

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
MAY 24, 2023**

BOARD WORK SESSION

Prior to the regular board meeting, a Board Work Session was held beginning at 5:45 PM. The following Board members were in attendance: Mr. Buckwalter, Mr. Chubb, Ms. Cini, Mr. Fisher, Dr. Fullerton, Dr. Gallagher, Mrs. Groff, Mrs. Herr, Mr. Irvin, Mr. Melleby, Mrs. Murray (arrived at 6:00 PM), Mr. Ondrusek, Mr. Okonak, Mr. Peters, Mr. Stauffer, and Mrs. Sweigart. In addition, Matthew Stem, Gina Brillhart, Flip Steinour, Joey Bertrand, Tim Laubach, Sherry Zubeck, Peggy Anastasio, Jim Croyle, Steve Frey, Kelly Galbraith, Shannan Guthrie, Mike Imburgia, Noel Johns, Laura Lent, Scott Lokey, Michelle Malick, Angie McVey, Kathy Neyer, Kelly Orr, Pat Pontz, Josh Reuling, Diane Schall, Chris Skrodinsky, Terrie Stauffer, Brian Steigauf, Lynette Waller, and Ken Zimmerman were in attendance.

Dr. Fullerton welcomed attendees to the meeting.

Mr. Stem discussed the Vision and Elevated Commitments.

Mrs. Brillhart reviewed the budget approval process and budget development. In addition, she reviewed budgets including the projected 2023-24 budget, historical Strategic Business Unit (SBU) budgets, and enterprise-level SBU budgets.

Mr. Steinour reviewed budget highlights and assumptions, including in the areas of salaries, personnel, and benefits.

Mr. Laubach shared information regarding building capacity in infrastructure, with an overview of facilities projects, operations, and technology, as well as commenting on the long-range facility plans in Lancaster and Lebanon counties.

Mrs. Brillhart provided a financial outlook including a review of key performance indicators.

Following the work session, regularly scheduled committee meetings were held.

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 8:26 PM by Dr. Joseph Fullerton, President.

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Brett Buckwalter, Cocalico
Maryann Cini, Palmyra Area
Michael Fisher, Pequea Valley
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
Staci Murray, Northern Lebanon
Raymond Ondrusek, Eastern Lebanon County
Robert Okonak, Lebanon
Nelson Peters, Warwick
Geoffrey Roche, Annville-Cleona (virtual)
Tim Stauffer, Ephrata Area
Karen Sweigart, Elizabethtown Area

Absent:

Craig Chubb, Solanco
Susan Dieffenbach, Cornwall-Lebanon
Charles Merris, Jr., Hempfield
Nikki Rivera, Manheim Township
Ryan Sexton, Columbia Borough
Jennifer Walker, Manheim Central

Staff Present:

Matthew Stem, Executive Director
Gina Brillhart, CFO/Assistant to the Executive Director
Flip Steinour, COO/Assistant to the Executive Director
Timothy Laubach, Director, Technology Services
Dr. Joey Rider-Bertrand, Director, Instructional Services
Sherry Zubeck, Director, Early Childhood and Special Education Services
Peggy Anastasio, Program Director, Early Childhood and Special Education Services Dr.
Kelly Galbraith, Program Director, Instructional Services
Shannan Guthrie, Program Director, Corporate Communications
Noel Johns, Program Director, Human Resources Services
Laura Lent, Associate Program Director, Early Childhood and Special Education Services
Michelle Malick, Program Director, Human Resources Services
Patricia Pontz, Executive Director's Office
Joshua Reuling, Technology Services
Dr. Lynette Waller, Program Director, Organizational Culture

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has a correction to Exhibit C and Addendum Item H.

APPROVAL OF TONIGHT'S AGENDA

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

Motion Carried: Yes-16, No-0, Absent-6

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF APRIL 12, 2023 BOARD MINUTES

On a motion by Mr. Buckwalter and a second by Mr. Ondrusek, the minutes of the April 11, 2023 Board meeting were approved as presented.

Motion Carried: Yes-16, No-0, Absent-6

TREASURER'S REPORT

Mr. Melleby presented the Treasurer's Report. On a motion by Mr. Melleby and a second by Ms. Cini, the Treasurer's Report, including the following, was approved for the period ending March 31, 2023:

- A. Cash Reconciliation (Treasurer's Report - Cash and Investments)
- B. Investments (Treasurer's Report - Cash and Investments)
- C. Cash Reconciliation (School-to-Work – Fundraising & Work Experience)
- D. Budget Expenditure Report (Treasurer's Report - Expenditure Report)
- E. 2022-23 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- F. Check Register in the amount of \$23,337,940.17

Motion Carried: Yes-16, No-0, Absent-6

BOARD REPORTS

Mrs. Groff provided a PSBA report.

CORRESPONDENCE

None.

BUSINESS SERVICES

Mr. Ondrusek noted the committee meeting highlighted items regarding real estate and bids.

Item F was removed for a separate vote.

On a motion by Mr. Ondrusek and a second by Mr. Fisher, the Board approved Business Services Consent Agenda Items A-E and G-R:

A. Contracts. (Reference Business Services Exhibit A)

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

B. Approval of the following revised budget(s): (Reference Business Services Exhibit B)

1. SSU 013 – Operations and Infrastructure Support Services

Fiscal Year 2022-23

Revised Budget: \$26,046,231

Revised Indirect Revenue: \$0

Current Budget: \$25,011,175

Current Indirect Revenue: \$0

(Purpose: To revise the composite budget for the Operations and Infrastructure Support Services Unit which includes programs listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary objective of this SSU is to provide leadership and general management and administrative services including human resources, business, finance, payroll, technology, facility, and logistics services to the programs of IU13.)

2. SBU 015 – Statewide Initiatives

Fiscal Year 2022-23

Revised Budget: \$32,693,690

Revised Indirect Revenue: \$1,356,648

Current Budget: \$31,697,902

Current Indirect Revenue: \$1,402,142

(Purpose: To revise the composite budget for the Statewide Initiatives Unit which includes the programs as listed on the Program Summary. The revised budget will reflect the actual allocation from the various funding sources and aligns to actual/forecast expenditures taking into consideration carryover funding. The primary objective of this SBU is to support the efforts and initiatives of the Bureau of Special Education, and to build the capacity of the local educational agencies to serve students who receive special education services.)

C. Depositories for fiscal year 2023-24:

- Fulton Bank
- PA Local Government Trust (PLGIT), including the following programs:
 - PLGIT – Class
 - PLGIT/PLUS – Class
 - PLGIT – TERM
 - PLGIT/I – Class
 - PLGIT – CD Purchase Program

- Pennsylvania School District Liquid Asset Fund (PSDLAF), including the following programs:
PSDLAF – Max
PSDLAF - Full Flex

(Purpose: To establish depositories for the funds of the Intermediate Unit for fiscal year 2023-24.)

- D. To Retain Brown Shultz Sheridan & Fritz for auditing services for fiscal year ending June 30, 2023, for a cost of \$67,900.

(Purpose: To establish an Auditing firm for auditing services for fiscal year 2022-23, with a negotiated option for four additional years of service.)

- E. Approved Provider List for the IU13 Leadership Coaching Program. Services will be invoiced as provided at rates not to exceed \$300 per session. (Reference Business Services Exhibit C)

(Purpose: To provide executive and leadership coaching opportunities for senior leaders as part of the work supporting the focus area of “Developing Leaders.”)

- G. Recommendation to the Lancaster-Lebanon Joint Authority to lease space at the Chestnut Street Community Center, Lebanon, PA, for use by our Lebanon-based Community Education Programs.

(Purpose: To provide space for our Community Education Programs in Lebanon County based on a recently completed needs assessment. This lease is part of the long-range facility plans for Lancaster and Lebanon Counties. The lease is subject to satisfactory negotiations between the parties and legal review. The facility will be subleased from the Joint Authority, and lease costs will be paid for by the program occupying the facility. The sublease will be approved by IU13 and the Joint Authority in June 2023.)

- H. Award Bid #223-022, Athletic Trainer/Medical Supplies. (Reference Business Services Exhibit D)

(Purpose: To award the Athletic Trainer/Medical Supplies Bid under the Collaborative Services’ Collaborative Purchasing Program. Collaborative Services solicits participating districts’ needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Athletic Trainer/Medical Supplies Bid for 2023-2024 was opened on February 1, 2023, and reviewed by the commodity review team on February 14, 2023. There is a 1% decrease over last year’s unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- I. Award Bid #223-023, Custodial Supplies. (Reference Business Services Exhibit E)

(Purpose: To award the Custodial Supplies Bid under the Collaborative Services’ Collaborative Purchasing Program. Collaborative Services solicits participating

districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Custodial Supplies Bid for 2023-2024 was opened on February 2, 2023, and reviewed by the commodity review team on February 24, 2023. There is a 14% increase over last year's unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

J. Award Bid #223-024, Copy Paper. (Reference Business Services Exhibit F)

(Purpose: To award the Copy Paper Bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Copy Paper Bid for 2023-2024 was opened on March 6, 2023, and reviewed by the commodity review team on March 10, 2023. There is a 15 to 30% decrease over last year's unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

K. Award Bid #223-025, Instructional Classroom Supplies. (Reference Business Services Exhibit G)

(Purpose: To award the Instructional Classroom Supplies Bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Instructional Classroom Supplies Bid for 2023-2024 was opened on March 6, 2023, and reviewed by the Commodity Review Team on March 10, 2023. There is a 20% increase over last year's unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

L. Award Bid #223-026, Instructional Art. (Reference Business Services Exhibit H)

(Purpose: To award the Instructional Art Bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Instructional Art Bid for 2023-2024 was opened on March 23, 2023, and reviewed by the commodity review team on April 11, 2023. There is a 20% increase over last year's unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

M. Award Bid #223-027, Technology Education. (Reference Business Services Exhibit I)

(Purpose: To award the Technology Education Bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid

specifications. The bid also contains piggyback language so additional entities can participate. The Technology Education Bid for 2023-2024 was opened on March 27, 2023, and reviewed by the commodity review team on April 19, 2023. There is a 13% increase over last year's unit prices for like items. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- N. Award Bid #223-019, Assistive Technology Catalog Discount Bid. (Reference Business Services Exhibit J)

(Purpose: To award the Assistive Technology Catalog Discount Bid to responsible bidders complying with bid specifications, under the Collaborative Purchasing Program. The 2023-25 Assistive Technology Catalog Discount Bids were opened on April 24, 2023, and were reviewed by PaTTAN – Harrisburg and IU13 Procurement. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- O. Award Bid #223-008, Bakery Bid. (Reference Business Services Exhibit K)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2023-2024 CAFCO Bakery Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical (county) region. The bid was opened on April 3, 2023, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 27, 2023. Bids were received from only one vendor. There were no bids received for Adams, Forest, or Franklin Counties. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- P. Award Bid #223-009, Ice Cream Bid. (Reference Business Services Exhibit L)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2023-2024 CAFCO Ice Cream Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical (county) region. The bid was opened on April 3, 2023, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 27, 2023. Bids were received from only one vendor. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- Q. Award Bid #223-010, Tea Drinks Bid. (Reference Business Services Exhibit M)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2023-2024 CAFCO Tea Drinks Bid is a no-requirements based bid and is awarded to one primary vendor per geographical (county) region. The bid was opened on April 3, 2023, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 27, 2023. There were no bids received for Forest or Philadelphia Counties. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- R. Award Bid #223-006, Catalog Discount Bid. (Reference Business Services Exhibit N)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program to responsible bidders complying with bid specifications. The 2023-25 Catalog Discount Bids were opened on March 30, 2023, and were reviewed by the Collaborative Services Team. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

Motion Carried: Yes-16, No-0, Absent-6

On a motion by Mr. Ondrusek and a second by Mr. Buckwalter, the Board approved Business Services Consent Agenda Item F:

- F. Recommendation to the Lancaster-Lebanon Joint Authority to purchase the Jonestown Elementary Building, in Jonestown, PA, for use by IU13.

(Purpose: To provide space for center-based classroom and office expansion in Lebanon County based on a newly completed needs assessment. The funds for the acquisition will be provided from the fund balance reserves the IU13 Board committed in June 2022 for Capital Projects to support long-range facility plans for Lancaster and Lebanon Counties. Acquisition is subject to satisfactory negotiations between the parties and legal review. The facility will be leased from the Joint Authority, and lease costs will be paid for by the programs occupying the facility. The lease will be approved by IU13 and the Joint Authority in June 2023.)

Motion Carried: Yes-15, No-0, Absent-6, Abstain-1 (Mrs. Murray)

Board Month: MAY
Count: 5

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	CHESTER COUNTY INTERMEDIATE UNIT	12/1/22-6/30/23	Not to exceed \$49,375.00	Resource design and development	Amendment 1 of C2233492 originally approved on 1/18/2023. This revision increases the contract by \$40,000 for a revised amount not to exceed \$49,375 and adds additional deliverables and statement of work.	Quotations
2.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	State	JASON MUNDOK LLC	11/1/22-6/29/23	\$100,250.00	Software development, system maintenance, and workflow consulting	Amendment 3 of C2233451 originally approved on 11/29/2022, and amended on 2/8/2023 and 4/12/2023. This revision increases the contract by \$31,500 for a revised amount not to exceed \$100,250. This increase is needed in order to continue to provide the PVAAS Statewide Team with support, maintenance, and enhancements for the PVAAS session tracking and reporting system.	Quotations
3.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	Federal	MASS INSIGHT EDUCATION AND RESEARCH INSTITUTE INC	12/1/22-6/30/23	Not to exceed \$130,000.00	CSI Support to Allentown School District	Amendment of C2233475 originally approved on 12/14/2022. This revision increased the contract by \$30,000 for a new contract total of not to exceed \$130,000 and allows the vendor provides technical assistance and SIF support to Allentown CSI, and will extend the services to two newly CSI designated schools.	Quotations
4.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	State	AMERICAN INSTITUTES FOR RESEARCH	7/1/22-6/30/23	Not to exceed \$131,622.65	Technical Services	Amendment of C2233184, approved on 8/10/2022. This amendment extends the term of the agreement through June 30, 2023. An additional \$52,200 in cost is added for work to be completed during the period to provide additional analysis and consultation for the PASmart Grant program for a new contract total of \$131,622.65.	Sole Source

Board Month: MAY
Count: 5

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	PENN STATE UNIVERSITY, THE	7/1/23-9/30/23	Not to exceed \$229,000.00	2023 National Autism Conference	To coordinate conference facilities, services, and administration for the 2023 National Autism Conference to be held July 31-August 3, 2023, at the Pennsylvania State University in State College. This conference provides comprehensive, evidence-based information to assist all educational team members, other professionals, and families in developing effective educational programming for all students with autism spectrum disorders.	Sole Source

Board Month: MAY
Count: 9

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	CENTRAL DAUPHIN SCHOOL DISTRICT	7/1/22-6/30/23	Not to exceed \$25,000.00	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)			CONEMAUGH VALLEY SCHOOL DISTRICT		Not to exceed \$77,000.00		
3.	Business (PaTTAN)			ELIZABETHTOWN AREA SCHOOL DIST		Not to exceed \$55,000.00		
4.	Business (PaTTAN)			FOREST HILLS SCHOOL DIST		Not to exceed \$40,000.00		
5.	Business (PaTTAN)			GLENDALE SCHOOL DISTRICT		Not to exceed \$60,000.00		
6.	Business (PaTTAN)			HUNTINGDON AREA SCHOOL DIST		Not to exceed \$15,000.00		
7.	Business (PaTTAN)			MOUNT UNION AREA SCHOOL DIST		Not to exceed \$60,000.00		
8.	Business (PaTTAN)			SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT		Not to exceed \$28,000.00		
9.	Business (PaTTAN)			TOWANDA AREA SCHOOL DISTRICT		Not to exceed \$50,000.00		

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

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

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. Approval of the following revised budgets: (Reference Early Childhood and Special Education Services Exhibit B)

1. SBU 005 – Early Learners

Fiscal Year 2022-23

Revised Budget: \$38,567,513

Revised Indirect Revenue: \$1,844,649

Original Budget: \$37,411,066

Original Indirect Revenue: \$1,776,348

(Purpose: To revise the composite budget for the Early Learners Unit which includes the programs as listed on the Program Summary. New federal grants include: Head Start Cares. New state grants include: Preschool Early Intervention Assistive Technology Lending Library. Programs have been revised to reflect currently projected expenditures and actual allocations. The primary objectives of this SBU are early prevention and intervention, and to engage young children in vibrant learning opportunities to reach their full potential and provide a supportive environment where children have a sense of belonging.)

2. SBU 011 – Special Education Classroom Services

Fiscal Year 2022-23

Revised Budget: \$47,104,557

Revised Indirect Revenue: \$3,079,204

Current Budget: \$44,416,146

Current Indirect Revenue: \$2,895,132

(Purpose: To revise the composite budget for the Special Education Classroom Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to include a grant from Montgomery County IU for the Deaf Blind Resource Team and to align certain programs to actual expenditures. The primary purpose of this SBU is delivering direct instruction, and support to students and staff in order to prepare each student for responsible proactive participation in his/her community by providing authentic and effective opportunities, supports, and programming.)

3. SBU 012 – Itinerant Solutions

Fiscal Year 2022-23

Revised Budget: \$28,080,667

Current Budget: \$25,600,285

Revised Indirect Revenue: \$1,799,798

Current Indirect Revenue: \$1,662,292

(Purpose: To revise the composite budget for the Itinerant Solutions SBU which includes the programs as listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary focus of this SBU is being responsive educational partners who provide reliable customized solutions to enhance and expand the delivery of student services. The SBU aspires to be the "provider of choice" by assuring solutions are specialized, cost-effective, and evidence based.

4. SBU 014 – Federal Pass-Thru Funds Administration Services

Fiscal Year 2022-23

Revised Budget: \$18,351,259

Current Budget: \$17,997,312

Revised Indirect Revenue: \$314,769

Current Indirect Revenue: \$302,133

(Purpose: To revise the composite budget for the Federal Pass-Thru Administration Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to reflect the actual IDEA allocation and to align to actual expenditures. The primary objective of this SBU is to manage pass-thru funds from state and federal sources in compliance with fiscal and programmatic guidelines, and to ensure strong internal controls over the disbursement, tracking, and reporting of funds.)

C. Acknowledgement of a Small Rifton HTS and bath plinth donation to the Lancaster-Lebanon IU13 ECSES OT/PT Program by Danielle Williamson.

D. Award RFP #223-021 – Transportation Services (Reference Early Childhood and Special Education Services Exhibit C)

(Purpose: To award the Transportation Services Request for Proposal #223-021 to Faithful and Boyo Transportation. The recommendation follows a Request for Proposal (RFP) process which resulted in two proposals being submitted, evaluated, and scored. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

Motion Carried: Yes-16, No-0, Absent-6

Mrs. Groff noted that the committee received Head Start updates. She also noted that policies will be upcoming for review, and that Jae Davis Scholarships were awarded.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	Local	SCHLOTTER, DAVID A	7/1/23-6/30/24	Not to exceed \$11,400.00	Pupil Transportation-Driver Training	To provide training for bus drivers in Lancaster County. School districts are then billed for the training of their drivers. This is a state-mandated program through the Pennsylvania Department of Transportation.	Sole Source
2.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	State, Local	BILLINGS BILINGUAL LLC	7/1/23-6/30/24	Not to exceed \$15,000.00	Translation services for Special Education Services	To provide document translation for the Preschool Early Intervention Program and School-Age Services Program as needed.	Quotations
3.	ECSES	005 EARLY LEARNERS	EXTERNAL (Amendment)	Local	COMMUNITY ACTION PARTNERSHIP OF LANCASTER COUNTY	8/1/22-7/31/23	Not to exceed \$477,813.00	Early Head Start Child Care Partner Letter of Agreement	Amendment of C2233200 originally approved 8/10/2022 and amended on 11/9/2023 and 3/6/2023. This revision increases the contract by \$15,413 for a new total of \$477,813 and is being added due to additionally awarded funds.	Sole Source
4.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	EPHRATA COMMUNITY HOSPITAL	7/1/23-6/30/24	Not to exceed \$39,140.00	Speech Therapy and Occupational Therapy for Early Intervention	To provide on-site and off-site speech therapy and occupational therapy for Preschool Early Intervention students as per their Individualized Education Plan (IEP). IEP meetings and evaluations will be reimbursed at the on-site rate.	Sole Source
5.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	EXCENTIA HUMAN SERVICES	7/1/23-6/30/24	Not to exceed \$552,250.00	Speech Therapy, Occupational Therapy, Physical Therapy, and Classroom Instruction for Early Intervention	To provide classroom instruction, on-site and off-site speech therapy, occupational therapy, and physical therapy for Preschool Early Intervention students per their Individualized Education Plan (IEP). IEP meetings and evaluations will be reimbursed at the on-site rate as per contract.	Sole Source
6.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	SCHREIBER PEDIATRIC REHAB CENTER	7/1/23-6/30/24	Not to exceed \$283,250.00	Speech Therapy, Occupational Therapy, Physical Therapy, and Classroom Instruction for Early Intervention	To provide classroom instruction, on-site and off-site speech therapy, occupational therapy, and physical therapy for Preschool Early Intervention students per their Individualized Education Plan (IEP). IEP meetings and evaluations will be reimbursed at the on-site rate as per contract.	Quotations

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
7.	ECSES	005 EARLY LEARNERS	EXTERNAL	State	TEACHING STRATEGIES LLC	7/1/23-6/30/24	Not to exceed \$12,338.50	Online observational-based subscription renewal	To provide an online, observation-based subscription linked to the curriculum utilized by Head Start. The system utilizes 38 research-based objectives for development and learning. Head Start teachers utilize curriculum which ties with the database for ease in individualizing the curriculum to the child's developmental stage. Teachers can create an individual portfolio for each child and provide reports to parents that are meaningful and current.	Sole Source
8.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal, State	TEACHING STRATEGIES LLC	8/24/23-8/23/26	Not to exceed \$33,600.00	Online education resources	Renewal of online curriculum resources, online observation tool, and family engagement resources. The system utilizes research-based objectives for development and learning. Teachers can create an individual portfolio for each child and provide reports to parents that are meaningful and current. It incorporates parent engagement to enhance the learning and empower the parent as the child's first teacher.	Sole Source
9.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	VISION CORPS	7/1/23-6/30/24	Not to exceed \$40,000.00	Vision and Orientation and Mobility Services for Early Intervention	To provide Vision Services and Orientation & Mobility Services for Preschool Early Intervention students per their Individualized Education Plan (IEP).	Sole Source
10.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	YOUR LANGUAGE CONNECTION	7/1/23-6/30/24	Not to exceed \$42,000.00	Foreign Language Interpreting and Translation Services	To provide foreign language interpreting and translation services for the Preschool Early Intervention Program as needed.	Sole Source

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
11.	ECSES	012 ITINERANT SOLUTIONS	EXTERNAL	Local	SWEET STEVENS KATZ & WILLIAMS LLP	7/1/23-6/30/24	\$25,000.00	Special education legal consortium for 2023-24	To provide telephone and electronic consultation regarding matters concerning special education management, ESSA compliance, student services, and student civil rights issues to Special Education Administrators of 22 IU13 member school districts, La Academia, and IU13. Mr. Faust will also provide four half-day presentations on legal topics decided by IU and school district administrators. He will attend four Special Education Administrator job-alike meetings during the 2023-2024 school year to provide his legal opinion on questions generated by the group. Each of the members has agreed to pay a fee of \$1,042 for this service.	Sole Source
12.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	EXTERNAL	Federal, State	HOTEL BETHLEHEM	10/31/23-11/3/23	\$54,233.60	Special Education Administrators Conference	To provide overnight accommodations, conference rooms, food, beverages, and AV rental equipment for the 27th Annual Special Education Administrators Conference.	Quotations

Board Month: MAY
Count: 2

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM CENTRAL SCHOOL DIST	7/1/22-9/30/23	\$324,292.00	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	014 FED PASS-THRU FUNDS ADMIN SERVICES		SCHOOL DISTRICT OF LANCASTER		\$1,440,406.00		

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

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

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. Approval of the following revised budgets: (Reference Instructional Services/ Technology Services Exhibit B)

1. SBU 002 – Community Education

Fiscal Year 2022-23

Revised Budget: \$5,986,026

Revised Indirect Revenue: \$316,030

Original Budget: \$4,249,844

Original Indirect Revenue: \$243,701

(Purpose: To revise the composite budget for the Community Education Unit which includes the programs as listed on the Program Summary. New programs include: Tutoring Program for Adults, Afghan Refugees Career Pathways, United Way Community Investment, Bridge Builders, Truist Career Pathways, Afghan Refugee School Impact, Lebanon United Way-Cultural Navigation, and Eckerd Classes and Navigation. The two-year program Citizenship and Integration Direct Services Grant was renewed this year. This revision incorporates programs being revised to reflect funding changes, anticipated expenditures, as well as to include non-fiscal year programs that were approved throughout the year. The primary objectives of this SBU are to provide the knowledge and skills necessary for youth and adult learners to succeed as family members, workers, and citizens, and to improve their quality of life by transitioning, as appropriate, into post-secondary education, training, or employment.)

2. SBU 004 – Teaching and Learning Collaborative

Fiscal Year 2022-23

Revised Budget: \$9,072,752

Revised Indirect Revenue: \$542,491

Original Budget: \$8,526,020

Original Indirect Revenue: \$521,728

(Purpose: To revise the composite budget for the Teaching and Learning Collaborative Unit which includes the programs as listed on the Program Summary. New grants include: Statewide System of Support Initiatives (both state and federal fundings); IMS Career Readiness, TransfrVR Virtual Reality, I'm Your Neighbor, and Arconic Foundation Grant (privately funded); Business Enterprise Partnership Industry Tours and Step Up with Engineering by Design (state funded); and Examining Alignment between Schools and Employers, and Project Based Learning (federal funding). Other revisions are for line-item changes, allocation adjustments, and/or changes in anticipated activity.)

3. SBU 007 – Student Services
Fiscal Year 2022-23
Revised Budget: \$15,876,223 Revised Indirect Revenue: \$547,585
Original Budget: \$10,339,054 Original Indirect Revenue: \$524,409

(Purpose: To revise the composite budget for the Student Services Unit which includes the programs as listed on the Program Summary. This budget is being revised to include a new state-funded grant for Nonpublic Targeted Grant, a new federally funded EANS (Emergency Assistance for Nonpublic Schools) grant, to reflect the final ACT 89 allocation, to reflect increased state-funded OTDA (Organ Tissue Donor Awareness) allocation, and to align to actual expenditures. The primary objective of this SBU is to provide a variety of supports for students in public and nonpublic schools, offering multiple opportunities for learning through direct instruction, enrichment activities, student competitions, and the appropriate utilization of state and federal funds to support these services.)

4. SBU 016 – Regional Technology Solutions
Fiscal Year 2022-23
Revised Budget: \$21,842,298 Revised Indirect Revenue: \$910,143
Original Budget: \$19,529,618 Original Indirect Revenue: \$817,100

(Purpose: To revise the composite budget for the Regional Technology Solutions Strategic Business Unit which includes the programs as listed on the Program Summary. The program Technology Solutions-Fund Balance covers the cost of interns this year. Several programs have been revised to adjust for currently anticipated expenses. The primary objective of this SBU is to provide cost-effective quality innovative solutions and services to the education market.)

Motion Carried: Yes-16, No-0, Absent-6

Board Month: MAY
Count: 4

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	CLEARSPAN	5/25/23-9/4/23	\$240,571.70	Gymnasium	To erect hoop frame fabric building at 1713 Newport Road for use as a gymnasium.	SourceWell 091319-C55
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	MARTIN CFS	5/25/23-1/1/24	\$35,920.00	Moving services	To move all items out of One Cumberland to storage, then back to One Cumberland to accommodate renovation activities.	Quotations
3.	TS	014 FED PASS-THRU FUNDS ADMIN SERVICES	PROFESSIONAL (Amendment)	Federal	DETWILER ROOFING LLC	1/27/23-8/17/23	\$700,147.19	Roof replacement of One Cumberland	Amendments of C2233590, originally approved on 2/8/2023. This revision increases the contract by \$8,019 to replace all downspouts coming from the main roof to ground level, \$17,830 to add siding and custom wrap on all wood elements on two dormers, and \$10,298 to add two rows of snow retention mid way between Eve and Ridge. These items are in conjunction with roof replacement of One Cumberland, Lebanon.	Bid #223-012
4.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZOOM VIDEO COMMUNICATIONS INC	7/8/23-7/7/26	Not to exceed \$38,140.00 Annually	Zoom Video Conferencing Accounts	Zoom will provide Pro Licenses, Large Meeting Rooms, and Webinar Room accounts for both IU13 and PaTTAN. EDU and multi-year discount applied. Total annual amount of \$38,140 accounts for growth. Three-year term, total contract amount is \$114,420.	Quotations

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mr. Buckwalter, the Board approved Human Resources Services Consent Agenda Items A-H, as corrected:

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. Approval of the following revised budgets: (Reference Section Human Resources Services Exhibit B)

1. SBU 001 – Administrative and Management Services

Fiscal Year 2022-23

Revised Budget: \$4,056,813

Revised Indirect Revenue: \$154,045

Original Budget: \$3,881,108

Original Indirect Revenue: \$174,872

(Purpose: To revise the composite budget for the Administrative and Management Services Strategic Business Unit which includes the programs as listed on the Program Summary. The Statewide System of Support and Title I – Neglected and Delinquent programs were revised previously. The School Mental Health & Safety and Security Grant Program was added previously. The Human Resources Initiatives and All Hazards Services Grant are being revised for a change in funding and to adjust certain accounts for currently anticipated expenses. The primary objective of the SBU is to deliver cost-effective and innovative administrative and management solutions.)

2. SSU 018 – Internal Service Fund for Employee Benefits

Fiscal Year 2022-23

Revised Budget: \$22,848,674

Revised Indirect Revenue: \$652,941

Original Budget: \$20,465,456

Original Indirect Revenue: \$583,528

(Purpose: To revise the composite budget for the Internal Service Funds for Employee Benefits Unit which includes the programs as listed on the Program Summary. The Fringe Benefits Program is being revised to adjust certain accounts for currently anticipated expenses. The primary objective of this SSU is to provide high-quality benefits to employees in a fiscally responsible way, allowing IU13 to care for human resources while balancing financial resources.)

C. Personnel Actions as presented in Human Resources Services. (Reference Human Resources Exhibit C)

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

D. First Reading of revised Policy 351 – Drug and Substance Abuse. (Reference Human Resources Services Exhibit D)

(Purpose: Revisions proposed to align with PSBA, solicitor, and internal recommendations.)

- E. Approval for the continuance of the daily substitute incentives for the 2023-2024 School Year as follows:
 - \$200 for working 10 days in one month
 - \$300 for working 20 days in one month
 - Extend the incentive to include ESY 2024 as part of the program for 2023-2024
- F. Approval to retain Fox Rothschild, LLP, as solicitor of record for services per Engagement Agreement, at a rate of \$190/hour, effective July 1, 2023, through June 30, 2024.
- G. Approval of Resolution (Reference Human Resources Services Exhibit E) as reviewed in Executive Session.
- H. Personnel Actions as presented in Human Resources Services Exhibit F.

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

Motion Carried: Yes-16, No-0, Absent-6

Mr. Irvin commented on mental health services to be offered through telehealth.

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	CMP SUSQUEHANNA CORP	7/1/23-6/30/24	\$30,000.00	HR Recruitment Advertising	Provide radio and streaming recruitment advertising for a term effective July 1, 2023, through June 30, 2024, for a total amount not to exceed \$30,000.00.	Sole Source
2.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	IHEART COMMUNICATIONS INC	7/1/23-6/30/24	\$40,000.00	HR Recruitment Advertising	Provide radio and streaming advertising for a term effective July 1, 2023, through June 30, 2024, for a total amount not to exceed \$40,000.00.	Sole Source
3.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	LANCASTER BASEBALL CLUB LLC	5/25/23-2/24/24	\$10,000.00	Recruitment advertising and vendor participation at Clipper Magazine Stadium	Provide HR recruitment advertising at Clipper Magazine Stadium and opportunities to participate as a vendor at select events.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	TROY	BENDER	FISCAL CLERK- AP		BS	05/19/2023	Personal reasons
2	MELISSA	D'AURIA	TECH SUPPORT & TRAINING		TS	05/18/2023	Accepted alternate employment
3	JACQUELINE	FLICK	TEACHER OF SPECIAL ED	DIAGNOSTIC KINDERGARTEN	ECSES	05/31/2023	Accepted alternate employment
4	BOBBI JO	GETZ	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/27/2023	Personal reasons
5	HEATHER	GROOME	JOB TRAINER	JOB TRAINING SERVICES	ECSES	04/25/2023	Personal reasons
6	CASEY	HORST	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	04/12/2023	Relocation
7	MELISSA	HOWELL	CUSTOMER SERVICE REP		PATTAN	05/31/2023	Accepted alternate employment
8	SHAWNEE	KRAHULIK	PART-TIME EHS HOME VISITOR	EARLY HEAD START	ECSES	05/08/2023	Personal reasons
9	JILL	KREIDER	HS/EC INSTRUCTOR	HEAD START	ECSES	06/12/2023	Accepted alternate employment
10	ERIN	LEHMAN	SUB DAILY PARAPROFESSIONAL		HRS	04/28/2023	Accepted alternate employment
11	CAROL	MUSSER	SUB DAILY PARAPROFESSIONAL		HRS	06/05/2023	Rescinding the daily substitute position approved at February Board meeting
12	DAMARA	NEGRON	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	06/15/2023	Relocation
13	MATTHEW	OBERLY	TEACHER OF SPECIAL ED	EMOTIONAL SUPPORT	ECSES	06/06/2023	Accepted alternate employment
14	TERRA	PERRY	OCCUPATIONAL THERAPIST	RELATED SERVICES	ECSES	07/27/2023	Personal reasons
15	CYNTHIA	POOLE	SUB DAILY PROFESSIONAL		HRS	04/11/2023	Accepted alternate employment
16	TINA	SCHWARE	PART-TIME PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	06/07/2023	Personal reasons
17	ELISHA	WILLIAMS	PROGRAM ASSISTANT	AUTISTIC SUPPORT	ECSES	06/08/2023	Accepted alternate employment

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	ABBY	MARX	SUB DAILY PARAPROFESSIONAL		HRS	04/17/2023	Failure to provide required documentation
2	SALLY	MCCAULEY	TEACHER CENTER AIDE		ECSES	06/30/2023	Teacher Center closure - Secondary assignment only
3	DENISE	TRIST	TEACHER CENTER AIDE		ECSES	06/30/2023	Teacher Center closure - Secondary assignment only

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	DIANE	SMITH	TEACHER OF SPECIAL ED	EMOTIONAL SUPPORT	ECSES	06/08/2023
2	ANNE	STOLTZFUS	PHYSICAL THERAPIST	EARLY INTERVENTION	ECSES	12/18/2023
3	PATTI	ROWE	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	06/08/2023

EARLY RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
4	BERNADETTE	MCLENNAN	SUB DAILY PARAPROFESSIONAL		HRS	06/29/2023

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	CHRISTINA	ALAGONA-MCKINNEY	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	08/14/2023	\$23.07 /hour	01	185	Filling Vacancy
2	RAQUEL	ANDERSON	SUB DAILY PARAPROFESSIONAL		HRS	05/01/2023	\$115.00 /day			New - Program Need
3	KATINA	BEAVER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/07/2023	\$17.74 /hour	02	185	New - Program Need
4	NICOLE	BIGHAM	SUB SEC ASGN PARAPROFESSIONAL		HRS	05/29/2023	\$124.43 /day			Secondary Assignment
5	JO-ANN	BROWN	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	04/24/2023	\$16.59 /hour	01	185	Requested by Lebanon SD
6	MEGAN	BRUBAKER	PART-TIME APPRENTICE		PATTAN	05/08/2023	\$13.00 /hour		260	New - Program Need
7	JACLYN	CORDARO	PART-TIME PSYCH INTERN		ECSES	08/07/2023	\$14.50 /hour		198	Filling Vacancy
8	KRISTI	COSTELLO	TEACHER OF SPECIAL EDUCATION	LEARNING SUPPORT	ECSES	08/07/2023	\$79,557.00	M+15/09	190	New - Program Need
9	MASHANA	CUNNINGHAM	SUB DAILY PROFESSIONAL and PARA		HRS	04/26/2023	\$135.00 /day			New - Program Need
10	DESTINY	DANZ	PARAEDUCATOR	DIAGNOSTIC KINDERGARTEN	ECSES	08/07/2023	\$17.36 /hour	01	185	Filling Vacancy
11	MEGAN	DEBOCK	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/23/2023	\$16.59 /hour	01	18	New - Program Need
12	MARTINEZ	DENNISON	SUB DAILY PROFESSIONAL and PARA		HRS	03/31/2023	\$135.00 /day			New - Program Need
13	LEAH	EVANS	SUB DAILY PROFESSIONAL		HRS	04/05/2023	\$135.00 /day			New - Program Need
14	ALLISON	FIDLER	TEACHER OF VISUALLY IMPAIRED	SENSORY IMPAIRED	ECSES	08/07/2023	\$61,591.00	B/01	190	Filling Vacancy
15	AMANDA	FRANK	SUB DAILY PROFESSIONAL and PARA		HRS	04/25/2023	\$135.00 /day			New - Program Need
16	LELA	FREDRICKS	SUB DAILY PROFESSIONAL		HRS	05/15/2023	\$135.00 /day			New - Program Need
17	ELISIA	FREEMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/08/2023	\$16.59 /hour	01	185	Requested by Lampeter-Strasburg SD
18	EMERSON	GAGNON	PART-TIME APPRENTICE		PATTAN	05/08/2023	\$13.00 /hour		260	New - Program Need
19	ELIZABETH	GERLACH	SUB DAILY PARAPROFESSIONAL		HRS	05/30/2023	\$115.00 /day			New - Program Need
20	ELOISE	GILLESPIE	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/08/2023	\$16.59 /hour	01		Filling Vacancy
21	ELOISE	GILLESPIE	SUB SEC ASGN PARAPROFESSIONAL	EARLY INTERVENTION	ECSES	05/22/2023	\$124.43 /day			Secondary Assignment
22	MAEVE	HAINES	SUB DAILY PARAPROFESSIONAL		HRS	05/15/2023	\$115.00 /day			New - Program Need
23	MEGAN	HANDSHEW	SUB DAILY PARAPROFESSIONAL		HRS	05/09/2023	\$115.00 /day			New - Program Need
24	GALEN	HARRILL	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	08/07/2023	\$84,398.00	M+30/11	190	New - Program Need
25	KATLYN	HECK	PART-TIME ESY PROFESSIONAL		ECSES	05/23/2023	\$45.30 /hour	B/01	18	New - Program Need
26	BETHANY	HERR	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/01/2023	\$16.59 /hour	01		Filling Vacancy
27	BETHANY	HERR	SUB SEC ASGN PARAPROFESSIONAL	EARLY INTERVENTION	ECSES	05/22/2023	\$124.43 /day			Secondary Assignment
28	ALLISON	HOLLEY	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/07/2023	\$63,188.00	B+15/01	190	Filling Vacancy
29	HALEY	HOWES	PART-TIME ESY PROFESSIONAL		ECSES	05/23/2023	\$45.30 /hour	B/01	18	New - Program Need
30	SAMANTHA	HURST	SUB DAILY PARAPROFESSIONAL		HRS	05/15/2023	\$115.00 /day			New - Program Need
31	MAKANA	JENNINGS	SUB SEC ASGN PARAPROFESSIONAL		HRS	04/06/2023	\$124.43 /day			Secondary Assignment
32	MARGARET	KIEFFER	SUB DAILY PROFESSIONAL and PARA		HRS	04/18/2023	\$135.00 /day			New - Program Need
33	MICHELLE	KIRK	TEACHER HEALTH and PE	SCHOOL AGE RELATED SERVICES	ECSES	08/07/2023	\$77,483.00	M/09	190	Filling Vacancy
34	JOANN	KUHNS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/08/2023	\$16.59 /hour	01	185	Requested by Elizabethtown Area SD
35	KERRY	LICHTY	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	07/10/2023	\$78,867.00	M/10	190	New - Program Need
36	KELLY	O'NEILL	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/23/2023	\$15.39 /hour		18	New - Program Need
37	CAROL	PALMOSKI	SUB DAILY PROFESSIONAL and PARA		HRS	03/31/2023	\$135.00 /day			New - Program Need
38	LAURA	PATCHES	SUB DAILY PARAPROFESSIONAL		HRS	05/15/2023	\$115.00 /day			New - Program Need
39	BRIELLE	PFEIFFER	SUB DAILY PARAPROFESSIONAL		HRS	05/08/2023	\$115.00 /day			New - Program Need
40	SAMANTHA	REESER	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	08/07/2023	\$66,413.00	M/01	190	Filling Vacancy
41	CARLY	ROCQUE	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	06/12/2023	\$73,363.00	M+30/04	190	Filling Vacancy
42	JOHN	ROSE	SC SPEECH CORRECTION	EARLY INTERVENTION	ECSES	07/10/2023	\$75,592.00	M/05	195	New - Program Need
43	KEVIN	SCHAEFER	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/23/2023	\$16.59 /hour	01	18	New - Program Need
44	DENISE	SCHOPPNER	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/01/2023	\$16.59 /hour	01		Filling Vacancy

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
45	DENISE	SCHOPPNER	SUB SEC ASGN PARAPROFESSIONAL		HRS	05/22/2023	\$124.43 /day			Secondary Assignment
46	ALISON	SCHWARTZ	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	07/10/2023	\$77,026.00	B+15/11	190	Filling Vacancy
47	LYNDI	SEIBEL	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/23/2023	\$16.59 /hour	01	18	New - Program Need
48	HOLLY	SIMMERS	JOB TRAINER	JOB TRAINING SERVICES	ECSES	06/12/2023	\$ 22.70 /hour	01		Secondary assignment
49	ERIN	SMITH	PART-TIME ESY PROFESSIONAL		ECSES	05/23/2023	\$53.60 /hour	M+15/04	18	New - Program Need
50	MEGAN	SMITH	INSTRUCTIONAL TECH INTEGRATOR		IS	06/05/2023	\$83,000.00		260	New - Program Need
51	ALYSSA	STEPHENS	PART-TIME APPRENTICE		PATTAN	05/08/2023	\$13.00 /hour		260	New - Program Need
52	NEVEEN	TANIOUS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/08/2023	\$16.59 /hour	01	185	Requested by Donegal SD
53	JENNIFER	THOMPSON	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	06/12/2023	\$64,608.00	B+15/03	190	Filling Vacancy
54	LAURA	WEAVER	SUB SEC ASGN PROFESSIONAL		HRS	05/15/2023	\$369.17 /day			Secondary Assignment
55	MALLORY	WEBER	SPECIAL EDUC CONSULT BEHAVIOR	AUTISTIC SUPPORT	ECSES	08/07/2023	\$81,263.00	M+60/03	195	Filling Vacancy
56	JANE	WEIK	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/15/2023	\$16.59 /hour	01	185	Requested by Cornwall-Lebanon SD
57	ASHLEY	WEIMAN	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	05/08/2023	\$22.30 /hour	01	185	Filling Vacancy
58	JOHN	WILSHIRE	PART-TIME ESY PROFESSIONAL		ECSES	05/23/2023	\$53.60 /hour	M+15/04	18	New - Program Need
59	STACEY	ZUNNER	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	08/07/2023	\$17.36 /hour	01	185	Filling Vacancy
Employment of the following WIOA/TANF In School and Out of School Youth Interns at a rate of \$12.00/hour:										
60	CHEYANE	BROUGH								
61	JANESSA	TERRY								
62	MARCUS	RIVERA								
63	TODD	SCHWARTZ								

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

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	KIM	BAIR	PART-TIME PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	04/24/2023	\$16.97 /hour	02	185	Filling Vacancy
2	JESNYALIZ	BENITEZ ROMAN	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	04/24/2023	\$16.59 /hour	01	185	Filling Vacancy
3	BROOKE	BETTENCOURT	BEHAVIOR SUPPORT ASSISTANT	CNTR BASED EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	06/09/2023	\$115.00 /day			Employee Request
4	AMBER	BLAIR	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/08/2023	\$16.59 /hour	01	185	Filling Vacancy
5	KATHERINE	BUSH	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	06/05/2023	\$65,065.00 /day	M/01	190	New - Program Need
6	LAUREN	DOMMEL	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	05/01/2023	\$60,243.00	B/01	190	Filling Vacancy
7	LEAH	EVANS	SUB DAILY PROFESSIONAL		HRS	PART-TIME SUB SHORT TERM	EARLY INTERVENTION	ECSES	06/05/2023	\$325.47 /day	B+15/01	190	Filling Vacancy
8	JENNIFER	FARMER	TECH SUPPORT and TRAINING		TS	STUDENT DATA ADMINISTRATOR		TS	06/01/2023	\$59,000.00		260	New - Program Need
9	SANDRA	FASNACHT	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR	ITINERANT LEARNING SUPPORT	ECSES	08/15/2023	\$17.36 /hour	01	185	Filling Vacancy
10	JOHANNA	GARDINER	PROGRAM ASSISTANT		ECSES	PROGRAM SUPPORT LIAISON		ECSES	06/09/2023	\$23.09 /hour		260	Filling Vacancy
11	LAUREN	GELLNER	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	SC SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	07/10/2023	\$84,113.00	M/11	195	New - Program Need
12	STACY	GREINER	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	04/24/2023	\$16.59 /hour	01	185	Filling Vacancy
13	EMILY	HAERTTER	PART-TIME ESY PARAPROFESSIONAL		ECSES	SUB DAILY PARAPROFESSIONAL		HRS	04/17/2023	\$115.00 /day			Employee Request
14	KATLYN	HECK	PART-TIME ESY PROFESSIONAL		ECSES	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/07/2023	\$61,591.00	B/01	190	New - Program Need
15	HEATHER	HORN	PARAEDUCATOR 1:1		ECSES	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	05/08/2023	\$16.59 /hour	01	185	New - Program Need
16	CASEY	HORST	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	04/05/2023	\$115.00 /day			New - Program Need
17	SONIA	HURST	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	04/17/2023	\$115.00 /day			Employee Request
18	FAITH	KEEN	PART-TIME PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	05/11/2023	115.00 /day			Employee Request
19	GRANT	KUHN	PART-TIME ESY PARAPROFESSIONAL		ECSES	SUB DAILY PARAPROFESSIONAL		HRS	04/11/2023	115.00 /day			Employee Request
20	KRISTIN	LEVINS	EXECUTIVE ASSISTANT		BS	ACCOUNTING MANAGER- AP AND AR		BS	05/15/2023	\$75,355.00		260	Filling Vacancy
21	ELIZABETH	MALLIN	COMMUNITY EDUCATION STUDENT ADVISOR	COMMUNITY EDUCATION	IS	COMMUNITY ED FACILITATOR	COMMUNITY EDUCATION	IS	05/01/2023	\$24.16 /hour		260	New - Program Need
22	LISA	MATOS	FISCAL CLERK- AP		BS	LEAD FISCAL CLERK- AP		BS	06/01/2023	\$ 30.92 /hour		260	Realignment due to increased responsibilities and program need
23	LAURA	MUSSER	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	05/12/2023	\$115.00 /day			New - Program Need
24	MELINDA	OATMAN	PROGRAM ASSISTANT		ECSES	TECH SUPPORT & TRAINING - CHILD ACCTG		ECSES	06/01/2023	\$ 26.41 /hour		260	Realignment due to increased responsibilities and program need
25	JENNIFER	OCHNER	HEALTH CARE ASSISTANT	EMOTIONAL SUPPORT	ECSES	SUB HEALTH ASSISTANT		HRS	12/05/2022	\$ 120.00 /day			Involuntary move to the Sub list per Leaves Team
26	PATRICIA	PONTZ	PROJECT MANAGER		EDO	ASSOCIATE PROJECT DIRECTOR - PROJECT MGMT OFFICE		BS	07/01/2023	\$ 121,000.00		260	Expanded role and increased responsibilities
27	KATHARINE	RODA	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	05/01/2023	\$17.72 /hour	04	185	Filling Vacancy
28	BRITTANY	STAMBAUGH	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	05/01/2023	\$16.59 /hour	01	185	Filling Vacancy
29	JOHN	WILSHIRE	PART-TIME ESY PROFESSIONAL		ECSES	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/07/2023	\$72,638.00	M+15/04	190	New - Program Need
30	PANASHE	ZARANYIKA	PART-TIME PSYCH INTERN		ECSES	PSYCHOLOGIST	EMOTIONAL SUPPORT	ECSES	08/07/2023	\$73,531.00	M+30/01	198	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
31	JULIE	GIBSON	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES			ECSES	04/17/2023	\$61,840.00	B+15/01	190	Update to effective date approved at April Board
32	STEPHEN	HALSTEAD	CHIEF OF POLICE		HRS			HRS	05/24/2023	\$ 250.00		260	Continuation of monthly stipend for additional duties through 11/21/2023
33	ELIZABETH	HOKE	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES			ECSES	04/17/2023	\$60,243.00	B/01	190	Update to effective date approved at April Board
34	HEATHER	NAUMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES		CNTR BASED EMOTIONAL SUPPORT	ECSES	04/24/2023	\$16.59 /hour	01	185	Increase in daily hours from 6.5 to 7.25 per district request
35	DIANE	SCHALL	PROJECT DIR- HRS OPS		HRS			HRS	05/24/2023	\$ 250.00		260	Continuation of monthly stipend for additional duties through 11/21/2023
36	CAMELA	YOST	READING SPECIALIST/MATH INSTRU	NONPUBLIC	IS			IS	04/24/2023	\$ 81,670.00	M/13	190	Update to effective date approved at April Board

Minutes

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HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00011938				SES, SPECIAL EDUC SERVICES	04/14/2023	PSERS Special Sick Leave
2	00012146				SES- EARLY INTERVENTION	05/04/2023	PSERS Special Sick Leave
3	00010355				SES, SPECIAL EDUC SERVICES	04/24/2023	PSERS Special Sick Leave
4	00012970				SES, SPECIAL EDUC SERVICES	05/02/2023	PSERS Special Sick Leave; requesting unpaid, non-FMLA leave for 42 calendar days, from 05/02/2023 - 06/12/2023
5	00012742				HEAD START	05/02/2023	PSERS Special Sick Leave
6	00012279				4TS TECHNOLOGY SVS, NON-INSTR	04/28/2023	PSERS Special Sick Leave
7	00012764				DAILY SUBSTITUTES	04/20/2023	PSERS Special Sick Leave continues; requesting an unpaid, non-FMLA leave of absence for an additional 20 calendar days
8	00009908				SES- EARLY INTERVENTION	07/11/2023	Requesting an additional 181 calendar days of unpaid, childrearing leave
9	00013022				DAILY SUBSTITUTES	03/09/2023	Requesting unpaid, non-FMLA leave of absence for 21 calendar days
10	00007662				8HR HR SVCS, NON-INSTRUCTIONAL	05/24/2023	Requesting a second term of restoration of health Sabbatical, not to exceed 130 days
11	00004520				SES- EARLY INTERVENTION	06/02/2023	Requesting unpaid, childrearing leave of absence for 189 calendar days
12	00013047				SES, SPECIAL EDUC SERVICES	04/26/2023	Requesting unpaid, non-FMLA leave of absence for 27 calendar days
13	00000253				SES- EARLY INTERVENTION	07/01/2023	Resubmission to Board for review of Professional Development Sabbatical based on different criteria chosen by the employee

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	TAYLOR	BLOOM	SUB DAILY PARAPROFESSIONAL		HRS	05/22/2023	\$115.00 /day			New - Program Need
2	MADISON	BORTNER	PSYCHOLOGIST	AUTISTIC SUPPORT	ECSES	08/07/2023	\$69,210.00	M/01	198	New - Program Need
3	ABBY	BROWN	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/30/2023	\$16.59 /hour	01	18	New - Program Need
4	GRACE	CAIRNS	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/23/2023	\$16.59 /hour	01	18	New - Program Need
5	GRETCHEN	CONRAD	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	08/07/2023	\$23.07 /hour	01	185	Filling Vacancy
6	JASON	HARRIS	TEACHER OF SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES	08/07/2023	\$87,170.00	M/16	190	New - Program Need
7	JOURDAN	HULLINGER	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	08/07/2023	\$61,591.00	B/01	190	Filling Vacancy
8	LARYNN	KAUFFMAN	SOCIAL WORKER	NON-PUBLIC	IS	05/22/2023	\$65,065.00	M/01	190	New - Program Need
9	MELISSA	RHYNES	PROGRAM ASSISTANT		HRS	06/12/2023	\$20.13 /hour		260	Filling Vacancy
10	EVAN	SHERRICK	SUB DAILY PARAPROFESSIONAL		HRS	05/22/2023	\$115.00 /day			New - Program Need
11	JENNIFER	VOSHELL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/22/2023	\$16.59 /hour	01	185	Requested by Elizabethtown Area SD

Employment of the following WIOA/TANF In School and Out of School Youth Interns at a rate of \$12.00/hour

12	LIBERTY	GARIS
13	ANNABEL	HARNISH

PRIOR BUSINESS

None.

NEW BUSINESS

Dr. Fullerton appointed Mr. Irvin and Mr. Buckwalter to serve as the Board Officer Nominating Committee. They will report back at the June meeting.

Mr. Stem presented the 2023-2023 IU13 Board Meeting Calendar for First Reading. Discussion regarding the May meeting date ensued.

On a motion by Dr. Fullerton and a second by Mr. Peters, Mrs. Rivera was appointed to serve as the IU13 Voting Delegate for the PSBA Delegate Assembly.

Motion Carried: Yes-16, No-0, Absent-6

LEGISLATIVE UPDATE

Mr. Stem provided a legislative update on topics including a bill regarding a Grow Your Own Educators Grant Program. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- IU13 Prom - Mr. Stem thanked Bent Creek Country Club as well as to IU13 staff involved.
- IU13 Retirement Dinner
- Boutonnieres for the Prom and Retirement Dinner created by School-to-Work students. Mr. Stem thanked students involved.
- Lebanon Valley College Dutchman Days, to which IU13 students in the School-to-Work classes located there were invited to participate.
- News coverage of a Central Education Center class's PennDOT Innovations Challenge

BOARD COMMENTS

Dr. Fullerton noted that the Board favor is from a Penn Manor High School minibusiness.

Mr. Fisher commented on positive comments in support of IU13 which he received from a voter at the polls during the recent elections.

PUBLIC COMMENTS

None.

ADJOURNMENT

Dr. Fullerton announced that the next Board meeting will be on June 28, 2023, at The Conference and Training Center at IU13.

On a motion by Mr. Melleby and a second by Mr. Ondrusek, the meeting was adjourned at 9:03 PM.

Motion Carried: Yes-16, No-0, Absent-6

Respectfully submitted,

Gina Brillhart
Board Secretary