



**LIU BOARD OF DIRECTORS**  
**MINUTES**  
**March 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 March 7, 2023 at the LIU Central Office. Board President Sue Heistand called the meeting to order at 7:00 pm.

**2. Pledge of Allegiance**

The meeting opened with the pledge of allegiance.

**3. Roll Call**

The following Board members attended: Todd Gettys, Janon Gray, Sue Heistand, AmyBeth Hodges, Brian Hoffman, Sally Kacar, Cassandra Liggins, Paul Richardson, Cynthia Rohrbaugh, Mark Smith and Vanessa Snell. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Jared Mader, 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 Dr. Michele Orner, candidate for the Director of Educational Services. Mrs. Heistand also welcomed visitors that may be viewing the meeting via livestream and provided an opportunity for public comments. There were no public comments.

**5. Presentation: Special Education Budget 2023-2024**

Mr. Brent Kessler, Director of Finance, presented the proposed Special Education Budget for 2023-2024, which reflects an overall decrease of 3.41%, a reduction of total classrooms from 153 to 142, and a decrease of 39 full-time equivalent positions from 447 to 408. The final budget will be presented for adoption in April.

**6. Approval of Minutes of February 7, 2023**

The minutes of the previous meeting were approved as presented.

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**7. Consent Agenda**

Background: The following routine operational matters are presented for action by the Board of Directors. Items that require special attention may be removed from the consent agenda upon request.

Recommendation: Motion to approve all recommendations under the Consent Agenda.

AmyBeth Hodges moved approval of the Consent Agenda, seconded by Cassandra Liggins. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Richardson/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 11 ayes.

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

Last Name	First Name	Position	Program	Term Date	Reason
Bentley	Allison	Teacher	Life Skills Support	05/12/2023	Resignation
Bievenour	Ashley	Speech Therapist	Speech and Language Support	02/01/2023	Resignation
Currey	Scott	Instructional Advisor	Special Education	02/06/2023	Resignation
Levin	Gary	Senior Grant Accountant	Business Services	03/24/2023	Resignation
Messner	Sophia	Speech Therapist	Speech and Language Support	04/17/2023	Resignation
O'Rourke	Lenore	Program Assistant	Adult Education	02/23/2023	Resignation
Rout	Janell	Teacher Assistant	Autistic Support	03/03/2023	Resignation
Stouffer	Jealee	Teacher Assistant	Autistic Support	02/08/2023	Resignation
Wickard	Bridgette	Itinerant Teacher	Nonpublic School Services	04/13/2023	Resignation
Zienkiewicz	Jennifer	Social Worker	Pupil Personnel Services	04/21/2023	Resignation

**7.b. Professional Staff Nominations (contingent upon completion of required paperwork/clearances)**

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Miller	Mariah	Floating Teacher	Special Education	03/08/2023	\$52,322.00	LIUEA F-2	188 Days
Proper	Leslee	Teacher	Autistic Support	03/08/2023	\$53,838.00	LIUEA F-5	188 Days
Ryan	Kaylee	Itinerant Teacher	Hearing Impaired Support	02/08/2023	\$47,257.00	LIUEA D-1	188 Days
Staley	Maria	Teacher	Behavioral Intervention	02/15/2023	\$52,922.00	LIUEA F-4	188 Days
Stauffer	Rebecca	Floating Teacher	Special Education	TBD	\$279.90 per day	LIUEA F-3	Part Time
Wilson	Kelly	Teacher	Transition	03/01/2023	\$47,257.00	LIUEA D-1	188 Days

**7.c. Non-Certified Staff (contingent upon completion of required paperwork/clearances)**

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Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Bourinski	Olivia	Teacher Assistant	Autistic Support	02/22/2023	\$14.52 per hour	TA/PCA G-1	188 Days
Elliot	Holly	Personal Care Assistant	Life Skills Support	02/15/2023	\$14.52 per hour	TA/PCA G-1	188 Days
Evans	Noah	Student Support/Tutor	Nonpublic School Services	02/15/2023	\$15.00 per hour	Grant Funded	Part Time
Hann	Bonnie	Personal Care Assistant	Autistic Support	03/08/2023	\$14.47 per hour	TA/PCA F-1	188 Days
Paul	Nikkia	Teacher Assistant	Autistic Support	03/08/2023	\$14.21 per hour	TA/PCA B-1	188 Days
Lohr-Totis	Erica	Physical Therapy Assistant	Occupational and Physical Therapy Services	03/01/2023	\$29.72 per hour	COTA-PTA A-1	188 Days
Smith	Arleen	Teacher Assistant	Autistic Support	03/08/2023	\$14.15 per hour	TA/PCA A-1	188 Days

**7.d. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Kuczynski	Brian	Intervener	\$28.06 per hour	Eastern York School District	03/06/2023 - 05/20/2023
McCoy	Lisa	Teacher	\$35.91 per hour	Greencastle-Antrim School District	01/09/2023 - 02/10/2023
Wiley	Jessica	Bus Assistant	\$14.15 per hour	School District of the City of York	02/13/2023 - 05/26/2023

**7.e. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Bond	Nicole	Supervisor	Educational Technology Services	\$85,146.69	Act 93	TBD	Educational Technology Specialist \$81,103.19	Supervisor \$85,146.69	Position Transfer
Cobosco	Tammy	Intervener	Hearing Impaired Support	\$23.52 per hour	Intervener B-1	02/13/2023	Personal Care Assistant TA/PCA E-1 \$14.42 per hour	Intervener Intervener B-1 \$23.52 per hour	Position Transfer
Smith	Benjamin	Assistant Director	Educational Technology Services	\$118,469.01	Act 93	03/08/2023	\$107,583.36	\$118,469.01	Salary Adjustment
Young	Kacie	Instructional Advisor	Autistic Support	\$48,457.00 +\$5,000.00 IA Stipend	LIUEA D-6 + \$5,000.00 IA Stipend	02/27/2023	Teacher LIUEA D-6 \$48,457.00	Instructional Advisor LIUEA D-6	Position Transfer

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								\$48,457.00 + \$5,000.00 IA Stipend	
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**7.f. Days Beyond Contract**

Last Name	First Name	Position	Program	August 2022 # Days	October 2022 # Days	February through April 2023 # Days	May/June 2023 # Days	July/August 2023 # Days
Bowser	Laura	Speech Therapist	Speech and Language Support	0	0	0	10	0
Conner	Corinne	Staff Developer	Educational Services	0.5	0.5	1	0	0
Dean	Sarah	School Nurse	Special Education	0	0	0	12	10
Durbin	David	Instructional Advisor	Special Education	0	0	0	5	0
Hrycek	Lorrie	Staff Developer	Educational Services	0	0	4.5	0	0
Laslo	Christine	Speech Therapist	Speech and Language Support	0	0	0	10	0
Lichtenberg	Abbey	Staff Developer	Educational Technology Services	0	0	1	0	0
McPoyle-Callahan	Jennifer	Staff Developer	Educational Services	0	0	2	0	0
Snyder	Marsha	Licensed Practical Nurse	Special Education	0	0	0	15	11
Weaver	Paige	Itinerant Teacher	Visually Impaired Support	0	0	0	2	0

**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
Bair	Angela
Baldwin	Dana
Shank	Jessica

**7.h. Student Workers**

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

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

Recommendation: Motion to accept the Treasurer's Report of January 31, 2023 showing cash on hand in the amount of \$38,459,063.00.

**7.j. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through February 17, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,748,332.69.

**7.k. 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.l. Board Policies for First Reading**

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

103.1 - Nondiscrimination - Qualified Students with Disabilities  
146.1 - Trauma-Informed Approach

Recommendation: No action required at this time.

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

Background: The following job descriptions are presented for adoption.

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

Recommendation: Motion to adopt job descriptions.

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

Background: The following job descriptions are presented for review.

1101 Executive Director  
3017 Program Secretary, Educational Services Division (new description for a current position)  
4004 Supervisor of Educational Technology (revision)

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4008 Assistant Director of Educational Technology (revision)  
6016 Preschool Referral Secretary (revision)  
7012 ELECT Program Assistant - (new position)

Recommendation: No action required at this time.

#### **7.o. Board of Directors' Meeting Schedule for 2023-2024**

Background: The Board of Directors' Meeting Schedule for 2023-2024 is presented for approval each year.

Recommendation: Motion to approve the Board of Directors' Meeting Schedule for 2023-2024.

### **8. Action Items**

#### **8.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: Motion to approve an affiliation agreement with Grand Canyon University effective March 8, 2023 through March 7, 2026. Brian Hoffman moved approval, seconded by Sally Kacar. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Richardson/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 11 ayes.

#### **8.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: 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. AmyBeth Hodges moved approval, seconded by Brian Hoffman. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Richardson/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 11 ayes.

#### **8.c. Adoption of LIU Election Ballot for Spring 2023 Election**

Background: The proposed election ballot reflects nominations submitted by school districts for seats that are up for re-election, and approval of directors to fill unexpired terms. After

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adoption, the ballot will be sent to all school districts to share with their board members to vote and return to the LIU.

Recommendation: Motion to adopt the proposed election ballot to be used for the 2023 election of members to the LIU Board. Cassandra Liggins moved approval, seconded by AmyBeth Hodges. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Richardson/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 11 ayes.

#### **8.d. Appointment of Director of Educational Services**

Background: The Administration conducted first and second round interviews with potential candidates for the position of Director of Educational Services. This position is an Act 93/260-day position.

Recommendation: Motion to appoint Dr. Michele Orner to the position of Director of Educational Services at an annual salary of \$135,274.04, Act 93, 260-days per year, with an effective date to be determined. Cassandra Liggins moved approval, seconded by AmyBeth Hodges. Roll call vote recorded: Gettys/aye; Gray/aye; Heistand/aye; Hodges/aye; Hoffman/aye; Kacar/aye; Liggins/aye; Richardson/aye; Rohrbaugh/aye; Smith/aye; and Snell/aye. The motion passed with a vote of 11 ayes.

Mrs. Heistand extended her appreciation to Dr. Laura McCusker for filling in as Interim Director during the transition. Dr. West shared that Dr. Orner's 30 years of experience and educational leadership background will be a benefit to the IU.

### **9. Information Items**

#### **9.a. Affiliation Agreement with Harrisburg Area Community College**

Background: The Student Services and District Engagement Division requests approval to enter into an affiliation agreement with Harrisburg Area Community College to provide practicum, observation and student teaching experiences to students enrolled in the education program.

Recommendation: No action required at this time. The following motion would be presented for the Board's consideration on April 4, 2023: Motion to grant approval for the LIU to enter into an affiliation agreement with Harrisburg Area Community College effective for a five-year period beginning on the date of approval/execution of the agreement.

#### **9.b. Special Education Budget for 2023-2024**

Background: Brent Kessler, Director of Finance, will present the proposed Special Education Budget for 2023-2024.

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Recommendation: No action required at this time. The following motion will be presented for the Board's consideration on April 4, 2023: Motion to adopt the proposed Special Education Budget for 2023-2024.

### **9.c. Legislative Update**

Mrs. Heistand reported that Julie Romig serves as the Legislative Advocate for the IU and is also a resource for school districts on legislative issues. In this role, Ms. Romig hosted a legislative forum in December and coordinated the annual PAIU Day on the Hill for the LIU. Ms. Romig also works closely with the Legislative Committee of the Superintendents' Advisory Council and publishes a monthly newsletter on the latest legislative updates.

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

Mrs. Heistand encouraged board members to reach out to her or Dr. West with any questions or concerns.

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

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

Dr. West shared the following activities which are related to his annual goal of building a culture of trust for our employees.

- Coffee and Conversation sessions have been held monthly at the Central Office and each center to provide staff an opportunity to informally chat with Dr. West in an informal setting.
- The second Listening & Sharing Forum for the school year was held February 22 at the York Learning Center. During the meeting, Dr. West provided an update on the Comprehensive Plan, the Lincoln Health & Wellness Center, safety/security, and staffing/recruitment/retention efforts. The final Listening & Sharing Forum is set for May 10, 2023 at the Central Office

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

Dr. Trail is planning and preparing for the following professional development events:

- The LIU Superintendents' Spring Leadership Symposium to be held in Philadelphia on March 29-31, 2023. The second symposium will be held sometime in the fall.
- In conjunction with IU 13, the first Women's Leadership Retreat - WE LEAD is scheduled for September 21, 2023. WE LEAD represents: Women in Educational Leadership Empowering, Advancing and Developing.
- Dr. Trail is also working with a committee of the LIU Leadership Team to develop a Leadership Handbook, which has become a Leadership Hub that will house all leadership team resources in one location. The new Leadership Hub will be introduced



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to the Board in April or May. The fourth of five Leadership Team meetings was just held. The main focus of the meeting was trauma informed.

**13. Cabinet Report**

Cabinet members shared highlights from their monthly Board reports.

Dr. Jen Leese reported that the IU will host a visit by Variety--The Children's Charity on March 29. Variety donates adapted/modified strollers and bicycles for children at no cost to families.

Mr. Brent Kessler noted that March marks the one-year anniversary of the opening of the LIU Health Centers in York and Adams counties. Representatives of ProactiveMD and CBIZ will attend the April Board meeting to review final plans to open a center in Franklin County.

Ms. Tracy Williams is working with school districts on transfer between entities to ensure a smooth transition of LIU staff to district operated classrooms, and continues to visit school district HR representatives. This month, she visited the Littlestown Area School District.


Dr. Laura McCusker shared that the Educational Services Division looks forward to Dr. Orner's arrival and her extensive leadership experience. The inaugural Curriculum Council Retreat is being planned for June 14-15 with 21 persons registered. She thanked Board members Cassandra Liggins and Todd Gettys who have agreed to join the LIU Comprehensive Planning Team.

Dr. West reported on behalf of Jared Mader who was attending a conference this week. The recent PETE&C conference was a tremendous success. Jared and his Assistant Director, Ben Smith, are two of the eight board members that plan the event. Two LIU staff members received awards during the conference. Ben Smith received the PAECT Pioneer Award and Nicole Bond received the PAECT Special Award.

**14. Good of the Order** - No information was shared for good of the order.

**15. Adjournment** - The meeting adjourned at 8:04 pm.

Respectfully submitted,

  
Brent A. Kessler  
Board Secretary

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**Next Meeting: April 4, 2023**