

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
MAY 22, 2024**

BOARD WORK SESSION

Prior to the regular board meeting, a Board Work Session was held beginning at 6:00 PM. The following Board members were in attendance: Mrs. Beachy, Dr. Blouch, Mr. Buckwalter, Mr. Chubb, Mr. Fisher, Mrs. Groff, Mrs. Herr, Mr. Irvin, Mr. Melleby, Mr. Ondrusek, Mrs. Rivera, Mr. Morales, Mr. Martin, Mr. Stauffer, and Mrs. Shrum. In addition, Matthew Stem, Gina Brillhart, Flip Steinour, Dr. Angela Kirby, Tim Laubach, Sherry Zubeck, Peggy Anastasio, Ann Rieker, Jim Croyle, Steve Frey, Kelly Galbraith, Shannan Guthrie, Mike Imburgia, Corey Dickey, Chanda Telleen, Tim Shenk, Christopher Cherny, Kelly Orr, Diane Schall, Chris Skrodinsky, and Terrie Stauffer were in attendance.

Dr. Fullerton welcomed attendees to the meeting.

Mr. Stem discussed the Vision and Elevated Commitments.

Mrs. Brillhart reviewed the budget development and approval process. In addition, she reviewed the 2024-25 Enterprise-level Budget consisting of our 13 Strategic Business Units (SBU) and 2 Support Services Units (SSU). She also reviewed enterprise-level budget highlights and provided a financial outlook, including a review of key performance indicators.

Following the work session, regularly scheduled committee meetings were held.

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 9:12 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
Michael Fisher, Pequea Valley

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Craig Chubb, Solanco
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
Luis Morales, Lancaster
Raymond Ondrusek, Eastern Lebanon County
Nikki Rivera, Manheim Township
Lynda Shrum, Elizabethtown Area
Tim Stauffer, Ephrata Area
Daniel Woolley, Warwick

Absent:

Susan Dieffenbach, Cornwall-Lebanon
Charles Merris, Jr., Hempfield
Staci Murray, Northern Lebanon
Robert Okonak, Lebanon
Ryan Sexton, Columbia Borough

Staff Present:

Matthew Stem, Executive Director
Gina Brillhart, CFO/Assistant to the Executive Director
Flip Steinour, COO/Assistant to the Executive Director
Dr. Angela Kirby, Director, PaTTAN-Harrisburg
Timothy Laubach, Director, Technology Services
Sherry Zubeck, Director, Early Childhood and Special Education Services
Dr. Kelly Galbraith, Program Director, Instructional Services
Shannan Guthrie, Program Director, Executive Director's Office
J. Jonathan Robinson, Human Resources Services

Guests:

None

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has Addendum Items M-N.

APPROVAL OF TONIGHT'S AGENDA

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

Motion Carried: Yes-17, No-0, Absent-5

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF APRIL 10, 2024 BOARD MINUTES

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

Motion Carried: Yes-17, No-0, Absent-5

TREASURER'S REPORT

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

- A. Cash Reconciliation (Treasurer's Report - Cash and Investments)
- B. Investments (Treasurer's Report - Cash and Investments)
- C. Cash Reconciliation (School-to-Work – Fundraising & Work Experience)
- 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 \$13,601,123.40

Motion Carried: Yes-17, No-0, Absent-5

BOARD REPORTS

Mrs. Groff provided an update regarding PSBA activities.

CORRESPONDENCE

None.

BUSINESS SERVICES

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

- 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 following budgets: (Reference Business Services Exhibit B)

1. SSU 013 – Operations and Infrastructure Support Services

Fiscal Year 2023-24

Revised Budget: \$27,670,454

Revised Indirect Revenue: \$0

Current Budget: \$27,794,671

Proposed Indirect Revenue: \$0

(Purpose: To revise the composite budget for the Operations and Infrastructure Support Services Unit which includes programs listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary objective of this SSU is to provide leadership and general management and administrative services including human resources, business, finance, payroll, technology, facility, and logistics services to the programs of IU13.)

2. SBU 015 – Statewide Initiatives

Fiscal Year 2023-24

Revised Budget: \$26,804,551

Revised Indirect Revenue: \$1,294,559

Current Budget: \$33,617,197

Current Indirect Revenue: \$1,446,339

(Purpose: To revise the composite budget for the Statewide Initiatives Unit which includes the programs as listed on the Program Summary. The revised budget will reflect the actual allocation from the various funding sources and aligns to actual/forecast expenditures. The primary objective of this SBU is to support the efforts and initiatives of the Bureau of Special Education, and to build the capacity of the local educational agencies to serve students who receive special education services.)

C. Award Bid #234-004, Bakery. (Reference Business Services Exhibit C)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2024-2025 CAFCO Bakery Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical (county) region. The bid was opened on April 2, 2024, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 25, 2024. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

D. Award Bid #234-005, Ice Cream. (Reference Business Services Exhibit D)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2024-2025 CAFCO Ice Cream Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical (county) region. The bid was opened on April 2, 2024, and reviewed by the CAFCO

Advisory Team and Collaborative Services on April 25, 2024. Bids were received from only one vendor. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- E. Award Bid #234-006, Tea Drinks. (Reference Business Services Exhibit E)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2024-2025 CAFCO Tea Drinks Bid is a no-requirements based bid and is awarded to one primary vendor per geographical (county) region. The bid was opened on April 2, 2024, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 25, 2024. Bids were received from only one vendor. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- F. Award Bid #234-010, Instructional Classroom Supplies. (Reference Business Services Exhibit F)

(Purpose: To award contract 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 Instructional Classroom Supplies Bid for 2024-2025 was opened on March 4, 2024, and reviewed by the Commodity Review Team on March 12, 2024. There is a 9% increase over last year's unit prices for like items.)

- G. Award Bid #234-009, Copy Paper. (Reference Business Services Exhibit G)

(Purpose: To award contract 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 Copy Paper Bid for 2024-2025 was opened on March 4, 2024, and reviewed by the commodity review team on March 22, 2024. There is a 25% decrease on white paper and a 3% increase on colored paper from last year's unit prices for like items.)

- H. Award Bid #234-011, Instructional Art Supplies. (Reference Business Services Exhibit H)

(Purpose: To award contract 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 Instructional Art

Supplies Bid for 2024-2025 was opened on March 27, 2024, and reviewed by the commodity review team on April 10, 2024. There is a % increase over last year's unit prices for like items.)

- I. Award Bid #234-012, Technology Education Supplies. (Reference Business Services Exhibit I)

(Purpose: To award contract 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 Technology Education Supplies Bid for 2024-2025 was opened on March 28, 2024, and reviewed by the commodity review team on April 19, 2024. There is a 7.5% increase over last year's unit prices for like items.)

- J. Second Reading and Approval of revised Policy 611 – Purchases Budgeted. (Reference Business Services Exhibit J)

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

- K. Second Reading and Approval of revised Policy 612 – Purchases Not Budgeted. (Reference Business Services Exhibit K)

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

- L. Second Reading and Approval of revised Policy 616 – Payment of Bills. (Reference Business Services Exhibit L)

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

- M. First Reading of proposed new Policy 625 – Purchase Cards and Store Purchase Cards. (Reference Business Services Exhibit M)

(Purpose: This policy aligns with PSBA and legal recommendations, and will guide updated IU13 procedures for the use of Purchase Cards and Store Purchase Cards.)

Motion Carried: Yes-17, No-0, Absent-5

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	POWERSCHOOL HOLDINGS LLC	7/1/24-6/30/25	\$63,930.93	BusinessPlus 24-25 Maintenance Renewal	To provide the annual renewal of support, license, and subscription fees for PowerSchool Business Plus software used for Human Resources and Business Services operations.	Sole Source
2.	Business (EDO)	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	CONVERSATIONS INC	7/1/24-6/30/25	\$15,000.00	Leadership Development	To create a team of strategic, collective problem identifiers and solvers, focused on the organization as a whole, working together to build an empowered, cohesive, and energized organization. Individual sessions will provide fundamental tools and concepts of leadership and management.	Sole Source
3.	Business (EDO)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	SAS INSTITUTE INC	5/23/24-6/30/24	Not to exceed \$20,625.00	Analytics, reporting, consulting, and resources	To provide analytics, reporting, consulting, and resources for statewide Pennsylvania Value-Added Assessment System (PVAAS) Initiative/Pennsylvania Department of Education.	Sole Source
4.	Business (EDO)	015 STATEWIDE INITIATIVES	EXTERNAL	State	SAS INSTITUTE INC	5/23/24-6/28/24	Not to exceed \$159,375.00	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
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	EXTERNAL	Federal	APP TECHS CORPORATION	5/23/24-6/30/24	Not to exceed \$12,678.98	Security System Improvements	To provide all parts, labor, programming, and installation for new door readers as part of the overall security system at the PaTTAN Central offices at Harrisburg.	Sole Source
6.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL (Amendment)	State	FTW ROBOTICS LLC	7/1/23-6/30/24	Not to exceed \$106,884.00	Professional Development	To provide live training and instructional materials for educators using the company's drone equipment in classrooms across the Commonwealth. Company personnel are conducting Build/Fly/Code events in locations around the Commonwealth.	Sole Source
7.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	PROFESSIONAL	Federal	SUPPLYSOURCE INC.	6/1/24-6/30/24	Not to exceed \$11,400.00	Modular wall system relocation	To dismantle, relocate, and reassemble the modular office system located in the former ODR area at the PaTTAN Central Offices.	Quotations

Board Month: MAY
Count: 10

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	Federal	CANTON AREA SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$50,000.00	Systemic Supports Initiative	Amendment to PO C2344423, approved on October 11, 2023. This revision increases the amount available from \$25,000.00 to \$50,000.00 to cover additional identified needs under the Systemic Supports Initiative.
2.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	JUNIATA COUNTY SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$80,000.00	Systemic Supports Initiative	Amendment of C2344396, originally approved September 13, 2023, first amended on April 10, 2024. This revision adds an additional \$50,000.00 to the previously approved \$30,000.00 contract for a revised contract amount of \$80,000. This LEA is participating in the Systemic Supports initiative.
3.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	STEELTON-HIGHSPIRE SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$50,000.00	Systemic Supports Initiative	Amendment of contract C2344576, originally approved on January 10, 2024. This revision adds \$15,000.00 to the original \$35,000.00 grant for a new contract total of \$50,000.00. This amendment provides additional support in critically underserved areas of the Commonwealth.
4.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	WINDBER AREA SCHOOL DISTRICT	7/1/23-6/30/24	Not to exceed \$75,000.00	Systemic Supports Initiative	Amendment of C2344577, originally approved on January 11, 2024. This revision increases the amount available from \$50,000.00 to \$75,000.00 to cover additional identified needs under the Systemic Supports Initiative.

Board Month: MAY
Count: 10

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
5.	Business (PaTTAN)	015 STATEWIDE INITIATIVES	Federal	HUNTINGDON AREA SCHOOL DIST	7/1/23-6/30/24	Not to exceed \$25,000.00	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.
6.	Business (PaTTAN)			SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT		Not to exceed \$25,000.00		
7.	Business (PaTTAN)			SOUTHERN FULTON SCHOOL DIST		Not to exceed \$60,000.00		
8.	Business (PaTTAN)			STATE COLLEGE AREA SCHOOL DISTRICT		Not to exceed \$25,000.00		
9.	Business (PaTTAN)			TOWANDA AREA SCHOOL DISTRICT		Not to exceed \$25,000.00		
10.	Business (PaTTAN)			YORK CITY SCHOOL DISTRICT		Not to exceed \$50,000.00		

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-F:

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. Approval of the following budgets: (Reference Early Childhood and Special Education Services Exhibit B)

1. SBU 005 – Early Learners

Fiscal Year 2023-24

Revised Budget: \$38,683,920

Original Budget: \$39,167,138

Revised Indirect Revenue: \$1,971,014

Original Indirect Revenue: \$1,986,731

(Purpose: To revise the composite budget for the Early Learners Unit which includes the programs as listed on the Program Summary. New programs include Early Intervention Assistive Technology and Workforce Grants (state and federal funding). Programs have been revised to reflect currently projected expenditures and actual allocations. The primary objectives of this SBU are early prevention and intervention, and to engage young children in vibrant learning opportunities to reach their full potential and provide a supportive environment where children have a sense of belonging.)

2. SBU 011 – Special Education Classroom Services

Fiscal Year 2023-24

Revised Budget: \$49,469,601

Current Budget: \$48,685,415

Revised Indirect Revenue: \$3,239,744

Current Indirect Revenue: \$3,181,271

(Purpose: To revise the composite budget for the Special Education Classroom Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary purpose of this SBU is delivering direct instruction, and support to students and staff in order to prepare each student for responsible proactive participation in his/her community by providing authentic and effective opportunities, supports, and programming.)

3. SBU 012 – Itinerant Solutions

Fiscal Year 2023-24

Revised Budget: \$30,604,296

Current Budget: \$29,993,496

Revised Indirect Revenue: \$2,003,909

Current Indirect Revenue: \$1,952,984

(Purpose: To revise the composite budget for the Itinerant Solutions SBU which

includes the programs as listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary focus of this SBU is being responsive educational partners who provide reliable customized solutions to enhance and expand the delivery of student services. The SBU aspires to be the "provider of choice" by assuring solutions are specialized, cost-effective, and evidence based.)

4. SBU 014 – Federal Pass-Thru Funds Administration Services
Fiscal Year 2023-24
Revised Budget: \$19,412,470 Revised Indirect Revenue: \$328,183
Current Budget: \$18,314,184 Current Indirect Revenue: \$324,937

(Purpose: To revise the composite budget for the Federal Pass-Thru Administration Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to include funding from Montgomery County IU for the Success for Early Learners Program (SEL), to reflect the actual IDEA allocation, and to align to actual expenditures. The primary objective of this SBU is to manage pass-thru funds from state and federal sources in compliance with fiscal and programmatic guidelines, and to ensure strong internal controls over the disbursement, tracking, and reporting of funds.)

- C. Acknowledgement of multiple food items donated to Lancaster-Lebanon IU13's Learning Curve Café by Gus's Keystone Family Restaurant.
- D. Acknowledgement of clothing purchased at a discounted rate for Lancaster-Lebanon IU13's School-to-Work students by Alfred Dunner.
- E. Acknowledgement of facility space donated for a Lancaster-Lebanon IU13 School-to-Work Professional Development Day by LCBC.
- F. Acknowledgement of facility usage, food, and drinks donated for staff and students for Lancaster-Lebanon IU13's Spring Student Bazaar by Cornwall Manor.

Motion Carried: Yes-17, No-0, Absent-5

Month: MAY
Count: 10

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)	State, Local	BILLINGS BILINGUAL LLC	7/1/23-6/30/24	Not to exceed \$30,000.00	Document translation services	Amendment of C2344007 originally approved on 5/24/2023. This revision increases the contract by \$15,000.00 for a new total of \$30,000.00. The increase is due to an increased need in Spanish translation services.	Quotations
2.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	EASTERN LEBANON COUNTY SCHOOL DISTRICT	7/1/24-6/30/25	Not to exceed \$28,571.00	Food services for ELCO Head Start class	To provide student meals per Head Start Performance Standards.	Sole Source
3.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	LEBANON SCHOOL DISTRICT-FOOD	7/1/24-6/30/25	Not to exceed \$81,000.00	Food services for Lebanon SD Head Start class	To provide student meals per Head Start Performance Standards.	Sole Source
4.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	LEBANON SCHOOL DISTRICT-FOOD	7/1/24-6/30/25	Not to exceed \$21,600	Food services for Head Start class	To provide adult meals per Head Start Performance Standards.	Sole Source
5.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	TEACHING STRATEGIES LLC	7/1/24-6/30/25	Not to exceed \$18,107.10	Online training for Head Start coaches and teachers	To provide an online, observation-based subscription linked to the curriculum utilized by Head Start.	Sole Source
6.	ECSES	005 EARLY LEARNERS	EXTERNAL	State	TUSCARORA IU 11	4/30/24-8/30/24	\$15,000.00	Reimbursement of Work Force development costs	To provide Early Intervention with funding towards Work Force development costs.	Sole Source
7.	ECSES	005 EARLY LEARNERS	EXTERNAL	State	TUSCARORA IU 11	4/1/24-8/30/24	\$15,000.00	Purchase of Assistive Technology	To provide Early Intervention assistive technology that will be reimbursed by Tuscarora IU 11.	Sole Source
8.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	DEVEREUX FOUNDATION, THE	5/1/24-6/30/25	\$35,469.00	Clinical and Professional Training and Research	To provide academic interventions, safety practices, and assessment and treatment of students with complex behaviors, cognitive challenges and communication needs.	Sole Source
9.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	LAMPETER-STRASBURG CAFETERIA	8/1/24-6/30/25	Not to exceed \$20,090.00	Student nutrition services	To provide student nutrition services to students at Project SEARCH and in the Willow Valley Work Immersion program. This includes a \$400.00 monthly administration fee for each from September 2024 through May 2025, and a \$35.00 per delivery to each site on Monday, Wednesday, and Friday.	Quotations
10.	ECSES	012 ITINERANT SOLUTIONS	EXTERNAL	Local	SWEET STEVENS KATZ & WILLIAMS LLP	7/1/24-6/30/25	\$26,250.00	Special education legal consortium for 2024-25	To provide consultation regarding special education management, ESSA compliance, student services, and student civil rights issues to Special Education Administrators of 22 IU13 member school districts, La Academia, and IU13.	Sole Source

Board Month: MAY
Count: 2

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	014 FED PASS-THRU FUNDS ADMIN	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/23-9/30/24	\$502,029.00	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	SERVICES		SCHOOL DISTRICT OF LANCASTER		\$1,516,530.00		

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

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

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. Approval of the following budgets: (Reference Instructional Services/Technology Services Exhibit B)

1. SBU 002 – Community Education

Fiscal Year 2023-24

Revised Budget: \$4,760,875

Revised Indirect Revenue: \$253,057

Original Budget: \$3,912,520

Original Indirect Revenue: \$213,009

(Purpose: To revise the composite budget for the Community Education Unit which includes the programs as listed on the Program Summary. One new program is the Employer Engagement Program. This revision incorporates programs being revised to reflect funding changes, anticipated expenditures, as well as to include non-fiscal year programs that were approved throughout the year. The primary objectives of this SBU are to provide the knowledge and skills necessary for youth and adult learners to succeed as family members, workers, and citizens, and to improve their quality of life by transitioning, as appropriate, into post-secondary education, training, or employment.)

2. SBU 004 – Teaching and Learning Collaborative

Fiscal Year 2023-24

Revised Budget: \$9,020,761

Revised Indirect Revenue: \$534,532

Original Budget: \$8,322,477

Original Indirect Revenue: \$517,033

(Purpose: To revise the composite budget for the Teaching and Learning Collaborative Unit which includes the programs as listed on the Program Summary. New grants include: IMS Lending Library (privately funded), STEM in PA (state funded), Business Enterprise Partnership Adopt a Middle School Lebanon County, and Business Enterprise Partnership Industry Tours (federal funding). Other revisions are for line-item changes, allocation adjustments, and/or changes in anticipated activity.)

3. SBU 007 – Student Services

Fiscal Year 2023-24

Revised Budget: \$11,509,333

Revised Indirect Revenue: \$44,467

Original Budget: \$10,989,225

Original Indirect Revenue: \$42,316

(Purpose: To revise the composite budget for the Student Services Unit which includes the programs as listed on the Program Summary. This revision incorporates programs being revised to reflect funding changes, anticipated expenditures, as well as to include non-fiscal year programs that were approved throughout the year. The primary objectives of this SBU are to support nonpublic schools within IU13 boundaries with direct services to students, school personnel, and parents, and to administer state and federal funds in support of these services.)

4. SBU 016 – Regional Technology Solutions Fiscal Year 2023-24
Revised Budget: \$21,905,973 Revised Indirect Revenue: \$977,638
Original Budget: \$20,652,230 Original Indirect Revenue: \$924,689

(Purpose: To revise the composite budget for the Regional Technology Solutions Strategic Business Unit which includes the programs as listed on the Program Summary. Title II-Data Governance Grant has been revised to reflect an increase in the grant allocation. Statewide Software and Technology Initiatives have both been revised to adjust for currently anticipated increase in sales and accompanying expenses. The primary objective of this SBU is to provide cost-effective quality innovative solutions and services to the education market.)

- C. Award Request for Proposal (RFP) #234-026 – Mobile Telecommunications Services
(Reference Instructional Services/Technology Services Exhibit C)

(Purpose: To award the Mobile Telecommunications Services RFP #234-026. The awarded vendors will provide telecommunications services to all IU13 cellular devices for a three-year contract term. The recommendation follows an RFP process which resulted in three proposals being submitted and all three recommended for portions of the RFP award to the following vendors:

- T-Mobile
- Verizon
- AT&T

A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

Motion Carried: Yes-17, No-0, Absent-5

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	004 TEACHING AND LEARNING COLLABORATIVE	SPEAKER	Local	CORWIN PRESS INC	7/1/24-6/30/25	Not to exceed \$21,720.45	Teacher Clarity Workshop Facilitator	To provide a two day workshop on Teacher Clarity on June 11 & 12, 2025.	Sole Source
2.	IS	004 TEACHING AND LEARNING COLLABORATIVE	EXTERNAL	Local	POWERSCHOOL HOLDINGS LLC	7/1/24-6/30/29	\$2,500,000.00	PowerSchool Schoology LMS License and Professional Development	To provide consortium pricing for PowerSchool Schoology LMS to our member districts and nonpublic schools.	Sole Source
3.	IS	004 TEACHING AND LEARNING COLLABORATIVE	PROFESSIONAL	Local	STREAMABLE LEARNING INC	7/1/24-6/30/25	Not to exceed \$10,000.00	Streamable Learning streaming services for partners	To provide unlimited access to Streamable Learning, livestreams, on-demand recordings, customer support and professional development for the 24/25 School Year.	Sole Source
4.	IS	007 STUDENT SERVICES	PROFESSIONAL (Amendment)	Federal	CONNECT COUNSELING LLC	12/1/23-9/15/24	\$80,000.00	Counseling Services	Amendment of C2344642 originally approved on February 14, 2024. This revision adds \$50,000.00 to the original agreement. Amendment is to provide additional counseling services to Lancaster Catholic High School through the EANS II grant. The contract total is \$80,000.00.	Sole Source
5.	IS	007 STUDENT SERVICES	PROFESSIONAL	Federal	ORTHOPEDIC ASSOCIATES OF LANCASTER LTD	5/1/24-9/30/24	\$77,000.00	Athletic Training Services	To provide athletic training services to Lancaster Catholic High School as part of the EANS II grant.	Sole Source
6.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	MARTIN ENTERPRISES LLC	7/26/24-8/16/24	\$49,245.00	Packing and relocating items from CSW to CEC	To provide supplies to pack all items from Community School West to Central Education Center.	Sole Source
7.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	PITTSBURGH STAGE INC	4/1/22-3/31/25	\$12,892.00	Stage Inspections at CEC and NEC	Amendment of C2342646 originally approved on April 13, 2022. This revision adds \$1,663.00 to the original contract for a revised total \$12,892.00. This revision adds the inspection of the equipment at Northern Education Center.	COSTARS #034-003
8.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	SUPPLYSOURCE INC.	7/1/23-6/30/24	\$12,000.00	Blanket contract for furniture installation, delivery and moving	Amendment of C2344061 which was originally approved for \$9,500.00 on June 22, 2023. This revision increases the funds by \$2,500.00 for a new contract total of \$12,000.00 to cover increased funds to the delivery, installation and moving of furniture for the 2023-2024 school year.	COSTARS #035-E22-183

Board Month: MAY
Count: 11

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
9.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	SWEET STEVENS KATZ & WILLIAMS LLP	7/1/24-6/30/25	\$18,480.00	Technology legal consortium	To provide for a legal educational technology pool counsel to address legal issues regarding technology in education. The attorneys will answer legal questions via email; review technology policies, guidelines, forms, and other materials; and provide training. The cost will be split between an anticipated 22 participating school entities.	Sole Source
10.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	T-MOBILE	7/1/24-6/30/27	\$324,000.00	Cellular and mobile data service	To provide cellular and mobile data services for IU13 owned devices. This is a partial award as a result of RFP 234-026.	RFP# 234-026
11.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	VERIZON	7/1/24-6/30/27	\$100,800.00	Cellular and mobile data service	To provide Verizon Wireless cellular and mobile data services for IU13 owned devices. This is a partial award as a result of RFP 234-026.	RFP# 234-026

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-N:

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 of the following budgets: (Reference Human Resources Services Exhibit C)

1. SBU 001 – Administrative and Management Services

Fiscal Year 2023-24

Revised Budget: \$3,743,738

Revised Indirect Revenue: \$183,210

Original Budget: \$3,663,500

Original Indirect Revenue: \$179,772

(Purpose: To revise the composite budget for the Administrative and Management Services Strategic Business Unit which includes the programs as listed on the Program Summary. The Statewide System of Support and Title I – Neglected and Delinquent programs were revised previously. The ACCESS MAC Funds Program is being added to account for the federal ACCESS MAC claiming funds received. These funds were previously accounted for in the ACCESS Billing Services Program, which is being revised accordingly. The Tax Collection Bureau and Collaborative Services Programs are also being revised to adjust certain accounts for currently anticipated total expenses. The primary objective of the SBU is to deliver cost-effective and innovative administrative and management solutions.)

2. SSU 018 – Internal Service Fund for Employee Benefits

Fiscal Year 2023-24

Revised Budget: \$22,412,145

Revised Indirect Revenue: \$651,860

Original Budget: \$22,334,380

Original Indirect Revenue: \$649,595

(Purpose: To revise the composite budget for the Internal Service Funds for the Employee Benefits Unit which includes the programs as listed on the Program Summary. The Fringe Benefits Program is being revised to adjust certain accounts for currently anticipated expenses. The primary objective of this SSU is to provide high-quality benefits to employees in a fiscally responsible way, allowing IU13 to care for human resources while balancing financial resources.)

- D. Approval for non-bargaining unit Head Start and Early Head Start staff to receive a 3.0% Cost of Living Adjustment (COLA) with an additional 2% increase for Head Start Assistants and an additional 4% for Head Start Instructors, Head Start/PKC Coaches, and Head Start Inclusion Specialist upon receipt of the Notice of Award from the Office of Head Start. This will be retroactive to the date each grant started in 2024 per the Office of Head Start.
- E. Approval of a \$600 retention incentive for eligible Confidential staff members for the 2023-2024 school year.
- F. Approval of Amendment No. 5 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan ESPA Eligible PPO Plan Document, to correct the definition related to eligible dependent children over the age of 26, who have a disability and remain dependent upon parents for coverage, effective January 1, 2024. (Reference Human Resources Services Exhibit D)
- G. Approval of Amendment No. 5 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan PPO High Plan and PPO Low Plan Document, to correct the definition related to eligible dependent children over the age of 26, who have a disability and remain dependent upon parents for coverage, effective January 1, 2024. (Reference Human Resources Services Exhibit E)
- H. Approval of Amendment No. 5 to the Plan Document and Summary Plan Description for Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan for Eligible Professional staff members, to correct the definition related to eligible dependent children over the age of 26, who have a disability and remain dependent upon parents for coverage, effective January 1, 2024. (Reference Human Resources Services Exhibit F)
- I. Approval of Amendment No. 5 to the Lancaster-Lebanon Intermediate Unit 13 Health and Wellness Benefits Plan Tax Bureau Plan Document, to correct the definition related to eligible dependent children over the age of 26, who have a disability and remain dependent upon parents for coverage, effective January 1, 2024. (Reference Human Resources Services Exhibit G)
- J. Approval of special counsel to Brubaker Connaughton Goss & Lucarelli, LLC, Attorneys at Law, to provide professional services related to IU13's benefit plans and related matters at a special fixed rate of \$275 per hour effective July 1, 2024, through June 30, 2025.
- K. Approval of the recommendation of the Hearing Officer, dated May 15, 2024, with regards to the termination of employee #00012834.
- L. Approval of the revised 2024-2025 Early Intervention Calendar. (Reference Human Resources Services Exhibit H)

M. Personnel Actions as presented in Human Resources Services Exhibit I.

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

N. Approval to award RFP #234-020 – Temporary Staffing Services to the primary and secondary vendors in the categories as listed below. (Reference Human Resources Services Exhibit J)

- Direct Service to Students: Primary Vendor – Amergis Group; Secondary Vendors – All Hands Interpreting Services, Delta-T Group, GHR Education, Judge Technical Services
- Support Staffing: Primary Vendor – TriStarr Staffing; Secondary Vendors – Judge Technical Services, Precision HR, Staffing Services USA
- Technical Staffing: Primary Vendor – TriStarr Staffing; Secondary Vendors – Judge Technical Services, Staffing Services USA
- Facilities Staffing: Primary Vendor – Precision HR; Secondary Vendors – Staffing Services USA

(Purpose: The recommended award is for a three-year term from July 1, 2024 – June 30, 2027. The recommendation follows a Request for Proposal (RFP) process which resulted in 23 proposals being submitted, evaluated, and scored. These temporary staffing providers will provide services in cases where it is necessary to utilize temporary staff due to extended staff absences or other extenuating needs. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

Motion Carried: Yes-17, No-0, Absent-5

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	GENERAL HEALTHCARE RESOURCES LLC	7/1/21-6/30/24	\$270,000.00	Temporary Staffing Services	Amendment of C2122101 originally approved 06/16/2021. This revision increases the contract by \$120,000.00 for a new contract total of \$270,000.00 and provides additional funds to provide temporary staffing services as secondary vendor for direct services to students as needed due to IU13 staff absences.	RFP# 201-021
2.	HRS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	LEARNING OPPORTUNITIES GROUP	7/1/24-6/30/25	Not to exceed \$50,000.00	Office-Based and Staffing Support	Learning Opportunities Group will provide temporary consulting services, i.e., leadership, management, and support personnel services, to IU13 on an as-needed basis at daily rates ranging from \$325-\$1,500 as published on its 2024-2025 Fee Schedule. A 5% discount from published rates will be provided to IU13 and an additional 5% discount for engagements over 100 days. Specific rates will be based on experience and credentials of consultants assigned to the work. Services under this contract are not to exceed \$50,000.00.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	AMANDA	CHARLES	SUB DAILY PARAPROFESSIONAL		HRS	04/16/2024	PERSONAL REASONS
2	BRANDIE	COOL	EHS - HS HOME VISITOR - FAMILY SERVICE WORKER	EARLY HEAD START	ECSES	05/10/2024	ACCEPTED ALTERNATE EMPLOYMENT
3	SARAH	DENGLER	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	06/07/2024	PERSONAL REASONS
4	JULES	FRANK	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	04/17/2024	ACCEPTED ALTERNATE EMPLOYMENT
5	VICTORIA	GOODMAN	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/04/2024	PERSONAL REASONS
6	JEAN	GUNDRUM	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	05/03/2024	PERSONAL REASONS
7	BONNIE	KIBLER	SUB- PDE CERTIFICATED RETIREE		HRS	05/09/2024	PERSONAL REASONS
8	DENISE	MARTINEZ	SUB DAILY PARAPROFESSIONAL		HRS	04/10/2024	PERSONAL REASONS
9	MADELAINE	OLIVA SANDOVAL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/31/2024	RELOCATION
10	JILLIAN	PONTZ	SUB DAILY PARAPROFESSIONAL		HRS	06/07/2024	PERSONAL REASONS
11	JEREMY	RHOADS	COMMUNITY EDUCATION ADVISOR	COMMUNITY EDUCATION	IS	05/31/2024	ACCEPTED ALTERNATE EMPLOYMENT
12	JODY	SCOTT	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	05/24/2024	PERSONAL REASONS
13	KATHY	SPANG	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	06/06/2024	RELOCATION
14	MARISA	TROVATO	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	04/22/2024	PERSONAL REASONS
15	RACHEL	WEILER	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	05/31/2024	ACCEPTED ALTERNATE EMPLOYMENT THROUGH TBE PROCESS
16	HOLLY	WINEGAR	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	06/04/2024	ACCEPTED ALTERNATE EMPLOYMENT
17	JENNIFER	YIENGST	PART-TIME PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/12/2024	ACCEPTED ALTERNATE EMPLOYMENT
18	ELARIA	YOUANESS	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	05/09/2024	PERSONAL REASONS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	MOLLY	BLACK	PART-TIME CONSULTANT I		PATTAN	06/28/2024	
2	BONNIE	RUDI	SUPERVISOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	07/31/2024	Update to effective date approved at the March Board meeting

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	FROM - Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	NOAH	CATALANELLO	LONG TERM SUB SOCIAL WORKER	EARLY INTERVENTION	ECSES	06/10/2024	\$66,413.00	M/01	190	Filling Vacancy
2	DELANEY	BENNETT	SUB SEC ASGN PROFESSIONAL		HRS	04/01/2024	\$324.16 /day			Secondary Assignment
3	LINDSAY	DAUB	PART-TIME APPRENTICE		PATTAN	04/22/2024	\$13.00 /hour		260	New - Program Need
4	FRANCES	DI PROSSIMO	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	04/22/2024	\$21.29 /hour		259	New - Program Need
5	TONYA	DOVE	SUB SEC ASGN PARAPROFESSIONAL		HRS	04/30/2024	\$130.20 /day		185	Secondary Assignment
6	ABIGAYLE	GINTER	PART-TIME APPRENTICE		PATTAN	05/06/2024	\$13.00 /hour		260	New - Program Need
7	MAKANA	JENNINGS	SUB DAILY PARAPROFESSIONAL		HRS	04/29/2024	\$115.00 /day			New - Program Need
8	BRIANNA	KING	PART-TIME ESY PARAPROFESSIONAL		ECSES	05/13/2024	\$17.36 /hour		18	New - Program Need
9	NICOLE	KOVAL	HOME VISITOR/FAMILY SER WORKER	EARLY HEAD START	ECSES	05/20/2024	\$28.90 /hour		260	New - Program Need
10	ALEXIS	LAMB	HOME VISITOR/FAMILY SER WORKER	EARLY HEAD START	ECSES	05/06/2024	\$28.90 /hour		260	New - Program Need
11	EMMA	LANDIS	SUB DAILY PARAPROFESSIONAL		HRS	05/13/2024	\$115.00 /day			New - Program Need
12	THAIS	LLITERA	HS/EC ASSISTANT	HEAD START	ECSES	08/05/2024	\$16.99 /hour		188	Filling Vacancy
13	JESICA	MAHONEY	HEALTH CARE ASSISTANT	CNTR BASED EMOTIONAL SUPPORT	ECSES	06/10/2024	\$26.15 /hour	02	205	Filling Vacancy
14	DANIEL	NEUMANN	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	04/22/2024	\$21.29 /hour		259	New - Program Need
15	GIOVANNI	RAMIREZ	SUB DAILY PROFESSIONAL and PARA		HRS	04/30/2024	\$135.00 /day			New - Program Need
16	MAYA	SCHREFFLER	SUB DAILY PARAPROFESSIONAL		HRS	05/13/2024	\$115.00 /day			New - Program Need
17	RAEYA	SMITH	SUB DAILY PARAPROFESSIONAL		HRS	05/13/2024	\$115.00 /day			New - Program Need
18	ELIZABETH	SMOKER	PART-TIME BEHAVIOR SUPPORT ASSISTANT		ECSES	04/22/2024	\$23.07 /hour	01	185	New - Program Need
19	JENNIFER	SPATZ	SUB SEC ASGN PROFESSIONAL		HRS	03/26/2024	\$393.21 /day		190	Secondary Assignment
20	MELISSA	SPEICHER	SUB DAILY PROFESSIONAL and PARA		HRS	04/09/2024	\$135.00 /day			New - Program Need
21	SIERRA	SPERLING	PART-TIME APPRENTICE		PATTAN	05/06/2024	\$13.00 /hour		260	New - Program Need
22	LAUREN	SPRAGUE	PART-TIME ESY SPEECH & LANGUAGE THERAPIST		ECSES	05/13/2024	\$49.93 /hour		18	New - Program Need
23	LINDSY	STOHON	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	07/08/2024	\$72,023.00	M/04	190	New - Program Need
24	ELENA	TULLI	PART-TIME APPRENTICE		PATTAN	05/13/2024	\$13.00 /hour		260	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	TEAA	ALLEMAN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	04/02/2024	\$17.74 /hour	02	185	Filling Vacancy
2	DANIEL	BELL	CUSTODIAN		TS	MAINTENANCE TECHNICIAN		TS	04/15/2024	\$20.90 /hour		260	Filling Vacancy
3	JACLYN	CORDARO	PART-TIME PSYCH INTERN		ECSES	PART-TIME PARAEDUCATOR	DIAGNOSTIC KINDERGARTEN	ECSES	04/25/2024	\$17.36 /hour	01	185	New - Program Need
4	JAMES	CROYLE	PROGRAM DIRECTOR		ECSES	SUPERVISOR		ECSES	07/01/2024	\$114,412.00		260	Change in position due to employee request
5	NICHOLAS	EVANS	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	TEACHER OF SPECIAL ED FLOATER	EMOTIONAL SUPPORT	ECSES	04/29/2024	\$61,591.00	B/01	190	New - Program Need
6	JULIE	HILLARD	SUB DAILY PARAPROFESSIONAL		HRS	JOB TRAINER	JOB TRAINING SERVICES	ECSES	05/01/2024	\$23.47 /hour	01	185	Filling Vacancy
7	JACQUELINE	LANZA	PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	05/08/2024	\$115.00 /day			Employee Request
8	MELISSA	RHYNES	PROGRAM ASSISTANT		HRS	TECH SUPPORT AND TRAINING		HRS	05/20/2024	\$23.86 /hour		260	Filling Vacancy
9	DANIELLE	ROSS	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	CUSTOMER SERVICE REP ATTENDANT		ECSES	05/02/2024	\$16.34 /hour		260	Filling Vacancy
10	CALLIE	SALEM	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	SC SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	07/08/2024	\$84,190.00	M/10	195	Filling Vacancy
11	SCOTT	SIMPSON	CUSTOMER SERVICE REP		EDO	CONFERENCE CENTER TECH SUPPORT REP		EDO	05/28/2024	\$20.51 /hour		260	Expanded role and new responsibilities
12	KRISTINA	VAN HARSKAMP	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	05/13/2024	\$17.74 /hour	02	185	New - Program Need
13	KRISTINE	VAN TASSEL	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES	SUPERVISOR	SCHOOL AGE RELATED SERVICES	ECSES	06/03/2024	\$105,000.00		260	Filling Vacancy
14	COURTNEY	WEISE	SEC SPECIAL EDUCATION	STAFF DEVELOPMENT	ECSES	SUPERVISOR	AUTISTIC SUPPORT	ECSES	07/02/2024	\$100,941.00		260	New - Program Need

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	BREANNA	FUNCK	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES			ECSES	04/22/2024	\$61,591.00	B/01	190	Update to start date approved at March Board

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00010883				2SE SES, NON-INSTRUCTIONAL	02/14/2024	PSERS Special Sick Leave continues. Requesting 88.5 calendar days of unpaid, non-FMLA leave
2	00012258				SES, SPECIAL EDUC SERVICES	04/22/2024	PSERS Special Sick Leave
3	00012692				SES, SPECIAL EDUC SERVICES	04/09/2024	PSERS Special Sick Leave: Requesting an unpaid non-FMLA leave of absence for 43 calendar days
4	00012655				SES, SPECIAL EDUC SERVICES	02/22/2024	PSERS Special Sick Leave through 04/28/2024
5	00008145				IS - ACT 89 NON PUBLIC	04/03/2024	PSERS Special Sick Leave continues. Requesting 162 calendar days of unpaid, non-FMLA leave
6	00005804				SES- EARLY INTERVENTION	05/06/2024	Requesting unpaid, non-FMLA leave of absence for 14 calendar days
7	00009300				SES, SPECIAL EDUC SERVICES	04/11/2024	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for an additional 50 calendar days
8	00003477				9PA PATTAN, NON-INSTRUCTIONAL	01/01/2025	Request for Professional Development (i.e., Educational Sabbatical) for one term, not to exceed 130 working days.
9	00009128				SES- EARLY INTERVENTION	09/03/2024	Requesting unpaid, non-FMLA childrearing leave for 125 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	KAYLEE	MARSHALL	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/20/2024	\$ 17.36 /hour	01	185	Filling vacancy

PRIOR BUSINESS

None.

NEW BUSINESS

Dr. Fullerton appointed Mr. Irvin and Mr. Buckwalter as the Board Officer Nominating Committee. Slate of candidates and election of officers will take place at June meeting.

On a motion by Mr. Ondrusek and a second by Mr. Woolley, Mrs. Nikki Rivera was appointed as the IU13 Voting Delegate for the PSBA Delegate Assembly.

Motion Carried: Yes-17, No-0, Absent-5

Mr. Stem presented the 2024-2025 IU13 Board Meeting Calendar for First Reading.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, highlighting current legislative activity including several House bills about health-related issues and as well as information regarding HB1293. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- Community Education Staff and Volunteers honored
- Teacher Induction
- 2023-24 Retirees honored at the Annual Dinner
- Lancaster & Lebanon Educator Appreciation Night at Lancaster Stormers on Friday, June 14
- Additional upcoming events

BOARD COMMENTS

Mrs. Groff shared a board favor from a mini-business at the IU13 School-to-Work Program at Burle.

PUBLIC COMMENTS

None.

ADJOURNMENT

On a motion by Mr. Buckwalter and a second by Mr. Fisher, the meeting was adjourned at 9:37 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary