

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
DECEMBER 11, 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 8:50 PM by Dr. Joseph Fullerton, President.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Dr. Joseph Fullerton, Penn Manor
Dr. Kathleen Blouch, Annville Cleona
Brett Buckwalter, Cocalico
Lester Putt, Columbia Borough
Idette Groff, Conestoga Valley
Susan Dieffenbach, Cornwall-Lebanon
Paul Irvin, Eastern Lancaster County
Raymond Ondrusek, Eastern Lebanon County
Lynda Shrum, Elizabethtown Area
Tim Stauffer, Ephrata Area
Charles Merris Jr., Hempfield
Melissa Herr, Lampeter-Strasburg
Robert Okonak, Lebanon
Amy Beachy, Manheim Central
Staci Murray, Northern Lebanon
Jill Martin, Palmyra Area
Luis Morales, Lancaster
Ronald Melleby, Donegal
Craig Chubb, Solanco
Daniel Woolley, Warwick

Absent:

Michael Fisher, Pequea Valley

Staff Present:

Matthew Stem, Executive Director
Flip Steinour, COO/Assistant to the Executive Director
Gina Brillhart, CFO/Assistant to the Executive Director
Timothy Laubach, Director, Technology Services

Shannan Guthrie, Program Director, Executive Director Office
Sherry Zubeck, Director, Early Childhood and Special Education Services
Jeremy Sweigart, Program Director, Early Childhood and Special Education Services
Noel Johns, Program Director, Human Resources Services
Lynette Waller, Program Director, Organizational Culture
Kristen Lewald, Project Director, Executive Director Office
Angela Kirby, Managing Director of Patten
Manual Luciano, School Police Officer, Human Resources Services

Guests:

Dana Blair, Donegal School District

CORRECTIONS/ADDENDA

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

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-19, No-0, Absent-1, Vacant-Manheim Township School District and Columbia Borough School District

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

ELECTION OF NEW BOARD MEMBER

Dr. Fullerton announced that a nomination was received from Columbia Borough School District for Lester Putt to represent the district on the IU13 Board of Directors.

On a motion by Mr. Melleby and a second by Mrs. Herr, Mr. Putt was elected to complete the Columbia Borough School District's term on the IU13 Board of Directors until June 30, 2025.

Motion Carried: Yes-19, No-0, Absent-1, Vacant-Manheim Township School District and Columbia Borough School District

Dr. Fullerton welcomed Mr. Putt.

REPORT OF THE IU13 BOARD OFFICER NOMINATING COMMITTEE

On behalf of the IU13 Board Officer Nominating Committee, Mr. Buckwalter announced four board members for consideration: Mrs. Herr, Mr. Melleby, Mr. Ondrusek and Mr. Morales for the position of Vice President on the IU13 Board of Directors.

ELECTION OF BOARD VICE PRESIDENT

Mr. Fullerton called for nominations from the floor. Mr. Melleby nominated Mrs. Herr.

On a motion by Mr. Melleby and a second by Ms. Groff, Melissa Herr was elected to serve as Vice President for the remainder of the 2024-25 year until June 30, 2025.

Motion carried: Yes-20, No-0, Absent-1, Vacant-Manheim Township School District

APPROVAL OF NOVEMBER 13, 2024 BOARD MINUTES

On a motion by Mr. Ondrusek and a second by Mr. Buckwalter, the minutes of the November 13, 2024, Board meeting were approved as presented.

Motion carried: Yes-20, No-0, Absent-1, Vacant-Manheim Township School District

TREASURER'S REPORT

Mr. Melleby presented the Treasurer's Report. On a motion by Mr. Melleby and a second by Mr. Morales, the Treasurer's Report, including the following, was approved for the period ending November 30, 2024:

- A. Cash Reconciliation (Treasurer's Report – Cash and Investments)
- B. Cash Reconciliation (School-to-Work and Special Education Activity Funds)
- C. Investments (Treasurer's Report – Cash and Investments)
- D. Budget Expenditure Report (Treasurer's Report – Expenditure Report)
- E. 2024-25 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- F. Check Register in the amount of \$10,563,691.47

Motion Carried: Yes-20, No-0, Absent-1, Vacant-Manheim Township School District

BOARD REPORTS

Mrs. Groff provided an update regarding PSBA activities.

CORRESPONDENCE

None.

BUSINESS SERVICES

On a motion by Mr. Ondrusek and a second by Mrs. Blouch, the Board approved Business Services Consent Agenda Items A and 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. First Reading of revised Policy 911 Media Relations. (Reference Business Services Exhibit B)

(Purpose: Revisions are to align policy with recommended practice and reflect legal review.)

Motion Carried: Yes-20, No-0, Absent-1, Vacant-Manheim Township School District

Mr. Ondrusek commented that beginning in January, Purchase Orders of \$10,000.00 or more will appear in the Board Book. He also mentioned that the Audit is nearing completion.

Board Month: DECEMBER

Count: 2

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (PaTTAN)	020 PATTAN	EXTERNAL	Federal	PITNEY BOWES GLOBAL	3/30/25-3/30/30	Not to exceed \$25,650.00	Mail machine lease	To replace existing mail machine and extend lease for new five year period.	Sole Source
2.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	SALESFORCE INC	9/30/24-9/29/25	Not to exceed \$10,759.00	Software	To provide Client Relations Management software as a service in order to facilitate Technical Assistance Managment (TAM) system used by PaTTAN consultants to manage their workflow throughout the academic year.	Sole Source

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-20, No-0, Absent-1, Vacant-Manheim Township School District

After the vote, Mrs. Groff reported on the success of the Mitten Tree and the Student Bazaars. She also stated that the Special Education Administrators' Conference was well attended.

Board Month: DECEMBER
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	012 ITINERANT SOLUTIONS	EXTERNAL (Amendment)	Local	BERKS COUNTY INTERMEDIATE UNIT	9/3/24-1/31/25	\$29,000.00	Special Education Services	Amendment of C2456327 originally approved on 09/03/24 for \$9,000. The revision increases the original contract by \$20,000 for a new total of \$29,000 for additional Deaf and Hard of Hearing Itinerant services.	Sole Source

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

On a motion by Mr. Buckwalter and a second by Mr. Merris, the Board approved Instructional Services/Technology Services Consent Agenda 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-20, No-0, Absent-1, Vacant-Manheim Township School District

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	RAFFENSPERGER ENTERPRISES LLC	12/12/24-4/30/25	\$20,000.00	Snow removal at CEC, Fairland, CSW, and One Cumberland	Snow removal, shoveling sidewalks, and de-icing lot and sidewalks at designated locations.	Sole Source
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	TEAM LEWIS INC	12/12/24-4/30/25	\$20,000.00	Snow Removal at NEC	Snow removal at Northern Education Center locations.	RFP# 245-010
3.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	GOURMET JULIE'S WAY	5/5/25-5/7/25	Not to exceed \$25,000.00	Catering for Tech Talk Live Conference	Gourmet Julie's Way will provide breakfast and lunch catering at our Tech Talk Live Conference on May 5-7, 2025.	Quotations
4.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	RMDS ENTERPRISES LLC	5/6/25-5/6/25	Not to exceed \$18,000.00	Tech Talk Live Dinner	The Inn at Leola Village will provide the event space, food and staff for the Tech Talk Live dinner on 5/6/2025. The cost is covered by vendor sponsorship and attendee registration.	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-E and Addendum Item 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, Deaths, and/or Change of Position/Status/Salary.)

- C. First Reading of revised Policy 916 – Volunteers (Reference Human Resources Services Exhibit C)

(Purpose: Revisions are to align policy with recommended practice for volunteers working with adults and students in IU13 programs and reflect legal review.)

- D. The following staff will be completing 2024-2025 student teaching and internships through local Lancaster and Lebanon high schools and universities pending satisfactory review of clearances as required by his/her institution:

Andreia Fernandes	IU13 Employee/Teacher	Eastern University
Faren Fratini	IU13 Employee/Teacher	Drexel University
Mackenzie Horn	Physical Therapy	High Point University
Beth Jacobs	IU13 Employee/Teacher	Eastern University
Summer Lambert	IU13 Employee/Teacher	Lancaster Bible College
Stephen Marte	Position Volunteer	No Lebanon Elementary
Tori Smith	SLP Externship	Penn State University
Allison Twigg	SLP Internship	West Chester University
Sarah Wolfe	SLP Internship	Elms University

- E. The following staff will be volunteering in IU13 classrooms in 2024-2025 pending satisfactory review of clearances:

Stephen Marte	Volunteer	Northern Lebanon Elementary
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- 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-1, Vacant-Manheim Township School District

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	LEARNING OPPORTUNITIES GROUP	7/1/24-6/30/25	\$150,000.00	Provide staffing support on an as-needed basis	Amendment of C456231 contract originally approved on May 22, 2024. This amendment adds additional funds of \$100,000.00 for a contract total not to exceed \$150,000.00 to provide staffing support on an as-needed basis.	Sole Source
2.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	BENEFITFOCUS.COM INC	9/1/21-8/31/27	Not to exceed \$58,000.00 Annually	System for benefit enrollments for employees and retirees, while providing first class customer service that is as close to error free as possible	Amendment of C2456174 originally approved on 4/13/2022. This revision adds an additional \$14,000.00 for a new contract total of \$174,000.00. This is a renewal contract with a with an annual amount of not to exceed \$58,000.	Sole Source
3.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	UNITED CONCORDIA COMPANIES INC	1/1/2025-12/31/2025	\$79,380.00	Dental Administrative Services	To provide dental administrative services for eligible full-time employees.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	WESLEY	BENSING	ADJUNCT ADVISOR	COMMUNITY EDUCATION	IS	11/27/2024	PERSONAL REASONS
2	KATE	CAPODANNO	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	01/17/2025	PERSONAL REASONS
3	WHITNEY	EICHELBERGER	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	11/22/2024	PERSONAL REASONS
4	TAMBRA	ISENBERG	EDUCATIONAL CONSULTANT II		PATTAN	01/14/2025	PERSONAL REASONS
5	MADISYN	MARKER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	11/20/2024	PERSONAL REASONS
6	ROBIN	PRICE	PARAEDUCATOR- II	AUTISTIC SUPPORT	ECSES	12/20/2024	ACCEPTED ALTERNATE EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	DENISE	TRIST	PARAEDUCATOR- II	MULTIPLE DISABILITIES SUPPORT	ECSES	06/10/2025
2	CHERYL	WALTZ	STUDENT DATA ADMIN		TS	02/13/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	AMIRA	ABDEL SHAHED	PARA EDUCATOR	EMOTIONAL SUPPORT	ECSES	12/02/2024	\$18.13 /hour	01	185	Filling Vacancy
2	TRINITY	BLIZZARD	PARA EDUCATOR	EARLY INTERVENTION	ECSES	11/18/2024	\$18.13 /hour	01	185	Filling Vacancy
3	TRINITY	BLIZZARD	SUB SEC ASGN PARAPROFESSIONAL		HRS	11/25/2024	\$135.96 /day			Secondary Assignment
4	GINGER	BUCHER	SUB DAILY PARAPROFESSIONAL		HRS	11/18/2024	\$115.00 /day			New - Program Need
5	AMANDA	BURG	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	11/18/2024	\$81,700.00	M+60/05	190	New - Program Need
6	NICHOLE	CONSIDINE	PARA EDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/09/2024	\$18.13 /hour	01	185	Requested by Northern Lebanon SD
7	KATHRYN	CORNISH	SUB SEC ASGN PARAPROFESSIONAL		HRS	11/11/2024	\$135.96 /day			Secondary Assignment
8	LOREE	DRAWBAUGH	SUB DAILY PROFESSIONAL and PARA		HRS	11/21/2024	\$135.00 /day			New - Program Need
9	SHANA	EDWARDS	PARA EDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/02/2024	\$18.13 /hour	01	185	Filling Vacancy
10	BARBARA	FERRIERE	SUB DAILY PROFESSIONAL and PARA		HRS	11/19/2024	\$135.00 /day			New - Program Need
11	LILLIE	HORST	PART-TIME PARA EDUCATOR	EARLY INTERVENTION	ECSES	12/02/2024	\$18.13 /hour	01	111	Filling Vacancy
12	LILLIE	HORST	SUB SEC ASGN PARAPROFESSIONAL		HRS	12/09/2024	\$135.96 /day			Secondary Assignment
13	EMILY	KLINE	PARA EDUCATOR	EMOTIONAL SUPPORT	ECSES	12/02/2024	\$18.13 /hour	01	185	New - Program Need
14	VEDRANA	KRSTIC	SUB SEC ASGN PARAPROFESSIONAL		HRS	11/18/2024	\$135.96 /day			Secondary Assignment
15	CHRISTINE	MELLINGER	SUB DAILY PARAPROFESSIONAL		HRS	12/09/2024	\$115.00 /day			New - Program Need
16	LYDIA	MELLINGER	ADMINISTRATIVE ASSISTANT		HRS	01/06/2025	\$65,000.00		260	Filling Vacancy
17	DEBORAH	MONAGHAN	SUB DAILY PARAPROFESSIONAL		HRS	12/09/2024	\$115.00 /day			New - Program Need
18	HALEY	MORENO VASQUEZ	SUB SEC ASGN PARAPROFESSIONAL		HRS	11/25/2024	\$138.83 /day			Secondary Assignment
19	CHELSEA	NUSE	PART-TIME PARA EDUCATOR	AUTISTIC SUPPORT	ECSES	12/02/2024	\$18.13 /hour	01	185	New - Program Need

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
20	ADARIOUS	QUEEN	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	12/09/2024	\$18.13 /hour	01	185	Requested by Penn Manor SD
21	EMILY	RAMIREZ-TROCHE	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/02/2024	\$18.13 /hour	01	185	Filling Vacancy
22	ROSE	VARGAS	SUB DAILY PARAPROFESSIONAL		HRS	12/02/2024	\$115.00 /day			New - Program Need
23	WEIRAN	ZENG	PART-TIME APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: CHANGE OF POSITION, STATUS, OR SALARY

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program2	Dept.3	Effective Date	Salary	Step	Days of Service	Reason
1	KRISTEN	AUSTIN	SUB DAILY PARAPROFESSIONAL		HRS	SUB DAILY PROFESSIONAL and PARA		HRS	11/21/2024	\$135.00 /day			New - Program Need
2	LAWRENCE	BOPP	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SEC SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	11/25/2024	\$89,158.00	M+15/12	195	Filling Vacancy
3	KRISTA	BUCKWALTER	SUPERVISOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	SPECIAL EDUC CONSULT	CNTR BASED EMOTIONAL SUPPORT	ECSES	12/02/2024	\$83,477.00	M+15/08	195	New - Program Need
4	MEGAN	DECK	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SUB DAILY PROFESSIONAL		HRS	02/03/2025	\$135.00 /day			New - Program Need
5	AMY	DOMBACH	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	11/18/2024	\$18.13 /hour	01	185	Requested by Manheim Central SD
6	THOMAS	ESPOSITO	SEC SPEC EDUCATION	TAC/STAFF DEVELOPMENT	ECSES	INTERIM SUPERVISOR		ECSES	12/02/2024	\$112,000.00		260	Change due to program need
7	MICHELLE	ESTRADA	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/02/2024	\$18.88 /hour	03	185	Filling Vacancy
8	AHMADULLAH	FAIZI	SUB DAILY PARAPROFESSIONAL		HRS	ADJUNCT ADVISOR	COMMUNITY EDUCATION	IS	11/11/2024	\$23.75 /hour		259	New - Program Need
9	AMY	FOOR	EDUCATIONAL CONSULTANT II		PATTAN	STATE LEAD ED CONSULTANT		PATTAN	11/21/2024	\$103,969.00		260	Filling Vacancy
10	STEPHANIA	HAMILTON	STAFFING & EMP RELATIONS MGR		HRS	PART-TIME STAFFING & EMP RELATIONS MRG		HRS	12/02/2024	\$54.45 /hour			Reduction in hours due to program need
11	MAKANA	JENNINGS	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	11/25/2024	\$18.88 /hour	03	185	Requested by Lebanon SD
12	MEGAN	MARTIN	TEACHER OF SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES	TEACHER OF SPEC ED - ITINERANT	EARLY INTERVENTION	ECSES	01/06/2025	\$87,236.00	M+60/09	190	Filling Vacancy
13	NICOLE	MILLER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	TEACHER OF SPECIAL ED FLOATER	AUTISTIC SUPPORT	ECSES	12/03/2024	\$64,647.00	B+15/01	190	Filling Vacancy
14	HALEY	MORENO VASQUEZ	SUB DAILY PARAPROFESSIONAL		HRS	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	11/18/2024	\$18.51 /hour	02	185	Filling Vacancy
15	ISABELLE	PEACHEY	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/09/2024	\$18.13 /hour	01	185	Requested by Penn Manor SD
16	ALISON	SCHWARTZ	TEACHER OF SPEC ED - ITINERANT	EARLY INTERVENTION	ECSES	SC SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	11/18/2024	\$83,720.00	B+15/12	195	New - Program Need
17	MAHA	YAKOUT	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	11/08/2024	\$115.00 /day			New - Program Need
18	ANNE	ZIMMERMAN	OCCUPATIONAL THERAPIST	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	12/19/2024	\$115.00 /day			Employee Request

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: CHANGE OF POSITION, STATUS, OR SALARY

CHANGE OF STATUS OR SALARY:

#	First Name	Last Name	FROM - Position	Program	Dept.	TO - Position	Program2	Dept.3	Effective Date	Salary	Column4	Step	Days of Service	Reason
19	AVA	ANGELO	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	12/09/2024	\$18.13 /hour		01	185	Change in assignment with increase from 6.5 to 7 hours per day
20	CHRISTINE	STEWART	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES			ECSES	11/12/2024	\$18.13		01	185	Change in assignment with increase from 6.5 to 6.75 hours per day

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00013068				SES, SPECIAL EDUC SERVICES	11/12/2024	PSERS Special Sick Leave
2	00012692				SES, SPECIAL EDUC SERVICES	11/28/2024	Requesting an additional 65 calendar days of unpaid, non-FMLA leave
3	00009701				SES- EARLY INTERVENTION	07/01/2025	Request for Professional Development (i.e., Educational Sabbatical) for one term, not to exceed 95 working days.
4	00009128				SES- EARLY INTERVENTION	01/06/2025	Requesting an additional 182 calendar days of unpaid, non-FMLA childrearing leave

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JAMIE	IVEY	JOB TRAINER	JOB TRAINING SERVICES	ECSES	12/04/2024	PERSONAL REASONS

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	ANNA	BENOVY	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	01/21/2025	\$67,872.00	M/01	190	Filling Vacancy
2	CAROLINE	ELKINS	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/21/2025	\$18.13 /hour	01	185	Filling Vacancy
3	DENVER	MEIER	JOB TRAINER	JOB TRAINING SERVICES	ECSES	01/06/2025	\$24.24 /hour	01	185	New - Program Need
4	ARLYN	MILLER	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES	01/21/2025	\$67,872.00	M/01	190	Filling Vacancy
5	LAUREN	MINICH	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/16/2024	\$18.13 /hour	01	185	Filling Vacancy
6	YARISBEL	PEREZ-SERRANO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/16/2024	\$18.13 /hour	01	185	Filling Vacancy
7	SAMANTHA	WHITE	SUB DAILY PARAPROFESSIONAL		HRS	12/16/2024	\$115.00 /day			New - Program Need

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, reviewed the State Mandates Book and provided an update on the upcoming Legislative Breakfast.

EXECUTIVE DIRECTOR'S REPORT

Mr. Stem provided an Executive Director's Report including:

- School-to-Work Printing Business at Lebanon Valley College
- Highlighted Second grade student teaching peers how to use Braille
- Research Coordinators have proposals accepted for presentation at AERA conference
- Four Staff Members from Warwick School District presented Trust and Unity Awards
- Highlighted a pair of Mother and Daughter Job Trainers

Mr. Stem also thanked the Board for their leadership and wished them the best for the holidays.

Mrs. Sherry Zubeck, Director of Early Childhood and Special Education Services introduced Dana Blair as their new Program Director.

BOARD COMMENTS

Dr. Fullerton shared a board favor from a Life Skills-Transition program at Penn Manor High School and acknowledged the leadership of the Board.

Mrs. Groff commented on the Executive Session.

Mrs. Herr offered feedback on the Holiday Bazaar.

Mr. Ondrusek reminded everyone of the joy of music during the holiday season.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 9:31 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary