

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
NOVEMBER 12, 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 8:10 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
Paul Irvin, Eastern Lancaster County
Raymond Ondrusek, Eastern Lebanon County
Lynda Shrum, Elizabethtown Area
Tim Stauffer, Ephrata Area
Charles Merris Jr., Hempfield
Luis Morales, School District of Lancaster
Melissa Herr, Lampeter-Strasburg
Robert Okonak, Lebanon
Amy Beachy, Manheim Central
JoAnn Hentz, Manheim Township
Staci Murray, Northern Lebanon
Jill Martin, Palmyra Area
Dr. Joseph Fullerton, Penn Manor
Craig Chubb, Solanco
Daniel Woolley, Warwick

Absent:

Ronald Melleby, Donegal
Michael Fisher, Pequea Valley

Staff Present:

Matthew Stem, Executive Director
Dr. Lynette Waller, Program Director, Executive Director Office
Flip Steinour, COO/Assistant to the Executive Director
Gina Brillhart, CFO/Assistant to the Executive Director

Timothy Laubach, Director, Technology Services
Amanda Hann, Director, Instructional Services
Dr. Angela Kirby-Wehr, Director of PaTTAN
Jeremy Sweigart, Director, Early Childhood and Special Education Services
Dana Blair, Program Director, Early Childhood and Special Education Services
Shannan Guthrie, Program Director, Executive Director Office
Michelle Malick, Program Director, Human Resources Services
Kate Fairman, Staffing & Employee Relations Manager, Human Resources Services
Michael Imburgia, Project Director-Statewide, Executive Director Office
Ken Zimmerman, Associate Program Director, Instructional Services
Leslie Krueel, Executive Assistant, Business Services
Officer Robinson, Executive Director Office

Guests:

Jane Ausel

CORRECTIONS/ADDENDA

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

APPROVAL OF TONIGHT'S AGENDA

On a motion by Mr. Morales and a second by Mrs. Herr, the meeting agenda was approved as presented.

Motion Carried: Yes-20, No-0, Absent-2

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

PRESENTATION

Dr. Fullerton recognized three outgoing board members: Mr. Charles Merris, Mr. Brett Buckwalter, and Mr. Craig Chubb, whose final meeting was held this evening. Dr. Fullerton expressed gratitude for their many years of dedicated service to the board. Each member responded with words of appreciation and reaffirmed their strong belief in the mission and work of IU13 in supporting school districts.

APPROVAL OF OCTOBER 8, 2025 BOARD MINUTES

On a motion by Mr. Buckwalter and a second by Mr. Woolley, the minutes of the October 8, 2025, Board meeting were approved as presented.

Motion carried: Yes-20, No-0, Absent-2

TREASURER'S REPORT

Mr. Ondrusek presented the Treasurer's Report. On a motion by Mr. Ondrusek and a second by Mrs. Dieffenbach, the Treasurer's Report, including the following, was approved for the period ending October 31, 2025:

- A. Cash Reconciliation (Treasurer's Report – Cash and Investments)
- B. Investments (Treasurer's Report – Cash and Investments)
- C. Cash Reconciliation (School-to-Work and Special Education Activity Funds)
- D. Budget Expenditure Report (Treasurer's Report – Expenditure Report)
- E. 2025-26 Program Budget Reconciliation (Treasurer's Report – Budget Reconciliation)
- F. Check Register in the amount of \$14,675,817.94

Motion Carried: Yes-20, No-0, Absent-2

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 - C:

- 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. To pursue the Budget Bridge Loan for eligible programs through the PA Treasury Department.

(Purpose: While the state is in a budget impasse, the Budget Bridge Loan program makes \$500 million available to county governments, Head Start agencies, and Pre-K Counts agencies. The program is structured as a short-term investment loan opportunity to ease the financial burden being faced by these entities who serve Pennsylvania's most vulnerable populations. The interest rate is 4.5% and interest costs are allowable as program expenditures.)

Motion Carried: Yes-20, No-0, Absent-2

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	Business	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	SMARTSHEET INC	11/1/25-10/31/26	\$25,901.00	Project Management software & service	Renewal of existing service (licensing and technical support) for this online project/work management system to facilitate effective, efficient, and collaborative management and execution of new and existing projects and work processes.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	ASL SERVICES	10/1/25-6/30/26	Not to exceed \$25,000.00	ASL Interpretation Services	To provide ASL interpretation services on an as needed basis.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
3.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	State	INNOVATION INSTITUTE FOR TOMORROW INC	10/15/25-5/30/26	Not to exceed \$47,740.00	Technical assistance	To provide technical assistance for CSinPA trainers of trainers and Integrated Drones Pilot programs.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000

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 Item 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-20, No-0, Absent-2

Mrs. Groff shared information on the Head Start Salary Increase.

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	005 EARLY LEARNERS	PROFESSIONAL (Amendment)	Federal	CLEVEREX SYSTEM INC	2/1/26-6/30/27	Not to exceed \$22,219.32	Web-based case management subscription	Amendment of C2560238 originally approved on 10/01/2025. This revision adds an additional \$16,216.79 to the contract to provide additional web-based comprehensive case management system for Head Start students, staff and families. The new contract total is \$22,219.32.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	ECSES	005 EARLY LEARNERS	EXTERNAL (Amendment)	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/25-6/30/26	Not to exceed \$22,005.00	Food services for Head Start students	Amendment of C2560068, originally approved on 06/25/2025. This revision adds an additional \$2,835.00 for revision in hourly rates for meals for students. The revised contract total is \$22,005.00.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
3.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	Local	JUNIPER VILLAGE AT LEBANON LLC	8/26/25-6/10/25	Not to exceed \$10,100.00	Student Nutrition Services	To provide student nutrition services for students in the Lebanon School to Work program located at Juniper Village for 179 school days.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
4.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL	State, Local	WAY SERVICES INC	8/21/25-8/20/26	Not to exceed \$16,3100.00	Delivery of Student Meals	To provide delivery of student meals to Central Education Center, Partial Hospitalization Program, Northern Education Center, Project SEARCH, and Willow Valley Work Immersion.	Quotations
5.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	EXTERNAL (Amendment)	Federal, State	SPOOKY NOOK SPORTS INC	10/13/25-10/13/25	\$16,668.00	Conference Space Rental	Amendment of C2456420 originally approved on 10/30/2024. This revision adds an additional \$6,868.00 for a new contract total of \$16,668.00. The additional funds are needed to pay for additional fees for food and audio-visual services.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
6.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	EXTERNAL (Amendment)	Federal, State	SPOOKY NOOK SPORTS INC	10/10/25-10/10/25	\$18,068.40	Conference Space Rental	Amendment of C2560159 originally approved on 8/22/2025. This revision adds an additional \$8,268.40 for a new contract total of \$18,068.40. This revision is to pay additional fees for food and audio-visual services.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000

ECSES Contracts
Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
1.	ECSES	005 EARLY LEARNERS	State	LEBANON SCHOOL DISTRICT	7/1/25-6/30/26	Not to exceed \$332,000.00	Head Start Supplemental Assistance Program (HSSAP) Partnership	To provide Lebanon City children with early learning skills and support.

ECSES Contracts
Marketplace Activities

No.	Dept.	SBU/SSU	Name	Type	Term	Revenue	Service Provided	Explanation
1.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	HEMPFIELD SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$8,091,124.79	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	MANHEIM CENTRAL SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$2,429,304.66		
3.	ECSES	012 ITINERANT SOLUTIONS	HEMPFIELD SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$235,500.00	Special Education Services - Speech and Language Itinerant Services	To furnish speech and language therapists to provide evaluation/consultation/treatment services as requested by the school district.
4.	ECSES	012 ITINERANT SOLUTIONS	HEMPFIELD SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$248,640.00	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	HEMPFIELD SCHOOL DISTRICT	Customer/Revenue	7/1/25-6/30/26	\$397,500.00	Special Education Services – Itinerant Occupational and Physical Therapy	To furnish occupational/physical therapists to provide evaluation/consultation/treatment services as requested by the school district.

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

On a motion by Mr. Buckwalter and a second by Mr. Merris, the Board approved Instructional, Technology and Facilities Services Consent Agenda Item A:

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.)

Motion Carried: Yes-20, No-0, Absent-2

Board Month: NOVEMBER

Count: 6

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	COLUMBIA BOROUGH SCHOOL DISTRICT	10/1/25-9/30/26	\$10,406.00	IU13 Title III consortium reimbursement	To provide Columbia Borough as part of the TITLE III Consortium the amount of \$10,406.00 be used to purchase materials that are supplemental to core ELD instruction.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	EPHRATA AREA SCHOOL DISTRICT	10/1/25-9/30/26	\$11,503.00	IU13 Title III consortium reimbursement	To provide Ephrata as part of the TITLE III Consortium the amount of \$11,503.00 to be used to purchase materials that are supplemental to core ELD instruction.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
3.	IS	007 STUDENT SERVICES	EXTERNAL	Federal	PENN MANOR SCHOOL DISTRICT	10/1/25-9/30/26	\$14,998.00	IU13 Title III consortium reimbursement	To provide Penn Manor as part of the TITLE III Consortium the amount of \$14,998.00 to be used to purchase materials that are supplemental to core ELD instruction.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
4.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL	Local	RAFFENSPERGER ENTERPRISES LLC	10/13/25-6/30/26	\$30,000.00	Snow Removal	Snow Removal at Central Education Center, White Oak, Fairland, and One Cumberland.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
5.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	AAE HOLDINGS INC	5/4/25-5/4/25	\$17,500.00	Keynote Speaker for Tech Talk Live	All American Entertainment to provide talent services by managing and arranging the Keynote speaker, Tyler Cohen Wood, to present at Tech Talk Live on May 4, 2026. The cost of the keynote speaker will be covered by attendee registrations.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

6.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	PROFESSIONAL	Local	COMPUTEC TECHNICAL SOLUTIONS INC	11/1/25-5/1/26	Not to exceed \$11,000.00	NEC Network cabling	To provide new network and phone cabling in the NEC [Northern Education Center] Hall-IDF 2 area following abatement activities. This project will ensure the building has the necessary infrastructure to support technology and phone systems. The contract total of \$11,000.00, includes an allocation for potential additional labor and unforeseen events during the installation process.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
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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-D and Addendum Item E:

- 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. The following IU13 Professional staff have attained tenure:

Hannah Cargill	09/16/2025
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- D. To increase salaries for Head Start, Early Head Start, and Pre-K Counts staff to make progress towards regulatory changes to the Head Start Program Performance Standards that include new requirements for wages and benefits. The increase is funded with available 2024 Head Start Carryover Funding and includes:

1. One-time longevity stipend of \$1,000-\$4,000 based on years of service to be paid on December 15, 2025 to Head Start, Early Head Start, and Pre-K Counts staff actively employed on the payment date, and
2. 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.

- 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 Human Resources Services Office.

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

Motion Carried: Yes-20, No-0, Absent-2

Mr. Irvin expressed his gratitude to the board for their support in approving the creation of a new trainer position dedicated to providing training for paraprofessionals and personal care assistants.

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	001 ADMIN AND MGMT SERVICES	EXTERNAL	Local	NORMANDY DEVELOPMENT LP	4/25/26-5/3/26	Not to exceed \$45,000.00	HR Exchange Conference venue for 2026	Purchase of lodging, meeting room space, and food service for attendees of the 2026 District HR Exchange Conference.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	SWORD HEALTH	1/1/26-6/30/27	\$210,000.00 Annually	Virtual Physical Therapy	Provide eligible employees and dependents with virtual physical therapy within Sword Health's Thrive, Bloom, and Move programs.	Sole Source
3.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	TRAVELERS INDEMNITY COMPANY, THE	10/8/25-10/8/28	\$17,695.00	Fiduciary Liability insurance policy	To provide coverage to Lancaster- Lebanon Intermediate Unit 13 in the event of claims of mismanagement and the legal liability related to serving as a fiduciary.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
4.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	UNITED CONCORDIA COMPANIES INC	1/1/26-12/31/26	\$80,000.00	Dental Administrative Services	To provide dental administrative services for eligible full-time employees.	Sole Source

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JESSICA	BROWN	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	12/19/2025	ALTERNATE EMPLOYMENT
2	KATHLEEN	COLEMAN	SUB DAILY PROFESSIONAL		HRS	10/08/2025	PERSONAL REASONS
3	BRANDY	CRAWFORD	SPEC ED ITIN STEM TEACHER	PROF SERVICES MULTIPLE PROGRAM	ECSES	11/20/2025	ALTERNATE EMPLOYMENT
4	SARAH	ELLSWORTH	BEHAVIOR SUPPORT ASSISTANT		ECSES	11/12/2025	PERSONAL REASONS
5	MACKENZIE	FORD	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	12/15/2025	ALTERNATE EMPLOYMENT
6	JADA	GLICK	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	10/31/2025	PERSONAL REASONS
7	AMY	KULUS	PART-TIME PROGRAM ASSISTANT		HRS	10/15/2025	PERSONAL REASONS
8	CINDY	MACLEAN	PROGRAM ASSISTANT	STAFF DEVELOPMENT	ECSES	11/07/2025	PERSONAL REASONS
9	MARY	MATIAS	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	10/30/2025	PERSONAL REASONS
10	ALEXIS	MCCONNELL	COORDINATOR OF ONLINE AND HYBRID LEARNING		IS	10/23/2025	PERSONAL REASONS
11	JEFFREY	POTOKA	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	10/16/2025	PERSONAL REASONS.
12	ALAINA	SNADER	SUB DAILY PARAPROFESSIONAL		HRS	10/24/2025	ALTERNATE EMPLOYMENT
13	AMBER	WEAVER	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	11/14/2025	ALTERNATE EMPLOYMENT
14	BETH	WHEATON	SUB DAILY PARAPROFESSIONAL		HRS	10/17/2025	PERSONAL REASONS

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JENNY	DIETZ	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	10/16/2025	FAILURE TO SUBMIT REQUIRED PAPERWORK BY DEADLINE
2	ELIZABETH	HOKE	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	11/12/2025	LACK OF PROPER CERTIFICATION
3	LISA	LOCKER	SUB DAILY PROFESSIONAL AND PARAPROFESSIONAL		HRS	11/03/2025	DID NOT MEET MINIMUM SUBBING REQUIREMENT

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: RETIREMENT

RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	JEFFREY	STOLTZFUS	LEAD MAINTENANCE TECHNICIAN- II		TS	03/12/2026

EARLY RETIREMENT:

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	DARLENE	FLETCHER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	12/12/2025
2	ROBIN	KIMMEY	SEC SPECIAL EDUCATION	STAFF DEVELOPMENT	ECSES	01/09/2026

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	JUSTIN	AGUERO	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	10/20/2025	\$18.90 /hour	01	185	Requested by ELCO SD
2	KERI	BERTOLO	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/27/2025	\$19.28 /hour	02	185	Requested by Pequea Valley SD
3	ANDREW	BUCHER	CUSTODIAN		TS	11/10/2025	\$21.44 /hour		260	Filling Vacancy
4	SARAH	CENTENO	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	10/27/2025	\$21.71 /hour		259	New - Program Need
5	KATEY	DISSINGER	SPECIAL EDUC CONSULT BEHAVIOR	AUTISTIC SUPPORT	ECSES	11/10/2025	\$73,511.03	M/01	195	Filling Vacancy
6	MACKENZIE	FORRESTER	TEACHER OF SPECIAL EDUCATION	EMOTIONAL SUPPORT	ECSES	11/17/2025	\$69,430.00	B+15/03	190	Filling Vacancy
7	ELIZABETH	HEISEY	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	11/03/2025	\$29.64 /hour	08	185	Filling Vacancy
8	ANNALISE	HILSHER	FAMILY SERVICES WORKER	HEAD START	ECSES	11/17/2025	\$30.36 /hour		185	Filling Vacancy
9	PETER	KARPEW	TEACHER OF SPECIAL ED FLOATER	EMOTIONAL SUPPORT	ECSES	12/08/2025	\$85,834.00	B+15/15	190	Filling Vacancy
10	STACY	KERSHNER	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	11/10/2025	\$19.28 /hour	02	185	Requested by Solanco SD
11	RACHAEL	LANDIS	TEACHER OF SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES	12/08/2025	\$72,164.00	B+15/05	190	New - Program Need
12	ALLISON	LENTZ	SUB DAILY PROFESSIONAL and PARA		HRS	10/06/2025	\$135.00 /day		190	New - Program Need
13	SAFAA	MANSOUR	SUB DAILY PARAPROFESSIONAL		HRS	10/13/2025	\$115.00 /day		185	New - Program Need
14	DAWN	MENTZER	SUB DAILY PROFESSIONAL and PARA		HRS	10/3/2025	\$135.00 /day		190	New - Program Need
15	DAMARA	NEGRON	SUB SEC ASGN PARAPROFESSIONAL		HRS	10/28/2025	\$150.23 /day		185	Secondary Assignment
16	SADIE	OSTERMAYER	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	10/27/2025	\$18.90 /hour	01	185	Filling Vacancy
17	EMILY	RIEKERS	PROGRAM ASSISTANT	EARLY INTERVENTION	ECSES	11/10/2025	\$22.05 /hour		260	Filling Vacancy
18	CHYANNA	SANCHEZ	BENEFITS PROGRAM ASSISTANT		HRS	11/03/2025	\$22.44 /hour		260	Filling Vacancy
19	BENJAMIN	SCHOTT	BEHAVIOR SUPPORT ASSISTANT	EMOTIONAL SUPPORT	ECSES	11/17/2025	\$24.61 /hour	01	185	Filling Vacancy

HUMAN RESOURCES SERVICES AGENDA
PERSONNEL ITEMS: EMPLOYMENT

20 RISA	SHIINA	SUB DAILY PARAPROFESSIONAL		HRS	11/03/2025	\$115.00 /day		185	New - Program Need
21 JOHN	WILSHIRE	SPECIAL EDUC CONSULT BEHAVIOR	AUTISTIC SUPPORT	ECSES	01/05/2026	\$82,680.13	M+15/06	195	Filling Vacancy
22 KIRK	WOLFE	SUB DAILY PROFESSIONAL and PARA		HRS	10/30/2025	\$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	LORI	BECHTEL	TEACHER OF SPECIAL ED FLOATER	EARLY INTERVENTION	ECSES	SUB DAILY PROFESSIONAL and PARA		HRS	10/02/2025	\$135.00 /day		190	Employee Request
2	CARLA	BESSEMER	PROGRAM ASSISTANT		HRS	PAYROLL ASSISTANT		HRS	11/03/2025	\$25.40 /hour		260	Filling Vacancy
3	BROOKLYN	CRAUL	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	10/20/2025	\$18.90 /hour	01	185	Requested by Elizabethtown SD
4	AVA	DEPPEN	PART-TIME PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	10/20/2025	\$18.90 /hour	01	185	New - Program Need
5	MICHELLE	DOSTER	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	SUB DAILY PROFESSIONAL and PARA		HRS	11/05/2025	\$135.00 /day		190	Employee Request
6	ALISHA	FITZWATER	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	SUB DAILY PROFESSIONAL and PARA		HRS	12/22/2025	\$135.00 /day			Employee Request
7	HANNAH	FUENTES	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	ESPA ON ASSIGNMENT	AUTISTIC SUPPORT	ECSES	10/23/2025	\$342.11 /day	B/01		Secondary Assignment
8	JENNIFER	JINRIGHT	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	10/20/2025	\$115.00 /day		185	Employee Request
9	STEPHANIE	KARDOHELY	PARAEDUCATOR	DIAGNOSTIC KINDERGARTEN	ECSES	TEACHER OF SPECIAL ED FLOATER	AUTISTIC SUPPORT	ECSES	12/01/2025	\$69,921.00	M/01	190	Filling Vacancy
10	SUMBAL	KHAN	PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	10/17/2025	\$115.00 /day		185	Employee Request
11	PHYLLIS	MWANGI	SUB DAILY PROFESSIONAL and PARA		HRS	SUB SHORT TERM- PROF	EMOTIONAL SUPPORT	ECSES	11/03/2025	\$342.11 /day	B/01	190	Filling Vacancy
12	DAMARA	NEGRON	SUB DAILY PARAPROFESSIONAL		HRS	PARAEDUCATOR	AUTISTIC SUPPORT	ECSES	10/20/2025	\$20.03 /hour	04	185	Filling Vacancy
13	FEIFEI	SONG	ESPA ON ASSIGNMENT	EMOTIONAL SUPPORT	ECSES	TEACHER OF SPECIAL ED FLOATER	MULTIPLE DISABILITIES SUPPORT	ECSES	10/27/2025	\$65,001.00	B/01	190	New - Program Need
14	JOHN	STEWART	ACCOUNTANT II		BS	SENIOR ACCOUNTANT		BS	10/20/2025	\$34.95 /hour		260	Filling Vacancy
15	KIM	TROPP	SUB DAILY PROFESSIONAL and PARA		HRS	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/20/2025	\$18.90 /hour	01	185	Requested by Lebanon SD
16	THERESA	WEINHOFER	SUB DAILY PROFESSIONAL		HRS	SUB DAILY PARAPROFESSIONAL		HRS	09/17/2025	\$115.00 /day			Did not renew emergency permit

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

CHANGE OF STATUS OR SALARY:

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	ANGELA	GORNISH	SUB SHORT TERM - PSYCH		ECSES	SUB DAILY - RETIRED CERTIFICATED PROFESSIONAL		HRS	10/31/2025	\$350.00 /day		190	Change to effective date approved at October 2025 Board Meeting
2	ISAAC	HAIN	OCCUPATIONAL THERAPIST	SCHOOL AGE RELATED SERVICES	ECSES				09/01/2025	\$83,150.00	DOCT/03	190	Salary increase for credits earned
3	SUZANNE	KEYROUSE	SUB DAILY PARAPROFESSIONAL		HRS	TEACHER OF SPECIAL EDUCATION	CNTR BASED EMOTIONAL SUPPORT	ECSES	09/02/2025	\$66,696.00	B+15/01	190	Change to effective date approved at October 2025 Board Meeting
4	EFTIHIA	NEUPAUER	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES				09/01/2025	\$92,622.00	M+45/13	190	Salary increase for credits earned
5	ERIN	O'CONNELL	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES				07/01/2025	\$68,063.00	B+15/02	190	Salary increase for credits earned
6	CARLY	ROCQUE	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES				07/01/2025	\$83,053.00	M+45/06	190	Salary increase for credits earned
7	MAGDA	SALEH	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	10/09/2025	\$19.65 /hour	3	185	Increase in hours from 6.5 to 6.75
8	VICTORIA	WILLIER	SUPERVISOR	JOB TRAINING SERVICES	ECSES				10/27/2025	\$121,500.00		260	Change to effective date approved at September 2025 Board Meeting
9	SUSAN	ZUNINO	TEACHER OF SPECIAL EDUCATION	MULTIPLE DISABILITIES SUPPORT	ECSES				09/01/2025	\$85,690.00	M+15/11	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	00013135				SES, SPECIAL EDUC SERVICES	10/16/2025	PSERS Special Sick Leave
2	00013011				SES, SPECIAL EDUC SERVICES	10/21/2025	PSERS Special Sick Leave
3	00013011				SES, SPECIAL EDUC SERVICES	12/09/2025	Requesting unpaid, non-FMLA childrearing leave of absence for 27 calendar days
4	00012327				SES, SPECIAL EDUC SERVICES	10/22/2025	Requesting unpaid non-FMLA leave for 28 calendar days
5	00013518				SES, SPECIAL EDUC SERVICES	10/28/2025	Request for non-FMLA leave for 48 calendar days
6	00001579				SES- EARLY INTERVENTION	10/30/2025	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 44 calendar days
7	00001850				SES, SPECIAL EDUC SERVICES	08/25/2025	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 129 calendar days
8	00008395				HEAD START	09/11/2025	PSERS Special Sick Leave continues; Requesting a non-FMLA leave of absence for an additional 93 calendar days
9	00013507				SES, SPECIAL EDUC SERVICES	11/04/2025	PSERS Special Sick Leave continues; Requesting an additional 28 calendar days of unpaid, non-FMLA leave of absence
10	00013668				SES, SPECIAL EDUC SERVICES	10/14/2025	Requesting an additional 28 calendar days of unpaid non-FMLA leave of absence
11	00013373				SES, SPECIAL EDUC SERVICES	09/26/2025	Requesting an unpaid non-FMLA leave of absence for 24 calendar days
12	00001579				SES- EARLY INTERVENTION	10/02/2025	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 27 calendar days
13	00010355				SES, SPECIAL EDUC SERVICES	09/19/2025	Requesting an unpaid FMLA leave of absence for 17 calendar days
14	00013228				SES, SPECIAL EDUC SERVICES	10/01/2025	Requesting non-FMLA leave for 19 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	KARA	BORJA	HEALTH CARE ASSISTANT	MULTIPLE DISABILITIES SUPPORT	ECSES	11/24/2025	\$28.23 /hour	04	205	Filling Vacancy
2	SUSAN	LUU	SUB DAILY PARAPROFESSIONAL		HRS	11/10/2025	\$115.00 /day		185	Filling Vacancy

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update, highlighting the recent approvals of both Federal and State budgets. He also shared updates regarding the School Code Bill and Act 44. Discussion ensued.

EXECUTIVE DIRECTOR'S REPORT

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

- Breakout EDU Kits being used in STEM lessons in our Lancaster Intensive Day Treatment program.
- Students with visual impairments celebrated White Can Day on October 15th.
- School Resource Office, Jill Rowe coordinated Fire Safety Fun at Northern Education Center for students.
- Work Immersion program graduate name employee of the month at Juniper Village.
- IU13 employee Susan Billy, Manager of Behavioral Health, collaboration on the newly developed School District Re-Entry Plans Resource Guide.
- Collaborative Services and the CAFCO Food Service Program.
- EduVoice Summit, Advancing Communication and Collaboration in Schools, a one-day conference for school leaders, IT professionals.
- Holiday Mitten Tree that helps provide gifts for current IU13 students in need. Each mitten represents an IU13 student's wish. The goal is to help 200 students!
- Holiday Student Bazaars, Lebanon, November 20 and Lancaster, December 4.

BOARD COMMENTS

Mrs. Groff thanked Susan Fisher for her numerous years of service.

Dr. Fullerton welcomed the new Instructional Services Director, Instructional Services Director.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 9:02 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary