

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
MAY 14, 2025**

BOARD WORK SESSION

Prior to the regular board meeting, a Board Work Session was held beginning at 5:45 PM. The following Board members were in attendance: Dr. Fullerton, Dr. Blouch, Mr. Buckwalter, Mr. Putt, Mr. Chubb, Mr. Fisher, Mrs. Groff, Mrs. Herr, Mr. Irvin, Mr. Melleby, Mr. Ondrusek, Mrs. Hentz, Mr. Okonak, Mr. Stauffer, Mrs. Shrum, Mr. Woolley, Mr. Merris and Mrs. Dieffenbach. In addition, Matthew Stem, Gina Brillhart, Flip Steinour, Dr. Angela Kirby, Tim Laubach, Sherry Zubeck, Dr. Christine Burton, Peggy Anastasio, Jeremy Sweigart, Lynette Waller, Dana Blair, Steve Frey, Kelly Galbraith, Kristen Lewald, Christopher Cherny, Diane Schall, and Chris Skrodinsky were in attendance.

Dr. Fullerton welcomed attendees to the meeting.

Mr. Stem discussed Elevated Commitments.

Mrs. Brillhart reviewed the budget development and approval process. In addition, she reviewed the 2025-26 Enterprise-level Budget consisting of our 13 Strategic Business Units (SBU) and 2 Support Services Units (SSU). She also reviewed enterprise-level budget highlights and provided a financial outlook, including a review of key performance indicators.

Following the work session, regularly scheduled committee meetings were held.

CALL TO ORDER

The regular meeting of the Lancaster-Lebanon Intermediate Unit 13 Board of Directors, held at The Conference and Training Center at IU13 (1020 New Holland Avenue, Lancaster, PA 17601) with a virtual option available, was called to order at 7:30 PM by 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
JoAnn Hentz, Manheim Township
Dr. Joseph Fullerton, Penn Manor
Michael Fisher, Pequea Valley
Craig Chubb, Solanco
Daniel Woolley, Warwick

Absent:

Luis Morales, Lancaster
Amy Beachy, Manheim Central
Staci Murray, Northern Lebanon
Jill Martin, Palmyra Area

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
Lynette Waller, Program Director, Executive Director Office
Dr. Christine Burton, Interim Director, Instructional Services
Kelly Galbraith, Program Director, Instructional Services
Dana Blair, Program Director, Early Childhood and Special Education Services
Jeremy Sweigart, Program Director, Early Childhood and Special Education Services
Dr. Angela Kirby, Managing Director of PaTTAN
Barbara Love, Supervisor, Early Childhood and Special Education Services
Diane Janney Schall, Project Director, Human Resources Services
Christopher Cherny, Assistant Director, PaTTAN
Kristen Lewald, Project Director – Statewide, Executive Director Office
Christina Dimitriou, Director, Early Head Start, Early Childhood and Special Education Services
Kristina Slick, Director, Early Head Start, Early Childhood and Special Education Services
Officer Robinson, School Police Office, Human Resources Services

Guests:

S.J. Popiel
Kimberly Lowe

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has Addendum Items G and H.

APPROVAL OF TONIGHT’S AGENDA

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

Motion Carried: Yes-18, No-0, Absent-4

PRESENTATION

Sherry Zubeck, Director of Early Childhood and Special Education Services (ECSES), provided information about the Annie Sullivan Award, and introduced Barbara Love, who recognized S.J. Popiel as a IU13 2025 Annie Sullivan Award recipient.

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

APPROVAL OF APRIL 9, 2025 BOARD MINUTES

On a motion by Mr. Putt and a second by Mrs. Dieffenbach, the minutes of the April 9, 2025, Board meeting were approved as presented.

Motion carried: Yes-18, No-0, Absent-4

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 April 30, 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 \$17,898,637.56

Motion Carried: Yes-18, No-0, Absent-4

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-Q:

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 following budgets: (Reference Business Services Exhibit C)

1. SSU 013 – Operations and Infrastructure Support Services

Fiscal Year 2024-25

Revised Budget: \$26,544,053

Revised Indirect Revenue: \$0

Original Budget: \$26,169,964

Original Indirect Revenue: \$0

(Purpose: To revise the composite budget for the Operations and Infrastructure Support Services Unit which includes programs listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. Some programs were divided into two programs to align with the cost allocation plan. The primary objective of this SSU is to provide leadership and general management and administrative services including human resources, business, finance, payroll, technology, facility, and logistics services to the programs of IU13.)

2. SBU 020 – PaTTAN

Fiscal Year 2024-25

Revised Budget: \$32,051,073

Revised Indirect Revenue: \$1,380,499

Original Budget: \$31,388,955

Original Indirect Revenue: \$1,207,367

(Purpose: To revise the composite budget for the PaTTAN Strategic Business Unit which includes the programs as listed on the Program Summary. The revised budget will reflect the actual allocation from the various funding sources and aligns to actual/forecast expenditures. The primary objective of this SBU is to support the efforts and initiatives of the Bureau of Special Education, and to build the capacity of the local educational agencies to serve students who receive special education services.)

3. SBU 021 – Statewide Projects

Fiscal Year 2024-25

Revised Budget: \$4,716,726

Revised Indirect Revenue: \$286,446

Original Budget: \$4,600,771

Original Indirect Revenue: \$280,689

(Purpose: To revise the composite budget for Statewide Projects. This SBU is comprised of the program budgets as listed on its Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary objective of this SBU is to operate statewide projects for the Pennsylvania Department of Education (PDE). These projects support the efforts of PDE and its initiatives in the areas of the Pennsylvania Value-Added Assessment System, the Research Team for PDE, and the Statewide School Improvement Team).

- D. Leased properties from Lancaster-Lebanon Joint Authority as listed on the 2024-25 Revised Master Lease Schedule. (Reference Business Services Exhibit D)

(Purpose: To request approval to lease office and program facilities from the Lancaster-Lebanon Joint Authority for fiscal year 2024-25. These are properties owned by the Lancaster-Lebanon Joint Authority. A minimal lease rate is charged to IU13 to provide for ongoing maintenance in support of the Joint Authority's 5-year capital improvement plan.)

- E. Subleased properties from Lancaster-Lebanon Joint Authority as listed on the 2024-25 Revised Master Sublease Schedule. (Reference Business Services Exhibit E)

(Purpose: To request approval to sublease office and program facilities from the Lancaster-Lebanon Joint Authority for fiscal year 2024-25. These are properties leased by the Lancaster-Lebanon Joint Authority for use by IU13. A \$.50 SF maintenance fee is included in the sublease rate to provide for ongoing maintenance in support of the Joint Authority's 5-year capital improvement plan.)

- F. First reading of revised Policy 616 – Payment of Bills. (Reference Business Services Exhibit F)

(Purpose: This policy is being revised to align with IU13 updated procedures.)

- G. First reading of revised Policy 617 – Petty Cash. (Reference Business Services Exhibit G)

(Purpose: This policy is being revised to align with IU13 updated procedures.)

- H. To award Bid #245-016, Catalog Discount Bid. (Reference Business Services Exhibit H)

(Purpose: To award multiple contracts to responsible bidders complying with bid specifications, under the Collaborative Purchasing Program. The 2025-27 Catalog Discount Bids were opened on March 25, 2025, and were reviewed by the Collaborative Services Team. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- I. To award CAFCO Bakery Bid #245-023. (Reference Business Services Exhibit I)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and

creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2025-2026 CAFCO Bakery Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical (county) region. The bid was opened on April 24, 2025, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 25, 2025. There was only one bidder submitting a proposal. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- J. To award CAFCO Cafeteria Paper Supplies Bid #245-008. (Reference Business Services Exhibit J)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2025-2026 CAFCO Cafeteria Paper Supplies Bid is a no-requirements based bid and is awarded to one primary vendor. The bid was opened on April 2, 2025, and reviewed by the IU13 Collaborative Services Team on May 4, 2025. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- K. To award Bid #245-017, Copy Paper. (Reference Business Services Exhibit K)

(Purpose: To award contract 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 Copy Paper Bid for 2025-2026 was opened on April 9, 2025, and reviewed by the commodity review team on April 14, 2025. Year-over-year pricing reflects a 15 percent decrease.)

- L. To award Bid #245-024, Custodial Supplies. (Reference Business Services Exhibit L)

(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 Custodial Supplies Bid for 2025-2026 was opened on February 1, 2025, and reviewed by the commodity review team on March 3, 2025. Year-over-year pricing reflects a five percent increase.)

- M. To award CAFCO Ice Cream Bid #245-006. (Reference Business Services Exhibit M)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2025-2026 CAFCO Ice Cream Bid is a no-requirements based bid and is awarded to one primary vendor in each geographical

(county) region. The bid was opened on April 2, 2025, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 30, 2025. Bids were received from two vendors. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- N. To award Bid #245-021, Instructional Art Supplies. (Reference Business Services Exhibit N)

(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 Instructional Art Supplies Bid for 2025-2026 was opened on March 28, 2025, and reviewed by the commodity review team on April 19, 2025. Year-over-year pricing reflects a 3.7 percent increase.)

- O. To award Bid #245-020, Instructional Classroom Supplies. (Reference Business Services Exhibit O)

(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 Instructional Classroom Supplies Bid for 2025-2026 was opened on March 4, 2025, and reviewed by the commodity review team on March 22, 2025. Year-over-year pricing reflects a decrease of three percent.)

- P. To award CAFCO Tea Drinks Bid #245-007. (Reference Business Services Exhibit P)

(Purpose: To award bid under the Collaborative Services' Collaborative Purchasing Program. Collaborative Services solicits districts' needs; develops specifications; and creates, advertises, and makes a recommendation to award to the lowest responsible bidder complying with bid specifications. The 2025-2026 CAFCO Tea Drinks Bid is a no-requirements based bid and is awarded to one primary vendor per geographical (county) region. The bid was opened on April 2, 2025, and reviewed by the CAFCO Advisory Team and Collaborative Services on April 30, 2025. Bids were received from three vendors. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- Q. To award Bid #245-022, Technology Education Supplies. (Reference Business Services Exhibit Q)

(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 Technology Education Supplies Bid

for 2025-2026 was opened on March 28, 2025, and reviewed by the commodity review team on April 19, 2025. Year-over-year pricing reflects a four percent increase.)

Motion Carried: Yes-18, No-0, Absent-4

By a Roll Call Vote the Board approved Business Services Consent Agenda Item R:

- R. A resolution to authorize the issuance of a Revenue Anticipation Note (RAN) in the principal amount of up to thirty-five million dollars (\$35,000.000) at an interest rate not to exceed 10%. (Reference Business Services Exhibit R)

(Purpose: The RAN borrowing will be used to meet current expenses in the event of a disruption in the Intermediate Unit's cashflow from State and Federal sources/revenues. The RAN will be repaid from those revenues in accordance with the Local Government Unit Debt Act. The interest rate will be at the 30-day Term SOFR + 2.00% with a maximum interest rate of 10.00%. Borrowing must be repaid by June 30, 2026.)

Board Member Name	District	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Mrs. Beachy	Manheim Central				X
Dr. Blouch	Annville-Cleona	X			
Mr. Buckwalter	Cocalico	X			
Mr. Chubb	Solanco	X			
Mrs. Dieffenbach	Cornwall-Lebanon	X			
Mr. Fisher	Pequea Valley	X			
Dr. Fullerton	Penn Manor	X			
Mrs. Groff	Conestoga Valley	X			
Mrs. Hentz	Manheim Township	X			
Mrs. Herr	Lampeter-Strasburg	X			
Mr. Irvin	Eastern Lancaster County	X			
Ms. Martin	Palmyra Area				X
Mr. Melleby	Donegal	X			
Mr. Merris	Hempfield	X			
Mr. Morales	Lancaster				X
Mrs. Murray	Northern Lebanon				X
Mr. Okonak	Lebanon	X			
Mr. Ondrusek	Eastern Lebanon County	X			
Mr. Putt	Columbia Borough	X			
Mrs. Shrum	Elizabethtown Area	X			
Mr. Stauffer	Ephrata Area	X			

Mr. Woolley	Warwick	X			
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Motion Carried: Yes-18, No-0, Absent-4

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)	Federal	KORU STRATEGY GROUP LLC	9/3/25-6/30/25	Not to exceed \$76,000.00	School Improvement Facilitator Professional Learning	Amendment of C24256349, originally approved on 9/11/2024. This amendment increases the contracted amount by \$29,000.00 for to a total not to exceed \$76,000.00. This revision provides additional workshops and learning modules.	Sole Source
2.	Business (EDO)	021 STATEWIDE PROJECTS	EXTERNAL	State	SAS INSTITUTE INC	5/15/25-6/30/25	Not to exceed \$63,750.00	Reporting, consulting and presentations	To provide consulting, presentations and resources for statewide Pennsylvania Value-Added Assessment System (PVAAS) Initiative / Pennsylvania Department of Education.	Sole Source
3.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	W&L DIXON ENTERPRISES LLC	7/1/24-6/30/25	Not to exceed \$25,175.00	Consultation, professional development, and resource development	Amendment of C2456084, previously approved on 07/01/2024 and amended on 08/14/2024, 01/15/2025, 02/12/2025, and 04/09/2025. This amendment increases the contract by \$950.00, for a revised amount not to exceed \$25,175.00. This increase is needed to continue to provide statewide PVAAS 1:1 services to LEAs and develop resources. This revision is also to update the language in Appendix A – State Contractor's Discrimination Notice.	
4.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	WAGNER DEITCH, CRISTINE	7/1/24-6/30/25	Not to exceed \$14,250.00	Consultation, professional development, and resource development	Amendment 3 to C2456057, originally approved on 06/24/2024 and amended on 08/14/2024 and 03/12/2025. This revision increases the contract by \$950.00, for a total not to exceed \$14,250.00. This increase is needed to continue to provide statewide PVAAS 1:1 services to LEAs and develop resources. This revision is also to update the language in Appendix A – State Contractor's Discrimination Notice.	

Board Month: MAY
Count: 7

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
5.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	APP TECHS CORPORATION	5/15/25-6/30/25	Not to exceed \$14,388.61	Security System Upgrades	To supply and install (including programming and integration) new cameras and equipment into the security system at the PaTTAN Central facility in Harrisburg.	
6.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL (Amendment)	Federal	LEADER SERVICES	7/1/24-6/30/25	Not to exceed \$28,500.00	Technology support	Amendment to Contract C2456089, approved 7/1/24, which expands the deliverables to add the printing and postage for the Indicator 8 Postcard in compliance with State Special Education Communication Requirements.	
7.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL (Amendment)	Federal	PENNSYLVANIA OCCUPATIONAL THERAPY ASSOCIATION INC	9/15/24-6/30/25	Not to exceed \$19,000.00	Professional Development	Amendment of C2456461, approved December 11, 2024. This revision adds an additional \$9,500.00 to the contract for a new contract total of \$19,000.00 to provide additional professional development.	

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 and 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. Approval of the following budgets: (Reference Early Childhood and Special Education Services Exhibit B)

1. SBU 005 – Early Learners

Fiscal Year 2024-25

Revised Budget: \$13,101,591

Revised Indirect Revenue: \$613,185

Original Budget: \$9,498,341

Original Indirect Revenue: \$374,153

(Purpose: To revise the composite budget for the Early Learners Unit which includes the programs as listed on the Program Summary. Programs have been revised to reflect currently projected expenditures and actual allocations. The primary objectives of this SBU are early prevention and intervention, and to engage young children in vibrant learning opportunities to reach their full potential and provide a supportive environment where children have a sense of belonging.)

2. SBU 006 – Early Intervention

Fiscal Year 2024-25

Revised Budget: \$31,163,072

Revised Indirect Revenue: \$1,791,435

Original Budget: \$30,753,796

Original Indirect Revenue: \$1,633,965

(Purpose: To revise the composite budget for the Early Intervention Unit. This SBU is comprised of the program budgets listed on its Program Summary. Programs have been revised to reflect currently projected expenditures and actual allocations. The primary objective of this SBU is to provide coaching, support, and services to families with children, from age three to five, with disabilities and the need for specially designed instruction. Early Intervention provides services and resources for children and families that enhance daily opportunities for learning, mainly in settings where a child would be if they did not have a developmental delay or disability.)

3. SBU 011 – Special Education Classroom Services

Fiscal Year 2024-25

Revised Budget: \$56,603,879

Revised Indirect Revenue: \$3,719,200

Original Budget: \$55,141,706

Original Indirect Revenue: \$3,620,819

(Purpose: To revise the composite budget for the Special Education Classroom Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary purpose of this SBU is delivering direct instruction, and support to students and staff in order to prepare each student for responsible proactive participation in his/her community by providing authentic and effective opportunities, supports, and programming.)

4. SBU 012 – Itinerant Solutions

Fiscal Year 2024-25

Revised Budget: \$34,223,800

Revised Indirect Revenue: \$2,219,323

Original Budget: \$31,494,006

Original Indirect Revenue: \$2,060,887

(Purpose: To revise the composite budget for the Itinerant Solutions SBU which includes the programs as listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary focus of this SBU is being responsive educational partners who provide reliable customized solutions to enhance and expand the delivery of student services. The SBU aspires to be the "provider of choice" by assuring solutions are specialized, cost-effective, and evidence based.)

5. SBU 014 – Federal Pass-Thru Funds Administration Services

Fiscal Year 2024-25

Revised Budget: \$19,722,288

Revised Indirect Revenue: \$340,494

Original Budget: \$19,561,414

Original Indirect Revenue: \$333,645

(Purpose: To revise the composite budget for the Federal Pass-Thru Administration Services SBU which includes the programs as listed on the Program Summary. This budget is being revised to reflect the actual IDEA allocation, and to align to actual expenditures. The primary objective of this SBU is to manage pass-thru funds from state and federal sources in compliance with fiscal and programmatic guidelines, and to ensure strong internal controls over the disbursement, tracking, and reporting of funds.)

Motion Carried: Yes-18, No-0, Absent-4

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	EXTERNAL	Federal	ANNVILLE-CLEONA SCHL DISTRICT	7/1/25-6/30/26	Not to exceed \$20,250.00	Student nutrition services	To provide meals for Head Start students in classrooms at Annville-Cleona SD per Head Start Performance Standards.	
2.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	LEBANON SCHOOL DISTRICT-FOOD	7/1/25-6/30/26	Not to exceed \$30,960.00	Food services for Head Start Class	To provide adult meals per Head Start Performance Standards	
3.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	LEBANON SCHOOL DISTRICT-FOOD	7/1/25-6/30/26	Not to exceed \$139,320.00	Food services for Head Start class	To provide student meals per Head Start Performance Standards	Sole Source
4.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	TEACHING STRATEGIES LLC	7/1/25-6/30/26	Not to exceed \$22,239.10	Online Education Resources	To provide an online, observation-based subscription linked to the curriculum utilized by Head Start.	
5.	ECSES	005 EARLY LEARNERS	EXTERNAL	Federal	TEACHING STRATEGIES LLC	7/1/25-6/30/27	Not to exceed \$12,220.00	Online Education Resources	To provide pre-kindergarten literacy curriculum and assessments.	
6.	ECSES	005 EARLY LEARNERS	PROFESSIONAL (Amendment)	Federal	YOUR LANGUAGE CONNECTION	5/1/24-4/30/25	Not to exceed \$11,000.00	Language translation services	Amendment of contract C2344746 originally approved on 4/7/2025 for \$9,000.00. This revision increases the contract by \$2,000.00 for additional translation services for a revised total of \$11,000.00	
7.	ECSES	005 EARLY LEARNERS	PROFESSIONAL	Local	YOUR LANGUAGE CONNECTION	7/1/25-6/30/26	Not to exceed \$145,000	Language translation services	To provide foreign language interpreting and translation services for the Preschool Early Intervention Program as needed.	Quotations
8.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	ANNVILLE-CLEONA SCHL DISTRICT	8/1/25-6/30/26	Not to exceed \$33,350.00	Student nutrition services	To provide meals to students in the Lebanon School-to-Work program.	
9.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	State, Local	BILLINGS BILINGUAL LLC	7/1/25-6/30/26	Not to exceed \$35,000.00	Document translation services	To provide Spanish document translation for Preschool Early Intervention Programs and School-Age Services Programs as needed.	
10.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	ECKERT, ERIKA	7/1/25-6/30/26	Not to exceed \$12,000.00	Foreign Language Interpreting Services	To provide foreign language interpreting services for the Preschool Early Intervention Program as needed. Mileage will be reimbursed at the current IRS reimbursement rate.	
11.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	MORAVIAN MANORS INC	8/1/25-6/30/26	Not to exceed \$13,000.00	Student Nutrition Services	To provide meals to students in the Manor Manor Work Immersion program.	

Board Month: MAY
Count: 12

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
12.	ECSES	012 ITINERANT SOLUTIONS	EXTERNAL	Local	SWEET STEVENS KATZ & WILLIAMS LLP	7/1/25-6/30/26	\$26,250.00	Special education legal consortium for 2025-26	To provide consultation regarding special education management, ESSA compliance, student services, and student civil rights issues to Special Education Administrators of 22 member school districts, LaAcademia, and IU13.	

Board Month: MAY
Count: 7

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	PENN MANOR SCHOOL DISTRICT	7/1/24-6/30/25	\$5,760.00	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	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	COLUMBIA BOROUGH SCHOOL DISTRICT	7/1/24-9/30/25	\$225,982.00	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 schoolage 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.
3.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	ELIZABETHTOWN AREA SCHOOL DIST	7/1/24-9/30/25	\$423,058.00		
4.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EPHRATA AREA SCHOOL DISTRICT	7/1/24-9/30/25	\$513,057.00		
5.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM CENTRAL SCHOOL DIST	7/1/24-9/30/25	\$321,893.00		
6.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PENN MANOR SCHOOL DISTRICT	7/1/24-9/30/25	\$633,274.00		
7.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	SCHOOL DISTRICT OF LANCASTER	7/1/24-9/30/25	\$1,387,421.00		

Board Month: MAY
Count: 1

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
Marketplace Activities

No.	Dept.	SBU/SSU	Name	Type	Term	Revenue	Service Provided	Explanation
1.	ECSES	006 EARLY INTERVENTION	TUSCARORA IU 11	Customer/Revenue	1/1/25-6/30/25	\$15,000.00	Staff recruitment services	To provide Early Intervention staff recruitment services.

INSTRUCTIONAL SERVICES/TECHNOLOGY SERVICES

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

B. Request approval of the following budgets: (Reference Instructional Services/Technology Services Exhibit B)

1. SBU 002 – Community Education
Fiscal Year 2024-25

Revised Budget: \$5,140,267

Revised Indirect Revenue: \$239,237

Original Budget: \$4,773,374

Original Indirect Revenue: \$282,708

(Purpose: To revise the composite budget for the Community Education Unit which includes the programs as listed on the Program Summary. This revision incorporates programs being revised to reflect funding changes, anticipated expenditures, as well as to include non-fiscal year programs that were approved throughout the year. The primary objectives of this SBU are to provide the knowledge and skills necessary for youth and adult learners to succeed as family members, workers, and citizens, and to improve their quality of life by transitioning, as appropriate, into post-secondary education, training, or employment.)

2. SBU 004 – Teaching and Learning Collaborative
Fiscal Year 2024-25

Revised Budget: \$2,351,641

Revised Indirect Revenue: \$118,624

Original Budget: \$2,409,996

Original Indirect Revenue: \$123,421

(Purpose: To revise the composite budget for the Teaching and Learning Collaborative Unit which includes the programs as listed on the Program Summary. Revisions are for line-item changes, allocation adjustments, and/or changes in anticipated activity.)

3. SBU 007 – Student Services
Fiscal Year 2024-25

Revised Budget: \$12,171,004

Revised Indirect Revenue: \$602,643

Original Budget: \$11,619,239

Original Indirect Revenue: \$578,610

(Purpose: To revise the composite budget for the Student Services Unit which includes the programs as listed on the Program Summary. This revision incorporates programs being revised to reflect funding changes, anticipated expenditures, as well as to include non-fiscal year programs that were approved throughout the year. The primary

objectives of this SBU are to support nonpublic schools within IU13 boundaries with direct services to students, school personnel, and parents, and to administer state and federal funds in support of these services.)

4. SBU 016 – Regional Technology Solutions

Fiscal Year 2024-25

Revised Budget: \$24,559,306

Revised Indirect Revenue: \$1,127,028

Original Budget: \$20,818,594

Original Indirect Revenue: \$959,094

(Purpose: To revise the composite budget for the Regional Technology Solutions Strategic Business Unit which includes the programs as listed on the Program Summary. This revision adjusts for currently anticipated increase in sales and accompanying expenses. The primary objective of this SBU is to provide cost-effective quality innovative solutions and services to the education market.)

5. SBU 024 – Educational Technology

Fiscal Year 2024-25

Revised Budget: \$6,370,564

Revised Indirect Revenue: \$421,899

Original Budget: \$6,182,879

Original Indirect Revenue: \$411,031

(Purpose: To revise the composite budget for the Educational Technology Strategic Business Unit which includes the programs listed on the Program Summary. This budget is being revised to align certain programs to actual expenditures. The primary objective of this SBU is to lead Educational Technology initiatives and provide innovative and future-focused solutions that support today's learners.)

Motion Carried: Yes-18, No-0, Absent-4

Board Month: MAY
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	PROFESSIONAL	Local	STREAMABLE LEARNING INC	7/1/25-6/30/26	Not to exceed \$10,000.00	LLVS to provide Streamable Learning streaming services for partners	To provide unlimited access to Streamable Learning, livestreams, on-demand recordings, customer support and prof. development for the 25/26 School Year.	
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	AMES JANITORIAL SERVICES	7/1/25-6/30/26	\$84,240.00	Cleaning Services at NEC	Cleaning services throughout the 2025-2026 school year for Northern Education Center at \$7,020.00/Month.	Quotations
3.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL (Amendment)	Local	CSM CONSULTING INC	7/1/22-6/30/26	\$186,900.00	E-Rate Consulting Services	Amendment of C2122619, originally approved on 3/9/2022. This revision adds an additional \$39,900.00 for a revised total of \$186,900.00. This amendment adds an additional one-year term.	RFP# 212004

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-F and Addendum Items G and H:

A. Contracts. (Reference Human Resources Services Exhibit A)

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

B. Approval of the following budgets: (Reference Human Resources Services Exhibit B)

1. SBU 001 – Administrative and Management Services

Fiscal Year 2024-25

Revised Budget: \$4,396,587

Revised Indirect Revenue: \$178,375

Original Budget: \$4,161,182

Original Indirect Revenue: \$172,294

(Purpose: To revise the composite budget for the Administrative and Management Services Strategic Business Unit which includes the programs as listed on the Program Summary. The School Mental Health and Safety, Statewide System of Support Social and Emotional Wellness, and Title I – Neglected and Delinquent programs were revised previously. The ACCESS MAC Funds, ACCESS Billing Services, Human Resource Initiatives and Collaborative Services Programs are being revised to adjust certain accounts for currently anticipated total expenses. The primary objective of the SBU is to deliver cost-effective and innovative administrative and management solutions.)

2. SSU 018 – Internal Service Fund for Employee Benefits

Fiscal Year 2024-25

Revised Budget: \$29,634,891

Revised Indirect Revenue: \$858,262

Original Budget: \$26,076,241

Original Indirect Revenue: \$754,612

(Purpose: To revise the composite budget for the Internal Service Funds for the Employee Benefits Unit which includes the programs as listed on the Program Summary. The Fringe Benefits Program is being revised to adjust certain accounts for currently anticipated expenses. The primary objective of this SSU is to provide high-quality benefits to employees in a fiscally responsible way, allowing IU13 to care for human resources while balancing financial resources.)

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

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

D. Second Reading and Approval 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 Approval of a one-time retention stipend of \$1,000 to be paid on June 27, 2025 to Head Start, Early Head Start, and Pre-K Counts staff actively employed on the payment date.
- F. Request approval of a 2.0% salary increase for all Head Start, Early Head Start, and Pre-K Counts staff retroactive to the date each grant started in 2025.
- G. Personnel Actions as presented in Human Resources Services Exhibit E.

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

- H. First Reading of revised Policy 347 – Transitional Return-to-Work Program (Reference Human Resources Exhibit F).

(Purpose: This policy is being revised to update the IU13 procedure. This policy was last updated April 2012.)

Motion Carried: Yes-18, No-0, Absent-4

Board Month: MAY
Count: 1

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	ACAP HEALTH CONSULTING LLC	11/1/22-4/30/25	\$79,100.00	Wellness program mobile app for IU13 staff	Amendment of C2123412 originally approved 11/09/2022 and amended on 03/27/2024 and 10/09/2024. This revision is an addition of \$800.00 to complete the payments for the contract.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	PATRICK	ALBRIGHT	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/04/2025	OTHER EMPLOYMENT
2	KRISTINE	ANDERTON	SUB DAILY PROFESSIONAL		HRS	05/01/2025	PERSONAL REASONS
3	SANDRA	ANSON	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	05/05/2025	PERSONAL REASONS
4	MORIAH	BUCKWALTER	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	04/04/2025	PERSONAL REASONS
5	CARA	DICIANO	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	06/03/2025	OTHER EMPLOYMENT
6	LOREE	DRAWBAUGH	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	03/31/2025	PERSONAL REASONS
7	HEATHER	ELIAS	OCCUPATIONAL THERAPIST	EARLY INTERVENTION	ECSES	06/06/2025	RELOCATION
8	ALINA	FOOR	APPRENTICE		PATTAN	05/02/2025	OTHER EMPLOYMENT
9	FAITH	GARNER	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	07/31/2025	OTHER EMPLOYMENT
10	JENNA	GINDER	SUPERVISOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	05/01/2025	PERSONAL REASONS
11	LISA	KILHEFFER	PROGRAM ASSISTANT	EARLY HEAD START	ECSES	05/12/2025	PERSONAL REASONS
12	KATRINA	KING	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/24/2025	PERSONAL REASONS
13	NATHANIEL	LUM	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	04/16/2025	ACCEPTED ALTERNATE EMPLOYMENT
14	HARRY	MARIN	DAYTIME CUSTODIAN		TS	05/02/2025	ACCEPTED ALTERNATE EMPLOYMENT
15	GLENDA	MARTIN	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	06/06/2025	OTHER EMPLOYMENT
16	GLORIAH	MITCHELL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/03/2025	PERSONAL REASONS
17	GINA	MONTELEONE	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	05/30/2025	OTHER EMPLOYMENT
18	DARIANA	ORTIZ RUIZ	SUB DAILY PARAPROFESSIONAL		HRS	04/24/2025	PERSONAL REASONS
19	MARY	PALAR	SUB HEALTH ASSISTANT		HRS	04/16/2025	PERSONAL REASONS
20	KELLY	PARKER	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	06/05/2025	OTHER EMPLOYMENT
21	ASHLEY	PEACHEY	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	07/31/2025	OTHER EMPLOYMENT
22	WILLIAM	PERKINS	PART-TIME INVESTIGATOR		HRS	06/13/2025	RELOCATION
23	ROBERTA	RHOADS	SUB DAILY PARAPROFESSIONAL		HRS	04/14/2025	RESCINDED ACCEPTANCE PREVIOUSLY APPROVED APRIL 9, 2025 BOARD MEETING
24	KAYLA	ROOT	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	05/09/2025	OTHER EMPLOYMENT
25	SIERRA	SPERLING	APPRENTICE		PATTAN	05/02/2025	OTHER EMPLOYMENT
26	MK	STROHMAN	SOCIAL WORKER	SCHOOL TO WORK	ECSES	05/30/2025	RELOCATION

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	EMMA	RIEKER	AUTISTIC SUPPORT	PARAEDUCATOR 1:1	ECSES	04/03/2025	FAILURE TO SUBMIT REQUIRED PAPERWORK
2	JENNIFER	SPANGLER		SUB DAILY PARAPROFESSIONAL	HRS	04/28/2025	FAILURE TO SUBMIT REQUIRED PAPERWORK

HUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	JENNIFER	BENNETT	MANAGER OF JOB TRAINING SERVICES	JOB TRAINING SERVICES	ECSES	08/08/2025
2	JOLENE	BRILL	CONFERENCE CENTER AND FRONT DESK ASSISTANT MANAGER		EDO	08/28/2025
3	MONA	FERN	JOB TRAINER	JOB TRAINING SERVICES	ECSES	06/06/2025
4	LINDA	KILGORE-HERR	PART-TIME PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	06/03/2025

HUMAN RESOURCES SERVICES AGENDA

PERSONNEL ITEMS: DEATH

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	LAURA	NORTON	JOB TRAINER	JTS	ECSES	4/23/2025

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	NOELIA KIRA	ALEJANDRO BRUBAKER	HS/EC ASSISTANT APPRENTICE	HEAD START	ECSES PATTAN	05/27/2025 05/12/2025	\$17.84 /hour \$13.00 /hour		188 260	Filling Vacancy New - Program Need
2	MEGAN	BRUBAKER	APPRENTICE		PATTAN	05/12/2025	\$13.00 /hour		260	New - Program Need
3	MICHELLE	CERVANTES	SUB DAILY PARAPROFESSIONAL		HRS	05/26/2025	\$115.00 /day		185	Secondary Assignment
4	MARILIZ	CINTRON	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/28/2025	\$18.51 /hour	02	185	Requested by Cocalico SD
5	PHILLIP	COGDILL	SUPERVISOR	AUTISTIC SUPPORT	ECSES	06/16/2025	\$115,000.00		260	Filling Vacancy
6	TETIANA	FALCHUK	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	04/21/2025	\$18.13 /hour	01	185	Filling Vacancy
7	MADELINE	FOOR	APPRENTICE		PATTAN	05/12/2025	\$13.00 /hour		260	New - Program Need
8	BRANDON	FORTNEY	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	05/12/2025	\$18.13 /hour	01	185	Filling Vacancy
9	SHARLENE	GARRATY-STRIEBICH	HEALTH CARE ASSISTANT	PROF SERVICES MULTIPLE PROGRAM	ECSES	05/12/2025	\$27.19 /hour	03	185	Filling Vacancy
10	ABIGAYLE	GINTER	APPRENTICE		PATTAN	05/12/2025	\$13.00 /hour		260	New - Program Need
11	SARYENID	GUZMAN	SUB DAILY PROFESSIONAL and PARAPROFESSIONAL		HRS	04/15/2025	\$135.00 /day		190	New - Program Need
12	ALLIE	MACK	APPRENTICE		PATTAN	05/12/2025	\$13.00 /hour		260	New - Program Need
13	HANNAH	MCKENNON	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/28/2025	\$18.13 /hour	01	185	Requested by Warwick SD
14	KAREN	MCLELLAN	SUB DAILY PROFESSIONAL and PARAPROFESSIONAL		HRS	04/28/2025	\$135.00 /day		190	New - Program Need
15	PAMELA	MCNAMARA	SUB DAILY PARAPROFESSIONAL		HRS	04/28/2025	\$115.00 /day		185	New - Program Need
16	KALEY	MICHAEL	APPRENTICE		PATTAN	05/12/2025	\$13.00 /hour		260	New - Program Need
17	NOELIA	OREA-SOURWINE	SUB DAILY PARAPROFESSIONAL		HRS	4/14/2025	\$115.00 /day		185	New - Program Need
18	HUNTER	REIGERT	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	05/19/2025	\$18.13 /hour	01	185	Filling Vacancy
19	MARIA CAROLINA	RIBEIRO RAMOS	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	05/12/2025	\$18.13 /hour	01	185	New - Program Need
20	FEIFEI	SONG	PART-TIME PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	04/14/2025	\$18.13 /hour	01	185	Requested by Cornwall-Lebanon SD

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

21 MELODY	STUMPF	SUB DAILY PARAPROFESSIONAL	HRS	05/12/2025	\$115.00 /day	185	New - Program Need
22 FARIDIS	VILLAMIZAR	SUB SEC ASGN PROFESSIONAL	HRS	04/15/2025	\$347.53 /day	190	Secondary Assignment
23 HOPE	WENTLING	SUB DAILY PARAPROFESSIONAL	HRS	05/12/2025	\$115.00 /day	185	New - Program Need
24 PATRICK	WOODS	SUB DAILY PROFESSIONAL and PARAPROFESSIONAL	HRS	04/09/2025	\$135.00 /day	190	New - Program Need
25 CHUNG WAI	YUE	APPRENTICE	PATTAN	05/12/2025	\$13.00 /hour	260	New - Program Need
26 WEIRAN	ZENG	APPRENTICE	PATTAN	05/12/2025	\$13.00 /hour	260	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	TEALE	BENNETT	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SUPERVISOR	AUTISTIC SUPPORT	ECSES	06/16/2025	\$106,568.00		260	Filling Vacancy
2	BROOKE	BETTENCOURT	SUB SHORT TERM - PROF	SCHOOL TO WORK	ECSES	SUB DAILY PROFESSIONAL and PARA		HRS	04/11/2025	\$135.00 /day		190	
3	SHERRY	BROWN	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/07/2025	\$18.51 /hour	02	185	Requested by Hempfield SD
4	SARAH	DITZLER	INSUP STUDENT TEACHER	SENSORY IMPAIRED	ECSES	MATERIAL ASSISTANT	SENSORY IMPAIRED	ECSES	04/28/2025	\$21.26 /hour		260	
5	CHRISTOPHER	GARCHINSKY	SEC SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES	TEACHER OF SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES	08/11/2025	\$100,951.00	D/16	190	Employee Request
6	PENNY	GREENLY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/28/2025	\$18.13 /hour	01	185	Filling Vacancy
7	MAEVE	HAINES	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	05/12/2025	\$18.13 /hour	01	185	Requested by Cocalico SD
8	ANNE	HORTING	FINANCIAL ANALYST		BSO	ACCOUNTING MANAGER		BSO	05/15/2025	\$82,532.00		260	Filling Vacancy
9	CATALINA	HOYOS	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	04/09/2025	\$115.00 /day		185	
10	SAMANTHA	HURST	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/04/2025	\$64,746.00	B/01	190	Filling Vacancy
11	ELIZABETH	JACOBS	JOB TRAINER	JOB TRAINING SERVICES	ECSES	INSUP STUDENT TEACHER		ECSES	01/13/2025	\$25.29 /hour	03	185	
12	ELIZABETH	JACOBS	INSUP STUDENT TEACHER		ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	04/28/2025	\$25.29 /hour	03	185	Filling Vacancy
13	MEGHAN	MCELROY	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	07/15/2025	\$90,459.00	M/13	195	Filling Vacancy
14	ROBIN	MESSNER	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	06/04/2025	\$115.00 /day		185	Employee Request
15	ROBERT	MURPHY	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	04/28/2025	\$18.13 /hour	01	185	Filling Vacancy
16	PHYLLIS	MWANGI	SUB DAILY PARAPROFESSIONAL		HRS	SUB DAILY PROFESSIONAL and PARA		HRS	04/01/2025	\$135.00 /day		190	New - Program Need

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	CHERI	COUGHLIN	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	03/21/2025	\$21.88 /hour		185	Completion of RBT Certification

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

2 AMBER	FISCHER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/22/2025	\$18.13 /hour	01	185	Decrease in hours from 6.75 to 6.5
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POSITION, STAHUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00013637				SES, SPECIAL EDUC SERVICES	03/27/2025	PSERS Special Sick Leave; Requesting an unpaid non-FMLA leave of absence for 18 calendar days
2	00011512				IS - ACT 89 NON PUBLIC	04/22/2025	PSERS Special Sick Leave
3	00012692				SES, SPECIAL EDUC SERVICES	05/01/2025	Requesting an additional 31 calendar days of unpaid, non-FMLA leave
4	00001850				SES, SPECIAL EDUC SERVICES	04/25/2025	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for 41 calendar days
5	00013618				SES, SPECIAL EDUC SERVICES	04/08/2025	Requesting unpaid, non-FMLA leave of absence for 59 calendar days
6	00013513				SES, SPECIAL EDUC SERVICES	04/04/2025	PSERS Special Sick Leave continues. Requesting unpaid, non-FMLA leave for an additional 38 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	TONYA	ARTUS	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	08/04/2025	\$96,847.00	M+15/16	195	Filling Vacancy
2	LACY	JACKSON	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	08/04/2025	\$29.64 /hour	08	185	Filling Vacancy
3	DAVID	MENDEZ	CUSTODIAN		TS	05/12/2025	\$20.67 /hour		260	Filling Vacancy
4	BROOKE	WEISS	SUB DAILY PARAPROFESSIONAL		HRS	05/27/2025	\$115.00 /day		185	New - Program Need

HUMAN RESOURCES SERVICES ADDENDUM
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	MARGARET	ANASTASIO	PROGRAM DIRECTOR		ECSES	DIRECTOR OF ECSES - SCHOOL AGE		ECSES	07/01/2025	\$170,000.00			Filling Vacancy
2	LAWRENCE	BOPP	SEC SPECIAL EDUCATION		ECSES	INTERIM SUPERVISOR OF SPECIAL EDUCATION		ECSES	05/09/2025 Through Close of 24-25 School Year	\$ 103,969.00			Filling Vacancy
3	JEREMY	SWEIGART	PROGRAM DIRECTOR		ECSES	DIRECTOR OF ECSES - EARLY CHILDHOOD		ECSES	07/01/2025	\$160,000.00			New - Program Need

PRIOR BUSINESS

On a motion by Mr. Fisher and a second by Mr. Buckwalter, the Board approved Prior Business Consent Agenda Item A (upon addition of Executive Committee to policy) and Item B.

- A. Second Reading and Approval of revised Policy 005 - Organization. (Reference Prior Business Exhibit A)

(Purpose: Revisions are recommended to reflect the IU13 Board Committee structure. Proposed revisions to current policy are shown as markups.)

- B. Second Reading of Approval of revised Policy 903 - Public Participation in Board Meetings. (Reference Prior Business Exhibit B)

(Purpose: Revisions are recommended to align policy with guidance from our Solicitor and PSBA. Proposed revisions to current policy are shown as markups.)

NEW BUSINESS

Dr. Fullerton appointed Mr. Irvin and Mr. Buckwalter as the Board Officer Nominating Committee. Slate of candidates and election of officers will take place at June meeting.

On a motion by Mrs. Herr and a second by Mr. Stauffer, Dr. Kathleen Blouch was appointed as the IU13 Voting Delegate for the PSBA Delegate Assembly.

Mr. Stem presented the 2025-2026 IU13 Board Meeting Calendar for First Reading.

EXECUTIVE DIRECTOR'S REPORT

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

- Tech Talk Live launched its 16th annual conference.
- The IU13 Wellness Committee a successful Wellness Fair on April 12, 2025.
- The Job Training Services Partnership Appreciation Luncheons.
- The IU13 Prom was held at Bent Creek Country Club on May 2, 2025.
- A letter of appreciation to the Instructional Services Team.
- A successful first year of business for the IU13 Mini-business Vibrant Prints.
- The IU13 Education Conference being held on June 12, at Conestoga Valley High School.

BOARD COMMENTS

Mr. Irvin shared a board favor from a Life Skills Support Class at Garden Spot Middle School in the ELANCO School District.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 9:05 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary