

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
APRIL 9, 2025**

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at the Lebanon IU13 (One Cumberland Street, Lebanon, PA 17042) with a virtual option available, was called to order at 7:30 PM by Dr. Fullerton, President.

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

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
Robert Okonak, Lebanon
Amy Beachy, Manheim Central
JoAnn Hentz, Manheim Township
Staci Murray, Northern Lebanon
Jill Martin, Palmyra Area
Dr. Joseph Fullerton, Penn Manor
Michael Fisher, Pequea Valley
Luis Morales, Lancaster
Craig Chubb, Solanco
Daniel Woolley, Warwick

Absent:

Dr. Kathleen Blouch, Annville Cleona
Charles Merris Jr., Hempfield
Melissa Herr, Lampeter-Strasburg

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
Jennifer Houser, Supervisor, Early Childhood and Special Education Services
Jim Croyle, Supervisor, Early Childhood and Special Education Services
Noel Johns, Program Director, Human Resources Services
Shannan Guthrie, Program Director, Executive Director Office
Lynette Waller, Program Director, Executive Director Office
Dr. Christine Burton, Interim Director, Instructional Services
Kenneth Zimmerman, Associate Program Director, Instructional Services
Kelly Galbraith, Program Director, Instructional Services
Dana Blair, Program Director, Early Childhood and Special Education Services
Leslie Kruel, Administrative Assistant, Business Services
Jeremy Sweigart, Program Director, Early Childhood and Special Education Services
Officer Robinson, School Police Office, Human Resources Services

MOMENT OF SILENCE

Members of the board observed a moment of silence for IU13 board members who have recently passed.

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-3

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

Dr. Fullerton introduced Dr. Christina Burton, Interim Director of Instructional Services.

APPROVAL OF MARCH 12, 2025 BOARD MINUTES

On a motion by Mr. Buckwalter and a second by Mrs. Dieffenbach, the minutes of the March 12, 2025, Board meeting were approved as presented.

Motion carried: Yes-19, No-0, Absent-3

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 March 31, 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 \$6,626,060.75

Motion Carried: Yes-19, No-0, Absent-3

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-F:

- 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. Retain Brown Plus for auditing services for fiscal year ending June 30, 2025, for a cost of \$74,200.

(Purpose: To establish an Auditing firm for auditing services for fiscal year 2024-25, with a negotiated option for 2 additional years of service.)

- D. Award Bid 245-018, Athletic Trainer/Medical Supplies. (Reference Business Services Exhibit C)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits participating districts' needs; aggregates total

requirements; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The bid also contains piggyback language so additional entities can participate. The Athletic Trainer Medical Supplies Bid for 2025-2026 was opened on January 31, 2025, and reviewed by the commodity review team on February 20, 2025. Pricing has remained stable over last year's unit prices for like items.)

- E. Retain PFM Financial Advisors LLC for Financial Services and authorize them to prepare a term sheet and present proposed terms for a Lease Revenue Note.

(Purpose: PFM will provide services related to financial planning, policy development, and services related to debt issuance. Fee will be as mutually agreed upon based on the scope of work. Specifically, PFM will work on behalf of IU13 and the Lancaster-Lebanon Joint Authority to secure a Lease Revenue Note with Fulton Bank or other as identified. The terms of the loan will be approved by the Lancaster-Lebanon Joint Authority at their regularly scheduled meeting.)

- F. Recommend approval by local School Districts of an amendment to extend the life of the Lancaster-Lebanon Joint Authority for an additional 50 years with the term of existence for a period ending May 1, 2075.

(Purpose: To recommend amending the Articles of Incorporation to increase the term of existence of the Authority for a period ending May 1, 2075. Local Boards will receive a resolution to approve the amendment in April or May 2025.)

Motion Carried: Yes-19, No-0, Absent-3

Board Month: APRIL
Count: 5

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	APEX ADVERTISING INC	3/20/25-6/1/25	Not to Exceed \$22,500.00	Creation and Management of IU13 Store for Staff Appreciation Day	Vendor will launch IU13 store for Staff Appreciation Week, including options for staff to select from. Vendor will create and manage store front, and handle all aspects of fulfillment, delivery, and quality assurance. Price not to exceed \$22,500.	Quotations
2.	Business	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	PENNSYLVANIA TRUST	7/1/25-6/16/29	\$14,700.00	GASB 75 Valuation	To provide an actuarial valuation of other post-employment benefits to satisfy the reporting requirement to accrue liabilities and related expenses for these benefits under the Governmental Accounting Standards Board, GASB 75.	Sole Source
3.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	W&L DIXON ENTERPRISES LLC	7/1/24-6/30/25	Not to exceed \$24,225.00	Consultation, professional development, and resource development	Amendment of C2456084, previously approved on 07/01/2024 and amended on 8/14/24, 1/15/25, and 2/12/25. This amendment increases the contract by \$1,900.00, for a revised amount not to exceed \$24,225.00. 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	PROFESSIONAL	State	AMERICAN INSTITUTES FOR RESEARCH	7/1/25-6/30/26	Not to exceed \$548,314.00	Technical and professional services	To provide a range of consulting, professional and technical services in response to a request for proposal from the Pennsylvania Department of Education, comprising year 3 of a multi-year program of services.	Sole Source
5.	Business (PaTTAN)	020 PATTAN	EXTERNAL	State	FRASER CENTRE HOTEL LLC	4/27/25-5/3/25	Not to exceed \$14,964.00	STEM Competition Lodging	To provide accomodations for participants and family members in the STEM statewide competition on April 29th & 30th, 2025.	Sole Source
6.	Business (PaTTAN)	020 PATTAN	EXTERNAL	State	GRADUATE HOTELS FUND III EAST COAST TRS LLC	4/27/25-5/3/25	Not to exceed \$13,600.00			Sole Source

Board Month: APRIL
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	TUSCARORA IU 11	7/1/24-6/30/25	Not to exceed \$6,205,523.00	Applied Behavior Analysis Supports Initiative	Amendment to contract C2456086, approved June 26, 2024. This amendment adds a total of \$60,000.00 to the contract to allow an additional .30 FTE of admin support, cover higher PSERS rate and higher mileage reimbursement rate.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

On a motion by Mrs. Groff and a second by Mr. Okonak, the Board approved Early Childhood and Special Education Services Consent Agenda Items 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-19, No-0, Absent-3

Mrs. Groff commented on the expansion of the Head Start Program and the upcoming IU13 Prom on May 2.

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	Local	SCHLOTTER, DAVID A	7/1/25-6/30/26	\$11,400.00	Pupil Transportation-Driver Training	To provide training for bus drivers in Lancaster County as required by the Pennsylvania Department of Transportation.	Quotations
2.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Federal	LIVING STRONG CONSULTING LLC	5/1/25-4/30/26	Not to exceed \$15,000.00	Professional development for Early Head Start Program staff	To provide coaching, feedback, and resources to Early Head Start staff in order to meet the Head Start Program Performance Standards.	Sole Source
3.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	State, Local	BILLINGS BILINGUAL LLC	7/1/24-6/30/25	Not to exceed \$34,000.00	Document translation services	Amendment of C2456116 originally approved 06/26/2024. This revision increases the contract by \$12,000.00 for a revised amount of \$34,000.00 to provide additional Spanish document translation services.	Quotations
4.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Federal, Local	MANHEIM CENTRAL S D FOOD SERVICES	8/1/24-7/31/25	Not to exceed 41,000.00	Student Nutrition Services: Extra Portions	Amendment of C2456167 originally approved 6/26/24. This revision increases the contract by \$13,000.00 for a revised total of \$41,000.00 to provide additional food portions for students as needed.	Quotations
5.	ECSES	012 ITINERANT SOLUTIONS	PROFESSIONAL (Amendment)	State	FAITHFUL TRANSPORTATION LLC	7/1/23-6/30/26	\$3,600,000.00	Transportation of preschool, elementary, and secondary students	Amendment of C2344082 originally approved on 06/28/2023 and amended on 04/12/2024. This revision adds an additional \$600,000.00 for transportation for additional students throughout the 2023-2026 school years. The revised contract amount is \$3,600,000.00.	RFP# 223-021

Board Month: **APRIL**
Count: **10**

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	006 EARLY INTERVENTION	Federal	EPHRATA AREA SCHOOL DISTRICT	7/1/24-6/30/25	\$3,960.00	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	LAMPETER-STRASBURG SCHL DIST	7/1/24-6/30/25	\$2,520.00		
3.	ECSES	006 EARLY INTERVENTION	Federal	MANHEIM CENTRAL SCHOOL DIST	7/1/24-6/30/25	\$4,140.00		
4.	ECSES	006 EARLY INTERVENTION	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/24-6/30/25	\$3,600.00		
5.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	DONEGAL SCHOOL DISTRICT	7/1/24-9/30/25	\$324,520.00	Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds that will be used to support appropriate services to school age children eligible for services through these funds in accordance with Individuals with Disabilities Education Act (IDEA) guidelines and directives issued by PDE, and provisions to the State IDEA Plan.
6.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LA ACADEMIA CHARTER SCHOOL	7/1/24-9/30/25	\$62,193.00		
7.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EASTERN LANCASTER COUNTY S D	7/1/24-9/30/25	\$370,504.00		
8.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LAMPETER-STRASBURG SCHL DIST	7/1/24-9/30/25	\$306,783.00		
9.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/24-9/30/25	\$446,708.00		
10.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	WARWICK SCHOOL DISTRICT	7/1/24-9/30/25	\$392,840.00		

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

On a motion by Mr. Buckwalter and a second by Mrs. Dieffenbach, the Board approved Instructional Services/Technology Services Consent Agenda Items 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 #245-009 – Google Reseller Services (Reference Instructional Services/Technology Services Exhibit B)

(Purpose: To award the Google Reseller Services Request for Proposal #245-009 to Connection). The awarded vendor will provide Google Reseller Services to IU13. The recommendation follows a request for proposal process which resulted in three proposals being submitted. A detailed analysis of all proposals received is maintained in the IU13 Business Office.)

Motion Carried: Yes-19, No-0, Absent-3

Board Month: APRIL
Count: 3

INSTRUCTIONAL SERVICES AND TECHNOLOGY SERVICES

IS and TS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	024 EDUCATIONAL TECHNOLOGY	EXTERNAL	Local	MYZONE INC	7/1/25-6/30/26	\$50,000.00	MyZone Fitness Consortium Pricing	Provide statewide consortium pricing for MyZone to all PA public districts and nonpublic schools.	Sole Source
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	COMPUTEC TECHNICAL SOLUTIONS INC	4/14/25-6/30/25	Not to exceed \$12,000.00	Burle Network Cable Installation	To provide the necessary network infrastructure for phones, clocks, and access points in the unused area surrounding the Multipurpose Room. This installation will support the STEM program's relocation and ensure reliable connectivity. The total contract amount is \$12,000.00, which includes an allocation for potential additional labor and unforeseen events during the installation process.	Quotations
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL		PANOPTO INC	7/1/25-6/30/28	\$162,400.00	Panopto Software Subscription	Thirty-six month subscription for the Panopto software used to sell and deliver on-demand training to school districts across the state of PA. Panopto is also used to provide IU13 staff with on-demand trainings. These services will be paid annually in installments for a total contract amount of \$162,400.	Sole Source

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mr. Woolley, 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. Request approval of the IU13 Staff Calendar for 2025-2026. (Reference Human Resources Exhibit C)

- D. First Reading of revised Policy 249 – Bullying/Cyberbullying. (Reference Human Resources Exhibit D)

(Purpose: This policy is being revised to align with PSBA recommendations as well as to complete the review of this policy required every three years as part of the annual IU13 submission to the PA Department of Education's Future Ready Comprehensive Planning Portal. This policy was last reviewed/approved in April 2022.)

- E. Request to approve the Lancaster-Lebanon Intermediate Unit 13 Education Association Collective Bargaining Agreement effective July 1, 2025 through June 30, 2026.

- F. Personnel Actions as presented in Human Resources Services Exhibit E.

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

Motion Carried: Yes-19, No-0, Absent-3

Mr. Irvin highlighted the upcoming Student Bazaar being held at Cornwall Manor on April 15. He also thanked the Human Resources staff for their hard work in recruiting staff.

Board Month: APRIL
Count: 2

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 (Amendment)	Local	LEARNING OPPORTUNITIES GROUP	7/1/24-6/30/25	\$200,000.00	Provide staffing support on an as-needed basis	Amendment 2 of C456231 contract approved in December 2024. This amendment adds additional funds of \$50,000.00 for a contract total not to exceed \$200,000.00 to provide staffing support on an as-needed basis.	Sole Source
2.	HRS	018 INT SVC FUNDS- EMP BEN	EXTERNAL	Local	(CALM)	5/1/25-4/30/28	\$112,966.00	Wellness program mobile application and related website for IU13 staff	To provide subscriptions for IU13 staff to mobile application and related website to encourage a healthy lifestyle. Term date from May 1, 2025 through April 30, 2028.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JACQUELINE	ASPLAND	HEALTH CARE ASSISTANT- II	MULTIPLE DISABILITIES SUPPORT	ECSES	05/30/2025	PERSONAL REASONS
2	TRINITY	BLIZZARD	PARAEDUCATOR	EARLY INTERVENTION	ECSES	07/31/2025	ACCEPTED ALTERNATE EMPLOYMENT
3	KRISTA	BUCKWALTER	SPECIAL EDUC CONSULT BEHAVIOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	04/17/2025	ACCEPTED ALTERNATE EMPLOYMENT
4	AMANDA	BURG	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	03/07/2025	RELOCATING
5	ANDREA	DEHLOFF	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/31/2025	RESCINDED ACCEPTANCE APPROVED AT MARCH BOARD MEETING
6	LOREE	DRAWBAUGH	SUB DAILY PROFESSIONAL & PARA		HRS	03/31/2025	PERSONAL REASONS
7	MORGAN	EICEMAN	LEAD CERTIFIED SCHOOL NURSE	SCHOOL SERVICES	ECSES	04/14/2025	ACCEPTED ALTERNATE EMPLOYMENT
8	KENDRA	EDDINS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/21/2025	PERSONAL REASONS
9	NICHOLE	GANJI	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/20/2025	PERSONAL REASONS
10	STEPHANIE	KRIEGER	PART-TIME PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/28/2025	PERSONAL REASONS
11	DARLENE	RUTH	SUB DAILY PARAPROFESSIONAL		HRS	03/25/2025	PERSONAL REASONS
12	CATHIE	SHAAK	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/24/2025	PERSONAL REASONS
13	WATANA	STACEY	SUB DAILY PARAPROFESSIONAL		HRS	03/20/2025	PERSONAL REASONS
14	ADRIANNA	STEVENSON	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	03/24/2025	PERSONAL REASONS
15	SANDRA	WHITE	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	04/04/2025	ACCEPTED ALTERNATE EMPLOYMENT

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

Retirement

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	TAMARA	KLEINE	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	06/04/2025

Early Retirement

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	LISA	STORHAUG	ADMINISTRATIVE ASSISTANT	ADMIN MULTIPLE SERVICES	IS	03/28/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: DEATH

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	MIRIAM	PLACK	SUB DAILY PARAPROFESSIONAL		HRS	02/22/2025
2	VANESSA	TORRES	RBT PARAEDUCATOR		ECSES	03/24/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	RYAN	BIRD	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	Filling Vacancy
2	MARIA	DE JESUS ORTIZ	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	New - Program Need
3	KIERSTEN	DONLEY	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	Filling Vacancy
4	JANE	HASHASH	SUB DAILY PARAPROFESSIONAL		HRS	03/31/2025	\$115.00 /day		185	New - Program Need
5	JULIE	HORST	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	04/14/2025	\$21.28 /hour	01	260	Filling Vacancy
6	JENNIFER	JINRIGHT	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	04/14/2025	\$18.13 /hour	01	185	Requested by Manheim Central SD
7	KATRINA	KING	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/07/2025	\$18.13 /hour	01	185	Requested by Pequea Valley SD
8	CLARA	LAUBE	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	New - Program Need
9	CATHY	MICHAELS	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	Requested by Conrad Weiser SD
10	MARIAH	QUAID	CUSTOMER SERVICE REP		PATTAN	03/03/2025	\$21.67 /hour	02	260	Filling Vacancy
11	JENNIFER	SCHWARTZ	SUB DAILY PARAPROFESSIONAL		HRS	03/31/2025	\$115.00 /day		185	New - Program Need
12	AVA	STEVEY	PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/24/2025	\$18.13 /hour	01	185	Filling Vacancy
13	AVA	STEVEY	SUB SEC ASGN PARAPROFESSIONAL		HRS	04/14/2025	\$135.98 /day		185	Secondary Assignment
14	ELIZMARIE	VELEZ-ORENGO	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/18/2025	\$18.51 /hour	02	185	Filling Vacancy
15	THERESA	WEINHOFER	SUB DAILY PROFESSIONAL and PARA		HRS	02/24/2025	\$135.00 /day		190	New - Program Need

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

CHANGE OF POSITION:

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	AMIRA	ABDELSHAHEED	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	04/07/2025	\$24.24 /hour	01	185	Filling Vacancy
2	LORI	BECHTEL	SUB DAILY PROFESSIONAL and PARA		HRS	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	05/05/2025	\$74,791.00	M/06	190	Filling Vacancy
3	BROOKE	BETTENCOURT	SUB DAILY PROFESSIONAL and PARA		HRS	SUB SHORT TERM- PROF	SCHOOL TO WORK	ECSES	03/04/2025	\$331.84 /day	B/01	190	New - Program Need
4	GENESIS	CALMA	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	LIGHT DUTY		ECSES	04/07/2025	\$18.51 /hour	02	185	Light Duty work not to exceed 90 calendar days
5	MACKENZIE	IRWIN	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/31/2025	\$18.13 /hour	01	185	Filling Vacancy
6	GEUM HWA	LEE	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/10/2025	\$18.13 /hour	01	185	Filling Vacancy
7	BRENDA	LAW	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	03/31/2025	\$24.24 /hour	01	185	New - Program Need
8	ELLIANNA	ROBINSON	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/24/2025	\$18.51 /hour	02	185	Filling Vacancy
9	SAGE	SCHREFFLER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	02/27/2025	\$21.88 /hour		185	Increase in pay due to completion of certification
10	DANA	TAYLOR	PARAEDUCATOR	MDS	ECSES	ESPA ON ASSIGNMENT	MDS	ECSES	03/18/2025	\$331.84 /day	B/01	190	Secondary Assignment

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	KATRINA	BRENNAN	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES				02/01/2025	\$ 78,248.00	M+15/07	190	Salary increase for credits earned
2	ANA	BUENO MARQUEZ	SOCIAL WORKER	EARLY INTERVENTION	ECSES				02/01/2025	\$ 72,713.00	M+15/03	190	Salary increase for credits earned
3	MARY	CONNER	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES				02/01/2025	\$ 76,170.00	M+30/04	190	Salary increase for credits earned
4	ASHLEY	CORRIGAN	OCCUPATIONAL THERAPIST	EARLY INTERVENTION	ECSES				02/01/2025	\$ 83,774.00	DOCT/05	190	Salary increase for credits earned

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

5	JOAN	EMS-BRUMBACH	TEACHER OF SPECIAL EDUCATION - FLOATER	AUTISTIC SUPPORT	ECSES		02/01/2025	\$ 86,541.00	DOCT/07	190	Salary increase for credits earned
6	BETHANY	FIORELLO	SCHOOL COUNSELOR	NONPUBLIC	IS		02/01/2025	\$ 78,933.00	M+60/03	190	Salary increase for credits earned
7	JENNI	GERNERT	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES		02/01/2025	\$ 84,468.00	M+60/07	190	Salary increase for credits earned
8	YOLANDA	GONZALEZ	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	PARAEDUCATOR 1:1 MULTIPLE DISABILITIES SUPPORT	03/24/2025	\$21.42 /hour		185	Increase in hours from 6.5 to 7.25
9	EMILY	GOOD	ELEMENTARY SCHOOL COUNSELOR	NONPUBLIC	IS		02/01/2025	\$ 85,167.00	M+15/12	190	Salary increase for credits earned
10	CARRIE	HEINSEY	SOCIAL WORKER	ITINERANT LEARNING SUPPORT	ECSES		02/01/2025	\$ 80,321.00	M+30/07	190	Salary increase for credits earned
11	OLYA	HERSHEY	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES		02/01/2025	\$ 67,414.00	B+15/03	190	Salary increase for credits earned
12	CORINNE	HINES	SEC EARLY INTERVENTION	EARLY INTERVENTION	ECSES		02/01/2025	\$ 88,441.00	M+60/07	195	Salary increase for credits earned
13	ELIZABETH	HOKE	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES		02/01/2025	\$ 66,031.00	B+15/02	190	Salary increase for credits earned
14	VICKI	JAMES- SHUFFELBOTTOM	NONPUB SCHOOLS CONSULTANT	NONPUBLIC	IS		02/01/2025	\$ 96,966.00	M+30/16	195	Salary increase for credits earned
15	SARAH	MITCHELL	SOCIAL WORKER	SENSORY IMPAIRED	ECSES		02/01/2025	\$ 85,167.00	M+15/12	190	Salary increase for credits earned
16	MELISSA	MYER	TEACHER OF SPECIAL EDUCATION	PROF SERVICES MULTIPLE PROGRAM	ECSES		02/01/2025	\$ 79,632.00	M+15/08	190	Salary increase for credits earned
17	EFTIHIA	NEUPAUER	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES		02/01/2025	\$ 87,240.00	M+30/12	190	Salary increase for credits earned
18	STACEY	NICARRY	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES		02/01/2025	\$ 67,872.00	M/01	190	Salary increase for credits earned
19	ANDREA	PETERS	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES		02/01/2025	\$ 87,236.00	M+60/09	190	Salary increase for credits earned

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

20 JOHN	PRICE	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES		02/01/2025	\$ 87,934.00	M+15/14	190	Salary increase for credits earned
21 ERIKA	RIVERA	TEACHER OF SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES		02/01/2025	\$ 69,256.00	M/02	190	Salary increase for credits earned
22 DAVID	SCHREFFLER	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	\$18.13 /hour	185	Increase in hours from 6.5 to 7.0
23 GRETA	VAN ARMAN	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES		02/01/2025	\$ 67,414.00	B+15/03	190	Salary increase for credits earned
24 FARIDIS	VILLAMIZAR	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES		02/01/2025	\$ 66,031.00	B+15/02	190	Salary increase for credits earned
25 MELISSA	WALSH	SEC SPECIAL EDUCATION	STAFF DEVELOPMENT	ECSES		02/01/2025	\$ 99,090.00	DOCT/13	195	Salary increase for credits earned
26 ERICA	WARE	SEC COUNSELOR	NONPUBLIC	IS		02/01/2025	\$ 80,321.00	M+30/07	190	Salary increase for credits earned
27 TABATHA	WIXON	READING SPECIALIST/MATH INSTRUCTOR	NONPUBLIC	IS		02/01/2025	\$ 88,624.00	M+30/13	190	Salary increase for credits earned

POSITION, STAHUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00001040				IS - ACT 89 NON PUBLIC	03/28/2025	PSERS Special Sick Leave
2	00010530				SES, SPECIAL EDUC SERVICES	03/26/2025	PSERS Special Sick Leave
3	00001850				SES, SPECIAL EDUC SERVICES	03/07/2025	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for 49 calendar days.
4	00010671				HEAD START	04/10/2025	Requesting an unpaid, non-FMLA leave of absence for 28 calendar days.
5	00013513				SES, SPECIAL EDUC SERVICES	03/07/2025	Requesting unpaid, non-FMLA leave for an additional 28 calendar days.
6	00000789				SES, SPECIAL EDUC SERVICES	03/04/2025	Requesting unpaid, non-FMLA leave of absence for 89 calendar days.
7	00013208				SES, SPECIAL EDUC SERVICES	03/17/2025	PSERS Special Sick Leave continues; requesting an additional 21 calendar days of unpaid, non-FMLA leave of absence.
8	00012872				SES, SPECIAL EDUC SERVICES	03/28/2025	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	NAYELIE	LLOYD	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	05/05/2025	\$18.13 /hour	01	185	Filling Vacancy
2	ROBERTA	RHOADS	SUB DAILY PARAPROFESSIONAL		HRS	04/14/2025	\$115.00 /day		185	New - Program Need

PRIOR BUSINESS

None.

NEW BUSINESS

Mr. Stem reviewed drafts of Revised Policy 005-Organization and Revised Policy 903 – Public Participation in Board Meetings.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update and highlight that five IU13 staff members attended Day on the Hill where they advocated for Early Intervention in the state of Pennsylvania.

EXECUTIVE DIRECTOR'S REPORT

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

- Madison Fischer (Elizabethtown Area School District) was nominated for the PACTESP (Pennsylvania Association of Career and Technical Education Special Populations) Life/Work Challenge Award.
- IU13's Tim Leister presented at a collaborative meeting with other Intermediate Units and educators across the state.
- Congratulations to IU13 employee Ken Zimmerman who was inducted into the 2025 Volunteer Hall of Fame for CoSN.
- IU13 Occupational Therapists worked with students to modify cooking by using adaptive and assistive technology.
- Matthew Roslevege from the deaf/hard of hearing classroom at Cocalico High School was awarded the Cocalico Achievement Medallion.
- The shop class at Cedar Crest High School partnered with IU13's MDS classrooms to design and build a custom stand that transforms an adapted bike into a stationary unit.
- Successful From the Heart Gift Basket Bingo.
- Spring Student Bazaar's will be held in Lebanon on April 15 at Cornwall Manor from 9 AM – 1 PM.
- The date for the Transition to Post-Secondary Education Fair is April 23 at The Conference and Training Center at IU13 from 9 AM– 2 PM.
- Tech Talk Live will be held May 5-7 at The Conference and Training Center at IU13.

BOARD COMMENTS

Mrs. Dieffenbach shared that Dr. Philip Domencic, Superintendent at Cornwall Lebanon School District was named Superintendent of the Year by the Pennsylvania Music Educators Association.

Tim Laubach and Jill Martin highlighted the third-place finish of the Unified Bocce team from Palmyra Area School Districts at State Playoffs.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:10 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary