

MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
MARCH 13, 2024

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 7:47 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:

Dr. Kathleen Blouch, Annville-Cleona
Brett Buckwalter, Cocalico
Craig Chubb, Solanco
Susan Dieffenbach, Cornwall-Lebanon
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
Robert Okonak, 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:

Amy Beachy, Manheim Central
Michael Fisher, Pequea Valley

Staff Present:

Matthew Stem, Executive Director
Flip Steinour, COO/Assistant to the Executive Director
Dr. Joey Bertrand, Director, Instructional Services
Dr. Angela Kirby, Director, PaTTAN-Harrisburg
Timothy Laubach, Director, Technology Services
Sherry Zubeck, Director, Early Childhood and Special Education Services
Dr. Peggy Anastasio, Program Director, Early Childhood and Special Education Services
Juliet Ashton-Luckey, Supervisor, Early Childhood and Special Education Services
Steph Belessis, Human Resource Generalist, Human Resources Services
Megan Black, Human Resource Generalist, Human Resources Services
Marcie Elbin, Human Resource Generalist, Human Resources Services
Kelly Galbraith, Program Director, Instructional Services
Kim Good, Supervisor, Early Childhood and Special Education Services
Shannan Guthrie, Program Director, Executive Director's Office
Michael Imburgia, Project Director, Executive Director's Office
Jill Gerhart, Supervisor, Early Childhood and Special Education Services
Barbara Love, Supervisor, Early Childhood and Special Education Services
Michelle Malick, Program Director, Human Resources Services
Stephanie McClune, Supervisor, Early Childhood and Special Education Services
Kelly Orr, Program Director, Business Services
Patricia Pontz, Associate Program Director, Business Services
Joshua Reuling, Technology Services
Christine Skrodinsky, Associate Program Director, Business Services
Dr. Lynette Waller, Program Director, Executive Director's Office

Guests:

None

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has Addendum Item F.

APPROVAL OF TONIGHT'S AGENDA

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

Motion Carried: Yes-20, No-0, Absent-2

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF FEBRUARY 14, 2024 BOARD MINUTES

On a motion by Mrs. Dieffenbach and a second by Mr. Melleby, the minutes of the February 14, 2024 Board meeting were approved as presented.

Motion Carried: Yes-20, No-0, Absent-2

TREASURER'S REPORT

Mr. Melleby presented the Treasurer's Report. On a motion by Mr. Melleby and a second by Mr. Ondrusek, the Treasurer's Report, including the following, was approved for the period ending January 31, 2024:

- 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

Motion Carried: Yes-20, No-0, Absent-2

BOARD REPORTS

Mrs. Groff provided a PSBA report.

CORRESPONDENCE

None.

BUSINESS SERVICES

Mr. Ondrusek noted that the committee reviewed contracts and discussed facilities.

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

- A. Contracts. (Reference Business Services Exhibit A)

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

- B. Approval of 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.)

Motion Carried: Yes-20, No-0, Absent-2

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

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.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

On a motion by Mrs. Groff and a second by Mr. Buckwalter, the Board approved Early Childhood and Special Education Services Consent Agenda Item A:

A. Contracts. (Reference Early Childhood and Special Education Services Exhibit A)

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

Motion Carried: Yes-20, No-0, Absent-2

Mrs. Groff noted that the committee discussed Head Start and Early Childhood programs, Jae Davis Scholarship, Transfer Between Entities, and staffing needs.

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

On a motion by Mr. Buckwalter and a second by Mr. Merris, the Board approved Instructional Services/Technology Services Consent Agenda Items A-D:

- 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.)

Motion Carried: Yes-20, No-0, Absent-2

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

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

HUMAN RESOURCES SERVICES

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

- 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

- F. Personnel Actions as presented in Human Resources Services Exhibit D.

(Purpose: To approve Resignations, Retirements, Terminations, Employment, Leaves of Absence, and/or Change of Position/Status/Salary.)

Motion Carried: Yes-20, No-0, Absent-2

Mr. Irvin commented on the importance of retention efforts.

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 PARAEUCATOR	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 PARAEUCATOR	EARLY INTERVENTION	ECSES	02/26/2024	\$17.36 /hour	01	185	Filling Vacancy
5	DYLAN	HEFFLEFINGER	PARAEUCATOR 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	PARAEUCATOR FLOATER	EARLY INTERVENTION	ECSES	03/11/2024	\$17.36 /hour	01	185	Filling Vacancy
8	SARAH	NAEGELE	PARAEUCATOR 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

MINUTES

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

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	DIANNE JOY	PASION	BUS SERVICES INFO SYSTEM ANALYST		BS	04/01/2024	\$27.04 /hour		260	Filling vacancy

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	AMY	FREDERICK	PARAEDUCATOR - II	AUTISTIC SUPPORT	ECSES	06/05/2024

PRIOR BUSINESS

None.

NEW BUSINESS

Mr. Stem provided an overview regarding the Comprehensive, Professional Development, and Induction Plans. He thanked Dr. Bertrand and the team who worked on these plans.

On a motion by Mrs. Rivera and a second by Mrs. Herr, the Board approved 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.)

Motion Carried: Yes-20, No-0, Absent-2

Prior to the vote, Mrs. Dieffenbach offered positive comments about the document as well as her thanks, and Dr. Fullerton thanked Dr. Bertrand and the team on its efforts.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, highlighting state budget information, appropriations hearings, and proposed legislation. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- LNP | LancasterOnline article on opportunities for use of Artificial Intelligence in schools, quoting three IU13 staff members and highlighting their work in this area supporting districts
- School Psychologists Annual Convention, including a well-attended presentation by IU13 ECSES staff on Extreme School Refusal Behaviors: Assessment and Intervention for Improving Attendance Practices
- Hosting of a learning experience about jobs and transferable employability skills for School-to-Work students by Angelo's Pizza
- Community Conversation on School Safety, held by IU13 staff alongside the Pennsylvania Department of Education's School Safety Office, at The Conference and Training Center at IU13

- Upcoming events: Retirement Dinner, Partnership Appreciation Luncheons, Lancaster-Lebanon Education Foundation Basket Bingo, and Lebanon Spring Student Bazaar

BOARD COMMENTS

Mr. Irvin shared a board favor from a minibusiness at Garden Spot High School (Eastern Lancaster County School District).

Mr. Melleby commented favorably on attending the Partnership Appreciation Luncheons.

Mrs. Zubeck and Mr. Steinour introduced administrators in attendance from their respective departments. Dr. Fullerton thanked them for their attendance and service.

PUBLIC COMMENTS

None.

ADJOURNMENT

Dr. Fullerton announced that the next IU13 Board meeting will be held on April 10, 2024, at the IU13 One Cumberland Building, Lebanon.

The meeting was adjourned at 8:34 PM.

Respectfully submitted,

Flip Steinour
Assistant Board Secretary