



**LIU BOARD OF DIRECTORS
MINUTES
February 4, 2025**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 4, 2025 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:17pm. Mr. Gettys announced that the Board met in executive session prior to the meeting to discuss a personnel and legal matter.

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, and Amy Crouse. Visitors included Rebecca Gibboney.

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 Services in Nonpublic Schools

Lisa Menges gave a presentation highlighting LIU services in nonpublic schools. There are 107 nonpublic schools in the LIU footprint. Seventy-five percent of nonpublic school students enrolled in the LIU footprint have access to Act 89 services. Thirty-five percent of schools requested and receive Act 89 services.

6. Approval of Minutes of January 7, 2025

The minutes of January 7, 2025 were approved as presented.

7. 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.

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Jennifer Goldhahn moved to approve the Consent agenda, seconded by Tedd Sayres. 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
Alexander	Kelsie	Personal Care Assistant	Preschool	1/24/2025	Resignation
Cordell	Jennifer	Teacher	Autistic Support	2/19/2025	Resignation
Dillon	Jeanne	Floating Personal Care Assistant	Student Services	1/6/2025	Resignation
Gouge	Holly	Personal Care Assistant	Preschool	1/7/2025	Resignation
Hare	Deborah	ESL Program Specialist	Language Instruction Educational Program	1/10/2025	Resignation
Harman	Angela	Teacher Assistant	Autistic Support	1/24/2025	Resignation
Helman	Rebekah	FCLC Program Assistant	Adult Education	1/17/2025	Resignation
Orendorff	Angela	Teacher Assistant	Autistic Support	5/23/2025	Retirement
Seeling	McKenzie	Personal Care Assistant	Life Skills Support	1/10/2025	Resignation
Walter	Shawna	Personal Care Assistant	Autistic Support	12/20/2024	Resignation

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
Gibboney	Rebecca	Director of Educational Services	Educational Services	TBD	\$135,378.17	Act 93	260 Days
Justinus	Rebecca	Teacher	Autistic Support	1/8/2025	\$53,450.00	LIUEA F-1	188 Days
Sunderland	Danielle	School Counselor	Pupil Personnel Services	1/15/2025	\$59,056.00	LIUEA H-4	188 Days
Wooden	Christy	Teacher	Preschool	2/5/2025	\$56,282.00	LIUEA G-4	188 Day Stretch

7.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
Fontanez	Teresa	Personal Care Assistant	Multidisabilities Support	2/19/2025	\$18.21 per hour	ESPA, Level 3	188 Days
Josephselvaraj	Jannet Lavanya	Teacher Assistant	Preschool	1/15/2025	\$18.06 per hour	ESPA, Level 3	188 Day Stretch
Lehman	Kristen	Building Secretary	Student Services	1/15/2025	\$23.39 per hour	ESPA, Level 7	260 Days
Mendoza	Alondra	Personal Care Assistant	Autistic Support	1/15/2025	\$18.03 per hour	ESPA, Level 3	188 Days
Olivero	Arleen	Teacher Assistant	Autistic Support	1/22/2025	\$18.39 per hour	ESPA, Level 3	188 Days

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Omlor	Tara	Teacher Assistant	Therapeutic Emotional Support	1/15/2025	\$18.00 per hour	ESPA, Level 3	188 Days
Petty	Michelle	HR Specialist	Human Resources	1/8/2025	\$25.68 per hour	ESPA, Level 9	260 Days
Renno	Victoria	Program Secretary	Educational Services	2/12/2025	\$23.21 per hour	ESPA, Level 7	260 Days
Stinchcomb	Patricia	Personal Care Assistant	Multidisabilities Support	1/29/2025	\$18.24 per hour	ESPA, Level 3	188 Days
Vincion	Sherry	Job Coach	Transition	1/15/2025	\$19.50 per hour	ESPA, Level 4	188 Days

7.d. Professional Contracts

Last Name	First Name
Piper	Rachelle

7.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Carl	Danielle	Teacher	\$36.59/hour	Dallastown Area SD	January 21, 2025 through duration of placement
Stoner	Kelly	Para	\$ 28.50/hour	Gettysburg Area SD	January 9, 2025 - February 28, 2025 Tuesdays / Thursdays
Hockensmith	Kimberly	Interpreter	\$ 39.63/hour	Spring Grove Area SD	January 23/28, 2025/February 11/13/19/27, 2025 -volleyball tryouts
Young	Kacie	Teacher	\$36.59/hour	Hanover Public SD	January 21,2025 through duration of placement

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Arganbright	Jennifer	Teacher	Life Skills Support	\$75,185.00	LIUEA G-13	8/13/2024	\$74,050.00 LIUEA F-13	\$75,185.00 LIUEA G-13	Obtained M+15
Clark	Emily	Teacher	Autistic Support	\$55,482.00	LIUEA G-3	8/13/2024	\$54,750.00 LIUEA F-3	\$55,482.00 LIUEA G-3	Obtained M+15
Miller	Heather	Instructional Advisor	Preschool	\$75,939.00 +5,000 Stipend	LIUEA I-12	7/1/2024	\$75,256.00 +5,000 Stipend	\$75,939.00 +5,000 stipend	Obtained M+45
Myers	Allison	Payroll Specialist	Business Services	\$61,229.38	Confidential	1/15/2025	Accounts Payable Associate	Payroll Specialist	Position Transfer
Sayers-Lowe	Bethany	Intervener	Hearing Impaired Support	\$24.63 Per hour	ESPA, Level 88	1/2/2025	PCA Autistic Support	Intervener Hearing Impaired Support	Position Transfer

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Scharff	Patrick	Network Administrator	Educational Technology Services	\$71,103.13	Act 93	2/5/2025	Network/System Support Specialist ESPA	Network Administrator Act 93	Position Transfer
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7.g. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of December 31, 2024 showing cash on hand in the amount of \$37,826,048.06.

7.h. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through January 23, 2025.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$15,736,185.13

7.i. 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.j. Job Descriptions for Adoption

Background: The following job descriptions are presented for adoption.

- Job Coach

Recommendation: Motion to adopt job descriptions.

8. Action Items

8.a. Electronic Signature Resolution

Background: All PDE online grant application systems, including eGrants, allows for electronic signature approval by LIU when submitting applications for federal and state grants. This document assigns electronic signature authority to Dr. M. Christopher Marchese, Executive Director, effective January 4, 2025.

Recommendation: Motion to adopt resolution assigning electronic signature authority to Dr. M. Christopher Marchese to sign any and all contracts, grants, and/or licenses with the PA Department of Education effective January 4, 2025.

Amy Milsten moved approval, seconded by Sally Kacar. Roll call vote recorded: Mark Smith/aye; Scott Wingard/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; Todd Gettys/aye. The motion passed with a vote of 12 ayes. Brandon Boyer was offline when this vote was taking place.

8.b. Bid Award for Internet Service for the Lincoln Learning Network 5.0 Regional Wide-Area-Network (LLN RWAN) Consortium

Background: The administration recommends entering into a contract agreement with Zito Business for 20 Gbps (gigabytes per second) of commodity internet delivery service. The LLN consortium filed an E-rate Form 470 and posted an RFP to solicit bids for internet service. The contract will be awarded for a period of 4-years, to co-terminate with the existing 5-year contract for RWAN transport service, expiring on June 30, 2029. Monthly recurring cost for internet service is \$2,400.00/month before E-rate discounts are applied.

Recommendation: Motion to approve the contract agreement between the Lincoln Intermediate Unit 12 and Zito Business for internet delivery service for a four-year term beginning on July 1, 2025 through June 30, 2029.

Marc Greenly moved approval, seconded by Tedd Sayres. Roll call vote recorded: Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/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; Todd Gettys/aye. The motion passed with a vote of 12 ayes. Brandon Boyer was offline when this vote was taking place.

8.c. Remove from the Table - Erbacher Consulting Associates Letter of Agreement

Background: Erbacher Consulting Associates Letter of Agreement was tabled during the January 7th Board meeting.

Recommendation: Motion to remove Erbacher Consulting Associates Letter of Agreement from the table.

Sally Kacar moved approval, seconded by Amy Milsten. Roll call vote recorded: Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye; Jennifer Goldhahn/aye; Jay Gray/nay; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Todd Gettys/aye. The motion passed with a vote of 11 ayes and 1 nay. Brandon Boyer was offline when this vote was taking place.

8.d. 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 took place regarding the content of the presenter's slides.

Tedd Sayres moved approval, seconded by Amy Milsten. Roll call vote recorded: Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye; Brandon Boyer/nay; Jennifer Goldhahn/nay; Jay Gray/nay; Marc Greenly/nay; Stephanie Harbaugh/nay; Sally

Kacar/nay; Sara Keefer/aye; Todd Gettys/nay. The motion was defeated with a vote of 7 nays and 6 ayes.

8.e. Board Policies for First Reading

Background: The following policies are presented for first reading

234 Pregnant/Married Students

251 Children/Students Experiencing Homelessness in Foster Care, and/or Experiencing Educational Instability (Previously Homeless Students)

Recommendation: Motion to approve first reading.

Jennifer Goldhahn moved approval, seconded by Sally Kacar. Roll call vote recorded: Sara Keefer/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Todd Gettys/aye. The motion passed with a vote of 13 ayes.

8.f. Board Policies for Second Reading/Adoption

Background: The following Board policies are presented for adoption:

218.1 Weapons

222 Tobacco and Vaping Products

308 Employment Contract/Board Resolution

823 Opioid Antagonist (Previously Naloxone)

Recommendation: Motion to adopt board policies.

The Board agreed to amend policy 308 by removing the following paragraph from the policy:

The Executive Director may submit their resignation to the Board President. The Board shall take official action on acceptance of the resignation, in accordance with the terms specified in the Executive Director's written contract. The Executive Director's resignation shall be irrevocable once accepted by action of the Board.

Jennifer Goldhahn made a motion to approve the second reading of policy 218.1, 222, 308 as amended, and 823. Motion was seconded by Tedd Sayres. Roll call vote recorded: Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Jay Gray/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Todd Gettys/aye. The motion passed with a vote of 13 ayes.

9. President's Report

- Mr. Gettys provided another opportunity for public comments with no comments received.
- Mr. Gettys reminded the Board to complete their Statement of Financial Interest forms by May 1.
- Mr. Gettys confirmed that the Board retreat will be held on April 16, 2025.

10. Executive Director's Report

- Dr. Marchese continues to meet individually with Superintendents, Board members and Leadership Team members as part of his transition activities.
- Dr. Marchese provided an update on the FLC pool. He announced that we do not plan to reopen the swimming pool. Due to the need for increased space for instructional programs within the Franklin Learning Center, the space will be used for additional classrooms.
- Dr. Marchese also mentioned that the date for the Board retreat has been confirmed and will be held on April 16, 2025. The purpose of the retreat is for team building, establishing communication norms and learning more about the role of an Intermediate Unit Board member.
- Dr. Marchese recognized the administration and staff for their prompt response last Friday regarding the incident at Paradise School.
- Dr. Marchese thanked Dr. Laura McCusker for serving as the Interim Director of Educational Services until Ms. Gibboney can join the LIU in April.
- Lastly, Dr. Marchese mentioned that last month we celebrated Board Appreciation Month. Since the meeting was held virtually, a small gift has been placed at each Board member's seat.

11. Assistant Executive Director's Report

Dr. Trail shared that the Lincoln Intermediate Unit is entering into a pilot project with OCDEL, the Office of Child Development and Early Learning. NCEE which is the National Center on Education and the Economy is also involved. The project focuses on early childhood, specifically for Franklin County. The Franklin County Superintendents were invited to a Zoom meeting with NCEE and were in agreement to move forward with the pilot program. The goal is to create and implement an aligned system of services that responds effectively to the needs of the students in Franklin County.

12. Cabinet Report

Dr. Laura McCusker welcomed Rebecca Gibboney as the new Director of Educational Services. She also shared about an upcoming event on February 12 that is a partnership with the US Army War College and Shippensburg Study Council. The LIU will host teams of administrators for a design thinking workshop. The workshop will look at the operational design thinking in military strategy.

Tracy Williams shared that the HR department hosted a successful HR consortium meeting in January, focusing on the theme of growth mindset. Additionally, they held a meeting at the Capital Area Intermediate Unit in collaboration with Business Services. The department is also progressing with the development of their HR Hub, a platform where HR professionals from various districts can access resources.

Brent Kessler shared that January is a very busy month for Business Services with issuing W2s and 1099s. A total of over 1,200 W2s were issued and over 300 1099s. The Payroll Specialist position was filled by an internal promotion and the department is currently looking to fill an Accounts Payable vacancy.

Dr. Jennifer Leese is collaborating with Intermediate Units throughout the state to transition the IU's Special Education Plan to the Future Ready Comprehensive Planning Portal (FRCPP), aiming to simplify processes. Dr. Leese also mentioned that this week, from February 3-7, is National School Counselor Appreciation Week, expressing pride in the work our counselors do. Furthermore, February 15th will be School Resource Officer Appreciation Day.

Julie Alu shared details about LIU's new website, which is set to launch this week. Due to the current provider being acquired by Finalsight, a new website was necessary. She acknowledged two team

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members from our Educational Technology Services Department, Autumn Zaminski and Nicole Brakefield, for their time and effort in leading this project. There will be no changes to the budget with the new website.

Jared Mader highlighted the cybersecurity event hosted by the LIU on January 13th, which received strong media coverage. Over 200 LEAs participated in the event. The event featured a tabletop exercise. The Technology Directors expressed a desire to create their own tabletop exercises to bring back to their district leadership teams. Next month, the Technology Directors within the LIU footprint will meet to begin organizing this initiative.

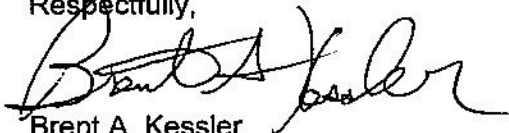
13. Good of the Order

No additional information was presented for good of the order.

14. Adjournment

Tedd Sayres made a motion to adjourn the meeting, seconded by Jennifer Goldhahn. The meeting adjourned at 8:55pm.

Respectfully,


Brent A. Kessler
Board Secretary

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Next Meeting: March 4, 2025