



**BOARD OF DIRECTORS
MINUTES
April 5, 2022**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on April 5, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:02 pm. Mrs. Heistand announced that the Board met in executive session prior to the meeting to discuss a personnel matter.

2. Pledge of Allegiance

The meeting opened with the pledge of allegiance.

3. Roll Call

The following Board members attended in person: Sue Heistand, AmyBeth Hodges, Sally Kacar, Cassandra Liggins, Dolores Nester, Mark Smith, and Vanessa Snell. The following Board members attended virtually: Janon Gray, Cynthia Rohrbaugh, and Mark Schur. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Dr. Lois Gunnet, Jared Mader, Julie Romig, Tim Stanton, Tracy Williams, Dr. Laura McCusker, Jill Trostle, and David Walker, Esq., Appel, Yost & Zee, Board Solicitor.

AMENDMENT TO AGENDA: Mrs. Heistand requested approval of a motion to amend the agenda to add the Appointment of Board Secretary as item number 9.i. under Action items. Dolores Nester moved approval to amend the agenda, seconded by Cassandra Liggins. Roll call vote recorded all in favor to amend the agenda, and the motion carried.

4. Recognition of Visitors and Public Comment: Sue Heistand, Board President

Mrs. Heistand welcomed the following visitors in attendance: Kevin Stouffer of Smith Elliott Kearns & Company; and Scott Wilt, Assistant Director of Finance for LIU. She also welcomed visitors that may be attending via livestream and provided an opportunity for public comment. No public comments were received.

5. Appointment of New LIU Directors and Oath of Office

Vanessa Snell moved to appoint Ms. Kacar and Mr. Smith to the Board of Directors, seconded by Cassandra Liggins. All Board members voted in favor and the motion carried. New directors were sworn into office by Mr. Walker of Appel, Yost and Zee. Mrs. Heistand extended a warm welcome and invited each one to introduce themselves.

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6. Presentations

SPECIAL EDUCATION STAFF ANALYSIS: Representatives of Chester County Intermediate Unit presented an overview of their analysis of our staffing within the Special Education Division.

AUDIT REPORT OF 2020-2021: Mr. Kevin Stouffer of Smith Elliott Kearns and Company provided a high-level overview of the audit for Fiscal Year 2021. The audit resulted in an unmodified opinion, which is the highest rating that can be applied to the financial records, and reflects that they are materially correct and can be relied upon. Tim Stanton and the Business Office staff were commended for another successful audit!

7. Approval of Minutes of March 1, 2022

The minutes of the previous meeting were approved as presented.

8. 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. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

8.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
10005427		Student Worker	Life Skills Support	10/20/2021	Position Ended
10005885		Student Worker	Transition	05/27/2021	Position Ended
10005889		Student Worker	Transition	05/27/2021	Position Ended
Clemo	Julia	Teacher Assistant	Life Skills Support	07/28/2022	Retirement
Clutter	Tracy	Personal Care Assistant	Autistic Support	03/25/2022	Resignation
Collier	Amy	Teacher Assistant	Life Skills Support	03/31/2022	Resignation
Garrett	Monica	Personal Care Assistant	Life Skills Support	03/17/2022	Resignation
Geesey	Ashley	Personal Care Assistant	Autistic Support	03/15/2022	Resignation
Kane	Rebecca	Speech Therapist	Speech and Language Support	04/21/2022	Resignation
Ledford	Rebecca	Speech Therapist	Speech and Language Support	05/27/2022	Retirement
Lehigh	Douglas	Courier	Business Services	03/31/2022	Resignation
Matthew	Hope	ABE/ASE Instructor	Adult Education	03/31/2022	Resignation
Perovich	Kaylee	Speech Therapist	Speech and Language Support	04/14/2022	Resignation
Porreca	Rosemarie	Speech Therapist	Preschool	06/16/2022	Retirement
Ross	Christine	Teacher Assistant	Life Skills Support	03/04/2022	Resignation
Wentz	Whitney	Personal Care Assistant	District Contract	03/24/2022	Resignation
Wingerd	Kathryn	ABE/GED Instructor	Adult Education	03/02/2022	Resignation
Wolfe	Mary	Teacher Assistant	Autistic Support	03/11/2022	Resignation

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8.b. Professional Staff Nominations (pending receipt of all required paperwork)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Downs	Lisa	Online Student Support Specialist	Educational Technology Services	04/06/2022	\$42.48 per hour	LIUEA F-7	Temporary Part Time Hourly
Hake	Megan	Teacher	Preschool	03/16/2022	\$55,904.00	LIUEA F-7	188 Day Stretch
Maloney	Madison	Speech Therapist	Preschool	TBD	\$51,772.00 (2022-2023 School Year)	LIUEA F-1	188 Day Stretch
Rolle	Robert	Behavior Analyst	Pupil Personnel Services	TBD	\$61,858.00	LIUEA I-8	188 Days
Schoenberger	Jessica	Social Worker	Pupil Personnel Services	TBD	\$52,287.00	LIUEA F-5	188 Days
Sheely	Amy	Speech Therapist	Speech and Language Support	04/06/2022	\$52,287.00	LIUEA F-5	188 Days
Snyder	Jennifer	Itinerant Teacher	Act 89 Nonpublic School Services	03/30/2022	\$46.09 per hour	LIUEA F-9	Part Time Hourly
Wolf	Maria	Floating Teacher	Special Education	04/13/2022	\$45,772.00	LIUEA D-1	188 Days

8.c. Non-Certified Staff (Pending receipt of all required paperwork)

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Baker	Margaret	Personal Care Assistant	Hearing Impaired Support	03/23/2022	\$14.20 per hour	TA/PCA G-1	188 Days
Baldwin	Maria	Teacher Assistant	Therapeutic Emotional Support	03/02/2022	\$14.60 per hour	TA/PCA A-4	188 Days
Caltrider	Ashley	Accounting Generalist - Special Education	Business Services	03/23/2022	\$21.51 per hour	Sec E G-2	260 Days
Daley	Lorie	Personal Care Assistant	Autistic Support	03/09/2022	\$13.84 per hour	TA/PCA A-1	188 Days
Stahl	Taylor	Teacher Assistant	Autistic Support	04/06/2022	\$14.03 per hour	TA/PCA D-1	188 Days
Wenrich	Isabella	Help Desk Tier I Representative	Educational Technology Services	03/09/2022	\$14.46 per hour	Tech B A-1	260 Days

8.d. Professional Contracts

Last Name	First Name
Conner	Corinne
Dietrich	Mary

8.e. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Cox	Kristine	Teacher	\$54.20 per hour	West York Area School District	March 1, 2022 - April 26, 2022
Herring	Michael	Teacher	\$34.78 per hour	Red Lion Area School District	August 25, 2021 - December 1, 2021 - Extended to March 31, 2022

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8.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Baker	Brian	Temporary Virtual Teacher	Special Education	\$34.78 per hour	LIUEA D-1	02/21/2022	n/a	n/a	Additional Part Time Temporary Position
Goodling	Erin	Instructional Support Teacher	Act 89 Nonpublic School Services	\$46,372.00	LIUEA D-3	01/31/2022	\$51,687.00 LIUEA F-3	\$46,372.00 LIUEA D-3	Salary Correction
Herring	Michael	Temporary Virtual Teacher	Special Education	\$34.78 per hour	LIUEA D-1	02/21/2022	n/a	n/a	Additional Part Time Temporary Position
Olsen	Breanne	Temporary Virtual Teacher	Special Education	\$34.78 per hour	LIUEA D-1	02/21/2022	n/a	n/a	Additional Part Time Temporary Position
Rumbaugh	Melissa	Occupational Therapist	Occupational and Physical Therapy Services	No Change	No Change	03/21/2022	7 Hours per Week	14 Hours per Week	Additional Duties
Stanton	Tim	Director of Finance	Business Services	n/a	n/a	04/08/2022	06/30/2022	04/08/2022	Change in Resignation Date
Wagaman	Katie	Site Administrator	Special Education	\$92,500.00	Act 93	04/06/2022	Associate Supervisor \$81,500.00	Site Administrator \$92,500.00	Position Transfer
Wilt	Scott	Interim Director of Finance	Business Services	\$122,369.69	Act 93	04/11/2022	Assistant Director of Finance \$100,097.91	Interim Director of Finance \$122,369.69	Temporary Position Transfer

8.g. Days Beyond Contract

Last Name	First Name	Position	Program	March 2021/2022 Number of Days	May/June 2021/2022 Number of Days	July/August 2022/2023 Number of Days
Arganbright	Jennifer	Teacher	Multidisabilities Support	0	1	0
Auchey	Alisa	Teacher Assistant	Life Skills Support	0	1	0
Dean	Sarah	School Nurse	Preschool	0	13	5
Glatfelter	Shirley	Teacher Assistant	Intensive Learning Support	0	1	0
Hagan	Billie	Teacher	Life Skills Support	0	1	0
Kent	Erica	Personal Care Assistant	Multidisabilities Support	0	1	0
Lichtenberg	Abbey	Staff Developer	Educational Technology Services	1	0	0
Shrader	Josiah	Teacher	Life Skills Support	0	1	0
Sinnott	Mary	Personal Care Assistant	Multidisabilities Support	0	1	0
Snyder	Marsha	Licensed Practical Nurse	Preschool	0	26	0
Triplett	Jordyn	Teacher	Intensive Learning Support	0	1	0
Wagaman	Katie	Associate Supervisor	Special Education	0	5	5

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8.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of February 28, 2022 in the amount of \$35,344,944.07.

8.i. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$16,140,691.66.

8.j. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers as of April 5, 2022.

8.k. PCCD MH Supports Grant Pre-Approval

Recommendation: Motion to authorize the Educational Services Division to apply for \$150,000 through the PCCD MH Supports grant to be used to provide no-cost training to school personnel to become licensed trainers in Restorative Practices through a partnership with the International Institute of Restorative Practices.

8.l. Job Descriptions for Adoption

Recommendation: Motion to adopt the following job descriptions:

1007 - Director, Special Education (revised)

2010 - Accounting Generalist - Special Education (revised)

4018 - Online Student Support Specialist (new)

6050 - Special Areas Teacher (Art, Music, Phys Ed.) - (revised)

6051 - Maintenance (FLC) (revised)

8.m. Job Description for Review

Background: The following job description was provided for review.

1800 - Community Outreach and Marketing Specialist (new)

Recommendation: No action required at this time.

8.n. Lincoln EDGE School Calendar for 2022-2023

Recommendation: Motion to adopt the Lincoln EDGE School Calendar for 2022-2023.

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9. Action Items

9.a. Academic Affiliation Agreement with Central Penn College

Background: The Special Education Division requests approval to enter into an affiliation agreement with Central Penn College to provide clinical learning experiences for students enrolled in the Occupational Therapy Assistant Program.

Recommendation: Motion to grant approval to enter into an academic affiliation agreement with Central Penn College for the purpose of providing clinical learning experiences for students enrolled in Central Penn College's Occupational Therapy Assistant Program effective April 6, 2022, and remaining in full force and effect unless terminated by either party upon thirty days prior written notice. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.b. Adoption of LIU Election Ballot

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

Recommendation: Motion to adopt the proposed election ballot to be used for the 2022 election of members to the LIU Board. AmyBeth Hodges moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

9.c. Teller's Report on LIU General Operating Budget for 2022-2023

Background: The Teller's Report of votes on the General Operating Budget for 2022-2023 will be provided for review and adoption.

Recommendation: Motion to adopt the Teller's Report of Votes on the LIU General Operating Budget for 2022-2023. Dolores Nester moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

9.d. Special Education Budget 2022-2023

Background: The proposed Special Education Budget for 2022-2023 was presented to the Board on March 1, 2022. It is now presented for final adoption.

Recommendation: Motion to adopt the Special Education Budget for 2022-2023. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.e. Audit Report of Smith Elliott Kearns & Company for Fiscal Year Ending June 30, 2021

Background: Kevin Stouffer of Smith Elliott Kearns & Company will present the audit of Fiscal Year ending June 30, 2021.

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Recommendation: Motion to approve the Audit Report of Fiscal Year ending June 30, 2021 as presented by Smith, Elliott & Kearns & Company. AmyBeth Hodges moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.f. Approval for External Doctoral Study with Eligible LIU Staff

Background: Christine Kirkpatrick, a student enrolled in the School of Education doctoral program at Liberty University, is conducting research with young single mothers who have completed their degrees. In conjunction with her research, Ms. Kirkpatrick requests permission to invite LIU staff that may qualify to voluntarily participate in her research study. The LIU administration agrees to distribute her recruitment letter by email on her behalf. Research would be voluntary and conducted on the employee's personal time.

Recommendation: Motion to grant approval for Christine Kirkpatrick, a doctoral candidate with Liberty University, to conduct doctoral research on a voluntary basis with LIU staff that may qualify and consent to participate in the study of young single mothers who have completed college degrees. Cassandra Liggins moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

9.g. Authorization to Accept Donations for National Educator Appreciation Week

Background: The Employee Recognition Committee requests authorization to seek both monetary and in-kind donations from businesses for National Educator Appreciation Week, May 2-6, 2022. In accordance with Board policy 702 - Gifts, Grants, Donations, the Board has the authority to refuse or accept gifts and donations made to the Intermediate Unit.

Recommendation: Motion to grant authority to the LIU's Employee Recognition Committee to solicit and receive monetary and in-kind donations from businesses to be used for National Educator Appreciation Week - May 2-6, 2022. Dolores Nester moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

9.h. Appointments to Act 48 Professional Education Committee

Background: In conjunction with the recently approved Comprehensive Plan, and in compliance with PA Statute 24 § 12-1205.1 (b), the following representatives must be appointed by the LIU Board of Directors to serve on the Act 48 Professional Education Committee.

Recommendation: Motion to appoint the following representatives to serve on the Act 48 Professional Education Committee. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

Name	Title	Committee Role	Appointed By
Betsy Stein-Hoffmaster	Wellspring EAP Coordinator	Business Representative	School Board of Directors
Amy Rowcliffe	High School and Community Outreach Coordinator, Central Penn College	Community Member	School Board of Directors
Anne Bahn	President/CEO, Byrnes Health Education Center	Business Representative	School Board of Directors
Melinda Brinton	Parent of Child Attending	Parent of Child Attending	School Board of Directors

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9.i. Appointment of Board Secretary to Replace Mr. Stanton

Background: Due to the resignation of Tim Stanton as Director of Finance and Board Secretary effective April 8, 2022, the Board is asked to appoint Mr. Scott Wilt as Board Secretary through June 30, 2022.

Recommendation: Motion to appoint Mr. Scott Wilt, Interim Director of Finance to the position of Board Secretary through June 30, 2022. Dolores Nester moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

10. Information Items

10.a. Renewal of Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams for Special Education Pool Counsel Membership

Background: Andrew E. Faust ("Faust"), Mark W. Cheramie Walz ("Walz") or such other members of the SSKW attorney staff as are available and are acceptable to LIU, will provide telephone and electronic mail advice and opinions concerning special education, ESSA compliance, student services, and student civil rights issues pertinent to LIU and its constituent school districts. Such advice and such opinions shall be provided to the administrator or administrators designated by LIU and each of its constituent districts as pool counsel contacts. When appropriate and as often as possible, in accordance with current practice, electronic mail opinions and advice, policies, guidelines, forms and worksheets, handouts and outlines, and other material of universal applicability or interest will be shared with the SSKW pool counsel community, and will be accessible in our members-only pool counsel "resource room" searchable library at www.sweetstevens.com.

Recommendation: No action required at this time. The following motion will be presented on May 3, 2022: Motion to renew the Legal Services Consultation Agreement with Sweet, Stevens, Katz & Williams in the amount of \$6,500 for the 2022-2023 school year for membership in the Special Education Pool Counsel.

Dr. Gunnet noted that the cost of the Special Education Pool Counsel is equally shared among the LIU and School Districts and is an invaluable resource in the area of special education.

10.b. Authority to enter into Student Training Agreements with the Office of Vocational Rehabilitation (OVR)

Background: The Special Education Division routinely enters into individual agreements with the Office of Vocational Rehabilitation to provide training to students. The agreements involve the expenditure of funds and reimbursement from OVR. In order to avoid potential issues under FERPA, it is the solicitor's recommendation that the Board authorize the appropriate LIU staff to enter into these individual student training agreements as needed and appropriate, rather than present each individual training agreement to the Board for approval. A sample agreement is provided for reference.

Recommendation: No action required at this time. The following motion will be presented on May 3, 2022: Motion to grant general authority to the appropriate LIU Special Education

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staff to enter into individual student training agreements with the Office of Vocational Rehabilitation.

10.c. Special Education Plan Assurance

Background: As a component of our annual LIU Special Education Plan submission to PDE, we must provide a written assurance to the Pennsylvania Department of Education for the operation of Special Education programs in compliance with State and Federal guidelines. The assurance form is due by June 1.

Recommendation: No action required at this time. The following motion will be presented on May 3, 2022. Motion to approve the LIU Special Education Plan Assurance for submission to PDE.

10.d. Fair Share Agreement 2022-2023

Background: The Board shall establish an agreement with member school districts for the provision of classrooms located within district facilities for low incidence students with disabilities. Please refer to the "Fair Share Background" document attached to this agenda item which explains the purpose of the Fair Share Plan and why it was established.

Recommendation: No action is required at this time. The following motion will be presented on May 3, 2022: Motion to adopt the proposed Fair Share Agreement for 2022-2023.

10.e. Appointment of Nominating Committee for the Annual Election of Officers

Background: Mrs. Heistand asked Board members to consider serving on the Nominating Committee for the upcoming election of officers. Dr. Mark Schur volunteered to serve. Other Board members that may be interested are encouraged to notify Mrs. Heistand.

Recommendation: No action required at this time. Directors that are interested in serving on the Nominating Committee should contact Sue Heistand.

11. President's Report

Mrs. Heistand extended her appreciation to Mr. Stanton for his service to the LIU as Director of Finance these past seven years and wished him all the best going forward.

12. Executive Director's Report

Dr. West reported on the following topics:

- The third Listening and Sharing Forum for the year is set for May 12 at the Franklin Learning Center. This is an opportunity for the staff to meet with him in person or virtually to discuss topics they want to know more about, or topics of concern. Staff are surveyed for topics of interest ahead of time, which are addressed first. The remaining time is spent listening to their concerns. Jared Mader provides technical support and

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recording of the event. Julie Romig attends the forum and prepares a summary of the topics/questions and answers covered. Both the recording and the summary of topics discussed are shared with all staff after the event.

- A group of LIU Leadership Team members have volunteered to serve on a committee to prepare for the Pennsylvania Association of Intermediate Units' Day on the Hill with local legislators, which is scheduled for May 24. Each year, PAIU focuses on specific topics. This year's topics include: Special Education, Early Intervention, Mental Health Services and Staff Shortages. The purpose of the day is to inform them of the support necessary for IUs to provide effective services to our constituents.
- The Health and Wellness Center hosted grand opening events at York Learning Center and the LIU Central Office. A virtual open house was also held for Franklin County staff. The Health and Wellness Center services are available to any LIU 12 employee and their eligible dependents. We are in the process of establishing partnerships with school districts to expand the health and wellness services to staff and dependents in school districts that are members of the Lincoln Benefit Trust.

13. Assistant Executive Director's Report

Dr. Trail reported that 15 of the 25 Superintendents attended the LIU Superintendents' Symposium held March 31-April 1. Dr. Peter Montminy of State College, Pennsylvania, presented "Mental Health Challenges in our Schools. Dr. Montminy is a clinical psychologist and educational consultant who has dedicated his 30-year career to improving the mental health of children and youth. In 2016, he founded A Mindful Village, where he continues his private consulting practice and training programs for families, schools, and agencies throughout Pennsylvania. Superintendents were very engaged in his presentation and have asked us to invite him back to present to their administrative teams. Vanessa Snell noted that her Superintendent, Dr. Stacy Sidle, raved about the symposium and how much she learned.

14. Cabinet Reports

Cabinet members shared highlights from their written report which is attached to the official minutes of this meeting.

15. Good of the Order

Mr. Stanton publicly thanked his staff for the support they have shown these past seven years. He shared: "They are the best staff I have had the privilege to work with in my entire career." "Scott Wilt knows everything there is to know about finances and he manages an excellent staff." During his tenure, "The Accounting Department has never received an audit finding that resulted from the work of the Business Services Department, which is a credit to the work they have done." "A \$130M budget and no audit findings is a tremendous achievement." He also shared that the Business Department staff were the first to return to the office following the office closure due to the Pandemic. In his opinion, the Lincoln Benefit Trust is the best health insurance trust in the state of Pennsylvania. The Transportation Department has been diligent in its attempt to find bus drivers. Maintenance staff are dedicated and have kept the buildings and grounds clean and the staff safe

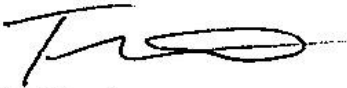
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through daily disinfection procedures. The Joint Purchasing Board develops RFPs to save supply costs and provide energy savings. The Warehouse is managed by only one person who is responsible for receiving all supplies and equipment on behalf of the IU. Mr. Stanton ended by saying "It has been a pleasure to be a servant of the Board."

16. Adjournment

Being no further business to be conducted by the Board, the meeting adjourned at 8:21 pm.

Respectfully submitted,



Tim A. Stanton
Board Secretary

Next Meeting: May 3, 2022