



**LIU BOARD OF DIRECTORS
MINUTES
June 27, 2023**

1. Call to Order

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on June 27, 2023 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.

3. Roll Call

The following Board members attended: Todd Gettys, Janon Gray, Sue Heistand, Sally Kacar, Cassandra Liggins, Dolores Nester and Paul Richardson. LIU staff attending were: Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Julie Romig, Dr. Michele Orner, Tracy Williams, Brant Kenny, Jill Trostle, and Jeffrey Ouelett, 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.

Changes to Board Agenda

Mrs. Heistand announced that Action items for the LIU Health Center Agreements and Renewal of Employment Agreement for the HR Director, were removed from the agenda due to their significance and will be presented at a future meeting with better Board member attendance.

5. Approval of Minutes of June 6, 2023

The minutes of June 6, 2023 were approved as presented.

6. 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.

**LIU Board of Directors Minutes
June 27, 2023**

Sally Kacar moved to approve the Consent Agenda, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

6.a. Resignations/Retirements/Terminations

Last Name	First Name	Position	Program	Term Date	Reason
Arnold	Dessylyn	Staff Developer	Educational Services	06/08/2023	Resignation
Baer	Tabitha	Speech-Language Pathologist	Preschool	08/08/2023	Resignation
Baker	Tammy	Itinerant Teacher	Visually Impaired Support	07/27/2023	Resignation
Bentzel	Erik	Supervisor of Online Learning	Educational Technology Services	08/08/2023	Retirement
Bourinski	Olivia	Teacher Assistant	Autistic Support	05/26/2023	Resignation
Franklin	John	Teacher	Multidisabilities Support	07/27/2023	Resignation
Moore	Megan	Speech-Language Pathologist	Preschool	07/20/2023	Resignation
Pollard	Nichole	Student Support / Tutor	Nonpublic School Services	06/09/2023	Resignation
Rill	Ashley	Teacher	Therapeutic Emotional Support	06/02/2023	Resignation
Smith	Jeremy	Accounting Generalist	Business Services	07/06/2023	Resignation
Spencer	Patricia	Teacher Assistant	Autistic Support	06/05/2023	Retirement
Trovato	Charles	Supervisor of Professional Learning Services	Educational Services	06/30/2023	Resignation

6.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
Bennett	Kassandra	Speech-Language Pathologist	Preschool	TBD	\$52,550.00	LIUEA F-1 (2023-2024 School Year)	188 Day Stretch
Farley	Cynthia	Teacher	Hearing Impaired Support	07/26/2023	\$54,650.00	LIUEA F-4 (2023-2024 School Year)	188 Days
McLaughlin	Alexa	Teacher	Student Services & District Engagement	07/19/2023	\$53,850.00	LIUEA F-3 (2023-2024 School Year)	188 Days
Spackman	Bridget	Staff Developer	Educational Services	07/19/2023	\$56,450.00	LIUEA F-6 (2023-2024 School Year)	188 Days

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

Last Name	First Name	Position	Program	Orientation or Hire Date	Rate	Category Step/Scale	Work Calendar
Martz	Shelly	Personal Care Assistant	Autistic Support	07/26/2023	\$14.78 per hour	TA/PCA E-1 (2023-2024 School Year)	188 Days
Peterson	David	Help Desk Tier I Representative	Educational Technology Services	TBD	\$17.37 per hour	Tech B E-1 (2023-2024 School Year)	260 Days
Sager	Eryka	Teacher Assistant	Hearing Impaired Support	07/19/2023	\$14.88 per hour	TA/PCA G-1 (2023-2024 School Year)	188 Days

**LIU Board of Directors Minutes
June 27, 2023**

Shearer	Kendra	Summer Help	Business Services	06/28/2023	\$14.00 per hour	n/a	Temporary Part Time Hourly
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6.d. Additional Service Agreements

Last Name	First Name	Position	Rate	School District	Dates
Frischkorn	Eryn	Educational Interpreter	\$29.38 per hour	Chambersburg Area SD	6/6/2023

6.e. Change in Employment Status

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Hogue	James	Summer Help	Business Services	\$14.00 per hour	n/a	06/05/2023	n/a	n/a	Additional Temporary Part Time Position
Jones	Mark	Teacher	Behavioral Intervention	\$57.02 per hour	LIUEA I-13	05/01/2023	n/a	n/a	Additional Temporary Part Time Position
Mickey	Melody	Summer Help	Business Services	\$14.00 per hour	n/a	06/05/2023	n/a	n/a	Additional Temporary Part Time Position
Morrow	Danelle	Speech-Language Pathologist	Preschool	\$48.28 per hour	LIUEA F-10 (2023-2024 School Year)	08/07/2023	Full Time	Part Time	Reduction in Hours
Rebert	Eric	Teacher	Behavioral Intervention	\$54.91 per hour	LIUEA F-13	06/05/2023	n/a	n/a	Additional Temporary Part Time Position
Staley	Maria	Teacher	Behavioral Intervention	\$40.21 per hour	LIUEA F-4	06/14/2023	n/a	n/a	Additional Temporary Part Time Position

6.f. Extended School Year

Last Name	First Name	ESY Position	Pay Rate
Arnold	Michelle	Teacher	Per Diem
Baker	Tammy	Teacher	Per Diem
Barnett	Michele	Assistant	Per Diem
Barrick	Ryan	Teacher	Per Diem
Beck	Jamie	Assistant	Per Diem
Bittinger	Kellie	Assistant	Per Diem
Bogart	Lauri	Assistant	Per Diem
Breon	Candace	Assistant	Per Diem
Cobosco	Tammy	Intervener	Per Diem
Combs	Susan	School Nurse	Per Diem

LIU Board of Directors Minutes
June 27, 2023

Connolly	Casey	Teacher	Per Diem
Cox	Kristine	Teacher	Per Diem
Culbertson	Emily	Assistant	Per Diem
Curwood	Marc	Teacher	Per Diem
Daugherty	Chadwick	Speech-Language Pathologist	Per Diem
Dean	Sarah	School Nurse	Per Diem
Dell	Debra	Teacher	Per Diem
Demsey	Lena	Teacher	Per Diem
DiCesare	Rosemary	Interpreter	Per Diem
Durbin	David	Teacher	Per Diem (minus IA stipend)
Ewing	Michelle	Teacher	Per Diem
Franklin	John	Teacher	Per Diem
Frischkorn	Eryn	Interpreter	Per Diem
Gamache	Karen	Assistant	Per Diem
Garner	Amanda	Teacher	Per Diem
Gray	Taylor	Assistant	Per Diem
Hagerman	Jennifer	Teacher	Per Diem (minus IA stipend)
Hann	Bonnie	Assistant	Per Diem
Harmer	Amy	Physical Therapist	Per Diem
Hawbaker	Heidi	Teacher	Per Diem
Hess	Karen	Intervener	Per Diem
Hetzer	Kelly	Assistant	Per Diem
Hostetter	Jenny	Assistant	Per Diem
Johns	Bonnie	Assistant	Per Diem
Johnson	Chloe	Interpreter	Per Diem
Kane	Rebeca	Assistant	Per Diem
Kenney	Elisha	Assistant	Per Diem
King	Noelle	Teacher	LIUEA D-1 Hourly
Kitzmilller	Jennifer	Occupational Therapist	Per Diem
Kolbmann	Emily	Teacher	Per Diem
Koontz	Stephanie	Assistant	Per Diem
Kornbau	Grace	Assistant	Per Diem
Kraus	Ann Marie	Assistant	Per Diem
Krichen	Kathi	Assistant	Per Diem
Kuhn	Laura	Teacher	Per Diem
Landis	Catherine	Assistant	Per Diem
Legore	Laura	Teacher	Per Diem
Lehr	Virginia	Assistant	Per Diem
Lipsitz	Christiana	Assistant	Per Diem
Marks	Timothy	Teacher	Per Diem
Martin	Debra	Assistant	Per Diem
McMillan	Molly	Speech-Language Pathologist	Per Diem
Medina	Patricia	Assistant	Per Diem
Metzger	Marissa	Speech-Language Pathologist	Per Diem
Miller	Karen	Assistant	Per Diem
Miller	Mariah	Teacher	Per Diem

**LIU Board of Directors Minutes
June 27, 2023**

Mummert	Holly	Assistant	Per Diem
Munyon	Courtney	Teacher	Per Diem
Myers	Diana	Teacher	Per Diem
Nash	Sydney	Teacher	Per Diem
Ness	Dawn	Assistant	Per Diem
Osborne	Allison	Occupational Therapist	Per Diem
Paul	Nikkia	Assistant	Per Diem
Putt	Leslie	Assistant	Per Diem
Reda	Stacy	Teacher	Per Diem
Reese	Cathleen	Teacher	Per Diem
Roomsburg	Ashley	Teacher	Per Diem
Ryan	Kaylee	Teacher	Per Diem
Sauders	Vicki	Occupational Therapist	Per Diem
Serrato	Felipe	Teacher	Per Diem
Sheaffer	Brooke	Speech-Language Pathologist	Per Diem
Sheely	Amy	Speech-Language Pathologist	Per Diem
Sieling	Rebecca	Teacher	Per Diem
Small	Rodney	Assistant	Per Diem
Sneidman	Rebecca	Teacher	Per Diem
Snyder	Lori	Assistant	Per Diem
Spiridonoff	Kayla	Speech-Language Pathologist	Per Diem
Stafford	William	Assistant	Per Diem
Stambaugh	Nancy	Assistant	Per Diem
Stanko	Ivanna	Assistant	Per Diem
Steele	Shannon	Assistant	Per Diem
Stein	Kelsea	Assistant	Per Diem
Tohill	Megan	Teacher	Per Diem
Tomczyk	Debra	Occupational Therapist	Per Diem
Topper	Kassandra	Assistant	Per Diem
Tremblay	Karla	Physical Therapist	Per Diem
Vanover	Bonnie	Interpreter	Per Diem
Washington	Tiffeny	Assistant	Per Diem
Watson	Jennifer	Assistant	Per Diem
Weaver	Paige	Teacher	Per Diem
Wherley	Katie	Teacher	Per Diem
Whittle	Megan	Speech-Language Pathologist	Per Diem
Wiley	Jessica	Assistant	Per Diem
Williams	Gretchen	Teacher	Per Diem
Williams	Sean	Assistant	Per Diem
Wilson	Kelly	Teacher	Per Diem
Wingard	Eileen	Physical Therapist	Per Diem
Witman	Michelle	Assistant	Per Diem
Wolf	Maria	Teacher	Per Diem
Yaukey	Robin	Teacher	Per Diem
Young	Kacie	Teacher	Per Diem (minus IA stipend)

6.g. Days Beyond Contract

Last Name	First Name	Position	Program	May/June 2023 # Days	July/August 2023 # Days
Caldwell	Deborah	Staff Developer	Ed Services	1	2
Chapman-Jones	Valerie	Staff Developer	Ed Services	0	2
Conner	Corrine	Staff Developer	Ed Services	1	4
Dean	Sarah	Nurse	Preschool	.5	0
Durbin	David	Instructional Advisor	Transition	1	0
Ewing	Michelle	Teacher	Intensive Learning Support	1	0
Gottshall	Theresa	Instructional Advisor	Nonpublic School Services	1	0
Grove	Amy	Teacher Assistant	Autistic Support	1	0
Kachmar	Courtney	Instructional Advisor	Behavioral Intervention	1	0
Laurito	Jen	Staff Developer	Ed Services	0	3
Lockett	Wendy	Staff Developer	Ed Services	0	4
Miller	Jessica	Staff Developer	Ed Services	4	0
Ney-Shaffer	Chelly	Staff Developer	Ed Services	2	0
Pero	Melissa-Ann	Staff Developer	Ed Services	2	2.5
Ramsay	Katherina	Associate Supervisor	Student Services & District Engagement	0	3
Reachard	Lindsay	Teacher Assistant	Intensive Learning Support	1	0
Snyder	Marsha	Nurse	Preschool	.5	0

6.h. Treasurer's Report

Recommendation: Motion to accept the Treasurer's Report of May 31, 2023 showing cash on hand in the amount of \$36,190,246.78.

6.i. Financial Report

Background: The Financial report includes all disbursements made since the last Board report through June 13, 2023.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$10,713,485.03.

6.j. 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

6.k. Job Description for Review

Background: The following job description is presented for review.

Professional Development Specialist - revision

Recommendation: No action required at this time.

6.l. Board Policy for Adoption

Background: Board Policy 246 - School Wellness was presented for adoption.

Recommendation: Motion to adopt Policy 246 - School Wellness.

6.m. Board Policies for Review

Background: The following policies were recommended for deletion.

Policy 715 - Use of Fax Machines - delete

Policy 910 - Community Relations - delete

Recommendation: No action required at this time.

7. Action Items

7.a. Division of Student Services and District Engagement Contractor Agreements

Background: The Student Services Division relies on various contracting agencies to support staffing needs in the areas of related services, nurses and personal care assistants. The following contracts were presented for approval:

Aveanna (two agreements)
BlazerWorks
Compassion Care
Cross Country
Foxhire Pedia Staff
Maxim Healthcare
Pediatric Therapy Services (PTS)
Pro Care
Therapy Source, Inc.

Recommendation: Motion to approve contracts to support staffing needs in the areas of related services, nurses and personal care assistants. Dolores Nester moved approval, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

7.b. Parent Handbook 2023-2024

Background: The Student Services and District Engagement Division prepares an annual Parent Handbook that is presented to the Board for adoption prior to distribution to parents. The 2023-2024 Parent Handbook is presented for final adoption.

Recommendation: Motion to adopt the Parent Handbook for 2023-2024. Dolores Nester moved approval, seconded by Cassandra Liggins. Roll call vote recorded all in favor and the motion carried.

7.c. MG Tactical Advantage LLC Contract

Background: The administration requests approval to use ESSER grant funds to contract with MG Tactical Advantage LLC for safety and security purposes from July 1, 2023 – June 30, 2024.

Recommendation: Motion to contract with MG Tactical Advantage LLC for one year beginning July 1, 2023 through June 30, 2024, at a cost not to exceed \$41,000.00, to be funded by ESSER Grant funds. Todd Gettys moved approval, seconded by Sally Kacar. Roll call vote recorded all in favor and the motion carried.

7.d. Health and Safety Plan Update

Background: The LIU Health and Safety Plan is reviewed every six months by a committee of LIU staff members in accordance with ESSER requirements.

Recommendation: Motion to approve the revised LIU Health and Safety Plan effective July 1, 2023. Cassandra Liggins moved approval, seconded by Dolores Nester. Roll call vote recorded all in favor and the motion carried.

8. Information Items

8.a. Maryville University Memorandum of Understanding

Background: The Student Services Division requests approval to enter into a Memorandum of Understanding to provide field experience/practicum/externships to students enrolled in their educational programs.

Recommendation: No action was required at this time. The following motion will be presented on August 1, 2023 for consideration: Motion to approve a Memorandum of Understanding with Maryville University effective upon board approval and extending until such time as either party terminates or modifies this agreement in writing at least 90 days prior to termination.

9. Election of Officers for 2023-2024

Mrs. Heistand opened the floor to nominations for the office of board president. Mrs. Heistand nominated Dolores Nester for the office of board president. No other nominations were presented from the floor. Mr. Gettys moved to close nominations.

Mrs. Heistand opened the floor to nominations for the office of board vice-president. Dolores Nester nominated Todd Gettys for the office of board vice-president. No other nominations were presented from the floor. Mrs. Heistand moved to close nominations.

Mrs. Heistand opened the floor to nominations for the office of board treasurer. Mrs. Heistand nominated Cassandra Liggins for the office of board treasurer. No other nominations were presented from the floor. Mrs. Heistand moved to close nominations.

The office of board secretary is held by the Director of Finance, Brent Kessler, and no nomination is required.

Ms. Kacar moved to approve the slate of officers for 2023-2024:

President - Dolores Nester
Vice-President - Todd Gettys
Treasurer - Cassandra Liggins
Secretary - Brent Kessler

Todd Gettys seconded the motion. Roll call vote recorded all in favor and the motion carried.

10. President's Report

Mrs. Heistand extended her appreciation to the Board for allowing her to serve as the Board President, noting the following accomplishments that occurred the last four years: hiring a new executive director, navigating COVID 19, negotiating two bargaining agreements, opening two health centers, hiring a director of strategic communications, adopting new business rules, approving leadership training for Cabinet and the LIU Leadership Team, and taking steps to improve employee relations. She encouraged the LIU Board to continue to achieve even more.

11. Executive Director's Report

On behalf of the LIU Board and Administration, Dr. West presented Mrs. Heistand with an engraved plaque and gavel to recognize her last meeting and six years of service on the LIU Board of Directors. Mrs. Heistand joined the LIU Board in 2017 as a representative of the Dallastown Area School District, where she has served for over a decade. During her time on the LIU Board, she served as Board Vice-President for two years and Board President for three years. LIU Cabinet members presented a certificate noting a donation was made in her name to the Dallastown Girls on the Run organization. Board Vice-President Dolores Nester extended her appreciation to Mrs. Heistand for her service and for making the LIU Board what it is today, noting she would be missed.

12. Assistant Executive Director's Report

There was no report this meeting as there was another meeting earlier in the month.

13. Cabinet Report

There was no Cabinet report this meeting, as there was an earlier meeting in the month.

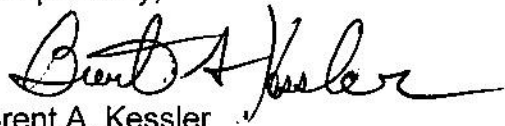
14. Good of the Order

No additional information was presented for good of the order.

15. Adjournment

The meeting adjourned at 7:25 pm.

Respectfully,



Brent A. Kessler
Board Secretary

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Next Meeting: August 1, 2023