



**LIU BOARD OF DIRECTORS
MINUTES
March 5, 2024**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 5, 2024 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:05 pm.

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, Jay Gray, Marc Greenly, Stephanie Harbaugh, 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, Dr. Laura McCusker, Mike Lewis, Esq., Appel, Yost & Zee and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

4. Amend Agenda

Motion to Amend the Agenda: Board President Todd Gettys made a motion to amend the agenda to remove Action Item 7h Appointment of Executive Director. The motion was seconded by Brandon Boyer. A voice vote recorded all in favor and the motion carried.

Motion to Approve the Agenda as Amended: Mr. Gettys asked for a motion to adopt the agenda as amended. Jennifer Goldhahn moved to adopt the agenda as amended, seconded by Cassandra Liggins. A voice vote recorded all in favor and the motion carried.

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

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

6. Approval of Minutes of February 6, 2024

The minutes of February 6, 2024 were approved as presented.

7. Consent Agenda

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

Jennifer Goldhahn requested Board Policy 819 be removed from item 6.m. under the Consent Agenda.

Recommendation: Motion to approve all recommendations under the Consent Agenda except for Board policy 819.

Cassandra Liggins moved to approve the Consent Agenda as amended, seconded by Mark Smith. A roll call vote recorded all in favor and the motion carried.

7.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Bowen	Samantha	School Social Worker	Pupil Personnel Services	02/06/2024	Resignation
DeMoss	Kelsey	Teacher Assistant	Autistic Support	03/08/2024	Resignation
Elliott	Holly	Personal Care Assistant	Life Skills Support	03/08/2024	Resignation
Hackney	Andrew	School Social Worker	Nonpublic School Services	02/22/2024	Resignation
Imhoff	Jennifer	Educational Interpreter	Hearing Impaired Support	06/21/2024	Retirement
Kauffman	Paris	Secretary	Adult Education	02/16/2024	Resignation
Kelbaugh	Amy	Itinerant Teacher	Nonpublic School Services	04/12/2024	Resignation
Rodriguez	Diana	Speech-Language Pathologist	Speech and Language Support	05/24/2024	Retirement
Sheely	Amy	Speech-Language Pathologist	Speech and Language Support	02/16/2024	Resignation
Shuman	Alison	Literacy Council Program Coordinator	Adult Education	03/01/2024	Resignation
Storts	Stephanie	Itinerant Teacher	Nonpublic School Services	04/12/2024	Resignation
Waringsmith	Laura	Personal Care Assistant	Life Skills Support	02/22/2024	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
Carl	Danielle	Teacher	Multidisabilities Support	03/13/2024	\$47,157.00	LIUEA D-1	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
Coffey Hoover	Shirl	Warehouse Assistant	Business Services	02/28/2024	\$15.51 per hour	Warehouse A-3	260 Days

**LIU Board of Directors Minutes
March 5, 2024**

Fulton	Rachel	Secretary	Adult Education	03/13/2024	\$24.12 per hour	Sec E G-3	260 Days
Nimtz	Kathleen	Teacher Assistant	Therapeutic Emotional Support	02/28/2024	\$15.30 per hour	TA/PCA A-4	188 Days
Peterson	Angela	Custodian	Business Services	02/21/2024	\$15.72 per hour	Maint-Cust B + \$0.25 E-1	260 Days

7.d. Professional Contracts

Last Name	First Name
Huntzinger	Leah

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Rubenstein-Greer	Diana	TA	\$17.37/hr	Northeastern SD	February 9, 2024
Rubenstein-Greer	Diana	TA	\$17.37/hr	Red Lion SD	February 9, 2024
Rubenstein-Greer	Diana	TA	\$17.37/hr	York Academy Regional Charter School	February 9, 2024
Haga	Katherine	PCA	\$17.40/hr	Northeastern SD	February 9, 2024
Spro	Karend	TA	\$15.55/hr	Northeastern SD	May 24, 2024
Timmons	Kimberly	Teacher	\$35.83/hr	Chambersburg Area SD	November 23, 2023-Mid January 2024
Timmons	Kimberly	Teacher	\$35.83/hr	Chambersburg Area SD	January 3, 2024 for 6 weeks

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Carver	Julie	Itinerant Teacher	Nonpublic School Services	\$42.14 per hour	LIUEA F-5 Hourly	02/28/2024	Full Time \$55,450.00 LIUEA F-5	Part Time Hourly \$42.14 per hour LIUEA F-5 Hourly	Position Transfer
Harman	Summer	Speech-Language Pathologist	Speech and Language Support	\$43.07 per hour	LIUEA H-4 Hourly	03/05/2024	Full Time \$56,677.00 LIUEA H-4	Part Time Hourly \$43.07 per hour LIUEA H-4 Hourly	Position Transfer

**LIU Board of Directors Minutes
March 5, 2024**

Hicks	Lindsay	Educational Interpreter	Hearing Impaired Support	\$36.67 per hour	Interpreter II G-5	03/04/2024	Part Time Hourly	Full Time	Position Transfer
Moul	Debra	Educational Interpreter	Hearing Impaired Support	\$41.02 per hour	Interpreter-RID D-9	05/23/2024	n/a	n/a	Additional Hours / Supplemental Position (05/23/2024)
Stein	Bonnie	Secretary	Student Services	\$25.52 per hour	Sec E A-9	02/16/2024	\$22.96 per hour Sec C A-9	\$25.52 per hour Sec E A-9	Position Transfer

7.g. 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
Collins	Ruth
Gambino	Ila
Hartzell	Elizabeth
Hetzer	Kelly
Holt	Pamela
James	Crystal
Kent	Erica
Noel	Kimberly
Schaner	Sherri
Unger	Tammy
Weaver	Kathy
Westberry	Lisa

7.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2024 showing cash on hand in the amount of \$46,250,742.49.

7.i. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through February 16, 2024.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$18,787,107.35.

7.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.

7.k. Grants

7.k.a. ELIT Hub Funds

Background: This grant will be used to support the implementation of the new PA STEEL standards of science, technology and engineering and environmental literacy and sustainability (ELS).

Recommendation: Motion to grant approval to apply for the ELIT Hub Funds in the amount of \$12,000.

7.l. Job Description for Adoption

Background: The following job description is presented for adoption.

Student Worker

Recommendation: Motion to adopt job description.

7.m. Board Policies for Review

Background: The following policies are presented for review.

201 Admission of Students

202 Eligibility of Nonresident Students

217 Graduation

Recommendation: No action required at this time

7.n. Board of Directors Meeting Schedule for 2024-2025

Background: The Board of Directors meeting schedule for 2024-2025 is presented for approval each year.

Recommendation: Motion to approve the Board of Directors meeting schedule for 2024-2025.

7.o. Special Education Agreements

Recommendation: Motion to approve confidential student special education agreements as follows:

Student #6682679319

Student #2493675649

Student #2774175631

8. Action Items

8.a. 2024 - 2027 LIU Comprehensive Plan

Background: Dr. McCusker provided an overview of the 2024-2027 LIU Comprehensive Plan during the February 6, 2024 Board of Directors meeting. This strategic plan will serve as the overall plan of work that drives our organization for a three-year period in accordance with the state required Future Ready Comprehensive Planning process.

To view the plan, click here: <https://bit.ly/LIUcompplan2427>

Recommendation: Motion to approve the 2024-2027 LIU Comprehensive Plan. Tedd Sayres moved approval, seconded by Brandon Boyer. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.b. Adoption of LIU Election Ballot for Spring 2024 Election

Background: The proposed election ballot reflects nominations submitted by school districts for seats that are up for re-election, and approval of directors to fill unexpired terms. After adoption, the ballot will be sent to all school districts to share with their board members to vote and return to the LIU.

Recommendation: Motion to adopt the proposed election ballot to be used for the 2024 election of members to the LIU Board. Jennifer Goldhahn moved approval, seconded by Scott Wingard. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.c. RBP Educational Services Contract

Background: The Educational Services Department is requesting permission to enter into a contract with Dr. Randi B. Payne (RBP Educational Services) to provide educational consulting services through June 30, 2024. Dr. Payne has been providing project support,

as needed, to our job-a-like networks (Gifted, Principals, Continuous Improvement, and Federal Programs) while staff is recruited for the open positions.

Recommendation: Motion to approve a contract between Dr. Randi B. Payne (RBP Educational Services) and the Lincoln Intermediate Unit 12 to provide educational consulting services through June 30, 2024. Scott Wingard moved approval, seconded by Sara Keefer. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.d. Contract Awards for Transport and Internet Service Provider for the Lincoln Learning Network 5.0 Regional Wide-Area-Network (LLN 5.0 RWAN)

Background: In July 2023, the LIU posted an E-rate Form 470 and RFP to the FCC's Universal Service Company for RWAN connections and internet access service on behalf of the LLN consortium. Bids were received and evaluated by LIU staff, as well as an Advisory Council comprised of 13 LLN consortium members. Member Contracts between the LIU and each consortium member have been signed and returned by each individual member for the five-year period from July 1, 2024 through June 30, 2029. LIU has also collected E-rate Letters of Agency and Form 479 confirmation of CIPA Compliance from all participating consortium members. Upon review of the best and final offers submitted in response to the RFP, Comcast has been selected as the vendor for all services, as represented by four separate contract awards. Comcast was the sole provider able to offer services to meet the requirements of the entire network.

Recommendation: Motion to award Comcast with the following four separate contracts related to the delivery of services for the LLN Regional Wide-Area-Network:

- Regional Wide-Area-Network (RWAN) transport services for the period of July 1, 2024 through June 30, 2029 for Lincoln Learning Network (LLN) connections (Comcast "On-Net" locations).
- Regional Wide-Area-Network (RWAN) transport services for the period of July 1, 2024 through June 30, 2029 for Lincoln Learning Network (LLN) connections (Comcast "Off-Net" locations).
- Internet access services for the period of July 1, 2024 through June 30, 2027 for internet access service for the LLN RWAN.
- Internet service to the Dallastown Area School District for the period of July 1, 2024 through June 30, 2029 for their secondary internet connection purchased via the LLN.

Marc Greenly moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.e. Wilson College Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into a five-year affiliation agreement with Wilson College, effective March 6, 2024, to provide student teaching/clinical experience for students enrolled in their Teacher Preparation Program.

Recommendation: Motion to approve a five-year affiliation agreement with Wilson College for the LIU12 to provide clinical experiences for Wilson College students in the Teacher Preparation Program. Sally Kacar moved approval, seconded by Brandon Boyer. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.f. Dr. Scott Bellini Contract

Background: The Student Services Division is requesting approval to enter into a contract with Dr. Scott Bellini, to present a workshop titled "Building Social Relationships through Evidence Based Social Skills Programming for Youth with Autism" on September 19, 2024 at the New Oxford Central Office. This workshop will provide an overview of practices in social skills programming as well as detailed information on the Building Social Relationships (BSR) program, which was developed by Dr. Bellini. Funding covered by ESSER funds.

Recommendation: Motion to approve a contract with Dr. Scott Bellini to present a workshop titled "Building Social Relationships through Evidence Based Social Skills Programming for Youth with Autism" on September 19, 2024. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

8.g. Retirement of Executive Director

Recommendation: Motion to approve the retirement of Dr. Jeffrey D. West as Executive Director of the Lincoln Intermediate Unit effective January 3, 2025. Cassandra Liggins moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/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 13 ayes.

9. Presidents Report

Mr. Gettys shared that the Board will begin the search process for a new Executive Director of the LIU. The Board will strive to involve Cabinet, Superintendents, and as many stakeholders as viably possible to get the best candidate for the position.

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

10. Executive Director's Report

- Dr. West reminded the Board of three upcoming opportunities they have to tour and visit our three learning centers. All Board members were encouraged to check their schedules and RSVP to Amy with their availability.
- Dr. West announced a pilot program to bring the Lincoln Health & Wellness Center team to the Franklin Learning Center for in-person visits. The Lincoln Health & Wellness Center team will be going to the Franklin Learning Center once every month.
- Dr. West shared that the second Listening & Sharing Forum of the 2023-2024 school year was held on February 15. The Listening and Sharing forums will be sunsetted after this year.

11. Assistant Executive Director's Report

- Dr. Trail shared that the fourth Leadership Team meeting will be held on March 6. The focus of these meetings has been on leadership of self.
- On November 3, 2023 the LIU hosted a safety and security event which was attended by approximately one hundred district staff. Out of that meeting, a Safety and Security Job-A-Like group was formed. Dr. Trail shared that both her and Dr. Orner are partnering together to lead the group. On March 4, 2024 the Safety and Security Job-A-Like group met for the first time. The meeting was a great success. MG Tactical presented on reunification.

12. Cabinet Report

Brent Kessler shared that the Business Office team and Dr. Jennifer Leese recently went to PDE for an audit of our IDEA funding and Special Education fiscal process. Brent thanked Jennifer Bermejo for all of the time and effort she put into preparing for the meeting. Brent also shared that the Special Education budget will be presented to the Board at the next meeting on April 2, 2024.

Julie Romig shared that plans are under way for the Spring 2024 PAIU Day on the Hill on April 30, 2024. Julie is working to schedule appointments with state representatives and senators from Adams, Franklin and York counties. As of now, appointments have been scheduled with State Senator Kristin Phillips-Hill, State Senator Doug Mastriano, and State Representatives Ecker, Klunk, and Schemel.

Jared Mader extended thanks and acknowledged John Amos for stepping in for him last month during the meeting while he was at the PETE&C conference. The Educational Technology Service department was well represented at the 2024 Pennsylvania Education Technology Conference and Expo. Both Jared Mader and Ben Smith serve as board members for the conference. Additionally, both Abbey Lichtenberg and Nicole Bond presented at this year's conference. Jared also shared that Brant Kenny, LIU Manager of IT Systems, will be honored with the PASBO David L. Nett Leadership Award at the annual conference this week. The award is given to recipients because of their significant contribution to leadership excellence, moving the mark on improving the health of our regional chapter, and benefitting the members of the groups that they lead.

Dr. Leese started out by sharing that the three core values of the Student Services department for the last two years have been Communication, Celebrations, and Collaborations. With a focus on celebrations, she was happy to announce that three staff members from the Student Services department were nominated for Employee of the Month. She also shared that Kim Hess and Terri Landis will both be recognized at the upcoming Shippensburg Superintendents' Council Exemplary Programs reception. Additionally, two members of the Student Services department were elected to speak at the upcoming PAIU annual conference in May.

Tracy Williams shared that the Human Resources team is planning a job fair this spring. They met with HR members from all of the districts and made the decision to do the job fair in a virtual format. They are attempting this new format with the goal of increasing the number of attendees. The HR team is also working with Human Resources Directors from the districts to discuss what topics they should focus on in regards to professional development for the 2024-2025 school year.

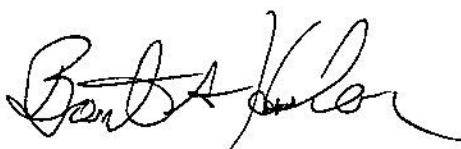
Dr. Orner shared that the Educational Services team continues to co-lead with the Student Services team to provide teacher induction for new teachers. In February, they offered a classroom management workshop. Dr. Orner also extended her congratulations to teachers in the Greencastle Antrim School District for their completion of Language Essentials for Teachers of Reading and Spelling in a record time of 14 months.

13. Good of the Order

No additional information was presented for good of the order.

14. Adjournment – Brandon Boyer moved to adjourn, seconded by Stephanie Harbaugh. The meeting adjourned at 7:54 pm.

Respectfully,



Brent A. Kessler
Board Secretary

/ac

Next Meeting: April 2, 2024