



**LIU BOARD OF DIRECTORS
MINUTES
May 7, 2024**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on May 7, 2024 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:03pm.

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 the meeting to discuss personnel matters.

3. Roll Call

The following Board members attended: Brandon Boyer, Todd Gettys, Jennifer Goldhahn, Marc Greenly, Sally Kacar, Sara Keefer, Cassandra Liggins, Mark Smith, and Scott Wingard. LIU staff attending were Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Dr. Michele Orner, Julie Romig, Tracy Williams, Amy Crouse and Mike Lewis, Esq., Appel, Yost & Zee, Board Solicitor. Visitors included Valerie Chapman-Jones, Elizabeth Charleston and five students from York Country Day School.

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

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

5. Presentation: LIU AT Makers

LIU12 Staff Developer, Valerie Chapman-Jones, along with Elizabeth Charleston and her students from York Country Day School presented on the work they have done in the area of Assistive Technology.

6. Approval of Minutes of April 2, 2024 and April 17, 2024

The minutes of April 2, 2024 and April 17, 2024 were approved as presented.

7. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors.

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Recommendation: Motion to approve all recommendations under the Consent Agenda.

Jennifer Goldhahn requested Board Policy 815 be removed from item 7.n. under the Consent Agenda.

The consent agenda was separated into two sections for voting.

Consent Agenda Items 7.b.-7.n.

Brandon Boyer moved to approve items 7.b.-7.n. except for Board Policy 815 on the Consent agenda, seconded by Marc Greenly. All Board members present voted in favor and the motion carried.

Consent Agenda Item 7.a.

Jennifer Goldhahn moved to approve item 7.a. on the Consent agenda, seconded by Brandon Boyer. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; March Smith/aye; Scott Wingard/abstain. The motion passed with a vote of 8 ayes and 1 abstain.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Barker	Patricia	Secretary	Educational Technology Services	06/03/2024	Retirement
Bering	Jody	Supervisor	Preschool	10/11/2024	Retirement
Cole	Cynthia	Itinerant Teacher	Visually Impaired Support	08/30/2024	Retirement
Cooper	Michele	Teacher Assistant	Life Skills Support	05/24/2024	Retirement
Dalious	Barbara	Site Administrator	Student Services	08/07/2024	Retirement
DiCesare	Rosemary	Educational Interpreter	Hearing Impaired Support	06/05/2024	Retirement
Eckert	Kylie	Speech-Language Pathologist	Speech & Language Support	06/06/2024	Resignation
Frey	Virginia	Teacher Assistant	Multidisabilities Support	05/30/2024	Retirement
Kane	Deborah	Supervisor of Operations	Business Services	04/26/2024	Resignation
Kunkelman	Stacy	Transportation Coordinator	Business Services	06/28/2024	Retirement
Laughman	Jean	Teacher	Therapeutic Emotional Support	05/30/2024	Retirement
Leitzinger	Amy	Speech-Language Pathologist	Speech & Language Support	06/04/2024	Resignation
Mays	Joshua	Teacher	Multidisabilities Support	06/06/2024	Resignation
McMillan	Molly	Speech-Language Pathologist	Speech & Language Support	06/06/2024	Resignation
Morrow	Danelle	Speech-Language Pathologist	Preschool	07/18/2024	Resignation
Moul	Debra	Educational Interpreter	Hearing Impaired Support	06/05/2024	Retirement
Priestner	Karen	Itinerant Teacher	Preschool	06/13/2024	Retirement
Santoemma	Kelci	Speech-Language Pathologist	Speech & Language Support	06/06/2024	Resignation
Sidesinger	Nicole	Case Manager	Education Leading to Employment and Career Training	04/10/2024	Resignation
Singer	Melanie	Teacher	Multidisabilities Support	05/31/2024	Resignation
Smuck	Pamela	Teacher Assistant	Autistic Support	05/31/2024	Retirement
Stambaugh	Abby	Teacher	Autistic Support	05/30/2024	Resignation

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Stohon	Lindsay	Speech-Language Pathologist	Preschool	06/13/2024	Resignation
Strite	Karla	Teacher	Life Skills Support	05/30/2024	Retirement
Weatherby	Ashley	Teacher	Autistic Support	05/31/2024	Resignation
Weaver	Michelle	Teacher	Life Skills Support	05/30/2024	Retirement
Wingard	Eileen	Physical Therapist	Occupational & Physical Therapy Services	07/31/2024	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
Casper	Madison	Staff Developer	Student Services	05/08/2024	\$54,650.00	LIUEA F-4	188 Days
Cordell	Jennifer	Teacher	Autistic Support	04/24/2024	\$53,150.00	LIUEA F-2	188 Days
Easley	Allison	Teacher	Autistic Support	04/10/2024	\$56,450.00	LIUEA F-6	188 Days
Fulton	Douglas	Program Specialist	Educational Services	04/24/2024	\$78,157.88	Act 93	260 Days
Jahoda	Kira	Specials Teacher (Physical Education)	Student Services	06/26/2024	\$54,750.00	LIUEA F-3 (2024-2025 School Year)	188 Days
Klinger	Courtney	Speech-Language Pathologist	Speech & Language Support	05/22/2024	\$52,550.00	LIUEA F-1	188 Days
Kuehne	Morgan	Instructional Advisor	Preschool	06/12/2024	\$54,750.00 + \$5,000.00 IA Stipend	LIUEA F-3 (2024-2025 School Year)	188 Day Stretch
Miller	Marilyn	Staff Developer	Student Services	TBD	\$55,550.00	LIUEA F-4 (2024-2025 School Year)	188 Days
Oberdorf	Melissa	Staff Developer	Educational Services	06/05/2024	\$54,750.00	LIUEA F-3 (2024-2025 School Year)	188 Days
Pugh	Michele	Itinerant Teacher	Nonpublic School Services	06/05/2024	\$74,050.00	LIUEA F-13 (2024-2025 School Year)	188 Days

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
Cuba	Debra	English as a Second Language Instructor	Adult Education	05/08/2024	\$21.36 per hour	Grant Funded	Part Time Hourly
Jedziniak	Susan	Receptionist	Student Services	05/08/2024	\$18.71 per hour	Sec C D-3	260 Days
Klein	Jessica	Administrative Assistant to the Director of Finance and Business Services	Business Services	05/08/2024	\$52,500.00	Confidential Support	260 Days
Parson	Lila	Student Classroom Assistant	Student Services	TBD	\$11.00 per hour	n/a	Temporary Part Time Hourly

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Schwab	Wendy	Receptionist	Human Resources	04/10/2024	\$16.56 per hour	Sec B D-3	Part Time Hourly
Wysocki	Abigail	Job Coach	Student Services	07/17/2024	\$16.64 per hour	TA/PCA D-3	188 Days

7.d. Professional Contracts

Last Name	First Name
Sachelle	Diane

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Cobosco	Tammy	Intervener	\$24.11/hr	Northeastern SD	May 8, 2024
Haga	Katherine	LS	\$17.40/hr	Northeastern SD	April 12, 2024
Hawbaker	Heidi	Teacher	\$35.83/hr	Greencastle-Antrim SD	April 22, 2024 - June 30, 2024
Hawbaker	Heidi	Teacher	\$35.83/hr	Waynesboro Area SD	April 15-May 31, 2024
Holmes	Rebecca	Interpreter	\$31.19/hr	Conewago Valley SD	May 8-10, 2024
Holmes	Rebecca	Interpreter	\$31.19/hr	Spring Grove Area SD	May 8-10, 2024
Smith	Kippi	Teacher	\$35.83/hr	Conewago Valley SD	April 24-May 30, 2024

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Andrews	Lisa	School Nurse	Student Services	n/a	n/a	05/03/2024	04/25/2024	05/03/2024	Updated Separation Date
Kanode	Jennifer	English as a Second Language Instructor	Adult Education	\$21.36 per hour	Grant Funded	04/02/2024	Part Time	Full Time	Work Calendar Adjustment
Lovell	Kelly	Accounting Support Associate	Business Services	\$24.75 per hour	Sec E F-4	TBD	Administrative Assistant to the Director of Finance \$26.53 per hour Confidential Support	Accounting Support Associate \$24.75 per hour Sec E F-4	Position Transfer

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McLaughlin	Matthew	Professional Development Specialist	Educational Services	\$2,500.00	Act 93	04/01/2024	N/A	N/A	One Time Stipend for Completion of Doctorate Degree
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7.g. Days Beyond Contract

Last Name	First Name	Position	Program	June 2024	July 2024	August 2024
Carpenter	Carolyn M.	Itinerant Teacher	Nonpub	up to 5 days		
Carver	Julie	Itinerant Teacher	Nonpub	up to 5 days		
Chapman-Jones	Valerie	Staff Developer	TAC	3 days		
Conrad	Mary	SLP	Nonpub	up to 5 days		
Durbin	David	Instructional Aide	Transition	3 days		
Fortney	Kelly	Counselor	Nonpub	up to 5 days		
Gottshell	Theresa	Instructional Advisor	Nonpub	up to 5 days		
Hutton	Stephen	Counselor	Nonpub	up to 10 days		
Lawrence	Jennifer	Itinerant Teacher	Nonpub	up to 3 days		
Lawrence	Tyler	Counselor	Nonpub	up to 5 days		
Lightner	Vanessa	Itinerant Teacher	Nonpub	up to 5 days		
Linder	Kathy	Teacher	Nonpub	up to 5 days		
Loughman	Jamie	Counselor	Nonpub	up to 2 days		
McShane	Sarah	Counselor	Nonpub	up to 2 days		
Montgomery	Rebecca	Teacher's Aide	Transition	1 day		
Moran	Tera	Staff Developer	ENTP	1 day		
Moran	Tera	Staff Developer	TAC	3 days	1 day	
Ney-Shaffer	Chelly	Staff Developer	TAC	1 day		
Oswald	Jenn	Staff Developer	TAC	4 days		1 day
Peck	Molly	Staff Developer	TAC	3 days		
Rau	Anne	SLP	Nonpub	up to 5 days		
Rohrer	Heather	Counselor	Nonpub	up to 10 days		
Sakala	Joanna	Itinerant Teacher	Nonpub	up to 5 days		
Snyder	Jennifer	Itinerant Teacher	Nonpub	up to 5 days		
Spackman	Bridget	Staff Developer	TAC	4 days	1 day	
Speck	Susan	Staff Developer	TAC	3 days		
Wilde	Tanya	Itinerant Teacher	Nonpub	up to 5 days		
Wilson	Kelly	Teacher	Transition	1 day		
Yake	Natalyia	Teacher's Aide	Transition	1 day		
Young	Stephanie	Itinerant Teacher	Nonpub	up to 5 days		

7.h. Student Workers

ID#	Location	Rate
10007357	Franklin Learning Center	\$11.00 per hour

7.i. Classroom Monitors

The following employees are recommended to join a pool of classroom monitors to be paid at a rate of \$20.00 per hour, or their current per diem hourly rate plus an additional \$2.50 per hour if the current per diem rate is \$17.51 per hour or higher:

Last Name	First Name
Baker	Margaret
Cook	Malinda
Harshman	Lisa

7.j. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of March 31, 2024 showing cash on hand in the amount of \$35,528,542.91.

7.k. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through April 19, 2024.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,063,802.15.

7.l. 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.m. Job Description for Adoption

Background: The following job descriptions are presented for adoption.

- Administrative Assistant to Director of Finance
- Associate Supervisor of Online Learning

Recommendation: Motion to adopt job descriptions.

7.n. Board Policies for Second Reading/Adoption

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

815 Acceptable Use of Computer Networks, Computer Ethics and Network Security

819 Suicide Awareness, Prevention and Response

Recommendation: Motion to adopt policies.

8. Action Items

8.a. Special Education Budget 2024-2025

Background: Brent Kessler, Director of Finance, presented the final Special Education Budget for 2024-2025 on April 2, 2024. There have been no changes since last month.

Recommendation: Motion to adopt the Special Education Budget for 2024-2025. Scott Wingard moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.b. 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.

Recommendation: Motion to approve the LIU Special Education Plan Assurance for submission to PDE. Cassandra Liggins moved approval, seconded by Marc Greenly. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.c. Mount Aloysius College Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Mount Aloysius College for five years from the date of May 8, 2024, to provide an opportunity for student observations and/or internships for Mount Aloysius College students within the IU. These students will have the educational experience necessary to qualify for this program, and agree to follow guidelines provided by LIU12. The Lincoln Intermediate Unit will provide the use of its facilities for the learning experience of Mount Aloysius College students.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Mount Aloysius College to provide student observations and/or internships to Mount Aloysius College students within the IU.

Brandon Boyer requested items 8.c., 8.d., and 8.e., be voted on simultaneously because they were all similar types of agreements, Mr. Gettys approved.

Brandon Boyer moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.d. Capella University Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Capella University for two years from the date of May 8th, 2024, to provide an opportunity for student observations and/or internships for Capella University students within the IU. These students will have the educational experience necessary to qualify for this program, and agree to follow guidelines provided by LIU12. The Lincoln Intermediate Unit will provide the use of its facilities for the learning experience of Capella students.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Capella University to provide student observations and/or internships to Capella University students within the IU.

Brandon Boyer requested items 8.c., 8.d., and 8.e., be voted on simultaneously because they were all similar types of agreements, Mr. Gettys approved.

Brandon Boyer moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.e. Duquesne University Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Duquesne University for five years from the date of May 8th, 2024, to provide an opportunity for student observations and/or internships for Duquesne University students within the IU. These students will have the educational experience necessary to qualify for this program, and agree to follow guidelines provided by LIU12. The Lincoln Intermediate Unit will provide the use of its facilities for the learning experience of Duquesne students.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Duquesne University to provide student observations and/or internships to Duquesne University students within the IU.

Brandon Boyer requested items 8.c., 8.d., and 8.e., be voted on simultaneously because they were all similar types of agreements, Mr. Gettys approved.

Brandon Boyer moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.f. Letter of Agreement with Collaborative by Design

Background: The Student Services division requests approval to use PCCD & ESSER Grant funds to continue to contract with Collaborative by Design to grow and strengthen our Student Services leadership team in order to better support our schools and community partners in their efforts to facilitate continuous improvement. The proposed fee for this service is \$9,410. The coaching includes a 1-day workshop of in-person professional growth and development, as well as additional coaching and ongoing consultation for the Student Services leadership team throughout the 2024-25 school year and beyond.

Recommendation: 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 \$9,410 to be funded by PCCD and ESSER Grant funds. Marc Greenly moved approval, seconded by Jennifer Goldhahn. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

8.g. Appointment of Safety and Security Coordinator

Background: Due to the current vacancy in the Supervisor of Operations position, the Lincoln Intermediate Unit will appoint Dr. Kendra Trail, Assistant Executive Director, to serve as the Interim School Safety and Security Coordinator for the Lincoln Intermediate Unit 12 effective immediately.

Recommendation: Motion to approve Dr. Kendra Trail to serve as the Interim School Safety and Security Coordinator for the Lincoln Intermediate Unit 12 effective immediately. Cassandra Liggins moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

9. Information Items

9.a. The Therapy Spot LLC Contract

Background: During the April Board meeting, the Board approved The Therapy Spot LLC Contract (Item number 8.d. on the April agenda) using tentative dates for approval. The Board has since approved the finalized dates for The Therapy Spot LLC Contract, and are as follows: April 3, 2024 through June 30, 2024.

10. Presidents Report

Mr. Gettys reminded all Board members that the first meeting with Chester County Intermediate Unit will be on Wednesday, May 22, 2024 at 6:30pm. All Board members need to complete CCIU's survey as their answers will be the basis for discussion at the first meeting.

Mr. Gettys provided another opportunity for public comments with no comments received.

11. Executive Director's Report

Dr. West shared that the LIU's annual golf tournament is on Tuesday, June 18 at the Bridges Golf Club. The scholarship committee selected three recipients to be awarded this year's scholarships. The recipients are Israel Felipe from New Oxford High School, Kailey Runk from James Buchanan High School and McKenna Kerley from New Oxford High School.

Dr. West also shared that the third and final Listening & Sharing Forum will be held on May 15 at the Franklin Learning Center.

12. Assistant Executive Director's Report

Dr. Trail announced the LIU is celebrating Staff Appreciation Month during the month of May. The Cabinet and Tactical teams packed gratitude goodie bags and will deliver a bag to every LIU employee across the three counties. Dr. Trail presented each Board member with a bag to view a sample of the items being distributed to each employee. Additionally, winners for the LIU Annual Staff Awards were selected this week. The winners will be recognized at a board meeting in June.

13. Cabinet Report

Jared Mader shared that the LIU12 recently hosted the regional PA Media and Design Competition. Participants from Central York Middle School, Gettysburg Middle School, Southern York County High School and Waynesboro High School will be advancing on to the state competition. Jared also announced that the Educational Technology Services team was asked to be the online facilitator for the Pennsylvania Association of Pupil Services Administrators (PAPSA) annual conference for the fourth year in a row. Lastly, the LIU12 assisted fourteen LEAs with E-rate applications. The total amount of E-rate funding requested was almost two million dollars.

Dr. Leese announced that the next Variety event will be held at the York Learning Center on May 9. She invited all Board members to the event. Dr. Leese thanked all the Board members who came to the recent facility visits at Franklin Learning Center, York Learning Center, and Paradise School. Dr. Leese also invited all Board members to the LIU12 graduation ceremonies honoring the class of 2024.

Brent Kessler shared that the LIU's audit report is complete. There were no findings. The LIU12 is financially sound and stable. Financial data will be included in the 2023-2024 annual report. Brent also shared that a health center update will be provided at the first Board meeting in June.

Tracy Williams shared that the Human Resources Team has been focusing on displaced employees - those employees who have no assignment after a classroom has been taken back. Human Resources worked with displaced employees to allow them a voice in their assignments for 2024-2025. The Human Resources Team has also been working with the

Educational Technology Services team on creating a landing page where the IU can partner with certain colleges to offer reduced tuition to school districts within our footprint.

Dr. Orner thanked the Board for welcoming Valerie Chapman-Jones during her presentation earlier in the evening. Dr. Orner shared about the Teacher Induction end of year celebration held earlier in the week. Various topics such as "tell us a funny story about the school year" or "share something you learned this year" were provided to each table group as an opportunity to reflect over the past year. Teacher induction is now a two-year event starting next year.

Julie Romig provided a report on the annual PAIU Day on the Hill. Nine LIU12 leaders and three superintendents from the LIU footprint were able to attend the event. The group was able to visit with six legislators including Representative Joe D'Orsie, Representative Kate Klunk, Representative Mike Jones, Representative Torren Ecker, Representative Paul Schemel and Senator Kristen Phillips-Hill's Chief of Staff. Julie also shared that she will be working with the Student Services staff to begin shooting videos to highlight employees and spotlight the work we do here at the LIU. These videos are part of our overall recruitment and retention efforts.

14. Good of the Order

Scott Wingard thanked Brent Kessler and Dr. Leese for the recent tours at York Learning Center and Paradise School. Brandon Boyer also thanked Dr. Leese for the tour of Paradise.

15. Adjournment

Brandon Boyer moved to adjourn the meeting, seconded by Jennifer Goldhahn. The meeting adjourned at 8:08pm.

Respectfully,



Brent A. Kessler
Board Secretary

/ac

Next Meeting: June 4, 2024