



**BOARD OF DIRECTORS  
MINUTES  
February 7, 2023**

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 7, 2023 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:01 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 personnel matters.

**3. Roll Call**

The following Board members attended: Janon Gray, Sue Heistand, AmyBeth Hodges, Brian Hoffman, Sally Kacar, Cassandra Liggins, Cynthia Rohrbaugh, Mark Smith and Vanessa Snell. Todd Gettys arrived after roll call at 7:13 pm. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, Julie Romig, Dr. Brad Sterner, Dr. Laura McCusker, 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: There was no special presentation this month.**

**6. Approval of Minutes of January 3, 2023**

The minutes of January 3, 2023 were approved as distributed.

**7. Consent Agenda**

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

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

Recommendation: Vanessa Snell moved approval of the Consent Agenda, seconded by AmyBeth Hodges. Roll call vote recorded: Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 9 ayes.

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

Last Name	First Name	Position	Program	Term Date	Reason
Barnes	Andrea	Personal Care Assistant	Autistic Support	01/05/2023	Resignation
Bopp	Melinda	Psychologist	Pupil Personnel Services	03/27/2023	Resignation
Caltrider	Ashley	Accounting Generalist	Business Services	02/01/2023	Resignation
Freeman	Syerra	Personal Care Assistant	Autistic Support	01/11/2023	Resignation
Hostler	Christina	Teacher	Autistic Support	01/23/2023	Resignation
James	Lauren	Social Worker	Pupil Personnel Services	03/03/2023	Resignation
Knaper	Tiffany	Teacher	Transition	02/27/2023	Resignation
Mohney	Kimberly	Teacher Assistant	Autistic Support	01/06/2023	Resignation
Moore	Ruth	Teacher	Transition	05/31/2023	Retirement
Olschefski	Courtney	Teacher Assistant	Behavioral Intervention	01/11/2023	Resignation
Pereschuk	Nicole	Floating Teacher Assistant	Special Education	02/10/2023	Resignation
Poland	Whitney	Teacher Assistant	Preschool	01/20/2023	Resignation
Resto	Krista	Teacher Assistant	Multidisabilities Support	02/16/2023	Resignation
Saltmarsh	Ashley	Secretary	Human Resources	01/19/2023	Resignation
Sterner	Brad	Director	Educational Services	02/10/2023	Resignation
Sylvestre	Essi	Teacher	Autistic Support	01/23/2023	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
Adams	Emily	Teacher	Autistic Support	01/26/2023	\$47,257.00	LIUEA D-1	188 Days
Lloyd	Rebecca	Social Worker	Pupil Personnel Services	02/01/2023	\$52,022.00	LIUEA F-1	188 Days
Manning	Tiffany	Online Student Support Specialist	Educational Technology Services	01/13/2023	\$41.20 per hour	LIUEA H-1 Hourly	Part Time Hourly

**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
Aegbuniwe	Dylan	Help Desk Tier I Representative	Educational Technology Services	02/01/2023	\$16.95 per hour	Tech B E-1	260 Days

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

Davis	Rhonda	Teacher Assistant	Autistic Support	02/01/2023	\$14.15 per hour	TA/PCA A-1	188 Days
Girardi	Ursula	Teacher Assistant	Life Skills Support	02/08/2023	\$16.93 per hour	TA/PCA B-7	188 Days
Kelley	Jessica	Personal Care Assistant	Visually Impaired Support	02/01/2023	\$14.15 per hour	TA/PCA A-1	188 Days
Mooney	Holly	Student Support/Tutor	Nonpublic School Services	02/08/2023	\$15.00 per hour	Grant Funded	Part Time Hourly
Peake	Toni	HR Assistant	Human Resources	02/01/2023	\$16.92 per hour	Sec C D-2	260 Days
Rhoten	Tiffany	HR Associate	Human Resources	02/08/2023	\$18.31 per hour	Sec D F-1	260 Days
Roat	Julia	Personal Care Assistant	Autistic Support	02/08/2023	\$14.15 per hour	TA/PCA A-1	188 Days
Sager	Megan	HR Specialist - Leaves	Human Resources	02/01/2023	\$24.62 per hour	Sec D F-8	260 Days
Strutt	Erin	Licensed Practical Nurse	Transition	01/16/2023	\$23.30 per hour	Nurse-LPN A-3	188 Days
Warrenfeltz	Gabrielle	Personal Care Assistant	Multidisabilities Support	01/17/2023	\$14.15 per hour	TA/PCA A-1	188 Days

**7.d. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
To Be Determined		Teacher	\$35.91 per hour	Conewago Valley School District	12/15/2022-02/13/2023

**7.e. Professional Contracts**

Last Name	First Name
Hinton	Raven
Rotz	Julie

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

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To
Durbin	David	Instructional Advisor	Special Education	\$74,356.00 + \$5,000.00 IA Stipend	LIUEA H-13	01/30/2023	Teacher Behavioral Intervention LIUEA H-13 \$74,356.00	Instructional Advisor Special Education LIUEA H-13 \$74,356.00 + \$5,000.00 IA Stipend

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

Fortney	Kelly	School Counselor	Nonpublic School Services	No Change	No Change	01/20/2023	Staff Developer Educational Services	School Counselor Nonpublic School Services
Gallardo	Nicole	Administrative Assistant	Administration	\$50,000.00	Confidential Support	TBD	HR Associate Human Resources ESPA Sec D A-3 \$37,024.00	Administrative Assistant Administration Confidential Support \$50,000.00
Jones	Brie	Temporary Custodial Worker	n/a	\$14.00 per hour	n/a	01/16/2023	n/a	n/a
McCusker	Laura	Interim Director	Educational Services	\$119,073.76	Act 93	02/11/2023	Assistant Director \$98,268.58	Interim Director \$119,073.76
Nicholson	Tashawna	Interim Supervisor	Autistic Support	\$90,000.00	Act 93	01/30/2023	Associate Supervisor Special Education \$84,049.50 200 Days	Interim Supervisor Autistic Support \$90,000.00 260 Days
Pereschuk	Nicole	Floating Teacher Assistant	Special Education	\$16.95 per hour	ESPA TA/PCA G-3	12/13/2022	Teacher LIUEA LIUEA D-3 \$47,857.00	Floating Teacher Assistant ESPA TA/PCA G-3 \$16.95 per hour
Stanko	Ivanna	Temporary Custodial Worker	n/a	\$14.00 per hour	n/a	12/15/2022	n/a	n/a
VanWhy	Amber	Temporary Custodial Worker	n/a	\$14.00 per hour	n/a	01/16/2023	n/a	n/a

**7.g. Days Beyond Contract**

Last Name	First Name	Position	Program	September 2022/2023 Number of Days	December 2022/2023 Number of Days	January 2022/2023 Number of Days	February 2022/2023 Number of Days
Chapman-Jones	Valerie	Staff Developer	Educational Services	0	1	1.5	0

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

Conner	Corinne	Staff Developer	Educational Services	1	0	1.5	0
Ney-Shaffer	Chantelle	Staff Developer	Educational Services	0	0	0	1.5

**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):

Last Name	First Name
Andrew	Wendy
Auchey	Alisa
Ballantine	Victoria
Beck	Jamie
Culbertson	Emily
Gallagher	Kellie
Heltzel	Tammy
Hostetter	Loretta
Keeney	Abby
Koontz	Stephanie
Krichten	Kathi
Landis	Krystal
Lentz	Rebecca
May	Jodee
McDaniel	Karen
Medina	Patricia
Miller	Karen
Murphree	Susan
Nefflen	Benjamin
Peyatt	Morgan
Rickrode	Amy
Shatzer	Crystal
Shaw	Courtney
Spielman	Wendy
Tillis	Donna
Wagner	Jennifer

**7.i. Student Workers**

ID#	Location	Rate
10007182	New Oxford Training Site	\$7.25 per hour

**7.j. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of December 30, 2022 showing cash on hand in the amount of \$34,811,113.04.

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

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**7.k. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through January 23, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,967,595.19.

**7.l. 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.m. Job Descriptions for Adoption**

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: Motion to adopt job descriptions.

**7.n. Job Descriptions for Review**

Background: The following job descriptions were presented for review.

1004 - Director, Educational Services  
2005 - Joint Purchasing Board Coordinator (revision)  
6019 - Vision Materials Specialist (revision)  
6047 - Job Coach

Recommendation: No action required at this time.

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

Background: The following Board policies were presented for second reading/adoption:

317.2 - Employee Use of Electronic Devices  
717 - Cellular Telephones

**Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023**

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Recommendation: Motion to adopt Board policies.

## **8. Action Items**

### **8.a. Request to Conduct Dissertation Study**

Background: Eric Holtzman of the Waynesboro Area School District is enrolled in the doctorate of education program at Shippensburg University and is seeking approval to conduct his dissertation survey study with LIU teachers with five years or less experience. The topic of his research is "Teachers' View of Compensation Factors When Choosing an Employer." Survey participation would be voluntary and would be conducted using the Qualtrics XM Platform. A copy of the survey questions is provided for reference.

Recommendation: Motion to grant approval for Mr. Eric Holtzman of the Waynesboro Area School District to conduct his dissertation survey study on a voluntary basis with LIU teachers with five years of experience or less on the topic of "Teachers' View of Compensation Factors When Choosing an Employer." Sally Kacar moved approval, seconded by Vanessa Snell. Roll call vote recorded: Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 9 ayes.

## **1. Information Items**

Mrs. Heistand asked Dr. Leese to review the affiliation agreements presented. The affiliation agreements would allow the IU to accept students for student teaching, practicum experiences, observation and internships related to their field of study.

### **9.a. Affiliation Agreement with Grand Canyon University**

Background: The Student Services and District Engagement Division requests approval to enter into an affiliation agreement with Grand Canyon University to provide opportunities for student teaching, internships, practicum and observations for students enrolled at Grand Canyon University.

Recommendation: No action required at this time. The following motion will be presented on March 7, 2023: Motion to approve an affiliation agreement with Grand Canyon University effective March 8, 2023 through March 7, 2026.

### **9.b. Affiliation Agreement with Virginia Commonwealth University**

Background: The Division of Student Services and District Engagement wishes to enter into an affiliation agreement with Virginia Commonwealth University to provide clinical experiences for students enrolled in their programs.

Recommendation: No action required at this time. The following motion will be presented on March 7, 2023: Motion to grant approval of a three-year affiliation agreement with Virginia Commonwealth University for the LIU12 to provide clinical experiences for Virginia Commonwealth University students.

**Lincoln Intermediate Unit 12**  
**Board of Directors Meeting Minutes**  
**February 7, 2023**

---

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

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

Mrs. Heistand announced that Mark Schur and Todd Gettys volunteered to serve on the Comprehensive Planning Committee, and one more volunteer is needed. Dr. West stated the Comprehensive Planning Committee is the best committee on which to serve to learn more about the Intermediate Unit and how it functions. Dr. McCusker shared that the committee meets from 3-4:30 pm on the third or fourth Monday of each month and breaks for the summer.

Mrs. Heistand announced that beginning in April, a pdf copy of the agenda would no longer be provided, and encouraged board members to log into the Agenda Manager program to review the agenda, as well as all agenda attachments prior to each meeting. Dr. West noted that logging into the Agenda Manager program assures they are always viewing the latest version of the Board agenda, as last-minute items may be added up to 24 hours prior to the meeting. Any Board member that is having an issue logging into the system, should contact Jared Mader.

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

Dr. West shared the following activities which were conducted in support of the Executive Director's Goal #1 - *Lead LIU Cabinet in Key Activities Designed to Sustain Entrepreneurial Growth and Long-Term Financial Viability for the Organization:*

- Mr. Kessler's visits with District Business Managers have been well received and have provided an opportunity for them to understand our business processes and answer questions.
- Dr. West, Brent Kessler, Julie Romig and Deb Kane meet regularly with ProactiveMD to discuss issues related to the Health Centers and the IU continues to work with school districts that have expressed an interest in establishing a health center in Franklin County. Work also continues with Northeastern, Southern York County and the School District of the City of York regarding a partnership to participate in the Health Center in York.

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

Dr. Trail reviewed the Employee Recognition Program, now in its second year. All staff are invited to submit nominations. Three awards are given annually:

1. Chamberlain Award for paraprofessionals
2. Jenny Wade Award for non-classroom support staff
3. Lincoln Award for LIUEA staff



**Lincoln Intermediate Unit 12**  
**Board of Directors Meeting Minutes**  
**February 7, 2023**

---

So far, 20 nominations have been submitted. The three winners will be announced in May and recognized at a June Board meeting.

At-home COVID test kits were distributed to interested staff members and to each center for interested parents.

### **13. Cabinet Report**

Jared Mader shared that 60 persons representing 20 school districts attended the Cybersecurity event held January 12, 2023. A total of 120 participants from 22 schools or districts attended a Science Leadership Day in January. The PowerSchool Professional Learning system is fully operational and will be launched this coming fall.

Tracy Williams hosted the first full day event for the HR consortium on January 12 with presenters on HR topics and a work session in the afternoon to prepare data for upcoming negotiations. Ms. Williams met with HR representatives during recent visits to Hanover Public and Spring Grove Area School Districts.

Brent Kessler provided an update on facilities projects currently underway. The Central Office conference rooms are scheduled to be painted later in the month. The lobby area and front hallway floors are currently being stripped and waxed. The rest room repair project will begin shortly. Mr. Kessler worked with Mike Hurley of MG Tactical who made a one-hour safety and security presentation to all staff during the January 16 all-staff in-service day.

Dr. Sterner recognized Dr. Laura McCusker for her leadership on the in-service planning committee. The committee developed the January 16 in-service program ensuring it aligned with our current comprehensive plan. A total of 422 professionals and 393 paraprofessionals participated and attended 30 breakout sessions in the afternoon. The committee has already begun to plan for opening in-service in August.

Dr. Leese shared that the Student Services Division is responsible for equitable participation for Nonpublic School partners. Dr. Leese plans to visit Nonpublic Schools in all three counties to clarify the services available to them.

Julie Romig recently hosted a job alike meeting of all school communications staff. Attendance has increased from 4 last year to 13 this year. These sessions provide an opportunity to collaborate about school, family and community communications, as well as focus on topics that are critical to their communication efforts. The first legislative update e-newsletter for superintendents launched in January. A link to the newsletter was provided in the Cabinet Report.

### **14. Good of the Order**

In recognition of Dr. Sterner's last time attending the LIU Board meeting, Dr. West extended his appreciation and thanks to Dr. Sterner for his dedication to the organization, noting that the growth the Educational Services Division has made under his leadership has been impressive. Dr. Sterner extended his thanks to the Board and Administration for all the support they have provided to him and the Educational Services Division during the past five years, and for the opportunity to grow. He stated that he is proud of the progress the IU has made

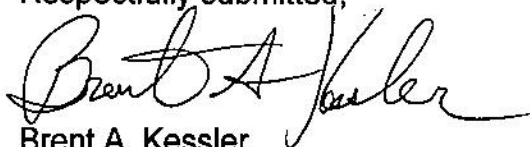
Lincoln Intermediate Unit 12  
Board of Directors Meeting Minutes  
February 7, 2023

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these last five years. Mrs. Heistand wished him well in his future role as Assistant Superintendent for Conewago Valley School District.

**15. Adjournment:** The meeting adjourned at 7:39 pm.

Respectfully submitted,



Brent A. Kessler  
Board Secretary

/jt

Next Meeting: March 7, 2023