



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

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 2, 2024 at the LIU Central Office. Board Vice President Todd Gettys called the meeting to order at 7:15 pm.

**2. Pledge of Allegiance**

The meeting was opened with the pledge of allegiance.

**3. Roll Call**

The following Board members attended: Todd Gettys, Jay Gray, Marc Greenly, Stephanie Harbaugh, Sally Kacar, 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 William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

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

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

**5. Appointment of LIU Directors and Oath of Office**

Background: The following persons have been appointed by their School Boards to fill vacant seats on the LIU Board from January 1, 2024 through June 30, 2024, pending the next LIU election. Upon approval, they will be sworn into office by the Board Solicitor.

Recommendation: Motion to appoint the following directors to fill vacant seats on the LIU Board beginning January 1, 2024 through June 30, 2024:

Stephanie Harbaugh, Chambersburg Area School District

Marc Greenly, Red Lion Area School District

Sally Kacar moved to appoint the new directors, seconded by Tedd Sayres. All Board members voted in favor and the motion carried. Ms. Stephanie Harbaugh and Mr. Marc Greenly were sworn into office by Board Solicitor, William Zee, Esq.

## **6. Mid-Year Election of Officers**

Background: Due to the resignation of Dolores Nester, the Board will elect a new president for the 2023-2024 school year who will begin on January 2, 2024. Nominations will be conducted by a temporary president.

Brent Kessler opened the floor to nominations for Temporary President. Todd Gettys moved to appoint Sally Kacar to serve as Temporary President for the election of officers. The motion was seconded by Tedd Sayres. Brent asked if there were any additional nominations for Temporary President. Hearing none, Brent closed nominations. Roll call vote recorded all in favor, and the motion carried.

Sally Kacar opened the floor to nominations for President. Tedd Sayres moved to appoint Todd Gettys to serve as President. The motion was seconded by Sally Kacar. Sally asked if there were any additional nominations for office of President. Hearing none, Sally closed nominations. Roll call vote recorded all in favor, and the motion carried.

Todd Gettys opened the floor to nominations for Vice President. Todd Gettys moved to appoint Sally Kacar to serve as Vice President. The motion was seconded by Jay Gray. Todd asked if there were any additional nominations for the office of Vice President. Hearing none, Todd closed nominations. Roll call vote recorded all in favor, and the motion carried.

## **7. Presentation: January Board Recognition Month**

In conjunction with PSBA's Board Recognition Month, Dr. West recognized all Board members for their dedication and service to public education. Board members were presented with tumblers designed by students from the New Oxford Training site.

## **8. Approval of Minutes of November 28, 2023**

The minutes of November 28, 2023 were approved as presented.

## **9. 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.

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

### **6.a. Resignations/Retirements/Terminations**

Last Name	First Name	Position	Program	Term Date	Reason
Bodien	Dawn	Online Learning Secretary	Educational Technology Services	01/02/2024	Resignation
Downs	Lisa	Online Student Support Specialist	Educational Technology Services	12/21/2023	Resignation

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Funari	Amanda	Speech-Language Pathologist	Speech & Language Support	01/01/2024	Resignation
Gaumer	Justin	Help Desk Tier I Representative	Educational Technology Services	01/02/2024	Resignation
Gilland	Steven	Program Assistant	Adult Education	12/21/2023	Retirement
Harmer	Amy	Physical Therapist	Occupational & Physical Therapy Services	01/05/2024	Resignation
Jayne	Katie	School Psychologist	Pupil Personnel Services	12/21/2023	Resignation
Kump	Beth	Personal Care Assistant	Autistic Support	01/24/2024	Retirement
Morris	Jenny	Teacher Assistant	Preschool	01/05/2024	Resignation
Neary	Ruthanne	Licensed Practical Nurse	Nonpublic School Services	12/15/2023	Position Ended
Prozo	Marica	Teacher Assistant	Therapeutic Emotional Support	02/01/2024	Retirement
Stafford	William	Teacher Assistant	Therapeutic Emotional Support	12/07/2023	Resignation
Wentzel	Elizabeth	English as a Second Language Instructor	Adult Education	01/24/2024	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
Delauder	Latoya	Online Student Support Specialist	Educational Technology Services	01/10/2024	\$43.68 per hour	LIUEA H-1 Hourly	Part Time Hourly
Kelly	Jennifer	Associate Supervisor	Student Services	12/20/2023	\$85,756.00	Act 93	200 Days
Mak	Alison	Teacher	Preschool	12/20/2023	\$47,157.00	LIUEA D-1	188 Day Stretch
Pletz	Victoria	Teacher	Life Skills Support	01/03/2024	\$47,157.00	LIUEA D-1	188 Days
Priessnitz	Natalie	Specials Teacher (Art)	Student Services	01/10/2024	\$49,157.00	LIUEA D-10	188 Days
Winfield	Cortney	Behavior Analyst	Pupil Personnel Services	01/03/2024	\$52,550.00	LIUEA F-1	188 Days

**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
Brambir	Jennifer	Personal Care Assistant	Multidisabilities Support	12/13/2023	\$16.15 per hour	TA/PCA G-2	188 Days
DeSeta	Michelle	Student Support/Tutor II	Nonpublic School Services	01/03/2024	\$26.37 per hour	Grant Funded	188 Days
Diehm	Amy	ABE/ASE Instructor	Adult Education	12/20/2023	\$21.36 per hour	Grant Funded	Part Time Hourly
Dyal	Samantha	Student Support/Tutor II	Nonpublic School Services	TBD	\$26.37 per hour	Grant Funded	188 Days

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Short	Marianne	Student Support/Tutor I	Nonpublic School Services	12/13/2023	\$15.00 per hour	Grant Funded	Part Time Hourly
Slike	Stephanie	English as a Second Language Instructor	Adult Education	01/10/2023	\$21.36 per hour	Grant Funded	Part Time Hourly

**6.d. Professional Contracts**

<b>Last Name</b>	<b>First Name</b>
Singer	Melanie

**6.e. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Kuczynski	Brian	Intervener	\$28.76	Eastern York SD	December 2023-March 2024
Paul	Nikkia	Para	\$14.57	Eastern York SD	December 1, 2023
Paul	Nikkia	Para	\$14.57	Northeastern SD	December 1, 2023

**6.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Berkheimer	Amanda	Teacher Assistant	Life Skills Support	\$14.50 per hour	TA/PCA A-1	11/06/2023	n/a	n/a	Additional Duties
Brown-Hershner	Judith	Instructional Advisor	Preschool	n/a	n/a	01/18/2024	01/15/2024	01/18/2024	Revised Retirement Date
Goldman	Ashlee	Teacher Assistant	Life Skills Support	\$14.83 per hour	TA/PCA F-1	11/06/2023	n/a	n/a	Additional Duties
Kline	Wendy	Teacher	Life Skills Support	\$35.00 per hour	n/a	11/06/2023	n/a	n/a	Additional Duties
Manning	Tiffany	Instructional Support Teacher	Educational Technology Services	\$55,627.00	LIUEA H-1	12/11/2023	Online Student Support Specialist  Part Time Hourly  \$42.27 per hour  LIUEA H-1 Hourly	Instructional Support Teacher  Full Time  188 Days  \$55,627.00  LIUEA H-1	Position Transfer
McLaughlin	Alexa	Teacher	Student Services	n/a	n/a	12/11/2023	n/a	n/a	Resignation Rescinded

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McLaughlin	Alexa	Teacher	Student Services	\$40.92 per hour	LIUEA F-4 Hourly	12/11/2023	Full Time 188 Days \$53,850.00 LIUEA F-4	Part Time Hourly \$40.92 per hour LIUEA F-4 Hourly	Position Transfer
Putt	Kathleen	Itinerant Teacher	Visually Impaired Support	n/a	n/a	01/12/2024	01/02/2024	01/12/2024	Revised Retirement Date
Smith	Lisa	Fiscal Assistant	Business Services	\$27.56 per hour	Secretary E F-7	01/02/2024	Secretary D F-7 \$25.24 per hour	Secretary E F-7 \$27.56 per hour	Salary Scale Chang

**6.g. Days Beyond Contract**

Last Name	First Name	Position	Program	October 2023	November 2023	December 2023	March 2024	April 2024
Peck	Molly	Staff Developer	Ed Services			1		

**6.h. Treasurer's Report**

Recommendation: Motion to accept the Treasurer’s Report of November 30, 2023 showing cash on hand in the amount of \$32,368,332.04.

**6.i. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through December 12, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$9,445,085.60.

**6.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.

### **6.k. Job Description for Adoption**

Background: The following job description is presented for adoption.

#TBD Program Specialist - Educational Services

Recommendation: Motion to adopt job description.

## **10. Action Items**

### **10.a. Proposed General Operating Budget 2024-2025**

Background: Brent Kessler provided an overview of the proposed General Operating Budget for 2024-2025 at the last Board meeting. The attached Budget document was updated to reflect the recently approved new PSERS retirement rate for 2024-2025. The PSERS Board met on December 15 and approved the new employer rate effective July 1, 2024, which is 33.9%. This was a reduction or cut in the rate from both their projection for next year and below what we are currently paying this year. The reduced PSERS rate lowered the total expenditures for the LIU General Operating Budget by \$32,899 and we also reduced the revenue reimbursement from the state and from the ICR transfers. Final budget is \$8,421,785 and reflects an increase of 2.66% or \$218,604 over the current budget.

Recommendation: Motion to grant approval to distribute the 2024-2025 General Operating Budget to School Districts for approval by their Boards of Directors. Sally Kacar moved approval, seconded by Scott Wingard. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

### **10.b. LLN 5.0 Core Infrastructure Upgrade**

Background: The administration recommends purchasing new core switching equipment to support the Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN). The LLN RWAN is currently undergoing a rebid of services and will begin the next iteration of the LLN (LLN 5.0) on July 1, 2024. Existing core infrastructure equipment will no longer be supported by the manufacturer in the near future. The LIU will be applying for E-rate funding to offset the out-of-pocket expense for the new equipment. Pricing provided by IntegraOne through the E-rate competitive bidding process shows the cost of all equipment at \$292,153.36. E-rate funding is expected to cover 70% of the eligible cost. As a result, out-of-pocket expenses are not expected to exceed \$114,390.07. This amount will be divided among 29 LLN Members and billed to them, amortized over the 5-year term of the LLN 5.0 contract (July 1, 2024 through June 30, 2029).

Recommendation: Motion to approve the purchase of new equipment to support the Lincoln Learning Network Regional Wide-Area-Network (LLN RWAN). Scott Wingard moved approval, seconded by Tedd Sayres. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.c. Summit Professional Education Agreement**

Background: The Student Services Division is requesting approval to enter into a contract with Summit Professional Education. Summit Professional Education will be providing professional development for all school-age OT, COTA, PT, and PTA staff on February 16, 2024. The course is titled Integration of Persistent Reflexes and will provide a more distinct way to evaluate reflexes and provide evidence supported therapeutic activities to address persistent reflexes. Reflexes play an important role in a child's ability to establish effective motor patterns and integrate sensory information. Providers will receive CEUs for this course. The cost for this training is \$59.99 per person. The minimum amount to be billed is \$2,399.60 for 40 attendees.

Recommendation: Motion to approve an agreement between Summit Professional Education and the Lincoln Intermediate Unit 12 to provide professional development for all school-age OT, COTA, PT, and PTA staff on February 16, 2024. Sally Kacar moved approval, seconded by Tedd Sayres. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/abstain. The motion passed with a vote of 8 ayes.

#### **10.d. Contract with Lori Milcic, Deaf Services Coordinator**

Background: The Student Services Division is requesting approval to enter into a service contract with Lori Milcic to provide professional development for educational interpreters on February 16, 2024. The course is titled "Interpreting Education IDA" and will explore interpreting for students with hearing loss and a secondary disability and how to modify educational interpreting to best meet the student's needs.

Recommendation: Motion to approve a contract between Lori Milcic and the Lincoln Intermediate Unit 12 to provide professional development for education interpreters on February 16, 2024. Scott Wingard moved approval, seconded by Cindy Rohrbaugh. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.e. E-Therapy Contract**

Background: The Student Services division is requesting approval to enter into a contract with E-Therapy. E-Therapy will be providing virtual, mental health programs and services beginning on January 3, 2024. These services will include: educator access to an on-demand professional development platform, LIVE Tier 1 professional development training for staff and access to a Parent Mental Health training video series.

Recommendation: Motion to approve a contract between E-Therapy and the Lincoln Intermediate Unit 12 to provide mental health support and professional development for Student Services staff and parents effective January 3, 2024. Sally Kacar moved approval, seconded by Tedd Sayres. Roll call voted recorded: Todd Gettys/aye; Jay Gray/nay; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/nay; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 7 ayes and 2 nays.

#### **10.f. Garcia Enterprises Contract**

Background: The Student Services Division is requesting approval to enter into a contract with Garcia Enterprises. Garcia Enterprises will be providing coaching, consultation and training in Restorative Practices beginning on January 3, 2024. Coaching and consulting will occur one day per month with Student Services leadership. Training for Student Services staff, and possibly our non-public school partners, will include all aspects of Restorative Practices as well as advanced training in conferences.

Recommendation: Motion to approve a contract between Garcia Enterprises and the Lincoln Intermediate Unit 12 to provide Restorative Practices training, coaching and consultation beginning on January 3, 2024. Marc Greenly moved approval, seconded by Scott Wingard. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.g. Affiliation Agreement with Harrisburg Area Community College**

Background: The Student Services Division wishes to enter into an affiliation agreement with Harrisburg Area Community College to provide clinical experience for students enrolled in their nursing program beginning on January 3, 2024 and automatically renewing for additional terms of one year. Renewal terms may not exceed 5 years.

Recommendation: Motion to grant approval of an affiliation agreement with Harrisburg Area Community College to provide clinical experience for Harrisburg Area Community College students beginning on January 3, 2024 and automatically renewing for additional terms of one year, but not exceeding 5 years. Cindy Rohrbaugh moved approval, seconded by Sally Kacar. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.h. Proposal for Video/Photography Services**

Background: LIU12 would like to contract with Our York Media for video production and photography services related to a recruitment and retention campaign. The firm would be engaged for a 6-month period of time during which they would travel to our various sites to interview staff for a series of videos. In addition, they would photograph our staff and students to showcase our different programs and services. These materials will be used for an ongoing recruitment/retention campaign to help with our efforts to attract and keep employees in Adams, Franklin and York counties. This would be funded using ESSER



dollars and would be a one-time purchase that would have no impact on the General Fund Operating Budget.

Recommendation: Motion to approve a contract with Our York Media for video production and photography services related to a recruitment and retention campaign. This would be a one-time purchase that would be funded through ESSER dollars. Scott Wingard moved approval, seconded by Jay Gray. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.i. MG Tactical Advantage LLC Contract**

Background: The administration requests the use of Statewide System of School Support funds to contract with MG Tactical Advantage LLC for professional development purposes for the School Safety and Coordinators Job Alike Network from January 1, 2024 through December 31, 2024.

Recommendation: Motion to contract with MG Tactical Advantage LLC for one year beginning January 1, 2024 through December 31, 2024 at a cost not to exceed \$13,600.00, to be funded by the Statewide System of School Support. Tedd Sayres moved approval, seconded by Sally Kacar. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

#### **10.j. Kelly Services Appendix Update**

Background: The Lincoln Intermediate Unit utilizes Kelly Services for substitute support.

Recommendation: Motion to update appendix to align with LIU positions. Tedd Sayres moved approval, seconded by Marc Greenly. Roll call voted recorded: Todd Gettys/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 9 ayes.

### **11. Information Items**

#### **11.a. LIU Health and Safety Update**

Background: The Health and Safety Plan Committee met to review LIU's Health and Safety Plan on Tuesday, December 12, 2023. No changes to the plan were recommended. The committee meets a minimum of every six months to review the plan in accordance with ARP ESSER requirements.

Recommendation: For information purposes only--no action required.

## **12. Presidents Report**

- Mr. Gettys provided another opportunity for public comments with no comments received.
- Mr. Gettys thanked everyone for their vote to elect him as Board President.
- Mr. Gettys reminded everyone about the dinner scheduled before the February 6 meeting.
- Mr. Gettys also reminded everyone to complete their Financial Interest Statement forms and mileage sheets.

## **13. Executive Director's Report**

- Dr. West congratulated Todd Gettys and Sally Kacar on their election to Board President and Board Vice President.
- Dr. West thanked the Board for all of their support to the LIU.

## **14. Assistant Executive Director's Report**

- Dr. Trail shared that the next Leadership meeting will be held on Thursday, January 4, 2024. She thanked the Board for approving the contract with Dr. Kristen Albert to develop leadership skills.
- Dr. Trail is working with the Tactical Team, the Assistant Directors in the LIU, to develop an onboarding program for new leaders to help provide consistency and provide new leaders the information they need.

## **15. Cabinet Report**

Jared Mader shared that the Educational Technology Services department had the privilege of having a blind/visually impaired student intern from the Red Lion Area School District for the fall semester. This student assisted the Educational Technology Services team as a member of the Help Desk. The internship was a great success and they plan to invite him back for the spring semester. Jared also shared that the Educational Technology Services Team hosted the Information Technology Career Forum on November 16. The event was attended by over 100 students.

Dr. Leese announced that the Student Services department had two programs nominated for Shippensburg's Exemplary Program Award, the Deaf Blind Resource Team and the Autism Specialist Team. Dr. Leese also shared that at the FLC Christmas Program on December 11, DOT foods presented the Franklin Learning Center school a check for \$7,000. Dr. Leese invited all Board members to Variety's bike and stroller parade on January 30.

Brent Kessler shared that the PSERS Board lowered the Employer rate for next year from what was projected. He also shared that the process for establishing a Special Education budget for the 2024-2025 school year has begun. This will be presented to the Board in March or April.

Tracy Williams shared that the Human Resources team visited the LIU centers during the open enrollment period to answer any questions staff had regarding open enrollment. These visits helped to build relationship between Human Resources and staff. The Human Resources team

is working to create a central hub for district HR personnel and they continue to work on developing a spring hiring event.

Dr. Orner congratulated Valerie Chapman-Jones for being named an Outstanding Teacher by the Shippensburg University Study Council. Valerie is a staff developer and certified speech pathologist assigned to the Training and Consultation Team. Dr. Orner also shared that Matt McLaughlin, Corinne Conner, and Dr. Laura McCusker presented at the Pennsylvania Association for Supervision and Curriculum Development conference this year.

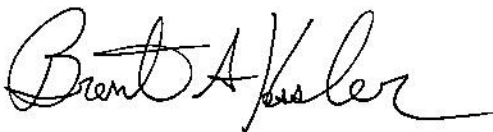
Julie Romig reported that the Legislative Forum held on December 18 was a success. More than 20 superintendents attended as well as legislators representing York, Franklin, and Adams counties. Legislative officials who attended included State Senator Doug Mastriano, State Representative Torren Ecker, Kate Klunk, Dan Moul, Paul Schemel, Mike Jones and District Director BJ Siegs from State Senator Mike Regan's office.

**16. Good of the Order**

No additional information was presented for good of the order.

**17. Adjournment** – Sally Kacar moved to adjourn, seconded by Tedd Sayres. The meeting adjourned at 8:21 pm.

Respectfully,



Brent A. Kessler  
Board Secretary

/ac

**Next Meeting: February 6, 2024**