



**LIU BOARD OF DIRECTORS
MINUTES
April 2, 2024**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on April 2, 2024 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:09pm.

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: Todd Gettys, Jennifer Goldhahn, Marc Greenly, Sally Kacar, Sara Keefer, Cassandra Liggins, Cindy Rohrbaugh, Tedd Sayres, 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, Amy Crouse and Mike Lewis, Esq., Appel, Yost & Zee, Board Solicitor.

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: Special Education Budget 2024-2025

Mr. Brent Kessler, presented the proposed Special Education Budget for 2024-2025, which reflects an overall decrease of 0.06%, a reduction of total classrooms from 142 to 136, and a decrease of 9 full-time equivalent positions from 408 to 399. The final budget will be presented for adoption in May.

6. Approval of Minutes of March 5, 2024

The minutes of March 5, 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.

Sally Kacar moved to approve the Consent agenda, seconded by Scott Wingard. All Board members present voted in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
10005920		Student Worker	Life Skills Support	12/21/2023	Position Ended (Graduated)
Andrews	Lisa	School Nurse	Student Services	04/25/2024	Resignation
Bechtel	Cassandra	Teacher Assistant	Therapeutic Emotional Support	03/15/2024	Resignation
Bethas	Michelle	Receptionist	Human Resources	03/06/2024	Resignation
Dortenzo	Anita	Teacher Assistant	Life Skills Support	05/30/2024	Retirement
Harlacher	Dru	Speech-Language Pathologist	Speech & Language Support	05/31/2024	Resignation
Krysiak	Sidney	Teacher Assistant	Multidisabilities Support	03/08/2024	Resignation
McDaniel	Karen	Teacher Assistant	Therapeutic Emotional Support	05/31/2024	Retirement
Poon	Jasmine	Teacher	Life Skills Support	03/29/2024	Resignation
Richards	Hannah	Speech-Language Pathologist	Speech & Language Support	05/24/2024	Resignation
Slike	Stephanie	English as a Second Language Instructor	Adult Education	03/11/2024	Resignation
Sollenberger	Deborah	Teacher Assistant	Multidisabilities Support	05/30/2024	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
Clarke	Emily	Teacher	Autistic Support	04/10/2024	\$48,657.00	LIUEA D-4	188 Days
Streletz	Rebecca	Staff Developer	Educational Services	03/20/2024	\$53,850.00	LIUEA F-3	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
Cabrera Ramos	Elena	Personal Care Assistant	Multidisabilities Support	03/20/2024	\$17.37 per hour	TA/PCA G-3	188 Days
Ebersole	Micalee	Personal Care Assistant	Autistic Support	04/03/2024	\$14.50 per hour	TA/PCA A-1	188 Days
Gobat	Frances	Teacher Assistant	Multidisabilities Support	03/20/2024	\$14.50 per hour	TA/PCA A-1	188 Days

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Heltebridle	Katelyn	Personal Care Assistant	Preschool	04/03/2024	\$14.78 per hour	TA/PCA A-2	188 Days
Reed	Patricia	Student Services Specialist	Student Services	04/03/2024	\$24.69 per hour	Sec E A-8	260 Days
Rosengrant	Sarah	Personal Care Assistant	Autistic Support	03/20/2024	\$18.67 per hour	TA/PCA G-4	188 Days

7.d. Professional Contracts

Last Name	First Name
Beaton	Lisa

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Kuczynski	Brian	Intervener	\$28.76/hr	Eastern York SD	March 2024 - May 2024
Stoner	Kelly	Paraeducator	\$21.80/hr	Gettysburg Area SD	March 21, 2024 - April 30, 2024
Various Nursing Agencies		LPN or RN	\$54-70/hr	Gettysburg Area SD	March 4, 2024 - May 30, 2024
Wolf	Patty	PCA	\$19.08/hr	Southwestern SD	March 21, 2024 - April 30, 2024

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Ordiway	Susan	Itinerant Teacher	Visually Impaired Support	n/a	n/a	06/03/2024	05/30/2024	06/03/2024	Updated Separation Date

7.g. Days Beyond Contract

Last Name	First Name	Position	Program	February 2024	March 2024	April 2024
Peck	Molly	Staff Developer	ENTP		2	

7.h. 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
Bortner	Lynda
Myers	Sandra
Shue	Jade
Spielman	Wendy

7.i. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 29, 2024 showing cash on hand in the amount of \$38,519,837.64.

7.j. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through March 15, 2024.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$14,382,536.16.

7.k. 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.l. Job Description for Adoption

Background: The following job descriptions are presented for adoption.

- Accounting Support Associate
- Associate Director of Student Services - Behavior and Mental Health
- Associate Director of Student Services - Early Intervention Preschool
- Paraeducator - Student Worker

Recommendation: Motion to adopt job descriptions.

7.m. Board Policies for Review

Background: The following policies are presented for review.

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

819 Suicide Awareness, Prevention and Response

Recommendation: No action required at this time

7.n. Board Policies for Second Reading/Adoption

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

201 Admission of Students

202 Eligibility of Nonresident Students

217 Graduation

Recommendation: Motion to adopt policies.

7.o. 2024-2025 School Calendars

Background: The Student Services Division requests approval of the following school calendars for 2024-2025:

1. Bridges Program Calendar 2024-2025
2. Franklin Learning Center Calendar 2024-2025
3. Lincoln EDGE Calendar 2024-2025
4. Paradise School Calendar 2024-2025
5. Preschool 12-Month Calendar 2024-2025
6. Project Search - Gettysburg Calendar 2024-2025
7. Project Search - York Calendar 2024-2025
8. York Learning Center Calendar 2024-2025

Recommendation: Motion to adopt 2024-2025 school calendars.

8. Action Items

8.a. Teller's Report of Votes on General Operating Budget 2024-2025

Background: The Teller's Report of Votes on the General Operating Budget for 2024-2025 is presented for review and adoption. All 25 school districts voted to adopt the 2024-2025 General Operating Budget.

Recommendation: Motion to adopt the Teller's Report of Votes on the LIU General Operating Budget for 2024-2025. Cassandra Liggins moved approval, seconded by Marc Greenly. Roll call vote recorded: Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.b. 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 2024-2025 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.

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 2024-2025 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 (\$10,500.)

Recommendation: Motion to renew the Legal Services Consultation Agreement with Sweet, Stevens, Katz and Williams, LLP for 2024-2025 in the amount of \$10,500 for membership in the Technology Pool Counsel. Jennifer Goldhahn moved approval, seconded by Sara Keefer. Roll call vote recorded: Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.c. Sweet, Stevens, Katz, and Williams Student Services Pool Counsel Membership Renewal

Background: The Student Services Division requests approval to renew membership in the Sweet, Stevens, Katz, and Williams Special Education Pool Counsel for the 2024-2025 school year. Andrew E. Faust, Mark W. Cheramie Walz, or other such members of the SSKW attorney staff as are available and 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 \$6,825 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 Student Services Pool Counsel services agreement with Sweet, Stevens, Katz, and Williams for the 2024-2025 school year at a cost of \$6,825 per year. Cassandra Liggins moved approval, seconded by Sally Kacar. Roll call vote recorded: Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye;

Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.d. The Therapy Spot LLC Contract

Background: The Student Services Division is requesting approval to enter into a one year contract with The Therapy Spot LLC, a division of Pediatric Developmental Services (PDS), for the 2024-2025 school year. The Therapy Spot will provide therapy services for students referred to them by the LIU12. These services will include Speech Language Pathologists, and Occupational and Physical Therapists.

Recommendation: Motion to approve a contract between The Therapy Spot LLC and the Lincoln Intermediate Unit 12 to provide therapy services for students, effective April 3, 2024.

Dr. Leese presented a correction to the background information listed on the agenda. The contract should state the effective dates of April 3, 2024 through June 30, 2024. The contract presented is not for the 2024-2025 school year.

Sally Kacar moved approval with the tentative new dates, seconded by Cassandra Liggins. Roll call vote recorded: Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

8.e. 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 6-10, 2024. 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 6-10, 2024. Scott Wingard moved approval, seconded by Jennifer Goldhahn. Roll call vote recorded: Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 10 ayes.

9. Presidents Report

Mr. Gettys called on Mike Lewis, Esq. to discuss the recent Supreme Court ruling regarding public officials blocking citizens on social media if the official has posted work-related topics on their personal accounts.

Additionally, Mr. Gettys reminded the Board of the two executive sessions that will be held on April 10th and April 17th regarding the selection of a search firm to conduct the Executive Director search.

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

10. Executive Director's Report

Dr. West reminded the Board of the upcoming opportunity to tour and visit the York Learning Center on April 12th and Paradise School on May 1st. Dr. West encouraged all Board members to attend if their schedules permit.

Dr. West also announced the annual LIU12 Golf Tournament that will be held on June 18, 2024. The golf tournament supports the "Promoting Future Educators" scholarship fund, which provides \$1,000 scholarships to local graduating seniors from Adams, York and Franklin counties who plan to enter the field of Special Education.

11. Assistant Executive Director's Report

Dr. Trail shared that the second Safety and Security job-a-like meeting will be held on April 4, 2024. The focus of the meeting will be "The Fundamentals of Running a Table Top Exercise". Following the meeting, Dr. Trail, Brent Kessler and Deb Kane will be meeting with MG Tactical to review and update the Emergency Operations Plan.

12. Cabinet Report

Julie Romig provided additional information to the announcement Dr. West made regarding the LIU12 Golf Tournament. Julie shared that a large effort has been made to advertise the scholarship within our school districts to ensure a sufficient amount of candidates apply for the scholarship. Julie also shared that she is continuing to work on plans for the Spring 2024 PAIU Day on the Hill which will be held on April 30th. Appointments have been made to meet with seven representatives.

Dr. Orner announced the upcoming Curriculum Council members retreat which will be held on June 12-13, 2024. The theme of the retreat will be "Mindful Leadership". There will be roundtable discussions which focus on topics such as artificial intelligence, unpacking science standards, scaffolding support for subgroups, and several other topics related to school improvement. Dr. Orner also acknowledged Matt McLaughlin, Corinne Conner and the Chambersburg area schools on their presentation at the PDE Data Summit. Additionally, Dr. Orner shared that the Training and Consultation staff will be working with IU 15 and IU 17 to offer a virtual professional development day in August.

Tracy Williams shared that the Human Resources team visited district sites to introduce themselves to new Human Resources directors. This was done to ensure they are aware of what the Intermediate Unit offers and how to utilize our services as a resource. The Human Resources department is also planning a virtual job fair to be held in April. In previous years, there has been limited foot traffic at in-person job fairs, so they are trying the virtual option to potentially increase attendance.

Brent Kessler announced that the Business department is very busy as we enter into the end of the fiscal year. The Business department is finishing filing paperwork for several grants and completing required reporting for PDE.

Dr. Leese shared that April is Autism Awareness month. The autism program is one of the largest programs in our Student Services department. There are 43 classrooms supporting 224 students. Dr. Leese also shared that the Deaf Blind Resource team and the Autism Support team were honored at the Shippensburg Superintendents' Council Exemplary Program. Lastly, the next Special Education Advisory Council meeting will be held on April 16 and Dr. Carole Clancy, Bureau Director of Special Education, will be the guest speaker.

Jared Mader reported that there have been several student competitions held at the LIU in the past month. Some of those competitions included the STEM Design (K'Nex) Competition and the PA Media and Design Competition. The STEM Design (K'Nex) Competition had winners from Spring Grove Elementary and West York Area Middle School who will be advancing to the state finals in Harrisburg. The PA Media and Design Competition had winners from Gettysburg Area School District, Central York School District, Southern York County School District and Waynesboro Area School District who will advance to the state-wide competition in May. Jared also shared that the Educational Technology Services team recently hosted the LIU12 STEELS Summit which included over 23 different vendors. The attendees included representatives from almost every school district within the LIU footprint.

13. Good of the Order

No additional information was presented for good of the order.

14. **Adjournment** – Jennifer Goldhahn moved to adjourn the meeting. The meeting adjourned at 8:13pm.

Respectfully,



Brent A. Kessler
Board Secretary

/ac

Next Meeting: May 7, 2024