



**BOARD OF DIRECTORS  
MINUTES  
November 29, 2022**

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on November 29, 2022 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:03 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, Janon Gray, AmyBeth Hodges, Sue Heistand, Sally Kacar, Cassandra Liggins, Dolores Nester, Cynthia Rohrbaugh, Mark Schur, Mark Smith and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Dr. Brad Sterner, Tracy Williams, Jill Trostle, and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

**4. 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.

**5. Presentation: Proposed General Operating Budget for 2023-2024 - Brent Kessler**

Mr. Brent Kessler provided an overview of the proposed General Operating Budget for 2023-2024 totaling \$8,255,810, which represents a 2.27% increase of \$183,509 over the previous year. The district contribution rate will remain at \$132,477. The final General operating Budget will be presented for adoption in January 2023 and then provided to all School District Boards for voting.

**6. Approval of Minutes of November 1, 2022**

The minutes of November 1, 2022 were approved as presented.

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**7. Consent Agenda**

Background: The following routine operational matters were presented for action by the Board of Directors. Mrs. Heistand noted a revision to the Consent Agenda, deleting Minerva Medina from section 6c.

Recommendation: Vanessa Snell moved approval of the Consent Agenda, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

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

Last Name	First Name	Position	Program	Term Date	Reason
Aumen	Margaret	Teacher Assistant	Preschool	04/28/2023	Retirement
Bennett	Pamela	Teacher Assistant	Autistic Support	12/21/2022	Retirement
Copenheaver	Elizabeth	Instructional Advisor	Special Education	01/31/2023	Retirement
Eckard	Wendy	Teacher Assistant	Autistic Support	11/16/2022	Resignation
Eckhart	Jody	Personal Care Assistant	Multidisabilities Support	12/02/2022	Resignation
Foeks	Cheryl	Teacher Assistant	Autistic Support	11/18/2022	Retirement
Gouff	Amanda	Teacher	Preschool	12/06/2022	Resignation
Keaton	Renee	Personal Care Assistant	Visually Impaired Support	10/25/2022	Resignation
Kemp	Amanda	Teacher	Special Education	01/05/2023	Resignation
Krepps	Diane	Personal Care Assistant	Autistic Support	11/16/2022	Resignation
Mosley	Sharisse	Personal Care Assistant	Multidisabilities Support	11/18/2022	Resignation
O'Brien	Clare	Counselor	Pupil Personnel Services	12/02/2022	Retirement
Rabanales	Consuelo	Personal Care Assistant	Intensive Learning Support	11/16/2022	Resignation
Raetz	Molly	Teacher Assistant	Therapeutic Emotional Support	11/18/2022	Resignation
Theo	Susanna	Student Support/Tutor	Nonpublic School Services	11/01/2022	Never Started
Yurick	Bryn	Occupational Therapist	Occupational and Physical Therapy Services	01/10/2023	Resignation
Zahi	Amy	Teacher Assistant	Autistic Support	12/08/2022	Resignation

**7.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
Conrad	Mary	Speech Therapist	Nonpublic School Services	11/16/2022	\$72,682.00	LIUEA G-13	188 Days
Demsey	Lena	Floating Teacher	Special Education	TBD	\$251.37 per day	LIUEA D-1	3 Days per Week
Marcano-Muniz	Mariella	Language Instruction Educational Program Teacher	Language Instruction Educational Program	11/30/2022	\$47,257.00	LIUEA D-1	188 Days

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**7.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
Freeman	Syerra	Personal Care Assistant	Autistic Support	11/30/2022	\$14.42 per hour	TA/PCA D-2	188 Days
Hammond	Kyla	Teacher Assistant	Autistic Support	11/16/2022	\$14.64 per hour	TA/PCA A-3	188 Days
Hoover	Shirl	Teacher Assistant	Autistic Support	11/09/2022	\$14.64 per hour	TA/PCA A-3	188 Days
Kenney	Elisha	Teacher Assistant	Autistic Support	11/09/2022	\$14.15 per hour	TA/PCA A-1	188 Days
Miller	Christina	Support Services/Student Liaison	Nonpublic School Services	11/09/2022	\$15.00 per hour	Grant Funded	Part Time Hourly
Mohney	Kimberly	Personal Care Assistant	Autistic Support	11/30/2022	\$16.95 per hour	TA/PCA G-3	188 Days
Nimtz	Kathleen	Personal Care Assistant	Life Skills Support	11/09/2022	\$14.42 per hour	TA/PCA A-2	188 Days
Peyatt	Morgan	Personal Care Assistant	Multidisabilities Support	11/16/2022	\$14.42 per hour	TA/PCA A-2	188 Days
Pollard	Nichole	Student Support/Tutor	Nonpublic School Services	11/30/2022	\$26.37 per hour	Grant Funded	188 Days
Schunk	Brianna	Student Support/Tutor	Nonpublic School Services	11/16/2022	\$15.00 per hour	Grant Funded	188 Days
Sergeant	Tabetha	Case Manager	Education Leading to Employment and Career Training	11/30/2022	\$17.40 per hour	Recruiter A-1	220 Days
Steele	Shannon	Personal Care Assistant	Hearing Impaired Support	11/30/2022	\$14.26 per hour	TA/PCA C-1	188 Days
Walter	Keisha	Personal Care Assistant	Autistic Support	11/16/2022	\$16.95 per hour	TA/PCA G-3	188 Days
Wiley	Jessica	Personal Care Assistant	Visually Impaired Support	11/09/2022	\$14.15 per hour	TA/PCA A-1	188 Days

**7.d. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Agency Nurse		Nurse	\$40.00-\$56.25 per hour	York Suburban School District	10/01/2022 - 06/30/2023
Brett	Kara	Teacher	\$35.91 per hour	West York Area School District	11/14/2022 - 12/23/2022
Dell	Oleksandra	Teacher Assistant	\$15.69 per hour	South Western School District	11/07/2022 - 12/19/2022
To Be Determined		Teacher	\$35.91 per hour	Spring Grove Area School District	12/2022 - 01/20/2023

**7.e. Professional Contracts**

Last Name	First Name
Danner	Kyla

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**7.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Pleitez	Cherona	Student Support/Tutor	Nonpublic School Services	\$15.00 per hour	Grant Funded	11/18/2022	Teacher Assistant TA/PCA A-1 \$14.15 per hour	Student Support/Tutor Grant Funded \$15.00 per hour	Position Transfer
Stanton	Sandra	Teacher	Multidisabilities Support	\$48,457.00	LIUEA D-13	12/05/2022	Teacher Assistant Life Skills Support ESPA TA/PCA G-8 \$21.80 per hour	Teacher Multidisabilities Support LIUEA LIUEA D-13 \$48,457.00	Position Transfer

**7.g. Days Beyond Contract**

Last Name	First Name	Position	Program	November 2022/2023 Number of Days	December 2022/2023 Number of Days	April 2022/2023 Number of Days
Hallenbeck	Melissa	Teacher	Autistic Support	0	0	2
Hawbaker	Heidi	Teacher	Multidisabilities Support	0	0	2
Kuhn	Laura	Teacher	Multidisabilities Support	0	0	2
Nefflen	Katy	Teacher	Multidisabilities Support	0	0	2
Ney-Shaffer	Chantelle	Staff Developer	Educational Services	1	1	0
Reda	Stacy	Teacher	Multidisabilities Support	0	0	2
Wolff	Melanie	Teacher	Multidisabilities Support	0	0	2

**7.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):

Harman	Angela
Rout	Janelle
Shealer	Amy

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

Recommendation: Motion to accept the Treasurer's Report of October 2022 showing cash on hand in the amount of \$30,474,168.53.

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**7.j. Financial Report**

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$9,604,589.53.

**7.k. Transportation Drivers**

Recommendation: Motion to accept the list of Transportation Drivers.

**7.l. Board Policies for Second Reading/Adoption**

Background: The following policy revisions were presented for second reading and adoption.

237 - Electronic Devices  
604 - Budget Adoption  
608 - Bank Accounts  
610 - Purchases Subject to Bid/Quotation  
615 - Payroll Deductions

Recommendation: Motion to adopt board policies.

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

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

236.1 - Threat Assessment  
805 - Emergency Preparedness and Response  
805.2 - School Security Personnel  
907 - Visitors

Recommendation: No action required at this time.

**7.n. Job Description for Adoption**

Background: The following job description is presented for adoption.

9002 - Language Instruction Educational Program (LIEP) Teacher (revision - title change)

Recommendation: Motion to adopt job description.

**7.o. Job Descriptions for Review**

Background: The following job descriptions are presented for review.

4019 - DRAFT Online Student Support Specialist - Special Education (New)  
6055 - School Nurse (Revision)  
6056 - Intervener (Revision)

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Recommendation: No action required at this time.

## **8. Action Items**

### **8.a. Core Literacy Program**

Background: A committee was formed to recommend adoption of a literacy program(s) for the purpose of addressing and teaching literacy standards in the center classrooms that are assessed according to state mandates. ESSER money will be used to purchase the literacy programs. The proposed Core Literacy Program was presented by Tanya Morret on November 1.

Recommendation: The following motions are presented for consideration/adoption:

- Motion to approve the purchase of *myPerspectives English Language Arts Core Literacy Program* by SAVVAS to address literacy standards in grades 6-8 at a cost not to exceed \$3,339.45.
- Motion to approve the purchase of *Core Knowledge Language Arts Program* by Amplify to address literacy standards in grades K-5 at a cost not to exceed \$115,295.42.

Dolores Nester moved approval of software purchases for the Core Literacy Program, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

### **8.b. Lancaster Bible College Affiliation Agreement**

Background: The Special Education (Student Services) Division requests approval to enter into an affiliation agreement with Lancaster Bible College (LBC) for a period of 3 years beginning November 29, 2022 through November 28, 2025. The agreement will allow LBC graduate students in the field of school counseling to be placed within the Lincoln Intermediate Unit to complete their field experience requirements.

Recommendation: Motion to adopt an affiliation agreement with Lancaster Bible College for the placement of students enrolled in the school counseling program effective November 29, 2022 through November 28, 2025. Brandon Boyer moved approval, seconded by Vanessa Snell. Roll call vote recorded all in favor and the motion carried.

### **8.c. Mail Ballot Election and Notification of Board Vacancies**

Background: By December 1 of each year, the Secretary of the LIU Board notifies member school districts of the following:

1. The LIU Board's intent to conduct the election of its Board members by mail ballot;
2. Board seats up for re-election and anticipated vacancies for the coming year; and
3. Deadline for submission of nominations for the LIU election ballot.

The following board seats will be up for election:

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**NEW THREE-YEAR TERMS BEGINNING JULY 1, 2023 – JUNE 30, 2026**

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Dallastown Area York Suburban	June 30, 2026	Sue Heistand	Dallastown Area
Fairfield Area Gettysburg Area Upper Adams	June 30, 2026	AmyBeth Hodges	Gettysburg Area
Waynesboro Area	June 30, 2026	Mark Smith	N/A
City of York	June 30, 2026	Cassandra Liggins	N/A

**LIU BOARD UNEXPIRED TERM - JULY 1, 2023 THROUGH JUNE 30, 2024**

Board Seat Represented	Term Expiration	Current Incumbent	Incumbent's Home District
Spring Grove Area West York Area	June 30, 2024	Todd Gettys	West York Area

**Recommendation:** Motion to grant approval to conduct the annual election of LIU Directors by mail ballot, to notify all school districts before December 1 of all board seats that will be vacant or up for re-election as of July 1, 2023, and to request district nominations be submitted by February 22, 2023 for the spring election ballot. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

**8.d. Plumbing Renovations - Rest Room Repair Project**

**Background:** Mr. Brent Kessler presented a proposal on November 1, 2022 for repair of Rest Rooms at New Oxford Central Office (NOCO), which have been closed for over one year. The Administration recommends approval of the following motion.

**Recommendation:** Motion to accept a proposal from Barton Associates to run new sewer lines for the rest rooms on the east side of the Central Office building at an estimated cost of \$50,000 to be funded by capital reserve. Dolores Nester moved approval, seconded by Mark Schur. Roll call vote recorded all in favor and the motion carried.

**8.e. West Chester University Affiliation Agreement for Students Majoring in Health Sciences**

**Background:** The Student Services/Special Education Division requests approval to enter into an Affiliation Agreement with West Chester University for the placement of students majoring in the health sciences, such as Speech Pathology. The agreement would be in place for a period of five years from the date of approval, and may be terminated for any reason with 30 days' notice. The agreement was presented for review with no action at this time.

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Recommendation: Motion to adopt an affiliation agreement with West Chester University for the placement of students majoring in health sciences/speech pathology for a period of five years beginning November 30, 2022 through November 29, 2027. Sally Kacar moved approval, seconded by Todd Gettys. Roll call vote recorded all in favor and the motion carried.

## **9. Information Items**

### **9.a. Proposed General Operating Budget 2023-2024**

Background: Brent Kessler provided an overview of the proposed General Operating Budget for 2023-2024.

Recommendation: No action required at this time. The following motion will be presented for consideration on January 3, 2023: Motion to adopt the General Operating Budget for 2023-2024.

### **9.b. Pennsylvania Western University Affiliation Agreement**

Background: The Division of Student Services/Special Education requests approval to enter into an affiliation agreement with Pennsylvania Western University to provide academic/clinical/field experiences to students pursuing a degree in Speech-Language Pathology.

Recommendation: No action required at this time. The following motion will be presented on January 3, 2023: Motion to grant approval to enter into an Affiliation Agreement with Pennsylvania Western University to provide academic and clinical field experiences to students pursuing degrees in the area of Speech-Language Pathology for a five-year period beginning January 4, 2023 through January 3, 2028.

### **9.c. COVID Home Testing Kits**

Background: LIU will be ordering free at-home COVID testing kits to be distributed to parents who choose to pick them up, and also to all LIU employees. These kits are available free of charge through the Pennsylvania Department of Health's contract with Concentric Ginkgo Bioworks. LIU will not be collecting COVID test results from the kits.

Recommendation: Information purposes only. No action required.

### **9.d. Volunteer Handbook**

Background: A copy of the Volunteer Handbook created by the HR Division was attached to the agenda. It was provided for information purposes only.

## **10. President's Report**

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

Mrs. Heistand thanked the Board members for their attendance and wished everyone happy holidays.



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**11. Executive Director's Report**

Dr. West invited all Board members to attend the LIU Legislative Forum to be held on December 12, 2022 from 9-11 am at the Central Office. He extended special thanks to Julie Romig for coordinating the Legislative Forum. Three legislators, one legislative representative and one county commissioner plan to attend.

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

Dr. Trail was not present to provide a report.

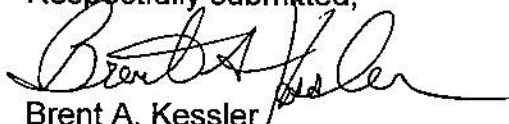
**13. Good of the Order**

Mr. Boyer asked for an update on establishing a health center in Franklin County. Mr. Kessler shared that three Franklin County school districts received school board approval to pursue a partnership for a health center in Franklin County. A proposal will be brought before the LIU Board in January to enter into a health center partnership with the three Franklin County school districts. If approved, a Franklin County Health Center would be operational by July 1. Representatives of CBiz and ProactiveMD will provide an overview of the Health Centers on January 3, 2023 for the benefit of newer Board members.

**14. Adjournment**

Vanessa Snell moved to adjourn, seconded by Cassandra Liggins. The meeting adjourned at 7:45 pm.

Respectfully submitted,

  
Brent A. Kessler  
Board Secretary

Next Meeting: January 3, 2023