

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
MARCH 8, 2023**

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at The Conference and Training Center at IU13 (1020 New Holland Avenue, Lancaster, PA 17601) with a virtual option available, was called to order at 7:48 PM by Dr. Joseph Fullerton, President.

Dr. Fullerton announced that an Executive Session was held immediately prior to the meeting for negotiations and personnel matters.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Brett Buckwalter, Cocalico
Craig Chubb, Solanco
Maryann Cini, Palmyra Area
Susan Dieffenbach, Cornwall-Lebanon (virtual)
Dr. Joseph Fullerton, Penn Manor
Dr. Edith Gallagher, Lancaster
Idette Groff, Conestoga Valley
Melissa Herr, Lampeter-Strasburg
Paul Irvin, Eastern Lancaster County
Ronald Melleby, Donegal
Charles Merris, Jr., Hempfield
Raymond Ondrusek, Eastern Lebanon County
Robert Okonak, Lebanon
Nelson Peters, Warwick
Nikki Rivera, Manheim Township
Tim Stauffer, Ephrata Area
Karen Sweigart, Elizabethtown Area (virtual)
Jennifer Walker, Manheim Central

Absent:

Michael Fisher, Pequea Valley
Staci Murray, Northern Lebanon
Geoffrey Roche, Annville-Cleona
Ryan Sexton, Columbia Borough

Staff Present:

Matthew Stem, Executive Director

Jen Bennett, Manager of Job Training Services, Early Childhood and Special Education Services

Jessica Diller, Program Director, Technology Services

Dr. Kelly Galbraith, Program Director, Instructional Services

Gina Guatta, Supervisor, Early Childhood and Special Education Services

Shannan Guthrie, Program Director, Corporate Communications

Laura Lent, Associate Program Director, Early Childhood and Special Education Services

Patricia Pontz, Executive Director's Office

Joshua Reuling, Technology Services

Flip Steinour, COO/Assistant to the Executive Director

Lynette Waller, Program Director, Organizational Culture

Guests:

None

CORRECTIONS/ADDENDA

Mrs. Groff noted the previous addition of Early Childhood and Special Education Services addendum Item B.

APPROVAL OF TONIGHT'S AGENDA

On a motion by Mrs. Groff and a second by Mr. Melleby, the meeting agenda was approved.

Motion Carried: Yes-18, No-0, Absent-4

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF FEBRUARY 8, 2023 BOARD MINUTES

On a motion by Mr. Chubb and a second by Mr. Ondrusek, the minutes of the February 8, 2023 Board meeting were approved as presented.

Motion Carried: Yes-18, No-0, Absent-4

TREASURER'S REPORT

Mr. Melleby presented the Treasurer's Report. On a motion by Mrs. Rivera and a second by Mr. Buckwalter, the Treasurer's Report, including the following, was approved for the period ending January 31, 2023:

- A. Cash Reconciliation (Treasurer's Report - Cash and Investments)
- B. Investments (Treasurer's Report - Cash and Investments)
- C. Budget Expenditure Report (Treasurer's Report - Expenditure Report)
- D. 2022-23 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)

- E. Check Register in the amount of \$7,469,114.30

Motion Carried: Yes-18, No-0, Absent-4

BOARD REPORTS

Mrs. Groff provided a PSBA report.

CORRESPONDENCE

None.

BUSINESS SERVICES

Mr. Ondrusek noted that the committee reviewed items including the General Operating Budget and some leased space.

On a motion by Mr. Ondrusek and a second by Mr. Melleby, the Board approved Business Services Consent Agenda Items A-C.

- A. Contracts. (Reference Business Services Exhibit A)

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)

- B. Second Reading and Approval of the 2023-24 General Operating Budget (GOB). (Reference Business Services Exhibit B)

The GOB includes:

Program 1100/1111

Core Program of Services

Program 5105

Instructional Media Services

(Purpose: School Code requires intermediate units to submit a program of services for the next school year to the Pennsylvania Department of Education (PDE) on or before May 1st, annually. IU13 Board Policy 604 provides guidelines for the Core Program of Services and Instructional Media Services budget approval and adoption processes.)

- C. A month-to-month lease with Burle Corporate Park, LLC, for approximately 8,500 square feet in Building 15 at a cost not to exceed \$15,000 per month.

(Purpose: To provide space for classrooms, offices, and a gym to meet the needs of our center-based programs through the end of the current school year. Needs will be reevaluated as part of our long-range facility plan.)

Motion Carried: Yes-18, No-0, Absent-4

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	State	EVIDENCE TO ACTION	11/1/22-6/29/23	Not to exceed \$18,118.75	Consultation, professional development, and resource development	Amendment 1 to C2233462, executed 12/2/2022. This amendment increases the contract by \$9,993.75. To provide statewide PVAAS 1:1 services to LEAs, professional development, and development of resources.	Quotations
2.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	Federal	URBAN SCHOOLS HUMAN CAPITAL ACADEMY	4/1/22-12/31/23	Not to exceed \$16,000.00	Human Capital consultation	Amendment of C2122684/C2232684 originally approved on 4/13/2022. This amendment extends the time for the contract to 12/31/2023.	Sole Source

Board Month: MARCH
Count: 3

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	MOUNT UNION AREA SCHOOL DIST	7/1/22-6/30/23	Not to exceed \$35,000.00	Comprehensive Supports Initiative	To provide critical services, supplies, and resources as designated by the Pennsylvania Department of Education (PDE) pursuant to its Comprehensive Supports Initiative to enhance learning opportunities in critically underserved areas of the Commonwealth.
2.	Business (PaTTAN)			SOUTHERN FULTON SCHOOL DIST		Not to exceed \$12,500.00		
3.	Business (PaTTAN)			STATE COLLEGE AREA SCHOOL DISTRICT		Not to exceed \$70,000.00		

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

On a motion by Mrs. Groff and a second by Mr. Buckwalter, the Board approved Early Childhood and Special Education Services (ECSES) Consent Agenda Items A-B:

- A. Contracts. (Reference Early Childhood and Special Education Services Exhibit A)

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)

- B. Contracts. (Reference Early Childhood and Special Education Services Exhibit B)

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)

Motion Carried: Yes-18, No-0, Absent-4

Mrs. Groff commented on there being no Transfers between Entities this year, and also on Annie Sullivan Award nominations, Spring Student Minibusiness Bazaars, and IU13 Prom planning.

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	014 FED PASS-THRU	Federal	ANNVILLE-CLEONA SCHL DISTRICT	7/1/22-9/30/23	\$176,688.00	Subrecipient Letter of Agreement for Implementation of Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds that will be used to support appropriate services to school-age children eligible for services through these funds in accordance with Individuals with Disabilities Education Act (IDEA) guidelines and directives issued by PDE, and provisions to the State IDEA Plan.
2.	ECSES	FUNDS ADMIN SERVICES		COCALICO SCHOOL DISTRICT		\$454,444.00		
3.	ECSES			COLUMBIA BOROUGH SCHOOL DISTRICT		\$248,672.00		
4.	ECSES			COLUMBIA BOROUGH SCHOOL DISTRICT		\$20,063.00		
5.	ECSES			CONESTOGA VALLEY SCHOOL DIST		\$506,069.00		
6.	ECSES			CORNWALL LEBANON SCHOOL DIST		\$549,696.00		
7.	ECSES			DONEGAL SCHOOL DISTRICT		\$353,375.00		
8.	ECSES			EASTERN LANCASTER COUNTY S D		\$365,009.00		
9.	ECSES			EASTERN LEBANON COUNTY SCHOOL DISTRICT		\$312,658.00		
10.	ECSES			ELIZABETHTOWN AREA SCHOOL DIST		\$442,083.00		
11.	ECSES			HEMPFIELD SCHOOL DISTRICT		\$1,005,594.00		
12.	ECSES			LA ACADEMIA CHARTER SCHOOL		\$4,198.00		
13.	ECSES			LAMPETER-STRASBURG SCHL DIST		\$319,929.00		
14.	ECSES			MANHEIM TOWNSHIP SCHOOL DIST		\$633,313.00		
15.	ECSES			NORTHERN LEBANON SCHOOL DISTRICT		\$577,227.00		
16.	ECSES			PENN MANOR SCHOOL DISTRICT		\$672,577.00		
17.	ECSES			PEQUEA VALLEY SCHOOL DISTRICT		\$237,038.00		
18.	ECSES			SOLANCO SCHOOL DISTRICT		\$475,530.00		
19.	ECSES			WARWICK SCHOOL DISTRICT		\$402,092.00		

Board Month: MARCH
Count: 1

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	005 EARLY LEARNERS	EXTERNAL	Local	LANCASTER RECREATION COMMISSION	3/13/23-7/31/23	Not to exceed \$104,000.00	Early Head Start Child Care Partner Letter of Agreement	The purpose of the OCDEL Early Head Start-Child Care Partnership program is to work collaboratively to service income-eligible children in high-quality childcare and to provide comprehensive services to support school readiness and family self-sufficiency.	Sole Source

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

On a motion by Mr. Buckwalter and a second by Mr. Melleby, the Board approved Instructional Services/Technology Services Consent Agenda Items A-D.

- A. Contracts. (Reference Instructional Services/Technology Services Exhibit A)

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)

- B. Award Request for Proposals #223-001 – Internet Service – IU13 Phila Colo NIF. (Reference Instructional Services/Technology Services Exhibit B)

(Purpose: To award the Internet Service - Phila Colo NIF, RFP# 223-001. The awarded vendor will provide Internet service to support the IU13 Wide Area Network, with delivery of connectivity in Philadelphia, PA. The recommendation follows an RFP process which resulted in five proposals being submitted. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

- C. Award Request for Proposals #223-003 – Internet Service – Central Education Center. (Reference Instructional Services/Technology Services Exhibit C)

(Purpose: To award the Internet Service - Central Education Center, RFP# 223-003. The awarded vendor will provide Internet service to support the IU13 Wide Area Network, with delivery of connectivity in Manheim, PA. The recommendation follows an RFP process which resulted in four proposals being submitted. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

- D. Award Request for Proposals #223-004 – Wide Area Network Consortium (WAN). (Reference Instructional Services/Technology Services Exhibit D)

(Purpose: To award the WAN Consortium RFP #223-004. The awarded vendors will provide network circuits to additional school district buildings located within the IU13 WAN. A split award is being recommended between three vendors. The recommendation follows an RFP process which resulted in five proposals being submitted. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

Motion Carried: Yes-18, No-0, Absent-4

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	State	INTERNATIONAL INSTITUTE FOR RESTORATIVE PRACTICES	8/16/23-8/17/23	Not to exceed \$10,927.00	Restorative Practice training	IIRP will provide restorative practice training to the nonpublic pupil services team at IU13 on August 16 - 17th, 2023.	Sole Source
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	O ENTERPRISES LLC (SERVPRO)	12/25/22-2/28/23	\$58,739.26	Restoration at One Cumberland	Cleaning, extraction, and demolition for water damage repairs at the One Cumberland building.	Sole Source
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	STRATIX SYSTEMS INC	6/1/23-5/31/28	\$87,000.00	Copier Maintenance	Maintenance for new purchased Ricoh duplication center equipment to replace current equipment which current lease will expire 6/30/2023. Pending contract negotiations.	COSTARS #001-E22-086
4.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/23-6/30/33	Not to exceed \$809,000.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#223-004, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site for the purpose of providing a very high bandwidth network connection. Comcast will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site for a 120-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional charge during the term of the contract. An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with Comcast.	RFP# 223-004 E-Rate# 230009365
5.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/23-6/30/28	Not to exceed \$110,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#223-004, this contract provides Wide Area Network (WAN) circuits to each school site for a 60-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with Comcast.	RFP# 223-004 E-Rate# 230009365

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
6.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	CROWN CASTLE INTERNATIONAL CORP	7/1/23-6/30/43	Not to exceed \$256,000.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#223-004, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site for the purpose of providing a very high bandwidth network connection. Crown Castle will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site for a 240-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional charge during the term of the contract. An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with Crown Castle.	RFP# 223-004 E-Rate# 230009365
7.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	CROWN CASTLE INTERNATIONAL CORP	7/1/23-6/30/26	Not to exceed \$191,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#223-004, this contract provides Wide Area Network (WAN) circuits to the IU13 Phila Colo NIF (a network colocation facility), for a 36-month term. The initial capacity delivered to the site will be 100 gigabits per second (Gbps). Pending contract language approval with Crown Castle. An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract negotiations.	RFP# 223-004 E-Rate# 230009365

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
8.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDATA LTD PTR 3	7/1/23-6/20/43	Not to exceed \$447,000.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#223-004, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site for the purpose of providing a very high bandwidth network connection. PenTeleData will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to one site and two strands to the other site for a 240-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional charge during the term of the contract. An estimated 80% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with PenTeleData.	RFP# 223-004 E-Rate# 230009365
9.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDATA LTD PTR 3	7/1/23-6/30/43	Not to exceed \$233,000.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#223-004, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site for the purpose of providing a very high bandwidth network connection. PenTeleData will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site for a 240-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional charge during the term of the contract. An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with PenTeleData.	RFP# 223-004 E-Rate# 230009365

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Count: 12

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
10.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDATA LTD PTR 3	7/1/23-6/30/26	Not to exceed \$133,200.00	Wide Area Network (WAN) Internet Access	Contingent on the award approval of RFP#223-003, this contract provides Internet delivery of 20 gigabits per second (Gbps) to the IU13 Central Education Center facility for use by all members of the IU13 Wide Area Network for a term of 36 months. An estimated 55-65% of these costs will be paid by E-Rate. Pending contract language approval with PenTeleData.	RFP# 223-003 E-Rate# 230009368
11.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDATA LTD PTR 3	7/1/23-6/30/28	Not to exceed \$160,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#223-004, this contract provides Wide Area Network (WAN) circuits to Daniel Boone Area Middle School, for a 60-month term. The initial capacity delivered to the site will be 10 gigabits per second (Gbps). An estimated 55-65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. Pending contract language approval with PenTeleData.	RFP# 223-004 E-Rate# 230009365
12.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZAYO GROUP HOLDINGS INC	7/1/23-6/30/26	Not to exceed \$44,000.00	Wide Area Network (WAN) Internet Access	Contingent on the award approval of RFP#223-001, this contract provides Internet delivery of 10 gigabits per second (Gbps) to the "IU13 Phila Colo NIF" network colocation facility for use by all members of the IU13 Wide Area Network for a term of 36 months. Pending contract language approval with Zayo Group Holdings. An estimated 55-65% of these costs will be paid by E-Rate. Pending contract negotiations.	RFP# 223-001 E-Rate# 230009366

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mr. Peters, the Board approved Human Resources Services Consent Agenda Items A-E:

- A. Contracts. (Reference Human Resources Services Exhibit A)

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)

- B. Personnel Actions. (Reference Human Resources Exhibit B)

(Purpose: To approve Resignations, Retirements, Terminations, Employment, Leaves of Absence, and/or Change of Position/Status/Salary.)

- C. Approval for a salary increase of 6% for all current Head Start Early Childhood Classroom Assistants to be paid from Head Start, PA Head Start Supplemental, and PA PreK Counts funding, effective retroactively to January 1, 2023.

(Purpose: To align salaries closer to those in like positions, with like requirements, throughout the community.)

- D. Approval for a one-time retention stipend of \$1,000 for all current Head Start and Early Head Start staff to be paid from Head Start and Early Head Start American Rescue Plan funds, to be paid on March 30, 2023. This stipend is supported by State and Federal Head Start, and aligns with our efforts to retain IU13 staff in the Head Start and Early Head Start programs.

(Purpose: To follow guidance from the Office of Head Start to utilize the funds.)

- E. Approval of the IU13 Staff Calendar for 2023-2024. (Reference Human Resources Services Exhibit C)

Motion Carried: Yes-18, No-0, Absent-4

Board Month: MARCH
Count: 1

HUMAN RESOURCES SERVICES
HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	018 INT SVC FUNDS-EMP BEN	PROFESSIONAL (Amendment)	Local	TX:TEAM REHAB INC	11/1/20-9/30/23	Not to exceed \$558,000.00	Physical therapy services for eligible IU13 staff and dependents	Amendment to C2011209 originally approved 12/9/2020. This revision will provide additional office hours for physical therapy services and use of new equipment for IU13 staff and eligible dependents for an increase of \$50,000 annually for an annual contract total of \$186,000.00.	RFP# C190-0149

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	BRANDON	BERTOLI	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	02/08/2023	Personal reasons
2	HEATHER	CARNEVALE	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/08/2023	Accepted alternate employment
3	JORDAN	DEE	TEACHER OF SPECIAL ED	EMOTIONAL SUPPORT	ECSES	03/09/2023	Personal reasons
4	LEAH	EVANS	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	04/11/2023	Personal reasons
5	PAUL	FREDERICK	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	02/08/2023	Personal reasons
6	ARYN	FREY	PROGRAM ASSISTANT		ECSES	06/29/2023	Personal reasons
7	EVETTE	HERNANDEZ	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/28/2023	Accepted alternate employment
8	ANDREA	LOWN	EARLY CHILDHOOD SUPERVISOR	HEAD START	ECSES	04/14/2023	Accepted alternate employment
9	ASHLEY	PISCITELLI	TEACHER OF SPECIAL ED	EMOTIONAL SUPPORT	ECSES	02/08/2023	Personal reasons
10	ISABELLA	REBER	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/29/2023	Personal reasons

HUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Program	Position	Dept.	Effective Date	Reason
1	HEIDI	THEIS	SUB HEALTH ASSISTANT		HRS	02/21/2023	Failure to provide updated clearances after multiple requests

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	TAMMY	HOLDSWORTH	PARAEDUCATOR 1:1	SCHOOL TO WORK	ECSES	06/01/2023
2	DAWN	HORST	HS/EC INSTRUCTOR	HEAD START	ECSES	06/12/2023
3	SANDRA	SANTELL-CARPENTER	HS/EC ASSISTANT	HEAD START	ECSES	06/08/2023

EARLY RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
4	ANNE	MAVRIDES	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	04/24/2023

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	of Serv	Reason
1	TEAA	ALLEMAN	SUB DAILY PARAPROFESSIONAL		HRS	01/02/2023	\$124.43 /day			Secondary assignment only
2	JULIE	BROWN	CONSULTANT II		PATTAN	04/10/2023	\$89,758.00		260	Filling Vacancy
3	AIDAN	BUCKWALTER	SUB DAILY PARAPROFESSIONAL		HRS	03/06/2023	\$115.00 /day			New - Program Need
4	YAHELIS	CASTILLO	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/21/2023	\$16.59 /hour	01	185	Requested by Elizabethtown Area SD
5	MITCHELL	CHUNTA	PART-TIME APPRENTICE		PATTAN	02/21/2023	\$13.00 /hour		260	New - Program Need
6	JANICE	ESTABROOK	SUB- PDE CERTIFICATED RETIREE		HRS	06/30/2023	\$350.00 /day			New - program need
7	JANICE	ESTABROOK	SUB DAILY PARAPROFESSIONAL		HRS	06/30/2023	\$115.00 /day			New - program need
8	CASSANDRA	FURLONG	SUB DAILY PARAPROFESSIONAL		HRS	02/27/2023	\$115.00 /day			New - Program Need
9	LISA	GOCKLEY	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	02/27/2023	\$16.59 /hour	01	185	Filling Vacancy
10	KAREN	GORMLEY MCGRATH	SUB SEC ASGN PROFESSIONAL		HRS	02/27/2023	\$429.82 /day			Secondary Assignment
11	TAMMY	HOLDSWORTH	SUB DAILY PARAPROFESSIONAL		HRS	06/01/2023	\$115.00 /day			New - Program Need
12	DAWN	HORST	SUB DAILY PROFESSIONAL and PARA		HRS	06/13/2023	\$135.00 /day			New - Program Need
13	JOANNE	HORST	SUB- PDE CERTIFICATED RETIREE		HRS	02/27/2023	\$350.00 /day			New - program need
14	ALLISON	ISHLER	SUB DAILY PARAPROFESSIONAL		HRS	02/13/2023	\$115.00 /day			New - Program Need
15	GISELA	RIVERA-GARCIA	HOME VISITOR/FAMILY SER WORKER	EARLY HEAD START	ECSES	02/13/2023	\$27.26 /hour		260	Filling Vacancy
16	SANDRA	SANTELL-CARPENTER	SUB DAILY PARAPROFESSIONAL		HRS	06/09/2023	\$115.00 /day			New - program need
17	CATHIE	SHAAK	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	02/27/2023	\$16.59 /hour	01	185	Requested by Manheim Central SD
18	MONETTE	SHEAFFER	SUB DAILY PARAPROFESSIONAL		HRS	01/02/2023	\$124.43 /day			Secondary assignment
19	ELIANA	TORRES	SUB DAILY PARAPROFESSIONAL		HRS	03/06/2023	\$115.00 /day			New - Program Need
20	BETH	WARFEL	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/06/2023	\$16.59 /hour	01	185	Filling Vacancy
21	ASHLEY	WEATHERBY	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	02/21/2023	\$61,840.00	B+15/01	190	Filling Vacancy
22	NAOMI	WENGER	SUB DAILY PARAPROFESSIONAL		HRS	02/21/2023	\$115.00 /day			New - Program Need
23	BRIANNE	ZEAMER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/21/2023	\$16.59 /hour	01	185	Requested by Manheim Central SD
24	BRIANNE	ZEAMER	SUB DAILY PARAPROFESSIONAL		HRS	02/21/2023	\$124.43 /day			Secondary assignment

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: CHANGE OF POSITION, STATUS, OR SALARY

CHANGE OF POSITION:

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	HYERAN	BAE	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/13/2023	\$16.59 /hour	01	185	Filling Vacancy
2	CARMEN	FERRER	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	02/01/2023	\$16.59 /hour	01	185	Requested by Cornwall- Lebanon SD
3	KAITLIN	HOFFER	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/20/2023	\$115.00 /day			Employee Request
4	TAMANAY	HOSTETTER	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	DIAGNOSTIC KINDERGARTEN	ECSES	02/13/2023	\$16.59 /hour	01	185	Requested by Donegal SD
5	FAITH	KEEN	PART-TIME PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	PART-TIME PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/27/2023	\$16.59 /hour	01	185	Filling Vacancy
6	DANIELLE	LICHI	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/17/2023	\$115.00 /day			Employee Request
7	MANOUCHEKA	LOUIS	SUB DAILY PARAPROFESSIONAL		HRS	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	02/13/2023	\$16.59 /hour	01	185	Filling Vacancy
8	MORGAN	SHENK	SUB DAILY PROFESSIONAL and PARA		HRS	SUB-SHORT TERM TEACHER SPEECH	EARLY INTERVENTION	ECSES	02/06/2023	\$342.45 /day	M/01	190	Filling Vacancy
9	SHERRI	WILLIAMS	SUB- PDE CERTIFICATED RETIREE		HRS	PART-TIME TEMPORARY ASSISTANT SUPERVISOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/15/2023	\$475.00 /day		260	New - Program Need
10	ALYSSA	YEAGLEY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/06/2023	\$16.59 /hour	01	185	Filling Vacancy
11	ELARIA	YOUANESS	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	02/21/2023	\$16.59 /hour	01	185	Filling Vacancy

CHANGE OF STATUS OR SALARY:

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
12	HEATHER	HORN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	02/13/2023	\$ 16.59 /hour	01	185	Change in assignment with increase in daily hours
13	DIANE	JANNEY SCHALL	PROJECT DIR- HRS OPS		HRS			HRS	01/17/2023	\$ 250.00		260	Monthly stipend effective 1/17/23 through 3/17/23 for HR assistance with Conestoga Valley SD
14	NOEL	JOHNS	PD- STAFFING & EMPL RELATIONS		HRS			HRS	01/17/2023	\$ 250.00		260	Monthly stipend effective 1/17/23 through 3/17/23 for HR assistance with Conestoga Valley SD

HUMAN RSOUCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00011746				8HR HR SVCS, NON-INSTRUCTIONAL	01/26/2023	PSERS Special Sick Leave
2	00010331				SES, SPECIAL EDUC SERVICES	02/23/2023	PSERS Special Sick Leave
3	00011986				SES, SPECIAL EDUC SERVICES	03/13/2023	Requesting unpaid, non-FMLA leave of absence for 29 calendar days
4	00012964				SES, SPECIAL EDUC SERVICES	02/10/2023	Requesting unpaid, non-FMLA leave of absence for an additional 21 calendar days
5	00012190				SES, SPECIAL EDUC SERVICES	02/06/2023	PSERS Special Sick Leave continues; requesting unpaid, non-FMLA leave of absence for an additional 18 calendar days

PRIOR BUSINESS

None.

NEW BUSINESS

On a motion by Mr. Peters and a second by Mr. Okonak, the Board approved the reappointment of Stephen Halstead to serve as School Safety and Security Coordinator for Lancaster-Lebanon Intermediate Unit 13.

Motion Carried: Yes-18, No-0, Absent-4

LEGISLATIVE UPDATE

Mr. Stem provided a legislative update on topics including:

- Governor's Proposed Budget highlights
- Commonwealth Court school funding decision
- Legislative Breakfast preview
- Naming of Rep. Schlegel and Rep. Smith-Wade-El to the House Education Committee
- Package of bills being introduced around staffing shortages in education

EXECUTIVE DIRECTOR'S REPORT

Mr. Stem provided an Executive Director's Report, including comments on the following topics:

- Preschool Early Intervention annual audit, including that accolades were received
- WGAL feature on supporting student mental health by Susan Billy
- Head Start classes in Lebanon at Myerstown Borough Hall receiving music classes provided by a local volunteer

BOARD COMMENTS

Dr. Fullerton reminded Board members to submit their Statement of Financial Interests forms.

Mr. Stauffer noted that the board favor is from a minibusiness at Ephrata High School.

Mrs. Groff wished luck to those running in upcoming primaries.

Mr. Melleby suggested a note of thanks be sent from the Board to the Head Start volunteer mentioned.

PUBLIC COMMENTS

Dr. Fullerton thanked Shannan Guthrie for her assistance during the recent situation at Martic Elementary School.

The following IU13 staff introduced themselves to the Board: Gina Guatta, Jen Bennett, and Laura Lent.

ADJOURNMENT

Dr. Fullerton announced that the next Board meeting will be on April 12, 2023, at The Conference and Training Center at IU13.

On a motion by Mr. Buckwalter and a second by Mr. Peters, the meeting was adjourned at 8:35 PM.

Motion Carried: Yes-18, No-0, Absent-4

Respectfully submitted,

Gina L. Brillhart
Board Secretary