

**LANCASTER-LEBANON INTERMEDIATE UNIT 13
BOARD OF DIRECTORS**

WEDNESDAY, MARCH 13, 2024

7:30 PM

**HYBRID MEETING:
THE CONFERENCE AND TRAINING CENTER AT IU13
(1020 NEW HOLLAND AVENUE, LANCASTER, PA)**



**AGENDA
MARCH 13, 2024**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. CORRECTIONS/ADDENDA**
- V. APPROVAL OF TONIGHT’S AGENDA**
- VI. PUBLIC COMMENTS SPECIFIC TO THE AGENDA***
- VII. APPROVAL OF FEBRUARY 14, 2024 BOARD MINUTES**
- VIII. TREASURER’S REPORT (Motion to include the following)**
 - 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 \$5,723,159.70
- IX. BOARD REPORTS**
- X. CORRESPONDENCE**
- XI. BUSINESS SERVICES**
- XII. EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES**
- XIII. INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES**
- XIV. HUMAN RESOURCES SERVICES**
- XV. PRIOR BUSINESS**
- XVI. NEW BUSINESS**
 - Approval of IU13 Comprehensive Plan, Professional Development Plan, and Induction Plan
- XVII. LEGISLATIVE UPDATE**
- XVIII. EXECUTIVE DIRECTOR’S REPORT**
- XIX. BOARD COMMENTS**
- XX. PUBLIC COMMENTS***
- XXI. ADJOURNMENT**

Next Board Meeting – April 10, 2024, at 7:30 PM at IU13 One Cumberland Building (One Cumberland Street, Lebanon, PA)

6:30 PM – Committee Meetings

7:30 PM – Board Meeting

* Pursuant to the IU13 By-Laws, any resident or taxpayer who wishes to may comment during the Public Comment Period on matters of concern, official action or deliberations which are, or may come, before the Board.

An individual who wishes to comment must first be recognized by the Board President or Chair of the meeting. Prior to offering comments, the individual must state his/her name and residence address. The resident or taxpayer shall limit his/her comments to not more than five (5) minutes.

Also, for hybrid or virtual meetings, public comment may be submitted via email to communications@iu13.org by 4:00 PM on the date of the meeting, to be shared at the meeting at the appropriate time on the agenda. Please submit any public comment via email to communications@iu13.org with “Public Comment” in the subject line, and include your full name, mailing address, and contact email/phone number with the public comment.

The President/Chair reserves the right to rule out of order any person who (a) engages in inappropriate conduct, (b) comments about matters that are not properly discussed at a public meeting (e.g., confidential personnel matters, pending legal matters, etc.), or (c) uses vulgar, abusive, obscene or profane language.

**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	TAYLOR BRAND GROUP LLC	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	CHESTER COUNTY INTERMEDIATE UNIT	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	SAS INSTITUTE INC	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	AVSC HOLDING CORPORATION (ENCORE GLOBAL)	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	HERSHEY ENTERTAINMENT & RESORTS COMPANY	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	WEACHTER	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

LANCASTER-LEBANON INTERMEDIATE UNIT 13
Cash Reconciliation
For period ended January 31, 2024

Beginning Balance January 1, 2024		\$15,626,479
Additions:		
Investment Transfers		
Interest	53,799	
Cash Receipts	21,941,901	
Total Additions		21,995,700
Deductions:		
Disbursements	10,278,677	
Investment Transfers	-	
Payroll	4,762,999	
Total Deductions		<u>15,041,676</u>
Ending Balance January 31, 2024		\$22,580,503

Investments
For period ended January 31, 2024

Description	Yield	Cost Basis	Market Value	Interest	Accrued Income	Purchase Date	Maturity Date
Pennsylvania Local Government Investment Trust							
PLGIT/Reserve Class	5.27%	\$26,682,693	\$26,682,693	\$118,595			
PLGIT Class	5.16%	\$776,300	\$776,300	\$3,379			
sub-total PLGIT		<u>\$27,458,993</u>	<u>\$27,458,993</u>	<u>\$121,974</u>			
TOTAL INVESTMENTS		<u>\$27,458,993</u>	<u>\$27,458,993</u>	<u>\$121,974</u>	-		

Note: The ending cash balance January 31, 2024 resides in a sweep account invested nightly by Fulton at a rate of 3.50%

LANCASTER-LEBANON INTERMEDIATE UNIT
BUDGET EXPENDITURE REPORT
JANUARY 2024

SBU STRATEGIC BUSINESS UNIT	BUDGET	EXPENDED TO DATE	AVAILABLE 1/31/2024
001 Administrative and Management Services			
Salaries	\$1,585,303.00	\$949,764.22	\$635,538.78
Benefits	1,056,164.00	571,799.55	484,364.45
Purchased Professional and Technical Services	282,023.00	70,160.63	211,862.37
Purchased Property Services	30,622.00	14,857.76	15,764.24
Other Purchased Services	47,900.00	37,950.20	9,949.80
Supplies	524,752.00	529,426.15	(4,674.15)
Property	0.00	0.00	0.00
Other Objects	82,982.00	6,788.79	76,193.21
Other Uses of Funds	197,561.00	111,195.39	86,365.61
Subtotal 001 Administrative and Management Services	\$3,807,307.00	\$2,291,942.69	\$1,515,364.31
002 Community Education			
Salaries	\$2,290,179.00	\$1,044,115.25	\$1,246,063.75
Benefits	1,524,690.00	679,195.54	845,494.46
Purchased Professional and Technical Services	186,451.00	58,994.64	127,456.36
Purchased Property Services	299,744.00	203,858.96	95,885.04
Other Purchased Services	174,134.00	21,778.07	152,355.93
Supplies	95,606.00	44,784.54	50,821.46
Property	0.00	0.00	0.00
Other Objects	1,015,576.00	307,378.87	708,197.13
Other Uses of Funds	302,469.00	124,407.60	178,061.40
Subtotal 002 Community Education	\$5,888,849.00	\$2,484,513.47	\$3,404,335.53
004 Teaching and Learning Collaborative			
Salaries	\$1,736,953.00	\$990,007.95	\$746,945.05
Benefits	1,090,555.00	617,344.70	473,210.30
Purchased Professional and Technical Services	3,753,211.00	937,020.48	2,816,190.52
Purchased Property Services	214,103.00	106,805.99	107,297.01
Other Purchased Services	191,778.00	34,232.64	157,545.36
Supplies	1,030,089.00	1,053,942.12	(23,853.12)
Property	17,840.00	0.00	17,840.00
Other Objects	17,412.00	4,723.24	12,688.76
Other Uses of Funds	531,071.00	256,194.88	274,876.12
Subtotal 004 Teaching and Learning Collaborative	\$8,583,012.00	\$4,000,272.00	\$4,582,740.00
005 Early Learners			
Salaries	\$19,839,791.00	\$10,153,448.58	\$9,686,342.42
Benefits	13,077,943.00	6,666,978.38	6,410,964.62
Purchased Professional and Technical Services	1,903,621.00	688,124.49	1,215,496.51
Purchased Property Services	1,054,271.00	502,435.83	551,835.17
Other Purchased Services	879,715.00	254,452.46	625,262.54
Supplies	499,982.00	359,814.81	140,167.19
Property	2,650.00	2,650.00	0.00
Other Objects	3,017,951.00	369,524.92	2,648,426.08
Other Uses of Funds	2,171,362.00	1,150,050.84	1,021,311.16
Subtotal 005 Early Learners	\$42,447,286.00	\$20,147,480.31	\$22,299,805.69
007 Student Services			
Salaries	\$5,963,451.00	\$2,936,784.44	\$3,026,666.56
Benefits	3,686,730.00	1,816,015.23	1,870,714.77
Purchased Professional and Technical Services	1,334,177.00	594,174.44	740,002.56
Purchased Property Services	1,804,701.00	455,446.28	1,349,254.72
Other Purchased Services	190,213.00	33,508.13	156,704.87
Supplies	1,938,140.00	1,347,043.43	591,096.57
Property	489,219.00	3,145.00	486,074.00
Other Objects	33,428.00	14,292.10	19,135.90
Other Uses of Funds	46,499.00	20,327.66	26,171.34
Subtotal 007 Student Services	\$15,486,558.00	\$7,220,736.71	\$8,265,821.29

SBU STRATEGIC BUSINESS UNIT	BUDGET	EXPENDED TO DATE	AVAILABLE 1/31/2024
011 Special Education Classroom Services			
Salaries	\$22,293,596.00	\$11,111,881.79	\$11,181,714.21
Benefits	15,904,589.00	7,728,202.44	8,176,386.56
Purchased Professional and Technical Services	2,521,958.00	2,017,786.16	504,171.84
Purchased Property Services	2,321,359.00	1,581,876.69	739,482.31
Other Purchased Services	1,840,881.00	1,175,548.80	665,332.20
Supplies	605,500.00	383,988.25	221,511.75
Property	0.00	0.00	0.00
Other Objects	18,372.00	12,206.45	6,165.55
Other Uses of Funds	3,181,271.00	1,645,203.13	1,536,067.87
Subtotal 011 Special Education Classroom Services	\$48,687,526.00	\$25,656,693.71	\$23,030,832.29
012 Itinerant Solutions			
Salaries	\$14,806,932.00	\$6,789,275.74	\$8,017,656.26
Benefits	10,488,900.00	4,806,717.19	5,682,182.81
Purchased Professional and Technical Services	382,128.00	291,418.96	90,709.04
Purchased Property Services	64,781.00	37,790.20	26,990.80
Other Purchased Services	1,242,057.00	795,062.39	446,994.61
Supplies	158,775.00	70,848.78	87,926.22
Property	0.00	0.00	0.00
Other Objects	730,407.00	3,057.55	727,349.45
Other Uses of Funds	2,119,516.00	969,940.81	1,149,575.19
Subtotal 012 Itinerant Solutions	\$29,993,496.00	\$13,764,111.62	\$16,229,384.38
014 Pass-thru Funds Administration Services			
Salaries	\$2,458,376.00	\$1,234,741.82	\$1,223,634.18
Benefits	1,638,983.00	820,042.12	818,940.88
Purchased Professional and Technical Services	797,674.00	123,816.59	673,857.41
Purchased Property Services	22,039.00	9,694.47	12,344.53
Other Purchased Services	159,451.00	76,206.71	83,244.29
Supplies	188,159.00	172,787.54	15,371.46
Property	1,429,871.00	1,428,491.90	1,379.10
Other Objects	12,975,258.00	(1,635,396.83)	14,610,654.83
Other Uses of Funds	338,297.00	166,653.39	171,643.61
Subtotal 014 Pass-thru Funds Administration Services	\$20,008,108.00	\$2,397,037.71	\$17,611,070.29
015 Statewide Initiatives			
Salaries	\$9,369,722.00	\$5,178,590.18	\$4,191,131.82
Benefits	5,720,147.00	3,040,870.48	2,679,276.52
Purchased Professional and Technical Services	3,570,436.00	913,983.14	2,656,452.86
Purchased Property Services	1,166,697.00	675,956.33	490,740.67
Other Purchased Services	1,964,353.00	572,569.31	1,391,783.69
Supplies	1,605,449.00	410,368.91	1,195,080.09
Property	279,578.00	0.00	279,578.00
Other Objects	11,669,005.00	3,535,657.40	8,133,347.60
Other Uses of Funds	1,476,347.00	723,408.09	752,938.91
Subtotal 015 Statewide Initiatives	\$36,821,734.00	\$15,051,403.84	\$21,770,330.16
016 Regional Technology Solutions			
Salaries	\$524,526.00	\$305,657.60	\$218,868.40
Benefits	306,883.00	180,066.32	126,816.68
Purchased Professional and Technical Services	121,811.00	34,718.40	87,092.60
Purchased Property Services	108,728.00	35,167.99	73,560.01
Other Purchased Services	1,993,474.00	1,199,337.82	794,136.18
Supplies	15,619,830.00	12,018,817.23	3,601,012.77
Property	850,123.00	275,107.63	575,015.37
Other Objects	183,414.00	1,500.00	181,914.00
Other Uses of Funds	944,713.00	674,226.11	270,486.89
Subtotal 016 Regional Technology Solutions	\$20,653,502.00	\$14,724,599.10	\$5,928,902.90

SBU STRATEGIC BUSINESS UNIT	BUDGET	EXPENDED TO DATE	AVAILABLE 1/31/2024
ALL STRATEGIC BUSINESS UNITS			
Salaries	\$80,868,829.00	\$40,694,267.57	\$40,174,561.43
Benefits	54,495,584.00	26,927,231.95	27,568,352.05
Purchased Professional and Technical Services	14,853,490.00	5,730,197.93	9,123,292.07
Purchased Property Services	7,087,045.00	3,623,890.50	3,463,154.50
Other Purchased Services	8,683,956.00	4,200,646.53	4,483,309.47
Supplies	22,266,282.00	16,391,821.76	5,874,460.24
Property	3,069,281.00	1,709,394.53	1,359,886.47
Other Objects	29,743,805.00	2,619,732.49	27,124,072.51
Other Uses of Funds	11,309,106.00	5,841,607.90	5,467,498.10
SUBTOTAL ALL STRATEGIC BUSINESS UNITS	\$232,377,378.00	\$107,738,791.16	\$124,638,586.84
013 Operations and Infrastructure Support Services			
Salaries	\$8,936,207.00	\$4,713,883.36	\$4,222,323.64
Benefits	5,382,716.00	2,930,713.90	2,452,002.10
Purchased Professional and Technical Services	792,170.00	359,180.09	432,989.91
Purchased Property Services	6,515,042.00	3,835,477.69	2,679,564.31
Other Purchased Services	1,152,885.00	704,826.67	448,058.33
Supplies	1,298,109.00	1,155,530.65	142,578.35
Property	429,728.00	439,388.83	(9,660.83)
Other Objects	587,814.00	50,455.58	537,358.42
Other Uses of Funds	2,700,000.00	1,503,500.00	1,196,500.00
Subtotal 013 Operations and Infrastructure Support Services	\$27,794,671.00	\$15,692,956.77	\$12,101,714.23
018 Internal Service Funds for Employee Benefits			
Salaries	\$408,833.00	\$96,186.08	\$312,646.92
Benefits	20,307,641.00	9,591,152.04	10,716,488.96
Purchased Professional and Technical Services	796,909.00	1,035,550.23	(238,641.23)
Purchased Property Services	127,312.00	78,768.39	48,543.61
Other Purchased Services	21,990.00	2,773.95	19,216.05
Supplies	12,400.00	1,091.00	11,309.00
Property	500.00	0.00	500.00
Other Objects	9,200.00	0.00	9,200.00
Other Uses of Funds	649,595.00	0.00	649,595.00
Subtotal 018 Internal Service Funds for Employee Benefits	\$22,334,380.00	\$10,805,521.69	\$11,528,858.31
ALL SUPPORT SERVICE UNITS			
Salaries	\$9,345,040.00	\$4,810,069.44	\$4,534,970.56
Benefits	25,690,357.00	12,521,865.94	13,168,491.06
Purchased Professional and Technical Services	1,589,079.00	1,394,730.32	194,348.68
Purchased Property Services	6,642,354.00	3,914,246.08	2,728,107.92
Other Purchased Services	1,174,875.00	707,600.62	467,274.38
Supplies	1,310,509.00	1,156,621.65	153,887.35
Property	430,228.00	439,388.83	(9,160.83)
Other Objects	597,014.00	50,455.58	546,558.42
Other Uses of Funds	3,349,595.00	1,503,500.00	1,846,095.00
SUBTOTAL ALL SUPPORT SERVICE UNITS	\$50,129,051.00	\$26,498,478.46	\$23,630,572.54
ALL UNITS			
Salaries	\$90,213,869.00	\$45,504,337.01	\$44,709,531.99
Benefits	80,185,941.00	39,449,097.89	40,736,843.11
Purchased Professional and Technical Services	16,442,569.00	7,124,928.25	9,317,640.75
Purchased Property Services	13,729,399.00	7,538,136.58	6,191,262.42
Other Purchased Services	9,858,831.00	4,908,247.15	4,950,583.85
Supplies	23,576,791.00	17,548,443.41	6,028,347.59
Property	3,499,509.00	2,148,783.36	1,350,725.64
Other Objects	30,340,819.00	2,670,188.07	27,670,630.93
Other Uses of Funds	14,658,701.00	7,345,107.90	7,313,593.10
TOTAL ALL UNITS	\$282,506,429.00	\$134,237,269.62	\$148,269,159.38

Note: The Budget includes \$261,993,841 from programs with a start date of July 1, 2023 or after. It also includes \$20,512,588 carryover amounts from non-fiscal year programs which were previously approved by the Board.

LANCASTER-LEBANON INTERMEDIATE UNIT
2023 - 2024 PROGRAM BUDGET RECONCILIATION
MARCH 13, 2024

SBU/SSU	PRG#	PROGRAM	23-24 BOARD BUDGET	CARRYOVER BUDGET	PRIOR ADJUST	MARCH REVISION	MARCH NEW	TOTAL BUDGET
SBU 001 - Administrative and Management Services			June 2023 Budget					
	2325	Bus Driver Training	\$18,950	\$0	\$0	\$0	\$0	\$18,950
	7205	ACCESS Billing Services	358,746	0	0	0	0	358,746
	7401	Collaborative Services	439,056	0	0	0	0	439,056
	7402	Tax Collection Bureau	1,627,891	0	0	0	0	1,627,891
	7414	Business Services Initiatives	98,723	0	0	0	0	98,723
	7781	* Title I-Neglected and Delinquent-Manos House	0	2,491	0	0	0	2,491
	7782	* Title I-Neglected and Delinquent-Manos House	115,497	0	(31,113)	0	0	84,384
	7790	* American Rescue Plan ESSER N&D 2.5% Set-Aside	0	44,647	0	0	0	44,647
	8113	Guest Teacher Training	94,646	0	0	0	0	94,646
	8116	Human Resources Initiatives	805,861	0	0	0	0	805,861
	8120	PASPA Administrative Services	72,249	0	0	0	0	72,249
	8588	Statewide System of Support-Safe Schools	31,881	0	17	0	0	31,898
	8601	* School Safety and Security Grant Program-SAP	0	66,974	0	0	0	66,974
	8603	* School Mental Health & Safety and Security Grant	0	60,791	0	0	0	60,791
Total SBU 001 - Administrative and Management Services			\$3,663,500	\$174,903	(\$31,096)	\$0	\$0	\$3,807,307
SBU 002 - Community Education								
	5600	Lancaster County Prison	\$64,334	\$0	\$0	\$0	\$0	\$64,334
	5603	Lebanon County Prison	32,586	0	0	0	0	32,586
	5608	Lancaster-Lebanon Adult Education Local Program	533,401	0	0	0	0	533,401
	5610	Lancaster-Lebanon Foundation Pass-thru Funds	5,000	0	61,059	20,192	0	86,251
	5620	Lancaster-Lebanon Adult Basic Education	996,701	0	78,862	0	0	1,075,563
	5623	Integrated English and Literacy Civics Education	1,090,533	0	0	0	0	1,090,533
	5625	Family Literacy Expansion	239,629	0	0	0	0	239,629
	5626	Tutoring Program for Adults	155,573	0	0	0	0	155,573
	5627	Adult Education/Literacy	491,487	0	0	0	0	491,487
	5628	* Citizenship and Integration Direct Services Grant	0	218,616	0	0	0	218,616
	5632	Lancaster & Lebanon HiSet Test Administration	1,113	0	0	0	0	1,113
	5645	* Afghan Refugees Career Pathways	0	656,523	0	0	0	656,523
	5659	School District of Lancaster Cultural Navigation Services	134,186	0	79,827	0	0	214,013
	5680	* Pathway Home	0	151,823	0	0	0	151,823
	5684	* English Language Learner (ELL) Navigation at Manheim Township SD	16,752	0	0	0	0	16,752
	5693	* Good Job Happy Family Grant	0	23,169	0	0	0	23,169
	5694	* Good Job Happy Family Grant	72,490	0	3,272	0	0	75,762
	5697	* United Way Community Investment	0	50,795	0	0	0	50,795
	5698	* Bridge Builders	0	11,328	0	0	0	11,328
	5704	* Truist Career Pathways	0	49,813	0	0	0	49,813
	5705	* Afghan Refugee School Impact	0	103,265	0	0	0	103,265
	5706	* Lebanon United Way-Cultural Navigation	0	17,438	0	0	0	17,438
	5707	Eckerd Classes and Navigation	78,735	0	101,126	0	0	179,861
	5711	* Employer Engagement Program	0	0	369,413	0	0	369,413
Total SBU 002 - Community Education			\$3,912,520	\$1,282,770	\$693,559	\$20,192	\$0	\$5,909,041
SBU 004 - Teaching and Learning Collaborative								
	1111	Core Program of Services-Curriculum and Instruction	\$741,583	\$0	\$0	\$0	\$0	\$741,583
	5105	Instructional Media Services	1,298,143	0	0	0	0	1,298,143
	5107	* IMS Career Readiness TransfrVR Virtual Reality Grant	0	44,250	0	0	0	44,250
	5108	* IMS Lending Library	0	0	15,000	0	0	15,000
	5419	Educational Technology Initiatives	4,595,421	0	0	0	0	4,595,421
	5421	Targeted School Improvement (TSI)-Classroom Diagnostic Tools-State	4,830	0	1,478	0	0	6,308
	5422	Standards Based Instruction (SBI)-STEM Education-State	90,951	0	(864)	0	0	90,087
	5423	Additional Targeted School Improvement (TSI)-State	67,469	0	24,304	0	0	91,773
	5431	* American Rescue Plan ESSER Funds for Accelerated Learning	0	38,094	0	0	0	38,094
	5435	* I'm Your Neighbor: Windows, Mirrors, and Doors Into Our Community	0	1,294	0	0	0	1,294
	5436	Accelerated Learning-Title I	78,736	0	5,652	0	0	84,388
	5437	Accelerated Learning-Title II	133,650	0	(30,975)	0	0	102,675
	5440	Comprehensive Support and Improvement to Lancaster Schools	329,681	0	0	0	0	329,681
	5451	STEM In PA	0	0	31,389	0	0	31,389
	5453	* Arconic Foundation Grant	0	37,000	0	350	0	37,350
	5454	* Business Enterprise Partnership (BEP) Industry Tours	0	1,323	0	0	0	1,323
	5455	Executive Leadership of Lancaster County STEM Alliance	133,368	0	0	0	0	133,368
	5456	Adopt a Middle School Lancaster County	0	0	88,025	0	0	88,025
	5457	* Business Enterprise Partnership (BEP) Adopt a Middle School Lebanon Cty	0	0	10,000	0	0	10,000
	5460	Step Up with EbD (Engineering by Design)	153,631	0	0	0	0	153,631
	5520	Instructional Services Initiatives-Research and Development	3,000	0	0	0	0	3,000
	5519	* Examining Alignment between Schools and Employers (EASE)	0	2,516	0	0	0	2,516
	5536	Curriculum and Instruction Marketplace	399,257	0	0	0	0	399,257
	5546	* Title III-Language Instruction for Limited English Proficient Students	200,499	0	(200,499)	0	0	0
	5572	Pennsylvania Inspired Leadership Initiative	147,941	0	(7,951)	0	0	139,990
	5599	Expanding Capacity for Environmental Literacy	144,816	0	0	0	0	144,816
Total SBU 004 - Teaching and Learning Collaborative			\$8,522,976	\$124,477	(\$64,441)	\$350	\$0	\$8,583,362
SBU 005 - Early Learners								
	5820	Pennsylvania Pre-K Counts	\$3,162,107	\$0	(\$284,000)	\$0	\$0	\$2,878,107
	5822	Local Early Childhood	53,291	0	0	0	0	53,291
	5830	Education Leading to Employment and Career Training (ELECT)	304,065	0	22,739	0	0	326,804
	5880	* Lebanon County Head Start	2,041,312	0	156,233	0	0	2,197,545
	5882	* Lebanon County Head Start	0	1,008,833	0	163,972	0	1,172,805
	5884	Head Start Supplemental Assistance Program	2,503,184	0	0	0	0	2,503,184
	5886	* Child and Adult Care Food Program	298,874	0	0	0	0	298,874
	5887	* Child and Adult Care Food Program	0	149,395	0	0	0	149,395
	5890	* Early Head Start-Home Visitors	892,993	0	129,303	245,809	0	1,268,105
	5892	* Early Head Start-Home Visitors	0	540,886	0	0	0	540,886
	5894	* Early Head Start-Child Care Partnerships	0	379,078	0	0	0	379,078
	5895	* Early Head Start-Child Care Partnerships	1,526,967	0	0	0	0	1,526,967
	5896	* Community Action Program-Early Head Start-Home Visitors	780,801	0	0	0	0	780,801
	5898	* Community Action Program-Early Head Start-Home Visitors	0	697,083	0	0	0	697,083
	6250	Individuals with Disabilities Education Act, Section 611 Preschool	2,280,495	0	398,704	0	0	2,679,199
	6255	State Early Intervention	21,330,234	0	686,511	0	0	22,016,745
	6256	Individuals with Disabilities Education Act, Section 619 Preschool	438,560	0	21,506	0	0	460,066
	6257	Early Intervention ACCESS	3,554,255	0	(659,546)	0	0	2,894,709
	6264	* American Rescue Plan (ARP)-IDEA 619	0	33,423	0	0	0	33,423
Total SBU 005 - Early Learners			\$39,167,138	\$2,808,698	\$471,450	\$409,781	\$0	\$42,857,067

SBU/SSU	PRG#	PROGRAM	23-24 BOARD BUDGET	CARRYOVER BUDGET	PRIOR ADJUST	MARCH REVISION	MARCH NEW	TOTAL BUDGET
SBU 007 - Student Services								
	5170	Career and Technology Center English as a Second Language Consultation	\$310,932	\$0	\$0	\$0	\$0	\$310,932
	5172	Title I-Nonpublic	563,539	0	0	0	0	563,539
	5174	* Title IIA Local Fiscal Agent	140,000	0	0	0	0	140,000
	5175	Act 89 Nonpublic Auxiliary Services	9,396,527	0	0	0	0	9,396,527
	5176	* Title IIA Local Fiscal Agent	0	32,151	0	0	0	32,151
	5180	* Title IIA Local Fiscal Agent	0	96,469	0	0	0	96,469
	5183	* Emergency Assistance for Nonpublic Schools II	0	3,342,680	0	0	0	3,342,680
	5186	* Nonpublic Safe Schools Grant	0	363,082	0	0	0	363,082
	5187	* Emergency Assistance for Nonpublic Schools	0	346,332	0	0	0	346,332
	5517	Student Activities and Events	159,816	0	0	0	0	159,816
	5531	* Organ Tissue Donation Awareness	0	37,940	0	0	0	37,940
	5532	Organ Tissue Donation Awareness	217,912	0	37,744	0	0	255,656
	5542	* Title III-Language Instruction for Immigrant Students	0	6,509	0	0	0	6,509
	5545	* Title III-Language Instruction for English Learners	0	169,746	0	0	0	169,746
	5546	* Title III-Language Instruction for Limited English Proficient Students	0	0	261,387	0	0	261,387
	5552	* Title III-Language Instruction for Immigrant Students	0	0	3,792	0	0	3,792
Total SBU 007 - Student Services			\$10,788,726	\$4,394,909	\$302,923	\$0	\$0	\$15,486,558
SBU 011 - Special Education Classroom Services								
	2001-2057	Special Education Classroom Consortium Programs	\$39,378,010	\$0	\$0	\$0	\$0	\$39,378,010
	2032	Special Education Fund Balance	98,571	0	0	0	0	98,571
	2077	* CCRES Grant-Practical Assessment Exploration System Lab	0	2,111	0	0	0	2,111
	2078	CCRES Grant-Autistic Support Multi-Sensory Hands-on Materials	1,072	0	0	0	0	1,072
	2079	CCRES Grant-Autistic Support-Assessment Kits	2,001	0	0	0	0	2,001
	2080	CCRES Grant-Fairland at CEC-Sensory Room	3,300	0	0	0	0	3,300
	2081	CCRES Grant-Community Schools-School Store	5,622	0	0	0	0	5,622
	2082	CCRES Grant-AS Comm Based Inst	810	0	0	0	0	810
	2201	Special Education CORE	3,887,743	0	0	0	0	3,887,743
	2209	Lebanon County Prison Supplemental Contract	153,130	0	0	0	0	153,130
	2253	* Individuals with Disabilities Education Act-ESY Component	3,921,996	0	0	0	0	3,921,996
	2300	Partial Hospitalization Program	767,716	0	0	0	0	767,716
	2400	Lancaster Behavioral Health Program	140,444	0	0	0	0	140,444
	2800	Student Activity-Mini-Businesses	20,000	0	0	0	0	20,000
	2900	Student Activity-Fundraisers	5,000	0	0	0	0	5,000
	2945	Student Work Experience	300,000	0	0	0	0	300,000
Total SBU 011 - Special Education Classroom Services			\$48,685,415	\$2,111	\$0	\$0	\$0	\$48,687,526
SBU 012 - Itinerant Solutions								
	2004-2024	Itinerant Solutions Consortium Programs	\$12,400,863	\$0	\$0	\$0	\$0	\$12,400,863
	2006	School Age Speech Language	3,225,896	0	0	0	0	3,225,896
	2022	Occupational and Physical Therapy	3,338,413	0	0	0	0	3,338,413
	2150	ECSES Initiatives	460,026	0	0	0	0	460,026
	2206	Pupil Transportation	1,247,204	0	0	0	0	1,247,204
	2215	Supplemental Contracts	9,114,209	0	0	0	0	9,114,209
	2232	Internal Solutions Fund Balance	86,344	0	0	0	0	86,344
	2246	Fee for Service Office of Vocational Rehabilitation-Lancaster County	85,154	0	0	0	0	85,154
	2280	Staff Development and Training	35,387	0	0	0	0	35,387
Total SBU 012 - Itinerant Solutions			\$29,993,496	\$0	\$0	\$0	\$0	\$29,993,496
SBU 014 - Pass-thru Funds Administration Services								
	2251	* Individuals with Disabilities Education Act-Training and Consultation	\$1,945,644	\$0	\$0	\$0	\$0	\$1,945,644
	2252	* IDEA-School Age Supplementary Aides & Services Component	14,768,540	0	0	0	0	14,768,540
	2262	* IDEA-School Age Supplementary Aides & Services Component	0	20,618	0	0	0	20,618
	2268	Success for PA Early Learners State Personnel Development Grant	0	0	7,000	0	0	7,000
	2271	* Individuals with Disabilities Education Act-Training/Consultation-ARP	0	60,719	0	0	0	60,719
	2272	* IDEA-School Age Supplementary Aides & Services Component-ARP Funds	0	1,605,587	0	0	0	1,605,587
	7204	School-Based ACCESS Project	1,600,000	0	0	0	0	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services			\$18,314,184	\$1,686,924	\$7,000	\$0	\$0	\$20,008,108
SBU 015 - Statewide Initiatives								
	9708	* Corrections Education-IDEA Appropriation	\$651,374	\$0	(\$124,125)	\$0	\$0	\$527,249
	9734	PaTTAN Programs III	71,158	0	0	0	0	71,158
	9740	Cordero Cluster Fund Contract	563,000	0	0	0	0	563,000
	9745/9748	* PaTTAN/Bureau of Special Education Initiatives	23,539,449	0	(6,637,773)	0	0	16,901,676
	9753	PaTTAN Assistive Technology Program	350,000	0	0	0	0	350,000
	9760	* Corrections Education-IDEA Appropriation	0	120,931	0	0	0	120,931
	9761	Governor's STEM Competition	205,954	0	0	0	0	205,954
	9773	* Deaf Blind Support	60,427	0	(622)	0	0	59,805
	9774	PaTTAN Early Intervention/Preschool Program	23,424	0	0	0	0	23,424
	9775	* Deaf Blind Support	0	20,344	0	0	0	20,344
	9787/9789	* PaTTAN/Bureau of Special Education Initiatives	0	9,896,521	0	0	0	9,896,521
	9790	Higher Ed Working Group and PAsmart	2,555,563	0	(139,940)	0	0	2,415,623
	9791	Department of Corrections-State Appropriation 102	124,205	0	0	0	0	124,205
	9793	Alternative Education for Disruptive Youth (AEDY)	551,738	0	0	0	0	551,738
	9794	PaTTAN Programs V	346,285	0	0	0	0	346,285
	9795	Corrections Education Record Center	103,088	0	69,201	0	0	172,289
Subtotal PaTTAN			\$29,145,665	\$10,037,796	(\$6,833,259)	\$0	\$0	\$32,350,202
	9551	PDE Comprehensive Support and Improvement (CSI) School Improvement	\$2,021,834	\$0	\$0	\$0	\$0	\$2,021,834
	9751	Pennsylvania Value Added Assessment System	1,715,903	0	0	0	0	1,715,903
	9851	Pennsylvania Value Added Assessment System Research Team	733,795	0	0	0	0	733,795
Subtotal Statewide Projects			\$4,471,532	\$0	\$0	\$0	\$0	\$4,471,532
Total SBU 015 - Statewide Initiatives			\$33,617,197	\$10,037,796	(\$6,833,259)	\$0	\$0	\$36,821,734
SBU 016 - Regional Technology Solutions								
	2585	Title II-Data Governance Grant	\$11,811	\$0	\$1,272	\$0	\$0	\$13,083
	4510	Statewide Software	16,751,790	0	0	0	0	16,751,790
	4515	Technology Initiatives	634,309	0	0	0	0	634,309
	4516	Technology Solutions-Fund Balance	23,353	0	0	0	0	23,353
	4585	Wide Area Network Consortium	3,230,967	0	0	0	0	3,230,967
Total SBU 016 - Regional Technology Solutions			\$20,652,230	\$0	\$1,272	\$0	\$0	\$20,653,502
Subtotal Strategic Business Unit Budgets			\$217,317,382	\$20,512,588	(\$5,452,592)	\$430,323	\$0	\$232,807,701

SBU/SSU	PRG#	PROGRAM	23-24 BOARD BUDGET	CARRYOVER BUDGET	PRIOR ADJUST	MARCH REVISION	MARCH NEW	TOTAL BUDGET
SSU 013 - Operations and Infrastructure Support Services								
1100		Core Program of Services-Executive Director's Office	\$623,823	\$0	\$0	\$0	\$0	\$623,823
1101		Core Program of Services-Technology	106,477	0	0	0	0	106,477
1103		Core Program of Services-Corporate Communications	147,733	0	0	0	0	147,733
1106		Core Program of Services-Early Childhood and Special Education Services	114,577	0	0	0	0	114,577
1107		Core Program of Services-Business Services	90,769	0	0	0	0	90,769
1108		Core Program of Services-Human Resources	122,047	0	0	0	0	122,047
1110		Core Program of Services-Instructional Services	109,697	0	0	0	0	109,697
		Subtotal Core Program of Services	\$1,315,123	\$0	\$0	\$0	\$0	\$1,315,123
1140		Research and Development	\$200,000	\$0	\$0	\$0	\$0	\$200,000
3100		General Operating-Executive Director's Office	919,768	0	0	0	0	919,768
3101		General Operating-Technology	221,856	0	0	0	0	221,856
3102		General Operating-Grant Writing	240,627	0	0	0	0	240,627
3103		General Operating-Corporate Communications	555,803	0	0	0	0	555,803
3105		General Operating-Value-added Services	4,910,637	0	0	0	0	4,910,637
3107		General Operating-Business Services	2,645,581	0	0	0	0	2,645,581
3108		General Operating-Human Resources	2,842,545	0	0	0	0	2,842,545
3113		General Operating-Innovation and Stewardship Program	528,653	0	0	0	0	528,653
3114		General Operating-Enterprise Resource Management Services	875,730	0	0	0	0	875,730
3115		General Operating-Enterprise Level Safety and Security	128,542	0	0	0	0	128,542
8114		Substitute Dispatch	117,115	0	0	0	0	117,115
8315		Safety and Security	38,292	0	0	0	0	38,292
		Subtotal Operations	\$14,225,149	\$0	\$0	\$0	\$0	\$14,225,149
4764		Duplication Mailroom	\$332,908	\$0	\$0	\$0	\$0	\$332,908
4766		Telecommunications	367,198	0	0	0	0	367,198
4767		Computer Refresh Plan	393,710	0	0	0	0	393,710
4768		Technology Infrastructure	3,439,750	0	0	0	0	3,439,750
		Subtotal Technology Infrastructure	\$4,533,566	\$0	\$0	\$0	\$0	\$4,533,566
7440		Conference and Training Center	\$1,306,397	\$0	\$0	\$0	\$0	\$1,306,397
7763		Courier	116,519	0	0	0	0	116,519
7767		Warehouse Services	216,922	0	0	0	0	216,922
7769		Facilities	6,080,995	0	0	0	0	6,080,995
		Subtotal Facilities and Logistics	\$7,720,833	\$0	\$0	\$0	\$0	\$7,720,833
		Total SSU 013 - Operations and Infrastructure Support Services	\$27,794,671	\$0	\$0	\$0	\$0	\$27,794,671
SSU 018 - Internal Service Funds for Employee Benefits								
7760		Fringe Benefits Program	\$21,472,396	\$0	\$0	\$0	\$0	\$21,472,396
7761		Unemployment Compensation Program	85,696	0	0	0	0	85,696
7762		Workers' Compensation Program	776,288	0	0	0	0	776,288
		Total SSU 018 - Internal Service Funds for Employee Benefits	\$22,334,380	\$0	\$0	\$0	\$0	\$22,334,380
		Subtotal Support Service Unit Budgets	\$50,129,051	\$0	\$0	\$0	\$0	\$50,129,051
Total 2023-2024 Approved Board Budgets as of March 13, 2024			\$267,446,433	\$20,512,588	(\$5,452,592)	\$430,323	\$0	\$282,936,752
Adjusted Budget per Board Expenditure Report			\$267,446,433	\$20,512,588	(\$5,452,592)			\$282,506,429

* Program operates on a year other than fiscal year July 1 - June 30.

IU 13
Check Register
Date: March 13, 2024

<u>Check No.</u>	<u>Check Date</u>	<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Check Amount</u>
274585	2/1/2024	V001774	LANC LEBANON JOINT AUTHORITY	260,829.20
274586	1/24/2024	V014671	LEARNING OPPORTUNITIES GROUP	1,226.88
274587	1/5/2024	V011162	BANK OF MONTREAL - PURCHASE CA	38,122.51
274588	2/8/2024	V013500	BLOCK COMMUNICATIONS INC	304.01
274589	2/8/2024	V004267	BOYO TRANSPORTATION SERVICES I	20,225.00
274590	2/8/2024	V000321	CAPITAL BUSINESS SYSTEMS	140.68
274591	2/8/2024	V010762	CAREATC	15,576.93
274592	2/8/2024	V014876	CGR EDUCATIONAL ASSOCIATES LLC	15,750.00
274593	2/8/2024	V015450	CHRISTENSEN, ELIZABETH A	2,560.00
274594	2/8/2024	V000667	CORNWALL LEBANON SCH CAFETERIA	2,024.71
274595	2/8/2024	V011351	CSM CONSULTING INC	8,500.00
274596	2/8/2024	V012622	DELTA-T GROUP INC	8,230.08
274597	2/8/2024	V013523	DREXEL UNIVERSITY	4,529.70
274598	2/8/2024	V000716	DS SERVICES OF AMERICA INC	251.78
274599	2/8/2024	V013374	ESCO INC	492.00
274600	2/8/2024	V010281	EXCENTIA HUMAN SERVICES	26,064.41
274601	2/8/2024	V015265	FL CARE MANAGER LLC	12,700.00
274602	2/8/2024	V011637	FUEL EDUCATION LLC	4,470.00
274603	2/8/2024	V010113	GENERAL HEALTHCARE RESOURCES L	4,304.34
274604	2/8/2024	V015476	GOLOSKI, LOREN C	2,189.33
274605	2/8/2024	V015008	HOZELLA, PATRICIA A	2,218.75
274606	2/8/2024	V013159	IHEART COMMUNICATIONS INC	2,000.00
274607	2/8/2024	V015419	IMAGINE LEARNING LLC	3,000.00
274608	2/8/2024	V004900	IT SOLUTIONS CONSULTING INC	7,920.00
274609	2/8/2024	V001774	LANC LEBANON JOINT AUTHORITY	10,487.61
274610	2/8/2024	V004008	LEBANON SCHOOL DISTRICT	26,030.72
274611	2/8/2024	V001870	LEBANON VALLEY COLLEGE	3,636.30
274612	2/8/2024	V012607	LIVING STRONG CONSULTING LLC	1,650.00
274613	2/8/2024	V012729	MARTIN ENTERPRISES LLC	2,288.18
274614	2/8/2024	V015342	MASS INSIGHT EDUCATION AND RES	30,000.00
274615	2/8/2024	V014745	MAXIM HEALTHCARE SERVICES HOLD	7,484.58
274616	2/8/2024	V013289	MID ATLANTIC BUILDING ASSOC IN	2,090.00
274617	2/8/2024	V011895	MUSIC FOR EVERYONE	200.00
274618	2/8/2024	V004057	PENN STATE UNIVERSITY, THE	4,028.00
274619	2/8/2024	V002615	PPL ELECTRIC UTILITIES	1,111.94
274620	2/8/2024	V011580	SIGMA MANAGEMENT GROUP LLC	20,828.56
274621	2/8/2024	V010049	SUBSTITUTE TEACHER SERVICES IN	276.25
274622	2/8/2024	V003213	SWEET STEVENS KATZ & WILLIAMS	2,580.00
274623	2/8/2024	V015427	TFB CATERING INC	10,948.85
274624	2/8/2024	V011911	TRIPLE CROWN CORPORATION INC	155,950.66
274625	2/8/2024	V003354	UGI UTILITIES INC	1,302.85
274626	2/8/2024	V011041	UNITED CONCORDIA COMPANIES INC	4,064.10
274627	2/8/2024	V003762	VERIZON	129.99
274628	2/8/2024	V003204	VISION CORPS	708.77
274629	2/8/2024	V011629	W&L DIXON ENTERPRISES LLC	2,579.69
274630	2/8/2024	V007970	WEX BANK	3,111.20
274631	1/2/2024	V010037	FULTON - BANK FEES	2,746.39
274632	1/16/2024	V010037	FULTON - BANK FEES	2,808.76
274633	2/15/2024	V015606	A.J. BLOSENSKI INC.	1,149.70
274634	2/15/2024	V014669	AMAZON WEB SERVICES INC	4,024.43
274635	2/15/2024	V006090	ASL SERVICES	1,660.00
274636	2/15/2024	V000317	BLAST INTERMEDIATE UNIT 17	96,972.89

274637	2/15/2024	V010762	CAREATC	67,784.60
274638	2/15/2024	V016257	CEDAR CREST COLLEGE	1,548.00
274639	2/15/2024	V004321	COMCAST	3,100.83
274640	2/15/2024	V004321	COMCAST	598.02
274641	2/15/2024	V004321	COMCAST	1,181.27
274642	2/15/2024	V004321	COMCAST	1,407.76
274643	2/15/2024	V000667	CORNWALL LEBANON SCH CAFETERIA	3,756.23
274644	2/15/2024	V004470	DELAWARE VALLEY SCHOOL DISTRIC	330.00
274645	2/15/2024	V012622	DELTA-T GROUP INC	9,357.18
274646	2/15/2024	V008392	DIRECT ENERGY BUSINESS	5,375.10
274647	2/15/2024	V009892	DRUG & ALCOHOL REHAB SERVICES	3,467.72
274648	2/15/2024	V015543	EAST LEBANON STORAGE INC	290.00
274649	2/15/2024	V004384	EASTERN LANCASTER COUNTY S D	66.00
274650	2/15/2024	V009074	EVIDENCE TO ACTION	4,184.37
274651	2/15/2024	V014479	FIRSTLIGHT FIBER INC	3,051.84
274652	2/15/2024	V015467	HART COACHING & CONSULTING LLC	550.00
274653	2/15/2024	V016194	HUGHES, YVONNE	118.80
274654	2/15/2024	V016250	KENNETT CONSOLIDATED SCHOOL DI	328.65
274655	2/15/2024	V004044	LANC LEB IU 13 - SP ED ACT	191.25
274656	2/15/2024	V015735	LANCASTER RECREATION COMMISSIO	10,179.57
274657	2/15/2024	V011529	LANGUAGE SERVICES CONSULTANTS	449.10
274658	2/15/2024	V005665	LEADER SERVICES	1,775.00
274659	2/15/2024	V004008	LEBANON SCHOOL DISTRICT	458,922.44
274660	2/15/2024	V004009	LEBANON SCHOOL DISTRICT-FOOD	7,803.25
274661	2/15/2024	V012607	LIVING STRONG CONSULTING LLC	6,925.00
274662	2/15/2024	V013496	MARCO HOLDINGS LLC	151.60
274663	2/15/2024	V014745	MAXIM HEALTHCARE SERVICES HOLD	6,269.49
274664	2/15/2024	V002144	MIDWESTERN INTERMEDIATE UNIT 4	11,235.03
274665	2/15/2024	V011502	MINNESOTA LIFE INSURANCE COMPA	13,827.43
274666	2/15/2024	V016139	NORTHERN LEBANON COUNTY AUTHOR	1,740.00
274667	2/15/2024	V004777	OAKES, KENNETH W	160.90
274668	2/15/2024	V011822	OLIN, STEPHEN	3,500.00
274669	2/15/2024	V005981	PANERA BREAD COMPANY	837.32
274670	2/15/2024	V002511	PENTELEDATA LTD PTR 3	3,070.28
274671	2/15/2024	V010997	PHILADELPHIA HUNE INC	1,572.15
274672	2/15/2024	V002606	POSTMASTER - HARRISBURG PIKE	600.00
274673	2/15/2024	V002615	PPL ELECTRIC UTILITIES	879.83
274674	2/15/2024	V014603	QBS LLC	370.00
274675	2/15/2024	V006843	SCHOOL SPECIALTY INC	610.28
274676	2/15/2024	V014859	STEELSAFE STORAGE SOLUTIONS LL	159.99
274677	2/15/2024	V014960	TELEMEDICINE MANAGEMENT INC	3,912.06
274678	2/15/2024	V012867	TRANSPERFECT GLOBAL INC	590.10
274679	2/15/2024	V015392	TURNING POINTS LLC	1,800.00
274680	2/15/2024	V003998	TUSCARORA IU 11	226,912.77
274681	2/15/2024	V011926	TX:TEAM REHAB INC	15,468.39
274682	2/15/2024	V003354	UGI UTILITIES INC	3,620.88
274683	2/15/2024	V003204	VISION CORPS	1,390.63
274684	2/15/2024	V016259	WEAVER, JESSICA	160.00
274685	2/15/2024	V008330	WINDSTREAM	1,315.27
274686	2/15/2024	V014102	ZAYO GROUP HOLDINGS INC	1,540.70
274687	2/15/2024	V015301	ZISSIS, FRANK	672.47
274688	2/15/2024	V009765	ZITO MEDIA COMMUNICATIONS LLC	73.68
274689	2/13/2024	V014671	LEARNING OPPORTUNITIES GROUP	1,124.50
274690	2/10/2024	V001150	FULTON - PAYROLL WIRE-WIRE TO	529,604.96
274691	2/15/2024	V015070	COMPTROLLER OF MD-WH TAX	1,027.16
274692	2/15/2024	V000663	CORESOURCE (UNREIMB MEDICAL)	13,150.41
274693	2/15/2024	V000664	CORESOURCE (DEP CHILD CARE)	5,290.96
274694	2/15/2024	V001148	FULTON - P/R WIRE PA STATE W/H	106,755.27

274695	2/15/2024	V001149	FULTON - PAYROLL WIRE-WIRE TO	826,112.67
274696	2/15/2024	V007634	KRATZENBERG & ASSOCIATES INC	20.75
274697	2/15/2024	V006519	LANCASTER LEBANON EDUCATION FO	740.00
274698	2/15/2024	V007030	LANCASTER LEBANON IU 13 ESPA	2,084.91
274699	2/15/2024	V001800	LANCASTER LEBANON IU EDUCATION	15,231.07
274700	2/15/2024	V015073	NORTH CAROLINA DEPARTMENT OF R	209.63
274701	2/15/2024	V010551	OMNI GROUP, THE	58,863.99
274702	2/15/2024	V015074	OREGON DEPARTMENT OF REVENUE	680.20
274703	2/15/2024	V002417	PA SCDU	1,900.48
274704	2/15/2024	V013758	SCHOOL EMPLOYEE'S DEFINED CONT	37,830.81
274705	2/15/2024	V015072	SOUTH CAROLINA DEPARTMENT OF R	220.48
274706	2/15/2024	V015019	VIRGINIA TAX	214.70
274707	2/22/2024	V012672	ALERE FAMILY HEALTH LLC	337.50
274708	2/22/2024	V010991	BILLINGS BILINGUAL LLC	1,007.00
274709	2/22/2024	V011066	CMP SUSQUEHANNA CORP	572.00
274710	2/22/2024	V000667	CORNWALL LEBANON SCH CAFETERIA	3,893.55
274711	2/22/2024	V008833	COUNTY OF LANCASTER	84.00
274712	2/22/2024	V012622	DELTA-T GROUP INC	9,977.10
274713	2/22/2024	V008392	DIRECT ENERGY BUSINESS	6,442.79
274714	2/22/2024	V000909	EASTERN LEBANON COUNTY SCHOOL	1,483.20
274715	2/22/2024	V000998	EPHRATA COMMUNITY HOSPITAL	1,956.85
274716	2/22/2024	V010281	EXCENTIA HUMAN SERVICES	33,152.50
274717	2/22/2024	V008807	FOX ROTHSCHILD LLP	10,672.00
274718	2/22/2024	V011637	FUEL EDUCATION LLC	2,140.00
274719	2/22/2024	V010113	GENERAL HEALTHCARE RESOURCES L	67.50
274720	2/22/2024	V015534	GFL ENVIRONMENTAL HOLDINGS (US	2,005.51
274721	2/22/2024	V015137	INTELIQUENT INC	786.80
274722	2/22/2024	V006074	LAMPETER-STRASBURG CAFETERIA	5,193.14
274723	2/22/2024	V004009	LEBANON SCHOOL DISTRICT-FOOD	5,050.45
274724	2/22/2024	V005608	LITERACY COUNCIL OF LANCASTER-	49,477.31
274725	2/22/2024	V012607	LIVING STRONG CONSULTING LLC	1,525.00
274726	2/22/2024	V007250	MANHEIM CENTRAL S D FOOD SERVI	3,715.00
274727	2/22/2024	V014059	MASONIC VILLAGES OF THE GRAND	1,515.20
274728	2/22/2024	V014745	MAXIM HEALTHCARE SERVICES HOLD	7,885.30
274729	2/22/2024	V002120	MET-ED	872.48
274730	2/22/2024	V002186	MONTGOMERY COUNTY IU 23	200.00
274731	2/22/2024	V015797	NEW HOLLAND EARLY LEARNING CEN	35,083.34
274732	2/22/2024	V002437	PALMYRA AREA SCHOOL DISTRICT	1,567.60
274733	2/22/2024	V013568	PAN, YI-CHENG	851.48
274734	2/22/2024	V005981	PANERA BREAD COMPANY	922.28
274735	2/22/2024	V015043	PENN WASTE INC	298.02
274736	2/22/2024	V015196	PHOENIX COURIER LTD	14,067.00
274737	2/22/2024	V006323	PITNEY BOWES GLOBAL	1,109.55
274738	2/22/2024	V002615	PPL ELECTRIC UTILITIES	368.74
274739	2/22/2024	V014603	QBS LLC	1,200.00
274740	2/22/2024	V002906	SCHREIBER PEDIATRIC REHAB CENT	14,502.97
274741	2/22/2024	V015647	SHEIRER, STEVEN M	428.67
274742	2/22/2024	V016216	STRAY LIGHTS LLC	24,395.00
274743	2/22/2024	V016145	TEAM LEWIS INC	4,225.00
274744	2/22/2024	V016265	THE MIQUON SCHOOL	15.00
274745	2/22/2024	V014923	WEAVER ASSOCIATES INC	340.00
274746	2/27/2024	V014671	LEARNING OPPORTUNITIES GROUP	702.00
274747	2/29/2024	V012767	ABECEDARIAN ABC LLC	41.25
274748	2/29/2024	V011213	ALL HANDS INTERPRETING SERVICE	41,129.33
274749	2/29/2024	V000137	ANNVILLE-CLEONA SCHL DISTRICT	10,295.49
274750	2/29/2024	V006090	ASL SERVICES	360.00
274751	2/29/2024	V000259	BEHAVIOR ANALYST CERT BOARD IN	100.00
274752	2/29/2024	V009047	BELL TECHLOGIX	37.92

274753	2/29/2024	V000610	COLUMBIA BOROUGH SCHOOL DISTRI	17,741.14
274754	2/29/2024	V000643	CONESTOGA VALLEY SCHOOL DIST	43,466.58
274755	2/29/2024	V016100	COX, ROBERT	120.00
274756	2/29/2024	V012622	DELTA-T GROUP INC	5,774.02
274757	2/29/2024	V008392	DIRECT ENERGY BUSINESS	2,951.57
274758	2/29/2024	V009892	DRUG & ALCOHOL REHAB SERVICES	43,330.62
274759	2/29/2024	V004384	EASTERN LANCASTER COUNTY S D	13,139.38
274760	2/29/2024	V000909	EASTERN LEBANON COUNTY SCHOOL	16,236.94
274761	2/29/2024	V008417	ELIZABETHTOWN COLLEGE	250.00
274762	2/29/2024	V004006	EPHRATA AREA SCHOOL DISTRICT	38,169.48
274763	2/29/2024	V008807	FOX ROTHSCHILD LLP	19,143.73
274764	2/29/2024	V010113	GENERAL HEALTHCARE RESOURCES L	6,791.04
274765	2/29/2024	V014801	GENIUS SIS LLC	189.75
274766	2/29/2024	V001403	HERSHEY ENTERTAINMENT & RESORT	5,419.58
274767	2/29/2024	V004859	LA ACADEMIA CHARTER SCHOOL	843.78
274768	2/29/2024	V004859	LA ACADEMIA CHARTER SCHOOL	47,098.00
274769	2/29/2024	V001774	LANC LEBANON JOINT AUTHORITY	28,663.54
274770	2/29/2024	V007187	LANCASTER SCIENCE FACTORY	775.00
274771	2/29/2024	V006956	LEBANON FAMILY YMCA	13,081.89
274772	2/29/2024	V012607	LIVING STRONG CONSULTING LLC	5,150.00
274773	2/29/2024	V009986	MADISON NATIONAL LIFE INS INC	2,724.27
274774	2/29/2024	V014340	MANHEIM AREA WATER AND SEWER A	1,159.02
274775	2/29/2024	V014745	MAXIM HEALTHCARE SERVICES HOLD	5,011.47
274776	2/29/2024	V002120	MET-ED	3,458.87
274777	2/29/2024	V002178	MONESSEN CITY SCHOOL DISTRICT	330.00
274778	2/29/2024	V013693	NATIONAL VISION ADMINISTRATORS	7,459.89
274779	2/29/2024	V015462	NETRALITY HOLDCO TRUST	3,693.00
274780	2/29/2024	V015797	NEW HOLLAND EARLY LEARNING CEN	12,669.72
274781	2/29/2024	V002341	NORTHERN LEBANON SCHOOL DISTRI	34,411.38
274782	2/29/2024	V002437	PALMYRA AREA SCHOOL DISTRICT	34,800.16
274783	2/29/2024	V013568	PAN, YI-CHENG	561.22
274784	2/29/2024	V005981	PANERA BREAD COMPANY	154.21
274785	2/29/2024	V002517	PEQUEA VALLEY SCHOOL DISTRICT	24,838.41
274786	2/29/2024	V009310	RUFUS BRUBAKER REFRIGERATION L	452.42
274787	2/29/2024	V002897	SCHOOL DISTRICT OF LANCASTER	43,695.10
274788	2/29/2024	V015682	SMOOTHIE JOE'S INC	1,104.94
274789	2/29/2024	V003055	SOLANCO SCHOOL DISTRICT	30,297.26
274790	2/29/2024	V014859	STEELSAFE STORAGE SOLUTIONS LL	145.00
274791	2/29/2024	V009885	TAYLOR BRAND GROUP LLC	110.00
274792	2/29/2024	V016145	TEAM LEWIS INC	2,617.50
274793	2/29/2024	V015560	TENTS FOR RENT LLC	28,101.37
274794	2/29/2024	V003262	TERMINIX INTERNATIONAL COMPANY	94.00
274795	2/29/2024	V003309	TOM FALK PLUMBING & HEATING IN	2,822.48
274796	2/29/2024	V012867	TRANSPERFECT GLOBAL INC	632.10
274797	2/29/2024	V003354	UGI UTILITIES INC	999.86
274798	2/29/2024	V003374	UNIVERSITY OF OREGON	500.00
274799	2/29/2024	V003175	UNREAL CATERING HBG	2,072.00
274800	2/29/2024	V012720	VEOLIA WATER PENNSYLVANIA INC	417.57
274801	2/29/2024	V003762	VERIZON	87.46
274802	2/29/2024	V003762	VERIZON	400.10
274803	2/29/2024	V003762	VERIZON	3,621.99
274804	2/29/2024	V004062	WARWICK SCHOOL DISTRICT	30,310.86
274805	2/29/2024	V014089	WELSH, ROBERT C	4,800.00
274806	2/29/2024	V003650	WIZARD LOCK & SAFE CO	20.23
274807	3/13/2024	V015071	ADORAMA INC	11,461.98
274808	3/13/2024	V015989	AIRA TECH CORP	520.04
274809	3/13/2024	V004406	ALLEGION ACCESS TECHNOLOGIES L	1,071.02
274815	3/13/2024	V000094	AMAZON.COM LLC	47,212.52

274816	3/13/2024	V009348	AMERICAN NATIONAL RED CROSS	1,474.00
274817	3/13/2024	V015537	AMERICHEM INTERNATIONAL INC	489.32
274818	3/13/2024	V014247	ANCHOR DEVELOPMENT LLC	1,200.00
274819	3/13/2024	V000137	ANNVILLE-CLEONA SCHL DISTRICT	555.00
274820	3/13/2024	V006347	APPLE COMPUTER INC	12,051.00
274821	3/13/2024	V000159	ARJOHUNTLEIGH INC	798.00
274822	3/13/2024	V000165	ASCD-ASSOC FOR SUPERVISION	985.00
274823	3/13/2024	V013749	B MOYER RADIO COMMUNICATIONS L	25.00
274824	3/13/2024	V016276	BALMER, JENNIFER	279.00
274825	3/13/2024	V004328	BATTERIES PLUS	61.20
274826	3/13/2024	V009047	BELL TECHLOGIX	67,080.58
274827	3/13/2024	V010991	BILLINGS BILINGUAL LLC	432.00
274828	3/13/2024	V005600	BORTEK INDUSTRIES INC	207.55
274829	3/13/2024	V014314	BROWN PLUS	7,951.42
274830	3/13/2024	V003997	CAPITAL AREA IU 15	863,536.00
274831	3/13/2024	V008874	CARAHSOFT TECHNOLOGY CORP	1,612.80
274832	3/13/2024	V016086	CARMEN R. ROWE	900.00
274833	3/13/2024	V000479	CATHOLIC CHARITIES OF THE DIOC	2,704.78
274834	3/13/2024	V000862	CDW GOVERNMENT INC	3,713.29
274835	3/13/2024	V001787	CENTRAL PENN BUSINESS GROUP ON	3,000.00
274836	3/13/2024	V013924	CHUBB, CRAIG	45.56
274837	3/13/2024	V013144	CIPRIANI & WERNER PC	1,831.50
274838	3/13/2024	V010581	CLARK INC	3,746.62
274839	3/13/2024	V011770	CLIMB CHANNEL SOLUTIONS	28,997.50
274840	3/13/2024	V000680	COMPASS MARK	480.00
274841	3/13/2024	V011641	CONESTOGA VALLEY FOOD SERVICE	526.00
274842	3/13/2024	V011641	CONESTOGA VALLEY FOOD SERVICE	620.00
274843	3/13/2024	V000704	CRISIS PREVENTION INSTITUTE	1,000.00
274844	3/13/2024	V014735	DATA MAKES THE DIFFERENCE LLC	1,014.00
274845	3/13/2024	V014341	DAVCO ADVERTISING INC	418.02
274846	3/13/2024	V006537	DENMAR ASSOCIATES	866.75
274847	3/13/2024	V004714	DHF ASSOCIATES	16,046.28
274848	3/13/2024	V012532	DUNK, KRISTA	165.00
274849	3/13/2024	V000909	EASTERN LEBANON COUNTY SCHOOL	274.60
274850	3/13/2024	V011823	ECKERT, ERIKA	492.46
274851	3/13/2024	V010022	ESSENTIAL FOR LIVING, P.A.	9,343.80
274852	3/13/2024	V001042	FANSLER, ANN E	300.00
274853	3/13/2024	V013085	FILEWAVE (USA) INC	6,300.00
274854	3/13/2024	V014439	GATEWAY EDUCATION HOLDINGS LLC	44.61
274855	3/13/2024	V001206	GERHART COFFEE CO	298.00
274856	3/13/2024	V007173	GILBERT CONSULTING LLC	175.00
274857	3/13/2024	V011080	GLOBAL DATA CONSULTANTS LLC	68,866.64
274858	3/13/2024	V001257	GOVCONNECTION INC	1,114.28
274859	3/13/2024	V001263	GRAINGER	392.22
274860	3/13/2024	V014769	GUERNSEY INC	3,891.50
274861	3/13/2024	V005798	H & M DIVERSIFIED ENTERPRISES	961.06
274862	3/13/2024	V008215	HAJOCA CORPORATION	179.00
274863	3/13/2024	V009024	HARKNESS FRY LTD	4,980.40
274864	3/13/2024	V016238	HEAT TRAK	3,574.29
274865	3/13/2024	V001427	HILLYARD INC - LANCASTER	2,365.69
274866	3/13/2024	V001448	HOFFMAN FORDLAND INC	1,163.56
274867	3/13/2024	V001448	HOFFMAN FORDLAND INC	282.60
274868	3/13/2024	V016042	HORST, ANGELA	165.00
274869	3/13/2024	V001527	INDIANA COUNTY TECHNOLOGY CTR	543.12
274870	3/13/2024	V010816	INTRADO LIFE & SAFETY INC	268.75
274871	3/13/2024	V001589	JACKSON'S WINDOW SHOPPE INC	225.00
274872	3/13/2024	V016248	JOEL ROSSMAN ENTERPRISES	382.99
274873	3/13/2024	V011422	KARL WOLF JR DRIVING TRAINING	580.00

274874	3/13/2024	V003869	KLEPPERS KEY SHOP	5,286.29
274875	3/13/2024	V013892	KUNDER, MICHELLE	180.00
274876	3/13/2024	V001767	LAKESHORE LEARNING MATERIALS	9,309.02
274877	3/13/2024	V001771	LAMPETER-STRASBURG SCHL DIST	2,648.50
274878	3/13/2024	V004033	LANC LEB IU 13 (STW)	267.07
274879	3/13/2024	V004004	LE WEY INC	39.98
274880	3/13/2024	V004046	LEBANON VALLEY CHAMBER OF COMM	450.00
274881	3/13/2024	V015480	LERNER PUBLISHING GROUP INC	365.98
274882	3/13/2024	V001803	LNP MEDIA GROUP INC	1,049.00
274883	3/13/2024	V004872	LONGENECKER'S TRUE VALUE	74.07
274884	3/13/2024	V014690	LUGAILA MECHANICAL INC.	6,500.00
274885	3/13/2024	V015112	MAJOR LEAGUE SCREEN PRINTING &	1,427.50
274886	3/13/2024	V006999	MANHEIM TWNHP SCHOOL DIST CAF	957.45
274887	3/13/2024	V003552	MANSON WESTERN LLC	321.20
274888	3/13/2024	V013496	MARCO HOLDINGS LLC	4,000.00
274889	3/13/2024	V015782	MATTERHACKERS INC	215.64
274890	3/13/2024	V010535	MCGRAW HILL EDUCATION INC	1,970.02
274891	3/13/2024	V002194	MCKESSON MEDICAL-SURGICAL GOVE	214.64
274892	3/13/2024	V007565	MERRIS JR, CHARLES	10.72
274893	3/13/2024	V016272	MISS LISA BOOKS LLC	175.00
274894	3/13/2024	V015138	MORAVIAN MANORS INC	2,856.00
274895	3/13/2024	V011427	MURRAY, STACI	42.88
274896	3/13/2024	V002285	NATIONAL COUNCIL OF TEACHERS O	99.00
274897	3/13/2024	V002283	NCS PEARSON INC	178.89
274898	3/13/2024	V015656	NEW VISION HOLDINGS LLC	4,017.95
274899	3/13/2024	V001327	NO TEARS LEARNING INC	89.10
274900	3/13/2024	V002356	NYSED	4.00
274901	3/13/2024	V002356	NYSED	4.00
274902	3/13/2024	V002356	NYSED	4.00
274903	3/13/2024	V016264	OBERG , ANJA	1,360.43
274904	3/13/2024	V002367	OFFICE BASICS INC	9,627.64
274905	3/13/2024	V010551	OMNI GROUP, THE	7,275.00
274906	3/13/2024	V005778	PAACE	9,440.00
274907	3/13/2024	V002437	PALMYRA AREA SCHOOL DISTRICT	215.20
274908	3/13/2024	V005981	PANERA BREAD COMPANY	715.14
274909	3/13/2024	V015017	PARRISH, JAY	400.00
274910	3/13/2024	V015532	PARTNER PURCHASING GROUP LLC	12,104.93
274911	3/13/2024	V002457	PASPA	98.00
274912	3/13/2024	V013632	PEACEFUL POSES KIDS YOGA	300.00
274913	3/13/2024	V004010	PENNSYLVANIA ASSOCIATION OF FE	625.00
274914	3/13/2024	V004010	PENNSYLVANIA ASSOCIATION OF FE	500.00
274915	3/13/2024	V002575	PENNSYLVANIA HEAD START ASSOCI	4,360.00
274916	3/13/2024	V016214	PERRY, ISIAH L	750.00
274917	3/13/2024	V002598	POSITIVE PROMOTIONS INC	527.84
274918	3/13/2024	V011683	POWERSCHOOL HOLDINGS LLC	2,862.00
274919	3/13/2024	V002622	PRENTKE ROMICH COMPANY	837.35
274920	3/13/2024	V014603	QBS LLC	1,740.00
274921	3/13/2024	V009131	QUENCH USA INC	150.00
274922	3/13/2024	V015396	RAFFENSPERGER ENTERPRISES LLC	10,963.80
274923	3/13/2024	V012646	READING LEAGUE, THE	100.00
274924	3/13/2024	V006504	REED'S LOCK & ACCESS INC	112.50
274925	3/13/2024	V003929	RICHARD L SENSENIG CO	300.00
274926	3/13/2024	V013443	RIVERSIDE ASSESSMENTS LLC	8,205.34
274927	3/13/2024	V016281	SAFE PLACE MINISTRY LLC	1,500.00
274928	3/13/2024	V016077	SAFE-LATCH LLC	134.00
274929	3/13/2024	V014067	SANGIOVANNI, JOHN	2,350.00
274930	3/13/2024	V015990	SAVVAS LEARNING COMPANY LLC	2,340.00
274931	3/13/2024	V002887	SCHOLASTIC INC	37.95

274932	3/13/2024	V002900	SCHOOL HEALTH	45.87
274933	3/13/2024	V013543	SCREEN PRINTING SELECT INC	1,137.30
274934	3/13/2024	V015529	SEXTON, RYAN	18.76
274935	3/13/2024	V008695	SHERWIN WILLIAMS	57.08
274936	3/13/2024	V016230	SIGHTED IN LLC	9,980.00
274937	3/13/2024	V016089	SKOLNICK, JULIE	2,700.00
274938	3/13/2024	V002572	SONOVA USA INC	776.00
274939	3/13/2024	V004217	TANNER FURNITURE OF PA INC	9,016.56
274940	3/13/2024	V008283	TEXAS NEW MEXICO NEWSPAPER PAR	225.89
274941	3/13/2024	V003296	TK ELEVATOR CORPORATION	1,444.11
274942	3/13/2024	V003309	TOM FALK PLUMBING & HEATING IN	7,536.37
274943	3/13/2024	V003311	TOMLINSON BOMBERGER INC	2,481.90
274944	3/13/2024	V014142	TRAFERA HOLDINGS LLC	465.00
274945	3/13/2024	V012867	TRANSPERFECT GLOBAL INC	510.00
274946	3/13/2024	V015404	TWILIO INC	71.52
274947	3/13/2024	V003355	ULINE	1,450.80
274948	3/13/2024	V006379	UNIVERSITY OF MARYLAND BALTIMO	2,829.00
274949	3/13/2024	V011441	VERITIV OPERATING COMPANY	6,234.76
274950	3/13/2024	V010485	VOYAGER SOPRIS LEARNING INC	639.10
274951	3/13/2024	V009983	WEINGART DESIGN INC	1,490.89
274952	3/13/2024	V010395	WELCH ALLYN INC	1,050.00
274953	3/13/2024	V003650	WIZARD LOCK & SAFE CO	8.67
274954	3/13/2024	V002585	YOUNG PS ACQUISITIONS LLC	124.68
274955	3/13/2024	V006863	ZERO TO THREE	248.00
56414985	2/9/2024	00007302	ADAMS, MELISSA ANN	141.88
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56414987	2/9/2024	00013056	ANASTASIO, MARGARET A	49.63
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56414990	2/9/2024	00013300	AUMAN, MADISON C	46.23
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56414992	2/9/2024	00010385	BARR, PATRICIA K	66.24
56414993	2/9/2024	00011482	BARTHOLOMEW, ALYSSA MARIE	113.70
56414994	2/9/2024	00012936	BAXTER, MORGAN A	116.37
56414995	2/9/2024	00013313	BAYNHAM, STEPHANIE L	29.30
56414996	2/9/2024	00002797	BECK, MELISSA ANN	119.00
56414997	2/9/2024	00002976	BEITZEL, JANICE M	26.83
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56414999	2/9/2024	00012711	BENITES, ARIEL E	410.64
56415000	2/9/2024	00003166	BENNETT, BARBARA J	160.61
56415001	2/9/2024	00012303	BENNETT, DELANEY LYN	281.35
56415002	2/9/2024	00012876	BENNYHOFF, CAITLIN F	113.91
56415003	2/9/2024	00004626	BERLIN, LIZBETH A	155.64
56415004	2/9/2024	00001168	BETANCOURT, WILLIAM	398.40
56415005	2/9/2024	00012835	BIGSBY, JESSICA M	109.77
56415006	2/9/2024	00003188	BLANTZ, LORI A	321.59
56415007	2/9/2024	00012565	BLOCKER, MEGAN E	700.00
56415008	2/9/2024	00012995	BOOKER, BRIAN M	56.60
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56415011	2/9/2024	00001189	BRIGHTBILL, MELISA MARIE	186.79
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56415013	2/9/2024	00013061	BROWN, JULIE L	530.56
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56415015	2/9/2024	00013248	BUCHER, BRADLEY B	128.29
56415016	2/9/2024	00012247	BUSH, KATHERINE MARIE	53.49
56415017	2/9/2024	00006627	CAMPBELL, AMANDA L	104.27
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56415022	2/9/2024	00013091	CLOUD, TARA L	68.61
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56415026	2/9/2024	00013130	COSTELLO, KRISTI JO	28.13
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56415033	2/9/2024	00011938	DIAZ, EMILY CAATHERINE	57.38
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56415042	2/9/2024	00007054	EVANS, NICHOLAS	289.45
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56415123	2/9/2024	00009705	PASTORELLA, ABIGAIL	70.91
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56415130	2/9/2024	00000970	PRICE, JOHN P	302.64
56415131	2/9/2024	00000824	PRICE, SHERRI LYN	198.94
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56415133	2/9/2024	00012262	PUERZER, HOPE E	80.40
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56415138	2/9/2024	00000779	REBER, TRICIA	85.84
56415139	2/9/2024	00010009	REINA, CAROL S	134.33
56415140	2/9/2024	00010143	REMLINGER, JENNIFER MARIE	25.28
56415141	2/9/2024	00011019	REYES, MARIA E	225.00
56415142	2/9/2024	00013263	RICHWINE, SARA	14.26
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56415145	2/9/2024	00000819	RIFE, HEATHER	201.81
56415146	2/9/2024	00005162	RISSE, SHARON	202.05
56415147	2/9/2024	00000710	ROBBINS, JEAN A	43.06
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56415152	2/9/2024	00010548	RUHL, SARAH J	3.22
56415153	2/9/2024	00005445	SALEM, CALLIE A	57.39
56415154	2/9/2024	00002992	SANDERS, STEFANIE L	133.32
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56415156	2/9/2024	00011711	SAWYER, CARA E	10.82
56415157	2/9/2024	00009128	SCHLOSSER, LEAH E	361.44
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56415159	2/9/2024	00010171	SCHULZE, KATELYNN E	121.31
56415160	2/9/2024	00012706	SHANK, KIMBERLY A	233.35
56415161	2/9/2024	00012307	SHARP, SHAYNA E	35.40
56415162	2/9/2024	00004736	SHELLENBERGER, REGINA T	43.51
56415163	2/9/2024	00013222	SHIMER, MORGAN E	3.47
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56415168	2/9/2024	00013003	SNYDER, PAIGE	44.00
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56415189	2/9/2024	00001116	VORHIS, NATALIE K	119.16
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56415208	2/16/2024	00007302	ADAMS, MELISSA ANN	6.00
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56415210	2/16/2024	00008927	ASHTON-LUCKEY, JULIET R	53.96
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56415225	2/16/2024	00010375	CAMPAGNA, ABBEY M	52.78
56415226	2/16/2024	00012258	CAMPBELL, JENNIFER J	280.01
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56415248	2/16/2024	00008997	HARNED, ASHLEY B	409.26
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56415266	2/16/2024	00012974	KUHN, JEFFREY R	44.41
56415267	2/16/2024	00010671	L'ORANGE, LINDA L	20.86
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56415273	2/16/2024	00008739	LEWIS, THERESE M	245.67
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56415471	3/1/2024	00000217	MURR, LINDA J	21.26
56415472	3/1/2024	00007576	MYERS, SCOTT	70.82
56415473	3/1/2024	00005774	NEUPAUER, EFTIHIA G	88.70
56415474	3/1/2024	00001499	NORTON, LAURA E	5.67
56415475	3/1/2024	00002924	PAGANO, CARLY B	225.00
56415476	3/1/2024	00011010	PAPPALARDO, EMILY H	8.19
56415477	3/1/2024	00005040	PRITCHETT, JANET M	38.15
56415478	3/1/2024	00000270	RAY, BEATRIX E	218.33
56415479	3/1/2024	00011201	REINHART, JENNIFER A	167.61
56415480	3/1/2024	00013263	RICHWINE, SARA	29.97
56415481	3/1/2024	00013019	ROBINSON, J JONATHAN	38.69
56415482	3/1/2024	00000711	ROTH, AMY LYNNE	438.92

56415483	3/1/2024	00010548	RUHL, SARAH J	3.22
56415484	3/1/2024	00004736	SHELLENBERGER, REGINA T	12.87
56415485	3/1/2024	00013222	SHIMER, MORGAN E	9.84
56415486	3/1/2024	00012029	SIERRA, ASHLEY	40.44
56415487	3/1/2024	00011648	SIGLE, GEORGE S	3.07
56415488	3/1/2024	00002824	SMITH, TRACEY REBER	304.85
56415489	3/1/2024	00012965	STEFFISH, BRIANNA N	99.64
56415490	3/1/2024	00011626	STEINER, MEAGAN L	362.94
56415491	3/1/2024	00013289	STIEF, CAITLYN ELIZABETH	53.65
56415492	3/1/2024	00007298	TAPPANY, D MICHELE	999.55
56415493	3/1/2024	00000259	THOMPSON, BARBARA C	173.76
56415494	3/1/2024	00001006	WALTER, KETRINA LYNN	583.05
56415495	3/1/2024	00005403	WARD, NICHOLE L	16.32
56415496	3/1/2024	00013144	WEBER, MALLORY ELIZABETH	227.51
56415497	3/1/2024	00003415	WILLIAMS, DEANNA R	56.15
56415498	3/1/2024	00013347	WODARCZYK, KATEE C	12.84
56415499	3/1/2024	00013010	ZIMMERMAN, JASON N	1,200.46
CONF REG	2/29/2024	00012622	ASHBY, YASHIRA	34.99
TUITION	2/29/2024	00008927	ASHTON-LUCKEY, JULIET R	2,370.00
TUITION	2/15/2024	00000663	DONAT, DIANE E	475.00
TUITION	2/15/2024	00012521	EDWARDS, ABIGAIL S	51.80
TUITION	2/15/2024	00004183	GARCIA, MARITZA M	2,490.00
TUITION	2/15/2024	00011754	HEISER, KAYLA M	420.00
TUITION	2/29/2024	00011754	HEISER, KAYLA M	420.00
TUITION	2/29/2024	00010776	HOOTON, STEPHANIE ROSE	1,512.00
TUITION	2/29/2024	00010406	MELLON, HEIDI M	3,159.00
TUITION	2/15/2024	00013304	MILLER, NICOLE M	1,451.40
TUITION	2/29/2024	00002006	MITCHELL, SARAH G	3,100.50
TUITION	2/29/2024	00000242	NESBITT, JUDY M	475.00
TUITION	2/15/2024	00009753	NICARRY, STACEY M	994.00
TUITION	2/15/2024	00012695	O'NEILL, KATE	1,548.00
TUITION	2/29/2024	00011010	PAPPALARDO, EMILY H	3,348.00
TUITION	2/15/2024	00012801	PONCE-GARCIA, ANJULI E	1,632.00
TUITION	2/29/2024	00011828	STANGL, ERIN NICOLE CAM	525.00
TUITION	2/15/2024	00013160	THOMPSON, JENNIFER P	3,096.00
TUITION	2/15/2024	00004240	VAN TASSEL, KRISTINE E	4,644.00
TUITION	2/29/2024	00005842	WEAVER, EMILY BREM	475.00
TUITION	2/15/2024	00012747	WELK, LARA E	3,019.80
TUITION	2/15/2024	00012589	WIEST, ALEXANDRIA	1,632.00
TUITION	2/15/2024	00001105	WISE, LAUREN E	2,430.00
				<hr/>
				\$ 5,723,159.70
				<hr/>

BUSINESS SERVICES

Request approval of the following Business Services Items:

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 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 approval/adoption process.)

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	APEX ADVERTISING INC	3/14/24-6/1/24	Not to exceed \$22,500.00	Creation and Management of IU13 Store for Staff Appreciation Day	Vendor will launch IU13 store for Staff Appreciation Week, including options for staff to select from. Vendor will create and manage store front, and handle all aspects of fulfillment, delivery, and quality assurance. Price not to exceed \$22,500.00.	Quotations
2.	Business (EDO)	015 STATEWIDE INITIATIVES	PROFESSIONAL	Federal	KORU STRATEGY GROUP LLC	3/13/24-6/30/24	\$200,500.00	LEA continuous improvement	To provide Steering Team Planning, Design, and monthly Strategy/Coordination Readiness Sessions for four LEAs including two full-day workshops (full group) and a total of six 90-minute workshops.	Sole Source
3.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL (Amendment)	Federal	PENN STATE UNIVERSITY, THE	7/1/23-9/30/23	Not to exceed \$306,623.04	National Autism Conference	Amendment of C2344013, originally approved 5/24/2023. This revision is to address an increase of \$77,623.04 for a new contract total of \$306,623.04 for the National Autism Conference.	Sole Source

Board Month: MARCH
Count: 3

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	State	WILKINSBURG BOROUGH SCHOOL DIST	10/1/23-6/30/24	Not to exceed \$46,138.34	Computer Science TA and training support	To support Computer Science learning and Technical Assistance for the contractor school district as part of a statewide strategy of technology learning support.
2.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	State	DUQUESNE CITY SCHOOL DISTRICT	10/1/23-6/30/24	Not to exceed \$47,962.72		
3.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	UPPER ADAMS 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.

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$335,834	\$411,810	\$435,754	\$23,944
Object: 130	Professional - Other	426,671	453,960	458,067	4,107
Object: 150	Office/Clerical	185,765	199,510	192,250	(7,260)
	Subtotal	948,270	1,065,280	1,086,071	20,791
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	688	800	708	(92)
Object: 220	Social Security Contributions	68,224	81,720	83,086	1,366
Object: 230	Retirement Contributions	330,342	362,150	368,179	6,029
Object: 240	Tuition Reimbursement	4,818	7,680	11,339	3,659
Object: 260	Workers' Compensation	6,648	7,630	7,604	(26)
Object: 271	Medical Health Benefits	129,152	138,580	145,732	7,152
Object: 272	Dental Health Benefits	6,029	6,580	6,295	(285)
Object: 274	Income Protection Benefits	1,953	2,210	2,088	(122)
Object: 279	Medical Stabilization	0	(13,844)	0	13,844
Object: 290	Other Employee Benefits	26,525	31,410	33,571	2,161
	Subtotal	574,379	624,916	658,602	33,686
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	15,770	5,500	4,100	(1,400)
Object: 330	Other Professional Services	500	1,100	1,700	600
Object: 331	Legal Fees	0	500	800	300
Object: 340	Technical Services	119	100	360	260
Object: 348	Services in Support of Technology	5,747	6,070	5,475	(595)
Object: 360	Employee Training and Development Services	5,862	26,160	30,297	4,137
Object: 390	Other Purchased Professional & Tech Svcs	24,502	34,000	34,200	200
	Subtotal	52,500	73,430	76,932	3,502
PURCHASED PROPERTY SERVICES					
Object: 441	Rental of Land and Buildings	201,127	207,840	205,367	(2,473)
Object: 448	Lease/Rental of Hardware & Related Tech	3,875	4,020	3,779	(241)
	Subtotal	205,002	211,860	209,146	(2,714)
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	15	20	13	(7)
Object: 549	Other Advertising/Public Relations	1,701	2,700	3,800	1,100
Object: 550	Printing and Binding	6,918	8,360	6,011	(2,349)
Object: 580	Travel	6,138	26,040	18,656	(7,384)
Object: 599	Other Misc Purchased Services	8,648	10,000	9,228	(772)
	Subtotal	23,420	47,120	37,708	(9,412)
SUPPLIES					
Object: 610	General Supplies	10,368	6,020	6,185	165
Object: 634	Snacks	262	0	0	0
Object: 635	Meals/Refreshments	7,449	10,200	10,595	395
Object: 640	Books and Periodicals	1,766	790	882	92
Object: 650	Supplies & Fees - Technology Related	4,866	5,200	6,114	914
	Subtotal	24,711	22,210	23,776	1,566
OTHER OBJECTS					
Object: 810	Dues and Fees	6,872	11,890	9,634	(2,256)
	Subtotal	6,872	11,890	9,634	(2,256)
TOTAL EXPENDITURES		\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
LOCAL REVENUES					
6510	Interest on Invest & Checking Accts	\$0	\$130,000	\$134,000	\$4,000
6920	Contributions & Donations from Private Srcs	20,000	0	0	0
	Subtotal	20,000	130,000	134,000	4,000
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	34,112	40,860	41,544	684
7820	State Share Retirement Contributions	165,171	181,075	184,092	3,017
	Subtotal	199,283	221,935	225,636	3,701
OTHER FUNDING SOURCES					
9310	General Fund Transfers	1,615,871	1,704,771	1,742,233	37,462
	Subtotal	1,615,871	1,704,771	1,742,233	37,462
TOTAL REVENUES		\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$40,657	\$32,673	\$33,915	\$1,242
Object: 130	Professional - Other	99,592	114,935	127,803	12,868
Object: 150	Office/Clerical	72,018	71,999	77,091	5,092
Subtotal		212,267	219,607	238,809	19,202
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	208	209	216	7
Object: 220	Social Security Contributions	15,834	16,798	18,269	1,471
Object: 230	Retirement Contributions	73,305	73,812	80,056	6,244
Object: 240	Tuition Reimbursement	1,431	1,440	960	(480)
Object: 260	Workers' Compensation	1,486	1,538	1,672	134
Object: 271	Medical Health Benefits	39,144	39,600	44,322	4,722
Object: 272	Dental Health Benefits	1,827	1,847	1,914	67
Object: 274	Income Protection Benefits	602	609	631	22
Object: 279	Medical Stabilization	0	(3,960)	0	3,960
Object: 290	Other Employee Benefits	2,961	2,450	2,544	94
Subtotal		136,798	134,343	150,584	16,241
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	13,000	13,000	13,000	0
Object: 348	Services in Support of Technology	1,514	1,448	1,518	70
Object: 360	Employee Training and Development Services	1,342	5,355	6,122	767
Object: 390	Other Purchased Professional & Tech Svcs	0	800	800	0
Subtotal		15,856	20,603	21,440	837
PURCHASED PROPERTY SERVICES					
Object: 432	Repairs & Maintenance Svcs of Equip	2,145	0	1,000	1,000
Object: 433	Repairs & Maintenance Svcs of Vehicles	388	3,500	3,500	0
Object: 441	Rental of Land and Buildings	17,181	14,294	16,200	1,906
Object: 448	Lease/Rental of Hardware & Related Tech	1,171	930	1,247	317
Subtotal		20,885	18,724	21,947	3,223
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	137	174	134	(40)
Object: 549	Other Advertising/Public Relations	155	1,000	1,000	0
Object: 550	Printing and Binding	1,478	312	1,318	1,006
Object: 580	Travel	9,514	10,611	12,689	2,078
Object: 599	Other Misc Purchased Services	5,220	0	0	0
Subtotal		16,504	12,097	15,141	3,044
SUPPLIES					
Object: 610	General Supplies	10,803	2,850	4,350	1,500
Object: 626	Gasoline	2,471	4,500	5,500	1,000
Object: 634	Snacks	904	0	0	0
Object: 635	Meals/Refreshments	15,728	17,715	17,020	(695)
Object: 640	Books and Periodicals	71	0	0	0
Object: 650	Supplies & Fees - Technology Related	798,806	792,823	778,808	(14,015)
Subtotal		828,783	817,888	805,678	(12,210)
PROPERTY					
Object: 762	Capital Equipment Replacement	14,142	8,750	0	(8,750)
Subtotal		14,142	8,750	0	(8,750)
OTHER OBJECTS					
Object: 810	Dues and Fees	1,269	640	720	80
Subtotal		1,269	640	720	80
OTHER USES OF FUNDS					
Object: 938	General Admin Overhead Allocation	70,911	65,491	69,163	3,672
Subtotal		70,911	65,491	69,163	3,672
TOTAL EXPENDITURES		\$1,317,415	\$1,298,143	\$1,323,482	\$25,339

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$23,968	\$15,000	\$25,000	\$10,000
6944	Receipts Other LEAs in PA - Ed	65,595	27,696	28,211	515
6947	Receipts from Members by Withholding	655,835	668,296	681,662	13,366
6948	Receipts Directly from Members	462,418	503,576	501,216	(2,360)
6949	Other Tuition from Patrons	1,513	140	140	0
6970	Services Provided Other Funds	15,027	16,372	18,090	1,718
6999	All Other Revenues	2,447	21,300	20,000	(1,300)
6999	All Other Revenues - Carryover	46,042	458	0	(458)
	Subtotal	1,272,845	1,252,838	1,274,319	21,481
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	7,917	8,399	9,135	736
7820	State Share Retirement Contributions	36,653	36,906	40,028	3,122
	Subtotal	44,570	45,305	49,163	3,858
	TOTAL REVENUES	\$1,317,415	\$1,298,143	\$1,323,482	\$25,339

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2024-2025 Core Program of Services
Program Summary
March 13, 2024

Program	Program Name	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
1100	Core Program of Services-Executive Director's Office	\$484,509	\$623,823	\$624,181	\$358
1101	Core Program of Services-Technology	91,594	106,477	109,823	3,346
1103	Core Program of Services-Corporate Communications	142,264	147,733	157,544	9,811
1106	Core Program of Services-Early Childhood and Special Education Services	123,481	114,577	118,551	3,974
1107	Core Program of Services-Business Services	83,592	90,769	97,270	6,501
1108	Core Program of Services-Human Resources	119,187	122,047	127,972	5,925
1110	Core Program of Services-Instructional Services	106,749	109,697	114,828	5,131
1111	Core Program of Services-Curriculum and Instruction	683,778	741,583	751,700	10,117
		<u>\$1,835,154</u>	<u>\$2,056,706</u>	<u>\$2,101,869</u>	<u>\$45,163</u>

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2024-2025 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual 2022-23</u>	<u>Actual 2023-24</u>	<u>Estimated* 2024-25</u>
Annville-Cleona	\$10,821.51	\$11,210.92	\$11,513.65
Cocalico	24,183.44	24,708.64	24,923.02
Columbia Borough	5,008.71	5,072.76	5,284.92
Conestoga Valley	43,651.03	43,970.14	44,666.16
Cornwall-Lebanon	37,065.79	38,408.14	41,358.81
Donegal	19,943.86	20,286.05	20,699.66
Eastern Lancaster County	36,659.70	37,434.26	37,440.84
Eastern Lebanon County	19,896.35	20,198.67	20,722.75
Elizabethtown Area	26,984.90	27,619.65	28,216.99
Ephrata Area	30,971.87	31,667.19	32,193.54
Hempfield	60,843.73	62,298.52	63,251.00
Lampeter-Strasburg	26,485.14	26,953.49	27,339.76
School District of Lancaster	46,648.27	47,172.62	48,456.73
Lebanon	10,429.01	10,735.41	11,031.36
Manheim Central	30,624.07	31,157.52	31,190.06
Manheim Township	54,711.84	55,598.69	56,537.71
Northern Lebanon	18,647.04	19,293.54	20,544.16
Palmyra Area	24,655.67	25,150.49	25,610.40
Penn Manor	39,017.82	39,580.21	40,216.16
Pequea Valley	20,184.84	19,806.48	19,671.31
Solanco	32,102.05	32,686.86	32,908.78
Warwick	<u>36,298.38</u>	<u>37,285.77</u>	<u>37,884.23</u>
TOTAL	<u>\$655,835.02</u>	<u>\$668,296.02</u>	<u>\$681,662.00</u>

Formula for IMS Contributions:

1. IMS less state allocation and other resources ÷ by total weight factors = VALUE PER WEIGHT factor.
2. Weight factor per district calculated by subtracting the district aid ratio from 1.00 times the district WADM.
3. Weight factor per district times the value (calculated in #1 above) equals the withholding.
4. District share of IMS Budget is withheld from basic subsidy in December.

*The actual amount payable for 2024-25 will be provided by PDE after the entire processing cycle for the 2022-23 membership data has been completed.

Historical IMS District Contributions:

2006-07	\$738,871.00	2016-17	\$639,215.00
2007-08	\$738,871.00	2017-18	\$639,215.00
2008-09	\$738,871.00	2018-19	\$639,215.00
2009-10	\$621,200.00	2019-20	\$639,215.00
2010-11	\$639,215.00	2020-21	\$655,835.00
2011-12	\$639,215.00	2021-22	\$655,835.00
2012-13	\$639,215.00	2022-23	\$655,835.00
2013-14	\$639,215.00	2023-24	\$668,296.00
2014-15	\$639,215.00	2024-25	\$681,662.00
2015-16	\$639,215.00		

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

Request approval of the following Early Childhood and Special Education Services Items:

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.)

Board
Month: MARCH
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	005 EARLY LEARNERS	PROFESSIONAL (Amendment)	Federal	LIVING STRONG CONSULTING LLC	7/1/23-6/30/24	Not to exceed \$122,030.00	Coach for the Early Head Start and ELECT Programs with Lancaster-Lebanon IU13	Amendment of contract C2344096, originally approved 6/28/2023. This revision increases the contract by \$70,000.00 to provide extra coaching and resources needed to complete an Early Head Start Home-Based program project for a revised contract total of \$122,030.00.	Sole Source

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	005 EARLY LEARNERS	State	LEBANON SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$397,000.00	Head Start Supplemental Assistant Program (HSSAP) Partnership	Amendment of C2344416 originally approved on 10/11/2023. This revision increases the contract by \$75,000 for a new contract total of \$397,000 for increased needs for substitutes and curriculum resources.
2.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	ANNVILLE-CLEONA SCHL DISTRICT	7/1/23-9/30/24	\$175,300.00	Subrecipient Letter of Agreement for implementation of Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds that will be used to support appropriate services to school-age children eligible for services through these funds in accordance with Individuals with Disabilities Education Act (IDEA) guidelines and directives issued by PDE, and provisions to the State IDEA Plan.
3.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	COCALICO SCHOOL DISTRICT	7/1/23-9/30/24	\$491,586.00		
4.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	CONESTOGA VALLEY SCHOOL DIST	7/1/23-9/30/24	\$554,992.00		
5.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	CORNWALL LEBANON SCHOOL DIST	7/1/23-9/30/24	\$610,193.00		
6.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EASTERN LANCASTER COUNTY S D	7/1/23-9/30/24	\$402,817.00		
7.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EASTERN LEBANON COUNTY SCHOOL DISTRICT	7/1/23-9/30/24	\$329,713.00		
8.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	ELIZABETHTOWN AREA SCHOOL DIST	7/1/23-9/30/24	\$477,412.00		
9.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EPHRATA AREA SCHOOL DISTRICT	7/1/23-9/30/24	\$572,149.00		
10.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	HEMPFIELD SCHOOL DISTRICT	7/1/23-9/30/24	\$1,101,778.00		
11.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LAMPETER-STRASBURG SCHL DIST	7/1/23-9/30/24	\$336,426.00		
12.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LEBANON SCHOOL DISTRICT	7/1/23-9/30/24	\$1,354,909.00		
13.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM TOWNSHIP SCHOOL DIST	7/1/23-9/30/24	\$710,897.00		
14.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PENN MANOR SCHOOL DISTRICT	7/1/23-9/30/24	\$721,340.00		
15.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PEQUEA VALLEY SCHOOL DISTRICT	7/1/23-9/30/24	\$255,117.00		
16.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	WARWICK SCHOOL DISTRICT	7/1/23-9/30/24	\$435,639.00		

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

Request approval of the following Instructional Services/Technology Services Items:

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. Second Reading and approval of proposed revised Policy 830 - Security of Computerized Personal Information/ Breach Notification. (Reference Instructional Services/Technology Services Exhibit B.)

(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.)

C. Second Reading and approval of new Policy 830.1 – Data Governance – Storage/Security. (Reference Instructional Services/Technology Services Exhibit C.)

(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.)

D. Award Request for Proposal (RFP) #234-002 – Wide Area Network Consortium (WAN). (Reference Instructional Services/Technology Services Exhibit D.)

(Purpose: To award the WAN Consortium RFP #234-002. The awarded vendors will provide network circuits and equipment to additional school district buildings located within the IU13 WAN. A split award is being recommended between four vendors. The recommendation follows an RFP process which resulted in six proposals being submitted: four for circuits, two for equipment only. A detailed analysis of all proposals received are maintained in the IU13 Business Office.)

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	002 COMMUNITY EDUCATION	PROFESSIONAL	Federal	COMMUNITY SERVICES GROUP	3/1/24-6/30/27	Not to exceed \$4,500.00 Annually	Direct Care Provider Instruction	To provide instruction for Direct Care Provider classes in partnership with Community Services Group. Students will learn basic healthcare skills, including communication, personal care, and First Aid/CPR. This contract covers 3/1/2024-06/30/2027.	Sole Source
2.	IS	004 TEACHING AND LEARNING COLLABORATIVE	PROFESSIONAL	Federal	STROUD WATER RESEARCH CENTER INC	1/1/24-5/8/24	Not to exceed \$11,000.00	MWEE Experience	To provide co-planning with a team member from the Curriculum and Instruction team and six days of mobile lab field experiences on our local watershed, organisms, observational skills, and nature journaling. The work is for a NOAA B-Wet grant.	Sole Source
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	BARRY ISETT & ASSOCIATES INC	3/14/24-12/21/24	\$37,000.00	Sidewalk replacement at NEC	Site architectural and engineering design and plans for the replacement of the Northern Education Center sidewalk. Contractor will administer bid and construction management.	Quotations
4.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/24-6/30/27	\$23,940.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#234-002, this contract provides a Wide Area Network (WAN) circuit to IU13's Northern Education Center for a 36-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 80% of these costs will be paid by E-Rate and the remaining paid by the participating school(s).	RFP# 234-002 E-Rate# 240005430

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
5.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/24-6/30/29	\$162,927.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#234-002, this contract provides Wide Area Network (WAN) circuits to each school site for a 60-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 90% of these costs will be paid by E-Rate and the remaining paid by the participating school(s). Pending contract negotiations.	RFP# 234-002 E-Rate# 240005430
6.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/24-6/30/29	\$261,000.00	Wide Area Network [WAN] circuits	This contract provides a Wide Area Network (WAN) circuit to Yellow Breeches Educational Center's Newville school for a 60-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 90% of these costs will be paid by E-Rate and the remaining paid by the participating school(s). Pending contract negotiations.	E-Rate# 240005430
7.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	CROWN CASTLE INTERNATIONAL CORP	7/1/24-6/30/29	\$132,616.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#234-002, this contract provides a Wide Area Network (WAN) circuit to Brandywine Heights Elementary School, for a 60-month term. The initial capacity delivered to the site will be 10 gigabits per second (Gbps). Pending contract language approval with Crown Castle. An estimated 60-70% of these costs will be paid by E-Rate and the remaining paid by the participating school(s).	RFP# 234-002 E-Rate# 240005430

Board Month: MARCH
Count: 10

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
8.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDATA LTD PTR 3	7/1/24-6/30/44	\$295,345.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#234-002, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site for the purpose of providing a very high bandwidth network connection. PenTeleData will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site for a 240-month term. The initial capacity delivered to each site 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 PenTeleData. An estimated 60-70% of these costs will be paid by E-Rate and the remaining paid by the participating school(s).	RFP# 234-002 E-Rate# 240005430
9.	TS	017 TECHNOLOGY INFRASTRUCTURE	EXTERNAL	Local	COMPUTEC TECHNICAL SOLUTIONS INC	3/18/24-6/30/24	\$23,000.00	Network Cabling at Burle	To provide installation of new cabling to support classrooms, clocks, cameras and badge swipes, etc., in the conference center and the multi-purpose room within the Burle footprint. Pending contract negotiations.	Quotations
10.	TS	017 TECHNOLOGY INFRASTRUCTURE	PROFESSIONAL	Local	WHITAKER BROS BUSINESS MACHINES INC	3/15/24-3/14/27	\$11,796.00	Paper Cutter and Service Contract	Duplication Center paper cutter replacement and 36-month service contract.	Quotations

Policy: 830**Section: 800 Operations****Current Policy Adopted: October 10, 2012****Second Reading/Approval of proposed revised policy: 3/13/24**

Security of Computerized Personal Information/Breach Notification

Purpose

The Board is committed to the security of the Intermediate Unit's computerized data and to addressing the risk of a breach of the Intermediate Unit's systems involving the possible disclosure of personal information. This policy 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.

Authority

The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations and the Intermediate Unit's Records Management Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The Board directs the Intermediate Unit to provide notice as required by law to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

Definitions

Breach of the security of the system - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the Intermediate Unit as part of a database of personal information regarding multiple individuals and that causes, or the Intermediate Unit reasonably believes has caused, or will cause, loss or injury to any resident of the Commonwealth. Acquisition of personal information by an employee or agent acting in good faith on behalf of the Intermediate Unit is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the Intermediate Unit and is not subject to further unauthorized disclosure.[\[10\]](#)

Determination - a verification or reasonable certainty that a breach of the security of the system has occurred.[\[10\]](#)

Discovery - the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.[\[10\]](#)

Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[10\]](#)

Personal information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[10\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[\[10\]](#)
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[\[10\]](#)
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[\[10\]](#)[\[11\]](#)

Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[10\]](#)

Redact - includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number,

state identification card number or account number is accessible as part of the data.[\[10\]](#)

Delegation of Responsibility

The Executive Director or designee shall ensure that the Intermediate Unit provides notice, as required by law, of any breach of the security of the Intermediate Unit's systems.[\[1\]](#)

The Executive Director, in collaboration with appropriate administrators, shall develop administrative regulations to implement this policy, which shall include, but not be limited to:[\[1\]](#)

1. Procedures following discovery of a breach.
2. Procedures for the determination of a breach and whether breach notification is required under the law.
3. Breach notification procedures including timeline requirements, who must be notified and methods for such notice.

Guidelines

Upon determination of a breach of the security of the system, the Executive Director or designee shall provide notice to the district attorney in the county where the breach occurred and to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made in accordance with the provisions of law regarding timelines and methods of notification.[\[1\]](#)

The notice shall be made without an unreasonable delay, except when a law enforcement agency determines and advises the Intermediate Unit in writing, citing the applicable section of law, that the notification would impede a criminal or civil investigation, or the Intermediate Unit must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.[\[12\]](#)[\[13\]](#)

The Intermediate Unit shall also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[1\]](#)

NOTES:

Add the following to the end references only if backup indicates that the IU operates early childhood programs such as Head Start, Early Intervention programs, or child care/preschool programs in IU facilities:
State Department of Human Services Regulations – 55 PA Code Sec. 3270.183

Legal References: [1. 73 P.S. 2301 et seq](#)

2. Pol. 113.4

3. Pol. 113.5

4. Pol. 216

5. Pol. 324

6. Pol. 800

7. Pol. 800.1

8. Pol. 815

9. Pol. 830.1

[10. 73 P.S. 2302](#)

11. Pol. 801

[12. 73 P.S. 2303](#)

[13. 73 P.S. 2304](#)

[15 U.S.C. 1681a](#)

Policy: 830.1**Section: 800 Operations****Second Reading/Approval of proposed new policy: 3/13/24**

Data Governance - Storage/Security

Purpose

The Intermediate Unit is required to collect, create, store and manage data and information. Accurately maintaining and protecting such data is essential for efficient Intermediate Unit operations, legal compliance, confidentiality and upholding trust with the Intermediate Unit community.

This policy addresses the Board's commitment to sound data governance related to the integrity and security of the data collected, maintained, stored and managed by the Intermediate Unit.

Authority

The Board recognizes the importance of establishing and maintaining a system of data governance that addresses Intermediate Unit staff responsibilities and complies with federal and state laws and regulations regarding data storage, security and records management. The Intermediate Unit's data governance system shall meet or exceed industry and/or government standards for data protection and privacy of personal information.[\[1\]](#)[\[2\]](#)

The Board directs that the creation, collection, retention, retrieval and disposition of Intermediate Unit records shall be governed by Board policy and the Intermediate Unit's Records Management Plan and Records Retention Schedule.[\[3\]](#)

The Board directs notifications of a breach of the security of the Intermediate Unit's computerized data system involving an individual's personal information to be conducted in accordance with law and Board policy.[\[4\]](#)[\[5\]](#)

Definitions

Confidential Data/Information - information regarding which law, Board policy or contract prohibit disclosure or that may be disclosed only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information and other personal information regarding students, employees and other individuals associated with the Intermediate Unit.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

Critical Data/Information - information that is essential to Intermediate Unit operations and that must be accurately and securely maintained to avoid disruption to Intermediate Unit operations.

Data Governance - the Intermediate Unit's comprehensive system to ensure the integrity of data created, collected, stored, secured and managed by the Intermediate Unit.

Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[10\]](#)

Personal Information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following when not encrypted or redacted:[\[5\]](#)[\[10\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[\[10\]](#)
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[\[10\]](#)
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[\[10\]](#)[\[11\]](#)

Records Management Plan - the system implemented by the Intermediate Unit for the storage, retention, retrieval and disposition of all records generated by Intermediate Unit operations.[\[3\]](#)

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.[\[3\]](#)

Delegation of Responsibility

The Executive Director, in coordination with the

- Director of Technology Services,
- Director of Human Resources Services,
- Director of Business Services, and
- Project Director for IT Operations and Cyber Security

shall develop procedures necessary to implement this policy.

All individuals who are granted access to confidential and/or critical data/information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such data/information.[5][12]

The Project Director for IT Operations and Cyber Security shall conduct regular vulnerability and risk assessments to monitor the integrity of the Intermediate Unit's system of data governance.

The Executive Director shall ensure that this policy is reviewed at least annually and updated as necessary.[1][2]

Guidelines

The Intermediate Unit's system of data governance shall include, but not be limited to, the following:

1. Data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data.
2. A plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems.
3. Training requirements for individuals who have access to confidential and/or critical data and information.
4. Provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data.[5]
5. An inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system.
6. Procedures for addressing a breach of data and cybersecurity incidents.[5]
7. Procedures and acceptable use provisions for access to data and protection of privacy and personal information for students, staff and other individuals associated with the Intermediate Unit.[5][13]

8. A requirement that all service providers retained or contracted by the Intermediate Unit for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.

Use of Personal Electronic Devices and Resources

The Intermediate Unit prohibits storage of confidential and/or critical data/information of the Intermediate Unit on a personal electronic device, personal email account or other personal platform. Intermediate Unit staff and service providers shall use Intermediate Unit-controlled accounts and platforms to securely access, store or transmit confidential and/or critical data/information of the Intermediate Unit.

Service Providers

Service providers retained or contracted by the Intermediate Unit shall comply with law, Board policy, administrative regulations and Intermediate Unit procedures regarding data security and integrity of data containing confidential and/or critical data/information of the Intermediate Unit.[3][5]

The Intermediate Unit shall ensure that the agreement or contract for service with a service provider who may have access to confidential and/or critical data/information reflects appropriate data security provisions.

Consequences

Failure to comply with law, Board policy, administrative regulations or procedures regarding data governance and security may result in the following disciplinary measures and possible pursuit of civil and criminal sanctions:[14][15][16]

1. Employees may be disciplined up to and including termination.
2. Volunteers may be excluded from providing services to the Intermediate Unit.
3. The termination of a business relationship with a service provider.

Legal References:

[1. 73 P.S. 2305.1](#)

[2. 73 P.S. 2305.2](#)

3. Pol. 800

[4. 73 P.S. 2301 et seq](#)

5. Pol. 830

6. Pol. 113.4

7. Pol. 113.5

8. Pol. 216

9. Pol. 324

[10. 73 P.S. 2302](#)

11. Pol. 801

12. Pol. 828

13. Pol. 815

14. Pol. 317

15. Pol. 818

16. Pol. 916

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

Wide Area Network Consortium (WAN) - RFP #234-002
Award Recommendation

Site	Service	Comcast	Crown Castle	FirstLight	PenTeleData	CNI Sales, Inc	ePlus
Equipment Only	Qty 1 - Ciena 3926m						\$2,935
Brandywine Heights ES 445 W Barkley St, Tipton, PA 19562-1702	10 Gbps Lit - 60 mo		\$132,616				
Brandywine Heights Sr HS 103 Old Tipton Rd, Mertztown, PA 19539-8747	n/a	no award					
Brandywine Heights Intermediate-MS 200 W Weis St, Tipton, PA 19562	n/a	no award					
Lanc Co CTC - Brownstown 231 Snyder Road, Ephrata, PA 17522	n/a	no award					
Lanc Co CTC - Health Science Campus (Annex) 422 Beaver Valley Pike, Willow Street, PA 17584	n/a	no award					
Lanc Co CTC - Mount Joy 432 Old Market Street, Mount Joy, PA 17552	n/a	no award					
Lanc Co CTC - Willow Street Campus 1730 Hans Herr Drive, Willow Street, PA 17584	n/a	no award					
Lititz Area Mennonite School 1050 E Newport Rd, Lititz, PA 17543-8807	4-Strand Dark - 240 mo				\$295,345		
Yellow Breeches - Boiling Springs 510 Park Drive, Boiling Springs, PA 17007	1 Gbps Lit - 60 mo	\$41,125					
Yellow Breeches - Fredericksburg 119 E Walnut St, Fredericksburg, PA 17026	1 Gbps Lit - 60 mo	\$38,067					
Yellow Breeches - Harrisburg 1524 Pine Tree Ave, Harrisburg, PA 17112	1 Gbps Lit - 60 mo	\$35,819					
Yellow Breeches - Newville 3967 Enola Rd, Newville, PA 17241	n/a	No proposals received through RFP process. Direct vendor solicitation used for purchase.					
Yellow Breeches - Springview Dr 7 Springview Rd, Carlisle, PA 17015	1 Gbps Lit - 60 mo	\$47,916					
IU13 - Northern Education Center 135 S King St, Jonestown, PA 17038	1 Gbps Lit - 36 mo	\$23,940					

Notes:

This project will provide Wide Area Network (WAN) connectivity to school district buildings located within the IU13 WAN. Six vendors responded to the RFP. The RFP process entailed an evaluation process of all six proposals in eight or nine categories, based on type of service, as noted in the RFP. After the averaging of all scores and further debriefing, the highlighted vendors are being recommended for award. E-rate funding support is anticipated for all circuits. Following the scoring criteria in the RFP, and calculation of costs of equipment necessary to utilize some types of circuits, there may be cases where the lowest price proposal did not win the award.

HUMAN RESOURCES SERVICES

Request approval of the following Human Resources Services Items:

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 for a one-time retention stipend of \$600 to be paid on April 15, 2024, to all Head Start/Early Head Start staff actively employed on the payment date.

D. Approval of the IU13 Staff Calendar for 2024-2025. (Reference Human Resources Exhibit C)

E. 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:

Abigail Chez

Occupational Therapy

Messiah University

LaJasia Johnson

Physical Therapy

Messiah University

Board Month: MARCH
Count: 2

Human Resources Services

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	INSURANCE BUYERS' COUNCIL INC	7/1/24-6/30/26	Not to exceed \$40,000.00 Annually	Provide risk management services	To provide risk management and insurance advisory services to Lancaster-Lebanon Intermediate Unit 13.	Sole Source
2.	HRS	018 INT SVC FUNDS EMP BEN	EXTERNAL (Amendment)	Local	OSS ORTHOPAEDIC HOSPITAL, LLC	5/1/21-4/30/27	Not to exceed \$500,000.00 Annually	Provide certain medical services at specified rates to IU13 staff	Amendment of contract approved by the Board on 4/14/2021. This revision increases the contract by \$1,500,000 for a new contract total of \$3,000,000 for continued orthopedic services.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	BENJAMIN	ARMSTRONG	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/23/2024	PERSONAL REASONS
2	JON-CARLO	CANDELARIO	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	02/29/2024	ACCEPTED ALTERNATE EMPLOYMENT
3	AUBREY	EVANS	HS/EC ASSISTANT	HEAD START	ECSES	02/23/2024	ACCEPTED ALTERNATE EMPLOYMENT
4	ERICA	HORST	PART-TIME SUB DAILY PROFESSIONAL and PARA		HRS	02/13/2024	ACCEPTED ALTERNATE EMPLOYMENT
5	PATTI	JOHNS	PROGRAM ASSISTANT	SCHOOL TO WORK	ECSES	02/27/2024	PERSONAL REASONS
6	KAILEY	LEHMAN	TEACHER OF SPEECH CORRECTION	RELATED SERVICES	ECSES	04/30/2024	ACCEPTED ALTERNATE EMPLOYMENT
7	JOHN	MCCONKEY	JOB TRAINER	JOB TRAINING SERVICES	ECSES	02/29/2024	ACCEPTED ALTERNATE EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	REBECCA	ROYER	HEAD START EARLY CHILDHOOD ASSISTANT	HEAD START	ECSES	06/06/2024
2	BONNIE	RUDI	SUPERVISOR	CNTR BASED AUTISTIC SUPPORT/EMOTIONAL SUPPORT	ECSES	06/29/2024
3	ANN	SPINNER	SUPERVISOR	SCHOOL AGE RELATED SERVICES	ECSES	06/14/2024
4	DOREEN	SMITH	SOCIAL WORKER	AUTISTIC SUPPORT	ECSES	06/07/2024

EARLY RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
5	SHERRY	MUTKUS	HEAD START EARLY CHILDHOOD ASSISTANT	HEAD START	ECSES	06/07/2024

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	KRISTA	ANDERSON	JOB TRAINER	JOB TRAINING SERVICES	ECSES	03/04/2024	\$23.47 /hour	01	185	Filling Vacancy
2	APRIL	AURENTZ	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	02/26/2024	\$17.36 /hour	01	111	Filling Vacancy
3	ROSEMARY	BARKER	SUB DAILY PROFESSIONAL and PARA		HRS	02/14/2024	\$135.00 /day			New - Program Need
4	TONYA	DOVE	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	02/26/2024	\$17.36 /hour	01	185	Filling Vacancy
5	DYLAN	HEFFLEFINGER	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/26/2024	\$17.36 /hour	01	185	Requested by ELCO SD
6	TAYLOR	HIBSHMAN	SUB DAILY PROFESSIONAL and PARA		HRS	02/12/2024	\$135.00 /day			New - Program Need
7	SIERRA	MIRON	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	03/11/2024	\$17.36 /hour	01	185	Filling Vacancy
8	SARAH	NAEGELE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/04/2024	\$17.74 /hour	02	185	Requested by Hempfield SD
9	HEATHER	NAUMAN	SUB SEC ASGN PARAPROFESSIONAL		HRS	03/11/2024	\$131.03 /day			New - Program Need
10	DARIANA	ORTIZ RUIZ	SUB DAILY PARAPROFESSIONAL		HRS	03/11/2024	\$115.00 /day			New - Program Need
11	BRENDA	ROBINSON	SPECIAL EDUC CONSULT BEHAVIOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/18/2024	\$71,331.00	M/02	195	Filling Vacancy
12	TIMOTHY	RUNGE	EDUCATIONAL CONSULTANT II		PATTAN	08/12/2024	\$135,000.00		260	Filling Vacancy
13	WATANA	STACEY	SUB DAILY PARAPROFESSIONAL		HRS	03/11/2024	\$115.00 /day			New - Program Need
14	GREGORY	WELSH	SUB DAILY PROFESSIONAL and PARA		HRS	02/07/2024	\$135.00 /day			New - Program Need
15	SUSAN	ZUNINO	PART-TIME SUB SHORT TERM- PROF	AUTISTIC SUPPORT	ECSES	02/26/2024	\$49.93 /hour	M/01	190	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	NATHAN	ARNDT	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPECIAL ED FLOATER	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/20/2024	\$61,591.00	B/01	190	New - Program Need
2	ALICIA	BAPTISTI	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	ART TEACHER	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/26/2024	\$64,572.00	B+15/02	190	New - Program Need
3	STEPHANIE	BENNETCH	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/04/2024	\$17.36 /hour	01	185	Filling Vacancy
4	KEVIN	BOLL	COMMUNITY ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	COMM ED INSTRUCTOR	COMMUNITY EDUCATION	IS	02/12/2024	\$23.08 /hour		260	New - Program Need
5	DARIANA	BROWN	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/01/2024	\$115.00 /day			Employee request
6	INGRID	FARRELL	PART-TIME SUB-SHORT TERM TEACHER SPEECH	EARLY INTERVENTION	ECSES	PART-TIME LONG-TERM SUB TEACHER - SPEECH	EARLY INTERVENTION	ECSES	02/23/2024	\$393.19 /day	M+60/01	190	Assignment extended beyond 90 days
7	BREANNA	FUNCK	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	07/08/2024	\$63,050.00	B/01	190	Filling Vacancy
8	REBECCA	GINGRICH	FAMILY SERVICES WORKER	EARLY HEAD START	ECSES	FAMILY SERVICES WORKER	HEAD START	ECSES	02/26/2024	\$28.89 /hour		185	Filling Vacancy
9	TRACY	GREER	PART-TIME SIGNING PARAEDUCATOR	SENSORY IMPAIRED	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/22/2024	\$115.00 /day			Employee request
10	JENNIFER	MORALES MARTINEZ	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/20/2024	\$115.00 /day			Employee request
11	MICHELLE	MYERS	FAMILY SERVICES WORKER	EARLY HEAD START	ECSES	HOME VISITOR/FAMILY SER WORKER	HEAD START	ECSES	02/26/2024	\$28.89 /hour			Filling Vacancy
12	MICHELLE	MYERS	FAMILY SERVICES WORKER	EARLY HEAD START	ECSES	HOME VISITOR	EARLY HEAD START	ECSES	02/26/2024	\$23.34 /hour			Secondary assignment
13	HEATHER	NAUMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/04/2024	\$17.74 /hour	02	185	Filling Vacancy
14	CHANDA	TELLEEN	EDUCATIONAL CONSULTANT II		PATTAN	ASSOCIATE PROGRAM DIRECTOR STAFF DEVELOPMENT		ECSES	04/10/2024	\$118,000.00		260	Filling Vacancy

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	REBECCA	BREWER	SOCIAL WORKER	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 87,855.00	M+45/12	190	Salary increase for credits earned
16	BRENDAN	CAREY	TEACHER OF SPECIAL ED FLOATER	AUTISTIC SUPPORT	ECSES			ECSES	02/01/2024	\$ 63,188.00	B+15/01	190	Salary increase for credits earned
17	ASHLEY	CORRIGAN	OCCUPATIONAL THERAPIST	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 72,638.00	M+15/04	190	Salary increase for credits earned
18	JENNI	GERNERT	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 79,552.00	M+45/06	190	Salary increase for credits earned
19	CORINNE	HINES	SEC EARLY INTERVENTION	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 83,396.00	M+45/06	195	Salary increase for credits earned
20	JESSICA	KNISELY	OCCUPATIONAL THERAPIST	RELATED SERVICES	ECSES			ECSES	02/01/2024	\$ 69,870.00	M+15/02	190	Salary increase for credits earned
21	MARIA	LASPINA	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 64,572.00	B+15/02	190	Salary increase for credits earned
22	LAURA	MUSSER	TEACHER OF SPEECH CORRECT	RELATED SERVICES	ECSES			ECSES	02/01/2024	\$ 89,239.00	M+45/13	190	Salary increase for credits earned
23	RIKKI	MYER	TEACHER OF SPEECH CORRECT	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 73,328.00	M+30/03	190	Salary increase for credits earned
24	ERICA	PETERSON	SEC SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES			ECSES	02/01/2024	\$ 86,944.00	M+60/07	195	Salary increase for credits earned
25	JENNIFER	SPATZ	TEACHER OF SPEECH CORRECT	RELATED SERVICES	ECSES			ECSES	02/01/2024	\$ 74,711.00	M+30/04	190	Salary increase for credits earned
26	JENNIFER	THOMPSON	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$ 69,181.00	M/03	190	Salary increase for credits earned
27	ALEXANDRIA	WIEST	SOCIAL WORKER	NONPUBLIC	IS			IS	02/01/2024	\$ 71,944.00	M+30/02	190	Salary increase for credits earned
28	TABATHA	WIXON	READING SPECIALIST/MATH INSTRU	NONPUBLIC	IS			IS	02/01/2024	\$ 83,708.00	M+15/12	190	Salary increase for credits earned

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00010216				HEAD START	03/15/2024	PSERS Special Sick Leave
2	00010272				SES, SPECIAL EDUC SERVICES	02/16/2024	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave for 82 calendar days
3	00012199				4TS TECHNOLOGY SVS, NON-INSTR	02/27/2024	PSERS Special Sick Leave
4	00012419				SES, SPECIAL EDUC SERVICES	01/29/2024	PSERS Special Sick Leave
5	00003516				SES- EARLY INTERVENTION	03/11/2024	PSERS Special Sick Leave
6	00005378				9PA PATTAN, NON-INSTRUCTIONAL	03/19/2024	Requesting restoration of health Sabbatical for the equivalent of one school term, from 03/19/2024 through 09/16/2024.
7	00001219				SES, SPECIAL EDUC SERVICES	03/02/2024	Requesting an additional 16 calendar days of unpaid, non-FMLA leave

2024-2025 SCHOOL CALENDAR

**SUCH CALENDARS ARE SUBJECT TO CHANGE DUE TO WEATHER AND
OTHER EMERGENCIES**

PROFESSIONAL and INSTRUCTIONAL SUPPORT STAFF

CATEGORY	RETURN TO WORK DATE
Psychologists	August 8, 2024 (Thursday)
Special Education Consultants	August 8, 2024 (Thursday)
Teachers	August 12, 2024 (Monday)
School Social Workers	August 12, 2024 (Monday)
Paraeducators	August 12, 2024 (Monday)

Instructional staff will follow the school calendar developed by the Director of Early Childhood Special Education Services for their assigned district(s) or the Program Director for non-public school(s). Itinerant staff will follow the calendar developed in cooperation with their supervisor based on the appropriate employment term.

Early Intervention staff will follow the approved EI calendar. Head Start staff will follow the approved Head Start calendar.

OPENING DAY

There will not be an official All-Staff Opening Day event for the 2024-2025 school year. Supervisors will provide detail related to professional development obligations throughout the week of August 12, as applicable.

TWELVE-MONTH (260 DAY) EMPLOYEE HOLIDAYS

DATE (S)	HOLIDAY
July 4, 2024	Independence Day (Thursday)
September 2, 2024	Labor Day (Monday)
November 28 & 29, 2024*	Thanksgiving Holiday (Thursday - Friday)
December 24, 25, 26 and 31**, 2024	Winter Holiday (Tuesday – Thursday, Tuesday)
January 1, 2025	New Year's Day (Wednesday)
January 20, 2025	Martin Luther King Day (Monday)
February 17, 2025	Presidents' Holiday (Monday)
April 18, 2025	Spring Vacation (Friday)
May 26, 2025	Memorial Day (Monday)
June 19, 2025	Juneteenth Day (Thursday)

* Offices will be open on Wednesday, November 27, 2024, and Monday, December 2, 2024.

**Non-paid, non-work day on December 31, 2024 as the 261st day for 2024-2025

NEW BUSINESS

Request approval of the following New Business Item:

- A. Approval of the IU13 2024-2027 Comprehensive Plan, Professional Development Plan (Act 48), and Induction Plan (Chapter 49). (Reference New Business Exhibits A, B, and C)**

(Purpose: To obtain Board approval as required prior to submitting these three plans to the Pennsylvania Department of Education. In addition, the plans have been available for public inspection and comment via posting on the IU13 website for 28 days following initial presentation to the IU13 Board at its February meeting and prior to this requested Board action.)

LANCASTER-LEBANON IU 13

1020 New Holland Avenue

IU Comprehensive Plan | 2024 - 2027

MISSION STATEMENT

Provide services, supports, and solutions that make a difference to all learners and our community.

VISION STATEMENT

Making a difference with our call to "Work Worth Doing" by cultivating the conditions for trust and unity within our education systems and communities, to ensure that all learners are well served.

EDUCATIONAL VALUE STATEMENTS

STUDENTS

Students are at the heart of IU13's mission. We will continue to provide services that are designed to bring out the greatest potential of each learner, with a focus on individualized instruction developed in collaboration with families, school districts, and other key stakeholders.

STAFF (FORMALLY EDUCATORS)

The staff at IU13 are dedicated to providing high-quality learning experiences that help our learners to feel safe, supported, and encouraged to reach their full potential. Staff will strive to grow their expertise and seek collaboration with families, partners, and other staff.

ADMINISTRATION

IU13 administrators are committed to building an organizational culture of belonging and unity that supports work worth doing by staff at all levels. Administration does this by carrying out and fostering the Keys to Our Culture.

LEA LEADERS

IU13 recognizes the importance of close collaboration with its school district partners. Through these partnerships, IU13 will provide innovative services that are financially responsible, pedagogically sound, and designed to meet the needs of learners and districts.

PARENTS

Parents are an important part of the success of IU13 students. Their continued support of student goals and objectives is critical to each student reaching their maximum potential.

COMMUNITY

IU13 will continue to engage with community partners to promote a spirit of collaboration and innovation.

OTHER (OPTIONAL)

Keys to Our Culture: Kindness, Collaboration, Responsible Stewardship, Imperfection, Empathy, Innovation, Best Efforts, and Relentless Pursuit of Excellence

STEERING COMMITTEE

Name	Position	Building/Group
Matthew Stem	Administrator	Lancaster-Lebanon Intermediate Unit 13
Joey Rider-Bertrand	Administrator	Lancaster-Lebanon Intermediate Unit 13
Sherry Zubeck	Administrator	Lancaster-Lebanon Intermediate Unit 13
Flip Steinour	Administrator	Lancaster-Lebanon Intermediate Unit 13
Gina Brillhart	Administrator	Lancaster-Lebanon Intermediate Unit 13
Tim Laubach	Administrator	Lancaster-Lebanon Intermediate Unit 13
Angela Kirby	Other	PaTTAN Harrisburg
Kelly Galbraith	Administrator	Lancaster-Lebanon Intermediate Unit 13
Lynette Waller	Administrator	Lancaster-Lebanon Intermediate Unit 13
Lauren Beal	Administrator	Lancaster-Lebanon Intermediate Unit 13
Noel Johns	Administrator	Lancaster-Lebanon Intermediate Unit 13
Laura Lent	Administrator	Lancaster-Lebanon Intermediate Unit 13
Gregory McGough	Administrator	Lancaster-Lebanon Intermediate Unit 13

NEW BUSINESS

Name	Position	Building/Group
Jim Croyle	Administrator	Lancaster-Lebanon Intermediate Unit 13
Peggy Anastasio	Administrator	Lancaster-Lebanon Intermediate Unit 13
Tim Shenk	Administrator	Lancaster-Lebanon Intermediate Unit 13
Terrie Stauffer	Administrator	Lancaster-Lebanon Intermediate Unit 13
Chris Cherny	Other	PaTTAN Harrisburg
Sergio Anaya	Other	PaTTAN Harrisburg
Kelly Orr	Administrator	Lancaster-Lebanon Intermediate Unit 13
Christine Skrodinsky	Administrator	Lancaster-Lebanon Intermediate Unit 13
Pat Pontz	Administrator	Lancaster-Lebanon Intermediate Unit 13
Brian Steigauf	Administrator	Lancaster-Lebanon Intermediate Unit 13
Michelle Malick	Administrator	Lancaster-Lebanon Intermediate Unit 13
Diane Schall	Administrator	Lancaster-Lebanon Intermediate Unit 13
Shannan Guthrie	Administrator	Lancaster-Lebanon Intermediate Unit 13
Isiah Perry	Community Partner	Brightside Opportunities Center
Stephanie Zegers	Community Partner	Elizabethtown College

NEW BUSINESS

Name	Position	Building/Group
Diane Harlow	Community Partner	Lebanon Valley Chamber of Commerce
Kathy Blouch	Community Partner	Lebanon Valley College
Heather Valudes	Community Partner	Lancaster Chamber
Anna Ramos	Community Partner	Lancaster Workforce Development Board
Lara Willox	Community Partner	Millersville University
Joe Fullerton	Board Member	IU13/ Penn Manor School Board
Nikki Rivera	Board Member	IU13/ Manheim Township School Board
Brenda Steffy	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Ron Melleby	Board Member	IU13/ Donegel School Board
Brenda Eichelberger	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Pamela Overmeyer	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Christopher Hynum	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Matthew Witmer	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Jessica Bigsby	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Brandy Crawford	Staff Member	Lancaster-Lebanon Intermediate Unit 13

NEW BUSINESS

Name	Position	Building/Group
Jodi Capanelli	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Christin Morris	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Kim Bair	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Stephanie Hooton	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Alicia Albright	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Melissa Garvey	Staff Member	Lancaster-Lebanon Intermediate Unit 13
Karen Burkhart	Staff Member	Lancaster-Lebanon Intermediate Unit 13

ESTABLISHED PRIORITIES

Priority Statement	Outcome Category
If we share responsibility and engage stakeholders to identify threats to quality education, then we can collaboratively solve complex problems to enhance learning across Lancaster and Lebanon counties.	Essential Practices 3: Provide Student-Centered Support Systems
If we develop standards-aligned resources (e.g. goals/ curriculum/ assessments), provide effective professional development, and implement evidence-based instructional strategies/practices, then we can meet the academic and social-emotional needs of all learners served by IU13 programs.	Essential Practices 1: Focus on Continuous Improvement of Instruction
If we cultivate (and promote) an inclusive sense of belonging/care for employees and foster innovation/agile approaches, then we can improve recruitment, development, and retention of high-quality employees.	Essential Practices 5: Allocate Resources Strategically and Equitably Essential Practices 4: Implement Data-Driven Human Capital Strategies
If we implement a system to regularly engage, develop, and facilitate opportunities for existing and aspiring leaders, then we will identify future leaders, foster decision-making/problem-solving, and ensure organizational resilience.	Essential Practices 2: Empower Leadership

ACTION PLAN AND STEPS

Evidence-based Strategy

Shared Vision & Collaborative Action Planning Process

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
CONVENING & CONNECTING	Leverage IU13 scale and relationships to bring diverse partners together to solve complex problems and share resources (4a); Expand the IU13 network to include voices that are representative of our communities (4b); Identify threats to quality education and explore solutions for those likely to be negatively impacted (4c); Equip our IU13 Board of Directors with information and resources to enhance trust and unity in their local communities (4d).
EDUCATIONAL SERVICES	Continuously refine our academic and social emotional programming to serve all learners (1a); Collaborate closely with all partners to ensure continuous improvement (1b); Ensure access to quality services across both Lebanon and Lancaster counties (1c); Maximize our learners' success beyond graduation by identifying, creating, and advocating for expanded support systems (1d).
ORGANIZATIONAL RESILIENCE	Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d).
TECHNICAL ASSISTANCE	Provide our technical expertise and thought leadership through the means that best achieve the objectives of those we serve (2a); Meet the increasing social-emotional and mental health needs of learners and staff in our

Goal Nickname	Measurable Goal Statement (Smart Goal)
	region (2b); Attract, develop, and retain a diverse staff within and outside of IU13 (2c); Cultivate and grow strong relationships with state partners (2d).
DEVELOPING LEADERS	Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d).

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Develop, implement, and refine a flexible and nimble process to advance our shared vision and engage a diverse team of employees and other stakeholders in the action planning process.	2024-07-01 - 2027-06-30	Matt Stem, Executive Director Gina Brillhart, CFO/Asst to Exec Champions/Directors Action/Task Leaders	Staff time for meetings/planning; Technology/software to organize work; Meeting space; General fiscal resources.

Anticipated Outcome
Vision; Focus Areas; Commitments; Annual Elevated Commitments; Task Cards in Tasks by Planner; Reports to IU13 Board of Directors at beginning, middle, and end of each school year; Various presentations.

Monitoring/Evaluation
Action/Task Leaders check-in regularly with Action Teams; Champions/Directors check-in monthly/quarterly (depending on task) with Action/Task Leaders; Leadership Team reviews Actions/Tasks monthly; Meetings/Engagements with Action/Task Leaders at the beginning,

middle, and end of each school year to prepare for reports to the IU13 Board of Directors; Reports to the IU13 Board of Directors at the beginning, middle, and end of the school year.

Evidence-based Strategy

Empower Leaders at All Levels of the Organization

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
DEVELOPING LEADERS	Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d).

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Strengthen and enrich the leadership development of IU13 Senior Leaders through regular whole-group meetings/engagements and the opportunity for individual leadership coaching.	2024-07-01 - 2027-06-30	Leadership Team	Staff time for meetings; Meeting space; List of vetted leadership coaches; Funding for leadership coaching contracts; General fiscal resources.
Strengthen and enrich the leadership development of IU13 Act 93	2024-07-01 -	Leadership	Staff time for meetings; Meeting

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
administrators through regular whole-group meetings/engagements.	2027-06-30	Team	space; Presenters/speakers; General fiscal resources.
Contribute to the successful start of new IU13 Act 93 administrators through an Induction Program and department-specific onboarding.	2024-07-01 - 2027-06-30	Leadership Team	Staff time for meetings; Meeting space; Presenters/speakers; General fiscal resources.

Anticipated Outcome

Empowered leaders with knowledge IU13 systems and processes; Senior Leaders and Leadership Council agendas; List of vetted leadership coaches; "Renewed" Act 93 Induction program; Department-specific new Act 93 onboarding plans.

Monitoring/Evaluation

Leadership Team reviews plans and progress on a monthly basis during regular meetings; Planning meetings with key IU13 staff based on expertise as needed.

Evidence-based Strategy

Foster a Culture of Belonging and Unity

Measurable Goals

Goal Nickname	Measurable Goal Statement (Smart Goal)
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Goal Nickname	Measurable Goal Statement (Smart Goal)
ORGANIZATIONAL RESILIENCE	Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d).

Action Step	Anticipated Start/Completion	Lead Person/Position	Materials/Resources/Supports Needed
Form and regularly convene an Organizational Culture Team to identify opportunities to engage diverse voices at various levels, identify priorities using survey data, and develop a communication plan.	2024-07-01 - 2027-06-30	Lynette Waller, Program Director for Organizational Culture	Staff time for meetings; Meeting space; Funding to support implementation of strategies; General fiscal resources.
Plan and implement professional learning for administrators, professionals/teachers/instructors, and instructional support staff to enhance organizational culture through effective strategies/practices.	2024-07-01 - 2027-06-30	Lynette Waller, Program Director for Organizational Culture	Staff time for sessions; Meeting space; Presenters/speakers; General fiscal resources.

Anticipated Outcome
Common understanding of concepts/strategies/practices related to belonging; Implementation of strategies/practices in IU13 classrooms and programs.

Monitoring/Evaluation

Program Director for Organizational Culture collaborates with IS and ECSES Directors/Program Directors/Supervisors to identify specific program needs, monitor progress, and revise/refine plans on a regular basis.

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)	Empower Leaders at All Levels of the Organization	Strengthen and enrich the leadership development of IU13 Senior Leaders through regular whole-group meetings/engagements and the opportunity for individual leadership coaching.	07/01/2024 - 06/30/2027

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)	Empower Leaders at All Levels of the Organization	Strengthen and enrich the leadership development of IU13 Act 93 administrators through regular whole-group meetings/engagements.	07/01/2024 - 06/30/2027

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)	Empower Leaders at All Levels of the Organization	Contribute to the successful start of new IU13 Act 93 administrators through an Induction Program and department-specific onboarding.	07/01/2024 - 06/30/2027

PROFESSIONAL DEVELOPMENT STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL RESILIENCE)	Foster a Culture of Belonging and Unity	Plan and implement professional learning for administrators, professionals/teachers/instructors, and instructional support staff to enhance organizational culture through effective strategies/practices.	07/01/2024 - 06/30/2027

COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Leverage IU13 scale and relationships to bring diverse partners together to solve complex problems and share resources (4a); Expand the IU13 network to include voices that are representative of our communities (4b); Identify threats to quality education and explore solutions for those likely to be negatively impacted (4c); Equip our IU13 Board of Directors with information and resources to enhance trust and unity in their local communities (4d). (CONVENING & CONNECTING)	Shared Vision & Collaborative Action Planning Process	Develop, implement, and refine a flexible and nimble process to advance our shared vision and engage a diverse team of employees and other stakeholders in the action planning process.	07/01/2024 - 06/30/2027
Continuously refine our academic and social emotional programming to serve all learners (1a); Collaborate closely with all partners to ensure continuous improvement (1b); Ensure access to quality services across both Lebanon and Lancaster counties (1c); Maximize our learners' success beyond graduation by identifying, creating, and advocating for expanded support systems (1d). (EDUCATIONAL SERVICES)			
Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL			

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<hr/>			
RESILIENCE)			
<p>Provide our technical expertise and thought leadership through the means that best achieve the objectives of those we serve (2a); Meet the increasing social-emotional and mental health needs of learners and staff in our region (2b); Attract, develop, and retain a diverse staff within and outside of IU13 (2c); Cultivate and grow strong relationships with state partners (2d). (TECHNICAL ASSISTANCE)</p>			
<p>Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)</p>			
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COMMUNICATION PLAN - STEPS AND TIMELINES:

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL RESILIENCE)	Foster a Culture of Belonging and Unity	Form and regularly convene an Organizational Culture Team to identify opportunities to engage diverse voices at various levels, identify priorities using survey data, and develop a communication plan.	07/01/2024 - 06/30/2027

APPROVALS & SIGNATURES

Assurance of Quality and Accountability

As Executive Director, I affirm that this IU Level Plan was developed in accordance, and will comply with the applicable provisions of 22 Pa. Code, Chapters 4, 12, 14, 16 and 49. I also affirm that the governing board reviewed the IU Level Plan, as indicated in the attached official Board minutes and the contents of the plan are true and correct. Finally, I affirm that the plan was made available for public inspection and comment for a minimum of 28 days prior to approval by the school's governing board and submission to the Department.

Signature (Entered Electronically and must have access to web application).

ADDENDUM A: BACKGROUND INFORMATION TO INFORM PLAN

Strengths

IU13 continues to collaborate with school districts to offer comprehensive support to students in IU13 classes.
(EDUCATIONAL SERVICES)

The business model/plan put in place years ago and updated on a regular basis creates a stable environment for educational excellence and innovation. A Project Management Office has been created to sustain innovation and support IU13 program teams. (ORGANIZATIONAL RESILIENCE)

IU13 has allocated resources to the expansion of educational space in Lancaster and Lebanon counties in order to serve more early childhood, school-age, and adult learners. (EDUCATIONAL SERVICES)

IU13 has consistently made the safety and wellness of its employees and students a priority, recently adding a PD of Organizational Culture, and focusing on belonging. (ORGANIZATIONAL RESILIENCE)

IU13 has an Innovation and Stewardship Program to foster innovation in support of continuous educational improvement. (ORGANIZATIONAL RESILIENCE)

Challenges

The staffing shortage is at crisis level, especially in special education classrooms. Like others, IU13 has many vacancies. Capacity is impacted in all areas of the IU. (TECHNICAL ASSISTANCE)

During challenging times such as the current staffing shortage, it is easy to get caught up in thinking based on scarcity and deficits. The Leadership Team and staff at IU13 have intensified their efforts to prevent the current circumstances from resulting in decisions that do not advance the organization's mission, vision, and priorities. (ORGANIZATIONAL RESILIENCE)

IU13 has increased its efforts to develop leaders, but still has work to do to fully plan and implement a regular, structured system that supports the development of current and aspiring leaders. (DEVELOP LEADERS)

IU13 must increase engagement and meaningful collaboration with internal and external stakeholders to identify threats to quality education and share responsibility for learning across Lancaster and Lebanon counties. (CONVENE & CONNECT)

IU13 must increase capacity to ensure standards-aligned

Strengths

IU13's 5-year vision and action planning process foster high expectations, a focused system for continuous improvement, and organizational coherence. (ORGANIZATIONAL RESILIENCE)

IU13 has strong relationships and partners with local businesses, employers, community organizations, and other agencies to support high-quality education across Lancaster and Lebanon counties. (CONVENE & CONNECT)

IU13's business plan and fiscal procedures ensures strategic and equitable resource allocation to achieve organizational priorities. (ORGANIZATIONAL RESILIENCE)

IU13 State Systems of Support (SSOS) Point of Contacts (POC) actively participate in all SSOS initiatives, complete all deliverables, and contribute to local, regional, and statewide success. (TECHNICAL ASSISTANCE)

Existing networks at IU13 (job-alike groups, leadership collaboratives, and professional learning communities (PLCs) are leveraged to disseminate information and engage school district partners. (CONVENE & CONNECT)

Relationships of IU13 staff with district personnel are strong and built on a foundation of trust and capacity-building. (TECHNICAL ASSISTANCE)

Challenges

curriculum and assessment, implement evidence-based instructional strategies, and meet the social-emotional needs of all learners served by IU programs. (EDUCATIONAL SERVICES)

IU13 and districts in Lancaster and Lebanon counties continue to have difficulty recruiting and retaining fully credentialed, experienced, and high-quality employees under the current workforce, economic, and societal conditions. (TECHNICAL ASSISTANCE)

Not all SSOS initiatives and deliverables are aligned to the needs of districts, educators, and learners in the IU13 region. (TECHNICAL ASSISTANCE)

The staffing shortage/crisis makes it difficult to prioritize some SSOS initiatives - we need to be laser-focused on staffing classrooms and schools and ensuring high quality services in Lancaster and Lebanon counties. (EDUCATIONAL SERVICES)

IU13 is reenvisioning how the organization supports the development, professional learning, and advancement of employees in alignment with the 5-year vision. (DEVELOP LEADERS)

Nonpublic reading/math student outcomes on EOY reading/math assessments are not at the level of desired success. (IU13 has no control over Tier 1 instruction and IU13 teachers only see students

Strengths

Partial hospitalization and intensive day treatment programs serve many students in need of these services with a high rate of successful completion. (EDUCATIONAL SERVICES)

Students served by IU13 have access to high quality STEM education learning opportunities aligned to STEELS standards. (EDUCATIONAL SERVICES)

Early childhood (Head Start & PreK Counts) student outcomes on the Teaching Strategies Gold Assessment demonstrate significant student growth . (EDUCATIONAL SERVICES)

IU13's innovation and stewardship program fosters agile approaches to identifying and solving complex problems facing education and our communities. (ORGANIZATIONAL RESILIENCE)

IU13 services (professional development, special education, early childhood, adult education, nonpublic, etc.) are in-demand and highly rated by participants, learners, families, and school administrators. (TECHNICAL ASSISTANCE)

Challenges

for 30 minutes 2-3 days per week.) (EDUCATIONAL SERVICES)

Equity considerations are not possible to determine for many IU13 services due to the nature of the data and/or lack of disaggregation. Belonging activities are emerging/developing, but it is early to measure quality and/or impact. (ORGANIZATIONAL RESILIENCE)

The SSOS does not explicitly include initiatives designed to develop internal (IU) and external (district) leaders and build capacity at a time when staffing shortages are evident at all organizational levels - support, professional, and administration. (DEVELOP LEADERS)

Adult education student outcomes, as measured by pre/post-test achievement on a standardized assessment, are not at the level of desired success. (EDUCATIONAL SERVICES)

Although IU13 has trained many staff to support various safe schools initiatives, the social-emotional and mental health needs of students and staff remain exceptionally high in IU13 classrooms, as well as in public and nonpublic schools within the Lancaster-Lebanon region. (TECHNICAL ASSISTANCE)

Most Notable Observations/Patterns

IU13's reputation is built on a strong foundation of quality educational programming, an adaptive business model/plan, a learner-centered focus, a strong organizational culture, and meaningful relationships with school districts and partners. There is a desire to continuously improve in all areas and at all levels of the organization. IU13 has a well-balanced collection of products and services that meet the needs of school districts and other customers, and support the financial health of the organization. While IU13 is proud of all that has been accomplished as an innovative educational service agency, it recognizes that there are always evolving areas for improvement. As such, IU13 has identified five focus areas as priorities to advance its mission and vision to cultivate conditions for trust and unity.: 1) Educational Services, 2) Technical Assistance, 3) Developing Leaders, 4) Convening and Connecting, and 5) Organizational Resilience.

Challenges	Discussion Point	Priority for Planning
IU13 must increase engagement and meaningful collaboration with internal and external stakeholders to identify threats to quality education and share responsibility for learning across Lancaster and Lebanon counties. (CONVENE & CONNECT)	Leverage IU13 scale and relationships to bring together partners to solve complex problems; Expand IU13 network to include representative voices; Identify threats to quality education and explore solutions; Equip IU13 Board with resources to enhance trust and unity	✓
IU13 must increase capacity to ensure standards-aligned curriculum and assessment, implement evidence-based instructional strategies, and meet the social-emotional needs of all learners served by IU programs. (EDUCATIONAL SERVICES)	Continuously refine academic & social emotional programming; Collaborate closely with partners; Ensure access to quality services in Lancaster & Lebanon counties; Maximize learners' success beyond graduation	✓
IU13 and districts in Lancaster and Lebanon counties continue to have difficulty recruiting and retaining fully	Provide expertise and thought leadership; Meet increasing social-emotional and mental health needs in	✓

Challenges	Discussion Point	Priority for Planning
credentialed, experienced, and high-quality employees under the current workforce, economic, and societal conditions. (TECHNICAL ASSISTANCE)	our region; Attract, develop, and retain diverse staff; Cultivate and grow strong relationships with state partners	
Equity considerations are not possible to determine for many IU13 services due to the nature of the data and/or lack of disaggregation. Belonging activities are emerging/developing, but it is early to measure quality and/or impact. (ORGANIZATIONAL RESILIENCE)	Improve systems that incentivize innovation; Foster agile approaches; Cultivate inclusive sense of belonging; Flexible work environment that cares for employees	
IU13 has increased its efforts to develop leaders, but still has work to do to fully plan and implement a regular, structured system that supports the development of current and aspiring leaders. (DEVELOP LEADERS)	Engage leaders through regular structured systems; Build capacity of all staff to make decisions; Identify future leaders and facilitate leadership experiences; Create opportunities for ongoing leadership development	✓

ADDENDUM B: ACTION PLAN

Action Plan: Shared Vision & Collaborative Action Planning Process

Action Steps	Anticipated Start/Completion Date
Develop, implement, and refine a flexible and nimble process to advance our shared vision and engage a diverse team of employees and other stakeholders in the action planning process.	07/01/2024 - 06/30/2027

Monitoring/Evaluation	Anticipated Output
Action/Task Leaders check-in regularly with Action Teams; Champions/Directors check-in monthly/quarterly (depending on task) with Action/Task Leaders; Leadership Team reviews Actions/Tasks monthly; Meetings/Engagements with Action/Task Leaders at the beginning, middle, and end of each school year to prepare for reports to the IU13 Board of Directors; Reports to the IU13 Board of Directors at the beginning, middle, and end of the school year.	Vision; Focus Areas; Commitments; Annual Elevated Commitments; Task Cards in Tasks by Planner; Reports to IU13 Board of Directors at beginning, middle, and end of each school year; Various presentations.

Material/Resources/Supports Needed	PD Step	Comm Step
Staff time for meetings/planning; Technology/software to organize work; Meeting space; General fiscal resources.	no	yes

Action Plan: Empower Leaders at All Levels of the Organization

Action Steps	Anticipated Start/Completion Date		
Strengthen and enrich the leadership development of IU13 Senior Leaders through regular whole-group meetings/engagements and the opportunity for individual leadership coaching.	07/01/2024 - 06/30/2027		
Monitoring/Evaluation	Anticipated Output		
Leadership Team reviews plans and progress on a monthly basis during regular meetings; Planning meetings with key IU13 staff based on expertise as needed.	Empowered leaders with knowledge IU13 systems and processes; Senior Leaders and Leadership Council agendas; List of vetted leadership coaches; "Renewed" Act 93 Induction program; Department-specific new Act 93 onboarding plans.		
Material/Resources/Supports Needed	PD Step	Comm Step	
Staff time for meetings; Meeting space; List of vetted leadership coaches; Funding for leadership coaching contracts; General fiscal resources.	yes	no	

Action Steps**Anticipated Start/Completion Date**

Strengthen and enrich the leadership development of IU13 Act 93 administrators through regular whole-group meetings/engagements.

07/01/2024 - 06/30/2027

Monitoring/Evaluation**Anticipated Output**

Leadership Team reviews plans and progress on a monthly basis during regular meetings; Planning meetings with key IU13 staff based on expertise as needed.

Empowered leaders with knowledge IU13 systems and processes; Senior Leaders and Leadership Council agendas; List of vetted leadership coaches; "Renewed" Act 93 Induction program; Department-specific new Act 93 onboarding plans.

Material/Resources/Supports Needed**PD Step****Comm Step**

Staff time for meetings; Meeting space; Presenters/speakers; General fiscal resources.

yes

no

Action Steps	Anticipated Start/Completion Date
Contribute to the successful start of new IU13 Act 93 administrators through an Induction Program and department-specific onboarding.	07/01/2024 - 06/30/2027

Monitoring/Evaluation	Anticipated Output
Leadership Team reviews plans and progress on a monthly basis during regular meetings; Planning meetings with key IU13 staff based on expertise as needed.	Empowered leaders with knowledge IU13 systems and processes; Senior Leaders and Leadership Council agendas; List of vetted leadership coaches; "Renewed" Act 93 Induction program; Department-specific new Act 93 onboarding plans.

Material/Resources/Supports Needed	PD Step	Comm Step
Staff time for meetings; Meeting space; Presenters/speakers; General fiscal resources.	yes	no

Action Plan: Foster a Culture of Belonging and Unity

Action Steps**Anticipated Start/Completion Date**

Form and regularly convene an Organizational Culture Team to identify opportunities to engage diverse voices at various levels, identify priorities using survey data, and develop a communication plan.

07/01/2024 - 06/30/2027

Monitoring/Evaluation**Anticipated Output**

Program Director for Organizational Culture collaborates with IS and ECSES Directors/Program Directors/Supervisors to identify specific program needs, monitor progress, and revise/refine plans on a regular basis.

Common understanding of concepts/strategies/practices related to belonging;
Implementation of strategies/practices in IU13 classrooms and programs.

Material/Resources/Supports Needed**PD Step****Comm Step**

Staff time for meetings; Meeting space; Funding to support implementation of strategies; General fiscal resources.

no

yes

Action Steps	Anticipated Start/Completion Date
Plan and implement professional learning for administrators, professionals/teachers/instructors, and instructional support staff to enhance organizational culture through effective strategies/practices.	07/01/2024 - 06/30/2027

Monitoring/Evaluation	Anticipated Output
Program Director for Organizational Culture collaborates with IS and ECSES Directors/Program Directors/Supervisors to identify specific program needs, monitor progress, and revise/refine plans on a regular basis.	Common understanding of concepts/strategies/practices related to belonging; Implementation of strategies/practices in IU13 classrooms and programs.

Material/Resources/Supports Needed	PD Step	Comm Step
Staff time for sessions; Meeting space; Presenters/speakers; General fiscal resources.	yes	no

ADDENDUM C: PROFESSIONAL DEVELOPMENT PLANS

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)	Empower Leaders at All Levels of the Organization	Strengthen and enrich the leadership development of IU13 Senior Leaders through regular whole-group meetings/engagements and the opportunity for individual leadership coaching.	07/01/2024 - 06/30/2027
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)	Empower Leaders at All Levels of the Organization	Strengthen and enrich the leadership development of IU13 Act 93 administrators through regular whole-group meetings/engagements.	07/01/2024 - 06/30/2027
Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership	Empower Leaders at All Levels of the Organization	Contribute to the successful start of new IU13 Act 93 administrators through an Induction Program and department-specific onboarding.	07/01/2024 - 06/30/2027

Measurable Goals	Action Plan Name	Professional Development Step	Anticipated Timeline
development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)			
Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL RESILIENCE)	Foster a Culture of Belonging and Unity	Plan and implement professional learning for administrators, professionals/teachers/instructors, and instructional support staff to enhance organizational culture through effective strategies/practices.	07/01/2024 - 06/30/2027

PROFESSIONAL DEVELOPMENT PLANS

Professional Development Step	Audience	Topics of Prof. Dev
Senior Leaders Engagements	Directors, Program/Project Directors, and Associate Program/Project Directors	General leadership topics; supervising/leading teams; fostering belonging; complex problem-solving; innovation and stewardship; agile approaches; and similar topics as needed to support senior leaders.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Observations; Participant reflections/feedback.	07/01/2024 - 06/30/2027	Leadership Team

Danielson Framework Component Met in this Plan:**This Step meets the Requirements of State Required Trainings:**

1d: Demonstrating Knowledge of Resources

4f: Showing Professionalism

4e: Growing and Developing Professionally

Professional Development Step	Audience	Topics of Prof. Dev
Leadership Council Sessions	Administrators	General leadership topics; supervising/leading teams; fostering belonging; complex problem-solving; innovation and stewardship; agile approaches; and similar topics as needed to support senior leaders.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Observations; Participant reflections/feedback.	07/01/2024 - 06/30/2027	Leadership Team

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

- 1d: Demonstrating Knowledge of Resources
- 4f: Showing Professionalism
- 4e: Growing and Developing Professionally

Professional Development Step	Audience	Topics of Prof. Dev
Act 93 Induction Program	Administrators	Profile/portrait of an IU13 leader; Human Resources 101; Human Resources 102; McGrath Training; Business Services Processes; PMO-Innovation and Stewardship (Service Design, Lean, etc.); Grant Services; and similar topics relevant to new IU13 administrators.

Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Observations; Participant reflections/feedback.	07/01/2024 - 06/30/2027	Leadership Team

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

- 4f: Showing Professionalism
- 4e: Growing and Developing Professionally
- 1d: Demonstrating Knowledge of Resources
- 4b: Maintaining Accurate Records

Professional Development Step	Audience	Topics of Prof. Dev
Belonging/CR-SE Session(s)	Administrators, Professionals/Instructors/Teachers, and Support Staff	Creating a community of belonging in the classroom; Building impactful teams through belonging; Creating an organizational culture of belonging; Culture of care and belonging; Building positive relationships for belonging.
Evidence of Learning	Anticipated Timeframe	Lead Person/Position
Observations; Participant reflections/feedback.	07/01/2024 - 06/30/2027	Lynette Waller, Program Director for Organizational Culture

Danielson Framework Component Met in this Plan:

This Step meets the Requirements of State Required Trainings:

4d: Participating in a Professional Community

Common Ground: Culturally Relevant Sustaining Education

2a: Creating an Environment of Respect and Rapport

ADDENDUM D: ACTION PLAN COMMUNICATION

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>Leverage IU13 scale and relationships to bring diverse partners together to solve complex problems and share resources (4a); Expand the IU13 network to include voices that are representative of our communities (4b); Identify threats to quality education and explore solutions for those likely to be negatively impacted (4c); Equip our IU13 Board of Directors with information and resources to enhance trust and unity in their local communities (4d). (CONVENING & CONNECTING)</p> <p>Continuously refine our academic and social emotional programming to serve all learners (1a); Collaborate closely with all partners to ensure continuous improvement (1b); Ensure access to quality services across both Lebanon and Lancaster counties (1c); Maximize our learners' success beyond graduation by identifying, creating, and advocating for expanded support systems (1d). (EDUCATIONAL SERVICES)</p> <p>Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL RESILIENCE)</p> <p>Provide our technical expertise and thought leadership through the means that best achieve the objectives of those we serve (2a); Meet the increasing social-emotional and</p>	Shared Vision & Collaborative Action Planning Process	Develop, implement, and refine a flexible and nimble process to advance our shared vision and engage a diverse team of employees and other stakeholders in the action planning process.	2024-07-01 - 2027-06-30

Measurable Goals	Action Plan Name	Communication Step	Anticipated Timeline
<p>mental health needs of learners and staff in our region (2b); Attract, develop, and retain a diverse staff within and outside of IU13 (2c); Cultivate and grow strong relationships with state partners (2d). (TECHNICAL ASSISTANCE)</p> <p>Engage our leaders through regular, structured systems that inform enterprise-level decisions (3a); Build the capacity of all staff to make decisions within their spheres of influence (3b); Identify future leaders in the organization and facilitate experiences beyond their current positions (3c); Create opportunities for ongoing leadership development for internal and external aspiring leaders (4d). (DEVELOPING LEADERS)</p>			
<p>Maintain and improve systems that support and incentivize innovation throughout all programs and services (5a); Foster agile approaches that anticipate trends that impact our communities and schools (5b); Cultivate an inclusive sense of belonging and unity among staff across all departments and locations while honoring diverse personal beliefs and perspectives (5c); Create a flexible work environment that cares for employees while maintaining a cohesive, innovative culture (5d). (ORGANIZATIONAL RESILIENCE)</p>	<p>Foster a Culture of Belonging and Unity</p>	<p>Form and regularly convene an Organizational Culture Team to identify opportunities to engage diverse voices at various levels, identify priorities using survey data, and develop a communication plan.</p>	<p>2024-07-01 - 2027-06-30</p>

COMMUNICATIONS PLAN

Communication Step	Audience	Topics/Message of Communication
Communicating Vision Work	IU13 Board of Directors; School Districts; Community/Business Partners; IU13 Employees; Additional Stakeholders	IU13 Shared Vision; Focus Areas; Commitments; Elevated Commitments; Actions/Tasks; Implementation Progress.
Anticipated Timeframe	Frequency	Delivery Method
07/01/2024 - 06/30/2027	Beginning, middle, and end of each school year	Presentation Other
Lead Person/Position		
Matt Stem, Executive Director Gina Brillhart, CFO/Asst to Exec Shannan Guthrie, Program Director for Corporate Communications Action/Task Leaders Champions/Directors		

Communication Step	Audience	Topics/Message of Communication
Organizational Culture Team	Representatives from across the IU13 organization	Employee cares and concerns; employee engagement; strategies and activities to foster belonging; employee appreciation; and similar topics to foster a culture of belonging and unity.
Anticipated Timeframe	Frequency	Delivery Method
07/01/2024 - 06/30/2027	Belonging Committee Meetings - regularly scheduled meetings will be held on an ongoing basis. Additional communications will vary depending on purpose and target audience.	Other
Lead Person/Position		
Lynette Waller, Program Director for Organizational Culture		

ADDENDUM E: COMPREHENSIVE PLAN COMMUNICATIONS

Communication Step	Topics of Message	Mode	Audience	Anticipated Timeline
Opening Week Updates	Vision, Elevated Commitments, Progress, Belonging	Live Presentation	All IU13 Employees	August of each year
Senior Leaders Sessions	Elevated Commitments, Action Steps, Progress, Belonging	Live Presentation; Workshop	Directors, Program/Project/Associate Directors	Beginning, middle, and end of each year
Leadership Council (Act 93) Sessions	Elevated Commitments, Progress, Belonging	Live Presentation; Workshop	All Act 93 Employees	Fall, winter, and spring of each year
Board Updates	Vision, Elevated Commitments, Action Steps, Progress	Live Presentation; Report	IU13 Board Members	Beginning, middle, and end of each year
Department Sessions/Updates	Organization Updates, Elevated Commitments, Action Steps, Progress	Meeting; Workshop	Employees by Department	Varies by Department

LANCASTER-LEBANON IU 13

1020 New Holland Avenue

Professional Development Plan (Act 48) | 2024 - 2027

ACT 48

Chapter 4 establishes that each school entity shall submit to the Secretary for approval a professional education plan every 3 years as required under Chapter 49, Section 17(a). A school entity shall make its professional education plan available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board and submission of the plan to the Secretary.

Chapter 49.17, Continuing professional education, establishes that every school entity shall develop a continuing education plan that addresses the following requirements:

- a. Includes options for professional development including, but not limited to, activities such as: (i) graduate level coursework; (ii) obtaining a professionally related master's degree; (iii) department-approved in-service courses; (iv) curriculum development work; and (v) attendance at professional conferences.
- b. Defines terms used including, but not limited to, the following: (i) Professionally related graduate level coursework. (ii) Professionally related master's degree. (iii) Curriculum development work. (iv) Professional conferences.
- c. Developed as specified in section 1205.1 of the act in which the plan describes the persons who developed the plan and how the persons were selected.
- d. Submitted to the Secretary shall be approved by both the professional education committee and the board of the school entity.
- e. Includes a section which describes how the professional education needs of the school entity, including those of diverse learners, and its professional employees are to be met through implementation of the plan. The plan must describe how professional development activities will improve language and literacy acquisition for all students and contribute to closing achievement gaps among students.
- f. Includes a description of how the school entity will offer all professional employees opportunities to participate in continuing education focused on teaching diverse learners in inclusive settings.

- g. A school district that contracts with a community provider to operate a prekindergarten program shall address in the school district's professional education plan how the school district will offer professional education opportunities to teachers in the community provider's prekindergarten program.

LEA provided professional education meets the education needs of that school entity and its professional employees, so that they may meet the specific needs of students. Professional education for all levels of an LEA should be based on sound research and promising practices that promotes educators' skills over the long term.

Exemplary professional education for staff:

- Enhances the educator's content knowledge in the area of the educator's certification or assignment.
- Increases the educator's teaching skills based on research on effective practice, with attention given to interventions for struggling students.
- Provides educators with a variety of classroom-based assessment skills and the skills needed to analyze and use data in instructional decision-making.
- Empowers educators to work effectively with parents and community partners.

PROFILE AND PLAN ESSENTIALS

Intermediate Unit

113000000

1020 New Holland Avenue, Lancaster, PA 17601

Mr. Matthew Stem

matthew_stem@iu13.org

(717) 606-1779 X NA

Mr Matthew Stem

matthew_stem@iu13.org

STEERING COMMITTEE

Name	Title	Committee Role	Appointed By
Laura Lent	Program Director of Early Childhood & Special Education	Administrator	Administration Personnel
Kelly Galbraith	Program Director of Teaching and Learning	Administrator	Administration Personnel
Lynette Waller	Program Director of Organizational Culture	Administrator	Administration Personnel
Susan Billy	Manager of Behavioral Health Support Services	Administrator	Administration Personnel

NEW BUSINESSES

Name	Title	Committee Role	Appointed By
Matthew Witmer	School Psychologist	Education Specialist	Education Specialist
Christopher Hynum	School Counselor	Education Specialist	Education Specialist
Pamela Overmyer	Special Education Consultant	Education Specialist	Education Specialist
Jessica Bigsby	Special Education Consultant	Education Specialist	Education Specialist
Brandy Crawford	Teacher of Special Education	K-12 Teacher	Teacher
Brenda Eichelberger	Teacher of Special Education	K-12 Teacher	Teacher
Peggy Anastasio	Program Director of Early Childhood and Special Education	Administrator	Administration Personnel
Noel Johns	Program Director of Human Resources	Administrator	Administration Personnel
Terrie Stauffer	Program Director of Student Services/Non-Public Services	Administrator	Administration Personnel
Joey Rider-Bertrand	Director of Instructional Services	Administrator	Administration Personnel
Sherry Zubeck	Director of Early Childhood and Special Education Services	Administrator	Administration Personnel
Ken Zimmerman	Parent/Assoc. Program Director	Parent of Child Attending	School Board of

NEW BUSINESSES

Name	Title	Committee Role	Appointed By
			Directors
Lindsey Harper	Parent/Manager Online Services	Parent of Child Attending	School Board of Directors
Lara Willox	Dean of Education, Millersville University	Community Member	School Board of Directors
Kathy Blouch	Professor, Lebanon Valley College	Community Member	School Board of Directors
Anna Ramos	Executive Director, Lancaster Co. WDB	Local Business Representative	School Board of Directors
Heather Valudes	Executive Director, Lancaster Chamber	Local Business Representative	School Board of Directors
Diane Harlow	Director, Lebanon Valley Chamber	Local Business Representative	School Board of Directors

DESCRIBE HOW MANY TIMES THE COMMITTEE MEETS IN A GIVEN YEAR, ANY SUBCOMMITTEES THAT ARE FORMED AND ANY OTHER RELEVANT INFORMATION REGARDING THE FUNCTION OF THE COMMITTEE.

The Steering Committee, which is a subset of the Comprehensive Plan Steering Committee, meets as needed to inform the IU13 Professional Development Plan and provide feedback to IU13 administration responsible for the planning and implementation of the plan. IU13

NEW BUSINESSES

administrative representatives from the Executive Director's Office, Early Childhood and Special Education Services, Human Resources, and Instructional Services meet regularly to determine how to allocate time to implement state mandated trainings without diminishing mission-critical professional learning for IU13 employees to advance the goals of the organization and required training for professional and support staff who work with students with a wide array of significant disabilities who are served in IU13 classrooms and programs.

ACTION PLANS STEPS FROM COMPREHENSIVE PLAN

SENIOR LEADERS ENGAGEMENTS

Action Step	Audience	Topics to be Included	Evidence of Learning
Strengthen and enrich the leadership development of IU13 Senior Leaders through regular whole-group meetings/engagements and the opportunity for individual leadership coaching.	Directors, Program/Project Directors, and Associate Program/Project Directors	General leadership topics; supervising/leading teams; fostering belonging; complex problem-solving; innovation and stewardship; agile approaches; and similar topics as needed to support senior leaders.	Observations; Participant reflections/feedback.
Lead Person/Position		Anticipated Timeline	
Leadership Team		07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	3-4 days per year	1d: Demonstrating Knowledge of Resources 4f: Showing Professionalism 4e: Growing and Developing Professionally	

LEADERSHIP COUNCIL SESSIONS

Action Step	Audience	Topics to be Included	Evidence of Learning
Strengthen and enrich the leadership development of IU13 Act 93 administrators through regular whole-group meetings/engagements.	Administrators	General leadership topics; supervising/leading teams; fostering belonging; complex problem-solving; innovation and stewardship; agile approaches; and similar topics as needed to support senior leaders.	Observations; Participant reflections/feedback.
Lead Person/Position		Anticipated Timeline	
Leadership Team		07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	3-4 days per year	4f: Showing Professionalism 4e: Growing and Developing Professionally 1d: Demonstrating Knowledge of Resources	

ACT 93 INDUCTION PROGRAM

Action Step	Audience	Topics to be Included	Evidence of Learning
Contribute to the successful start of new IU13 Act 93 administrators through an Induction Program and department-specific onboarding.	Administrators	Profile/portrait of an IU13 leader; Human Resources 101; Human Resources 102; McGrath Training; Business Services Processes; PMO-Innovation and Stewardship (Service Design, Lean, etc.); Grant Services; and similar topics relevant to new IU13 administrators.	Observations; Participant reflections/feedback.
Lead Person/Position		Anticipated Timeline	
Leadership Team		07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	3-4 sessions per year over 2 years	1d: Demonstrating Knowledge of Resources 4b: Maintaining Accurate Records 4e: Growing and Developing Professionally	

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
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4f: Showing Professionalism

BELONGING/CR-SE SESSION(S)

Action Step	Audience	Topics to be Included	Evidence of Learning
Plan and implement professional learning for administrators, professionals/teachers/instructors, and instructional support staff to enhance organizational culture through effective strategies/practices.	Administrators, Professionals/Instructors/Teachers, and Support Staff	Creating a community of belonging in the classroom; Building impactful teams through belonging; Creating an organizational culture of belonging; Culture of care and belonging; Building positive relationships for belonging.	Observations; Participant reflections/feedback.
Lead Person/Position		Anticipated Timeline	
Lynette Waller, Program Director for Organizational Culture		07/01/2024 - 06/30/2027	

LEARNING FORMAT

NEW BUSINESSES

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	Annually	2a: Creating an Environment of Respect and Rapport 4d: Participating in a Professional Community	Common Ground: Culturally Relevant Sustaining Education

OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES

STRUCTURED LITERACY

Audience	Topics to be Included	Evidence of Learning
Reading Specialists, PK-12 Special Education Teachers, Elementary-Certified Teachers, ESL-Certified Teachers, Early Childhood Educators, Middle School Teachers	Evidence-based intervention practices on structured literacy Explicit and systematic instruction in phonological and phonemic awareness The alphabetic principle, encoding and decoding, fluency and vocabulary Reading comprehension building content knowledge	Online course assessment results, classroom observations, student literacy assessment results, participant logs and reflections
Lead Person/Position	Anticipated Timeline	
Kelly Galbraith, Program Director of Teaching and Learning	07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Course(s)	10-hr. PaTTAN Course	1a: Demonstrating Knowledge of Content and Pedagogy	Structured Literacy

NEW BUSINESSES

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Course(s)	Online Hill Center Course - 6 self-paced modules or Hybrid (IU13-Hill Center) Science of Reading Academy	1a: Demonstrating Knowledge of Content and Pedagogy	Structured Literacy
Course(s)	4 Sessions - Structured Literacy 101 for Administrators	1a: Demonstrating Knowledge of Content and Pedagogy	Structured Literacy
Workshop(s)	Annually	1a: Demonstrating Knowledge of Content and Pedagogy	Structured Literacy

PROFESSIONAL ETHICS

Audience	Topics to be Included	Evidence of Learning
All Newly-Hired Staff, All Staff	Responsibility to the profession Responsibility to students Responsibility to the school community and ethical use of technology	Staff observations; Reflections/feedback; Board policy review signatures (annual sign-offs)
Lead Person/Position	Anticipated Timeline	
Noel Johns, Program Director Human Resources Services	07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Other	Annually	4f: Showing Professionalism	Professional Ethics
Coaching (peer-to-peer; school leader-to-teacher; other coaching models)	As needed	4f: Showing Professionalism	Professional Ethics

TEACHING DIVERSE LEARNERS IN INCLUSIVE SETTINGS

Audience	Topics to be Included	Evidence of Learning
Head Start, Early Intervention, and Nonpublic Reading Specialists and Counselors	Language acquisition for ELs Verbal de-escalation strategies Check and Connect mentoring	End of session evaluations
Lead Person/Position	Anticipated Timeline	
Associate Program Director for Training and Consultation	07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	Monthly	2d: Managing Student Behavior 1a: Demonstrating Knowledge of Content and Pedagogy 1b: Demonstrating Knowledge of Students	Teaching Diverse Learners in Inclusive Settings

LANGUAGE AND LITERACY FOR ALL STUDENTS

Audience	Topics to be Included	Evidence of Learning
Early Intervention and Head Start staff, K-12 special education classroom staff, nonpublic reading specialists, special education consultants, supervisors, paraeducators, guest teachers	Use of Unique Learning Systems (ULS) online curriculum and PASA Dynamic Learning Maps (DLM) for teachers to create lesson plans aligned to PASA Phonics and Phonemic Awareness strategies	Review of progress monitoring (fidelity checks for growth and responsive planning) Lesson plan reviews
Lead Person/Position	Anticipated Timeline	
Associate Program Director for Training and Consultation	07/01/2024 - 06/30/2027	

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	Monthly	1a: Demonstrating Knowledge of Content and Pedagogy	Language and Literacy Acquisition for All Students

TRAUMA-INFORMED CARE FOR ALL STAFF

Audience	Topics to be Included	Evidence of Learning
IU staff and/or staff required to be trained in trauma-informed practices	1.Recognition of the signs of trauma and strategies to promote resilience in students 2.Best practices for schools and classrooms regarding trauma-informed approaches, including utilization of multi-tiered systems of support 3. Recognition of the signs of impact of secondary trauma on staff and appropriate resources for those experiencing secondary trauma 4. Policies regarding trauma-informed approaches and connecting students with resources.	Small group activities and discussion and evaluations
Lead Person/Position		Anticipated Timeline
Susan Billy, Manager of Behavioral Health Support Services		07/01/2024 - 06/30/2027

LEARNING FORMAT

Type of Activities	Frequency	Danielson Framework Component Met in this Plan	This Step Meets the Requirements of State Required Trainings
Workshop(s)	Bi-annually	1b: Demonstrating Knowledge of Students	At Least 1-hour of Trauma-informed Care Training for All Staff

PROFESSIONAL DEVELOPMENT PLAN ASSURANCES

Professional Education Plan Guidelines	Yes/No
Are the professional development activities aligned with the current and applicable Pennsylvania Core Standards or Pennsylvania Academic Standards? (22 Pa Code, Chapter 4)	Yes
Are the effectiveness of offerings evaluated through multiple measures of student achievement within the context of educator effectiveness to determine impact on student learning, educator effectiveness, and/or school performance? (Act 82 of 2012) aka (22 Pa Code, 19)	Yes
Are the professional development activities aligned to at least one component of one domain within the Observation and Practice Framework for Teaching?	Yes
Does the professional education plan contain a committee consisting of teacher representatives divided equally among elementary, middle and high school teachers chosen by the teachers, educational specialist representatives chosen by educational specialists and administrative representatives chosen by the administrative personnel? (Act 48, Section 1205.1)	Yes
Does the committee include parents of children attending a school in the district, local business representatives and other individuals representing the community appointed by the board of directors? (Act 48, Section 1205.1)	Yes
Was the professional education plan approved by the professional education committee and the board of the school entity? (22 pa Code, 49.16)	Yes
Does the professional development plan align with educator needs? (Act 48, Section 2)	Yes
Do the implementation steps cover at least a three-year implementation horizon?	Yes

Professional Education Plan Guidelines

Yes/No

Are the following professional development activities included in the Act 48 Professional Development Plan?

Language and Literacy Acquisition for All Students	Yes
Teaching Diverse Learners in Inclusive Settings	Yes
At least 1-hour of trauma-informed care training for all staff	Yes
Professional Ethics Program Framework Guidelines	Yes
Culturally Relevant and Sustaining Education Program Framework Guidelines	Yes
Structured Literacy Program Framework Guidelines	Yes
When is the first year the IU will offer Structured Literacy Training to the staff?	2023- 2024

Who will receive the Structured Literacy Training in addition to the five required certifications (early childhood, elementary-middle level, special education, ESL, and reading specialist)?

Structured Literacy Training will be offered to all staff, but will only be required of staff with the five certifications.

Is the IU using or planning to implement Structured Literacy (Select One)?

Hybrid, Structured Literacy components integrated into reading program.

EVALUATION AND REVIEW

DESCRIBE IN THE BOX BELOW THE PROCEDURES FOR EVALUATING AND REVIEWING THE PROFESSIONAL EDUCATION PLAN.

The following processes will be used to evaluate and review the Professional Development Plan: 1. Student Outcomes - Quarterly review of students' IEP goals to monitor the progress of students served by IU13; 2. Participant Use of New Knowledge and Skills - Observation of the use of new knowledge and skills, and a generalization of the skills through application in daily work by staff; 3. Participant Learning - Evaluations from participants upon successful completion of trainings; 4. Participant Reaction - Reflection/Feedback from participants upon completion of trainings and department/program informal feedback sessions; and 5. Regular review of state mandated trainings list to ensure accuracy, compliance, and balance with other trainings that are mission critical to the organization, as well as planning and implementation of professional development at the enterprise, department, and program levels.

PROFESSIONAL EDUCATION PLAN ASSURANCES

We affirm that this Professional Education Plan focuses on the learning needs of each staff member to ensure all staff members meet or exceed high academic standards in each of the core subject areas.

Professional Education Committee Chairperson:

Date

I affirm that this Professional Education Plan provides staff learning that improves the learning of all students as outlined in the National Staff Development Council's Standards for Staff Learning.

Executive Director:

Date

Lancaster-Lebanon IU 13

Induction Plan (Chapter 49) | 2024 - 2027

Profile

Intermediate Unit Name		AUN
Intermediate Unit		113000000
Address 1		
1020 New Holland Avenue		
Address 2		
City	State	Zip Code
Lancaster	PA	17601
Executive Director Name		
Mr Matthew Stem		
Executive Director Email		
matthew_stem@iu13.org		
Educator Induction Plan Coordinator Name		
Dr. Peggy Anastasio		
Educator Induction Plan Coordinator Name Email		
peggy_anastasio@iu13.org		
Educator Induction Plan Coordinator Phone Number		Extension
717-947-1150		

Steering Committee

1 Steering Committee

Name	Title	Committee Role	Chosen/Appointed By
Peggy Anastasio	Program Director	Administrator	Administration Personnel
Sherry Zubeck	Department Director	Administrator	Administration Personnel
Linda Murr	Program Support Liaison	Other	Administration Personnel
Laura Lent	Program Director	Administrator	Administration Personnel
Barbara Love	Supervisor	Administrator	Administration Personnel
Jennifer Houser	Supervisor	Administrator	Administration Personnel
Lauren Wise	Service Coordinator	Education Specialist	Education Specialist
Amy Roth	School Social Worker	Other	Education Specialist
Pam Overmeyer	Special Education Consultant	Education Specialist	Education Specialist
Brenda Eichelberger	Service Coordinator	Education Specialist	Education Specialist
Jenna Giner	Supervisor	Administrator	Administration Personnel
Annette Ruth	HR Generalist	Administrator	Administration Personnel

Educator Induction Plan

Will all first-year teachers (including teachers in prekindergarten programs, when offered), long-term substitutes who are hired for a position for 45 days or more and educational specialists be identified and provided a 2-year induction experience beginning in the 2024-25 SY? (22 Pa Code, 49.16)	Yes
Is the induction plan prepared by teacher or educational specialist representatives, or both, chosen by teachers and educational specialists and administrative representatives chosen by the administrative personnel of the school entity? (22 Pa Code, 49.16)	Yes
Has the plan been made available for public inspection and comment for a minimum of 28 days prior to approval of the plan by the school entity's governing board and submission of the plan to the Department? (22 Pa Code, 49.16)	Yes
Does the induction plan reflect a mentor relationship between the first-year teacher, long-term substitute or educational specialist, teacher educator and the induction team for the duration of the induction program? (22 Pa Code, 49.16)	Yes
Does the induction plan include training on the teacher observation and evaluation model inclusive of the consistent use of quality teacher-specific data and building-level data within student performance measures? (24 P.S. § 11-1138.8 (c)(3) and (22 Pa Code, 49.16)	Yes
Does the induction plan:	Yes
a. Assess the needs of inductees?	Yes
b. Describe how the program will be structured?	Yes
c. Describe what content will be included, along with the delivery format and timeframe?	Yes
d. Include a two-year induction program effective the 2024-2025 school year?	Yes

Mentors

Pool of possible mentors is comprised of teachers with outstanding work performance.	Yes
Potential mentors have similar certifications and teaching assignments.	Yes
Potential mentors must model continuous learning and reflection.	Yes
Potential mentors must have knowledge of LEA policies, procedures, and resources.	Yes
Potential mentors must have demonstrated ability to work effectively with students and other adults.	Yes
Potential mentors must be willing to accept additional responsibility.	Yes
Mentors must complete mentor training or have previous related experience (e.g., purpose of induction program and role of mentor, communication and listening skills, coaching, and conferencing skills, problem-solving skills and knowledge of adult learning and development).	Yes
Mentors and inductees must have compatible schedules so that they can meet regularly.	Yes
Other, please specify below	No
Other	

Please explain the LEA's process for ensuring their mentors have the above selected characteristics.

Mentors are assigned to an Inductee through a prescribed selection process. This process is developed and reviewed annually by Lancaster-Lebanon IU13. Mentors must meet the following qualifications: • be a tenured professional; • possess a Level II certificate; • demonstrate a minimum of three years of satisfactory ratings on summative evaluations; • possess programmatic knowledge base and skill set matched to the needs of the inductee; and is • approved by his/or her supervisor. Professional employees interested in becoming a mentor are provided the opportunity to complete a mentor application form annually for submission to the program director that oversees the Induction/Mentor programs. The past performance of the mentor is taken into consideration during the mentor pool selection process. Mentors are assigned to inductees by the program supervisor and program director with "job alike" consideration a priority. All mentors must complete the following activities: • meet with their assigned Inductee for half a day prior to the first day of school; • attend the end of year Induction session with their Inductee; • submit a quarterly mentor report (listing of completed mentor/inductee tasks) in accordance with the assigned due dates; and • maintain regular communication with the assigned inductee.

Needs Assessment

Observations of inductee instructional practice by a coach or mentor to identify needs.	Yes
Multiple observations of inductee instructional practice by building supervisor to identify needs.	Yes
Regular scheduled meetings with mentors or coaches to reflect upon instructional practice to identify needs.	Yes
Standardized student assessment data	Yes
Classroom assessment data (Formative Summative)	Yes
Inductee survey (local, intermediate units and national level)	Yes
Review of inductee lesson plans	Yes
Review of written reports summarizing instructional activity	Yes
Submission of Inductee Portfolio	Yes
Knowledge of successful research-based instructional models	Yes
Information collected from previous induction programs (e.g., program evaluations and second-year teacher interviews).	Yes
Other, please specify below	No
Other	

Based on the tools and methods selected above, describe the LEA's Induction program, including the following details:

- **Program Structure**
- **Content Included**
- **Meeting Frequency**
- **Delivery Format**

IU13's Induction Program Details: Inductees will know, understand, and implement instructional practices validated by the LEA as known to improve student achievement for diverse student populations. Inductees will be able to effectively navigate PDE's Standards Aligned System (SAS) website and utilize curriculum frameworks to design lessons that lead students to mastery of state standards, assessment anchors and related eligible content. Inductees will know the basic details and expectations related to LEA-wide initiatives, practices, and procedures. Inductees will know and apply LEA endorsed classroom management strategies. Inductees will know and utilize school/LEA resources that are available to assist students in crisis. Inductees will take advantage of opportunities to engage personally with other members of the faculty in order to develop a sense of collegiality and camaraderie. IU13's Educator Induction Program (EIP) is a total of 43 hours across the first two years of an educator's career. The program is comprised of two full-day sessions in year one (13 hours), 13 two-hour evening sessions presented throughout year one and two (26 hours), and two hours of focused independent study activities in both year one and year two (4 hours). The content addressed includes: Educator Effectiveness, Code of Professional Practice and Conduct for Educators; Assessments; Best Instructional Practices; Safe and Supportive Schools; Standards and Curriculum; Accommodations and Adaptations for Diverse Learners; Data Informed Decision Making; Materials and Resources for Instruction; and Culturally-Relevant and Sustaining Education (CR-SE).

NEW BUSINESS

Educator Induction Plan Topic Areas

Upload the LEA's 2-year Educator Induction Plan, which needs to begin in the 2024-2025 SY.

24-25 Induction Program_e259b075.pdf

Selected Observation and Practice Framework(s):

- 4c: Communicating with Families
- 4d: Participating in a Professional Community
- 4e: Growing and Developing Professionally
- 4b: Maintaining Accurate Records
- 4f: Showing Professionalism
- 4a: Reflecting on Teaching

Timeline

- Year 1 Fall
- Year 1 Spring
- Year 2 Spring

Selected Observation and Practice Framework(s):

- 3d: Using Assessment in Instruction
- 3a: Communicating with Students
- 3c: Engaging Students in Learning
- 3e: Demonstrating Flexibility and Responsiveness
- 3b: Using Questioning and Discussion Techniques

Timeline

- Year 1 Fall
- Year 2 Fall

Selected Observation and Practice Framework(s):

- 1a: Demonstrating Knowledge of Content and Pedagogy
- 1b: Demonstrating Knowledge of Students
- 1f: Designing Student Assessments
- 1d: Demonstrating Knowledge of Resources
- 1c: Setting Instructional Outcomes
- 1e: Designing Coherent Instruction

Timeline

- Year 1 Fall
- Year 1 Winter
- Year 1 Spring
- Year 2 Spring

Selected Observation and Practice Framework(s):

- 2b: Establishing a Culture for Learning
- 2c: Managing Classroom Procedures
- 2d: Managing Student Behavior
- 2a: Creating an Environment of Respect and Rapport
- 2e: Organizing Physical Space

Timeline

- Year 1 Fall
- Year 2 Spring

Selected Observation and Practice Framework(s):

- 1a: Demonstrating Knowledge of Content and Pedagogy
- 1b: Demonstrating Knowledge of Students
- 1e: Designing Coherent Instruction
- 1c: Setting Instructional Outcomes
- 1d: Demonstrating Knowledge of Resources
- 1f: Designing Student Assessments

Timeline

Year 1 Fall
Year 1 Winter
Year 1 Spring
Year 2 Spring

Selected Observation and Practice Framework(s):

1e: Designing Coherent Instruction
1f: Designing Student Assessments
1d: Demonstrating Knowledge of Resources
1a: Demonstrating Knowledge of Content and Pedagogy
1b: Demonstrating Knowledge of Students

Timeline

Year 1 Spring

Selected Observation and Practice Framework(s):

4f: Showing Professionalism
4a: Reflecting on Teaching
4b: Maintaining Accurate Records
4c: Communicating with Families

Timeline

Year 1 Fall
Year 1 Winter

Selected Observation and Practice Framework(s):

3c: Engaging Students in Learning

1f: Designing Student Assessments
1d: Demonstrating Knowledge of Resources
1e: Designing Coherent Instruction
1b: Demonstrating Knowledge of Students
3d: Using Assessment in Instruction
1c: Setting Instructional Outcomes
3e: Demonstrating Flexibility and Responsiveness

Timeline

Year 1 Fall
Year 1 Winter
Year 1 Spring
Year 2 Fall

Selected Observation and Practice Framework(s):

3d: Using Assessment in Instruction
3b: Using Questioning and Discussion Techniques
4a: Reflecting on Teaching
4b: Maintaining Accurate Records
3e: Demonstrating Flexibility and Responsiveness

Timeline

Year 1 Fall
Year 1 Winter
Year 2 Fall

Selected Observation and Practice Framework(s):

1f: Designing Student Assessments
1e: Designing Coherent Instruction
3c: Engaging Students in Learning
1d: Demonstrating Knowledge of Resources

Timeline

Year 1 Winter

Year 1 Spring

Year 2 Fall

Selected Observation and Practice Framework(s):

2e: Organizing Physical Space

2c: Managing Classroom Procedures

2b: Establishing a Culture for Learning

2a: Creating an Environment of Respect and Rapport

2d: Managing Student Behavior

Timeline

Year 1 Fall

Selected Observation and Practice Framework(s):

4c: Communicating with Families

4d: Participating in a Professional Community

Timeline

Year 1 Fall

Year 1 Winter

Selected Observation and Practice Framework(s):

4d: Participating in a Professional Community

4e: Growing and Developing Professionally

2a: Creating an Environment of Respect and Rapport

2b: Establishing a Culture for Learning

4f: Showing Professionalism

Timeline

Year 1 Fall

Year 2 Winter

Selected Observation and Practice Framework(s):

2a: Creating an Environment of Respect and Rapport

4a: Reflecting on Teaching

1b: Demonstrating Knowledge of Students

2b: Establishing a Culture for Learning

Timeline

Year 1 Fall

Year 1 Spring

Year 2 Spring

Selected Observation and Practice Framework(s):

1f: Designing Student Assessments

3a: Communicating with Students

4b: Maintaining Accurate Records

1e: Designing Coherent Instruction

2e: Organizing Physical Space

4a: Reflecting on Teaching

1c: Setting Instructional Outcomes

2c: Managing Classroom Procedures

3d: Using Assessment in Instruction

4e: Growing and Developing Professionally

1a: Demonstrating Knowledge of Content and Pedagogy

2a: Creating an Environment of Respect and Rapport

3b: Using Questioning and Discussion Techniques

- 4c: Communicating with Families
- 1d: Demonstrating Knowledge of Resources
- 2d: Managing Student Behavior
- 3e: Demonstrating Flexibility and Responsiveness
- 4f: Showing Professionalism
- 1b: Demonstrating Knowledge of Students
- 2b: Establishing a Culture for Learning
- 3c: Engaging Students in Learning
- 4d: Participating in a Professional Community

Timeline

- Year 1 Fall
- Year 1 Winter
- Year 1 Spring
- Year 2 Fall
- Year 2 Winter
- Year 2 Spring

Evaluation and Monitoring

Evaluation and Monitoring

IU13 evaluates its induction program through inductee and mentor surveys, reviews of lesson plans and portfolios, classroom observations and walk-throughs, and student achievement data. Results of the data gathered from these sources are analyzed, compared to data from previous years, and used to revise the induction program as appropriate.

InductionPlan

Mentor documents his/her inductee's involvement in the program.	Yes
A designated administrator receives, evaluates, and archives all mentor records.	Yes
School/LEA maintains accurate records of program completion and provide a certificate or statement of completion to each inductee who has completed the program.	Yes
Completion is verified by the LEA Chief Administrator on the Application for Level 2 Certification.	Yes

Confirm that all first-year teachers are required to participate in the induction program.

Yes

If "No" is selected, please explain what individuals were not included in the Induction Program and why.

Signatures and Quality Assurance

We affirm that this Educator Induction Plan has been developed in accordance with the laws, regulations and guidelines for the development, implementation and evaluation of the Induction Plan as designated in Chapter 4 of the Pennsylvania Department of Education School Code. We affirm that this Educator Induction Plan focuses on the learning needs of each professional staff member to ensure high quality instruction for all students.

Educator Induction Plan Coordinator	Date

I affirm that this Induction Plan provides staff learning that improves the learning of all students as outlined in the [National Staff Development Council's Standards for Staff Learning](#).

Chief School Administrator	Date