



**BOARD OF DIRECTORS
MINUTES
January 3, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on January 3, 2023 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:06 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: Todd Gettys, Janon Gray, Sue Heistand, Sally Kacar, Cassandra Liggins, Dolores Nester, Paul Richardson, Cynthia Rohrbaugh, Mark Schur, 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.

3.a. Resignation of Brandon Boyer

Motion to accept the resignation of Brandon Boyer, LIU Director representing Tuscarora School District. Vanessa Snell moved to accept the resignation of Brandon Boyer as a representative of the Tuscarora School District, seconded by Mark Schur. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Kacar/aye; Liggins/aye; Nester/aye; Rohrbaugh/aye; Schur/aye; and Snell/aye. The motion passed with a vote of 9 ayes.

3.b. Appointment of Paul Richardson

Motion to appoint Paul Richardson, Tuscarora School District, to the LIU Board of Directors effective January 3, 2023 through June 30, 2023.

Vanessa Snell moved to approve the appointment of Paul Richardson to represent the Tuscarora School District through June 30, 2023, seconded by Dolores Nester. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Kacar/aye; Liggins/aye; Nester/aye; Rohrbaugh/aye; Schur/aye; and Snell/aye. The motion passed with a vote of 9 ayes.

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3.c. Oath of Office

Mr. Richardson was sworn into office by Board Solicitor, William Zee, Esq.

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: Overview of LIU Health Centers

Ms. Erin Eason, National Director, Clinical Consulting Practice for CBIZ, and Ms. Abby Russell, Director of Implementations for ProactiveMD, provided an overview of the LIU Health Centers, including analysis and feasibility studies conducted which led to the development and construction of the Health Centers, as well as an update on utilization and progress toward establishing a Health Center in Franklin County.

6. Approval of Minutes of November 29, 2022

The minutes of November 29, 2022 were approved as presented.

7. Consent Agenda

Background: The following routine operational matters were presented for action by the Board of Directors.

Recommendation: Dolores Nester moved approval of the Consent Agenda, seconded by Vanessa Snell. 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
Deatrick	Emily	Personal Care Assistant	Autistic Support	12/23/2022	Resignation
Donnelly	Dawn	Teacher	Autistic Support	01/28/2023	Resignation
Goff	Julie	Licensed Practical Nurse	Transition	01/03/2023	Retirement
Guidinger	Khaimook	Secretary	Administration	12/09/2022	Resignation
Hammond	Kyla	Teacher Assistant	Autistic Support	01/03/2023	Termination
Miller	Elizabeth	Teacher Assistant	Transition	12/16/2022	Resignation
Olsen	Breanne	Teacher	Intensive Learning Support	02/03/2023	Resignation
Seilhamer	Jeffrey	Teacher Assistant	Emotional Support	12/08/2022	Resignation
Sinnott	Mary	Personal Care Assistant	Multidisabilities Support	12/21/2022	Resignation
Small	Lydia	HR Specialist - Leaves	Human Resources	12/07/2022	Resignation
Stahl	Taylor	Teacher Assistant	Autistic Support	12/22/2022	Resignation
Sweeny	Jennifer	Teacher Assistant	Autistic Support	01/03/2023	Resignation

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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
Driver	Ashley	Teacher	Preschool	12/07/2022	\$47,257.00	LIUEA D-1	188 Day Stretch
Smith	Lisa	Teacher	Autistic Support	12/21/2022	\$62,543.00	LIUEA I-8	188 Days
Thomas	Haley	Teacher	Preschool	01/11/2023	\$53,222.00	LIUEA F-5	188 Day Stretch

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
Barnett	Michele	Personal Care Assistant	Multidisabilities Support	12/21/2022	\$14.21 per hour	TA/PCA B-1	188 Days
Bechtel	Cassandra	Teacher Assistant	Therapeutic Emotional Support	12/21/2022	\$14.42 per hour	TA/PCA A-2	188 Days
Butera	Dawn	Case Manager	Adult Education	12/21/2022	\$19.16 per hour	Adult Ed B-1	260 Days
Krysiak	Sidney	Teacher Assistant	Multidisabilities Support	12/21/2022	\$14.15 per hour	TA/PCA A-1	188 Days
Smith	Kimberly	Student Support / Tutor	Nonpublic School Services	01/11/2023	\$26.37 per hour	Grant Funded	Part Time Hourly

7.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Klunk	Cheryl	Teacher	\$35.91 per hour	Upper Adams School District	10/12/2022 - 01/01/2023

7.e. Professional Contracts

Last Name	First Name
Ishler	Brenda
Reed	Karey

7.f. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Kuczynski	Brian	Intervener	Hearing Impaired Support	08/19/2022	Intervener E-1	08/19/2022	Personal Care Assistant TA/PCA G-1 \$14.52 per hour	Intervener Intervener E-1 \$28.06 per hour	Position Transfer

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Stanton	Sandra	Teacher Assistant	Autistic Support	01/03/2023	TA/PCA G-8	01/03/2023	Teacher Multidisabilities Support LIUEA LIUEA D-13 \$48,457.00	Teacher Assistant Autistic Support ESPA TA/PCA G-8 \$21.80 per hour	Position Transfer
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7.g. 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):

Last Name	First Name
Bange	Jennifer
Mummert	Holly
Wagner	Frances

7.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of November 30, 2022 showing cash on hand in the amount of \$33,238,391.64.

7.i. Financial Report

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$17,252,223.08.

7.j. Transportation Drivers

Recommendation: Motion to accept the list of Transportation Drivers.

7.k. Grant Approval

7.k.a. AED Grant

Recommendation: Motion to grant approval for the Business Services Division to submit a grant application to AED in the amount of \$5,000 to be used to purchase an AED for Franklin Learning Center.

7.k.b. Literacy Opportunity Grant

Recommendation: Motion to grant approval for the Adult Education Program to apply for \$6,000 from the Literacy Opportunity Fund to support technology and renovations at the Adams County Literacy Council.

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7.l. Job Descriptions for Adoption

Background: The following job descriptions were presented for adoption.

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

Recommendation: Motion to adopt job descriptions.

7.m. Job Descriptions for Review

Background: The following job descriptions were presented for review.

1001.1 - Executive Assistant to Executive Director (Revision)
2006 - Maintenance Assistant (New description for a current position)
2011 - Building Secretary, York Learning Center (Revision)
2033 - Maintenance Technician, Franklin Learning Center (Revision)
2034 - Custodian-Building Attendant (Revision)
2035 - Maintenance Technician, York Learning Center (Revision)
2036 - Custodian, Franklin Learning Center (Revision)
2037 - Courier (Revision)
7011 - ELECT Case Manager (Revision)

Recommendation: No action required at this time.

7.n. Board Policies for Second Reading/Adoption

Background: The following Board policies were presented for adoption:

236.1 - Threat Assessment
706 - Property Records
706.1 - Disposal of Surplus Property (to be deleted)
805 - Emergency Preparedness and Response
805.2 - School Security Personnel
907 – Visitors

Recommendation: Motion to adopt board policies.

7.o. Board Policies for First Reading

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

317.2 - Employee Use of Electronic Devices
717 - Cellular Telephones

Recommendation: No action required at this time.

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7.p. Office Holiday Calendar 2023-2024

Recommendation: Motion to adopt the Office Holiday Calendar for 2023-2024.

8. Action Items

8.a. General Operating Budget 2023-2024

Background: Brent Kessler provided an overview of the proposed General Operating Budget for 2023-2024 at the last Board meeting. The attached Budget document was updated to reflect the recently approved new PSERS retirement rate for 2023-2024. The PSERS Board met in December and approved the new employer rate effective July 1, 2023, which is 34.0%. This was a reduction or cut in the rate from both their projection for next year and below what we are currently paying this year. The reduced PSERS rate lowered the total expenditures for the LIU General Operating Budget by \$52,628.53 and we also reduced the revenue reimbursement from the state and from the ICR transfers. Final budget is \$8,203,181 and reflects an increase of 1.62% or \$130,880 over the current budget.

Recommendation: Motion to grant approval to distribute the 2023-2024 General Operating Budget to School Districts for approval by their Boards of Directors. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

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

8.c. Memorandum of Understanding

Background: The Administration presents an MOU for approval, which will allow LIUEA professional staff to assist with the completion of Special Education Compliance Paperwork in classrooms with vacancies that began with the end of the 2021-22 school year and continue to present.

Recommendation: Motion to approve a Memorandum of Understanding with the Education Association for professional staff to assist with the completion of Special Education Compliance Paperwork in specified classrooms. Vanessa Snell moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

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9. Information Items

9.a. LIU Health and Safety Plan Update

Background: Dr. West reported that the LIU Health and Safety Plan is reviewed every six months by a committee of staff members. The Committee recommends no changes to the Plan at this time.

Recommendation: For information purposes only--no action required.

10. President's Report

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

Mrs. Heistand requested three board members to volunteer to serve on the Comprehensive Planning Committee, which meets virtually. There were no volunteers, but Board members were encouraged to consider it and notify Mrs. Heistand if interested.

8. Executive Director's Report

In conjunction with January Board Recognition Month, and on behalf of the LIU administration and staff, Dr. West recognized all Board members for their dedication and service to public education in their roles as school directors. Dr. Leese presented Board members with a student-made "Gratitude" keychain and a bee charm which represents the Preschool/Early Intervention Program's theme for this year: *"Be the Change."* She also encouraged them to read an article recently shared by Attorney Bill Zee: "Legally Speaking: Special Education--A Board Member's Role."

12. Assistant Executive Director's Report

Dr. Trail was not present to provide a report.

13. Cabinet Report

Jared Mader, Director of Educational Technology Services, announced the IU would host the first annual cybersecurity preparedness workshop on January 12, 2023, with risk management professionals from the IU's insurance carriers. A total of 38 business managers and tech directors are registered to attend.

Dr. Jen Leese, Director of Student Services and District Engagement, extended appreciation to all Board members who attended one of the student holiday programs. Students at YLC are participating in a restaurant simulation project. Students at the Central Office repainted the Special Education Conference Room. Mrs. Heistand thanked Dr. Leese for the opportunity to attend the holiday program at Franklin Learning Center and encouraged Board members to contact Dr. Leese if they wish to visit various LIU classroom locations. Mr. Gettys also shared his enjoyment of the holiday program at FLC.

Brent Kessler, Director of Finance and Business Services, reported that W2 and 1099 forms are scheduled to go out on time. Mr. Kessler shared that a frozen pipe burst over the holiday

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break and was discovered by Maintenance staff member Tim Snellman. A restoration company was contacted and affected classrooms were relocated.

Dr. Brad Sterner, Director of Educational Services, proudly reported that three staff members from Educational Services were presenters at the Annual Standards Aligned Systems Conference: Tanya Morret, Charlie Trovato and Matt McLaughlin.

Tracy Williams, Director of Human Resources, will host a full-day workshop for HR directors and representatives on January 12, 2023.

Julie Romig announced that the LIU12 hosted the first annual Legislative Forum with local legislators, county commissioners, superintendents and board members on December 12, 2022, with a total of 40 persons attending. Guests included Seth Grove, Legislator, Marty Qually, Adams County Commissioner, and representatives for Kristin Phillips-Hill, Torren Ecker and Mike Regan. Mr. Grove fielded questions on special education funding and staff shortages. LIU Board members Sue Heistand, Sally Kacar and Todd Gettys also attended the forum. Mrs. Heistand encouraged all Board members to attend next year's forum if they have the opportunity.

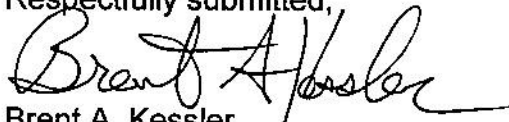
Good of the Order

Nothing was shared for good of the order.

14. Adjournment

Vanessa Snell moved to adjourn, seconded by Cassandra Liggins. The meeting adjourned at 8:36 pm.

Respectfully submitted,



Brent A. Kessler
Board Secretary

Next Meeting: February 7, 2023