



LIU BOARD OF DIRECTORS MINUTES January 7, 2025

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 7, 2025. This was a virtual only meeting. Board President Todd Gettys called the meeting to order at 7:07pm.

2. Pledge of Allegiance

The meeting was opened with the pledge of allegiance.

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, Amy Milsten, Tedd Sayres, Mark Smith and Scott Wingard. LIU staff attending were Dr. M. Christopher Marchese, Dr. Kendra Trail, Julie Alu, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Dr. Laura McCusker, Tracy Williams, Amy Crouse and Mike Lewis, Esq., Saxton & Stump, Board Solicitor.

3.a. Resignation of Cynthia Rohrbaugh

Motion to accept the resignation of Cindy Rohrbaugh, effective December 31, 2024, LIU Director representing Eastern York and Central York School Districts.

Brandon Boyer moved to approve the resignation of Cynthia Rohrbaugh, 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; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

4. 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, 2025 through June 30, 2025, pending the next LIU election. Upon approval, they will be sworn into office by the Recording Secretary.

Recommendation: Motion to appoint Amy Milsten of the Central York School District to serve the unexpired term for the board seat representing Central York and Eastern York school districts through June 30, 2025.

Brandon Boyer moved to appoint Amy Milsten, seconded by Marc Greenly. All Board members voted in favor and the motion carried. Ms. Amy Milsten was sworn into office by Recording Secretary, Amy Crouse.

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

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

6. Presentation: January Board Recognition Month

In conjunction with PSBA's Board Recognition Month, Dr. Marchese recognized all Board members for their dedication and service to public education. Due to the meeting being a virtual format, all Board members will be presented with a gift at the February Board meeting.

7. Approval of Minutes of November 26, 2024

The minutes of November 26, 2024 were approved as presented.

8. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

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

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

8.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Clarke	Erica	Teacher	Autistic Support	Rescinded	Resignation Rescinded
Dietrich	Mary Kate	Teacher	Preschool	11/22/2024	Resignation
Fletcher	Adrianna	Physical Therapist	Occupational & Physical Therapy	1/17/2025	Resignation
Forry	Heather	Teacher Assistant	Therapeutic Emotional Support	12/6/2024	Resignation
Myers	Sophia	Personal Care Assistant	Autistic Support	12/6/2024	Resignation
Noel	Kimberly	Teacher Assistant	STEPS	12/2/2024	Resignation
Orendorff	Angela	Teacher Assistant	Autistic Support	5/23/2025	Retirement
Proper	Leslie	Teacher	Autistic Support	Rescinded	Resignation Rescinded
Rosengrant	Sarah	Personal Care Assistant	Multidisabilities Support	11/22/2024	Resignation
Stewart	Kristine	Teacher	Multidisabilities Support	11/26/2024	Resignation
Uecker	Brianna	Payroll Specialist	Business Services	1/17/2025	Resignation
West	Jeffrey	Executive Director	Administration	1/3/2025	Retirement

8.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
Boyer	DeAnna	Teacher	Emotional Support	1/8/2025	\$48,157.00	LIUEA D-1	188 Days

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Garcia	Myriah	Speech and Language Pathologist	Speech and Language Support	12/11/2024	\$54,750.00	LIUEA F-3	188 Days
Hershey	Courtney	School Counselor	Non-Public School Services	1/8/2025	\$56,350.00	LIUEA F-5	Part Time
Monday	BillieJo	Staff Developer	Educational Services	1/8/2025	\$78,256.00	LIUEA H-13	188 Days

8.c. Non-Certified 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
Blymire	Leah	Personal Care Assistant	Dual Diangosis	1/8/2025	\$18.09 per hour	ESPA, Level 3	188 Days
Brown	Candice	Personal Care Assistant	Autistic Support	1/8/2025	\$18.15 per hour	ESPA, Level 3	188 Days
Colon-Perez	Yaritza	Teacher Assistant	Preschool	12/11/2024	\$18.25 per hour	ESPA, Level 3	188 Day Stretch
Dillon	Jeanne	Personal Care Assistant	Student Services	12/11/2024	\$18.00 per hour	ESPA, Level 3	188 Days
Krichten	Brittany	Teacher Assistant	Intensive Learning Support	11/27/2024	\$18.00 per hour	ESPA, Level 3	188 Days
Mann	Fatima	Personal Care Assistant	Student Services	12/11/2024	\$18.15 per hour	ESPA, Level 3	188 Days
Miller	Terri	Personal Care Assistant	Dual Diagnosis	12/18/2024	\$18.18 per hour	ESPA, Level 3	188 Days
Monn	Jordynn	Personal Care Assistant	Student Services	12/11/2024	\$18.00 per hour	ESPA, Level 3	188 Days
Naylor	Erika	Personal Care Assistant	Life Skills Support	12/4/2024	\$18.00 per hour	ESPA, Level 3	188 Days
Noel	Chloe	Teacher Assistant	Autistic Support	12/11/2024	\$18.03 per hour	ESPA, Level 3	188 Days
Peterson	Andrea	Personal Care Assistant	Dual Diagnosis	12/18/2024	\$18.12 per hour	ESPA, Level 3	188 Days
Price	Robin	Teacher Assistant	Emotional Support	12/4/2024	\$18.39 per hour	ESPA, Level 3	188 Days
Stambaugh	Nickolas	Personal Care Assistant	Emotional Support	1/8/2025	\$18.00 per hour	ESPA, Level 3	188 Days

8.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Timmons	Kimberly	Teacher	\$36.59/Hour	Chambersburg Area SD	November 12, 2024 through duration of placement
Kuczynski	Brian	Intervener	\$ 29.64/Hour	Eastern York SD	December 9,2024 - March 7, 2025 3-5 hours per week

8.e. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/ Scale	Effective	From	To	Reason
Hann	Bonnie	Personal Care Assistant	Autistic Support	n/a	n/a	12/17/2024	Multidisabilities Support	Autistic Support	Position Transfer
Kenworthy	Maranda	HR Generalist-Certification/ Compliance	Human Resources	53,861	Confidential	1/2/2025	HR Specialist	HR Generalist-Certification/ Compliance	Position Transfer
Medina	Alexis	Instruction in the Home Teacher	Life Skills Support	\$37.73 per hour	LIUEA D-4	12/3/2024	n/a	n/a	Additional Temporary Part Time Position
Ney-Shaffer	Chantelle	Staff Developer	Educational Services	n/a	n/a	11/27/2024	Resignation effective 12/4/2024	Resignation effective 11/27/2024	Change Resignation Date
Smith	Janet	Administrative Assistant	Educational Services	\$26.37 per hour	ESPA, Level 8	1/6/2025	Program Secretary	Administrative Assistant	Position Transfer

8.f. Student Workers

ID#	Location	Rate
10007485	Franklin Learning Center	\$11.00 per hour

8.g. Classroom Monitors

The following employees are recommended to join a pool of classroom monitors to be paid \$2.50 per hour in addition to their current hourly rate:

Last Name	First Name
Gray	Taylor
Vito	Tammy

8.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer’s Report of November 30, 2024 showing cash on hand in the amount of \$39,363,403.58

8.i. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$12,425,390.42

8.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.

8.k. Office Holiday Calendar 2025-2026

Background: The proposed Office Holiday Calendar for 2025-2026 is presented for adoption.

Recommendation: Motion to adopt the Office Holiday Calendar for 2025-2026.

9. Action Items

9.a. Proposed General Operating Budget 2025-2026

Background: Brent Kessler provided an overview of the proposed General Operating Budget for 2025-2026 at the last Board meeting. The attached Budget document was updated to reflect the recently approved new PSERS retirement rate for 2025-2026. The PSERS Board met on December 20 and approved the new employer rate effective July 1, 2025, which is 34.0%. This was a reduction or cut in the rate from their projection for next year. The reduced PSERS rate lowered the total expenditures for the LIU General Operating Budget by \$30,196 and we also reduced the revenue reimbursement from the state and from the ICR transfers. Final budget is \$9,102,770 and reflects an increase of 8.1% or \$680,973 over the current budget.

Recommendation: Motion to grant approval to distribute the 2025-2026 General Operating Budget to school districts for approval by their Board of Directors.

Brandon Boyer moved approval, seconded by Marc Greenly. 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; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 13 ayes.

9.b. Erbacher Consulting Associates Letter of Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Erbacher Consulting Associates for a one-day virtual training for IU staff. The title of the training is Suicide in Schools: Assessment and Management of Youth Suicide. It will be held (virtually) on April 2, 2025. The Lincoln Intermediate Unit will pay \$1500.00 for this service. This will be funded by Act 55 funding.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Erbacher Consulting Associates to provide a virtual training for IU staff titled Suicide in Schools: Assessment and Management of Youth Suicide to be held April 2, 2025.

Board discussion occurred with questions and concerns regarding the contracted company and the specifics of the content. The Board is requesting further details/summary of the training to be provided. Brandon Boyer made a motion to table this item, seconded by Sally Kacar. A voice vote was taken. All Board members present voted in favor and the motion carried.

9.c. Trauma Stewardship: Virtual Foundational Workshop

Background: The Student Services Division is requesting approval to enter into an agreement with Laura van Dernoot Lipsky, Trauma Stewardship Institute, for a one-day virtual training for IU staff. The title of the training is Trauma Stewardship: Virtual Foundational Workshop. It will be held (virtually) on March 25, 2025. The Lincoln Intermediate Unit will pay \$10,000.00 for this service with the cost being covered by a designated budget item for employee training. Trauma stewardship is a practice that involves caring for others while also tending to one's own well-being, as a way to manage exposure to trauma without internalizing the suffering of others. Trauma stewardship can be practiced at the individual, organizational, and societal level. Key concepts of trauma stewardship include Presence: Being fully present with others' pain and suffering without taking it on as your own; Awareness: Developing a deep sense of awareness so you can care for yourself while also caring for others; Sustainability: Responding to urgent human and environmental conditions in a sustainable and intentional way; Gift of presence: Remembering that it's a gift to be present when people are dealing with trauma, and Responsibility: Remembering your responsibility to care and nurture your capacity to help.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Laura van Dernoot Lipsky to provide a virtual training for IU staff titled Trauma Stewardship: Virtual Foundational Workshop to be held March 25, 2025.

Board discussion took place with questions/concerns regarding the cost of the presentation, length of the program, and the content of the presentation. Further clarification to be provided. Scott Wingard made a motion to approve the contract with contractual clarification and final solicitor approval, seconded by Tedd Sayres. Roll call vote recorded: Brandon Boyer/nay; Todd Gettys/aye; Jennifer Goldhahn/nay; Jay Gray/nay; Marc Greenly/nay; Stephanie Harbaugh/nay; Sally Kacar/nay; Sara Keefer/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 7 ayes and 6 nays.

9.d. Frostburg State University Nursing Program Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Frostburg State University for one year from the date of January 8, 2025, to provide an opportunity for student observations and/or internships for FSU nursing students within the IU. This contract will automatically renew on an annual basis unless terminated by either party. 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 FSU students.

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

Agenda items 9.d., 9.e., and 9.f. were voted on simultaneously.

Jennifer Goldhahn 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; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 13 ayes.

9.e. Saint Joseph’s University School Fieldwork Placement Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with Saint Joseph’s University for three years from the date of January 8, 2025, to provide an opportunity for student observations and/or internships for SJU students within the IU. This contract will automatically renew for an additional three years unless terminated by either party. 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 SJU students.

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

Agenda items 9.d., 9.e., and 9.f. were voted on simultaneously.

Jennifer Goldhahn 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; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 13 ayes.

9.f. West Virginia University Student Affiliation Agreement

Background: The Student Services Division is requesting approval to enter into an agreement with West Virginia University for five years from the date of January 8, 2025, to provide an opportunity for student observations and/or internships for WVU 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 WVU students.

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

Agenda items 9.d., 9.e., and 9.f. were voted on simultaneously.

Jennifer Goldhahn 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; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 13 ayes.

9.g. Board Policies for First Reading

Background: The following policies are presented for first reading

- 218.1 Weapons
- 222 Tobacco and Vaping Products
- 308 Employment Contract/Board Resolution
- 823 Opioid Antagonist (Previously Naloxone)

Recommendation: Motion to approve first reading.

Brandon Boyer 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; Amy Milsten/abstain; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes and 1 abstain.

9.h. Board Policies for Second Reading/Adoption

Background: The following Board policies are presented for adoption:

113.1 Discipline of Students with Disabilities
113.2 Behavior Support
202 Eligibility of Nonresident Students
236.1 Threat Assessment
249 Bullying/Cyberbullying
803 Intermediate Unit Calendar

Recommendation: Motion to adopt board policies.

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; Amy Milsten/abstain; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes and 1 abstain.

10. President's Report

- Mr. Gettys provided another opportunity for public comments with no comments received.
- Mr. Gettys shared that there will be some changes in how items are managed during the Board meetings. One example is the way roll call is conducted - moving forward, it will no longer follow the same order for every vote.

11. Executive Director's Report

- Dr. Marchese thanked Dr. Trail and the Cabinet team for their support during his transition into the role of Executive Director. He also thanked Dr. West for the time spent with him before his retirement.
- Dr. Marchese shared that his current goal is to listen and learn. He aims to understand the roles of others, identify ways he can offer support, and create new opportunities for the IU to become the provider of choice in the communities we serve.
- Dr. Marchese has already met with each Superintendent via Zoom as a meet and greet and has meetings scheduled at their districts over the next several weeks. He is also scheduling meetings with each Board member.
- Dr. Marchese also shared that they are working to fill the position of Director of Educational Services and hopes to provide an update within the near future. He thanked Dr. Laura McCusker for her assistance as Interim Director of Educational Services.

12. Assistant Executive Director's Report

- Dr. Trail shared that the third Leadership Team meeting of the year was held on Monday, January 6th. The meeting was held virtually due to the weather closure of the New Oxford Central Office.

- Dr. Trail recognized Sonia Pitzi, Region 3 Coordinator for ECYEH (Education for Children & Youth Experiencing Homelessness). During Awareness Week in November, Sonia had the privilege of presenting on a panel for the Children & Youth Committee at the Capitol in Harrisburg and also spoke at a press conference on the rotunda steps. Dr. Trail is proud of the work that Sonia does in supporting our districts.

13. Cabinet Report

Brent Kessler expressed gratitude to the Facilities Department, led by Eric Sands, for their efforts during the snowstorm over the past two days. He acknowledged their dedication in ensuring everything was ready for the return to in-person work.

Tracy Williams shared that one of the goals of the Human Resources Department is to improve communication for their job-alike groups and review how they share information. This effort involves HR Directors within the LIU footprint and HR Directors in PAIU. A virtual job fair was held in November and there are plans to organize another one later this school year.

Julie Alu shared that continued efforts are being made to communicate legislative issues to our member school districts. In December, Hannah Barrick, Executive Director of PASBO, provided a legislative update to all Superintendents. Julie also announced that planning is underway for the March 25th "Day on the Hill" event in Harrisburg.

Dr. Laura McCusker shared that the Educational Service Department recently gathered department leaders to update their department goals. At the end of this month there will be a combined job-alike meeting with Educational Technology Services, Educational Technology Advisory Council and Curriculum Council in our member districts.

Dr. Jennifer Leese shared that December was National Disability Awareness Month with a focus on social awareness and advocacy for those with disabilities. Additionally, January 4th was World Braille Day. She highlighted one of our students, Luis Perez, who is dual-enrolled at Red Lion Area School District and York College. Luis has used braille to take the SAT as well as the PSSA.

Jared Mader announced that the LIU will be hosting a statewide cyber security event on Monday, January 13th. The event will feature representation from the White House, FBI, MS-ISAC, CISA, and the U.S. Department of Education. Part of this event includes a two-hour cyber incident response exercise to help districts deal with responses when a breach occurs.


14. Good of the Order

No additional information was presented for good of the order.

15. Adjournment

Marc Greenly made a motion to adjourn the meeting, seconded by Tedd Sayres. The meeting adjourned at 8:49pm.

Respectfully,


Brent A. Kessler
Board Secretary

/ac

Next Meeting: February 4, 2025