

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

**WORK SESSION**

A Board Work Session was held prior to the regular board meeting, beginning at 7:14 PM, to discuss creation of a document describing Qualities of a Lancaster/Lebanon County School Board Member as a guide for governance. The following were in attendance: Mrs. Beachy, Mr. Buckwalter, Mr. Chubb, Mrs. Dieffenbach, Dr. Fullerton, Mrs. Herr, Mr. Irvin, Ms. Martin, Mr. Melleby, Mr. Merris, Mrs. Murray, Mr. Okonak, Mr. Ondrusek, Mrs. Rivera, Mr. Sexton, Mr. Stauffer, and Mr. Woolley. In addition, the following IU13 staff were in attendance: Matthew Stem, Gina Brillhart, Flip Steinour, Dr. Joey Bertrand, Angela Kirby, Timothy Laubach, Sherry Zubeck, Jim Croyle, Matt Ammons, Tim Shenk, Dr. Kristen Lewald, Susan Fisher, Mason Getz, and Pat Pontz. The work session concluded at 7:30 PM.

**CALL TO ORDER**

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at the IU13 Northern Education Center (135 S. King Street, Jonestown, PA) with a virtual option available, was called to order at 7:37 PM by Dr. Joseph Fullerton, President.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Board Members Present:

Amy Beachy, Manheim Central  
Brett Buckwalter, Cocalico  
Craig Chubb, Solanco  
Susan Dieffenbach, Cornwall-Lebanon  
Dr. Joseph Fullerton, Penn Manor  
Melissa Herr, Lampeter-Strasburg  
Paul Irvin, Eastern Lancaster County  
Jill Martin, Palmyra Area (elected at meeting)  
Ronald Melleby, Donegal  
Charles Merris, Jr., Hempfield  
Staci Murray, Northern Lebanon  
Robert Okonak, Lebanon  
Raymond Ondrusek, Eastern Lebanon County  
Nikki Rivera, Manheim Township  
Ryan Sexton, Columbia Borough  
Tim Stauffer, Ephrata Area  
Daniel Woolley, Warwick (elected at meeting)

Absent:

Dr. Kathleen Blouch, Annville-Cleona

Michael Fisher, Pequea Valley  
Idette Groff, Conestoga Valley  
Luis Morales, Lancaster (elected at meeting)

Vacant:

Elizabethtown Area

Staff Present:

Matthew Stem, Executive Director  
Gina Brillhart, CFO/Assistant to the Executive Director  
Flip Steinour, COO/Assistant to the Executive Director  
Dr. Joey Bertrand, Director, Instructional Services  
Angela Kirby, Director, PaTTAN – Harrisburg  
Timothy Laubach, Director, Technology Services  
Sherry Zubeck, Director, Early Childhood and Special Education Services  
Matthew Ammons, Supervisor, Early Childhood and Special Education Services  
James Croyle, Program Director, Early Childhood and Special Education Services  
Susan Fisher, Head Start Director, Early Childhood and Special Education Services  
Mason Getz, Technology Services  
Shannan Guthrie, Program Director, Executive Director’s Office  
Dr. Kristen Lewald, Project Director, Executive Director’s Office  
Manny Luciano, Human Resources Services  
Patricia Pontz, Associate Program Director, Business Services  
Tim Shenk, Program Director, Instructional Services  
Dr. Lynnette Waller, Program Director, Executive Director’s Office

### **CORRECTIONS/ADDENDA**

Mr. Irvin announced that Human Resources Services has Addendum Items L and M.

Mr. Ondrusek announced that Business Services has Addendum Item B.

### **APPROVAL OF TONIGHT’S AGENDA**

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

Motion Carried: Yes-15, No-0, Absent-3, Vacant-4

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

None.

### **ELECTION OF NEW BOARD MEMBERS**

Dr. Fullerton announced that a nomination was received from School District of Lancaster for Luis Morales to represent the district on the IU13 Board of Directors.

On a motion by Mr. Buckwalter and a second by Mr. Okonak, Mr. Morales was elected to complete the School District of Lancaster's term on the IU13 Board of Directors until June 30, 2024.

Motion Carried: Yes-15, No-0, Absent-3, Vacant-4

Dr. Fullerton announced that a nomination was received from Palmyra Area School District for Jill Martin to represent the district on the IU13 Board of Directors.

On a motion by Mrs. Dieffenbach and a second by Mr. Merris, Ms. Martin was elected to complete the Palmyra Area School District's term on the IU13 Board of Directors until June 30, 2024.

Motion Carried: Yes-15, No-0, Absent-4, Vacant-3

Dr. Fullerton announced that a nomination was received from Warwick School District for Daniel Woolley to represent the district on the IU13 Board of Directors.

On a motion by Mr. Sexton and a second by Mrs. Rivera, Mr. Woolley was elected to complete the Warwick School District's term on the IU13 Board of Directors until June 30, 2024.

Motion Carried: Yes-16, No-0, Absent-4, Vacant-2

### **APPROVAL OF NOVEMBER 8, 2023 BOARD MINUTES**

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

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

### **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 October 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 \$8,285,457.94

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

### **BOARD REPORTS**

None.

## **CORRESPONDENCE**

None.

## **BUSINESS SERVICES**

Mr. Ondrusek commented that the Chestnut Street Community Center location as noted in Item B will be opening ahead of schedule.

On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Board approved Business Services Consent Agenda Items A-B:

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 a short-term lease agreement with the Chestnut Street Community Center to provide space for the IU13 Lebanon County Community Education Program consisting of a portion of the first floor of 609 Chestnut Street, Lebanon, PA 17042, containing approximately 4,200 square feet for the term of December 14, 2023, through January 31, 2024, at a cost of \$5,608.33 per month.

*(Purpose: This short-term lease provides for occupancy by the IU13 Lebanon County Community Education Program during the move-in and start-up period before the long-term lease commences between the Lancaster-Lebanon Joint Authority and Chestnut Street Community Center.)*

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

## **EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES**

On a motion by Mr. Okonak and a second by Mrs. Herr, the Board approved Early Childhood and Special Education Services (ECSES) Consent Agenda Item A:

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.)*

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

Mr. Okonak noted that ECSES classrooms will open in the Northern Education Center in Fall 2024, \$10,000 was raised at recent student holiday bazaars with over 3,000 items sold, and art and music classes will be added at the Central Education Center and Community School West soon. He also noted that Susan Fisher provided a Head Start report including noting that the program has full enrollment with wait lists, three classrooms will be reopening at the One Cumberland Building in January, and new Head Start performance standards have been proposed.

## **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 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. Award Request for Proposal #223-016 – Microsoft Reseller Services. (Reference Instructional Services/Technology Services Exhibit B.)

*(Purpose: To award the Microsoft Reseller Services Request for Proposal #223-016. The awarded vendor will provide Microsoft Reseller Services to IU13. The recommendation follows a request for proposal process which resulted in five proposals being submitted. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)*

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

## HUMAN RESOURCES SERVICES

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

- 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 of Amendment #3 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Educational Support Professional Association eligible PPO Plan Plan Document to clearly delineate the OSS Health requirement for certain joint replacements and subsequent Physical Therapy requirements. This change allows for the joint replacement at OSS Health requirement to be waived when surgery is a result of an accident or injury, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit C)

- D. Approval of Amendment #3 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 OSS Health requirement for certain joint replacements and subsequent Physical Therapy requirements. This change allows for the joint replacement at OSS Health requirement to be waived when surgery is a result of an accident or injury, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit D)

- E. Approval of Amendment #3 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan for eligible Professional staff members to clearly delineate the OSS Health requirement for certain joint replacements and subsequent Physical Therapy requirements. This change allows for the joint replacement at OSS Health requirement to be waived when surgery is a result of an accident or injury, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit E)

- F. Approval of Amendment #3 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Tax Bureau Plan Document to clearly delineate the OSS Health requirement for certain joint replacements and subsequent Physical Therapy requirements. This change allows for the joint replacement at OSS Health requirement to be waived when surgery is a result of an accident or injury, effective September 1, 2023, pending legal review. (Reference Human Resources Services Exhibit F)

- G. Approval to correct the effective date of the Lancaster-Lebanon Intermediate Unit 13 Adoption Expense Reimbursement Pilot Program that was previously approved at the November 8, 2023, meeting from September 1, 2023, to September 1, 2022.

- H. Approval to expand the following incentives to Daily Substitute candidates effective December 14, 2023:
- Use of CareATC for pre-employment Physical/TB tests
  - Use of pre-paid codes for all three required pre-employment clearances
  - Possible reimbursement of up to \$100 after 60 days of completed sub assignments for expenses incurred related to the above required pre-employment items
- I. Approval of the 2024-2025 Early Intervention School Calendar. (Reference Human Resources Services Exhibit G)
- J. Approval to retain Sweet, Stevens, Katz, & Williams as special counsel for the 2024-2025 school year in accordance with their routine fees at \$200/hour and non-routine fees at \$220/hour and \$150/hour for legal assistants per fee agreement effective July 1, 2024, through June 30, 2025.
- K. The following IU13 Professional staff have attained tenure:
- |                |            |
|----------------|------------|
| Danielle Katen | 11/30/2023 |
| Sheila Ginder  | 11/30/2023 |
- L. Personnel Actions as presented in Human Resources Services Exhibit H.
- (Purpose: To approve Resignations, Retirements, Terminations, Employment, Leaves of Absence, and/or Change of Position/Status/Salary.)*
- M. 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:
- |               |                         |                             |
|---------------|-------------------------|-----------------------------|
| Kira Godshall | EI Occupational Therapy | Thomas Jefferson University |
| Emma Rulli    | Speech Language         | Loyola University           |

Motion Carried: Yes-17, No-0, Absent-4, Vacant-1

Mr. Irvin thanked the Board for its support of hiring efforts, noting that for the second month in a row the number of hires exceeds resignations.



## **PRIOR BUSINESS**

None.

## **NEW BUSINESS**

None.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Stem provided an Executive Director's Report, including noting that a building tour will follow the meeting, thanking the Board for its investment in the Northern Education Center, and commenting on the Student Bazaars and thanking Board members who attended. He also shared his thanks for the IU13 Team and for the IU13 Board for its support.

Mr. Merris thanked Mr. Laubach for his efforts in the building for the evening's meeting.

## **BOARD COMMENTS**

Mrs. Beachy presented a board favor created by the Manheim Central School to Work Foundations Class at Manheim Central High School.

Mr. Woolley presented a board favor created by the ORS Program at Warwick High School.

Mr. Irvin commended those who chose to purchase the Northern Education Center building.

Mr. Chubb thanked the HR Team for its help of a local family in need.

Dr. Fullerton shared his appreciation for the evening's in-person attendance by Board members and staff. He wished everyone happy holidays and thanked all for all they do.

## **PUBLIC COMMENTS**

None.

## **ADJOURNMENT**

Dr. Fullerton announced that the next Board meeting will be on January 10, 2024, at The Conference and Training Center at IU13, Lancaster. He also invited members to join a tour of the Northern Education Center following the meeting.

The meeting was adjourned at 8:01 PM.

Respectfully submitted,

Gina Brillhart  
Board Secretary