

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
APRIL 10, 2024**

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at the IU13 One Cumberland Building (One Cumberland Street, Lebanon, PA) with a virtual option available, was called to order at 7:36 PM by Dr. Joseph Fullerton, President.

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Dr. Kathleen Blouch, Annville-Cleona
Amy Beachy, Manheim Central
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
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:

Ronald Melleby, Donegal
Charles Merris, Jr., Hempfield
Luis Morales, Lancaster

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
Dr. Angela Kirby, Director, PaTTAN-Harrisburg
Timothy Laubach, Director, Technology Services
Ariel Benites, Human Resources Services
Susan Fisher, Supervisor, Early Childhood and Special Education Services
Dr. Kelly Galbraith, Program Director, Instructional Services
Shannan Guthrie, Program Director, Executive Director's Office
Patricia Pontz, Associate Program Director, Business Services
Dr. Lynette Waller, Program Director, Executive Director's Office
Ken Zimmerman, Associate Program Director, Instructional Services

Guests:
None

CORRECTIONS/ADDENDA

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

APPROVAL OF TONIGHT'S AGENDA

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

Motion Carried: Yes-19, No-0, Absent-3

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF MARCH 13, 2024 BOARD MINUTES

On a motion by Mrs. Rivera and a second by Mrs. Dieffenbach, the minutes of the March 13, 2024 Board meeting were approved as presented.

Motion Carried: Yes-19, No-0, Absent-3

TREASURER'S REPORT

Mr. Ondrusek presented the Treasurer's Report. On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Treasurer's Report, including the following, was approved for the period ending February 29, 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 \$20,143,486.03

Motion Carried: Yes-19, No-0, Absent-3

BOARD REPORTS

Mrs. Groff provided a PSBA report.

CORRESPONDENCE

None.

BUSINESS SERVICES

Mr. Ondrusek noted that the committee reviewed contracts and discussed retention of the auditor, the Northern Education Center, and first reading of policies.

On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Board approved Business Services Consent Agenda Items A-F (Items G-I do not require action):

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

(Purpose: To approve contracts, marketplace contracts, and/or subrecipient agreements as presented in the accompanying Exhibit.)
- B. Retain Brown Plus for auditing services for fiscal year ending June 30, 2024, for a cost of \$71,000.

(Purpose: To establish an Auditing firm for auditing services for fiscal year 2023-24, with a negotiated option for 3 additional years of service.)
- C. Contract with Beers + Hoffman Architecture for \$5,200.

(Purpose: To provide conceptual plans, scheduling, and cost estimates for submission of an application for the DCED Capital Projects Multi-Purpose Community Facilities grant to support a project for the Northern Education Center, formerly Jonestown Elementary School.)
- D. Award Request for Proposal (RFP) #234-019 – ACCESS Medical Authorization Services. (Reference Business Services Exhibit B)

(Purpose: To award the ACCESS Medical Authorization Services RFP #234-019. The awarded providers will provide ACCESS medical authorization services to IU13 for a one-year contract term. The recommendation follows an RFP process which resulted in 12

proposals being submitted and evaluated with two providers being recommended for award. A detailed analysis of all proposals received are maintained in the IU13 Business Office.)

- E. Award Bid #234-007, Athletic Trainer/Medical Supplies. (Reference Business Services Exhibit C)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Athletic Trainer Medical Supplies Bid for 2024-2025 was opened on January 31, 2024, and reviewed by the commodity review team on February 20, 2024. Pricing has remained stable over last year's unit prices for like items.)

- F. Award Bid #234-008, Custodial Supplies. (Reference Business Services Exhibit D)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Custodial Supplies Bid for 2024-2025 was opened on February 1, 2024, and reviewed by the commodity review team on March 8, 2024. There is a 2 percent decrease over last year's unit prices for like items.)

- G. First reading of revised Policy 611 – Purchases Budgeted. (Reference Business Services Exhibit E)

(Purpose: This policy is being revised to align with PSBA recommendations and IU13 updated procedures.)

- H. First Reading of revised Policy 612 – Purchases Not Budgeted. (Reference Business Services Exhibit F)

(Purpose: This policy is being revised to align with PSBA recommendations and IU13 updated procedures.)

- I. First Reading of revised Policy 616 – Payment of Bills. (Reference Business Services Exhibit G)

(Purpose: This policy is being revised to align with PSBA recommendations and IU13 updated procedures.)

Motion Carried: Yes-19, No-0, Absent-3

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	Federal, Local	LANCASTER GENERAL HOSPITAL	4/1/24-6/30/25	\$100,000.00	ACCESS medical authorizations	To provide reviews of individualized education plans (IEPs) and sign medical provider authorization forms for the school-based ACCESS program.	RFP# 234-019
2.	Business	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	CBIZ VALUATION GROUP LLC	6/1/24-8/31/24	Not to exceed \$13,700.00	Fixed asset physical inventory	To provide a fixed asset physical inventory to satisfy federal grant requirements.	Sole Source
3.	Business (EDO)	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	OSS/KROY PRODUCT CENTER	5/1/24-9/1/24	Not to exceed \$20,000.00	NEC Exterior Signage	Replacement and/or refurbishment of the exterior signage at the Northern Education Center, including the removal of old signage, structural preparation and installation of new signage.	COSTARS #032E24084
4.	Business (EDO)	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	OSS/KROY PRODUCT CENTER	5/1/24-9/1/24	Not to exceed \$10,000.00	NEC Interior Signage	Design, produce, and install interior signage for NEC, including: Directory/Hallway signs, Wayfinding signs, and individual room signs.	COSTARS #032E24084
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	State	DATA11Y LLC	3/1/24-6/30/24	Not to exceed \$88,000.00	Professional development	To develop and deliver approximately 14 hours of instruction focused on learning computer programming with accessible blocks technology. Contractor will work in consultation with PaTTAN staff in the development of the deliverables and will present at an event scheduled for June 4 - 5, 2024. Scope of work also contemplates any needed follow up after the presentation. Pending contract negotiations.	Sole Source

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	FLEETWOOD AREA SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$20,000.00	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)			FOREST HILLS SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$20,000.00		
3.	Business (PaTTAN)			MIFFLINBURG AREA SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$20,000.00		
4.	Business (PaTTAN)			WILLIAMS VALLEY SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$50,000.00		
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	GLENDALE SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$30,000.00	Systemic Supports Initiative	Amendment of C2344355, originally approved 10/11/2023. This amendment increases the contract from \$15,000.00 to \$30,000.00. LEA is participating in the Systemic Supports initiative.
6.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	JUNIATA COUNTY SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$30,000.00	Systemic Supports Initiative	Amendment of C2344396, originally approved September 13, 2023. This revision adds an additional \$25,000.00 to the previously approved \$5,000.00 contract for a revised contract amount of \$30,000.00. This LEA is participating in the Systemic Supports initiative.

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 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-19, No-0, Absent-3

Mrs. Groff commented on the upcoming Partnership Appreciation Luncheons. Mrs. Groff also noted that IU13 is requesting expansion of Head Start to add slots for children.

Board Month: APRIL
Count: 2

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	Local	SCHLOTTER, DAVID A	7/1/24-6/30/25	\$11,400.00	Pupil Transportation-Driver Training	To provide bus driver training to drivers in Lancaster County school districts at a rate of \$950/month, not to exceed \$11,400.00.	Sole Source
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	YOUR LANGUAGE CONNECTION	7/1/23-6/30/24	Not to exceed \$74,000.00	Foreign Language Interpreting and Translation Services	Amendment of C2344018 originally approved 5/30/2023. This revision increases the contract by \$32,000.00 for a revised amount not to exceed \$74,000.00 due to increased interpreter requests over previous year.	Sole Source

ECSES Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	COLUMBIA BOROUGH SCHOOL DISTRICT	7/1/23-9/30/24	\$264,814.00	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.
2.	ECSES			DONEGAL SCHOOL DISTRICT	7/1/23-9/30/24	\$352,092.00		
3.	ECSES			LA ACADEMIA CHARTER SCHOOL	7/1/23-9/30/24	\$45,503.00		
4.	ECSES			MANHEIM CENTRAL SCHOOL DIST	7/1/23-9/30/24	\$341,648.00		
5.	ECSES			NORTHERN LEBANON SCHOOL DISTRICT	7/1/23-9/30/24	\$582,064.00		
6.	ECSES			SOLANCO SCHOOL DISTRICT	7/1/23-9/30/24	\$516,202.00		

Board Month: APRIL
Count: 1

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
Marketplace Activities

No.	Dept.	SBU/SSU	Name	Type	Term	Revenue	Service Provided	Explanation
1.	ECSES	012 ITINERANT SOLUTIONS	DALLASTOWN AREA SCHOOL DISTRICT	Customer/Revenue	3/12/24-6/30/24	\$612.21	Special Education Services – Itinerant Occupational and Physical Therapy	To furnish occupational/physical therapists to provide evaluation/consultation/treatment services as requested by the Dallastown Area School District. The services will be billed at the rate of \$144.05/hour. The rate applies but is not limited to on-site evaluation/consultation/treatment time, offsite follow-up documentation/consultation time, and travel time between Dallastown Area School District schools.

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

On a motion by Mr. Buckwalter and a second by Mr. Okonak, the Board approved Instructional Services/Technology Services Consent Agenda Item A:

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.)

Motion Carried: Yes-19, No-0, Absent-3

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	007 STUDENT SERVICES	PROFESSIONAL	Federal	CHILDREN DESERVE A CHANCE FOUNDATION	8/1/24-9/30/24	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	EXTERNAL (Amendment)	State	PER ARDUA LLC	5/8/24-5/10/24	\$14,475.00	Venue for Organ & Tissue Donation Awareness 2024 Spring Conference for Educators	Amendment of C2344712 originally approved March 26, 2024. This revision increases the contract amount by \$6,500.00 for a revised amount of \$14,475.00. This increase is to include food for the conference attendees. Also amended the dates to include May 10, 2024. Event will begin May 8, 2024, and conclude May 10, 2024.	Sole Source
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	COMPUTEC TECHNICAL SOLUTIONS INC	3/18/24-6/30/24	\$30,070.00	Network Cabling at Burle	Amendment of contract C2344677 originally approved on March 13, 2024, to add additional cable wiring to the Burle conference center update project and additional costs of up to \$5,000.00. This revision increases the contract \$7,070.00 for a new contract total of \$30,070.00	Quotations
4.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Federal	SPECTRA CONTRACT FLOORING	4/11/24-8/30/24	\$28,250.00	Remove and replace flooring in lobby and vestibule area	Remove current and install new flooring in the lobby and vestibule area of Burle.	COSTARS #008-E23-1180
5.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	T-MOBILE	7/1/21-6/30/24	\$218,000.00	Cellular and mobile data services	Amendment of contract C2122090 originally approved on June 16, 2021. This revision increases the contract by \$20,000.00 for a revised contract amount of \$218,000.00. This revision is due to the addition of Act 93 cellular data services and created a shortfall near the end of the contract term.	RFP# 201-019

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-E:

- 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. Retain Fox Rothschild, LLP, as solicitor of record for services per Engagement Agreement, at a rate of \$195/hour, effective July 1, 2024, through June 30, 2025.

- D. 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:

Anna Hajnal	SLP Intern	Emerson College
Arlyn Miller	SLP Intern – EI	Emerson College
Kristine Van Tassel	SLP – Supervisory	Slippery Rock University

- E. Personnel Actions as presented in Human Resources Services Exhibit C.

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

Motion Carried: Yes-19, No-0, Absent-3

Board Month: **APRIL**
Count: **1**

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	MAXIM HEALTHCARE SERVICES HOLDINGS INC	6/16/21-6/30/24	\$200,000.00	Temporary staffing services as secondary vendor for direct services to students through pricing award IU13 RFP #201-021	Amendment to C2122093 originally approved on 6/16/2021 and amended on 6/28/2023. This revision adds \$50,000.00 in additional funds to the current contract for a total not to exceed \$200,000.00 for additional temporary IU13 staffing needs.	RFP# 201-021

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	NOELIA	ALEJANDRO	HEAD START EARLY CHILDHOOD ASSISTANT	HEAD START	ECSES	04/05/2024	ACCEPTED ALTERNATE EMPLOYMENT
2	OLGA	BOLSHAK	SUB DAILY PARAPROFESSIONAL		HRS	03/18/2024	PERSONAL REASONS
3	KATIE	DELLINGER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/05/2024	ACCEPTED ALTERNATE EMPLOYMENT
4	AMY	GRANT	SUB DAILY PROFESSIONAL		HRS	03/06/2024	PERSONAL REASONS
5	VAUGHNA	HARRIS	HEALTH CARE ASSISTANT	EMOTIONAL SUPPORT	ECSES	03/12/2024	PERSONAL REASONS
6	ERIN	HAWKINS	SUB HEALTH ASSISTANT		HRS	03/06/2024	ACCEPTED ALTERNATE EMPLOYMENT
7	JOAN	INNUSA	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	03/20/2024	PERSONAL REASONS
8	JESSICA	O'HARA	SUB DAILY PARAPROFESSIONAL		HRS	03/06/2024	PERSONAL REASONS
9	REBECCA	SCHATZ	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/27/2024	PERSONAL REASONS
10	MICHELE	STANFORD	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	04/03/2024	PERSONAL REASONS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	KEISHA	MCCAULEY	PART-TIME CUSTOMER SERVICE REPRESENTATIVE SUB		EDO	03/22/2024	DID NOT MEET MINIMUM SUBBING REQUIREMENTS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	CHRISTINE	NELSON	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	03/25/2024
2	TIMOTHY	NGUYEN	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/22/2024
3	DEBRA	PEARSON	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	03/25/2024
4	BARBARA	THOMPSON	PHYSICAL THERAPIST	RELATED SERVICES	ECSES	06/05/2024

EARLY RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
5	HEATHER	PAPPALARDO	ENROLLMENT SPECIALIST	HEAD START	ECSES	09/27/2024

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	BROOKE	BACH	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/08/2024	\$17.36 /hour	01	185	New - Program Need
2	GABRIELLA	BEAUDOIN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/15/2024	\$17.36 /hour	01	185	Requested by Donegal SD
3	MAKAYLA	BILLMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/08/2024	\$17.36 /hour	01	185	Requested by Donegal SD
4	VICTORIA	GOODMAN	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/01/2024	\$17.36 /hour	01	185	New - Program Need
5	SHANEEA	HILL	SUB SEC ASGN PARAPROFESSIONAL		HRS	03/27/2024	\$133.05 /day			Secondary Assignment
6	LAUREN	MORRISETTE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/08/2024	\$17.36 /hour	01	185	Requested by Penn Manor SD
7	DAMARA	NEGRON	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/15/2024	\$17.74 /hour	02	185	Requested by Lebanon SD
8	KELLY	PARKER	SPECIAL EDUC CONSULT	AUTISTIC SUPPORT	ECSES	08/05/2024	\$82,057.00	M+15/07	195	New - Program Need
9	KATIE	PIERCE	SUB SEC ASGN PARAPROFESSIONAL		HRS	04/15/2024	\$130.20 /day			Secondary Assignment
10	HAILEY	REINBOLD	SUB DAILY PROFESSIONAL and PARA		HRS	03/11/2024	\$135.00 /day			New - Program Need
11	JENNIFER	SPATZ	SUB DAILY PROFESSIONAL and PARA		HRS	03/26/2024	\$135.00 /day			Secondary Assignment
12	HANNA	WANNER	TEACHER OF SPEC ED - ITINERANT	EARLY INTERVENTION	ECSES	06/10/2024	\$70,565.00	M/04	190	Filling vacancy
13	ANDREW	YEAGER	JOB TRAINER	JOB TRAINING SERVICES	ECSES	04/15/2024	\$23.47 /hour	01	185	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	SHAIMAA	AMER	PART-TIME PARAEducator	MULTIPLE DISABILITIES SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	03/19/2024	\$115.00 /day			Employee Request
2	DANIELLE	ARNOLD	PARAEducator FLOATER - EI	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	03/14/2024	\$115.00 /day			Employee Request
3	LAURA	BINKLEY	COMMUNITY EDUCATION ADJUNCT STUDENT ADVISOR	COMMUNITY EDUCATION	IS	COMM ED STUDENT ADVISOR	COMMUNITY EDUCATION	IS	03/20/2024	\$25.75 /hour		210	New - Program Need
4	KATY	CHARLES	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	COORDINATOR OF VOLUNTEER TUTORS	COMMUNITY EDUCATION	IS	04/22/2024	\$32,172.00		130	New - Program Need
5	ELIANNA	CLARK	PARAEducator 1:1	AUTISTIC SUPPORT	ECSES	PARAEducator	AUTISTIC SUPPORT	ECSES	04/08/2024	\$17.36 /hour	01	185	Filling Vacancy
6	JENNA	MEGALIZZI	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	COMM ED INSTRUCTOR	COMMUNITY EDUCATION	IS	03/21/2024	\$22.85 /hour		210	New - Program Need
7	BRENDA	METZLER	CUSTOMER SERVICE REP ATTENDANT		ECSES	PROGRAM ASSISTANT		ECSES	03/11/2024	\$20.51 /hour		260	Filling Vacancy
8	HEATHER	NAUMAN	PARAEducator	EARLY INTERVENTION	ECSES	PARAEducator 1:1	AUTISTIC SUPPORT	ECSES	03/26/2024	\$17.74 /hour	02	185	Requested by Manheim Township SD
9	NERVA	RAMOS	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	COMM ED INSTRUCTOR	COMMUNITY EDUCATION	IS	03/20/2024	\$23.71 /hour		210	New - Program Need
10	DERRICK	WATSON	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	03/18/2024	\$23.47 /hour	01	185	New - Program Need
11	NERMIN	YAKOUT	PART-TIME PARAEducator 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	03/11/2024	\$115.00 /day			Employee Request
12	SUSAN	ZUNINO	PART-TIME SUB SHORT TERM- PROF	AUTISTIC SUPPORT	ECSES	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	04/02/2024	\$78,867.00 /hour	M/10	190	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
13	DIANE	DONAT	READING SPECIALIST	NONPUBLIC	IS			IS	02/01/2024	\$91,316.00	M+30/16		Salary increase for credits earned
14	KAYLA	HEISER	TEACHER OF SPEC ED	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$84,393.00	M+60/08	190	Salary increase for credits earned
15	BRENDA	ROBINSON	SPECIAL EDUC CONSLT BEHAVIOR	CNTR BASED EMOTIONAL SUPPORT	ECSES			ECSES	03/25/2024	\$71,331.00	M/02	195	Update to start date approved at March Board
16	ERIN	WEIDNER	OCCUPATIONAL THERAPIST	BASIC OCCUPATIONAL SKILLS	ECSES			ECSES	03/20/2024	\$84,398.00	M+30/11	190	Update to start date approved at February Board
17	DEANNA	WILLIAMS	TEACHER OF SPEC ED	EARLY INTERVENTION	ECSES			ECSES	02/01/2024	\$79,552.00	M+45/06	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	00005077				SES, SPECIAL EDUC SERVICES	03/26/2024	PSERS Special Sick Leave; Requesting unpaid, non-FMLA leave of absence for 149 calendar days
2	00013161				SES, SPECIAL EDUC SERVICES	04/09/2024	Requesting unpaid, non-FMLA leave of absence for 66 calendar days
3	00009300				SES, SPECIAL EDUC SERVICES	03/01/2024	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for an additional 41 calendar days
4	00013367				2SE SES, NON-INSTRUCTIONAL	03/06/2024	Requesting unpaid, non-FMLA leave of absence for 116.5 calendar days
5	00001219				SES, SPECIAL EDUC SERVICES	03/18/2024	Requesting an additional 17 calendar days of unpaid, non-FMLA leave
6	00012029				HEAD START	03/06/2024	Requesting unpaid, non-FMLA leave of absence for 20.5 calendar days

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	LINDSEY	EAKMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/22/2024	\$17.36 /hour	01	185	Requested by Elizabethtown Area SD
2	EUNJOO	KIM	SUB DAILY PARAPROFESSIONAL		HRS	04/08/2024	\$115.00 /day			New - Program need
3	HANNAH	LAUB	SUB DAILY PARAPROFESSIONAL		HRS	04/08/2024	\$115.00 /day			New - Program need
4	BETTY-JANE	PFLUM	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	04/22/2024	\$16.03 /hour		188	Filling vacancy
5	JACOB	WHITFIELD	TEACHER OF SPEC ED FLOATER	MULTIPLE PROGRAMS	ECSES	04/08/2024	\$64,572.00	B+15/02	190	New - Program need

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	LINDA	DEMORA	TEACHER OF SPEC ED	AUTISTIC SUPPORT	ECSES	06/10/2024

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, highlighting current legislative activity including an overview of SB454 and HB663. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- Department of Community and Economic Development grant opportunity that IU13 is pursuing regarding the Northern Education Center
- An IU13 Student Enrichment Experience (SEE) Seminar: "Exploring ChatGPT: A Sphero BOLT Experiment"
- An IU13 class participating in the 2024 Science Buddies Engineering Challenge: Rubber Band Car Challenge
- An IU13 class field trip to Middle Creek Wildlife Management
- Upcoming events

BOARD COMMENTS

Dr. Fullerton asked Board members who have not yet done so, to please submit their Statement of Financial Interests form.

Mrs. Dieffenbach shared a board favor from a minibusiness at Cedar Crest High School (Cornwall-Lebanon School District).

Mrs. Beachy shared about a recent visit to an IU13 classroom at Manheim Central School District.

Dr. Blouch shared about activities at an Annville-Cleona School District school for the recent eclipse.

PUBLIC COMMENTS

None.

ADJOURNMENT

Dr. Fullerton announced that the next IU13 Board meeting will be held on May 22, 2024,

at The Conference and Training Center at IU13 (1020 New Holland Avenue, Lancaster, PA 17601).

Mr. Stem offered a tour of the building for interested Board members.

The meeting was adjourned at 8:14 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary