

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

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held virtually, was called to order at 7:45 PM by Dr. Fullerton, President.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Dr. Kathleen Blouch, Annville Cleona
Brett Buckwalter, Cocalico
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
Amy Beachy, Manheim Central
JoAnn Hentz, Manheim Township
Jill Martin, Palmyra Area
Dr. Joseph Fullerton, Penn Manor
Michael Fisher, Pequea Valley
Luis Morales, Lancaster
Craig Chubb, Solanco

Absent:

Lester Putt, Columbia Borough
Melissa Herr, Lampeter-Strasburg
Robert Okonak, Lebanon
Staci Murray, Northern Lebanon
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
Timothy Laubach, Director, Technology Services
Sherry Zubeck, Director, Early Childhood and Special Education Services

Peggy Anastasio, Program Director, Early Childhood and Special Education Services
Shannan Guthrie, Program Director, Executive Director Office
Michael Imburgia, Project Director, Executive Directors Office
Angela Kirby, Managing Director of Patten
Leslie Kruel, Administrative Assistant, Business Services
Kristen Lewald, Project Director, Executive Director Office
Jeremy Sweigart, Program Director, Early Childhood and Special Education Services
Lynette Waller, Program Director, Organizational Culture
Lindsey Binkle, Special Ed Consultant, Early Childhood and Special Education Services
Courtney Weise, Supervisor, Early Childhood and Special Education Services
Emily Gible, Teacher of Visually Impaired, Early Childhood and Spec. Ed. Services
Barbara Love, Supervisor, Early Childhood and Special Education Services
Kris Van Tassel, Supervisor, Early Childhood and Special Education Services
Officer Robinson, School Police Office, Human Resources Services

CORRECTIONS/ADDENDA

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

Mrs. Groff announced a correction to Early Childhood and Special Education Services, contract Item 8 to correct the Term date, Cost and original contract approval as shown in contract Explanation.

APPROVAL OF TONIGHT'S AGENDA

On a motion by Mr. Irvin 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 FEBRUARY 12, 2025 BOARD MINUTES

On a motion by Mr. Morales and a second by Mr. Buckwalter, the minutes of the February 12, 2025, 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 Mrs. Dieffenbach, the Treasurer's Report, including the following, was approved for the period ending February 28, 2025:

- 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 \$12,268,471.43

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

(Purpose: To award Student Assistance Program (SAP) Trainings Request for Proposal #245-012 and associated contracts as shown on Exhibit D. 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-17, No-0, Absent-5

After the vote, Mrs. Dieffenbach thanked the Business Services team for their work.

BUSINESS SERVICES
Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	WAGNER DEITCH, CRISTINE	7/1/24-6/30/25	Not to exceed \$13,300.00	Consultation, professional development, and resource development	Amendment 2 of contract C2456057, originally approved on 6/24/24 and amended on 08/14/2024. This revision increases the contract by \$1,425.00 for a total not to exceed \$13,300.00, to continue to provide PVAAS professional education services.	Quotations
2.	Business (PaTTAN)	020 PATTAN	EXTERNAL (Amendment)	Federal	BLOCK COMMUNICATIONS INC	1/22/25-1/21/28	Not to exceed \$10,800.00	Telecommunications services	Amendment of contract C2456473, originally approved December 16, 2024. This revision adds an additional \$3,398.40 to the total contract amount for a revised total of \$10,800.00. This total is necessary to cover federal taxes and levies which were not specified in the original contract.	Sole Source

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

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

- 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 a Rifton gait trainer donated to Lancaster-Lebanon IU13's OT/PT program by Anthony and Dina Gonzalez.

- C. Acknowledgement of a physical therapy bike donated to Lancaster-Lebanon IU13's OT/PT program by Sandra Schiffli-Salerno.

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

After the vote, Mrs. Groff highlighted the Jae Davis Scholarship opportunities to attend the Bridging Knowledge to Know-How conference. She also reminded the board to attend the Student Bazaars.

In addition, Mrs. Zubeck introduced various employees from the Early Childhood Special Education Services department who were in attendance.

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	005 EARLY LEARNERS	PROFESSIONAL (Amendment)	Federal	LIVING STRONG CONSULTING LLC	2/1/24-6/30/25	Not to exceed \$29,000.00	Professional Development	Amendment of C2456226 originally approved 2/14/24 with a zero dollar revision effective 12/10/2024. This revision increases the contract by \$4,000.00 for a revised amount of \$29,000.00 in order to provide professional development to additional staff.	Sole Source
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	EPHRATA COMMUNITY HOSPITAL	7/1/24-6/30/25	Not to exceed \$30,000.00	Speech and Occupational Therapy for Early Intervention students	Amendment of C2456216 originally approved 06/26/2024. This revision increases the contract by \$10,000.00 for a revised amount of \$30,000.00 in order to continue providing Speech and Occupational Therapy for Early Intervention students.	Quotations
3.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Federal, Local	LINDEN HALL SCHOOL FOR GIRLS	2/18/25-5/30/25	Not to exceed \$110,000.00	Student Nutrition Services	To provide student nutrition services including breakfast and lunch to students at Lancaster-Lebanon Burle School to Work and Lancaster Intensive Day Treatment programs.	Quotations
4.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	SCHREIBER PEDIATRIC REHAB CENTER	7/1/24-6/30/25	Not to exceed \$56,702.00	Speech therapy, occupational therapy, and physical therapy for Early Intervention students	Amendment of C2456119 originally approved on 6/26/2024. This revision increases the contract by \$18,000.00 for a revised contract total of \$56,702.00. This revision is to provide additional Occupational, Speech and Physical Therapy.	Quotations
5.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	WAY SERVICES INC	08/12/2024-08/19/2025	Not to exceed \$137,776.00	Delivery of Student Meals	Amendment of C2456290 originally approved 8/14/24 for \$133,626. The revision increases the original contract by \$4,150 for a new total of \$137,776 to provide delivery services to additional sites.	Quotations
6.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	YOUR LANGUAGE CONNECTION	7/1/24-6/30/25	Not to exceed \$105,000.00	Foreign language interpretation and translation	Amendment of C2456117 originally approved 06/26/2024. This revision increases the contract by \$30,000.00 for a revised amount of \$105,000.00 in order to continue providing foreign language interpretation and translation.	Quotations

EARLY CHILDHOOD SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
7.	ECSES	012 ITINERANT SOLUTIONS	EXTERNAL (Amendment)	Local	BERKS COUNTY INTERMEDIATE UNIT	9/3/24-6/6/25	\$89,000.00	Special Education Services for DHH Services	Amendment of contract C2456327 originally approved on 09/03/24 and amended on 12/11/24. This amendment adds an additional \$60,000.00 for a revised contract amount \$89,000.00 for more DHH Itinerant services and extends to the contract to June 6, 2025.	Sole Source
8.	ECSES	012 ITINERANT SOLUTIONS	PROFESSIONAL (Amendment)	State	BOYO TRANSPORTATION SERVICES INC	2/25/25-6/30/26	Not to exceed \$90,000.00	Pupil Transportation	Amending C2344078, originally approved on 07/02/2023. This revision increases the contract by \$900,000 for a revised amount of \$1,906,420.00 to continue to provide Transportation for Early Intervention and School-Age students attending IU 13 operated programs.	RFP# 223-021

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	006 EARLY INTERVENTION	Federal	COCALICO SCHOOL DISTRICT	7/1/24-6/30/25	\$2,520.00	Subrecipient Letter of Agreement for implementation of Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds to be used to support appropriate services to eligible districts in accordance with Individuals with Disabilities Education Act (IDEA) Section 619 guidelines and directives issued by Office of Child Development and Early Learning.
2.	ECSES	006 EARLY INTERVENTION	Federal	COLUMBIA BOROUGH SCHOOL DISTRICT	7/1/24-6/30/25	\$1,260.00		
3.	ECSES	006 EARLY INTERVENTION	Federal	CONESTOGA VALLEY SCHOOL DIST	7/1/24-6/30/25	\$5,220.00		
4.	ECSES	006 EARLY INTERVENTION	Federal	CORNWALL LEBANON SCHOOL DIST	7/1/24-6/30/25	\$3,780.00		
5.	ECSES	006 EARLY INTERVENTION	Federal	DONEGAL SCHOOL DISTRICT	7/1/24-6/30/25	\$900.00		
6.	ECSES	006 EARLY INTERVENTION	Federal	EASTERN LANCASTER COUNTY S D	7/1/24-6/30/25	\$3,240.00		
7.	ECSES	006 EARLY INTERVENTION	Federal	EASTERN LEBANON COUNTY SCHOOL DISTRICT	7/1/24-6/30/25	\$2,340.00		
8.	ECSES	006 EARLY INTERVENTION	Federal	LEBANON SCHOOL DISTRICT	7/1/24-6/30/25	\$10,260.00		
9.	ECSES	006 EARLY INTERVENTION	Federal	MANHEIM TOWNSHIP SCHOOL DIST	7/1/24-6/30/25	\$8,100.00		
10.	ECSES	006 EARLY INTERVENTION	Federal	PEQUEA VALLEY SCHOOL DISTRICT	7/1/24-6/30/25	\$360.00		
11.	ECSES	006 EARLY INTERVENTION	Federal	SOLANCO SCHOOL DISTRICT	7/1/24-6/30/25	\$2,700.00		
12.	ECSES	006 EARLY INTERVENTION	Federal	WARWICK SCHOOL DISTRICT	7/1/24-6/30/25	\$3,060.00		
13.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	COCALICO SCHOOL DISTRICT	7/1/24-9/30/25	\$446,708.00	Subrecipient Letter of Agreement for implementation of Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds that will be used to support appropriate services to school age children eligible for services through these funds in accordance with Individuals with Disabilities Education Act (IDEA) guidelines and directives issued by PDE, and provisions to the State IDEA Plan.
14.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	CONESTOGA VALLEY SCHOOL DIST	7/1/24-9/30/25	\$484,809.00		
15.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	CORNWALL LEBANON SCHOOL DIST	7/1/24-9/30/25	\$561,012.00		
16.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EASTERN LEBANON COUNTY SCHOOL DISTRICT	7/1/24-9/30/25	\$275,251.00		
17.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LEBANON SCHOOL DISTRICT	7/1/24-9/30/25	\$1,260,279.00		

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EARLY CHILDHOOD SPECIAL EDUCATION SERVICES

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
18.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM TOWNSHIP SCHOOL DIST	7/1/24-9/30/25	\$641,814.00		
19.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PEQUEA VALLEY SCHOOL DISTRICT	7/1/24-9/30/25	\$235,178.00		
20.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	SOLANCO SCHOOL DISTRICT	7/1/24-9/30/25	\$469,700.00		

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 and 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) #245-002 – Wide Area Network Consortium (WAN) (Reference Instructional Services/Technology Services Exhibit B)

(Purpose: To award the WAN Consortium RFP #245-002. The awarded vendors will provide network circuits and equipment to additional school district buildings located within the IU13 WAN. A split award is being recommended between six vendors. The recommendation follows an RFP process which resulted in seven proposals being submitted: six for circuits, one for equipment only. A detailed analysis of all proposals received are maintained in the IU13 Business Office.)

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

After the vote, Mr. Buckwalter acknowledged the work of Technology Services in providing Wide Area Network (WAN) to many districts across Pennsylvania.

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	AMES JANITORIAL SERVICES	8/1/24-6/30/25	\$53,610.00	Cleaning services	Amendment of C246163 originally approved 7/17/2024 and amended on 11/13/2024. The revision adds an additional \$9960.00 to accommodate additional cleaning services throughout the 2024-2025 school year/at CEC, Burle, One Cumberland, PHP, and White Oak for a new contract total of \$53,610.00.	Sole Source
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	CENTRAL SUSQUEHANNA IU 16	4/1/25-6/30/28	\$47,300.00	Cloudflare services	To provide Cloudflare services, including DNS (Domain Name System), WAF (Web Application Firewall), CDN (Content Delivery Network), and DDoS (Distributed Denial of Service). The contract totaling \$47,300.00, includes a monthly data limit of 5TB and support for up to 50 domains, which includes an amount for overages over the term of the 39-month agreement.	PEPPM
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	RAFFENSPERGER ENTERPRISES LLC	12/12/24-4/30/25	\$29,000.00	Snow removal at CEC, Fairland, CSW, and One Cumberland	Amendment of contract C2456464 originally approved on 12/11/2024. This revision increases the contract by \$9,000.00 for a new total of \$29,000.00 to increase funds due to increase in snow removal, shoveling, de-icing at designated locations.	Sole Source
4.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	STRATIX SYSTEMS INC	6/1/23-5/31/28	\$112,792.00	Copier Maintenance	Amendment of contract C2233653 originally approved on 3/8/2023. This revision adds an additional \$25,792.00 for a revised total of \$112,792. This contract change is to account for an increase in duplication center printer usage and color printing effective July 1, 2025.	COSTARS #001-E22-086

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INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
5.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL (Amendment)	Local	TEAM LEWIS INC	12/12/24-4/30/25	\$29,500.00	Snow Removal at NEC	Amendment of C2456475 originally approved on 12/11/2024. This revision adds an additional \$9,500.00 to the contract for a new contract total of \$29,500.00 to pay for additional snow removal service.	RFP# RFP# 245-010
6.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/28	\$23,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#245-002, this contract provides Wide Area Network (WAN) circuits to each school site (Conestoga Valley to "Old" Smoketown ES) for a 36-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
7.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/35	\$244,000.00	Leased Dark Fiber Network	Contingent on the award approval of RFP#245-002, as well as a successful funding commitment from USAC (Universal Service Administrative Corporation), this contract provides dark fiber connectivity to each school site (Donegal Primary to Hempfield HS) for the purpose of providing a very high bandwidth network connection. Comcast will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site for a 120-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional vendor costs during the term of the contract. Pending contract language approval with Comcast. An estimated 75% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
8.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/30	\$57,000.00	Leased Dark Fiber Network	This contract provides dark fiber connectivity to Lancaster Bible College for the purpose of providing a very high bandwidth network connection. Comcast will construct and maintain a fiber network, and IU13 will lease four strands of dark fiber to each site (Lancaster Bible College) for a 60-month term. The initial capacity delivered will be 10 gigabits per second (Gbps) and can be increased without additional vendor costs during the term of the contract. Pending contract language approval with Comcast.	Quotations

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
9.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/30	\$92,000.00	Wide Area Network [WAN] circuits	This contract provides Wide Area Network (WAN) circuits to each school site (ELCO Middle School to IU13 1 Cumberland) for a 60-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
10.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/30	\$299,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#245-002, this contract provides Wide Area Network (WAN) circuits to Pittsburgh data colocation center to support Allegheny IU3, for a 60-month term. The initial capacity delivered to the site will be 100 gigabits per second (Gbps). Pending contract language approval with Comcast. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
11.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	COMCAST	7/1/25-6/30/30	\$36,500.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#245-002, this contract provides Wide Area Network (WAN) circuits to each school site (IU16 to Center for Schools & Communities) for a 60-month term. The initial capacity delivered to each site will be 1 gigabit per second (Gbps). Pending contract language approval with Comcast. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
12.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	CROWN CASTLE INC.	7/1/25-6/30/31	\$175,800.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#245-002, this contract provides a Wide Area Network (WAN) circuit to each school site (Rose Tree Media DS to Springton Lake MS and Kutztown Area HS) for a 60-month term. The initial capacity delivered to the site will be 10 gigabits per second (Gbps). Pending contract language approval with Crown Castle. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools. One site is a deferred activation to July 1, 2026.	RFP# 245-002 E-Rate# 250003427
13.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	DATABANK HOLDINGS LTD.	7/1/25-6/30/30	\$128,000.00	Network Equipment Colocation	To provide network fiber and data colocation services in their Pittsburgh Data center to support peering services provided by IU13. The contract total of \$128,000.00 accounts for access as well as on-going maintenance.	Sole Source
14.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	FIRSTLIGHT FIBER INC	7/1/25-6/30/30	\$610,000.00	Wide Area Network [WAN] circuits	Contingent on the award approval of RFP#245-002, this contract provides Wide Area Network (WAN) circuits to each school site (Reading HS to IU13 - 1 Cumberland to Philadelphia data center - Brandywine Heights MS) for a 60-month term. The initial capacity delivered to each site will range from 10 to 100 gigabit per second (Gbps). Pending contract language approval with FirstLight. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
15.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	PENTELEDA LIMITED PARTNERSHIP I	7/1/25-6/30/45	\$559,000.00	Leased Dark Fibeer Network	Contingent on the award approval of RFP#245-002, this contract provides dark fiber connectivity to each school site (Cocalico SD, Reamstown ES, Adamstown ES, Cocalico MS) for the purpose of providing a very high bandwidth network connection. PenTeleData will construct and maintain a dark fiber network, and IU13 will lease four strands of dark fiber for one circuit, and two strands each for two other circuits for a 240-month term. The initial capacity delivered to each site will be 10 gigabits per second (Gbps) and can be increased without additional vendor costs during the term of the contract. Pending contract language approval with PenTeleData. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
16.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL (Amendment)	Local	ZAYO GROUP HOLDINGS INC	7/1/23-6/30/26	\$100,650.00	Wide Area Network (WAN) Internet Access	Amendment of C2233616, originally approved on 3/8/2023. This revision increases the bandwidth from 10 Gbps to 40 Gbps for the final year of the contract. Additional cost is \$56,650.00, which is subject to an anticipated E-rate discount of 65%.	RFP# 223-001 E-Rate# 230009366

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
17.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZITO MEDIA COMMUNICATIONS LLC	7/1/25-6/30/30	\$165,000.00	Wide Area Network [WAN] circuits	This contract provides Wide Area Network (WAN) circuits to each school site (Berks County IU14) for a 60-month term. The initial capacity delivered to each site will be 40 gigabit per second (Gbps). Pending contract language approval with Zito Business. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
18.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZITO MEDIA COMMUNICATIONS LLC	7/1/25-6/30/27	\$53,000.00	Wide Area Network [WAN] circuits	This contract provides Wide Area Network (WAN) circuits to each school site (Commonwealth Charter Academy) for a 24-month term. The initial capacity delivered to each site will be 10 gigabit per second (Gbps). Pending contract language approval with Zito Business. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427
19.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZITO MEDIA COMMUNICATIONS LLC	7/1/26-6/30/31	\$83,000.00	Wide Area Network [WAN] circuits	This contract provides Wide Area Network (WAN) circuits to each school site (Reading DS Admin Building) for a 60-month term. The initial capacity delivered to each site will be 10 gigabit per second (Gbps). Pending contract language approval with Zito Business. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427

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INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
20.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ZITO MEDIA COMMUNICATIONS LLC	7/1/25-6/30/30	\$83,000.00	Wide Area Network [WAN] circuits	This contract provides Wide Area Network (WAN) circuits to each school site (IU16 Admin Building) for a 60-month term. The initial capacity delivered to each site will be 10 gigabit per second (Gbps). Pending contract language approval with Zito Business. An estimated 65% of these costs will be paid by E-Rate and the remaining paid by the participating schools.	RFP# 245-002 E-Rate# 250003427

HUMAN RESOURCES SERVICES

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

- 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. Approval of the Resolution to appoint Michael Gerace as School Police Officer for the IU13, subject to the approval of the Court of Common Pleas of Lancaster County and Court of Common Pleas of Lebanon County. (Reference Human Resources Services Exhibit C)

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

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

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

Board Month: MARCH
Count: 1

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	DR. CHRISTINE BURTON	03/13/2025-08/30/2025	Not to exceed \$45,000.00	Provide individual staffing service	To provide individual staffing service to the IU13 per Addendum A from March 13, 2025 - August 30, 2025 not to exceed \$45,000.00	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	AVA	ANGELO	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/28/2025	PERSONAL REASONS
2	ANNA	BENOVY	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	04/14/2025	RELOCATION
3	JULIANNA	BRIM	SPECIAL EDUC CONSULT BEHAVIOR	AUTISTIC SUPPORT	ECSES	03/14/2025	OTHER EMPLOYMENT
4	LEEANNA	BUTCHER-RITTENHOUSE	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	02/13/2025	PERSONAL REASONS
5	HEIDI	COX	SUB DAILY PROFESSIONAL AND PARA		HRS	02/20/2025	PERSONAL REASONS
6	KARI	GOOD	SUPERVISOR	AUTISTIC SUPPORT	ECSES	03/28/2025	PERSONAL REASONS
7	MAIA	HESS	JOB TRAINER	JOB TRAINING SERVICES	ECSES	02/21/2025	RELOCATION
8	AMY	IKE	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	02/13/2025	PERSONAL REASONS
9	BROOKE	KABAKJIAN	SHORT-TERM SUB TEACHER - SPEECH	EARLY INTERVENTION	ECSES	11/20/2024	PERSONAL REASONS
10	LAUREN	MINICH	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/19/2025	OTHER EMPLOYMENT
11	JENNIFER	MORALES MARTINEZ	SUB DAILY PARAPROFESSIONAL		HRS	02/26/2025	PERSONAL REASONS
12	ABIGAIL	PASTORELLA	SUPERVISOR	AUTISTIC SUPPORT	ECSES	04/11/2025	OTHER EMPLOYMENT
13	MEGAN	PATTERSON	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/07/2025	OTHER EMPLOYMENT
14	ELIZMARIE	VELEZ-ORENGO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/21/2025	OTHER EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	SHELBY	HEINSEY	PARAEDUCATOR	CNTR BASED AUTISTIC SUPPORT	ECSES	2/10/2025	Failed to complete pre-employment paperwork for two previous selected start dates and failed to show on the third paperwork session scheduled for 2/10/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	LORRAINE	CASANOVA	SCHOOL COUNSELOR	NON-PUBLIC	IS	06/05/2025
2	THOMAS	ESPOSITO	INTERIM SUPERVISOR	ADMIN MULTIPLE SERVICES	ECSES	06/16/2025
3	SUSAN	FISHER	HEAD START DIRECTOR/LEBANON BUILDING MANAGER	HEAD START	ECSES	10/15/2025
4	LINDA	KILGORE-HERR	PART-TIME PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	06/05/2025
5	KATHRYN	NEYER	SUPERVISOR		BS	06/27/2025
6	MARIA	TAORMINA	SCHOOL COUNSELOR	NON-PUBLIC	IS	06/06/2025
7	SHERRY	ZUBECK	DIRECTOR OF SPECIAL EDUCATION SERVICES	ADMIN MULTIPLE SERVICES	ECSES	09/15/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	KENDRA	EDDINS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/10/2025	\$18.13 /hour	01	185	Requested by Lampeter-Strasburg SD
2	NICHOLE	GANJI	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/17/2025	\$18.13 /hour	01	185	Requested by Donegal SD
3	BEVERLEY	HINKLE	SUB DAILY PROFESSIONAL and PARA		HRS	02/10/2025	\$135.00 /day		190	New - Program Need
4	LEIGH	HOES	SUB DAILY PROFESSIONAL and PARA		HRS	01/21/2025	\$135.00 /day		190	New - Program Need
5	SARAH	JASINSKI	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/24/2025	\$18.13 /hour	01	185	Filling Vacancy
6	STEPHANIE	KRIEGER	PART-TIME PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/03/2025	\$18.13 /hour	01	185	Requested by Lebanon SD
7	ALEXIS	MABLE	PARAEDUCATOR 1:1	DIAGNOSTIC KINDERGARTEN	ECSES	03/10/2025	\$18.13 /hour	01	185	Requested by Hempfield SD
8	ESTHER	MYERS	SUB DAILY PARAPROFESSIONAL		HRS	02/24/2025	\$115.00 /day		185	New - Program Need
9	JESSICA	NENDZA	SUB DAILY PROFESSIONAL and PARA		HRS	02/04/2025	\$135.00 /day		190	New - Program Need
10	ARIEL	SMITH	PROGRAM ASSISTANT	ADMIN MULTIPLE SERVICES	ECSES	03/03/2025	\$21.28 /hour		260	Filling Vacancy
11	TARA	STEPHENS	SUB DAILY PARAPROFESSIONAL		HRS	02/13/2025	\$115.00 /day		185	New - Program Need
12	IAN	STOECKL	SUB DAILY PROFESSIONAL and PARA		HRS	01/16/2025	\$135.00 /day		190	New - Program Need
13	LINDA-GRACE	VIERA	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/10/2025	\$18.13 /hour	01	185	Requested by Penn Manor SD

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	ABBY	BROWN	SUB PRO/LONG TM	AUTISTIC SUPPORT	ECSES	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	02/18/2025	\$64,647.00	B+15/01	190	Filling Vacancy
2	KRISTA	KIEHL	PROGRAM ASSISTANT	JOB TRAINING SERVICES	EDO	PROGRAM SUPPORT LIAISON		ECSES	03/03/2025	\$24.63 /hour		260	Filling Vacancy
3	JESSICA	WERNER	SUB DAILY PARAPROFESSIONAL		HRS	PART-TIME PARAEDUCATOR 1:1	EARLY INTERVENTION	ECSES	02/10/2025	\$18.51 /hour	02	74	New - Program Need
4	SAMANTHA	WHITE	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/10/2025	\$18.13 /hour	01	185	Filling Vacancy
5	KAYLA	WILVER	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	SC SPEECH CORRECTION	EARLY INTERVENTION	ECSES	05/05/2025	\$82,769.00	M/09	195	Filling Vacancy
6	AMAL	ZEINELDIN	HS/EC ASSISTANT FLOATER	HEAD START	IS	HS/EC ASSISTANT	HEAD START	ECSES	01/13/2025	\$17.84 /hour		188	Filling Vacancy

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	MICHAEL	GERACE	PART-TIME SCHOOL POLICE OFFICER		HRS	SCHOOL POLICE OFFICER		HRS	03/18/2025	\$69,000.00		210	Filling Vacancy
2	AMANDA	GROFF	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	02/06/2025	\$18.88 /hour			Increase in hours from 6.5 to 7 per day
3	JESSICA	GUEVARA	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	01/07/2025	\$18.88 /hour			Increase in hours from 5.5 to 6.5 per day
4	LEAH	SCHLOSSER	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	PART-TIME TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	04/14/2025	\$41,197.50	M+45/07	95	New - Program Need

POSITION, STAHUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00009550				SES- EARLY INTERVENTION	2/27/2025	PSERS Special Sick Leave
2	00008028				SES, SPECIAL EDUC SERVICES	3/17/2025	PSERS Special Sick Leave
3	00013544				SES, SPECIAL EDUC SERVICES	2/24/2025	PSERS Special Sick Leave; Requesting an unpaid, non-FMLA leave of absence for 19 calendar days.
4	00012568				IS - ACT 89 NON PUBLIC	3/11/2025	PSERS Special Sick Leave; Requesting unpaid, non-FMLA leave of absence for 27 calendar days.
5	00012681				SES, SPECIAL EDUC SERVICES	3/20/2025	PSERS Special Sick Leave
6	00013025				SES, SPECIAL EDUC SERVICES	1/31/2025	PSERS Special Sick Leave; Requesting unpaid, non-FMLA leave for 62.5 calendar days.
7	00009694				8HR HR SVCS, NON-INSTRUCTIONAL	2/18/2025	Requesting Sabbatical leave of absence for the equivalent of one-term.
8	00013208				SES, SPECIAL EDUC SERVICES	2/19/2025	PSERS Special Sick Leave continues; requesting an additional 26 calendar days of unpaid, non-FMLA leave of absence.
9	00013513				SES, SPECIAL EDUC SERVICES	2/20/2025	Requesting unpaid, non-FMLA leave of absence for 14 calendar days.
10	00012568				IS - ACT 89 NON PUBLIC	4/25/2025	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave of absence for 32 calendar days.
11	00009128				SES- EARLY INTERVENTION	1/6/2025	Update to the leave request that was approved in December. Requesting unpaid, childrearing leave for 98 calendar days.
12	00010686				SIS INSTRUCTIONAL SVCS, NON-IN	2/16/2025	PSERS Special Sick Leave continues. Requesting an additional 43 calendar days of unpaid, non-FMLA leave.
13	00013189				SES, SPECIAL EDUC SERVICES	3/26/2025	Requesting unpaid, non-FMLA childrearing leave of absence for 97 calendar days.
14	00011259				SES, SPECIAL EDUC SERVICES	3/7/2025	Requesting unpaid, non-FMLA leave of absence for 17 calendar days.
15	00012692				SES, SPECIAL EDUC SERVICES	3/1/2025	Requesting an additional 62 calendar days of unpaid, non-FMLA leave.
16	00013395				SES- EARLY INTERVENTION	2/12/2025	Requesting an unpaid non-FMLA leave of absence for an additional 7 calendar days.
17	00000789				SES, SPECIAL EDUC SERVICES	11/5/2024	Correction to date that was approved at January Board meeting. PSERS Special Sick Leave.
18	00008028				SES, SPECIAL EDUC SERVICES	4/8/2025	PSERS Special Sick Leave continues; Requesting unpaid, non-FMLA leave for 105 calendar days.
19	00012872				SES, SPECIAL EDUC SERVICES	2/13/2025	PSERS Special Sick Leave Continues; Requesting an unpaid non-FMLA leave of absence for 43 calendar days.

HUMAN RESOURCES SERVICES ADDENDUM
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	KAYLEIGH	DEISLEY	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	06/02/2025	\$67,872.00	M/01	190	Filling Vacancy
2	ANDREA	DETHLOFF	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/31/2025	\$18.13 /hour	1	185	Filling Vacancy
3	TAWNI	LIGHT	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	03/17/2025	\$18.13 /hour		185	New - Program Need
4	MELISSA	MCMICHAEL	SEC SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES	05/05/2025	\$96,962.00	M+60/13	195	Filling Vacancy
5	MARCI	RAJKOWSKI	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	04/28/2025	\$84,468.00	M+60/07	190	Filling Vacancy

PRIOR BUSINESS

On a motion by Mr. Merris and a second by Mr. Buckwalter, the Board approved a revised 2024-25 Board Meeting Calendar.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update. In particular, advocacy for stipends from the state for student teachers.

EXECUTIVE DIRECTOR'S REPORT

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

- A successful Legislative Breakfast on March 3.
- Highlighted Technology Services team members whose work on the Wide Area Network (WAN) was successful in blocking a data breach.
- Recognized IU staff who attended and presented at the PAFPC Improving School Performance Conference.
- Spring Student Bazaar's will be held in Lebanon on April 15 at Cornwall Manor from 9 AM – 1 PM and in Lancaster on April 3 at the Conference and Training Center at IU13 from 9 AM – 1 PM.
- The dates for the upcoming From the Heart Basket Bingo (April 6) and the Transition to Post-Secondary Education Fair (April 23).

BOARD COMMENTS

Dr. Fullerton reminded the board to submit the PSBA Business Travel Accident Insurance Beneficiary Form.

Dr. Fullerton acknowledged the great work Heather VanAulen and her team are team doing with students in regards to the Material Handling and Logistics program at the Brownstown campus of Lancaster Career and Technology Center.

Mrs. Groff also commented on the Material Handling and Logistics program. She also encouraged everyone to attend the Legislative Breakfast.

Mr. Stem thanked Shannan Guthrie's team for planning the Legislative Breakfast.

Mr. Ondrusek also commented on the Legislative Breakfast, and thanked Mrs. Brillhart for her hard work as CFO for the IU13.

PUBLIC COMMENTS

A letter from Dr. Christina DeHoff, PT, Pediatric Clinical Specialist at Texas Woman's University, was read by Dr. Fullerton.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:27 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary