

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
SEPTEMBER 10, 2025**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Dr. Kathleen Blouch, Annville Cleona
Lester Putt, Columbia Borough
Idette Groff, Conestoga Valley
Susan Dieffenbach, Cornwall-Lebanon
Ronald Melleby, Donegal
Paul Irvin, Eastern Lancaster County
Lynda Shrum, Elizabethtown Area
Tim Stauffer, Ephrata Area
Charles Merris Jr., Hempfield (arrived at 7:55)
Melissa Herr, Lampeter-Strasburg
Luis Morales, Lancaster
Amy Beachy, Manheim Central
JoAnn Hentz, Manheim Township
Jill Martin, Palmyra Area
Dr. Joseph Fullerton, Penn Manor
Craig Chubb, Solanco
Daniel Woolley, Warwick

Absent:

Brett Buckwalter, Cocalico
Raymond Ondrusek, Eastern Lebanon County
Robert Okonak, Lebanon
Staci Murray, Northern Lebanon
Michael Fisher, Pequea Valley

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

Dr. Lynette Waller, Program Director, Executive Director Office
Dr. Angela Kirby-Wehr, Director of PaTTAN
Michael Imburgia, Project Director-Statewide, Executive Director Office
Sherry Zubeck, Director, Early Childhood and Special Education Services
Dr. Peggy Anastasio, Director, Early Childhood and Special Education Services
Dana Blair, Program Director, Early Childhood and Special Education Services
Jeremy Sweigart, Director, Early Childhood and Special Education Services
Officer Rowe, Human Resources Services
Marcie Elbin, Human Resources Services
Megan Black, Human Resources Services
Christine Skrodinsky, Associate Program Director, Business Services
Kelly Orr, Program Director, Business Services
Kara Martin, Program Director, Early Childhood and Special Education Services
Leslie Krueel, Executive Assistant, Business Services
Shannan Guthrie, Program Director, Executive Director Office
Ken Zimmerman, Associate Program Director, Instructional Services

Guests:

John Robbins

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has Addendum Items E and F.
Mrs. Martin announced that Instructional, Technology and Facilities Services have Addendum Item C.

APPROVAL OF TONIGHT'S AGENDA

On a motion by Mr. Woolley and a second by Dr. Blouch, the meeting agenda was approved as presented.

Motion Carried: Yes-16, No-0, Absent-6

On a motion by Mr. Woolley and a second by Mr. Melleby, the meeting agenda was approved as presented which included Instructional, Technology and Facilities Services Addendum Item.

Motion Carried: Yes-16, No-0, Absent-6

PRESENTATION

The board celebrated the retirement of Mrs. Sherry Zubeck.

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

Dr. Fullerton introduced John Robbins, incoming Supervisor for Job Training Services.

APPROVAL OF AUGUST 13, 2025 BOARD MINUTES

On a motion by Mr. Morales and a second by Dr. Blouch, the minutes of the August 13, 2025, Board meeting were approved as presented.

Motion carried: Yes-16, No-0, Absent-6

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 August 30, 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. 2025-26 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- E. Check Register in the amount of \$20,600,438.22

Motion Carried: Yes-16, No-0, Absent-6

BOARD REPORTS

Mrs. Groff provided an update regarding PSBA activities.

CORRESPONDENCE

Letter from Northern Lebanon Ministerium regarding the Northern Lebanon Clothing Closet at the Northern Education Center.

BUSINESS SERVICES

On a motion by Mrs. Dieffenbach and a second by Dr. Blouch, the Board approved Business Services Consent Agenda Items A and B:

- 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.)

Motion Carried: Yes-16, No-0, Absent-6

Mrs. Dieffenbach thanked Kelly Orr and Christine Skrodinsky for their work with the Business Committee this evening and upcoming work on the Audit.

Board Month: SEPTEMBER
Count: 1

BUSINESS SERVICES

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	SALESFORCE INC	9/30/25-9/29/26	Not to exceed \$10,350.00	Software	To provide Client Relations Management software as a service in order to facilitate the Technical Assistance Management system used by PaTTAN consultants to manage their workflow throughout the academic year.	

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 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 to submit a non-competitive continuation proposal, applications for other funding opportunities, and requests for changes of scope from the Office of Head Start and OCDEL throughout the 2025-2026 school year, for the Head Start program in Lebanon County.

(Purpose: To approve submission of a Head Start continuation grant proposal, proposals for other funding opportunities, and requests for changes of scope (changes to enrollment). Head Start provides comprehensive services to income-eligible children and families in Lebanon County. The program promotes kindergarten readiness for three and four-year-old children.)

Motion Carried: Yes-16, No-0, Absent-6

Mrs. Groff shared an update on Early Head Start continuation grants and announced the cancellation of the IU13 Yard Sale due to low participation.

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Federal, State	KREMMER'S CAFE & CATERING	8/18/25-7/31/26	Not to Exceed \$60,449.00	Food Service	To provide food to students in the Burle School to Work and Lancaster Intensive Day Treatment programs.	Quotations
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	State	WINNER'S CIRCLE CENTER INC	9/1/25-6/30/26	\$31,200.00	Mental Health and Psycho-Educational Support Services	To provide therapeutic mental health and psycho-educational support services for children and adolescents in a farm-based setting utilizing both traditional and non-traditional modalities including cognitive behavioral and solution focused therapies, equine and canine-assisted therapies, art therapy, play therapy and other expressive and experiential modalities.	

ECSES Contracts
Marketplace Activities

No.	Dept.	SBU/SSU	Name	Type	Term	Revenue	Service Provided	Explanation
1.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	EASTERN LANCASTER COUNTY SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$1,040,442.18	Special Education Services - IU13 District Consortium	To provide special education services to eligible school-age children attending classrooms in Lancaster County at the request of member school districts. The services will be billed per the projected worksheet under a consortium model of pooled resources and shared risk. A full reconciliation of actual costs will be completed at the end of the year.
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PALMYRA AREA SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$574,821.16		
3.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PALMYRA AREA SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$154,898.55	Special Education Services - Lebanon Consortium	To provide special education services to eligible school-age children attending classrooms in Lebanon County at the request of member school districts.
4.	ECSES	012 ITINERANT SOLUTIONS	MANHEIM CENTRAL SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$155,400.00	Special Education Services - Job Training	To furnish Job Trainers to coordinate and monitor the student job training needs as requested by the school district.
5.	ECSES	012 ITINERANT SOLUTIONS	PENN MANOR SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$170,940.00		

Mr. Charles Merris arrived at 7:55 pm

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

On a motion by Mrs. Martin and a second by Dr. Blouch, the Board approved Instructional, Technology and Facilities Services Consent Agenda Items A and B and Addendum Item C:

- A. Contracts. (Reference Instructional, Technology and Facilities Services Exhibit A)

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

- B. First Reading of new Policy 815.3 – Artificial Intelligence (Reference Instructional, Technology and Facilities Services Exhibit B)

(Purpose: This policy is proposed to implement guidelines for the ethical and responsible use of Artificial Intelligence (AI) within Lancaster Lebanon IU13. It aims to enhance teaching, learning, and administrative processes while safeguarding student privacy and data security, promoting transparency, accountability, and a safe learning and working environment.)

- C. Contracts. (Reference Instructional, Technology and Facilities Services Exhibit C)

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

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

Instructional, Technology, and Facilities Services Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	BLOCK COMMUNICATIONS INC (TELESYSTEMS)	7/1/19-6/30/26	\$84,043.37	Local and long-distance telephone services	Amendment of C1900008 originally approved 04/01/2019 and amended on 06/19/2019, 08/14/2019, 10/13/2021, 08/10/2022, 09/13/2023 and amended for a non-monetary change 11/1/2020. This amendment renews the current contract for a new one-year term to provide continued phone and emergency 911 services. The contract total increases by \$15,600.00 for a new contract total of \$84,043.37. The amount accounts for monthly costs as well as any potential overage or price increases.	RFP# 245-001
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	MARCO HOLDINGS LLC	1/1/20-12/31/26	\$66,556.25	Onbase Software Subscription and Reseller Agreement	Amendment of C1900413 originally approved on 03/11/2020 and amended on 05/04/2020 and 11/16/2022. This amendment extends the contract of our Onbase Software subscription and reseller agreement for an additional one-year term and a new annual subscription cost of \$66,556.25.	Bid #PEPPM 533902-206
3.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	MARCO HOLDINGS LLC	10/1/25-9/30/28	\$13,368.00	Shredding Services	Marco will provide monthly shredding services to multiple IU13 locations for 36 months.	

Board Month: SEPTEMBER
Count: 1

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

Instructional, Technology, and Facilities Services Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	IMAGINE LEARNING	9/1/25-8/31/26	\$28,116.00	Imagine Language and Literacy Reusable License	Imagine Learning will provide 200 K-12 licenses for the Title III English Learner Development Consortium.	

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-D and Addendum Items E and 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, contingent upon the successful completion of all required employment paperwork and clearances, as determined by the IU13 HR Office.

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

- C. Salary increase for Matthew Stem to \$227,574, retroactive to July 1, 2025.

- D. The following staff will be completing 2025-2026 student teaching and internships through local Lancaster and Lebanon high schools and universities pending satisfactory review of clearances as required by his/her institution:

Jacqueline Ketels	Lebanon Valley College
Victoria Moreno	Lebanon Valley College
Megan Rohrer	Eastern University
Katie Piscitelli	Drexel/IU13 Employee
Josephine Savicky	Millersville University/IU13 Employee
Esther Smith	Millersville University
Christian Torres	Lebanon Valley College
Courtney Smith	Lebanon Valley College

- E. Personnel Actions as presented in Human Resources Services Exhibit C, contingent upon the successful completion of all required employment paperwork and clearances, as determined by the IU13 HR Office.

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

- F. MOA to Extend the Fertility Benefit/Adoption Pilot Program through 2025-26 plan year.

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

HUMAN RESOURCES SERVICES

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	001 ADMIN AND MGMT SERVICES	EXTERNAL	Local	FRONTLINE TECHNOLOGIES GROUP LLC	7/1/25-6/30/26	\$472,688.32	HR Product Subscriptions	To provide subscription services on behalf of local school districts based upon request, as well as purchase product subscriptions for IU13 usage. Subscriptions to include Time & Attendance, Applicant Tracking, Absence & Substitute Management, Employee Evaluation Management, WebReg, Professional Growth Solution, Frontline Central Solution, Survey Services, and Comparative Analytics Subscription.	Sole Source
2.	HRS	001 ADMIN AND MGMT SERVICES	EXTERNAL	Local	RED ROVER TECHNOLOGIES LLC	7/1/25-6/30/26	\$84,835.80	HR product subscriptions	To provide product subscriptions on behalf of local school districts based on district request. Subscriptions to include Absence Management, Time Tracking, and Hiring subscriptions.	Sole Source
3.	HRS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	POWERSCHOOL HOLDINGS LLC	7/22/25-7/21/26	\$21,790.20	Upgrades and Expansions of Business Plus Product	To provide updates to Business Plus and Cognos including Environment Expansion, Application Deployment and Go Live.	
4.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	CAREATC	10/18/18-10/12/26	\$1,620,000.00	Medical provider for IU13 on-site/near-site health centers	Amendment to C1899158 originally approved 08/08/18 and amended on 12/11/19, 6/16/21, 10/13/2021, 8/10/2022, 10/12/2022, 8/9/2023 and 09/25/2024. This amendment adds an additional \$1,500,000 for an additional period of 10/13/2024 to 10/12/2025.	Sole Source
5.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	MADISON NATIONAL LIFE INS INC	9/1/25-8/31/26	\$50,000.00	Group Long Term Disability coverage	Group Long Term Disability coverage for Act 93, Confidential, and Tax Bureau Management staff.	Sole Source
6.	HRS	018 INT SVC FUNDS-EMP BEN	PROFESSIONAL	Local	TX:TEAM REHAB INC	10/1/25-6/30/27	\$525,000.00	Physical Therapy Services	To provide qualified physical therapists and physical therapist assistants for eligible IU13 staff and their dependents.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JACOB	ALCANTARA	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	05/30/2025	PERSONAL REASONS
2	JO ANN	BROWN	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	6/10/2025	PERSONAL REASONS
3	BRITTANY	CARTER	PARAEDUCATOR	EARLY INTERVENTION	ECSES	07/31/2025	PERSONAL REASONS
4	GRETCHEN	CONRAD	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	06/03/2025	PERSONAL REASONS
5	HEATHER	GAUGHAN	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	08/13/2025	ALTERNATIVE EMPLOYMENT
6	JULIE	HORST	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	08/12/2025	UPDATE TO RESIGNATION DATE APPROVED AT AUGUST 2025 BOARD MEETING
7	JAMES	LONGENECKER	SUB DAILY PARAPROFESSIONAL		HRS	07/16/2025	PERSONAL REASONS
8	KENNETH	SMITH	CUSTODIAN		TS	08/05/2025	PERSONAL REASONS
9	STEPHANIE	SUTHERLAND	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	08/20/2025	PERSONAL REASONS
10	ELAYNA	VAN BRUNT	SUB DAILY PARAPROFESSIONAL		HRS	08/22/2025	PERSONAL REASONS
11	ISAIAH	VERNON	PARAEDUCATOR 1:1	CNTR BASED AUTISTIC SUPPORT	ECSES	06/03/2025	PERSONAL REASONS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	GREGORY	WILLIAMS	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	08/18/2025	Failure to complete required paperwork

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	DEBRA	MUDRICK	SENIOR STUDENT DATA ADMIN		TS	02/13/2026

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	CHRISTINA	ALBRIGHT	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	08/25/2025	\$76,265.00	B+15/08	190	Filling Vacancy
2	JESSICA	ARMATO	FAMILY SERVICES WORKER	HEAD START	ECSES	09/02/2025	\$30.36 /hour		185	Filling Vacancy
3	AMBER	BAKKE	HS/EC INSTRUCTOR	HEAD START	ECSES	08/25/2025	\$36.09 /hour		198	New - Program Need
4	KRISTEN	CARVER	PART-TIME PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	09/02/2025	\$18.90 /hour	01	185	Filling Vacancy
5	YAMAYRA	DEJESUS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	09/08/2025	\$19.28 /hour	02	185	Requested by Donegal SD
6	ALEAH	FUNK	PARAEDUCATOR	MULTIPLE DISABILITIES SUPPORT	ECSES	08/18/2025	\$18.90 /hour	01	185	New - Program Need
7	ELIZABETH	GEORGE	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	09/08/2025	\$66,696.00	B+15/01	190	Filling Vacancy
8	SUZANNE	KEYROUSE	SUB DAILY PROFESSIONAL		HRS	09/02/2025	\$135.00 /day		190	New - Program Need
9	NATALIE	LITTLEHALE	PART-TIME INVESTIGATOR		HRS	08/25/2025	\$38.65 /hour		260	Filling Vacancy
10	JAMES	LONGENECKER	SUB DAILY PARAPROFESSIONAL		HRS	08/18/2025	\$115.00 /day		185	New - Program Need
11	JEAN	LOVE	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/25/2025	\$18.90 /hour	01	185	Filling Vacancy
12	KATHLEEN	MARTIN	SUB DAILY PARAPROFESSIONAL		HRS	08/18/2025	\$115.00 /day			New - Program Need
13	DAMARA	NEGRON	SECONDARY ASSIGNMENT SUB PARAPROFESSIONAL		HRS	07/11/2025	\$150.23 /day		185	Secondary Assignment
14	DESTINY	PFLUM	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	08/18/2025	\$18.90 /hour	01	185	Filling Vacancy
15	CAROLYN	RAVEL PEREYRA	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	08/18/2025	\$18.90 /hour	01	185	Filling Vacancy
16	MICHELLE	RICHARDSON	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	08/04/2025	\$66,696.00	B+15/01	190	Filling Vacancy
17	JOHN	ROBBINS	SUPERVISOR	JOB TRAINING SERVICES	ECSES	11/10/2025	\$106,568.00		260	Filling Vacancy
18	TAMARA	ROTZ	TEACHER OF SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES	8/25/2025	\$90,426.00	M/16	190	Filling Vacancy
19	JESSICA	SANCHEZ	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	09/02/2025	\$18.90 /hour	01	185	Filling Vacancy

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

20 JACQUELINE	WEBER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	08/25/2025	\$19.28 /hour	02	185	Requested by Manheim Central SD
21 VICTORIA	WILLIER	SUPERVISOR	JOB TRAINING SERVICES	ECSES	11/10/2025	\$121,500.00		260	Filling Vacancy
22 MELISSA	ZONGOLOWICZ	SEC SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	10/27/2025	\$93,903.92	M+15/14	195	Filling Vacancy
23 MARGARET	ZUVICH	INTERPRETER	SENSORY IMPAIRED	ECSES	08/25/2025	\$34.63 /hour	02	185	Filling Vacancy

Personal Care Assistants rehired for 2025-2026 for 185 days of service:

24 Jennifer	McElhany	Paraeducator 1:1		ECSES	08/11/2025	\$19.65 /hour	03	
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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	BROOKE	BACH	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	09/02/2025	\$19.65 /hour	03	185	Requested by Manheim Central SD
2	SHEILA	BOLLES	PARAEDUCATOR 1:1/SIGN	SENSORY IMPAIRED	ECSES	PART-TIME PARAEDUCATOR	SENSORY IMPAIRED	ECSES	08/25/2025	\$21.05 /hour	06	185	Filling Vacancy
3	SARA	GRAYBILL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/11/2025	\$20.03 /hour	04	185	Filling Vacancy
4	MAEVE	HAINES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/25/2025	\$19.28 /hour	02	185	New - Program Need
5	SUMMER	LAMBERT	FAMILY SERVICES WORKER	HEAD START	ECSES	EARLY CHILDHOOD SERVICES LIAISON	HEAD START	ECSES	09/16/2025	\$37.50 /hour		200	New - Program Need
6	SHANA	MORROW	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/25/2025	\$19.28 /hour	02	185	Filling Vacancy
7	KATIE	PIERCE	OFFICE SUPPORT CLERK		EDO	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	09/08/2025	\$22.44 /hour		260	Filling Vacancy
8	ERIN	ROBINSON	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	SEC SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	08/18/2025	\$90,346.71	M/13	195	Filling Vacancy
9	BRIANNA	SANGIAMO	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	09/02/2025	\$19.28 /hour	02	185	Requested by Penn Manor SD
10	ANGELA	STOUDT	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	08/13/2025	\$24.61 /hour	01	185	Filling Vacancy
11	AMANDA	WELSH	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	JOB TRAINER	JOB TRAINING SERVICES	ECSES	08/28/2025	\$25.01 /hour	01	185	Filling Vacancy
12	BETH	WHEATON	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	06/09/2025	\$115.00 /hour		185	New - Program Need
13	KELLY	WILEY	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	08/18/2025	\$19.65 /hour	03	185	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	CAROLYN	CRISSEY	PARAEDUCATOR		ECSES	PARAEDUCATOR		ECSES	8/12/2025	\$20.03 /hour	04		185 Increase in hours from 7 to 7.25
2	TIFFANY	ERB	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	CNTR BASED AUTISTIC SUPPORT	ECSES	08/25/2025	\$21.81 /hour	08	185	Increase in hours from 6.75 to 7.5

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00004908				SES, SPECIAL EDUC SERVICES	08/28/2025	PSERS Special Sick Leave
2	00011811				SES, SPECIAL EDUC SERVICES	09/15/2025	PSERS Special Sick Leave; Requesting unpaid, non-FMLA leave of asbence for 31 calendar days
3	00001579				SES- EARLY INTERVENTION	07/21/2025	PSERS Special Sick Leave; Requesting an unpaid non-FMLA leave of asbence for 74 calendar days
4	00009144				SES, SPECIAL EDUC SERVICES	10/02/2025	Requesting unpaid childrearing leave for 312.5 calendar days
5	00003451				SES, SPECIAL EDUC SERVICES	09/03/2025	Requesting non-FMLA leave of absence to complete internship 1 day per week
6	00011010				SES, SPECIAL EDUC SERVICES	09/11/2025	Requesting non-FMLA leave of absence to complete internship 1 day per week
7	00013507				SES, SPECIAL EDUC SERVICES	09/05/2025	Requesting an unpaid, non-FMLA leave of absence for 27 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	AVA	DEPPEN	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	09/15/2025	\$18.90 /hour	01	185	New - Program Need
2	JENNIFER	MORALES MARTINEZ	DAILY SUB PARAEDUCATOR		HRS	09/15/2025	\$115.00 /day		185	New - Program Need
3	THERESA	STRAYER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	09/22/2025	\$19.28 /hour	02	185	New - Program Need

PRIOR BUSINESS

None.

NEW BUSINESS

Dr. Fullerton called for a motion to accept the slate of PSBA Officer candidates and Insurance Trustees as nominated.

Slate presented by PSBA:

- 2026 President-Elect (one-year term) – Holly Arnold, Tunkhannock Area SD
- 2026 Vice President (one-year term) – Matt Vannoy, Sharon City SD

Slate presented by PSBA: (choose up to 2 for three-year term ending Dec. 31, 2028)

- Kathy K. Swope
- Roberta M. Marcus

Motion by Mr. Melleby and a second by Mr. Chubb to accept the slate of candidates as presented.

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

Mr. Stem presented the 2025-26 IU13 Table of Organization.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, including Senate Bill 984 regarding Truancy policies for Cyber Charter Schools and Adequacy Funds. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- IU13 employee Keith Royer was selected as Regional lead for PA Scholastic Esports League (PSEL).
- The wonderful work of the Northern Lebanon Clothing Closet located at the Northern Education Center. Mr. Stem also commended the dedication of Tim Laubach.
- Welcome back to the IU13 substitutes.
- The unique ways instructors create learning tools when working with Adult Language Learners.
- The students and staff from the Intensive Day Treatment (IDT) and how they shared their goals for the year.
- The Transition Celebration for Early Head Start.
- Congratulations to the leaders on a successful start to the school year.

BOARD COMMENTS

Mrs. Groff commented on the updated SharePoint Board page. There is some difficulty logging in.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:30 PM.

Respectfully submitted,

Flip Steinour
Assistant Board Secretary