

**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

BUSINESS SERVICES  
Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (EDO)	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	FM: SYSTEMS GROUP LLC	12/12/23-12/11/26	\$12,519.45	Resource Scheduler Software License	To provide software for scheduling and managing conference center rooms and services.	Sole Source
2.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	EVIDENCE TO ACTION	12/14/23-6/28/24	Not to exceed \$12,187.50	Consultation, professional development, and resource development	Providing statewide PVAAS 1:1 services to LEAs and development lead of resources.	Quotations
3.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL (Amendment)	Federal	HERSHEY ENTERTAINMENT & RESORTS COMPANY	10/1/23-11/30/23	Not to exceed \$389,994.00	2023 PaPBS Implementers' Conference	Amendment of contract C2342625 approved March 2022 covering conference services for the 2023 PaPBS Implementers' Conference. The amendment increases the contract by \$9,225 for a new total of \$389,994 to cover additional nights at the hotel during the event.	Sole Source
4.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	Federal	SANTORO, LANA EDWARDS	9/1/23-6/30/24	Not to exceed \$63,000.00	MTSS Course Development	To prepare learning modules for use within a Schoology course, consisting of a recorded PowerPoint presentation and a set of user engagement activities, with a targeted user length of 60 minutes. Contractor work will include revising and updating current content, enhancing graphics, adding animation, developing a presentation script, developing support materials, and recording the module. Total anticipated time is 42 days.	Sole Source

## **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.

Board Month: DECEMBER  
Count: 1

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	012 ITINERANT SOLUTIONS	PROFESSIONAL (Amendment)	State	BOYO TRANSPORTATION SERVICES INC	7/1/23-6/30/26	\$1,003,500.00	Pupil Transportation	Amendment of C2344078 originally approved on 6/28/23. This revision increases the contract for a new total of \$1,003,500 to include field trips.	RFP# 223-021

**ECSES Contracts**

## Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	005 EARLY LEARNERS	Federal	ANNVILLE-CLEONA SCHL DISTRICT	7/1/23-6/30/24	Not to exceed \$378.00	Individuals with Disabilities Education Act (IDEA) Services	To provide funds to be used to support appropriate services to eligible district students in accordance with Individuals with Disabilities Education Act (IDEA) Section 619 Preschool guidelines and directives issued by Office of Child Development and Early Learning.
2.	ECSES			COCALICO SCHOOL DISTRICT		Not to exceed \$4,725.00		
3.	ECSES			COLUMBIA BOROUGH SCHOOL DISTRICT		Not to exceed \$2,268.00		
4.	ECSES			CONESTOGA VALLEY SCHOOL DIST		Not to exceed \$6,426.00		
5.	ECSES			CORNWALL LEBANON SCHOOL DIST		Not to exceed \$4,158.00		
6.	ECSES			DONEGAL SCHOOL DISTRICT		Not to exceed \$3,780.00		
7.	ECSES			EASTERN LANCASTER COUNTY S D		Not to exceed \$3,780.00		
8.	ECSES			EASTERN LEBANON COUNTY SCHOOL DISTRICT		Not to exceed \$2,646.00		
9.	ECSES			ELIZABETHTOWN AREA SCHOOL DIST		Not to exceed \$3,591.00		
10.	ECSES			EPHRATA AREA SCHOOL DISTRICT		Not to exceed \$4,914.00		
11.	ECSES			HEMPFIELD SCHOOL DISTRICT		Not to exceed \$7,749.00		
12.	ECSES			LAMPETER-STRASBURG SCHL DIST		Not to exceed \$1,701.00		
13.	ECSES			LEBANON SCHOOL DISTRICT		Not to exceed \$9,072.00		
14.	ECSES			MANHEIM CENTRAL SCHOOL DIST		Not to exceed \$3,213.00		
15.	ECSES			MANHEIM TOWNSHIP SCHOOL DIST		Not to exceed \$6,615.00		
16.	ECSES			NORTHERN LEBANON SCHOOL DISTRICT		Not to exceed \$2,457.00		
17.	ECSES			PALMYRA AREA SCHOOL DISTRICT		Not to exceed \$4,347.00		
18.	ECSES			PENN MANOR SCHOOL DISTRICT		Not to exceed \$5,103.00		
19.	ECSES			PEQUEA VALLEY SCHOOL DISTRICT		Not to exceed \$1,512.00		
20.	ECSES			SCHOOL DISTRICT OF LANCASTER		Not to exceed \$13,419.00		
21.	ECSES			SOLANCO SCHOOL DISTRICT		Not to exceed \$3,969.00		
22.	ECSES			WARWICK SCHOOL DISTRICT		Not to exceed \$3,969.00		

## **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

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	002 COMMUNITY EDUCATION	EXTERNAL	Federal	TRANSFR INC	12/1/23-12/1/24	\$15,000.00	VR Headsets	To purchase 3 Virtual Reality (VR) headsets for one full year to provide training in a wide variety of industries for the Lancaster County prison population. The headsets will be purchased using Pathway Home 2 funding through the Department of Labor.	Sole Source
2.	IS	004 TEACHING AND LEARNING COLLABORATIVE	EXTERNAL (Amendment)	Local	DISCOVERY EDUCATION INC	7/1/20-6/30/25	\$816,692.50	Discovery Education Agreement to offer Mystery Science Add-on Subscription	Amendment of C2341045, originally approved on 6/17/20, and amended on 1/21/21, 10/4/21, and 12/14/22. This revision adds \$150,000 to the contract for a revised total of \$816,692.50 and is to sell additional add-on Mystery Science subscription to all 22 districts through 6/30/25.	Sole Source
3.	IS	004 TEACHING AND LEARNING COLLABORATIVE	EXTERNAL	Local	DISCOVERY EDUCATION INC	7/1/23-6/30/24	\$10,000.00	Discovery Education Nonpublic Schools Subscription Renewal	To provide nonpublic schools with Discovery Education subscriptions per the Discovery Education Agreement from 7/1/23-6/30/24.	Sole Source
4.	IS	007 STUDENT SERVICES	EXTERNAL (Amendment)	Federal	PENN MANOR SCHOOL DISTRICT	10/1/23-9/30/24	\$12,813.19	Title III Consortium Reimbursement Funds	To provide Penn Manor School District, as part of the Title III Consortium, the amount of \$12,813.19 to be used to purchase materials that are supplemental to core instruction.	Sole Source
5.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	State, Local	GUARANTEED PROPERTY SERVICES LLC	10/15/23-12/15/23	\$18,010.00	Flooring maintenance at Northern Education Center	Amendment of contract C2344438, originally approved on 11/8/23, will now include the cafeteria area at Northern Education Center. This change will increase the contract amount by \$560, for a new contract total of \$18,010.	Quotations
6.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	MARTIN ENTERPRISES LLC	12/13/23-12/12/24	\$58,500.00	Classroom moves for designated locations	Load and relocate items to designated locations.	Sole Source
7.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	TRANSFINDER CORPORATION	12/22/23-12/22/26	\$60,210.00	IU13 Van Routing and Maintenance Tracking Software and Hardware	Transfinder Software, Service, and Hardware to route, to track, and for centralized management of van equipment and maintenance records for up to 25 IU13 vans. Contract pending negotiations.	Quotations

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
8.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Federal	MIDSTATE MECHANICAL & ELECTRICAL, LLC	5/9/23-9/30/23	\$307,453.42	Upgrade HVAC and lighting in Fairland and CSW	Amendment 1 of contract C2233749, originally approved 6/28/23, to provide parts, material, and labor to replace the hall ceiling at CSW in addition to the upgrade of the HVAC and lighting at Fairland and CSW. This change will increase the contract amount by \$7,724.21.	Bid #1079922
9.	TS								Amendment 2 of contract C2233749, originally approved 6/28/23, for electrical upgrades to the HVAC and lighting units at Fairland and CSW, and replace Type B fixtures with flat panel type fixtures at Fairland. This change will increase the contract amount by \$1,908.25.	
10.	TS								Amendment 3 of contract C2233749, originally approved on 6/28/23, for electrical upgrades to the HVAC and lighting units at Fairland and CSW, and provide over shipped type A fixtures to the owner at a discounted cost. This change will increase the contract by \$5,150.96.	
11.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL (Amendment)	Local	NETRALITY HOLDCO TRUST	7/1/23-6/30/26	\$92,000.00	Data Center Colocation Service	Amendment to contract C2233483, originally approved on 12/14/22, to provide an additional six fiber cross connect strands, starting January 2024 and coterminous with original contract. Includes an abatement of \$667/mo. for the first six months. This revision increases the contract by \$26,000 for a new contract total of \$92,000.	Quotations
12.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	TFB CATERING INC	5/6/24-5/8/24	Not to exceed \$24,897.70	Catering for Tech Talk Live Conference	TFB Catering will provide breakfast and lunch catering at our Tech Talk Live Conference on May 6-8, 2024.	Quotations

## **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.

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	CMP SUSQUEHANNA CORP	7/1/23-6/30/24	\$50,000.00	HR Recruitment Advertising	Amendment of contract C2344036 originally approved 5/24/23. This revision increases the contract total by \$20,000 for a new contract total of \$50,000. The additional funds will provide recruitment advertising and streaming service.	Sole Source
2.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	IHEART COMMUNICATIONS INC	7/1/23-6/30/24	\$60,000.00	HR recruitment advertising	Amendment of C2344034 originally approved 5/24/23. This revision increases the contract by \$20,000 for a new contract amount of \$60,000 for additional HR recruitment radio and streaming advertising services.	Sole Source
3.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	CAREATC	10/12/18-10/12/24	\$1,600,000.00	Medical provider for IU13 on-site/near-site health centers	Amendment to C2349158 originally approved 08/08/18, and amended on 12/11/19, 6/16/21, 10/13/21, 8/10/22, 10/12/22, and 8/9/23. This revision adds an additional \$300,000 for mental health coverage for a new contract total of \$1,600,000.	RFP# 178-038
4.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	KIMBALL COMPANY LLC D/B/A KIMBALL MOTION ANALYTICS	5/1/23-1/31/24	\$10,500.00	Lease of KMA-owned DARI Motion system and equipment	Amendment to C2343715 originally approved 5/2/23. This amendment is to extend the date for an additional three months through 1/31/24, at a revised rate of \$1,500 per month. This revision increases the contract by \$4,500 for a new contract total of \$10,500.	Sole Source
5.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	TELEMEDICINE MANAGEMENT INC.	12/1/21-12/31/24	\$137,500.00	Telemedicine Services	Amendment of C2122520 originally approved on 11/10/21. This revision increases the contract by \$47,500 for a new contract total of \$137,500 for continuation of telemedicine services in 2024.	Sole Source
6.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	UNITED CONCORDIA COMPANIES INC	1/1/24-12/31/24	Not to exceed \$73,500.00	Dental Administrative Services	To provide dental administrative services for eligible full-time employees.	Sole Source

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JESNYALIZ	BENITEZ ROMAN	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	11/07/2023	PERSONAL REASONS
2	ANDREW	BRUBAKER	JOB TRAINER	JOB TRAINING SERVICES	ECSES	11/17/2023	ACCEPTED ALTERNATE EMPLOYMENT
3	JENNIFER	DIFFENDERFER	PARAEDUCATOR- II	AUTISTIC SUPPORT	ECSES	12/08/2023	ACCEPTED ALTERNATE EMPLOYMENT
4	ANDREW	EVERETT	CUSTODIAN		TS	12/07/2023	PERSONAL REASONS
5	KATHLEEN	HELLER	FAMILY SERVICES WORKER	HEAD START	ECSES	12/21/2023	ACCEPTED ALTERNATE EMPLOYMENT
6	COURTNEY	HERSHEY	HS/EC INSTRUCTOR	HEAD START	ECSES	11/30/2023	ACCEPTED ALTERNATE EMPLOYMENT
7	BRANDI	RODRIGUEZ	PARAEDUCATOR 1:1	DIAGNOSTIC KINDERGARTEN	ECSES	12/22/2023	RELOCATION
8	LAURA	SWEIGART	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/30/2023	CHANGE TO EFFECTIVE DATE APPROVED AT NOVEMBER BOARD MEETING
9	JALILAH	YACOB	COMMUNITY EDUCATION NAVIGATOR	COMMUNITY EDUCATION	IS	11/10/2023	ACCEPTED ALTERNATE EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	KIRA	BRUBAKER	PART-TIME APPRENTICE		PATTAN	12/15/2023	COMPLETION OF INTERNSHIP
2	MEGAN	BRUBAKER	PART-TIME APPRENTICE		PATTAN	12/15/2023	COMPLETION OF INTERNSHIP
3	RENEE	JULIUS	ADJUNCT INSTRUCTOR	COMM ED	IS	12/08/2023	FAILURE TO PROVIDE UPDATED CLEARANCES
4	ALLIE	MACK	PART-TIME APPRENTICE		PATTAN	12/15/2023	COMPLETION OF INTERNSHIP
5	KALEY	MICHAEL	PART-TIME APPRENTICE		PATTAN	12/15/2023	COMPLETION OF INTERNSHIP

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: RETIREMENT

**EARLY RETIREMENT:**

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	KAREN	BENE	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	06/14/2024

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	SHEREIN	AMER	SUB DAILY PARAPROFESSIONAL		HRS	11/20/2023	\$115.00 /day			New - Program Need
2	STEPHANIE	BOYER	SUB DAILY PARAPROFESSIONAL		HRS	11/27/2023	\$115.00 /day			New - Program Need
3	EMILY	BREESE	SUB DAILY PARAPROFESSIONAL		HRS	12/11/2023	\$115.00 /day			New - Program Need
4	DARIANA	BROWN	SUB SEC ASGN PARAPROFESSIONAL		HRS	11/20/2023	\$130.20 /day			Secondary Assignment
5	SHERRY	BROWN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/04/2023	\$17.36 /hour	01	185	Requested by Penn Manor SD
6	ANEATRA	BRUNSON	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/18/2023	\$17.36 /hour	01	185	New - Program Need
7	ANGIE	CARABALLO	SUB DAILY PARAPROFESSIONAL		HRS	11/20/2023	\$115.00 /day			New - Program Need
8	DESPINA	COLON	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	11/27/2023	\$17.36 /hour	01	185	New - Program Need
9	GWENDALYN	DEGLER	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	11/13/2023	\$17.36 /hour	01	185	Filling Vacancy
10	SARAH	DENGLER	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	12/11/2023	\$66,413.00	M/01	190	Filling Vacancy
11	KRISTA	GROFF	SUB DAILY PROFESSIONAL		HRS	12/18/2023	\$135.00 /day			New - Program Need
12	CARRIE	GROVE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	11/27/2023	\$17.36 /hour	01	185	Requested by Hempfield SD
13	ASHLEY	HARLAN	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	11/27/2023	\$17.36 /hour	01	185	New - Program Need
14	AMY	HARMER	PHYSICAL THERAPIST	EARLY INTERVENTION	ECSES	01/08/2024	\$79,548.00	DOCT/03	190	Filling Vacancy
15	VAUGHNA	HARRIS	HEALTH CARE ASSISTANT	EMOTIONAL SUPPORT	ECSES	12/04/2023	\$26.15 /hour	02	185	Filling Vacancy
16	LAURA	HORST	TEACHER OF SPECIAL EDUCATION	SCHOOL TO WORK	ECSES	01/22/2024	\$67,797.00	M/02	190	Filling Vacancy
17	JESSICA	JONES	SUB DAILY PARAPROFESSIONAL		HRS	12/04/2023	\$115.00 /day			New - Program Need
18	SHAUN	KEATH	SUB DAILY PARAPROFESSIONAL		HRS	11/27/2023	\$115.00 /day			New - Program Need
19	LISA	KILHEFFER	PROGRAM ASSISTANT	MULTIPLE PROGRAMS	ECSES	11/20/2023	\$20.51 /hour		260	Filling Vacancy
20	LAURA	LIPINSKY	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	12/04/2023	\$17.36 /hour	01	185	Filling Vacancy
21	KATELYN	LOCKER	SUB DAILY PARAPROFESSIONAL		HRS	12/18/2023	\$115.00 /day			New - Program Need
22	GLENDA	MARTIN	SUB DAILY PARAPROFESSIONAL		HRS	11/27/2023	\$115.00 /day			New - Program Need
23	STEPHANIE	MCCLUNE	SUPERVISOR I	EARLY INTERVENTION	ECSES	01/29/2024	\$109,000.00		260	Filling Vacancy
24	JOHN	MCCONKEY	JOB TRAINER	JOB TRAINING SERVICES	ECSES	12/04/2023	\$23.47 /hour	01	185	Filling Vacancy
25	JENNIFER	MCELHANY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	11/27/2023	\$17.36 /hour	01	185	Requested by Donegal SD
26	PATRICIA	PAPARO	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	01/02/2024	\$87,855.00	M+45/12	190	Filling Vacancy
27	ASIA	PAYNE	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	01/02/2024	\$17.36 /hour	01	185	Filling Vacancy
28	HOPE	PUERZER	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	01/08/2024	\$67,797.00	M/02	190	New - Program Need
29	YOLANDA	RODRIGUEZ	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	11/20/2023	\$16.03 /hour		188	Filling Vacancy
30	PEIGHTON	SCHWALM	PROGRAM ASSISTANT	EDO/COMMUNICATIONS	EDO	11/20/2023	\$20.51 /hour		260	Filling Vacancy
31	RAE	SLICK	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/04/2023	\$17.74 /hour	02	185	Requested by Donegal SD
32	DERRICK	WATSON	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	11/27/2023	\$23.07 /hour	01	185	Filling Vacancy
33	JILL	WILEY	SUB DAILY PARAPROFESSIONAL		HRS	11/27/2023	\$115.00 /day			New - Program Need
34	KELLY	WILEY	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	11/27/2023	\$17.36 /hour	01	185	Filling Vacancy
35	LAURA	LYNCH	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY ED	IS	09/26/2023	\$21.29 /hour			Secondary Assignment

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

**CHANGE OF POSITION:**

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	JENNIFER	ALWINE	ESY PARAEDUCATOR		ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/10/2023	\$115.00 /day			Employee Request
2	DANIELLE	ARNOLD	PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	12/11/2023	\$17.36 /hour	01	185	Employee Request
3	NICOLE	BIGHAM	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/20/2023	\$115.00 /day			Employee Request
4	ERIN	HAWKINS	HEALTH CARE ASSISTANT	EMOTIONAL SUPPORT	ECSES	SUB HEALTH ASSISTANT		HRS	12/11/2023	\$125.00 /day			Employee Request
5	ELVA	HOOVER	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	01/02/2024	\$61,591.00	B/01	190	Filling Vacancy
6	ASHLEY	HUFFORD	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	11/06/2023	\$17.36 /hour	01	185	Filling Vacancy
7	NEVAYA	MARQUEZ	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	11/20/2023	\$17.74 /hour	02	185	Filling Vacancy
8	MARY	MATIAS	FAMILY SERVICES WORKER	HEAD START	ECSES	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	11/30/2023	\$21.29 /hour		259	New - Program Need
9	JENNA	MEGALIZZI	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	COMM ED INSTRUCTOR	COMMUNITY EDUCATION	IS	11/03/2023	\$22.85 /hour			Temporary change due to program need
10	KAYLA	MOYE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/02/2023	\$115.00 /day			Employee Request
11	ALEXIS	REAM	SUB SHORT TERM	NONPUBLIC	IS	SUB LONG TERM	NONPUBLIC	IS	11/07/2023	\$66,413.00	M/01	190	New - Program Need
12	DEBRA	REIDENBACH	PROGRAM ASSISTANT	COMMUNITY EDUCATION	IS	PROGRAM SUPPORT LIAISON	COMMUNITY EDUCATION	IS	11/13/2023	\$28.49 /hour		260	New - Program Need
13	CARRIE	STANNARD	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	CNTR BASED AUTISTIC SUPPORT	ECSES	11/17/2023	\$20.74 /hour	02	185	Completion of RBT certification
14	ELAYNA	VANBRUNT	PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/17/2023	\$115.00 /day			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
15	HEATHER	HORN	RBT PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES			ECSES	11/22/2023	\$20.74 /hour	02	185	Salary adjustment for completion of RBT certification

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date Reason
1	00010280				SES, SPECIAL EDUC SERVICES	11/13/2023 PSERS Special Sick Leave
2	00009300				SES, SPECIAL EDUC SERVICES	11/01/2023 PSERS Special Sick Leave
3	00010683				SES, SPECIAL EDUC SERVICES	11/13/2023 Requesting unpaid, non-FMLA leave of absence for an additional 15 calendar days
4	00013228				SES, SPECIAL EDUC SERVICES	11/15/2023 Requesting unpaid, non-FMLA leave of absence for 35 calendar days
5	00013231				COMMUNITY EDUCATION	11/16/2023 Requesting unpaid, non-FMLA leave of absence for 95 calendar days
6	00013020				SES- EARLY INTERVENTION	11/09/2023 Requesting unpaid, non-FMLA leave of absence for 105 calendar days

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	NICHOLAS	ENDLICH	COMM ED ADJUNCT INSTR	COMM ED	IS	12/18/2023	\$21.29 /hour		259	Filling vacancy
2	JENNIFER	HEINSEY	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	12/11/2023	\$17.36 /hour	01	185	Requested by ELCO SD
3	ADRIANNA	STEVENSON	COMM ED ADJUNCT INSTR	COMM ED	IS	12/18/2023	\$21.29 /hour		259	New - Program need
4	JODY	WEABER	SUB DAILY PARAPROFESSIONAL		HRS	12/18/2023	\$115.00 /day			New - Program need
5	KATEE	WODARCZYK	COMM ED FACILITATOR	COMM ED	IS	01/02/2024	\$24.65 /hour		260	New - Program need
6	NERMIN	YAKOUT	PART-TIME PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	01/02/2024	\$17.36 /hour	01	185	Requested by Cornwall-Lebanon SD

HUMAN RESOURCES SERVICES ADDENDUM  
PERSONNEL ITEMS: RETIREMENT

**EARLY RETIREMENT:**

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	NATALIE	DEVENS	ACCOUNTANT		BS	10/18/2023

## **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