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
Ansel	Kimberly	Assistant Director of Finance	Business Services	04/12/2023	\$108,500.00	Act 93	260 Days
Poff	Tammy	Behavior Analyst	Pupil Personnel Services	03/22/2023	\$64,544.00	LIUEA I-9	188 Days
Priessnitz	Natalie	Teacher	Student Services and District Engagement	TBD	\$49,157.00 (2023-2024 Rate)	LIUEA D-10	188 Days
Rites	Kelsie	Instructional Advisor	Student Services and District Engagement	03/29/2023	\$56,927.00 (2023-2024 Rate) + \$5,000.00 IA Stipend	LIUEA H-5	188 Days

**Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023**

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
Hallgren	Justine	Personal Care Assistant	Multidisabilities Support	03/29/2023	\$14.52 per hour	TA/PCA G-1	188 Days
Morris	Jenny	Teacher Assistant	Preschool	03/15/2023	\$14.42 per hour	TA/PCA E-1	188 Day Stretch
Shaffer-Trego	Karen	Teacher Assistant	Multidisabilities Support	03/22/2023	\$16.95 per hour	TA/PCA G-3	188 Days
Zimmerman	Suzanne	English as a Second Language Instructor	Adult Education	03/29/2023	\$20.85 per hour	Grant Funded	Part Time

6.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Deller	Jodi	Teacher Assistant	\$16.93 per hour	Central York School District	03/10/2023 - 03/31/2023
Gamache	Karen	Teacher Assistant	\$19.44 per hour	Eastern York School District	04/19/2023
Kraus	Ann Marie	Teacher Assistant	\$14.67 per hour	Littlestown Area School District	05/19/2023
Richards	Hannah	Speech Therapist	\$39.53 per hour	Bermudian Springs School District	03/01/2023 - 06/15/2023
Rubenstein-Greer	Diana	Teacher Assistant	\$16.95 per hour	Eastern York School District	03/22/2023

6.e. Professional Contracts

Last Name	First Name
Foxwell	Amanda

6.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Moul	Debra	Interpreter	Hearing Impaired Support	\$40.02 per hour	Interpreter-RID D-9	05/24/2023	n/a	n/a	Additional Hours / Supplemental Position (05/24/2023)
Smith	Arleen	Teacher Assistant	Autistic Support	\$14.21 per hour	TA/PCA B-1	03/10/2023	\$14.15 per hour TA/PCA A-1	\$14.21 per hour TA/PCA B-1	Salary Column Correction

6.g. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2023 # Days	July/August 2023 # Days
-----------	------------	----------	---------	----------------------	-------------------------

**Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023**

Bauerline	Lori	Associate Supervisor	Preschool	5	0
Cackowski	Kathy	Teacher	Intensive Learning Support	1	0
Cason	Amanda	Certified Occupational Therapy Assistant	Occupational and Physical Therapy Services	10	0
Crooks	Brianna	Teacher	Autistic Support	1	0
Fox	Kelly	Associate Supervisor	Preschool	5	0
Gardner	Travis	Counselor	Autistic Support	2	0
Greer	Heather	Instructional Advisor	Special Education	5	0
Hagerman	Jennifer	Instructional Advisor	Special Education	4	0
Hoover	Hanna	Psychologist	Pupil Personnel Services	3	0
Kachmar	Courtney	Instructional Advisor	Special Education	2	0
Landis	Catherine	Teacher Assistant	Intensive Learning Support	1	0
Leiboldt	Brenda	Teacher	Autistic Support	3	0
Leitzinger	Amy	Speech Therapist	Speech and Language Support	6	0
Metzger	Marissa	Speech Therapist	Speech and Language Support	1.5	0
Moore	Jillda	Instructional Advisor	Special Education	2	0
Musselman	Melanie	Speech Therapist	Speech and Language Support	6	0
Nefflin	Benjamin	Personal Care Assistant	Visually Impaired Support	3	0
Rager	Brooke	Teacher	Multidisabilities Support	2	0
Sanford	Michael	Instructional Advisor	Autistic Support	2	0
Weaver	Paige	Teacher	Visually Impaired Support	2	0

6.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 28, 2023 showing cash on hand in the amount of \$36,913,424.19.

6.i. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through March 17, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,062,584.69.

6.j. 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.

6.k. Board Policies for Second Reading/Adoption

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

103.1 - Nondiscrimination - Qualified Students with Disabilities

**Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023**

146.1 - Trauma-Informed Approach

Recommendation: No action required at this time.

6.I. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption:

- 1101 Executive Director
- 3017 Program Secretary, Educational Services Division (new description for a current position)
- 4004 Supervisor of Educational Technology (revision)
- 4008 Assistant Director of Educational Technology (revision)
- 6016 Preschool Referral Secretary (revision)
- 7012 ELECT Program Assistant - (new position)

Recommendation: Motion to adopt job descriptions.

6.m. Job Descriptions for Review

Background: The following job descriptions were presented for review.

- 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: No action required at this time.

6.n. 2023-2024 School Calendars

Background: The Student Services Division requested approval of the following school calendars for 2023-2024:

1. Bridges Program Calendar 2023-2024
2. Franklin Learning Center Calendar 2023-2024
3. Lincoln Edge Calendar 2023-2024
4. Paradise School Calendar 2023-2024
5. Preschool 12-Month Calendar 2023-2024
6. Project Search - York Calendar 2023-2024
7. Project Search - Gettysburg Calendar 2023-2024
8. York Learning Center Calendar 2023-2024

Recommendation: Motion to adopt 2023-2024 School Calendars.

7. Action Items

7.a. Affiliation Agreement with Harrisburg Area Community College

Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023

Background: The Student Services and District Engagement Division requested approval to enter into an affiliation agreement with Harrisburg Area Community College to provide practicum, observation and student teaching experiences to students enrolled in the education program.

Recommendation: Motion to grant approval for the LIU to enter into an affiliation agreement with Harrisburg Area Community College effective for a five-year period beginning on the date of approval/execution of the agreement. Vanessa Snell moved to approve the Affiliation Agreement with Harrisburg Area Community College, seconded by Cassandra Liggins. Roll call vote recorded: Gettys/aye, Gray/aye, Kacar/aye, Heistand/aye, Liggins/aye, Nester/aye, Richardson/aye, Schur/aye, and Snell/aye. The motion passed with a vote of 9 ayes.

7.b. Special Education Budget for 2023-2024

Background: Brent Kessler, Director of Finance, presented the final Special Education Budget for 2023-2024 for adoption.

Recommendation: Motion to adopt the Special Education Budget for 2023-2024. Todd Gettys moved to approve the Special Education Budget for 2023-2024, seconded by Sally Kacar. Roll call vote recorded: Gettys/aye, Gray/aye, Kacar/aye, Heistand/aye, Liggins/aye, Nester/aye, Richardson/aye, Schur/aye, and Snell/aye. The motion passed with a vote of 9 ayes.

7.c. Teller's Report of Votes on General Operating Budget 2023-2024

Background: The Teller's Report of Votes on the General Operating Budget for 2023-2024 was presented for review and adoption. All 25 school districts voted to adopt the 2023-2024 General Operating Budget.

Recommendation: Motion to adopt the Teller's Report of Votes on the LIU General Operating Budget for 2023-2024. Vanessa Snell moved to approve the Teller's Report of Votes on the General Operating Budget for 2023-2024, seconded by Cassandra Liggins. Roll call vote recorded: Gettys/aye, Gray/aye, Kacar/aye, Heistand/aye, Liggins/aye, Nester/aye, Richardson/aye, Schur/aye, and Snell/aye. The motion passed with a vote of 9 ayes.

8. Information Items

8.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

Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023

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.

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 centers ("CTC") during the 2023-2024 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. Funding for this service will be from the Lincoln Cyber Café Budget (\$10,000.)

Recommendation: No action required at this time. The following motion will be presented on May 2, 2023: 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.

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

Background: The Special Education Division requested 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: No action required at this time. The following motion will be presented for Board consideration on May 2, 2023: 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.

**Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023**

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

Background: The Employee Recognition Committee requested 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: No action required at this time. The following motion will be presented for consideration on May 2, 2023: 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.

8.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: No action required at this time. The following motion will be presented for consideration on May 2, 2023: Motion to approve the LIU Special Education Plan Assurance for submission to PDE.

8.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: No action required at this time. The following motion will be presented for consideration on May 2, 2023: Motion to approve and sign the Mutually Agreed Upon Written Agreement for Early Intervention Services.

9. President's Report

Mrs. Heistand provided another opportunity for public comments with no comments received. Mrs. Heistand wished everyone an enjoyable spring holiday.

10. Executive Director's Report

Dr. West reported Julie Romig is planning for PAIU Day on the Hill scheduled April 25, 2023. The purpose of this event is to meet with local legislators to discuss special education funding and advocacy for early intervention, mental health services and incentivizing staff. It is the team's hope that they will better inform policy makers and legislators and receive the support necessary to continue to deliver exceptional services to our students, communities and schools.

Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023

11. Assistant Executive Director's Report

Dr. Trail shared that 14 Superintendents attended the 2023 Spring Superintendent Symposium in Philadelphia on March 29-31, 2023. Dr. Michael McGough led a session on Leadership Lessons of our Founding Fathers. Dr. West expressed kudos to Dr. Trail, the Symposium Planning Committee and Jill Trostle for their work on planning the semi-annual event.

11.a. Overview of LIU Leadership Team Hub

Dr. Trail and Nicole Bond provided an overview of the LIU Leadership Hub, a one-stop location for all leadership resources.

12. Cabinet Report

Cabinet members shared highlights from their reports:

Dr. Laura McCusker shared the Division will welcome Dr. Michele Orner on May 1. The Inservice Planning Committee is planning for opening inservice on Tuesday, August 8, 2023. Members of the Educational Services Division presented at the Pennsylvania Data Summit: Charlie Trovato, Matt McLaughlin, Corrinne Conner and Jess Miller. Mrs. Heistand thanked Dr. McCusker for her service as interim director and providing a smooth transition.

Tracy Williams and the HR Consortium are compiling information for superintendents related to recruitment and retention. Districts visited this month were Greencastle-Antrim, Bermudian Springs, and Upper Adams. Some of the topics districts have requested assistance with include: interview process/questions, job fairs, form templates, and sub rates. The consortium plans to create a video on the value of a paraprofessional to be used as a recruiting tool.

Brent Kessler reported that 2,000 participants and vendors attended the recent Pennsylvania Association of School Business Officials (PASBO) conference. This was his last year as an officer for the organization.

Dr. Jen Leese shared that several field trips are being planned for the spring. Dr. Leese is planning a professional development event for Student Services staff over the summer.

Jared Mader reported that the focus of the Educational Technology Directors is remaking and re-imagining work spaces. The group has visited Fluxspace and Bermudian Springs School District's new middle school, where they have merged pedagogy with architecture. The group will visit the Goddard Space Center and Johns Hopkins on May 18, 2023. Nicole Bond and Abby Lichtenberg presented on Chat GPT during the PETE&C Conference and the PASBO Conference.

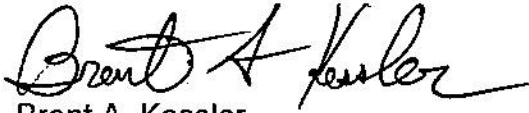
13. Good of the Order

Todd Gettys reported that he attended his first comprehensive planning meeting and he looks forward to the process and learning more about the work of the LIU.

Lincoln Intermediate Unit 12
Board of Directors Meeting Minutes
April 4, 2023

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

Respectfully,



Brent A. Kessler
Board Secretary

Next Meeting: May 2, 2023