

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
NOVEMBER 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 7:30 PM by Dr. Joseph Fullerton, President. Dr. Fullerton announced that an Executive Session was held prior to the regular meeting for personnel matters.

Mr. Stem and Dr. Fullerton shared appreciation of Mr. Skip Brackbill and his legacy. A moment of silence was observed in memory of Mr. Brackbill, former IU13 Board Member.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Amy Beachy, Manheim Central
Dr. Kathleen Blouch, Annville-Cleona
Brett Buckwalter, Cocalico
Craig Chubb, Solanco
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
Charles Merris, Jr., Hempfield
Staci Murray, Northern Lebanon
Robert Okonak, Lebanon
Raymond Ondrusek, Eastern Lebanon County
Nelson Peters, Warwick
Nikki Rivera, Manheim Township
Tim Stauffer, Ephrata Area
Karen Sweigart, Elizabethtown Area

Absent:

Maryann Cini, Palmyra Area
Susan Dieffenbach, Cornwall-Lebanon
Dr. Edith Gallagher, Lancaster
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
Timothy Laubach, Director, Technology Services
Ariel Benites, Human Resources Services
James Croyle, Program Director, Early Childhood and Special Education Services
Dr. Kelly Galbraith, Program Director, Instructional Services
Shannan Guthrie, Program Director, Executive Director's Office
Patricia Pontz, Associate Program Director, Business Services
Joshua Reuling, Technology Services

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has a correction to Agenda Item L, correcting the employee number and referencing Exhibit K. There is also Human Resources Services Addendum Item M. These items were sent to the Board prior to the meeting.

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-18, No-0, Absent-4

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

Dr. Fullerton welcomed Mrs. Amy Beachy.

PRESENTATION

Dr. Fullerton recognized outgoing IU13 Board members Maryann Cini and Dr. Edith Gallagher, who were unable to attend the meeting. He also recognized and presented a certificate of appreciation to outgoing IU13 Board members Nelson Peters and Karen Sweigart.

APPROVAL OF OCTOBER 11, 2023 BOARD MINUTES

On a motion by Mr. Melleby and a second by Mr. Buckwalter, the minutes of the October 11, 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 Mr. Melleby and a second by Mr. Okonak, the Treasurer's Report, including the following, was approved for the period ending September 30, 2023:

- A. Cash Reconciliation (Treasurer's Report - Cash and Investments)
- B. Cash Reconciliation (School-to-Work and Special Education Activity Funds)
- C. Investments (Treasurer's Report - Cash and Investments)
- D. Budget Expenditure Report (Treasurer's Report - Expenditure Report)
- E. 2023-24 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- F. Check Register in the amount of \$25,766,957.47

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

BOARD REPORTS

Mrs. Groff provided a PSBA report. Mrs. Rivera also reported on the PSBA Delegate Assembly. Discussion ensued.

CORRESPONDENCE

None.

BUSINESS SERVICES

Mr. Ondrusek noted that the committee received an update on Facilities and also that the audit is underway.

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-18, No-0, Absent-4

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	FTW ROBOTICS LLC	10/1/23-6/30/24	Not to exceed \$45,000.00	Professional development	To provide training on the drone technology already in use in classrooms around the state, and to present live events for educators in the use of the drone program as a teaching tool to encourage adoption by additional districts around the state.	Sole Source
2.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	INNOVATION INSTITUTE FOR TOMORROW INC	10/1/23-6/30/24	Not to exceed \$29,500.00	Technical assistance	To provide technical assistance on the PASmart SCinPA BFC Drone Program during the 2023-24 academic year, beginning October 1, 2023, and extending through June 30, 2024.	Sole Source
3.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	NEW YORK CITY FOUNDATION FOR COMPUTER SCIENCE	7/1/23-6/30/24	Not to exceed \$12,000.00	Professional development	To provide facilitator training for PaTTAN staff members during the 2023-24 academic year.	Sole Source
4.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	TECH KIDS UNLIMITED	7/1/23-6/30/24	Not to exceed \$90,001.00	Curriculum development, implementation, and evaluation	To develop, implement, evaluate, and report on a special needs-adapted drone curriculum for neurodiverse students based off an FAA recommended asynchronous online course including projects and exercises presented in a Google site for ease of use by teachers and students.	Sole Source

Board Month: **NOVEMBER**

Count: **1**

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	LINCOLN CHARTER SCHOOL	7/1/23-6/30/24	Not to exceed \$41,200.00	Systemic Supports Initiative	To provide critical services, supplies, and resources as designated by the Pennsylvania Department of Education (PDE) pursuant to its Systemic Supports Initiative to enhance learning opportunities in critically underserved areas of the Commonwealth.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

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

- A. Acknowledgement of a \$50 gift card donated to Lancaster-Lebanon IU13's Social Workers' Fund by Stauffers of Kissel Hill.
- B. Acknowledgement of a \$50 gift card donated to Lancaster-Lebanon IU13's Social Workers' Fund by Weis Markets.
- C. Acknowledgement of Rifton HTS Toilet donated to Lancaster-Lebanon IU13's OT/PT Program by Amy Hill.

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

Mrs. Groff noted that Mr. Croyle attended the committee meeting on behalf of Mrs. Zubeck and that the committee reviewed collaborative and training sessions by staff.

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

On a motion by Mr. Buckwalter and a second by Mr. Merris, 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-18, No-0, Absent-4

Mr. Buckwalter welcomed Mrs. Beachy to the committee.

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	002 COMMUNITY EDUCATION	PROFESSIONAL	Federal	LITERACY COUNCIL OF LANCASTER-LEBANON LVA INC	9/29/23-9/29/26	Not to exceed \$18,000.00 Annually	Employer Engagement Partnership Grant implementation	To provide the services of Cheryl Hiester, Executive Director of the Literacy Council of Lancaster-Lebanon, in the amount of \$54,000, not to exceed \$18,000 per year, for three years to support a Department of Health and Human Services grant which was recently secured by IU13. Ms. Hiester will provide high-level outreach and partnership with employers, develop an initial outreach framework, provide technical assistance for partner relationship engagement and training/curricula, and build capacity for employer engagement.	Sole Source
2.	IS	004 TEACHING AND LEARNING COLLABORATIVE	SPEAKER	Local	CENTER FOR LEADERSHIP IN SCHOOL REFORM	2/12/24-6/30/24	Not to exceed \$12,500.00	Professional Development	To facilitate 3 days of professional learning on designing engaging work by a Senior Associate of the Schlechty Center for IU13 staff and local districts on February 12-14, 2024.	Sole Source
3.	IS	007 STUDENT SERVICES	PROFESSIONAL	Federal	CHRISTENSEN, ELIZABETH A	10/1/23-9/30/24	Not to exceed \$20,000.00	EANS II tutoring services	To provide Learning Loss Instructional support services to Lancaster Catholic students as part of the Emergency Assistance for Nonpublic Schools (EANS II) at a rate of \$40/hr. not to exceed 500 hours.	Sole Source
4.	IS				GABSTER, NANCY L	11/1/23-9/30/24	Not to exceed \$20,000.00			
5.	IS				GOLOSKI, LOREN C	10/1/23-9/30/24	Not to exceed \$20,000.00			
6.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	GUARANTEED PROPERTY SERVICES LLC	10/15/23-12/15/23	\$17,450.00	Flooring maintenance at Northern Education Center	To strip, scrub, and wax all rooms and hallways, and scrub all ceramic tile in bathrooms at Northern Education Center.	Quotations
7.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	KIT NETWORK CABLING	11/1/23-3/1/24	\$41,500.00	Additional Network Ports	To provide to additional Cat6a network ports at the One Cumberland location for additional access control and classroom clocks/notification devices.	PEPPM #533902-117
8.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	MILLER FLOORING COMPANY	6/7/24-6/30/24	\$22,480.00	Gym and stage floor refinishing at CEC	Refinishing of the main gym floor and stage floor at CEC.	COSTARS #014-E23-327

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
9.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	VERIZON	10/1/20-6/30/24	\$51,856.00	Data for MIFI devices for instructional use	Amendment of C201-1297 [which did not require board approval], and previously amended on September 9, 2021, and November 11, 2021 [which did not require board approval], and August 11, 2022. This amendment will provide continued internet access to instructional staff members. This revision increases the contract by \$16,000 for a new contract amount of \$51,856 and extends the contract through June 20, 2024.	Sole Source
10.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	FIRSTLIGHT FIBER INC	12/1/23-11/30/28	\$115,920.00	Wide Area Network [WAN] circuits	To provide Wide Area Network (WAN) circuit between Bart-Colerain Elementary and Pequea Valley HS for a 60-month term. The initial capacity of the link will be 10 gigabit per second (Gbps). This service will increase the WAN resiliency for Lancaster Mennonite, Lampeter-Strasburg, Pequea Valley, and Solanco School Districts. Pending contract language approval with FirstLight and contingent upon receipt of Letters of Commitment from the beneficiary schools. This service is NOT being supported by E-Rate funding, and will be fully paid by the participating schools.	Quotations
11.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	NEW AGE MEDIA VENTURES LLC	5/6/24-5/6/24	Not to exceed \$16,000.00	Keynote Speaker for Tech Talk Live	All American Entertainment to provide talent services by managing and arranging the Keynote speaker, Dr. Roman V. Yampolskiy, to present at Tech Talk Live on May 6, 2024.	Quotations
12.	TS	019 FACILITIES AND LOGISTICS	PROFESSIONAL	Local	TANNER FURNITURE OF PA INC	11/9/23-12/31/23	\$62,725.00	Furniture install at One Cumberland	To provide furniture installation at One Cumberland.	Omnia #R191804

IS and TS Contracts

Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	IS	002 COMMUNITY EDUCATION	Federal	CHURCH WORLD SERVICE	9/29/23-9/29/26	Not to exceed \$40,000.00 Annually	Employer Engagement Partnership grant	To support a Department of Health and Human Services grant called "Employer Engagement Program" which IU13 recently secured. Church World Service Harrisburg will receive \$120,000 for three years, not to exceed \$40,000 per year, to support the initiative through outreach to one employer and 10 refugee incumbent workers per year.
2.	IS	002 COMMUNITY EDUCATION	Federal	CHURCH WORLD SERVICE (LANCASTER OFFICE)	9/29/23-9/29/26	Not to exceed \$82,000.00 Annually	Employer Engagement Partnership grant	To support a Department of Health and Human Services grant called "Employer Engagement Program" which IU13 recently secured. Church World Service will receive \$246,000 for three years, not to exceed \$82,000 per year, to support the initiative through outreach to two employers and 20 refugee incumbent workers per year.

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mrs. Murray, the Board approved Human Resources Services Agenda Items A-M, as corrected:

- A. Personnel Actions as presented in Human Resources Services Exhibit A.

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

- B. Approval for following changes to the Daily Substitute pay rates effective December 1, 2023:
- Increase the Daily Substitute Educational Interpreter rate to \$125 per day/ \$62.50 per half day.
 - Increase the Daily Substitute School Police Officer rate to \$125 per day/\$62.50 per half day.
 - Increase the Daily Substitute Health Care Assistant rate to \$125 per day/\$62.50 per half day.
 - Increase the Daily Substitute Reading Specialist rate to \$135 per day/\$67.50 per half day.
- C. Approval of a bonus of \$10.00 per assignment for Daily Substitute Paraprofessional Substitutes with select training certifications effective December 1, 2023.
- D. Approval of the Lancaster-Lebanon Intermediate Unit 13 Adoption Expense Reimbursement Pilot Program to provide taxable reimbursement of up to \$5,000 of expenses incurred for staff who are not qualified to receive tax free reimbursement, related to the adoption of an eligible child of the spouse, for eligible full-time staff effective September 1, 2023, through June 29, 2025. (Reference Human Resources Services Exhibit B)
- E. Approval of Amendment #2 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan PPO High Plan and PPO Low Plan Plan Document to clearly delineate the absence of an out-of-network benefit for Schedule C medications. This change aligns the language in each Plan Document, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit C)
- F. Approval of Amendment #2 to the Plan Document and Summary Plan Description for Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan for eligible Professional staff members to clearly delineate the absence of an out-of-network benefit for Schedule C medications. This change aligns the language in each Plan Document, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit D)
- G. Approval of Amendment #2 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Tax Bureau Plan Document to clearly delineate the absence of an out-of-network benefit for Schedule C medications. This change aligns the language in each Plan Document, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit E)

- H. Approval of Amendment #4 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Educational Support Professional Association eligible PPO Plan Document to retroactively reinstate Telephonic Specialist services effective July 1, 2023, pending legal review. (Reference Human Resources Services Exhibit F)
- I. Approval of Amendment #4 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan PPO High Plan and PPO Low Plan Plan Document to retroactively reinstate Telephonic Specialist services effective July 1, 2023, pending legal review. (Reference Human Resources Services Exhibit G)
- J. Approval of Amendment #4 to the Plan Document and Summary Plan Description for Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan for eligible Professional staff members to retroactively reinstate Telephonic Specialist services effective July 1, 2023, pending legal review. (Reference Human Resources Services Exhibit H)
- K. Approval of Amendment #4 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Tax Bureau Plan Document to retroactively reinstate Telephonic Specialist services effective July 1, 2023, pending legal review. (Reference Human Resources Services Exhibit I)
- L. Approval of the Resignation and Release Agreement between the Lancaster-Lebanon Intermediate Unit 13 and employee #00009074 as presented in Executive Session. (Reference Human Resources Services Exhibit K)
- M. 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.)

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

Mr. Irvin thanked the Board on behalf of the committee for support of recruiting and retention efforts.

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	AALIYAH	BYRD	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	11/17/2023	Accepted alternate employment
2	ANGELA	CARDONA	SUB DAILY PARAPROFESSIONAL		HRS	10/27/2023	Personal reasons
3	KATRINA	CONATY	BEHAVIOR SUPPORT ASSISTANT	MULTIPLE PROGRAMS	ECSES	10/09/2023	Personal reasons
4	ELAINE RUTH	ENTERIA	PARAEDUCATOR	EARLY INTERVENTION	ECSES	10/20/2023	Personal reasons
5	RACHAEL	HAVERSTICK	CURRICULUM & INSTRUCTION SPECIALIST		IS	11/15/2023	Accepted alternate employment
6	MARLA	HOOBER	PARAEDUCATOR	EARLY INTERVENTION	ECSES	10/27/2023	Accepted alternate employment
7	DANIEL	MELLINGER	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	10/30/2023	Relocating out of area
8	BARBARA	SIEROCINSKI	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	10/19/2023	Personal reasons
9	ASHLEY	WEATHERBY	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	12/08/2023	Personal reasons
10	JANE	WEIK	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/23/2023	Personal reasons

HUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	SCOTT	MCFARREN	SUB DAILY PARAPROFESSIONAL		HRS	9/28/2023	Failure to complete employment paperwork

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	SHARON	GRUBER	BS INFO SYSTEMS ANALYST		BS	03/28/2024
2	JUDITH	LESLIE	HEAD START/EARLY CHILDHOOD ASSIST	HEAD START	ECSES	01/31/2024

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept	Effective Date	Salary	Step	Days of Service	Reason
1	MADISON	AUMAN	JOB TRAINER	JOB TRAINING SERVICES	ECSES	11/06/2023	\$23.47 /hour	01	185	Filling Vacancy
2	STEPHANIE	BAYNHAM	SEC MTSS BEHAVIOR	PROF SERVICES MULTIPLE PROGRAM	ECSES	01/02/2024	\$82,688.00	M+30/07	195	Filling Vacancy
3	STEPHANIE	BENNETCH	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	10/16/2023	\$17.36 /hour	01		Filling Vacancy
4	DARIANA	BROWN	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	11/06/2023	\$17.36 /hour	01		Filling Vacancy
5	JON-CARLO	CANDELARIO	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	10/23/2023	\$16.03 /hour		188	New - Program Need
6	DESTINY	DANZ	SUB DAILY PROFESSIONAL		HRS	10/25/2023	\$135.00 /day			Secondary Assignment
7	BRITTNAY	DEPERALTA	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	11/06/2023	\$17.36 /hour	01		Filling Vacancy
8	KRISTINE	DOCHTERMAN	HEALTH CARE ASSISTANT	AUTISTIC SUPPORT	ECSES	10/30/2023	\$28.69 /hour	10	185	Filling Vacancy
9	LISA	EICHOLTZ	SUB DAILY PARAPROFESSIONAL		HRS	10/30/2023	\$115.00 /day			New - Program Need
10	SARAH	ELLSWORTH	PART-TIME BEHAVIOR SUPPORT ASSISTANT		ECSES	10/30/2023	\$23.07 /hour	01	185	New - Program Need
11	AUBREY	EVANS	HS/EC ASSISTANT	HEAD START	ECSES	11/06/2023	\$16.99 /hour		188	Filling Vacancy
12	ERIKA	FITZ	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	11/06/2023	\$21.29 /hour		259	New - Program Need
13	MELISSA	LIGHT	PROGRAM ASSISTANT	AUTISTIC SUPPORT	ECSES	10/23/2023	\$20.51 /hour		260	Filling Vacancy
14	SCOTT	MCFARREN	SUB DAILY PARAPROFESSIONAL		HRS	10/09/2023	\$115.00 /day			New - Program Need
15	NICOLE	MILLER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	10/30/2023	\$17.36 /hour	01	185	New - Program Need
16	HARRY	MONTGOMERY	SUB DAILY PROFESSIONAL		HRS	10/04/2023	\$135.00 /day			New - Program Need
17	JENNIFER	MORALES MARTINEZ	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	10/30/2023	\$17.36 /hour	01		Filling Vacancy
18	STEPHANIE	PETERSHEIM	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	10/23/2023	\$27.81 /hour	07	185	New - Program Need
19	LUZMARIE	ROLON	SUB DAILY PARAPROFESSIONAL		HRS	10/23/2023	\$115.00 /day			New - Program Need
20	KATELYN	ROTH	SUB DAILY PARAPROFESSIONAL		HRS	11/06/2023	\$115.00 /day			New - Program Need
21	NICHOLA	SAUGER	SUB SEC ASGN PARAPROFESSIONAL		HRS	10/16/2023	\$171.83 /day			Employee Request
22	REBECCA	SCHATZ	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/23/2023	\$17.36 /hour	01	185	Requested by Donegal SD
23	THOMAS	STEM	SUB SEC ASGN PARAPROFESSIONAL		HRS	10/27/2023	\$130.20 /day			Secondary Assignment
24	LAURA	SWEIGART	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/30/2023	\$17.36 /hour	01	185	Requested by Penn Manor SD
25	ELIZMARIE	VELEZ-ORENGO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	10/30/2023	\$17.36 /hour	01		Filling Vacancy
26	LOGAN	VILLA	SUB DAILY PARAPROFESSIONAL		HRS	10/23/2023	\$115.00 /day			New - Program Need
27	ELIZABETH	WEIDNER	PSYCHOLOGIST	PROF SERVICES MULTIPLE PROGRAM	ECSES	12/18/2023	\$100,201.00	DOCT/15	198	New - Program Need

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	DELANEY	BENNETT	SUB DAILY PARAPROFESSIONAL		HRS	PART-TIME TEACHER HEALTH and PE	SCHOOL AGE RELATED SERVICES	ECSES	10/30/2023	\$36,954.60	B/01	114	New - Program Need
2	LAURA	BINKLEY	COMM ED ADJUNCT INSTRU		IS	COMM ED INSTRUCTOR		IS	10/20/2023	\$25.75 /hour			Temporary change due to program need
3	BEATRICE	CHIN	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/01/2023	\$115.00 /day			Employee Request
4	DULCE	GONZALEZ DE MORONTA	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	10/02/2023	\$115.00 /day			Employee Request
5	ELLEN	HERBERT	SENIOR ACCOUNTANT		BS	ACCOUNTING MANAGER		BS	12/01/2023	\$84,072.00		260	Filling Vacancy
6	VANESSA	HOPKINS	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	10/30/2023	\$115.00 /day			Employee Request
7	DAVID	HYLTON	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	ESPA ON ASSIGNMENT		ECSES	10/25/2023	\$324.16 /day	B/01	190	Secondary Assignment
8	SHAUNA	LOWE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR FLOATER	CNTR BASED EMOTIONAL SUPPORT	ECSES	10/16/2023	\$17.74 /hour	02	185	Filling Vacancy
9	NERVA	RAMOS	COMM ED ADJUNCT INSTRU		IS	COMM ED INSTRUCTOR		IS	10/01/2023	\$23.71 /hour			Temporary change due to program need
10	NICHOLA	SAUGER	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	10/12/2023	\$22.91 /hour	15	185	Filling Vacancy
11	DENISE	SCHOPPNER	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	10/13/2023	\$115.00 /day			New - Program Need
12	MARIBETH	VELOZWONG	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	10/09/2023	\$19.51 /hour	06	185	New - Program Need

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
13	ELEANOR	BENNETT	TEACHER OF HEARING IMPAIRED	SENSORY IMPAIRED	ECSES			ECSES	09/01/2023	\$74,017.00	M+45/02	190	Salary adjustment for credits earned
14	ALINA	BOYER	TEACHER OF SPEECH CORR	EARLY INTERVENTION	ECSES			ECSES	07/01/2023	\$73,328.00	M+30/03	190	Salary adjustment for credits earned
15	GINA	BRILLHART	ASST TO THE EXEC DIRECTOR/CFO		EDO			EDO	07/01/2024	TBD		260	Change to SFT 260 day Director
16	BRANDY	CRAWFORD	TEACHER OF SPEC ED	EMOTIONAL SUPPORT	ECSES			ECSES	09/01/2023	\$67,797.00	M/02	190	Salary adjustment for credits earned
17	MEGAN	DONACHY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	09/19/2023	\$17.74 /hour	02	185	Change in assignment with increase in hours from 6.5 to 7 hours per day
18	YOLANDA	LARSON	PSYCHOLOGIST	SCHOOL TO WORK	ECSES			ECSES	09/01/2023	\$80,736.00	M+60/03	198	Salary adjustment for credits earned
19	HEATHER	NAUMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	10/16/2023	\$17.74 /hour	02	185	Change in position with increase in hours from 6 to 7.25 hours per day
20	MAURA	PLUTA	READING SPECIALIST	NONPUBLIC	IS			IS	09/01/2023	\$86,471.00	M+45/11	190	Salary adjustment for credits earned
21	BRANDI	RODRIGUEZ	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	DIAGNOSTIC KINDERGARTEN	ECSES	10/30/2023	\$17.74 /hour	02	185	Change in program with decrease in hours from 7 to 6.5 hours per day
22	STEPHANIE	SFRISI	TEACHER OF SPEC ED	EMOTIONAL SUPPORT	ECSES			ECSES	09/01/2023	\$78,169.00	M+45/05	190	Salary adjustment for credits earned
23	MARIBETH	VELOZWONG	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES			ECSES	10/09/2023	\$19.51 /hour	06	185	Change in position with decrease in hours from 7.25 to 7 hours per day
24	CAMELA	YOST	READING SPECIALIST/MATH INSTRU	NONPUBLIC	IS			IS	09/01/2023	\$87,165.00	M+30/13	190	Correction to salary approved at October Board
25	BRIANNE	ZEAMER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	10/16/2023	\$17.74 /hour	02	185	Change in hours from 6.5 to 7.25 hours per day per district request

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00012916				2SE SES, NON-INSTRUCTIONAL	11/06/2023	PSERS Special Sick Leave
2	00011616				SES, SPECIAL EDUC SERVICES	11/13/2023	PSERS Special Sick Leave
3	00008145				IS - ACT 89 NON PUBLIC	11/02/2023	Requesting an extension of Sabbatical leave of absence for a second, half school term, not to exceed 95 working days
4	00010683				SES, SPECIAL EDUC SERVICES	10/23/2023	Requesting unpaid, non-FMLA leave of absence for 35 calendar days

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Positon	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	JACOB	BUCKWALTER	COMM ED ADVISOR	COMMUNITY ED	IS	11/20/2023	\$ 21.29 /hour			260 New - program need
2	JENNIFER	CLEMONS	TEACHER OF SPEC EDUCATION	EARLY INTERVENTION	ECSES	11/27/2023	\$ 85,092.00	M+15/13		190 New - program need
3	ANGELICA	ESHLEMAN	PSYCHOLOGIST	CNTR BASED EMOTIONAL SUPPORT	ECSES	10/09/2023	\$ 82,183.00	M+30/07		198 New - program need

PRIOR BUSINESS

Dr. Fullerton noted that Board Policy 805 – Emergency Preparedness and Response was revised and approved at the August 2023 Board Meeting. Afterward, it was discovered that one item was referred to as an option rather than required per School Code. This proposed revision changes the originally approved language of “may” for this item regarding school security drills on p. 3, to “shall,” as noted on the Exhibit. No other content changes are being recommended.

Dr. Fullerton called for a motion to temporarily suspend Board Policy 003 in order to approve the proposed policy revision with a single reading.

- A. On a motion by Mr. Melleby and a second by Mr. Peters, the Board approved suspension of Board Policy 003 – Functions, until Board action is taken on Prior Business Item B at this meeting.

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

Mr. Stem explained that, in transparency, this revision to Policy 805 is being brought to the Board for action as the change of the single word noted alters the meaning of that section of the policy.

- B. On a motion by Mrs. Groff and a second by Mr. Merris, First Reading and Approval of revised Board Policy 805 – Emergency Preparedness and Response was approved. (Reference Prior Business Exhibit A)

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

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a legislative update including comments regarding the Basic Education Funding Commission and that the date for the preliminary report originally to be presented in November has been extended to January 11. He also provided information on HB27 and an update that it has not moved. Mr. Peters noted recent education-related legislation which was signed regarding religious garb. Mr. Stem elaborated on the legislation.

EXECUTIVE DIRECTOR’S REPORT

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

- Generosity of donations by IU13 staff in support of the Lancaster-Lebanon Education Foundation (LLEF), also noting that Dr. Rider-Bertrand is now the Director of LLEF.
- Students in a district-based Autistic Support class learning how to use the Red Rose Transit Authority (RRTA) transit system and participating in a community-based learning opportunity at Central Market
- Student-operated Learning Curve Café and its “Chef of the Week”

- Fast Facts publication, providing a snapshot of IU13 highlights from the prior year.
- Three staff members in the Instructional Services Department earning Apple Learning Coach credentials
- Adapted Physical Education classes
- Classroom Pumpkin Decorating Contest
- Thanks and best wishes to outgoing IU13 Board Members: Mrs. Sweigart, Dr. Gallagher, Ms. Cini, and Mr. Peters

BOARD COMMENTS

Mr. Peters shared his appreciation of serving with the IU13 Board.

Mr. Melleby, Mr. Chubb, and Mr. Ondrusek shared remembrances and appreciation of Mr. Skip Brackbill.

Dr. Fullerton congratulated Board members who won their re-election.

PUBLIC COMMENTS

None.

ADJOURNMENT

Dr. Fullerton announced that the next Board meeting will be on December 13, 2023, at the IU13 Northern Education Center in Jonestown, PA.

The meeting was adjourned at 8:16 PM.

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

Respectfully submitted,

Gina Brillhart
Board Secretary