

**MINUTES  
BOARD OF DIRECTORS  
LANCASTER-LEBANON INTERMEDIATE UNIT 13  
FEBRUARY 14, 2024**

**WORK SESSION**

A work session was held prior to the regular meeting, beginning at 5:50 PM. Attending were Board members Mrs. Beachy, Dr. Blouch, Mr. Buckwalter, Mr. Chubb, Mrs. Dieffenbach, Mr. Fisher, Dr. Fullerton, Mrs. Groff, Mrs. Herr, Mr. Irvin, Ms. Martin, Mr. Melleby, Mr. Merris, Mr. Morales, Mrs. Murray (arrived 6:05 PM), Mr. Ondrusek, Mrs. Rivera, Mr. Sexton, Mrs. Shrum, and Mr. Stauffer. Also present were IU13 staff members Matthew Stem, Gina Brillhart, Flip Steinour, Dr. Joey Rider-Bertrand, Sherry Zubeck, James Croyle, Dr. Kelly Galbraith, Mason Getz, Shannan Guthrie, Laura Lent, Dr. Kristen Lewald, Michael Imburgia, Kelly Orr, Patricia Pontz, Diane Janney Schall, Christine Skrodinsky, Dr. Terrie Stauffer, Brian Steigauf, Dr. Lynette Waller, and Kenneth Zimmerman.

Mr. Stem welcomed attendees and reviewed the plan for the work session. Mrs. Brillhart opened the 2023-24 General Operating Budget (GOB) presentation by providing information regarding IU13 funding and programs, Key Performance Indicators (including actual data for 2019-20, 2020-21, 2021-22, 2022-23, and budgeted fiscal data for 2023-24), IU13 Business Plan, budget development, and budget cycles. Dr. Bertrand provided information on Instructional Media Services (IMS) including the proposed 2024-25 budget and district contributions, services and supports, and overview of major resources. Mrs. Brillhart reviewed the General Operating Budget – Core Program of Services proposed 2024-25 budget as well as next steps in the budgeting process. Mr. Stem, Mrs. Brillhart, Mr. Steinour, and Mrs. Zubeck provided a mid-year report on the IU13 Elevated Commitments and Vision Work. Board Committee meetings followed after the close of the Work Session.

**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 7:38 PM by Dr. Joseph Fullerton, President.

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Board Members Present:

Amy Beachy, Manheim Central  
Dr. Kathleen Blouch, Annville-Cleona  
Brett Buckwalter, Cocalico  
Craig Chubb, Solanco  
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  
Jill Martin, Palmyra Area  
Ronald Melleby, Donegal  
Charles Merris, Jr., Hempfield  
Luis Morales, Lancaster  
Staci Murray, Northern Lebanon  
Raymond Ondrusek, Eastern Lebanon County  
Nikki Rivera, Manheim Township  
Ryan Sexton, Columbia Borough  
Lynda Shrum, Elizabethtown Area  
Tim Stauffer, Ephrata Area  
Daniel Woolley, Warwick

Absent:

Robert Okonak, Lebanon

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  
Sherry Zubeck, Director, Early Childhood and Special Education Services  
Ariel Benites, Human Resources Services  
Dr. Kelly Galbraith, Program Director, Instructional Services  
Mason Getz, Technology Services  
Shannan Guthrie, Program Director, Executive Director's Office  
Dr. Kristen Lewald, Project Director, Executive Director's Office  
Michael Imburgia, Project Director, Executive Director's Office  
Diane Janney Schall, Project Director, Human Resources Services  
Kathryn Michalowski, Supervisor, Early Childhood and Special Education Services  
Patricia Pontz, Associate Program Director, Business Services  
Annette Ruth, Human Resource Generalist, Human Resources Services  
Christine Skrodinsky, Associate Program Director, Business Services  
Dr. Terrie Stauffer, Program Director, Instructional Services  
Brian Steigauf, Project Director, Technology Services  
Dr. Lynette Waller, Program Director, Executive Director's Office  
Kenneth Zimmerman, Associate Program Director, Instructional Services

Guests:

James Barcheski, Brown Plus  
Jeffrey Walker, Brown Plus

**CORRECTIONS/ADDENDA**

Mr. Irvin announced that Human Resources Services has Addendum Item D, and that the "Step" for Addendum-Employment #4 was inadvertently omitted when distributed yesterday and is reflected in the hard copy in Board packets.

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

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

Motion Carried: Yes-21, No-0, Absent-1

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

None.

## **APPROVAL OF JANUARY 10, 2024 BOARD MINUTES**

On a motion by Mrs. Dieffenbach and a second by Mr. Buckwalter, the minutes of the January 10, 2024 Board meeting were approved as presented.

Motion Carried: Yes-21, No-0, Absent-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 December 31, 2023:

- A. Cash Reconciliation (Treasurer's Report - Cash and Investments)
- B. Investments (Treasurer's Report - Cash and Investments)
- C. Cash Reconciliation (School-to-Work and Special Education Activity Funds)
- 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 \$21,104,454.46

Motion Carried: Yes-21, No-0, Absent-1

## **BOARD REPORTS**

Mrs. Groff provided a PSBA report.

## **CORRESPONDENCE**

None.

## **BUSINESS SERVICES**

Mr. Ondrusek shared that the auditors attended the committee meeting. Christine Skrodinsky introduced the auditors, Jeffrey Walker and James Barcheski, from Brown Plus.

Jeffrey Walker provided an audit report to the Board. Results included an unmodified opinion, and he noted that IU13 is in a sound financial condition. Mrs. Rivera commended Mrs. Brillhart and her team for their efforts. Mrs. Brillhart recognized her team. Mr. Ondrusek also shared his appreciation for the work and excellent results.

On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Board approved

Business Services Consent Agenda Item A, Exhibit A #2 – Contract with Chester County Intermediate Unit:

A. Contracts. (Reference Business Services Exhibit A – Contracts #2)

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

Motion Carried: Yes-20, No-0, Absent-1, Abstain-1 (Dr. Fullerton)

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

A. Contracts. (Reference Business Services Exhibit A)

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

B. First Reading of the 2024-25 General Operating Budget (GOB). (Reference Business Services Exhibit B)

The GOB includes:

Program 1100/1111

Core Program of Services

Program 5105

Instructional Media Services

*(Purpose: School Code requires intermediate units to submit a program of services for the next school year to the Pennsylvania Department of Education (PDE) on or before May 1st, annually. IU13 Board Policy 604 provides guidelines for the Core Program of Services and Instructional Media Services budget adoption process.)*

C. Presentation of 2022-23 local audit report.

Motion Carried: Yes-21, No-0, Absent-1

Board Month: **FEBRUARY**  
Count: **8**

**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	PROFESSIONAL	Local	<b>TAYLOR BRAND GROUP LLC</b>	2/15/24-6/30/24	Not to exceed \$29,500.00	Recruiting Campaign Consultation	Taylor Brand Group (TBG) will provide consultation, planning, and creative support in the development of 2-3 videos for use with a Streaming TV Campaign targeting potential candidates for classroom aide & paraeducator jobs. This includes development for script with video production, and postproduction using IU13 Resources (video and camera footage). TBG will also provide consultation and expertise in purchasing three campaigns for Cable and Streaming TV. Each campaign will be 3 months in length and target a specific audience.	Quotations
2.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	<b>CHESTER COUNTY INTERMEDIATE UNIT</b>	2/15/24-6/28/24	Not to exceed \$92,225.00	Statewide resource design and development	Services of L. Mikowychok to design a collection of state resources and materials for implementation with LEAs, including but not limited to documents, PowerPoint templates, design graphics, and videos.	Sole Source
3.	Business (EDO)	015 STATEWIDE INITIATIVES	EXTERNAL	State	<b>SAS INSTITUTE INC</b>	1/26/24-6/30/24	Not to exceed \$65,625.00	Reporting, consulting and presentations	To provide consulting, presentations and resources for statewide Pennsylvania Value-Added Assessment System (PVAAS) Initiative/Pennsylvania Department of Education.	Sole Source
4.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	<b>AVSC HOLDING CORPORATION (ENCORE GLOBAL)</b>	11/1/24-11/30/24	Not to exceed \$187,188.21	Implementers Conference audiovisual services	To provide the full range of audio and video services in support of the 2024 PaPBS Implementers Conference scheduled for November 12, 2024, through November 15, 2024, at the Hershey Lodge in Hershey, PA. Contract pending negotiations.	Sole Source
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	<b>HERSHEY ENTERTAINMENT &amp; RESORTS COMPANY</b>	11/1/24-11/30/24	Not to exceed \$422,678.40	2024 PaPBS Implementers Conference	To provide all lodging, food, hospitality, meeting room, and conference support services (not including audiovisual and other technical support services) for the entire duration of the 2024 PaPBS Implementers Forum, which begins on November 12, 2024, and ends on November 15, 2024.	Sole Source

Board Month: FEBRUARY  
Count: 8

### Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
6.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	State	PINNACLE VENUE SERVICES	4/1/24-4/30/24	Not to exceed \$12,257.44	Event Services	To provide conference services, including conference room, setup and breakdown, audiovisual support and, catering for the CSinPA Build Fly Code Live two-day event. Pending contract negotiations.	Sole Source
7.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	PURE WATER TECHNOLOGY OF CENTRAL PA INC	3/1/24-2/28/29	Not to exceed \$11,518.80	Rental of drinking water stations	To provide drinking water stations for employees and guests at PaTTAN Central in Harrisburg. This agreement provides for the replacement of one existing unit and the addition of one new unit to those units already on site in the facility.	Sole Source
8.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	Federal	QBS LLC	7/1/23-6/30/24	Not to exceed \$85,000.00	Behavioral safety training for trainers	Amendment of C2344370, originally approved on September 13, 2023. This amendment adds an \$6,000 for an additional group training session that was not included at the time of initial adoption. The revised total contract is \$85,000.	Sole Source

Board Month: FEBRUARY

Count: 6

**Business, EDO, and PaTTAN Contracts**

## Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	ALTOONA AREA SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$50,000.00	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.
2.	Business (PaTTAN)		Federal	ANTIETAM SCHOOL DISTRICT		Not to exceed \$50,000.00		
3.	Business (PaTTAN)		Federal	CONESTOGA VALLEY SCHOOL DIST		Not to exceed \$50,000.00		
4.	Business (PaTTAN)		Federal	PENNSYLVANIA STEAM ACADEMY CHARTER SCHOOL		Not to exceed \$25,000.00		
5.	Business (PaTTAN)		Federal	SAINT CLAIR AREA SCHOOL DIST		Not to exceed \$50,000.00		
6.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	TUSCARORA IU 11	7/1/23-6/30/24	Not to exceed \$5,085,983.00	Applied Behavior Analysis supports initiative	Amendment of C2344055 originally approved on 6/28/23. This revision adds \$215,000.00 to the contract to provide additional support for students with autism. The revised contract amount is \$5,085,983.00.

## **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 Consent Agenda Items A-C:

- 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 Rifton Activity Chair donated to Lancaster-Lebanon IU13's OT/PT Program by Rachel and Kevin Causak.
- C. Acknowledgement of a wheelchair and manual lift donated to Lancaster-Lebanon IU13's OT/PT Program by Dennis Snyder.

Motion Carried: Yes-21, No-0, Absent-1

Mrs. Groff noted that the committee discussion topics included staffing issues and the IU13 Prom, noting that donations of formal or business attire are welcome and that Mr. Croyle is the contact. She also noted that the Annie Sullivan Award nomination period is underway. Discussion ensued.



Board Month: FEBRUARY

Count: 1

**ECSES Contracts**

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Federal	LIVING STRONG CONSULTING LLC	2/1/24-12/31/24	Not to exceed \$25,000.00	Professional Development	To provide professional development to staff and leadership in the Lebanon County Head Start program to meet the Head Start Program Performance Standards.	Sole Source

## **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-F:

- 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 #234-018 – One Cumberland Sink Installation Bid (Reference Instructional Services/Technology Services Exhibit B)
- (Purpose: To award the One Cumberland Sink Installation Bid #234-018. The awarded vendor will provide sink installation at the One Cumberland Building in Lebanon, PA. The recommendation follows a sealed bid process, which resulted in one bid being submitted. A detailed analysis of all bids received is maintained in the IU13 Business Office.)*
- C. First Reading of proposed revised Policy 830 - Security of Computerized Personal Information/ Breach Notification (Reference Instructional Services/Technology Services Exhibit C)
- (Purpose: This proposed policy revision is to align with PSBA recommendations and addresses the manner in which the Intermediate Unit will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.)*
- D. First Reading of new Policy 830.1 – Data Governance – Storage/Security (Reference Instructional Services/Technology Services Exhibit D)
- (Purpose: This policy is proposed to align with PSBA recommendations and address the manner in which the Intermediate Unit will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.)*
- E. Appointment of Tim Shenk as the IU13 representative to the Lancaster County Workforce Development Board.
- (Purpose: Mr. Tim Shenk, Program Director for Community Education, is being recommended to serve on the Lancaster County Workforce Development Board, representing Adult Education/Literacy.)*
- F. Appointment of the following parents, community members, and business representatives to serve on the IU13 Professional Education Committee:
- Diane Harlow, Lebanon Valley Chamber
  - Heather Valudes, Lancaster Chamber
  - Anna Ramos, Lancaster WDB
  - Kathy Blouch, Lebanon Valley College/IU13 Board Member

- Lara Willox, Millersville University
- Lindsey Harper, Parent/IU13 Employee
- Ken Zimmerman, Parent/IU13 Employee

*(Purpose: These parents, community, and business representatives must be appointed by the Board to serve on the Professional Education Committee. The Professional Development Plan is completed after the Comprehensive Plan is completed (information carries over from one plan to the other). The IU13 Professional Education Committee is a subset of stakeholders who informed the Comprehensive Plan. In addition to these Board-appointed representatives, the Committee also includes administrators, specialists, and teachers who are selected by the IU13 Administration and/or their peers.)*

Motion Carried: Yes-21, No-0, Absent-1

Dr. Fullerton commended Mr. Laubach and his team for their work.

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	007 STUDENT SERVICES	PROFESSIONAL	Federal	CONNECT COUNSELING LLC	12/1/23-9/15/24	Not to exceed \$30,000.00	Counseling Services	To provide counseling services to Lancaster Catholic High School through the EANS II Grant.	Sole Source
2.	IS	007 STUDENT SERVICES	PROFESSIONAL	Federal	SARAH KELLY EDUCATION SERVICES LLC	2/15/24-9/15/24	Not to exceed \$21,500.00	Instructional coaching services	To provide instructional coaching to Our Lady of the Angels as part of the EANS II grant services from Sarah Kelly Educational Services LLC at \$650/per day, plus travel, not to exceed 30 days and \$21,500.00.	Quotations
3.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	STRAY LIGHTS LLC	2/1/24-9/15/24	\$69,700.00	Video System Upgrades	To provide video upgrades to the current video system at The Janus School using EANS II grant funding.	Quotations
4.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	TENTS FOR RENT LLC	2/1/24-6/6/24	Not to exceed \$37,468.50	Removable tents to be used as temporary classrooms	To provide temporary classrooms for students at Way of Jesus using EANS II grant funding.	Quotations
5.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	WAY OF JESUS ACADEMY	2/1/24-6/7/24	\$0.00	Outline of responsibilities surrounding rental equipment	To provide an outline of the responsibilities of Way of Jesus with regard to the care of the tents that are being rented from Tents for Rent, LLC, for a period commencing February 1, 2024 and ending no later than June 7, 2024.	N/A
6.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Federal	GARDEN SPOT MECHANICAL INC	2/14/24-5/1/24	\$44,820.00	Sink installation at One Cumberland	Installation of sinks at One Cumberland.	Bid #234-018
7.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	TEAM LEWIS INC	11/27/23-4/30/24	\$17,000.00	Snow removal at NEC	Original contract, C2344550, signed 12/1/2023 was not required to go to Board for approval. This revision adds \$8,000.00 for a new contract total of \$17,000.00 for additional snow removal at Northern Education Center.	Sole Source
8.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	FIRSTLIGHT FIBER INC	5/1/24-4/30/34	\$66,000.00	Wide Area Network [WAN] circuits	To provide Wide Area Network (WAN) circuit between Chestnut Street Community Center and Lebanon HS for a 120-month term. FirstLight will provide and maintain a fiber network, and IU13 will lease four strands of dark fiber between the sites for a 120-month term. The initial capacity delivered will be 10 gigabits per second (Gbps) and can be increased without additional charge during the term of the contract. Pending contract language approval with FirstLight. This service is NOT being supported by E-Rate funding.	Quotations

Board Month: FEBRUARY  
Count: 9

## IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
9.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	VECTOR SECURITY	3/1/24-3/1/27	\$67,391.00	Fire and Intrusion alarms at NEC	To provide upgraded intrusion alarm panel, connect existing sensors and sirens, replace keypads and provide labor for programming, testing and training. Fire alarm system upgrade and installation to include installation of cellular radio to monitor current system, programming and necessary testing. In addition, this contract provides monitoring for both systems for a total of 36 months. Pending contract negotiations.	COSTARS #040-E22-167

## **HUMAN RESOURCES SERVICES**

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

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

Arredondo Yanahis                      Social Worker                      Millersville University

- C. The following IU13 Professional staff have attained tenure:

Faith Garner                      2/16/2024

- D. 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.)*

Motion Carried: Yes-21, No-0, Absent-1

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	NICOLE	BIGHAM	PART-TIME SUB DAILY PARAPROFESSIONAL		HRS	01/24/2024	RELOCATION
2	ELIZABETH	CHRISTOPHER	PART-TIME EDUCATIONAL CONSULTANT		PATTAN	03/22/2024	PERSONAL REASONS
3	JENNIFER	FEGLEY	SEC BEHAVIOR CONSULTANT	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/08/2024	ACCEPTED ALTERNATE EMPLOYMENT
4	AMY	HARMER	PHYSICAL THERAPIST	EARLY INTERVENTION	ECSES	02/01/2024	PERSONAL REASONS
5	RYAN	HOLT	PROGRAMMER FOR BUSINESSPLUS		BS	01/19/2024	ACCEPTED ALTERNATE EMPLOYMENT
6	HEATHER	HORN	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	01/19/2024	PERSONAL REASONS
7	ASHLEY	HUFFORD	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/09/2024	PERSONAL REASONS
8	ALEXIS	REAM	PART-TIME SUB PRO/LONG TERM	NON-PUBLIC	IS	01/18/2024	ACCEPTED ALTERNATE EMPLOYMENT
9	ABIGAIL	WENGER	PROGRAM ASSISTANT		HRS	03/05/2024	ACCEPTED ALTERNATE EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Program	Position	Dept.	Effective Date	Reason
1	VANESSA	WEACHER	EARLY INTERVENTION	PARAEDUCATOR	ECSES	01/22/2024	Rescind employment offer approved at the January Board meeting due to failure to attend employment paperwork session



HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: RETIREMENT

**RETIREMENT:**

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	MARCI	DAVIS	COORD FOR COMMUNICATIONS		PATTAN	05/17/2024
2	SHIRLEY	DIAZ	JOB TRAINER- II	JOB TRAINING SERVICES	ECSES	07/25/2024
3	CAROL	MCELROY	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	05/30/2024
4	NANCI	ROSENSTEEL	JOB TRAINER- II	JOB TRAINING SERVICES	ECSES	08/30/2024

**EARLY RETIREMENT:**

#	First Name	Last Name	Position	Program	Dept.	Effective Date
5	SANDRA	AUKER	READING SPECIALIST/MATH INSTRUCTOR	NON-PUBLIC	IS	06/05/2024
6	TERESA	RIVERA	JOB TRAINER- II	JOB TRAINING SERVICES	ECSES	07/25/2024

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	BENNETT	CASHDOLLAR	SUB DAILY PARAPROFESSIONAL		HRS	01/16/2024	\$115.00 /day			New - Program Need
2	ELIZABETH	COLON VEGA	PART-TIME PARAEDUCATOR 1:1	EARLY INTERVENTION	ECSES	02/12/2024	\$17.36 /hour	01	185	New - Program Need
3	EMERSON	GAGNON	PART-TIME APPRENTICE		PATTAN	02/05/2024	\$13.00 /hour		260	New - Program Need
4	RACHEL	HAAS	PART-TIME APPRENTICE		PATTAN	02/05/2024	\$13.00 /hour		260	New - Program Need
5	PAMELA	HAWA	SUB DAILY PARAPROFESSIONAL		HRS	01/29/2024	\$115.00 /day			New - Program Need
6	PETER	INTOCCIA	SUB PRO/LONG TM	AUTISTIC SUPPORT	ECSES	02/05/2024	\$382.28 /day	M+45/01	190	New - Program Need
7	SERENA	LEININGER	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/08/2024	\$17.36 /hour	01		Filling Vacancy
8	JULIE	MILLER	SUB DAILY PROFESSIONAL and PARA		HRS	12/12/2023	\$135.00 /day			New - Program Need
9	EMILY	REAM	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/05/2024	\$17.36 /hour	01	185	Filling Vacancy
10	CINDY	SHEEHAN-WESTRICK	CONSULTANT II		PATTAN	02/12/2024	\$94,000.00		260	Filling Vacancy
11	YAMILE	TORRES	HS/EC ASSISTANT	HEAD START	ECSES	02/05/2024	\$16.99 /hour		188	Filling Vacancy
12	JENNIFER	WEITZEL	SUB DAILY PROFESSIONAL and PARA		HRS	01/26/2024	\$135.00 /day			New - Program Need
13	TAWNIAH	WHITE	SENIOR ACCOUNTANT		BS	02/20/2024	\$33.79 /hour		260	Filling Vacancy
14	MAHA	YAKOUT	SUB DAILY PARAPROFESSIONAL		HRS	01/08/2024	\$115.00 /day			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	LORI	BECHTEL	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	SUB DAILY PROFESSIONAL and PARA		HRS	03/04/2024	\$135.00 /day			Employee request
2	PAULA	BROWN	PART-TIME PROGRAM ASSISTANT - SHORT TERM		ECSES	EARLY HEAD START HOME VISITOR	EARLY HEAD START	IS	01/12/2024	\$23.34 /hour		260	Filling Vacancy
3	LISA	CLAWGES	PROGRAM ASSISTANT II		BS	EARLY INTERVENTION ACCESS LEAD		BS	02/15/2024	\$28.49 /hour		260	Salary adjustment due to change in duties and responsibilities
4	CORRINE	HINES	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	SPECIAL EDUCATION CONSULTANT		ECSES	02/05/2024	\$83,396.00	M+45/06	195	New - Program Need
5	ELIZABETH	HOKE	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	01/29/2024	\$61,591.00	B/01	190	Filling Vacancy
6	VANESSA	HOPKINS	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	01/24/2024	\$17.74 /hour	02	185	Requested by Donegal SD
7	LORI	KING	JOB TRAINER	JOB TRAINING SERVICES	ECSES	INSUP STUDENT TEACHER	HEAD START	ECSES	01/29/2024	\$25.63 /hour		185	Moved into Student Teacher role
8	ELIZABETH	MASTER	SUB DAILY PARAPROFESSIONAL		HRS	PART-TIME PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	01/08/2024	\$17.36 /hour	01	185	New - Program Need
9	REBEKAH	MASTERSON	PART-TIME PHYSICAL THERAPIST	RELATED SERVICES	ECSES	PHYSICAL THERAPIST	RELATED SERVICES	ECSES	01/22/2024	\$83,018.00	M/13	190	Employee request and Program need
10	ASHLEY	MILLER	BENEFITS ASSISTANT AND WELLNESS FACILITATOR		HRS	BENEFITS SPECIALIST		HRS	02/16/2024	\$71,000.00		260	New - Program Need
11	DEBORAH	SMIKLE	PARAEDUCATOR 1:1	SENSORY IMPAIRED	ECSES	PARAEDUCATOR	SENSORY IMPAIRED	ECSES	01/26/2024	\$17.36 /hour	01	185	Filling Vacancy
12	JOHN	STEWART	ACCOUNTANT		BS	ACCOUNTANT II		BS	02/15/2024	\$30.81 /hour		260	Salary adjustment due to change in duties and responsibilities

**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	MEGAN	DONACHY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	01/18/2024	\$17.74 /hour	02	185	Change in assignment with decrease in daily hours from 7 hours per day to 6.5 hours per day
14	HEATHER	ELKIND-CRESPO	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES			ECSES	01/22/2024	\$17.36 /hour	01	185	Update to start date approved at approved at the January Board meeting

HUMAN RESOURCES SERVICES AGENDA  
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00009852				SES, SPECIAL EDUC SERVICES	02/20/2024	PSERS Special Sick Leave
2	00011768				SES, SPECIAL EDUC SERVICES	02/15/2024	PSERS Special Sick Leave
3	00011259				SES, SPECIAL EDUC SERVICES	02/07/2024	PSERS Special Sick Leave
4	00001451				2SE SES, NON-INSTRUCTIONAL	02/23/2024	PSERS Special Sick Leave
5	00012821				IS - ACT 89 NON PUBLIC	02/13/2024	PSERS Special Sick Leave
6	00011508				SES, SPECIAL EDUC SERVICES	01/12/2024	PSERS Special Sick Leave
7	00013228				SES, SPECIAL EDUC SERVICES	01/09/2024	PSERS Special Sick Leave continues. Requesting an additional 10 calendar days of unpaid, non-FMLA leave
8	00009300				SES, SPECIAL EDUC SERVICES	01/26/2024	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for 35 calendar days
9	00013238				SES, SPECIAL EDUC SERVICES	01/12/2024	PSERS Special Sick Leave. Requesting unpaid, non-FMLA leave of absence for 29 calendar days
10	00005891				COMMUNITY EDUCATION	02/06/2024	Requesting unpaid, non-FMLA leave of absence for 21 calendar days
11	00000213				SES- EARLY INTERVENTION	07/01/2024	Request for Professional Development (i.e., Educational Sabbatical) for one term, not to exceed 95 working days.
12	00001219				SES, SPECIAL EDUC SERVICES	02/16/2024	Requesting unpaid, non-FMLA leave of absence for 17 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	KATELYN	BALDWIN	TEACHER OF SPEC EDUCATION	EARLY INTERVENTION	ECSES	02/26/2024	\$ 67,797.00	M/02	190	Filling vacancy
2	ALEXIS	HALLEY	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	02/20/2024	\$ 17.36 /hour	01	190	New - program need
3	MARY	SHILLING	PART-TIME APPRENTICE		PATTAN	02/12/2024	\$ 13.00 /hour		260	New - program need
4	ERIN	WEIDNER	OCCUPATIONAL THERAPIST	BASIC OCCUPATIONAL SKILLS	ECSES	03/18/2024	\$ 84,398.00	M+30/11	190	Filling vacancy

## **PRIOR BUSINESS**

None.

## **NEW BUSINESS**

Mr. Stem and Dr. Bertrand discussed the proposed 2024-2027 Comprehensive Plan, Professional Development Plan, and Induction Plan. Dr. Bertrand thanked Mr. Stem, Leadership Team, Steering Committee leaders and members, and the many stakeholders involved for their efforts. These plan documents will be posted on the IU13 website for public comment, and these plans will be brought to the Board for approval at the March meeting. Dr. Fullerton thanked Dr. Bertrand and her team for their work on this.

## **LEGISLATIVE UPDATE**

Mr. Stem provided a Legislative Update, highlighting education funding related to the Basic Education Funding Commission reports and the Governor's proposed budget. Discussion ensued.

## **EXECUTIVE DIRECTOR'S REPORT**

Mr. Stem provided an Executive Director's Report, highlighting:

- Lebanon School-to-Work students participating in work experiences at Northern Education Center (NEC)
- A student dental health activity provided by an IU13 Health Care Assistant at Reidenbaugh Elementary School
- Valentine's "goodie bags" provided by the student-operated Learning Curve Café
- Students at McCaskey East High School using picture communication boards and speech-generating devices to communicate during a Valentine's Day craft

## **BOARD COMMENTS**

Dr. Fullerton asked Board members to submit their annual Statement of Financial Interests form.

Mrs. Groff commented on the availability of the PSBA State of Education Report. She also shared that the Board Favor is from EmpowerMug Café, a minibusiness of a Life Skills class at Gerald G. Huesken Middle School, Conestoga Valley School District.

Mrs. Dieffenbach commented on the upcoming use by her home school board of the Qualities of a School Board Member in Lancaster/Lebanon County document at a board retreat.

Mr. Ondrusek commented on his district's use of a remote instruction day throughout his home school district due to weather.

Mrs. Groff commented on recent legislation regarding required instructional hours and days for public school districts. Discussion ensued. Mr. Stem noted that guidance will be issued by the Pennsylvania Department of Education.

Discussion ensued regarding cyber charter costs referenced in the Governor's proposed budget.

Dr. Fullerton commended Mr. Stem and his team for the recent New School Director Orientation.

### **PUBLIC COMMENTS**

None.

### **ADJOURNMENT**

Dr. Fullerton announced that the next IU13 Board meeting will be held on March 13, 2024, at The Conference and Training Center at IU13, Lancaster.

The meeting was adjourned at 8:29 PM.

Respectfully submitted,

Gina Brillhart  
Board Secretary