

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
JANUARY 15, 2025**

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at The Conference and Training Center at IU13 (1020 New Holland Avenue, Lancaster, PA 17601) with a virtual option available, was called to order at 7:30 PM by Mrs. Herr, Vice President.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

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:

Dr. Joseph Fullerton, Penn Manor

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
Peggy Anastasio, Program Director, Early Childhood and Special Education Services
Chris Skrodinsky, Associate Program Director, Business Services
Lynette Waller, Program Director, Organizational Culture
Kelly Galbraith, Program Director, Instructional Services
Angela Kirby, Managing Director of Patten
Jennifer Zolenas, Supervisor, Early Childhood and Special Education Services
Lumarie Gaskins, Transportation Coordinator, Early Childhood and Special Education Services
Leslie Kruel, Administrative Assistant, Business Services
Officer Robinson, School Police Officer, Human Resources Services

Guest Present:

Lauren Fenner, Auditor, Brown Plus

CORRECTIONS/ADDENDA

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

APPROVAL OF TONIGHT'S AGENDA

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

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

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

Letter from Mr. Benitez regarding his resignation was shared with the board.

PRESENTATION

In celebration of School Director Recognition Month, Mr. Stem thanked the members of the Board for their service and presented a classroom library book to be donated in each member's honor to benefit IU13 students in Community Education classrooms.

APPROVAL OF DECEMBER 13, 2024 BOARD MINUTES

On a motion by Mr. Fisher and a second by Mr. Melleby, the minutes of the December 11, 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 Mrs. Dieffenbach, the Treasurer's Report, including the following, was approved for the period ending December 30, 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. 2024-25 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- E. Check Register in the amount of \$21,011,242.27

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

BOARD REPORTS

Mrs. Groff provided an update regarding PSBA activities.

CORRESPONDENCE

Letter from Church World Service.

BUSINESS SERVICES

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

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

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

- B. Purchase Orders over \$10,000. (Reference Business Services Exhibit B)

(Purpose: To approve purchase orders over \$10,000 for all departments)

- C. Second Reading and Approval of revised Policy 911 Media Relations. (Reference Business Services Exhibit C)

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

- D. Award RFP #245-012 – Student Assistance Program (SAP) Trainings. (Reference Business Services Exhibit D)

(Purpose: To award Student Assistance Program (SAP) Trainings Request for Proposal #245-012. The recommendation follows a Request for Proposal (RFP) process which

resulted in proposals being submitted, evaluated, and scored. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

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

- E. Presentation of 2023-24 local audit report. A representative from Brown Plus Accountants and Advisors will present the report.

Mr. Ondrusek introduced the auditor, Lauren Fenner, from Brown Plus. Lauren Fenner provided an audit report to the Board. Results included an unmodified opinion, and she noted that IU13 is in a sound financial condition. Mr. Stem, Mrs. Herr, and Mr. Merris commended Mrs. Brillhart and her team for their efforts. Mrs. Brillhart recognized her team. Mr. Ondrusek also shared his appreciation for the work and excellent results.

On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Board accepted the Audit Report, Business Services Consent Agenda Item E:

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

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (EDO)	021 STATEWIDE PROJECTS	EXTERNAL	State	SAS INSTITUTE INC	1/15/24-6/30/25	Not to exceed \$93,750.00	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
2.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	STRATEGIC LEADERSHIP K-12	7/1/24-6/30/25	Not to exceed \$14,725.00	Consultation, professional development, and resource development	Amendment 2 of C2456083, originally approved on 07/01/2024 and amended on 8/14/24. This revision increases the contract by \$2,850.00 for a new total of \$14,725.00 to provide additional PVAAS professional education services.	Quotations
3.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	W&L DIXON ENTERPRISES LLC	7/1/24-6/30/25	Not to exceed \$19,475.00	Consultation, professional development, and resource development	Amendment 2 to C2456084, previously approved on 07/01/2024 and amended on 8/14/24. This amendment increases the contract by \$2,850.00, for a revised amount not to exceed \$19,475.00 This increase is needed to continue to provide statewide PVAAS 1:1 services to LEAs, professional development, and development of resources.	Quotations
4.	Business (PaTTAN)	020 PATTAN	EXTERNAL	Federal	CDW GOVERNMENT INC	1/21/25-1/20/28	Not to exceed \$17,267.76	Software licensing	To provide licensing of a system providing IP speaker/pager support for the emergency alert system at the PaTTAN Central facility in Harrisburg.	Sole Source
5.	Business (PaTTAN)	020 PATTAN	EXTERNAL (Amendment)	Federal	PURE WATER TECHNOLOGY OF CENTRAL PA INC	3/1/24-2/28/29	Not to exceed \$15,358.40	Rental of drinking water stations	Amendment of contract C2456096 originally approved 02/14/2024. This revision will add an additional drinking water dispenser for the last 48 months of the term of the lease, and increase the monthly payment during that period from \$191.98 to \$287.97.	Sole Source

Board Month: JANUARY
Count: 1

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	Business (PaTTAN)	020 PATTAN	Federal	YORK CITY SCHOOL DISTRICT	7/1/24-6/30/25	Not to exceed \$50,000.00	Systemic Supports Initiative	To provide critical services, supplies and resources as designated by the Pennsylvania Department of Education (PDE) pursuant to its Systemic Supports Initiative to enhance learning opportunities in critically underserved areas of the Commonwealth.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

On a motion by Mrs. Groff and a second by Mrs. Murray, 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

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

- B. Approval of a Release and Waiver Agreement for a total of \$10,000 to settle a legal matter as negotiated by legal counsel.

Motion Carried: Yes-19, No-1 (Idette Groff), Absent-1, Vacant-Manheim Township School District

After the vote, Mrs. Groff reported on the difficulty in finding the time to fulfill training requirements.

Board Month: **JANUARY**

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	005 EARLY LEARNERS	PROFESSIONAL	Federal	LIVING STRONG CONSULTING LLC	1/1/25-12/31/25	\$56,873.00	Professional development and coaching	To provide coaching to Early Head Start staff in Lebanon County in order to meet the Head Start Program Performance Standards.	Sole Source
2.	ECSES	006 EARLY INTERVENTION	PROFESSIONAL (Amendment)	Local	LITTLE VOICES LLC	7/1/24-6/30/25	Not to exceed \$49,000.00	Speech Therapy for Early Intervention	Amendment of C2456051 originally approved on 07/01/2024 for \$9,000. This revision increases the contract by \$40,000 for a revised total of \$49,000 for additional speech therapy instruction.	Sole Source

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

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

- A. Contracts. (Reference Instructional Services/Technology Services Exhibit A)

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

- B. Award Request for Proposal (RFP) #245-001 – IU13 Voice Communications Services (Reference Instructional Services/Technology Services Exhibit B)

(Purpose: To award the IU13 Voice Communications Services RFP #245-001. The awarded vendor will provide voice communications services to school districts and municipalities across Pennsylvania. The recommendation follows a two-stage RFP evaluation process which resulted in six proposals being submitted, evaluated, and scored.)

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

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

Board Month: JANUARY

Count: 2

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	007 STUDENT SERVICES	EXTERNAL	State	PER ARDUA LLC	5/7/25-5/8/25	Not to exceed \$12,800.00	Venue for Organ & Tissue Donation Awareness 2025 Spring Conference for Educators	To provide hotel rooms, meeting space, equipment, food and beverage for Organ & Tissue Donation Awareness (OTDA) Spring Conference for Educators at Wyndham Garden State College in Boalsburg, PA. This event is funded by grant funds.	Quotations
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	MARCO HOLDINGS LLC	1/1/25-12/31/29	\$14,070.00	eGold Fax Services	Renewal of eGold Fax Service for 3000 pages a month for 60 months at \$225.00 per month and estimated \$570.00 for additional Tolls, for a total contract amount of \$14,068.	Sole Source

Board Month: JANUARY
Count: 1

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	IS	002 COMMUNITY EDUCATION	Federal	CHURCH WORLD SERVICE	11/22/24-9/30/26	Not to exceed \$147,000.00	Naturalization Application Support	To provide support for individuals applying to become naturalized citizens. Funding for the contract is provided by the Department of Homeland FY 2024 Citizenship Instruction and Naturalization Application Services grant in which IU13 will provide citizenship classes and Church World Service will offer naturalization application assistance.

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mr. Ondrusek, the Board approved Human Resources Services Consent Agenda Items A-G and Addendum Item H:

- 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. Second Reading and Approval 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. Approval of Christina Dimitriou, EHS/ELECT Director at Head Start, in additional role as the Lancaster-Lebanon Education Foundation Director effective November 14, 2024.

- E. 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:

Angela DeBolt	Physical Therapy	Elizabethtown College
Alexis Lamb	IU Employee/Social Work	Penn West University
Evangeline Lovett	Teacher of Special Ed	Liberty University
Angie Sollenberger	School Counselor	Millersville University

- F. The following IU13 Professional staff have attained tenure:

Kate Capodanno	01/31/2025
Alyssa Newton	01/10/2025
Kimberly Pifer	01/03/2025
Andrea Sweigart	12/06/2024

- G. Approval of the 2025-2026 Early Intervention School Calendar. (Reference Human Resources Services Exhibit D)

H. Personnel Actions as presented in Human Resources Services Exhibit E.

(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	MAZZITTI AND SULLIVAN EAP SERVICES	1/1/24-12/31/25	\$63,800.00	Employee Assistance Program for IU13 staff	Amendment of C2344591 contract approved 01/01/2024 and amended on 11/13/2024. This amendment is for the auto renewal of an existing contract for EAP Services and the yearly cost will be \$63,800.00.	Sole Source
2.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	GENOMIC LIFE	1/1/25-12/31/25	\$350,000.00	A Pilot Program for calendar year 2025	The Pilot Program for cancer screening testing will be made available as a benefit offered to program eligible participants for calendar year 2025.	Sole Source
3.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	GRAIL, INC	1/1/25-12/31/25	\$500,000.00	A Pilot Program for calendar year 2025	The Pilot Program for cancer screening testing will be made available as a benefit offered to program eligible participants for calendar year 2025.	Sole Source
4	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	REVIVEHEALTH INC	1/1/25-12/31/25	\$50,000.00	To provide Telehealth Services to all eligible employees	To provide Telehealth Services to all eligible employees, not to exceed \$3.39 PEPM (Per Employee Per Month), through December 31, 2025. Pending contract negotiations.	Sole Source

HUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	ARIEL	BENITES	SCHOOL POLICE OFFICER		HRS	12/16/2024	PERSONAL REASONS
2	HEATHER	BOBOLA	JOB TRAINER	JOB TRAINING SERVICES	ECSES	12/13/2024	ACCEPTED ALTERNATE EMPLOYMENT
3	KATE	CAPODANNO	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	01/31/2025	UPDATE TO RESIGNATION DATE APPROVED AT 12/11/2024 BOARD
4	DANIELLE	DELONG	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/20/2024	ACCEPTED ALTERNATE EMPLOYMENT
5	DEBORAH	KONESKI	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/03/2025	RELOCATION
6	MICHELE	PREZIOSI	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	12/18/2024	PERSONAL REASONS
7	AMANDA	QUINONES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/03/2025	PERSONAL REASONS
8	ELIZABETH	SCHINDLER	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	01/03/2025	ACCEPTED ALTERNATE EMPLOYMENT
9	MORGAN	STAUFFER	TEACHER OF SPECIAL ED	AUTISTIC SUPPORT	ECSES	01/15/2025	PERSONAL REASONS

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	MICHELLE	GREENLY	Accountant		BUSINESS SERVICES	04/17/2025

HUMAN RESOURCES SERVICES DEPARTMENT
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	CARLY	DANIELSON	APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need
2	LINDSAY	DAUB	APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need
3	VALERIE	DUNN	SUB DAILY PARAPROFESSIONAL		HRS	01/13/2025	\$115.00 /day			New - Program Need
4	AMBER	FISCHER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/07/2025	\$18.13 /hour	01	185	Requested by Donegal SD
5	EMERSON	GAGNON	APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need
6	STEPHANIE	GRAYBILL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/07/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
7	RACHEL	HAAS	APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need
8	SAMANTHA	KELLY	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	01/07/2025	\$18.13 /hour	01	185	Filling Vacancy
9	SAMANTHA	MOCHRIE	SUB DAILY PARAPROFESSIONAL		HRS	12/16/2024	\$115.00 /day			New - Program Need
10	CHARLES	MOYER	ADMINISTRATIVE OPERATIONS COORDINATOR		PATTAN	01/13/2025	\$85,000.00		260	New - Program Need
11	JESSICA	POHRONEZNY	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	01/07/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
12	MARY	SHILLING	APPRENTICE		PATTAN	01/13/2025	\$13.00 /hour		260	New - Program Need
13	KATHRYN	SOLOMON	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	01/07/2025	\$63,050.00	B/01	190	Filling Vacancy
14	JEELYN	TRRASTVATSATRIAN	SUB DAILY PROFESSIONAL and PARA		HRS	12/09/2024	\$135.00 /day			New - Program Need
15	JAYSHALES	VILLARREAL	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	01/13/2025	\$18.13 /hour	01	185	Filling Vacancy
16	WEIRAN	ZENG	APPRENTICE		PATTAN	01/21/2025	\$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	Program	Dept.	Effective Date	Salary	Step	Days of Service	Reason
1	MICHELLE	ANDERSON	PARAEDUCATOR	EARLY INTERVENTION	ECSES	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/07/2025	\$18.51 /hour	02	185	Filling Vacancy
2	JULIA	AUBERZINSKY	SUB-SHORT TERM TEACHER SPEECH	EARLY INTERVENTION	ECSES	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	12/09/2024	\$69,256.00	M/02	190	Filling Vacancy
3	CARA	DICIANO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	12/16/2024	\$18.13 /hour	01	185	Requested by Cocalico SD
4	DANE	EDWARDS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	12/10/2024	\$115.00 /day			Employee Request
5	SARAH	ELLSWORTH	PART-TIME BEHAVIOR SUPPORT ASSISTANT		ECSES	BEHAVIOR SUPPORT ASSISTANT		ECSES	01/02/2025	\$24.22 /hour	02	185	New - Program Need
6	CANDY	MILLER	RESEARCH & EVALUATION MANAGER		EDO	ASSOCIATE PROGRAM DIRECTOR, RESEARCH & EVALUATION		EDO	01/16/2025	\$126,000.00		122	Adjustment due to increase scope of position
7	STACEY	NICARRY	INSUP STUDENT TEACHER		ECSES	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	12/17/2024	\$63,050.00	B/01	190	Filling Vacancy
8	EMMA	RIEKER	PART-TIME PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/06/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
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
1	YOLANDA	GONZALEZ	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	03/03/2025	\$21.42 /hour	09	185	Decrease in hours from 7.25 to 6.5 due to change in

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: LEAVES OF ABSENCES

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00012327				SES, SPECIAL EDUC SERVICES	01/02/2025	PSERS Special Sick Leave
2	00010258				SES, SPECIAL EDUC SERVICES	11/12/2024	PSERS Special Sick Leave
3	00013513				SES, SPECIAL EDUC SERVICES	12/09/2024	PSERS Special Sick Leave; Requesting 94 calendar days of unpaid, non-FMLA leave of absence
4	00000789				SES, SPECIAL EDUC SERVICES	12/09/2024	PSERS Special Sick Leave
5	00013208				SES, SPECIAL EDUC SERVICES	12/20/2024	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for 61 calendar days
6	00013289				SES, SPECIAL EDUC SERVICES	01/30/2025	PSERS Special Sick Leave
7	00005891				COMMUNITY EDUCATION	12/18/2024	Requesting 23 calendar days of unpaid, non-FMLA leave of absence
8	00010866				9PA PATTAN, NON-INSTRUCTIONAL	01/13/2025	Requesting unpaid, non-FMLA leave of absence for 63 calendar days
9	00000789				SES, SPECIAL EDUC SERVICES	11/05/2024	Requesting an unpaid non-FMLA leave of absence for 70 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	CELESTE	FASIG	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/13/2025	\$18.13 /hour	01	111	Filling Vacancy
2	DESIREE	GARCIA	ADJUNCT ADVISOR	COMMUNITY ED	IS	01/21/2025	\$21.71 /hour		259	New - Program Need
3	AALIYAH	SANTIAGO	SUB DAILY PARAPROFESSIONAL		HRS	01/21/2025	\$115.00 /day			New - Program Need

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update.

EXECUTIVE DIRECTOR'S REPORT

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

- Work Immersion program at Juniper Village of Lebanon
- Happiness is Granola partners with IU13 deaf students providing job experiences
- Cocalico School District named a 2025 District of Distinction
- Students design holiday card for Lebanon Valley College
- Highlighted the dates for the upcoming Legislative Breakfast and Retirement Dinner

BOARD COMMENTS

None

PUBLIC COMMENTS

None.

ADJOURNMENT

On a motion by Mrs. Herr and a second by Mr. Ondrusek, the meeting was properly adjourned at 8:15 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary