



**LIU BOARD OF DIRECTORS  
MINUTES  
February 6, 2024**

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**1. Call to Order**

The regular meeting of the Lincoln Intermediate Unit 12 Board of Directors was held on February 6, 2024 at the LIU Central Office. Board President Todd Gettys called the meeting to order at 7:10 pm.

**2. Pledge of Allegiance**

The meeting was opened with the pledge of allegiance. Mr. Gettys announced that the Board would be meeting in executive session after the regular meeting to discuss personnel matters.

**3. Roll Call**

The following Board members attended: Brandon Boyer, Todd Gettys, Jennifer Goldhahn, Marc Greenly, Stephanie Harbaugh, Sally Kacar, Sara Keefer, Cassandra Liggins, Cindy Rohrbaugh, Tedd Sayres, Mark Smith, and Scott Wingard. LIU staff attending were Dr. Jeffrey West, Dr. Kendra Trail, Brent Kessler, Dr. Jennifer Leese, Julie Romig, Dr. Michele Orner, Tracy Williams, Amy Crouse, John Amos, Michael Lewis, Esq., Appel, Yost & Zee and William Zee, Esq., Appel, Yost & Zee, Board Solicitor.

**4. Recognition of Visitors and Public Comment: Todd Gettys, Board Vice President**

Mr. Gettys welcomed visitors and provided an opportunity for public comments. There were no public comments.

**5. Appointment of LIU Directors and Oath of Office**

Background: The following persons have been appointed by their School Boards to fill vacant seats on the LIU Board from February 6, 2024 through June 30, 2024, pending the next LIU election. Upon approval, they will be sworn into office.

Recommendation: Motion to appoint the following directors to fill vacant seats on the LIU Board beginning February 6, 2024 through June 30, 2024:

Brandon Boyer, Tuscarora School District

Sara Keefer, Northeastern School District

Jennifer Goldhahn, Bermudian Springs School District

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Cassandra Liggins moved to appoint the new directors, seconded by Sally Kacar. All Board members voted in favor and the motion carried. Mr. Brandon Boyer, Ms. Sara Keefer, and Ms. Jennifer Goldhahn were sworn into office by Amy Crouse, Recording Secretary.

**6. Presentation: LIU Comprehensive Plan – Dr. Laura McCusker**

Dr. McCusker provided an overview of the LIU Comprehensive Plan.

**7. Approval of Minutes of January 2, 2024**

The minutes of January 2, 2024 were approved as presented.

**8. Consent Agenda**

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

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

Scott Wingard moved to approve the Consent Agenda, seconded by Cassandra Liggins. All Board members present voted in favor and the motion carried.

**8.a. Resignations/Retirements/Terminations**

Last Name	First Name	Position	Program	Term Date	Reason
Brumgard	Angelina	Teacher Assistant	Preschool	01/03/2024	Resignation
Cramer	Danielle	Accounting Generalist - Payroll	Business Services	02/16/2024	Resignation
Foss	Lea	Teacher Assistant	Preschool	03/22/2024	Retirement
Gaus	Cassie	Teacher	Life Skills Support	01/17/2024	Resignation
Gillet	Kay	Transition Services Coordinator	Transition	02/15/2024	Resignation
Hippensteel	Janet	Personal Care Assistant	Life Skills Support	05/31/2024	Retirement
Luckenbaugh	Sharon	Speech-Language Pathologist	Speech & Language Support	05/30/2024	Retirement
Ney	Tamra	Teacher Assistant	Autistic Support	01/12/2024	Resignation
Ordiway	Susan	Itinerant Teacher	Visually Impaired Support	05/30/2024	Retirement
Ort	Emmilie	Teacher Assistant	Preschool	02/15/2024	Resignation
Paul	Nikkia	Teacher Assistant	Autistic Support	12/22/2023	Resignation
Rutz	Braquel	Personal Care Assistant	Autistic Support	01/19/2024	Resignation
Smith	Kimberly	Student Support/Tutor II	Nonpublic School Services	01/19/2024	Resignation
Thomas	Michael	Speech-Language Pathologist	Speech & Language Support	03/08/2024	Resignation
Tucker	Patricia	Teacher Assistant	Therapeutic Emotional Support	02/02/2024	Resignation
Tucker	Roseanne	Secretary	Student Services	02/15/2024	Retirement

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**8.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
Fletcher	Adrianna	Physical Therapist	Occupational & Physical Therapy Services	01/12/2024	\$59,094.00	LIUEA DRT-4	188 Days
Miller	Heather	Instructional Advisor	Preschool	01/24/2024	\$71,882.00 + \$5,000.00 IA Stipend	LIUEA H-12	188 Day Stretch
Moyer	Yasmine	School Counselor	Nonpublic School Services	02/07/2024	\$52,550.00	LIUEA F-1	188 Days
Proper	Leslee	Teacher	Autistic Support	02/07/2024	\$55,450.00	LIUEA F-5	188 Days
Schaffer	Geri	Program Specialist	Educational Services	01/31/2024	\$80,000.00	Act 93	260 Days
Staver	Derek	Specials Teacher (Physical Education)	Student Services	02/14/2024	\$47,157.00	LIUEA D-1	188 Days
Wynn	Amanda	Instructional Advisor	Student Services	01/24/2024	\$56,450.00 + \$5,000.00 IA Stipend	LIUEA F-6	188 Days
Zaminski	Autumn	Educational Technology Specialist	Educational Technology Services	01/31/2024	\$86,600.00	Act 93	260 Days

**8.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
Beckett	Kimberly	Secretary	Adult Education	02/07/2024	\$23.72 per hour	Secretary C F-5	Part Time Hourly
Herndon	Caroline	Student Support/Tutor II	Nonpublic School Services	02/07/2024	\$26.37 per hour	Grant Funded	Part Time Hourly
Holler	Myra	Teacher Assistant	Multidisabilities Support	01/17/2024	\$14.78 per hour	TA/PCA E-1	188 Days
Marks	Nicole	Teacher Assistant	Autistic Support	01/24/2024	\$15.51 per hour	TA/PCA B-3	188 Days
McDannell	Austin	Help Desk Tier I Representative	Educational Technology Services	02/07/2024	\$16.82 per hour	Tech B D-1	260 Days
O'Brien	Keara	Personal Care Assistant	Hearing Impaired Support	01/25/2024	\$14.57 per hour	TA/PCA B-1	188 Days
Riley	Patricia	Teacher Assistant	Autistic Support	01/31/2024	\$14.57 per hour	TA/PCA B-1	188 Days
Ronzo	Molly	Personal Care Assistant	Autistic Support	02/07/2024	\$14.50 per hour	TA/PCA A-1	188 Days
Serio-Heavrin	Rachel	Online Learning Secretary	Educational Technology Services	01/24/2024	\$21.83 per hour	Secretary D F-3	260 Days

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Shunk	Nancy	Program Assistant	Education Leading to Employment & Career Training	01/17/2024	\$18.82 per hour	Secretary C F-2	Part Time Hourly
Squire	Dawn	Community Outreach & Marketing Specialist	Education for Children & Youth Experiencing Homelessness	02/02/2024	\$22.35 per hour	Grant Funded	Part Time Hourly
Stoehr	Emma	Floating Teacher Assistant	Preschool	02/14/2024	\$14.50 per hour	TA/PCA A-1	188 Day Stretch
Wolford	Nichole	Secretary	Student Services	02/07/2024	\$21.91 per hour	Secretary E F-2	260 Days
Vargas	Ruth	Teacher Assistant	Behavioral Intervention	02/07/2024	\$14.50 per hour	TA/PCA A-1	188 Days

**8.d. Professional Contracts**

<b>Last Name</b>	<b>First Name</b>
Lutz-Witmer	Allyson

**8.e. Additional Service Agreements**

Last Name	First Name	Position	Rate	School District	Dates
Stoner	Kelly	PCA	\$21.80/hr	Gettysburg Area SD	January 9, 2024 - February 22, 2024
Ilmhoff	Jennifer	Interpreter	\$45.11/hr	Central York SD	June 13, 2024 - June 21, 2024

**8.f. Change in Employment Status**

Last Name	First Name	Position	Program	Rate	Category Step/Scale	Effective	From	To	Reason
Gillet	Kay	Transition Services Coordinator	Transition	\$43.81 per hour	LIUEA F-7 Hourly	01/08/2024	Full Time 188 Days LIUEA F-7 \$57,650.00	Part Time Hourly LIUEA F-7 Hourly \$43.81 per hour	Work Calendar Adjustment
Harmer	Amy	Physical Therapist	Occupational & Physical Therapy Services	\$59,344.00	LIUEA DRT-5	02/05/2024	n/a	n/a	Reinstatement

**8.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 plus an additional \$2.50 per hour if the current per diem rate is \$17.51 per hour or higher:

Last Name	First Name
Koontz	Stephanie
Owens	Carolyn

**8.h. Treasurer's Report**

Recommendation: Motion to accept the Treasurer's Report of December 2023 showing cash on hand in the amount of \$27,934,663.09.

**8.i. Financial Report**

Background: The Financial report includes all disbursements made since the last Board report through January 22, 2024.

Recommendation: Motion to approve the Financial Report of payments and payroll totaling \$11,416,962.11.

**8.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.

**8.k. Grants**

**8.k.a. Dollar General Literacy Grant**

Background: Grant funding will support our current program as well as moving expenses expected to be incurred this program year.

Recommendation: Motion to grant approval to apply for Dollar General Literacy Grant in the amount of \$10,000.

**8.k.b. PCCD 2023-2024 School Mental Health**

Background: This grant will continue the work we've begun in Restorative Practices strategies as well as support staff in creating a mental health early intervention program, providing online mental health, supports and programs. It will also assist with educational materials and applicators to provide supplemental mental health services to students.

Recommendation: Motion to grant approval to apply for the PCCD 2023-2024 School Mental Health grant in the amount of \$70,000.

**8.k.c. School Safety Grant**

Background: Safety committee to be the lead for the safety job a like group for all of the districts, nonpublic schools, CTC's and charter schools within our footprint and help with internal safety and security items.

Recommendation: Motion to grant approval to apply for School Safety Grant in the amount of \$200,000.

**8.l. Job Description for Adoption**

Background: The following job description is presented for adoption.

#TBD Student Services Specialist

Recommendation: Motion to adopt job description.

**8.m. Office Holiday Calendar 2024-2025**

Background: The proposed Office Holiday Calendar for 2024-2025 is presented for adoption.

Recommendation: Motion to adopt the Office Holiday Calendar for 2024-2025.

**9. Action Items**

**9.a. Addendum to Employment Agreement for the Assistant Executive Director**

Background: An addendum for the Assistant Executive Director's employment agreement has been recommended.

Recommendation: Motion to approve an addendum to the current Employment Agreement for the Assistant Executive Director. Sally Kacar moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

**9.b. Addendum to Employment Agreement for the Director of Finance**

Background: An addendum for the Director of Finance's employment agreement has been recommended.

Recommendation: Motion to approve the addendum to the current Employment Agreement for the Director of Finance. Marc Greenly moved approval, seconded by Scott Wingard. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

#### **9.c. Addendum to Employment Agreement for the Director of Human Resources**

Background: An addendum for the Director of Human Resources' employment agreement has been recommended.

Recommendation: Motion to approve an addendum to the current Employment Agreement for the Director of Human Resources. Brandon Boyer moved approval, seconded by Mark Smith. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

#### **9.d. Dafna Lender Contract**

Background: The Student Services department is requesting approval to enter into a contract with Dafna Lender. Dafna Lender will be providing a Dyadic Developmental Therapy training for IU and district mental health professionals on August 19-22, 2024. Using ESSER funds with no cost to the districts, the training centers around a therapeutic approach to relationship development and trauma resolution based in theory and research in the areas of developmental trauma, attachment theory, intersubjectivity and child development.

Recommendation: Motion to approve a contract between Dafna Lender and the Lincoln Intermediate Unit 12 to provide training for IU and district mental health professionals on August 19-22, 2024. Cassandra Liggins moved approval, seconded by Tedd Sayres. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

#### **9.e. Dr. Jessica Bentley-Sassaman Contract**

Background: The Student Services department is requesting permission to enter into a contract with Dr. Jessica Bentley-Sassaman to provide professional development for educational interpreters on August 14, 2024. The course will explore an educational interpreter's role as a part of the IEP team, including writing IEP input, working with regular education teachers, PCAs and other staff.

Recommendation: Motion to approve a contract between Dr. Jessica Bentley-Sassaman and the Lincoln Intermediate Unit 12 to provide training for Interpreters on August 14, 2024. Brandon Boyer moved approval, seconded by Cassandra Liggins. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie

Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

**9.f. Parallel Learning Behavioral Health Contract**

Background: The Student Services department is requesting permission to enter into a contract with Parallel Learning Behavioral Health to provide virtual therapies and services to IU and district students, as needed, beginning February 7, 2024. Services will be requested using the Order Form provided by Parallel Learning Behavioral Health.

Recommendation: Motion to approve a contract between Parallel Learning Behavioral Health and the Lincoln Intermediate Unit 12 to provide virtual therapies and services beginning on February, 7 2024. Brandon Boyer moved approval, seconded by Stephanie Harbaugh. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

**9.g. Presence Learning Contract**

Background: The Student Services department is requesting permission to enter into a contract with Presence Learning. Presence Learning will be providing virtual therapies and services, as needed, to IU and district students beginning on February 7, 2024. Services will be requested using the Service Order form provided by Presence Learning.

Recommendation: Motion to approve a contract between Presence Learning and the Lincoln Intermediate Unit 12 to provide virtual therapies and services beginning on February 7, 2024. Cassandra Liggins moved approval, seconded by Tedd Sayres. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

**9.h. Steve Cadigan Contract**

Background: The LIU is proposing to have Mr. Steve Cadigan as the keynote speaker for the August 2024 in-service. This year, LIU planning to hold the August in-service day in person in three locations: New Oxford, YLC, FLC. Consequently, the keynote speaker is scheduled to deliver a face-to-face message at each of the three sites which will require an all-day venture for the speaker.

The speaker will focus on the topic of the Future of Work.

Attendees in this session will:

- Understand the main elements shaping the changing psychology of the workforce



- Learn about how organizations in different industries & geographies are taking novel talent approaches to address turnover, disengagement, and a workforce that thinks about careers differently.
- Help participants learn how to thrive in a workplace that is going through many transitions simultaneously.
- Have plenty of opportunities to engage, discuss, and ask questions.

Recommendation: Motion to approve the contract with Mr. Steve Cadigan as the keynote speaker for the August 2024 in-service at a cost of \$17,500.00 to be paid for by ESSER funds. Cassandra Liggins moved approval, seconded by Sally Kacar. Roll call vote recorded: Brandon Boyer/nay; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 11 ayes and 1 nay.

### **9.i. Positive Action Curriculum**

Background: The Student Services department is requesting approval to purchase Positive Action curricular resources for IU students at the elementary, middle and high school levels. The curriculum would be purchased using the PA Coalition on Crime and Delinquency grant.

Recommendation: Motion to approve the purchase of the Positive Action Curriculum using monies from the PA Coalition on Crime and Delinquency grant. Dr. Laura Sharp presented an overview of the Positive Action curriculum. Sally Kacar moved approval, seconded by Jennifer Goldhahn. Roll call vote recorded: Brandon Boyer/aye; Todd Gettys/aye; Jennifer Goldhahn/aye; Marc Greenly/aye; Stephanie Harbaugh/aye; Sally Kacar/aye; Sara Keefer/aye; Cassandra Liggins/aye; Cindy Rohrbaugh/aye; Tedd Sayres/aye; Mark Smith/aye; Scott Wingard/aye. The motion passed with a vote of 12 ayes.

## **10. Information Items**

### **10.a. 2024-2027 LIU Comprehensive Plan**

Background: Dr. McCusker will provide an overview of the LIU Comprehensive Plan. This strategic plan will serve as the overall plan of work that drives our organization for a three-year period in accordance with the state required Future Ready Comprehensive Planning process.

Recommendation: No action required at this time. The following motion will be presented on March 5, 2024 for consideration: Motion to approve the 2024-2027 LIU Comprehensive Plan.

## **11. Presidents Report**

Mr. Gettys thanked everyone for attending the meeting and for their active participation.

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

- Dr. West provided the Board with the opportunity to tour and visit the three LIU learning centers. The upcoming visits are scheduled for March 20 at the Franklin Learning Center, April 12 at the York Learning Center and May 1 at Paradise School.
- Dr. West will continue with his travels to our centers each month to tour classrooms and host our monthly "Coffee & Conversation" opportunities.
- Dr. West reminded the Board that the LIU is offering our Board members an opportunity to have a headshot taken that can be used to update our Board of Directors website and also provided for the Board member's own professional use.

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

Dr. Trail shared two items regarding safety and security. She thanked the Board for their approval on the contract with MG Tactical. Additionally, Dr. Trail shared that Mike Hurley, an employee of MG Tactical, will be visiting community-based classrooms in the upcoming weeks to look for ways to enhance classroom safety.

## **14. Cabinet Report**

Dr. Leese shared that this week, February 5-9, is National School Counseling Week. We have nine school counselors hired through the Lincoln Intermediate Unit that support our district-based classrooms and our centers. Dr. Leese also shared that many of our students celebrated their 100th day of school last week. In December and January, the Student Services Department highlighted their Related Services and Deaf/Hard of Hearing programs.

Brent Kessler took the time to recognize and thank our Facilities team at the LIU. He expressed gratitude for their hard work and dedication, especially highlighting their efforts in clearing snow during the recent weather events.

Tracy Williams shared that they recently held a job-a-like meeting with HR directors and curriculum council members. She shared that our HR department was asked to be the lead for the central region of the Pennsylvania School Personnel Administrators Association. They were able to invite HR directors from the central part of the state to the job-a-like meeting. This provided an opportunity to discuss pertinent HR topics.

Dr. Orner also shared about the recent job-a-like meeting held at the LIU with curriculum council members, Human Resources directors, and post-secondary partners. The theme of the meeting was "Alternative Certification Pathways". During the session, attendees shared retention and recruitment strategies and learned more about the changing landscape of teacher certification. There were two guest speakers, Dr. Kerry Helm and Dr. Katina Moten from the Pennsylvania Department of Education. Dr. Orner also expressed gratitude for Dr. McCusker's presentation earlier in the meeting and conveyed her pride in Dr. McCusker's work on the Comprehensive Plan.

Julie Romig shared that the next Listening and Sharing Forum will be held on February 15 at the LIU New Oxford Central Office. She shared that although the Listening and Sharing Forums had great participation and attendance during the first year, the Coffee and


Conversation events have become a more meaningful, less formalized, opportunity for staff to discuss their concerns and ask questions.

**15. Good of the Order**

No additional information was presented for good of the order.

**16. Adjournment** – Tedd Sayres moved to adjourn, seconded by Scott Wingard. The meeting adjourned at 8:22 pm.

Respectfully,



Brent A. Kessler  
Board Secretary

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**Next Meeting: March 5, 2024**