



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

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on March 4, 2025 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:00pm. Mr. Gettys announced that the Board met in executive session prior to the meeting to discuss a personnel 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, Marc Greenly, Stephanie Harbaugh, Sally Kacar, Cassandra Liggins, Amy Milsten, Tedd Sayres, 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 and Tracy Williams.

**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: STEELS Implementation and Support for Member Districts**

Ben Smith and Abbey Hathaway gave a presentation highlighting STEELS Standards Implementation and Support for Member Districts. The LIU currently provides STEELS services to 25 public school districts and 4 non-public school districts.

**6. Approval of Minutes of February 4, 2025**

The minutes of February 4, 2025 were approved as presented.

**7. Consent Agenda**

Background: The following routine operational matters are 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 Tedd Sayres. All Board members present voted in favor and the motion carried.

**LIU Board of Directors Minutes  
March 4, 2025**

**7.a. Resignations/Retirements/Terminations**

Last Name	First Name	Position	Program	Term Date	Reason
Baldwin	Maria	Teacher Assistant	Therapeutic Emotional Support	2/4/2025	Resignation
Bush	Kathy	Teacher Assistant	Preschool	6/12/2025	Retirement
Flores	Heather	Personal Care Assistant	District Contracted	2/28/2025	Resignation
Haid	Paul	Itinerant Teacher	Hearing Impaired Support	5/30/2025	Retirement
Hess	Karen	Intervener	Hearing Impaired	2/6/2025	Resignation
Josephselvara	Jannet Lavanya	Teacher Assistant	Preschool	2/13/2025	Resignation
Kabakjian	Brooke	Speech Language Pathologist	Speech & Language Support	1/13/2025	Resignation
Lippy-Harner	Sarah	Counselor	Pupil Personnel Services	2/28/2025	Resignation
Maloney	Cathy	Adult Education ABE/ASE Instructor	Adult Education	4/30/2025	Resignation
Mink	Daniel	Occupational Therapist	Occupational & Physical Therapy	6/2/2025	Retirement
Peterson	Angela	Custodian	Business Services	1/31/2025	Resignation
Smith	Samantha	Teacher	Multidisabilities Support	1/17/2025	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
Kane	Zoe	Teacher	Multidisabilities Support	2/26/2025	\$48,157.00	LIUEA D-1	188 Days
Kretzer	Faith	Occupational Therapist	Occupational & Physical Therapy Services	2/26/2025	\$58,500.00	LIUEA D-1	188 Days

**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
Anderson	Kyla	Personal Care Assistant	Hearing Impaired Support	2/5/2025	\$18.00 per hour	ESPA, Level 3	188 Days
Bodien	Emily	Physical Therapy Assistant	Occupational & Physical Therapy Services	2/5/2025	\$28.59 per hour	ESPA, Level 11	188 Days
Clark	MiYena	Personal Care Assistant	Emotional Support	3/5/2025	\$18.03 per hour	ESPA, Level 3	188 Days
Groft	Amy	Personal Care Assistant	Preschool	2/26/2025	\$18.03 per hour	ESPA, Level 3	188 Day Stretch
Jimenez	Cristina	Personal Care Assistant	Preschool	2/12/2025	\$18.00 per hour	ESPA, Level 3	Temporary-Head Start
Little	Bonnie	Accounts Payable Associate	Business Services	2/26/2025	\$21.01 per hour	ESPA, Level 5	260 Days
Marrero	Erica	Personal Care Assistant	Life Skills Support	3/5/2025	\$18.33 per hour	ESPA, Level 3	188 Days

**LIU Board of Directors Minutes  
March 4, 2025**

Reed	Brady	Teacher Assistant	Emotional Support	3/5/2025	\$18.00 per hour	ESPA, Level 3	188 Days
Resto	Gaviella	Personal Care Assistant	Multidisabilities Support	3/5/2025	\$18.00 per hour	ESPA, Level 3	188 Days
Stonesifer	Caitlin	Personal Care Assistant	Autistic Support	2/12/2025	\$18.24 per hour	ESPA, Level 3	188 Days
Vitek	Melody	Program Assistant	Adult Education	3/5/2025	\$19.50 per hour	ESPA, Level 4	Part Time

**7.d. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Baldwin	Yvette	Teacher	Emotional Support	\$48,157.00	LIUEA D-1	3/3/2025	Teacher Assistant ESPA	Teacher \$48,157.00 LIUEA D-1	Position Transfer
Boyer	DeAnna	Teacher	Emotional Support	\$53,450.00	LIUEA F-1	2/7/2025	LIUEA D-1	LIUEA F-1	Salary Column Change
Carbaugh	Jennifer	Accounting Manager	Business Services	\$81,206.34	ACT 93	2/17/2025	Supervisor of Accounting \$71,951.89	Accounting Manager \$81,206.34	Position Transfer
Dalton	Valerie	Teacher	Therapeutic Emotional Support	\$48,157.00	LIUEA D-1	3/3/2025	Teacher Assistant ESPA	Teacher \$48,157.00 LIUEA D-1	Position Transfer

**7.e. Professional Contracts**

Last Name	First Name
Holmes	Abby

**7.f. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Campbell	Amber	Teacher	\$36.59/hour	Waynesboro Area SD	January 21, 2025 - February 17, 2025
Smith	Kippi	Teacher	\$36.59/hour	Gettysburg Area SD	January 22, 2025 - May 31, 2025 6 hours per week

**7.g. Days Beyond Contract**

Last Name	First Name	Position	Program	February 2025	March 2025	April 2025	May 2025
Peck	Molly	Staff Developer	ENTP	1	.5	1.5	.5
Moran	Tera	Staff Developer	ENTP		1		

**7.h. 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
Haskell	Mackenzie
Ronzo	Danielle
Shatzer	Crystal

**7.i. Treasurer's Report**

Recommendation: Motion to accept the Treasurer’s Report of January 31, 2025 showing cash on hand in the amount of \$50,817,810.02

**7.j. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through February 17, 2025.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$17,077,975.46

**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 Descriptions for Adoption**

Background: The following job descriptions are presented for adoption.

- English as a Second Language (ESL) Instructor

Recommendation: Motion to adopt job descriptions.

## **8. Action Items**

### **8.a. Confidential Staff Agreement**

Background: The Administration will present the proposed Confidential Staff Agreement for review and approval.

Recommendation: Motion to approve the Confidential Staff Agreement effective July 1, 2025 through June 30, 2029.

Marc Greenly moved approval, seconded by Tedd Sayres. Roll call vote recorded: Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Todd Gettys/aye. The motion passed with a vote of 10 ayes.

### **8.b. Adoption of LIU Election Ballot for Spring 2025 Election**

Background: The proposed election ballot reflects nominations submitted by school district for seats that are up for re-election. 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 2025 election of members to the LIU Board.

Tedd Sayres moved approval, seconded by Sally Kacar. Roll call vote recorded: Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Todd Gettys/aye. The motion passed with a vote of 10 ayes.

### **8.c. Holy Family University School of Nursing Affiliation Agreement**

Background: The Student Services Division is requesting approval to enter into an agreement with Holy Family University School of Nursing for one year from the date of March 5, 2025. This agreement provides an opportunity for student observations and/or internships for HFU 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 HFU students.

Recommendation: Motion to approve an agreement between the Lincoln Intermediate Unit 12 and Holy Family University School of Nursing, to provide student observations and/or internships to HFU students within the IU.

Scott Wingard moved approval, seconded by Jennifer Goldhahn. Roll call vote recorded: Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Scott Wingard/aye; Brandon Boyer/aye; Todd Gettys/aye. The motion passed with a vote of 10 ayes.

Scott Wingard thanked Dr. Leese for her work on the affiliation agreements and for her recent visit to Dallastown Area School District to discuss them.

#### **8.d. All Hands Interpreting Services LLC Independent Contractor Agreement**

Background: The Student Services Division relies on various contracting agencies to support staffing needs in the areas of related services, nurses, and personal care assistants. This agreement between LIU12 and All Hands Interpreting Services LLC is presented to the Board for approval. All Hands Interpreting Services LLC will provide qualified personnel for LIU12 and its students in the area of sign language interpreters and sign language interpreting, for one year from the date of March 5, 2025.

Recommendation: Motion to approve the agreement between All Hands Interpreting Services LLC and LIU12, to support staffing needs in the area of sign language interpreters/interpreting.

Amy Milsten moved approval, seconded by Tedd Sayres. Roll call vote recorded: Brandon Boyer/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Scott Wingard/aye; Todd Gettys/aye. The motion passed with a vote of 10 ayes.

#### **8.e. University of North Carolina at Greensboro (SERVE Center) Agreement**

Background: The purpose of the Liaison Annual Retreat is to equip participants who work with students experiencing homelessness and those placed in foster care with a comprehensive understanding of their responsibilities under federal education law. The retreat will enhance participants' connections to communities within their region and deepen their understanding of interactions at the micro, mezzo, and macro levels. Attendees will also develop a stronger framework for addressing challenges related to supporting these student populations and identify ongoing opportunities to enhance their efforts.

Recommendation: Motion to approve an agreement with the University of North Carolina at Greensboro ("UNCG"), on behalf of its SERVE Center ("SERVE") to provide an in person training on April 15, 2025, from 9:00am - 2:30pm on requirements included in the McKinney-Vento Homeless Assistance Act and Title I of the Elementary and Secondary Education Act. This training is provided at no cost and is funded through the Education for Children and Youth Experiencing Homelessness (ECYEH) Grant.

Tedd Sayres moved approval, seconded by Amy Milsten. Roll call vote recorded: Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Todd Gettys/aye. The motion passed with a vote of 10 ayes.

#### **8.f. Board Policies for Second Reading/Adoption**

Background: The following Board policies are presented for adoption:

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

Recommendation: Motion to adopt board policies.

Tedd Sayres moved approval, seconded by Jennifer Goldhahn. Roll call vote recorded: Scott Wingard/aye; Brandon Boyer/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie

Harbaugh/aye; Sally Kacar/aye; Cassandra Liggins/aye; Amy Milsten/aye; Tedd Sayres/aye; Todd Gettys/aye. The motion passed with a vote of 10 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.

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

- Dr. Marchese provided the Board with an update on his 100-Day Entry Plan. The plan serves as a guide to ensure a "listening, learning, and leading" approach. Key focus areas include Collaborative Governance, Program Analysis, Organizational Efficiency, Community Engagement, and Finance & Operations. All 100-Day activities should be completed by mid-May.
- As part of Dr. Marchese's transition activities, since last month he has met with 9 superintendents and 2 two Board members. He also met with Paradise staff at their recent faculty meeting. A Coffee & Conversation event for New Oxford Central Office staff will be held on March 12th.
- Dr. Marchese reminded the Board that a Board Retreat will be held on April 16th. He and Dr. Trail have worked with the facilitators to develop content for the event.

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

Dr. Trail shared that the second Superintendent Symposium for the 2024-2025 school year will be held at the end of March. There are currently 15 superintendents registered. The event will include a training at the Stockdale Center for Ethical Leadership at the United States Naval Academy.

## **12. Cabinet Report**

Brent Kessler shared an update on the General Operating Budget. It has been sent to all districts for voting, with all but one district having completed their vote. The final district will cast their vote in March. The teller's report will be presented at the April Board meeting. Additionally, the Special Education budget will also be presented to the Board in April.

Dr. Laura McCusker mentioned that last week, Educational Services collaborated with colleagues from other IUs in the central region to host representatives from the PA Department of Education. The focus of the event was on two topics: the Future Ready PA Index and the design of the PSSA/Keystone tests. The event spanned two days, consisting of two 90-minute webinars. Educational Services is also preparing for their annual Curriculum Council needs assessment.

Julie Alu announced that the new website is now live and encouraged everyone to check it out. Julie took a moment to acknowledge the hard work of the Educational Technology Services team—Nicole Brakefield, Autumn Zaminski and Patrick Scharff—who played a key role in making the website transition a success. She also shared that preparations are in progress for PAIU's Day on the Hill, scheduled for March 25, 2025.

Tracy Williams mentioned that they are in the final stages of internal training for the new onboarding process, with plans to launch it at the start of the next school year. Once the new onboarding process is complete, the next focus will be on improving the form processes and finding ways to streamline them.

Dr. Leese announced that our YTechX program, a transition program based at York County School of Technology, has been nominated and is being recognized as an exemplary program by the Shippensburg Superintendent Study Council. She also highlighted that March is a month filled with

various celebrations. The first celebration is National School Social Worker Week, which is taking place this week. The second celebration is Spread the Word Day, occurring on March 6, which advocates for the inclusion of individuals with intellectual disabilities. Lastly, on March 21, we will celebrate World Down Syndrome Day.

Jared Mader shared that on February 18th the Educational Technology Services Department designed and implemented a Cyber Incident Response Tabletop Exercise for the job-alike group of School Safety and Security Coordinators. The event was a great success, and several districts have requested that we conduct similar exercises at their locations.

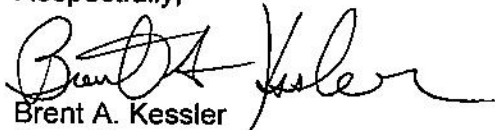
### **13. Good of the Order**

No additional information was presented for good of the order.

### **14. Adjournment**

Tedd Sayres made a motion to adjourn the meeting, seconded by Amy Milsten. The meeting adjourned at 7:53pm.

Respectfully,

  
Brent A. Kessler  
Board Secretary

/ac

**Next Meeting: April 1, 2025**