



**BOARD OF DIRECTORS  
MINUTES  
October 4, 2022**

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on October 4, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:04 pm.

**2. Pledge of Allegiance**

The meeting opened with the pledge of allegiance. Mrs. Heistand announced that the Board met in executive session prior to this meeting to discuss a personnel matter.

**3. Roll Call**

The following Board members attended: Brandon Boyer, Todd Gettys, Janon Gray, Sue Heistand, AmyBeth Hodges, Cassandra Liggins, Mark Smith and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Dr. Brad Sterner, Tracy Williams, Jill Trostle, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

**4. Appointment of New LIU Director and Oath of Office**

Vanessa Snell moved to approve the appointment of Todd Gettys of the West York Area School District, to fill the vacant seat representing West York Area and Spring Grove Area School Districts through June 30, 2023. Brandon Boyer seconded the motion. Roll call vote recorded all in favor and the motion carried. Mr. Gettys was then sworn in by Board Solicitor William Zee, Esq. Mrs. Heistand welcomed Mr. Gettys to the Board. Mr. Gettys is serving his 15th year for the West York Area School District Board of Directors, and is currently the Board's Treasurer, as well as a past president and past vice-president. He also currently serves on the York Learning Center Joint Authority Board.

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

Mrs. Heistand welcomed visitors that may be viewing the meeting via livestream and provided an opportunity for public comments. There were no public comments.

**6. Presentation: Comprehensive Plan Update – Dr. Laura McCusker**

Dr. Laura McCusker, Assistant Director of Educational Services, provided an update on the LIU Comprehensive Plan. Dr. West extended his appreciation to Dr. McCusker and the Comprehensive Planning Team for their time and commitment to the comprehensive planning project.

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**7. Approval of Minutes of September 6, 2022**

The minutes of September 6, 2022 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 of the Consent agenda, 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
10005901		Student Worker	Transition	07/28/2022	Graduated / Position Ended
Bair	Dawn	Teacher Assistant	Autistic Support	09/29/2022	Resignation
Fahnestock	Terry	Maintenance	Business Services	01/03/2023	Retirement
Jeter	Dawn	Teacher	Autistic Support	11/10/2022	Resignation
Lopez	Creasy	Temporary Student Support/Tutor	Nonpublic School Services	08/12/2022	Position Ended
Redding	Heather	Personal Care Assistant	Autistic Support	09/30/2022	Resignation
Richwine	Beth	Speech Therapist	Speech and Language Support	11/18/2022	Resignation
Shoff	Brandi	Personal Care Assistant	Life Skills Support	09/16/2022	Resignation
Taylor	Heather	Floating Teacher	Special Education	10/28/2022	Resignation
Thomas	Corey	Interpreter	Hearing Impaired Support	09/16/2022	Resignation
Walmer	Stefanie	Teacher Assistant	Autistic Support	09/21/2022	Resignation
Washingier	Ronda	Teacher	Multidisabilities Support	10/28/2022	Resignation

**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
Clark	Emily	Teacher	Autistic Support	10/05/2022	\$52,022.00	LIUEA F-1	188 Days
Combs	Susan	School Nurse	Special Education	10/26/2022	\$74,356.00	LIUEA H-13	188 Days
Hood	Raquel	Teacher	Behavioral Intervention	09/14/2022	\$52,622.00	LIUEA F-3	188 Days
Jacoby	Alicia	Teacher	Therapeutic Emotional Support	10/05/2022	\$47,257.00	LIUEA D-1	188 Days
Obeng-Gyimah	Jessica	Speech Therapist	Preschool	09/14/2022	\$41.67 per hour	LIUEA F-6 Hourly	188 Day Stretch / 30 Hours per Week

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**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
Edwards	Leanne	Teacher Assistant	Life Skills Support	09/28/2022	\$14.26 per hour	TA/PCA C-1	188 Days
James	Crystal	Personal Care Assistant	Multidisabilities Support	09/28/2022	\$14.42 per hour	TA/PCA A-2	188 Days
Metz	Denise	Teacher Assistant	Multidisabilities Support	09/07/2022	\$15.17 per hour	TA/PCA A-5	188 Days
Smith	Hillary	Personal Care Assistant	Multidisabilities Support	09/07/2022	\$16.04 per hour	TA/PCA B-5	188 Days
Topper	Kassandra	Personal Care Assistant	Hearing Impaired Support	09/21/2022	\$14.42 per hour	TA/PCA E-1	188 Days
Williamson	Anatasia	Personal Care Assistant	District Contract	09/07/2022	\$14.15 per hour	TA/PCA A-1	188 Days

**8.d. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Agency Nurse		Nurse	\$40.00 - \$56.25 per hour	Central York School District	08/23/2022 - 05/31/2023
Agency Nurse		Nurse	\$40.00 - \$56.00 per hour	Southern York County School District	08/22/2022 - 07/30/2023
Garner	Amanda	Teacher	\$35.91 per hour	Littlestown Area School District	08/22/2022 - 01/01/2023
Myers	Sandra	Job Coach	\$21.80 per hour	South Eastern School District	08/2022 - 07/2023
To Be Determined		Teacher	\$35.91 per hour	Red Lion Area School District	09/12/2022 - 10/21/2022
Wolff	Melanie	Teacher	\$36.14 per hour	South Western School District	08/18/2022 - 09/30/2022

**8.e. Professional Contracts**

Last Name	First Name
Kolbmann	Emily

**8.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Brett	Kara	Teacher	Instruction in the Home	\$35.91	LIUEA D-1 Hourly	09/12/2022	n/a	n/a	Additional Part Time Duties
DeGuffroy	Ronald	Psychologist	Pupil Personnel Services	\$86,439.00 + 5,000.00 Advisor Stipend	LIUEA DRP-13	08/09/2022	\$86,439.00 + \$3,000.00 Advisor Stipend	\$86,439.00 + 5,000.00 Advisor Stipend	Additional Duties
DeGuffroy	Ronald	Associate Supervisor	Pupil Personnel Services	\$91,439.00	Act 93	TBD	Psychologist LIUEA	Associate Supervisor	Position Transfer

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							\$86,439.00 + \$5,000.00 Advisor Stipend	Act 93 \$91,439.00	
Gottsch	Nicole	Teacher	Preschool	n/a	n/a	09/16/2022	10/07/2022	09/16/2022	Updated Resignation Date
Miller	Erin	Physical Therapist	Occupational and Physical Therapy Services	\$35.91 per hour	LIUEA D-1 Hourly	09/06/2022	n/a	n/a	Additional Part Time Duties
Pleitez	Cherona	Teacher Assistant	Nonpublic School Services	\$14.15 per hour	ESPA TA/PCA A-1	08/09/2022	Part Time	Full Time	Work Calendar Adjustment

**8.g. Days Beyond Contract**

Last Name	First Name	Position	Program	Aug 2022/23 Number of Days	Sep 2022/23 Number of Days	Oct 2022/23 Number of Days	Nov 2022/23 Number of Days	Decr	Jan	Feb	Mar	April	May	June
Hively	Ashley	Speech Therapist	Speech and Language Support	1	0	0	0	0	0	0	0	0	0	0
Peck	Molly	Staff Developer	Educational Services	0	0.5	1	0	1.5	0	0	1.5	1	0	0.5

**8.h. Classroom Monitors**

The following employees are recommended to join a pool of classroom monitors, to be paid at a rate of \$20.00 per hour or their current per diem hourly rate (whichever is higher):

Barnes	Stacy
Barnhart	Gina
Beamer	Teri
Bortner	Lynda
Britner	Stacy
Conway	Jennifer
Decker	Jennifer
Fetrow	Mary
Gamache	Karen
Gambino	Ila
Heller	Kathleen
Hoerner	Robin
Hostetter	Jenny
Killinger	LaDonna
Lipsitz	Christiana
LoDrago	Jessica
Mingora	Wendy
Moore	Jennie
Poteet	Summer
Prozo	Marica
Reachard	Lindsay
Resto	Krista

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Rubenstein-Greer	Diana
Snyder	Lori
Steiner	Heather
Tillett	Rachel
Wantz	Emily
Watson	Jennifer
Witman	Michelle
Wolf	Patty

**8.i. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of August 2022, showing cash on hand in the amount of \$35,471,120.02.

**8.j. Financial Report**

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$9,912,075.49.

**8.k. Transportation Drivers**

Background: A list of new transportation drivers was provided to LIU Board members throughout the school year, showing new and replacement drivers.

Recommendation: Motion to accept the list of Transportation Drivers.

**8.l. Grant Requests**

**8.l.a. Truist Foundation**

Recommendation: Motion to grant approval for the Adult Education Program to apply for \$5,000 through the Truist Foundation to be used to expand capacity for the Adult Education Program offered through the Franklin County Literacy Council.

**8.m. Board Policies for First Reading**

Background: The following board policies were presented for first reading:

103 - Discrimination/Title IX Sexual Harassment Affecting Students

210 - Medications

216 - Student Records

218 - Student Discipline

222 - Tobacco and Vaping Products

224 - Care of Intermediate Unit Property

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227 - Controlled Substances/Paraphernalia

230 - Public Performances by Students

231 - Social Events and Class Trips

235 - Student Rights and Responsibilities

235.1 - Surveys

825 - TO BE DELETED - State Mandate Waivers - (PSBA recommends deleting policy as it is no longer needed)

Recommendation: No action required at this time. They will be presented for second reading and final adoption on November 1, 2022.

#### **8.n. Job Descriptions for Review**

Background: A new temporary job description for Support Services/Student Liaison was presented for review. This position is grant-funded through the EANS Program coordinated by the LIU Nonpublic Schools Program. The job description for Homeless Student Initiative Program Liaison has been revised and renamed ECYEH Foster Care Specialist.

Support Services/Student Liaison (new temporary position)

ECYEH Foster Care Specialist (revised, renamed position)

Recommendation: No action required at this time.

#### **9. Action Items**

Mrs. Heistand apologized for the number of action items presented on this agenda that were not on last month's agenda for review. Through the transition of new cabinet members, some items have taken more time for review, processing and submission to the Board.

##### **9.a. Managed Methods Agreement**

Recommendation: Motion to grant approval for Educational Technology Services to enter into an agreement with Managed Methods for 1,250 staff and 700 students at a license and subscription fee price of \$20,315 and \$20,315 for each subsequent year. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

##### **9.b. PBXact Telephone System**

Recommendation: Motion to grant approval for Educational Technology Services to enter into an agreement with Dauphin Datacom for the PBXact Unified Communications System, which includes 2 PBXact virtual servers and licensing for 850 users (one user license per server - 1,700 total) at an initial cost of \$57,632.60, and a projected renewal cost of

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\$3,056/year following the first five years of the contract. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

**9.c. Transportation Fiscal Report 2021-2022**

Recommendation: Motion to grant approval to submit the Transportation Budget for the 2021-2022 fiscal year, certifying that such expenditures were in accordance with the School Laws of Pennsylvania and budget controls of the Pennsylvania Department of Education. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

**9.d. PSBA Election of Officers**

As Secretary of the LIU Board, Mr. Brent Kessler is authorized to vote for PSBA Officers on behalf of and as instructed by the LIU Board of Directors. Mr. Boyer shared that he would be voting no on the slate of officers due to his own personal experience as a past applicant for office with PSBA. Mr. Gray noted that the links on the information form provided by PSBA on each candidate's background were not accessible for review; therefore, he would be voting no as well.

Recommendation: Motion to approve the slate of candidates as attached for casting the Lincoln Intermediate Unit 12 Board's vote for the 2023 PSBA Election. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Brandon Boyer/nay; Todd Gettys/aye; Janon Gray/nay; Sue Heistand/aye; AmyBeth Hodges/aye; Cassandra Liggins/aye; Mark Smith/aye; and Vanessa Snell/aye. The motion passed with 6 ayes and 2 nays.

**9.e. School Professional Services Agreement with WellSpan Medical Group for 2022-2023**

Recommendation: Motion to grant approval for the Special Education Division to enter into an agreement with WellSpan Medical Group to provide school professional services, including the administration of emergency and over the counter medications, as well as consultation services effective for the 2022-2023 school year. AmyBeth Hodges moved approval, seconded by Cassandra Liggins. Vanessa Snell asked if there was a fee for this service. The agreement references a fee of \$500. Roll call vote recorded all in favor and the motion carried.

**9.f. Pediatric Therapeutic Services (PTS) Contract**

Background: Attached is a contract for Pediatric Therapeutic Services (PTS), which is now under Kelly Services, with whom we have contracted to provide substitute teacher services. Kelly Services can now provide speech language therapists, occupational therapists, physical therapists and nurses to cover current needs and staff shortages as soon as the contract is approved by the Board of Directors. The fee schedule is noted on page 5 of the contract.

Recommendation: Motion to authorize the Special Education Division to enter into an agreement with Pediatric Therapy Services (now part of Kelly Services) to provide substitute coverage services for Occupational Therapists, Certified Occupational Therapy Assistants,

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Physical Therapists, Physical Therapy Assistants, Speech Therapists, School Psychologists, Licensed Practical Nurses, Registered Nurses, Board Certified Behavior Analysts/Licensed Behavior Specialist Consultants, Registered Behavior Technicians, Behavior Technicians, Social Workers within the Related Services Program in accordance with the schedule of fees noted in the agreement, effective October 5, 2022 through the end of the 2022-2023 school year. Vanessa Snell moved approval, seconded by AmyBeth Hodges. Roll call vote recorded all in favor and the motion carried.

## **10. Information Items**

### **10.a. Affiliation Agreement with Keuka College**

Background: The Occupational Therapy (OT) Program requests to enter into an affiliation agreement with Keuka College for the placement of students enrolled in the Occupational Therapy program to satisfy fieldwork requirements.

Recommendation: No action required at this time. The following motion will be presented on November 1: Motion to grant approval for the Lincoln Intermediate Unit to enter into an affiliation agreement with Keuka College for the placement of students enrolled in the Occupation Therapy program at Keuka College to complete field experience requirements effective November 1, 2022, renewing annually unless either party requests termination of this agreement.

### **10.b. Augmentative and Alternative Communication Study**

Background: Elizabeth Wilkes, a speech-language pathology graduate student at Rush University, is conducting a study on how speech-language pathologists can best support special education teachers when working with students who use augmentative and alternative communication (AAC) to communicate. She is asking current special education teachers to complete a survey about the support they have received from speech-language pathologists and any additional support they would like to receive in the future. This survey will be completely anonymous and will help identify how speech-language pathologists can best support special education teachers and students who use AAC to communicate. The survey would be completed on personal time and takes about 15 minutes to complete. The study does not involve any students; therefore, confidentiality is not a concern.

Recommendation: No action required at this time. The following motion will be presented on November 1, 2022: Motion to grant approval for Elizabeth Wilkes of Rush University to conduct a study with current special education teachers for the purpose of identifying how speech-language pathologists can best support special education teachers and students who use augmentative and alternative communication (AAC) to communicate.

## **11. President's Report**

Mrs. Heistand shared with the Board that she appreciates the level of dialogue and questions coming from all Board members and encouraged Board members to continue sharing what is going on in their own districts, which benefits everyone.



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Mrs. Heistand provided another opportunity for public comment, with no comments received.

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

Dr. West shared items relating to two of his annual goals: 1) building a culture of trust with staff, and 2) strengthening relationships with our school districts.

Coffee & Conversation sessions were held at Franklin Learning Center and York Learning Center. The next session will be held at the Central Office on October 12. Dates and times for each session are shared through the "E-News Weekly" newsletter. These sessions are intended to provide opportunities for regular, two-way dialogue with staff.

Dr. West and Dr. Trail hosted the semi-annual Superintendents Leadership Symposium on September 28-30 in Washington DC, with 16 Superintendents attending. The program included a panel discussion with experts from AASA and AESA, a meeting with the U.S. Department of Education Secretary, and a visit to the U.S. Capitol to meet with a few of our local legislators. Dr. Trail works with a committee of Superintendents to plan the symposiums, which are held in the fall and spring.

All LIU Board members were invited to attend the LIU Legislative Forum planned for December 12, 2022 from 9am to 11am. The forum will provide an opportunity for district partners and elected representatives to discuss educational issues of importance to all.

Mr. Boyer asked for an update on establishing a Health Center in Franklin County. Dr. West reported that a meeting is scheduled on October 5, 2022, with Proactive MD and three interested school districts (Greencastle-Antrim, Tuscarora and Waynesboro) to continue the discussion of establishing a Health Center in Franklin County.

**13. Assistant Executive Director's Report** – Dr. Trail was not present to provide a report.

## **14. Cabinet Reports**

Tracy Williams has begun visits to each district's HR department to review ways the LIU HR staff may support them. The HR Division's goal for this year is to continue to build an environment of trust to improve morale and increase retention.

Dr. Brad Sterner reported that Dr. Laura McCusker is available to offer comprehensive planning services to school districts upon request. The Curriculum Council (composed of Assistant Superintendents) will meet jointly with the Special Education Advisory Council (composed of District Special Education Directors and representatives) on October 21 to collaborate and network on Adult Mental Health. The Educational Services Division led by Dr. Sterner has grown from 5 staff to 30 staff in the last five years to meet demand for entrepreneurial services. The Division's goal this year is to create services that districts don't yet know they need.

Brent Kessler noted that he will share the Board's concerns about the PSBA election process with his contacts at PSBA. Mr. Kessler continues to meet with every school district business manager. He is actively promoting the LIU Health Centers to bring on additional partners. The

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General Operating Budget for next year is being developed and will be presented to Business Managers and Superintendents before it is presented to the Board in November or January.

Dr. Jennifer Leese continues to meet with district special education directors to re-establish relationships and discuss their special education needs and concerns. Dr. Leese and staff are meeting weekly with Kelly Services to discuss ways to improve substitute fill rates for teachers. Our current fill rate is 65%.

Mr. Mader shared that the Division of Education Technology will focus on innovation and reinventing itself this year. The Educational Technology Advisory Council (ETAC) has been in place for 20 years and includes over 100 people representing 7 different job alike positions. The group will explore redesigning learning spaces and will visit various organizations this coming year with its first visit to Fluxspace in December, followed by visits to NASA Goddard Space Center, Johns Hopkins Advanced Physics Laboratory, and the new Bermudian Springs Middle School.

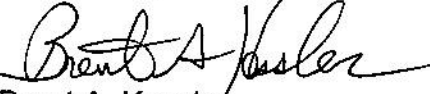
**15. Good of the Order**

No topics were discussed or presented for the good of the order.

**16. Adjournment**

Mrs. Heistand entertained a motion to adjourn. Vanessa Snell moved to adjourn, seconded by Brandon Boyer. The meeting adjourned at 8:21 pm.

Respectfully submitted,

  
Brent A. Kessler  
Board Secretary

Next Meeting: November 1, 2022