

**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 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

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.

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.

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

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