

**MINUTES  
BOARD OF DIRECTORS  
LANCASTER-LEBANON INTERMEDIATE UNIT 13  
OCTOBER 11, 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 7:34 PM by Dr. Joseph Fullerton, President.

A moment of silence was observed in memory of Dr. Arthur Abrom, Superintendent, Lebanon School District.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Board Members Present:

Dr. Kathleen Blouch, Annville-Cleona  
Brett Buckwalter, Cocalico  
Maryann Cini, Palmyra Area  
Susan Dieffenbach, Cornwall-Lebanon  
Michael Fisher, Pequea Valley  
Dr. Joseph Fullerton, Penn Manor  
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  
Nelson Peters, Warwick  
Nikki Rivera, Manheim Township  
Tim Stauffer, Ephrata Area  
Karen Sweigart, Elizabethtown Area

Absent:

Amy Beachy, Manheim Central  
Craig Chubb, Solanco  
Dr. Edith Gallagher, Lancaster  
Charles Merris, Jr., Hempfield  
Robert Okonak, Lebanon  
Ryan Sexton, Columbia Borough

Staff Present:

Matthew Stem, Executive Director  
Gina Brillhart, CFO/Assistant to the Executive Director

Flip Steinour, COO/Assistant to the Executive Director  
Dr. Angela Kirby, Director, PaTTAN-Harrisburg  
Timothy Laubach, Director, Technology Services  
Sherry Zubeck, Director, Early Childhood and Special Education Services  
Dr. Peggy Anastasio, Program Director, Early Childhood and Special Education Services  
Ariel Benites, Human Resources Services  
Dr. Kelly Galbraith, Program Director, Instructional Services  
Shannan Guthrie, Program Director, Executive Director's Office  
Noel Johns, Program Director, Human Resources Services  
Laura Lent, Associate Program Director, Early Childhood and Special Education Services  
Dr. Kristen Lewald, Project Director, Executive Director's Office  
Patricia Pontz, Associate Program Director, Business Services  
Joshua Reuling, Technology Services  
Dr. Lynette Waller, Program Director, Executive Director's Office

### **CORRECTIONS/ADDENDA**

Mr. Irvin announced that Human Resources Services has Addendum Items F and G.

### **APPROVAL OF TONIGHT'S AGENDA**

On a motion by Mr. Peters and a second by Mr. Buckwalter, the meeting agenda was approved as presented.

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

### **PUBLIC COMMENTS SPECIFIC TO THE AGENDA**

None.

### **APPROVAL OF SEPTEMBER 13, 2023 BOARD MINUTES**

On a motion by Mr. Melleby and a second by Mrs. Rivera, the minutes of the September 13, 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 Mrs. Dieffenbach, the Treasurer's Report, including the following, was approved for the period ending August 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. 2023-24 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- E. Check Register in the amount of \$10,777,329.64

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

### **BOARD REPORTS**

Mrs. Groff provided a PSBA report.

### **CORRESPONDENCE**

None.

### **BUSINESS SERVICES**

Mr. Ondrusek noted that the committee discussed staffing shortages.

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

A. Contracts. (Reference Business Services Exhibit A)

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

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

## **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. Acknowledgement of a supine stander donated to Lancaster-Lebanon IU13's Occupational and Physical Therapy programs by Stephanie Mackel.
- C. Acknowledgement of an EasyStand Bantam Sit to Stand Stander donated to Lancaster-Lebanon IU13's Occupational and Physical Therapy programs by Troy & Alicia Vroman.
- D. Acknowledgement of a posterior walker donated to Lancaster-Lebanon IU13's Occupational and Physical Therapy programs by Dorian & Alexandra Rhodes.

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

Mrs. Groff noted that the committee discussed donations, results of the Social Worker Yard Sale, and an upcoming Open House at Lebanon Valley College for IU13 programming there.

**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 Item A:

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.)*

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

## HUMAN RESOURCES SERVICES

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

- 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 as presented in Human Resources Services Exhibit B.

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

- C. Approval for Head Start, Early Head Start, and PreK Counts staff to receive a 6.0% Cost of Living Adjustment (COLA). This will be retroactive to the month each grant started in 2023 per the Office of Head Start.

*(Purpose: To adjust salaries as required by the Federal Office of Head Start as part of their annual COLA Adjustment Process and in an effort to continue efforts to better align Early Childhood staff salaries to those in like positions, with like requirements, throughout the community. The Federal Head Start COLA for 2023 is 5.60% and the additional .40% will be funded through additional funds available in the Federal Head Start budget and other Early Childhood Programs, including state-funded Head Start Supplemental Assistance Program (HSSAP) and PA Pre-K Counts.)*

- D. Approval of the following changes/additions to the Daily Substitute pay rates/positions effective November 1, 2023:

- Increase the Daily Substitute Educational Interpreter rate to \$120 per day/\$60 per half day

- E. Approval to expand the IU13 Certificated Retired Professional Daily Substitute position to include all retired Professionals to be paid at a rate of \$350 per day or \$50/hour.

- F. Personnel Actions as presented in Human Resources Services Exhibit J.

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

- G. The following staff will be completing 2023-2024 student teaching and internships through local Lancaster and Lebanon high schools and universities pending satisfactory review of clearances as required by his/her institution:

Chloe Hain	EI Speech/Language	Misericordia University
Rosemary Njoki	Nurse – Home Health	Bayada Nursing
Guillaume Seraglini	Vision Program	Salus University

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

Mr. Irvin commented on his appreciation of Human Resources Services staff efforts in hiring and retaining employees.

## **PRIOR BUSINESS**

None.

## **NEW BUSINESS**

Dr. Fullerton called for a motion to elect the slate of PSBA Officer candidates as nominated. Slate presented by PSBA:

- 2024 President-Elect (one-year term) – Alison Mathis, North Hills SD
- 2024 Vice President (one-year term) – Sabrina Backer, Franklin Area SD
- 2024-26 Treasurer (three-year term) – Karen Beck Pooley, Bethlehem Area SD

On a motion by Ms. Cini and a second by Mr. Melleby, the slate of candidates as nominated was elected.

Motion Carried: Yes-13, No-3 (Dr. Fullerton, Mrs. Groff, Mr. Peters), Absent-6

Dr. Fullerton called for a motion to elect the PSBA Insurance Trustees slate of candidates as nominated. Slate presented by PSBA: (choose up to 2 for three-year term ending Dec. 31, 2026)

- Marianne Neel
- Michael Faccinetto

On a motion by Mrs. Rivera and a second by Ms. Cini, the slate of candidates as nominated was elected.

Motion Carried: Yes-11, No-5 (Mr. Buckwalter, Dr. Fullerton, Mrs. Groff, Mr. Ondrusek, Mr. Peters), Absent-6

## **LEGISLATIVE UPDATE**

Mr. Stem provided a legislative update including comments regarding Basic Education Funding Commission hearings and on the status of HB27. Discussion ensued.

## **EXECUTIVE DIRECTOR'S REPORT**

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

- Learner Engagement Tour at Thaddeus Stevens College for LLVS students
- A community-based vocational activity by an IU13 class
- Recent conferences coordinated by PaTTAN – the National Autism Conference, and the Safe and Supportive Learning Environments Summit
- CAFCO Food Services Program and upcoming Food Show

## **BOARD COMMENTS**

Mrs. Sweigart shared that the Board favors are from The Etown Bakers at Elizabethtown Area High School.



**PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Dr. Fullerton announced that the next Board meeting will be on November 8, 2023.

The meeting was adjourned at 8:13 PM.

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

Respectfully submitted,

Gina Brillhart  
Board Secretary