

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
FEBRUARY 12, 2025**

WORK SESSION

A work session was held prior to the regular meeting, beginning at 5:50 PM. Attending were Board members Mrs. Beachy, Dr. Blouch, Mr. Buckwalter, Mr. Chubb, Mrs. Dieffenbach, Mr. Fisher (arrived 6:30), Dr. Fullerton, Mrs. Groff, Mrs. Herr, Mr. Irvin, Ms. Martin, Mr. Melleby (arrived 6:21), Mr. Merris, Mr. Morales (arrived 6:30), Mrs. Murray, Mr. Okonak, Mr. Ondrusek, Mr. Putt, Mrs. Shrum, and Mr. Stauffer. Also present were IU13 staff members Matthew Stem, Gina Brillhart, Flip Steinour, Sherry Zubeck, Peggy Anastasio, Dana Blair, Jessica Diller, Dr. Kelly Galbraith (arrived 6:30), Mason Getz, Shannan Guthrie, Angela Kirby, Leslie Kruel, Kelly Orr, Christine Skrodinsky, Brian Steigauf, Jeremy Sweigart, Dr. Lynette Waller, and Kenneth Zimmerman. Guests JoAnn Hentz.

Mr. Stem welcomed attendees and reviewed the plan for the work session. Mrs. Brillhart opened the 2025-26 General Operating Budget (GOB) presentation by providing information regarding IU13 funding and programs, Key Performance Indicators (including actual data for 2020-21, 2021-22, 2022-23, 2023-24), IU13 Business Plan, budget development, and budget cycles. Mr. Zimmerman provided information on Instructional Media Services (IMS) including the proposed 2025-26 budget and district contributions, services and supports, and overview of major resources. Mrs. Brillhart reviewed the General Operating Budget – Core Program of Services proposed 2025-26 budget as well as next steps in the budgeting process. Mr. Stem provided a mid-year report on the IU13 Elevated Commitments and Vision Work. Board Committee meetings followed after the close of the Work Session.

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held virtually, was called to order at 7:30 PM by Dr. Fullerton, 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
Ronald Melleby, Donegal
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
Dr. Joseph Fullerton, Penn Manor
Michael Fisher, Pequea Valley
Luis Morales, Lancaster
Craig Chubb, Solanco

Absent:

Daniel Woolley, Warwick

Staff Present:

Matthew Stem, Executive Director
Flip Steinour, COO/Assistant to the Executive Director
Gina Brillhart, CFO/Assistant to the Executive Director
Sherry Zubeck, Director, Early Childhood and Special Education Services
Peggy Anastasio, Program Director, Early Childhood and Special Education Services
Dana Blair, Program Director, Early Childhood and Special Education Services
Jessica Diller, Program Director, Technology Services
Jill Gerhart, Supervisor, Early Childhood and Special Education Services
Mason Getz, Systems Administrator, Technology Services
Jenna Ginder, Supervisor, Early Childhood and Special Education Services
Shannan Guthrie, Program Director, Executive Director Office
Jamie Hostetler-Kriskie, Supervisor, Early Childhood and Special Education Services
Angela Kirby, Managing Director of Patten
Leslie Kruel, Administrative Assistant, Business Services
Stephanie McClune, Supervisor, Early Childhood and Special Education Services
Brian Steigauf, Project Director, Technology Services
Jeremy Sweigart, Program Director, Early Childhood and Special Education Services
Lynette Waller, Program Director, Organizational Culture

Guest Present:

JoAnn Hentz, Manheim Township

CORRECTIONS/ADDENDA

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

APPROVAL OF TONIGHT'S AGENDA

On a motion by Mr. Buckwalter and a second by Mrs. Groff, 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

None.

ELECTION OF NEW BOARD MEMBER

Dr. Fullerton announced that a nomination was received from Manheim Township School District for JoAnn Hentz to represent the district on the IU13 Board of Directors.

On a motion by Mrs. Dieffenbach and a second by Mr. Melleby, Mrs. Hentz was elected to complete the Manheim Township School District's term on the IU13 Board of Directors until June 30, 2025.

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

Dr. Fullerton welcomed Mrs. Hentz.

APPROVAL OF JANUARY 15, 2025 BOARD MINUTES

On a motion by Mr. Ondrusek and a second by Mr. Buckwalter, the minutes of the January 15, 2025, Board meeting were approved as presented.

Motion carried: Yes-21, No-0, Absent-1

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 January 31, 2025:

- A. Cash Reconciliation (Treasurer's Report – Cash and Investments)
- B. Investments (Treasurer's Report – Cash and Investments)
- C. Cash Reconciliation (School-to-Work and Special Education Activity Funds)
- 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 \$9,386,158.10

Motion Carried: Yes-21, No-0, Absent-1

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. Dieffenbach, the Board approved Business Services Consent Agenda Items A, B, D and E:

- 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. First Reading of the 2025-26 General Operating Budget (GOB). (Reference Business Services Exhibit C)

The GOB includes:

Program 1100/1111	Core Program of Services	Budget: \$2,170,010
Program 5105	Instructional Media Services	Budget: \$1,374,756

(Purpose: School Code requires intermediate units to submit a program of services for the next school year to the Pennsylvania Department of Education (PDE) on or before May 1st, annually. IU13 Board Policy 604 provides guidelines for the Core Program of Services and Instructional Media Services budget adoption process.)

- D. Amend a sublease with Lancaster-Lebanon Joint Authority for One Cumberland Street, Lebanon. As follows:

Site:	One Cumberland Street, Lebanon, PA 17042
Term:	July 1, 2024 – June 30, 2025
Lease cost:	\$7.50/square foot
Space:	33,200 square feet
Use:	Head Start and Early Intervention

(Purpose: To approve a sublease amendment for Head Start and Early Intervention use at One Cumberland Street, Lebanon, effective July 1, 2024 – June 30, 2025.)

- E. Rescind award for RFP #245-012 – Student Assistance Program (SAP) School Team Members Trainings.

(Purpose: To rescind award of Student Assistance Program (SAP) School Team Members Trainings Request for Proposal #245-012. An amended RFP will be awarded in March.)

Motion Carried: Yes-21, No-0, Absent-1

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (EDO)	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	OSS/KROY PRODUCT CENTER	5/1/24-6/30/25	Not to exceed \$28,000.00	NEC Exterior Signage	Amendment of C2344744 originally approved on 4/10/2024 and amended on 8/14/2024. This revision adds and extra \$6,000.00 to the contract for a new contract total of \$28,000.00 and extends the contract date to 6/30/2025 to complete the installation of signage at NEC.	COSTARS #032E24084
2.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	W&L DIXON ENTERPRISES LLC	7/1/24-6/30/25	Not to exceed \$22,325.00	Consultation, professional development, and resource development	Amendment of C2456084, previously approved on 07/01/2024 and amended on 8/14/24 and 1/15/25. This amendment increases the contract by \$2,850.00, for a revised amount not to exceed \$22,325.00 This increase is needed to continue to provide statewide PVAAS 1:1 services to LEAs, professional development, and development of resources.	Quotations
3.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	State	DATA11Y LLC	2/1/25-6/30/25	Not to exceed \$33,211.00	Autism Gaming Event	To provide training and support and then host a multi-day gaming event for high school aged students with autism.	Sole Source
4.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	State	DATA11Y LLC	2/1/25-6/30/25	Not to exceed \$63,360.00	Professional Development	To develop a 26 hour professional development program for teachers which builds on previous work.	Sole Source
5.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Local	UNIQUESOURCE PRODUCTS & SERVICES	3/1/25-11/30/25	Not to exceed \$16,830.00	Catering Services	To provide catering services for an outside event at the PaTTAN Conference facility for training events between March and November, 2025.	Sole Source
6.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Local	UNREAL CATERING HBG	3/1/25-11/30/25	Not to exceed \$19,480.50	Catering Services	To provide catering services for an outside event at the PaTTAN Conference facility for training events between March and November, 2025.	Sole Source

Board Month: FEBRUARY

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	SAINT CLAIR AREA SCHOOL DIST	7/1/24-6/30/25	Not to exceed \$17,725.00	Systemic Supports Initiative	To provide critical services, supplies and resources as designated by the Pennsylvania Department of Education (PDE) pursuant to its Systemic Supports Initiative to enhance learning opportunities in critically underserved areas of the Commonwealth.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

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

- 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. Acknowledgement of plywood donated to Lancaster-Lebanon IU13's STEM program by Signature Custom Cabinetry.

Motion Carried: Yes-21, No-0, Absent-1

After the vote, Mrs. Groff welcomed Mrs. Hentz. Mrs. Groff reported on Budget changes and the use of the donation above. She also reminded the board of the upcoming Transition Fair.

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	CLEVEREX SYSTEM INC	2/1/25-1/31/26	Not to exceed \$11,851.32 Annually	Web-based case management subscription	To provide a web-based comprehensive case management system for Head Start students, staff, and families.	Sole Source
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	EXCENTIA HUMAN SERVICES	7/1/24-6/30/25	Not to exceed \$18,000.00	Speech Therapy, Occupational Therapy, and Physical Therapy for Early Intervention students	Amendment of C2456118 originally approved on 07/15/2024. This revision increases the contract by \$14,500.00 for a new total of \$18,000.00 to provide additional speech therapy staff for Early Intervention students.	Quotations
3.	ECSES	012 ITINERANT SOLUTIONS	PROFESSIONAL (Amendment)	State	BOYO TRANSPORTATION SERVICES INC	7/1/23-6/30/26	\$1,006,420.00	Transportation of preschool, elementary, and secondary students	Amendment of contract C2344078 originally approved on 6/28/2023 and amended on 12/13/2023 and 7/9/2024. This amendment adds an additional \$2,920.00 for a revised contract amount of \$1,006,420.00 for additional field trips.	RFP# 223-021

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-21, No-0, Absent-1

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	FIRSTLIGHT FIBER INC	7/1/25-6/30/35	\$67,200.00	Wide Area Network [WAN] circuits	To provide Wide Area Network (WAN) circuit between 1 Cumberland St and Lebanon HS for a 120-month term. FirstLight will provide and maintain a fiber network, and IU13 will lease four strands of dark fiber between the sites for a 120-month term. The initial capacity delivered will be 100 gigabits per second (Gbps) and can be increased without additional vendor costs during the term of the contract. This service is NOT being supported by E-Rate funding.	Quotations

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mrs. Murray, the Board approved Human Resources Services Consent Agenda Items A-B and Addendum Item C:

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

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

Motion Carried: Yes-21, No-0, Absent-1

Board Month: FEBRUARY
Count: 1

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES INC (ALLMERICA FINANCIAL BENEFIT INSURANCE COMPANY)	1/1/25-1/1/28	Not to exceed \$26,376.00 Annually	Crime policy insurance renewal	Crime policy renewal to provide blanket insurance coverage against employee theft or criminal action.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	KENTON	BELMONT	TEACHER OF SPECIAL EDUCATION	ES ITINERANT	ECSES	02/21/2025	OTHER EMPLOYMENT
2	NICHOLE	CONSIDINE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/31/2025	OTHER EMPLOYMENT
3	KATIE	CZOSNOWSKI	CONFERENCE CENTER CUSTODIAN		TS	01/13/2025	PERSONAL REASONS
4	CAROLINE	ELKINS	PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/21/2025	DID NOT START - WITHDREW APPLICATION
5	ALICIA	FLEMING	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	03/07/2025	OTHER EMPLOYMENT
6	DANIEL	FLETCHER	PART-TIME ACCOUNTS RECEIVABLE CLERK		BS	01/17/2025	PERSONAL REASONS
7	ROBERT	GALGON	SUB DAILY PARAPROFESSIONAL		HRS	01/16/2025	PERSONAL REASONS
8	DIANA	HENRIQUEZ	COMMUNITY EDUCATION STUDENT ADVISOR	COMMUNITY EDUCATION	IS	02/07/2025	PERSONAL REASONS
9	CARRIE	KUHN	HEALTH CARE ASSISTANT FLOATER	MULTIPLE DISABILITIES SUPPORT	ECSES	01/31/2025	PERSONAL REASONS - FOUND ALTERNATE EMPLOYMENT
10	BRENDA	METZLER	PROGRAM ASSISTANT		ECSES	01/15/2025	PERSONAL REASONS
11	SUSAN	MINICH	SUB DAILY PARAPROFESSIONAL		HRS	01/21/2025	PERSONAL REASONS
12	TERRY	RAY	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	02/13/2025	PERSONAL REASONS
13	AMBER	REAM	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/05/2025	PERSONAL REASONS - FOUND ALTERNATE EMPLOYMENT
14	SANDRA	SANTELL-CARPENTER	SUB DAILY PARAPROFESSIONAL		HRS	02/05/2025	PERSONAL REASONS
15	HOLLY	SIMMERS	JOB TRAINER	JOB TRAINING SERVICES		02/26/2025	PERSONAL REASONS - FOUND ALTERNATE EMPLOYMENT
16	TARA	STEPHENS	SUB DAILY PARAPROFESSIONAL		HRS	01/14/2025	PERSONAL REASONS.
17	ANN	TUCSNAK	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	01/15/2025	PERSONAL REASONS
18	MEGAN	WAGNER	SEC SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES	03/07/2025	PERSONAL REASONS
19	PAULA	WILLIAMS	SUB DAILY PARAPROFESSIONAL		HRS	01/21/2025	PERSONAL REASONS
20	VIRGINIA	WILSON	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	02/03/2025	PERSONAL REASONS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	SHERRY	MUTKUS	SUB DAILY PARAPROFESSIONAL		HRS	02/05/2025	FAILURE TO SUBMIT PAPERWORK

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	NANCY	FLANNERY	PARAEDUCATOR 1:1/SIGN	SENSORY IMPAIRED	ECSES	06/10/2025
2	WENDY	MOWERY	TEACHER OF SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES	05/29/2025
3	KELLEY	SLOSS	READING SPECIALIST/MATH INSTRUCTOR	NON-PUBLIC	IS	05/30/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	OLIVIA	COX	SUB DAILY PARAPROFESSIONAL		HRS	01/21/2025	\$115.00 /day		185	New - Program Need
2	AJANI	CROSS	PSYCHOLOGIST	EMOTIONAL SUPPORT	ECSES	03/10/2025	\$91,627.00	DOCT/08	198	Filling Vacancy
3	KAZUKO	DIMM	PARAEDUCATOR FLOATER - EI	EARLY INTERVENTION	ECSES	02/10/2025	\$18.13 /hour	01	185	Filling Vacancy
4	SARAH	DITZLER	MATERIAL ASSISTANT		ECSES	01/29/2025	\$21.26 /hour			Secondary Assignment
5	MICHAEL	GERACE	PART-TIME SCHOOL POLICE OFFICER		HRS	02/18/2025	\$43.81 /hour		210	Filling vacancy, pending successful completion of all required training and court paperwork
6	DELIYAH	GRIMES	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	01/27/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
7	SHELBY	HEINSEY	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/10/2025	\$18.13 /hour	01	185	New - Program Need
8	THALYA	HENSON	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/27/2025	\$18.13 /hour	01	185	Filling Vacancy
9	THAYLA	HENSON	SUB SEC ASGN PARAPROFESSIONAL		HRS	02/18/2025	\$135.98 /day			Secondary Assignment
10	CATHERINE	HORNER	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	02/03/2025	\$63,050.00	B/01	190	Filling Vacancy
11	STEPHANIE	HOSSENLOPP	HS/EC ASSISTANT	HEAD START	ECSES	02/10/2025	\$17.84 /hour		188	Filling Vacancy
12	CATALINA	HOYOS	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	02/03/2025	\$18.13 /hour	01	185	Requested by Cornwall-Lebanon SD
13	AMANDA	KARAFFA	EDUCATIONAL CONSULTANT II		PATTAN	4/14/2025	\$95,000.00		260	Filling Vacancy
14	BRITTANY	LEBER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	01/27/2025	\$18.51 /hour	02	185	Filling Vacancy
15	SARA	LOBAUGH	EDUCATIONAL CONSULTANT II		PATTAN	03/10/2025	\$97,000.00		260	Filling Vacancy
16	NATHANIEL	LUM	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	01/27/2025	\$63,050.00	B/01	190	New - Program Need
17	BREANNA	PERIS	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/10/2025	\$18.13 /hour	01	185	Filling Vacancy
18	JANA	PHILLIPS	SUB DAILY PROFESSIONAL and PARA		HRS	01/17/2025	\$135.00 /day		190	
19	JENNIFER	REDCAY	SUB DAILY PARAPROFESSIONAL		HRS	02/03/2025	\$115.00 /day		185	New - Program Need
20	ANASTASIA	ROBICHEAU	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	01/27/2025	\$18.51 /hour	02	185	Filling Vacancy
21	CAROLINE	SEAY	APPRENTICE		PATTAN	01/21/2025	\$13.00 /hour		260	

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

22 KATTY	SILVESTRE VASQUEZ	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	02/03/2025	\$18.13 /hour	01	185	Filling Vacancy
23 ASHLEY	STINE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/27/2025	\$18.13 /hour	01	185	Requested by Elizabethtown SD
24 SARAH	STRIEBICH	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	02/03/2025	\$23.84 /hour	01	185	Filling Vacancy
25 JUDITH	TRUSZ	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	01/08/2025	\$21.71 /hour		259	Secondary Assignment
26 ISAIAH	VERNON	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/10/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
27 MADALYN	WALLER	OCCUPATIONAL THERAPIST	EARLY INTERVENTION	ECSES	02/10/2025	\$70,639.00	M/03	190	Filling Vacancy

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

CHANGE OF POSITION:

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	OLIVIA	CANFIELD	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SUB DAILY PROFESSIONAL		HRS	01/29/2025	\$135.00 /day		190	Employee Request
2	NOAH	CATALANEL LO	LONG TERM SUB SOCIAL WORKER	EARLY INTERVENTION	ECSES	SOCIAL WORKER	MULTIPLE DISABILITIES SUPPORT	ECSES	01/16/2025	\$67,872.00	M/01	190	Filling Vacancy
3	SARAH	DITZLER	MATERIAL ASSISTANT			INSUP STUDENT TEACHER		ECSES		/hour			Moved into Student Teacher role
									01/29/2025	\$21.26			
4	KAREN	HECKERT	PARAEDUCATOR FLOATER - EI	EARLY INTERVENTION	ECSES	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	01/21/2025	\$22.55 /hour	12	185	Filling Vacancy
5	THALYA	HENSON	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR FLOATER - EI	EARLY INTERVENTION	ECSES	02/03/2025	\$18.13 /hour	01	185	Filling Vacancy
6	MACKENZIE	IRWIN	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/03/2025	\$18.13 /hour	01	185	Requested by Penn Manor SD
7	KATLYN	KLINE	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SUB DAILY PROFESSIONAL		HRS	07/25/2025	\$135.00 /day		190	Employee Request
8	KAYLEE	MARSHALL	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR	EARLY INTERVENTION	ECSES	01/21/2025	\$18.51 /hour	02	185	Filling Vacancy
9	GLENDA	MARTIN	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	02/10/2025	\$63,050.00	B/01	190	Filling Vacancy
10	HALEY	MORENO VASQUEZ	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	01/21/2025	\$115.00 /day		185	New - Program Need
11	MAGDA	SALEH	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	01/27/2025	\$18.51 /hour	02	185	Requested by Penn Manor SD
12	JAMES	SHERMAN	SUB DAILY PROFESSIONAL and PARA		HRS	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	01/27/2025	\$18.13 /hour	01	185	Filling Vacancy
13	KIRA	SMITH	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	02/17/2025	\$115.00 /day		185	Employee Request
14	CHRISTINA	SMOKER	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	JOB TRAINER	JOB TRAINING SERVICES	ECSES	02/03/2025	\$24.24 /hour	01	185	Filling Vacancy
15	THOMAS	STEM	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	03/03/2025	\$24.24 /hour	01	185	Filling Vacancy

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

CHANGE OF STATUS OR SALARY:

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	KIRSTEN	BARLEY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES			ECSES	01/13/2025	\$18.51 /hour	02	185	Increase in hours from 6.5 to 6.75 per day

POSITION, STAHUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00013189				SES, SPECIAL EDUC SERVICES	11/21/2024	PSERS Special Sick Leave
2	00012872				SES, SPECIAL EDUC SERVICES	01/21/2025	PSERS Special Sick Leave Continues; Requesting an unpaid, non-FMLA leave of absence for 23 calendar days.
3	00001850				SES, SPECIAL EDUC SERVICES	01/06/2025	PSERS Special Sick Leave; Requesting an unpaid non-FMLA leave of absence for 60 calendar days.
4	00012692				SES, SPECIAL EDUC SERVICES	06/28/2024	Requesting an additional 28 days of unpaid, non-FMLA leave of absence.
5	00012941				COMMUNITY EDUCATION	01/23/2025	Requesting unpaid, non-FMLA leave of absence for 57 calendar days.
6	00006067				SES, SPECIAL EDUC SERVICES	11/19/2025	Update to the leave request that was approved in August. Requesting unpaid, childrearing leave for 71 calendar days.
7	00013395				SES- EARLY INTERVENTION	01/13/2025	Requesting an unpaid non-FMLA leave of absence for 30 calendar days.
8	00009300				SES, SPECIAL EDUC SERVICES	01/26/2025	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for an additional 46 calendar days.
9	00000789				SES, SPECIAL EDUC SERVICES	09/26/2025	PSERS Special Sick leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 49 calendar days.
10	00012740				SES, SPECIAL EDUC SERVICES	01/21/2025	Requesting unpaid, non-FMLA leave of absence for 16.5 calendar days.
11	00010686				SIS INSTRUCTIONAL SVCS, NON-IN	11/27/2024	PSERS Special Sick Leave continues. Requesting an additional 16 calendar days of unpaid, non-FMLA leave.

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	LAURA	MARTINEZ	SCHOOL PSYCHOLOGIST	AUTISTIC SUPPORT	ECSES	05/27/2025	\$87,301 /year	DOCT/05	198	New Program Need
2	SAMANTHA	PAVONE	STUDENT DATA ADMINISTRATOR		TS	02/18/2025	\$60,000.00		260	Filling Vacancy
3	IAN	SALAMONI	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	02/18/2025	\$64,647.00	B+15/01	190	Filling Vacancy

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update on various House and Senate bills and provided links for upcoming budget hearings.

EXECUTIVE DIRECTOR'S REPORT

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

- School to Work students create Empowering AAC Stickers
- Central Education Center High school students STEM activity
- The success of a Community Education GED graduate highlighted at Governor's Annual Budget Address
- The dates for the upcoming From the Heart Basket Bingo (April 6) and the Transition to Post-Secondary Education Fair (April 23)

BOARD COMMENTS

Mrs. Groff and Mr. Ondrusek thanked Technology Services for a smooth virtual meeting experience.

Dr. Fullerton informed the board of the need for their Statements of Financial Interests for 2024.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:26 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary