

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
APRIL 8, 2026**

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

Board Members Present:

Dr. Kathleen Blouch, Annville Cleona
Juanita Fox, Cocalico
Lester Putt, Columbia Borough
Idette Groff, Conestoga Valley
Ben Kling, Donegal
Susan Dieffenbach, Cornwall-Lebanon
Paul Irvin, Eastern Lancaster County
Raymond Ondrusek, Eastern Lebanon County
Tim Stauffer, Ephrata Area
Kait Linton, Hempfield
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
Michael Fisher, Pequea Valley
Jane Ausel, Solanco
Daniel Woolley, Warwick

Absent:

Lynda Shrum, Elizabethtown Area
Luis Morales, School District of Lancaster

Staff Present:

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

Tim Laubach, Director, Technology Services
Dr. Peggy Anastasio, Director, Early Childhood and Special Education Services
Jeremy Sweigart, Director, Early Childhood and Special Education Services
Amanda Hann, Director, Instructional Services
Kara Martin, Program Director, Early Childhood and Special Education Services
Juliet Aston Lucky, Program Director, Early Childhood and Special Education Services
Shannan Guthrie, Program Director, Executive Director Office
Jessica Bigsby, Supervisor, Early Childhood and Special Education Services
Michael Imburgia, Program Director-Statewide, Executive Director Office
Angela Kirby, Managing Director of Pattan
Tawnjah White, Payroll Supervisor, Human Resources Services
Kira Lawrence, Paraeducator, Early Childhood and Special Education Services
Laura Horst, Teacher, Early Childhood and Special Education Services
Leslie Krueel, Executive Assistant, Business Services
Officer Robinson, Executive Director Office

CORRECTIONS/ADDENDA

Mr. Irvin announced that Human Resources Services has Addendum Item G and correction to Human Resources Services Agenda Item C, purpose to include 'one' recommended for award.

APPROVAL OF TONIGHT'S AGENDA

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

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

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

PRESENTATION

Students from Vibrant Prints presented opportunities they provide through their student-run mini-business.

APPROVAL OF MARCH 11, 2026 BOARD MINUTES

On a motion by Mrs. Herr and a second by Mr. Woolley, the minutes of the March 11, 2026, Board meeting were approved as presented.

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

TREASURER'S REPORT

Mrs. Dieffenbach presented the Treasurer's Report. On a motion by Mrs. Dieffenbach and a second by Mr. Ondrusek, the Treasurer's Report, including the following, was approved for the period ending February 28, 2026:

- 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 \$8,529,879.66

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 Mr. Kling, the Board approved Business Services Consent Agenda Items A - I:

- 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 Retain Brown Plus for auditing services for fiscal year ending June 30, 2026, for a cost of \$77,500 plus out of pocket expenses.

(Purpose: To establish an Auditing firm for auditing services for fiscal year 2025-26, with a negotiated option for 1 additional year of service.)

- D. To award CAFCO Bakery Bid #256-013. (Reference Business Services Exhibit C)

(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 2026-2027 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 March 18, 2026, and reviewed by the CAFCO Advisory Team and Collaborative Services on March 23, 2026. There was only one bidder submitting a proposal. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- E. To award CAFCO Cafeteria Paper Supplies Bid #256-016. (Reference Business Services Exhibit D)

(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 2026-2027 CAFCO Cafeteria Paper Supplies Bid is a no-requirements based bid and is awarded to one primary vendor. The bid was opened on March 18, 2026, and reviewed by the IU13 Collaborative Services Team on March 23, 2026. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- F. To award CAFCO Ice Cream Bid #256-014. (Reference Business Services Exhibit E)

(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 2026-2027 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 March 18, 2026, and reviewed by the CAFCO Advisory Team and Collaborative Services on March 23, 2026. Bids were received from one vendor. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- G. To award CAFCO Tea Drinks Bid #256-015. (Reference Business Services Exhibit F)

(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 2026-2027 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 March 18, 2026, and reviewed by the CAFCO Advisory Team and Collaborative Services on March 23, 2026. Bids were received from two vendors. A detailed analysis of all bids received is maintained in the IU13 Business Office.)

- H. To award Bid #256-003, Copy Paper. (Reference Business Services Exhibit G)

(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 2026-2027 was opened on January 7, 2026, and reviewed by the commodity review team on March 16, 2026.)

- I. To award Bid #256-004, Instructional Classroom Supplies. (Reference Business Services Exhibit H)

(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 2026-2027 was opened on January 7, 2026, and reviewed by the commodity review team on March 16, 2026.)

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 (EDO)	013 OPERATIONS AND INFRASTRUCTURE	PROFESSIONAL	Local	APEX ADVERTISING INC	3/23/26-6/1/26	Not to exceed \$33,400.00	Creation and Management of IU13 Store for Staff Appreciation Day	Vendor will launch IU13 store for Staff Appreciation Week, including options for staff to select from. Vendor will create and manage store front, and handle all aspects of fulfillment, delivery, and quality assurance.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	Business (EDO)	021 STATEWIDE PROJECTS	PROFESSIONAL (Amendment)	State	CHESTER COUNTY INTERMEDIATE UNIT	7/1/25-6/30/26	Not to exceed \$53,650.00 Annually	Statewide resource design and development	Amendment of C2560101, originally approved 06/30/2025 and previously amended on 12/10/2025. This revision increases the contract amount by \$13,400.00, for a total not to exceed \$53,650.00. The amendment is for the continuing resource design services of Laura Mikowychok, for implementation with statewide LEAs, including but not limited to documents, PowerPoint templates, design graphics, and videos.	Sole Source
3.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	CARTER'S PRO QUALITY CLEANING LLC	7/1/26-6/30/27	Not to exceed \$31,200.00	Janitorial Services	To provide janitorial services at the PaTTAN Central facility at Harrisburg.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
4.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	HAVERFORD SYSTEMS INC	5/1/26-5/31/26	Not to exceed \$16,368.00	Technology Servies	To provide technology services in several meeting rooms in the PaTTAN Conference Center in Harrisburg.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
5.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	MIONE FAMILY REMODELING	5/1/26-6/30/26	Not to exceed \$13,180.00	Toilet improvements project	To remove and replace toilet partitions in 2 men's and 2 women's restrooms.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
6.	Business (PaTTAN)	020 PATTAN	EXTERNAL	State	PLAYLAB EDUCATION INC	3/15/26-6/30/26	Not to exceed \$18,000.00 Annually	Professional Development	To provide software licensing and professional development training in the use of Artificial Intelligence tools for educators across the Commonwealth of Pennsylvania.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000

Business, EDO, and PaTTAN Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
7.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	SANTORO, LANA EDWARDS	3/1/26-12/31/26	Not to exceed \$114,000.00	Professional services	To develop six facilitator's guides for the Multi-Tiered Systems of Support for Writing Schoology Course.	Sole Source
8.	Business (PaTTAN)	020 PATTAN	PROFESSIONAL	Federal	ZENBOOTH INC	4/15/26-6/30/26	Not to exceed \$26,920.00	Additional Zenbooth units	To provide and install 4 additional Zenbooth units at the PaTTAN Conference Center in Harrisburg. These units will complement the already-existing units in the facility.	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 reminded everyone about the upcoming Prom, Post-Secondary Transition Fair, Partnership Appreciation Luncheons and Graduation. She also highlighted the completion of staff development with PaTTAN.

ECSES Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	ECSES	001 ADMIN AND MGMT SERVICES	PROFESSIONAL	Local	SCHLOTTER, DAVID A	7/1/26-6/30/27	\$16,200.00	Pupil Transportation-Driver Training	To provide training for bus drivers in Lancaster County as required by the Pennsylvania Department of Transportation.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	EXTERNAL	State	EVERYDAY SPEECH LLC	7/1/26-6/30/27	Not to exceed \$24,275.76 Annually	Digital Curriculum Subscriptions	To provide access to all tier 1-3 curriculum and materials for 80 users.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
3.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	PROFESSIONAL (Amendment)	Local	LITTLE VOICES LLC	7/1/25-6/30/26	Not to exceed \$65,000.00	Speech therapy for Early Intervention students	Amendment of contract C2560052 originally approved on 06/25/2025 for \$45,000.00. The revision increases the original contract by \$20,000.00 for a new total of \$65,000.00. The revision is needed due to the increased number of students requiring speech therapy.	Quotations
4.	ECSES	011 SPECIAL EDUCATION CLASSROOM SERVICES	EXTERNAL	State	OMEGA LABS INC	8/1/26-6/30/29	\$35,626.07	Boom Professional development and licenses	To provide two professional development sessions and 3-year subscriptions to a cloud-based educational platform for teachers and students.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
5.	ECSES	012 ITINERANT SOLUTIONS	PROFESSIONAL (Amendment)	State	BOYO TRANSPORTATION SERVICES INC	7/1/23-6/30/26	\$1,258,940.00	Transportation of preschool, elementary, and secondary students	Amendment of contract C2344078 originally approved on 6/28/2023 and amended on 12/13/2023, 07/10/2024, 02/12/2025, 05/03/2025 and 03/11/2026 . This amendment adds an additional \$2,520.00 for a revised contract amount of \$1,258,940.00 for additional field trips.	RFP# 223-021
6.	ECSES	012 ITINERANT SOLUTIONS	EXTERNAL	Local	SWEET STEVENS KATZ & WILLIAMS LLP	7/1/26-6/30/27	\$26,250.00	Special education legal consortium for 2026-27	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, La Academia, and IU13.	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	006 EARLY INTERVENTION	Federal	COLUMBIA BOROUGH SCHOOL DISTRICT	7/1/25-6/30/26	\$1,925.00	Subrecipient Letter of Agreement for implementation of Individuals with Disabilities Education Act (IDEA) Part B - Funds	To provide funds to be used to support appropriate services to eligible districts in accordance with Individuals with Disabilities Education Act (IDEA) Section 619 guidelines and directives issued by Office of Child Development and Early Learning.
2.	ECSES	006 EARLY INTERVENTION	Federal	EASTERN LANCASTER COUNTY S D	7/1/25-6/30/26	\$3,850.00		
3.	ECSES	006 EARLY INTERVENTION	Federal	EPHRATA AREA SCHOOL DISTRICT	7/1/25-6/30/26	\$3,675.00		
4.	ECSES	006 EARLY INTERVENTION	Federal	HEMPFIELD SCHOOL DISTRICT	7/1/25-6/30/26	\$9,100.00		
5.	ECSES	006 EARLY INTERVENTION	Federal	LAMPETER-STRASBURG SCHL DIST	7/1/25-6/30/26	\$2,625.00		
6.	ECSES	006 EARLY INTERVENTION	Federal	MANHEIM CENTRAL SCHOOL DIST	7/1/25-6/30/26	\$3,150.00		
7.	ECSES	006 EARLY INTERVENTION	Federal	MANHEIM TOWNSHIP SCHOOL DIST	7/1/25-6/30/26	\$6,300.00		
8.	ECSES	006 EARLY INTERVENTION	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/25-6/30/26	\$4,200.00		
9.	ECSES	006 EARLY INTERVENTION	Federal	PEQUEA VALLEY SCHOOL DISTRICT	7/1/25-6/30/26	\$2,100.00		
10.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	ANNVILLE-CLEONA SCHL DISTRICT	7/1/25-9/30/26	\$179,926.00		
11.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	COLUMBIA BOROUGH SCHOOL DISTRICT	7/1/25-9/30/26	\$207,793.00		
12.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EASTERN LANCASTER COUNTY S D	7/1/25-9/30/26	\$334,408.00		
13.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	EPHRATA AREA SCHOOL DISTRICT	7/1/25-9/30/26	\$448,906.00		
14.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	HEMPFIELD SCHOOL DISTRICT	7/1/25-9/30/26	\$1,830,050.00		

Board Month: APRIL
Count: 21

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

ECSES Contracts
 Subrecipient Contracts

No.	Dept.	SBU/SSU	Source	Subrecipient	Term	Cost	Scope	Explanation
15.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	LAMPETER-STRASBURG SCHL DIST	7/1/25-9/30/26	\$283,520.00		
16.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM CENTRAL SCHOOL DIST	7/1/25-9/30/26	\$310,781.00		
17.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	MANHEIM TOWNSHIP SCHOOL DIST	7/1/25-9/30/26	\$567,645.00		
18.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PALMYRA AREA SCHOOL DISTRICT	7/1/25-9/30/26	\$414,981.00		
19.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PENN MANOR SCHOOL DISTRICT	7/1/25-9/30/26	\$576,732.00		
20.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	PEQUEA VALLEY SCHOOL DISTRICT	7/1/25-9/30/26	\$199,312.00		
21.	ECSES	014 FED PASS-THRU FUNDS ADMIN SERVICES	Federal	SCHOOL DISTRICT OF LANCASTER	7/1/25-9/30/26	\$1,333,995.00		

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

On a motion by Mrs. Martin and a second by Mrs. Linton, 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

Instructional, Technology, and Facilities Services Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	IS	002 COMMUNITY EDUCATION	PROFESSIONAL	Federal, State, Local	JOTFORM INC	6/1/26-5/31/29	\$38,890.00	Registration and intake platform	To provide a custom registration and intake platform for Community Education's adult learners. The 3-year contract will be paid up front through a combination of federal, state, and local funds. The Jotform platform will significantly increase programmatic efficiency when registering students for classes.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
2.	TS	013 OPERATIONS AND INFRASTRUCTURE	EXTERNAL (Amendment)	Local	MARCO HOLDINGS LLC	10/1/25-9/30/28	\$14,763.00	Shredding Services	Amendment of C2560215 originally approved 09/10/2025. This revision adds an additional \$1,395.00 for a new contract total of \$14,763.00. This amendment is needed to update language on additional fee notifications, add a \$36 monthly environmental surcharge, and a \$9 a month charge for 1 additional bin at our Burle location.	Contract is under the IU13 Certified Low Risk Procurement Threshold of \$50,000
3.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	ARELION US INC	7/1/26-6/30/29	\$69,300.00	Wide Area Network [WAN] circuits	To provide a Wide Area Network (WAN) circuit between IU13-Newark Colo and IU13-Pitt Colo for a 36-month term. The initial capacity will be 40 gigabit per second (Gbps). Pending contract language approval with Arelion. This service is not supported by E-rate; the full cost will be distributed among the WAN Member schools.	Sole Source
4.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	CVENT INC	9/1/26-8/31/29	\$52,043.76	Event Management Platform for Tech Talk Live and ESTC	To provide IU13 with an event management platform for Tech Talk Live, contract amount of \$34,828.90, and Elementary & Secondary Technology Conference (ESTC), contract amount of \$17,214.86, for a total contract amount of \$52,043.26.	Sole Source

5.	TS	016 REGIONAL TECHNOLOGY SOLUTIONS	EXTERNAL	Local	MARKET HALSEY URBAN RENEWAL LLC	7/1/26-6/30/29 TECHNOLOGY AND	\$101,850.00 FACILITIES SERVICES	Data Center Colocation Service	To provide carrier-neutral data center colocation space and provide the Wide Area Network a point of presence to receive network services. IU13 will lease 1 rack of space in the carrier hotel at 165 Halsey St, Newark, NJ. Contract total includes scheduled annual base-price increase of 2.5%. Contract includes non-recurring costs in year 1 for fiberoptic cable installation and cross-connects.	Sole Source
----	----	-----------------------------------	----------	-------	---------------------------------	-------------------------------	----------------------------------	--------------------------------	---	-------------

IS and TS Contracts
 Marketplace Activities

No.	Dept.	SBU/SSU	Name	Type	Term	Amount	Service Provided	Explanation
1.	IS	002 COMMUNITY EDUCATION	COMMONWEALTH OF PENNSYLVANIA	Customer/Revenue	1/1/26-12/31/27	\$200,000.00	Manufacturing Exploration & Training	To provide increasing supports for, and participation in, manufacturing for adults whose first language is not English. Participants will be adult learners in IU13's English as a Second Language (ESL) classes and Refugee Center, as well as other interested English language learners. Grant funding is provided by the PA Department of Community and Economic Development.

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, Addendum Item G:

- 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 A, 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.)

- C. IU13 Staff Calendar for 2026-2027. (Reference Human Resources Exhibit B).

- D. Award Request for Proposal (RFP) #234-028 – Health and Wellness Services. (Reference Human Resources Services Exhibit C)

(Purpose: To award the Health and Wellness Services RFP #234-028. The awarded vendor will provide health and wellness services to IU13 for a three-year contract term. The recommendation follows an RFP process which resulted in three proposals being submitted and recommended for award. A detailed analysis of all proposals received are maintained in the IU13 Business Office.)

- E. Motion to approve the settlement agreement between Lancaster-Lebanon Intermediate Unit 13, Employee #00006645, and the Lancaster-Lebanon Intermediate Unit 13 confirming Employee's resignation dated March 31, 2026. (Reference Human Resources Exhibit D)

- F. Motion to approve the separation and release agreement between Lancaster-Lebanon Intermediate Unit 13, Employee #00003595, and the Lancaster-Lebanon Intermediate Unit 13 confirming Employee's resignation dated March 31, 2026. (Reference Human Resources Exhibit E)

- G. The following individuals will be completing 2025-2026 student teaching and internships through local Lancaster and Lebanon school districts and universities pending satisfactory review of clearances as required by their respective institution:

Sammi Mochrie

Social Work

University of New Hampshire

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

HRS Contracts

No.	Dept.	SBU/SSU	Contract Type	Source	Contractor	Term	Cost	Scope	Explanation	Procurement
1.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL	Local	IMA FINANCIAL GROUP INC.	5/1/26-4/30/31	\$652,083.00	Provide Employee Benefits Risk Management Services	To provide Employee Benefits Risk Management Services to include Health & Welfare Benefit Plan Strategic Consulting, Vendor Related Services, Underwriting & Financial Services, Regulatory Compliance & Communication Services, HR Technology Assessment and Resources, and Benefit Analytics for an amount not to exceed a total amount of \$652,083.00.	Sole Source
2.	HRS	018 INT SVC FUNDS-EMP BEN	EXTERNAL (Amendment)	Local	IMA FINANCIAL GROUP INC.	3/1/23-4/30/26	\$351,078.34	Provide Employee Benefits Risk Management Services	Amendment of C2233589 originally approved on 02/08/2023. This revision adds an additional \$20,065.34 for additional services. The new contract total is \$351,078.34	Sole Source

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: RESIGNATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	JENNIFER	BEAN	SCHOOL IMPROVEMENT SPECIALIST		IS	03/17/2026	PERSONAL REASONS
2	ANNIKA	BOYER	TEACHER OF SPEECH CORRECTION	SCHOOL AGE RELATED SERVICES	ECSES	03/25/2026	RELOCATION
3	MELISSA	BUHAY	PROGRAM ASSISTANT	NON-PUBLIC	IS	04/08/2026	ALTERNATE EMPLOYMENT
4	MEGAN	DECK	SUB DAILY PROFESSIONAL		HRS	03/10/2026	PERSONAL REASONS
5	DANE	EDWARDS	SUB DAILY PARAPROFESSIONAL		HRS	03/04/2026	ALTERNATE EMPLOYMENT
6	BRYNN	FARLEY	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	07/23/2026	ACCEPTED POSITION WITH PENN MANOR SD THROUGH TBE PROCESS
7	CINTHYA	FIRESTINE	PART-TIME PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	03/06/2026	ALTERNATE EMPLOYMENT
8	JADA	GLICK	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	04/10/2026	ALTERNATE EMPLOYMENT
9	SHEILA	GRICE	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/16/2026	PERSONAL REASONS
10	JANET	JACCINOR	HS HEALTH SPECIALIST	HEAD START	ECSES	03/20/2026	ALTERNATE EMPLOYMENT
11	RUBEN	MALDONADO RIVERA	SUB DAILY PARAPROFESSIONAL		HRS	06/05/2026	PERSONAL REASONS
12	CHRISTINE	MOELLER	SUB DAILY PARAPROFESSIONAL		HRS	03/11/2026	PERSONAL REASONS
13	PEIGHTON	SCHWALM	PROGRAM ASSISTANT		EDO	03/31/2026	ALTERNATE EMPLOYMENT
14	HAILEY	SHENK	SUB DAILY PARAPROFESSIONAL		HRS	03/23/2026	ALTERNATE EMPLOYMENT
15	BRIANNA	STEFFISH	PROGRAM ASSISTANT		HRS	03/31/2026	PERSONAL REASONS
16	CHLOE	WENTLING	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES	07/23/2026	ALTERNATE EMPLOYMENT
17	CHRISTIAN	WHITEHEAD	TEACHER OF VISUALLY IMPAIRED	SENSORY IMPAIRED	ECSES	03/12/2026	PERSONAL REASONS
18	BRIANNE	ZEAMER	SUB DAILY PARAPROFESSIONAL		HRS	03/23/2026	PERSONAL REASONS

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: TERMINATION

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	TINA	CLARKSON	SUB DAILY PROFESSIONAL and PARA		HRS	03/12/2026	FAILURE TO SUBMIT REQUIRED PAPERWORK

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: RETIREMENT

#	First Name	Last Name	Position	Program	Dept.	Effective Date
1	PETER	MANNINO	COURIER DRIVER- II		TS	07/24/2026
2	BELINDA	PORTER	JOB TRAINER- II	JOB TRAINING SERVICES	ECSES	06/04/2026
3	ANNETTE	WHITE	LEAD ATTENDANCE- II		HRS	07/15/2026

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	STEPHANIE	BERRIOS	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	03/30/2026	\$17.18 /hour		188	Filling Vacancy
2	ARIELLE	BRILL	SUB SEC ASGN PARAPROFESSIONAL		HRS	03/26/2026	\$141.75 /day			Secondary Assignment
3	ABIGAIL	BRYSON	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	04/06/2026	\$18.90 /hour	01	185	Filling Vacancy
4	CHARLENE	CHEN	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	04/06/2026	\$21.71 /hour		259	Filling Vacancy
5	DAISY	CORONADO DE FLEET	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	04/13/2026	\$18.90 /hour	01	185	Requested by Manheim Central SD
6	JACQUELINE	DAVILA	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	03/30/2026	\$18.90 /hour	01	185	Filling Vacancy
7	DANIELLA	DILORENZO	SUB DAILY PARAPROFESSIONAL		HRS	03/18/2026	\$115.00 /day			Secondary Assignment
8	DANIELLA	DILORENZO	SUB SEC ASGN PROFESSIONAL		HRS	03/18/2026	\$451.51 /day			Secondary Assignment
9	HALL	DORSAINVIL	SUB DAILY PARAPROFESSIONAL		HRS	03/30/2026	\$115.00 /day			Filling Vacancy
10	LYNETTE	FASNACHT	SUB DAILY PARAPROFESSIONAL		HRS	03/30/2026	\$115.00 /day			Filling Vacancy
11	HEATHER	GINDER	JOB TRAINER	JOB TRAINING SERVICES	ECSES	03/23/2026	\$25.01 /hour	01	185	Filling Vacancy
12	CAROLINE	GIZA	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	03/23/2026	\$18.90 /hour	01	185	Filling Vacancy
13	HANNAH	GRACIANI	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	04/06/2026	\$18.90 /hour	01	185	New - Program Need
14	TIMOTHY	JANKE	PARAEDUCATOR	EMOTIONAL SUPPORT	ECSES	03/30/2026	\$18.90 /hour	01	185	New - Program Need
15	MARY	KAUFMANN	STAFFING AND EMPLOYEE RELATIONS MANAGER		HRS	04/06/2026	\$92,000.00		260	Filling Vacancy
16	NICOLE	MARLEY	COMM ED ADJUNCT INSTRUCTOR	COMMUNITY EDUCATION	IS	04/06/2026	\$21.71 /hour		259	New - Program Need

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: EMPLOYMENT

17	ELIZABETH	OBRIEN	TLC SPECIALIST- LITERACY	IS	06/08/2026	\$97,000.00	260	Filling Vacancy
18	BRIAN	STAMFORD	PROJECT DIRECTOR - STATEWIDE PROGRAM	ADM SERVICES EDO	07/13/2026	\$160,000.00	260	Filling Vacancy
19	QUINCY	TARVIN	PARAEDUCATOR 1:1	MULTIPLE DISABILITIES SUPPORT	ECSES	04/13/2026	\$18.90 /hour	01 185 Filling Vacancy
20	SAMANTHA	WALL	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	03/23/2026	\$19.28 /hour	02 185 Requested by Lampeter-Strasburg SD

HUMAN RESOURCES SERVICES
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	TONYA	ARTUS	SPECIAL EDUCATION CONSULTANT (SEC)	AUTISTIC SUPPORT	ECSES	ONBOARDING SPECIALIST		ECSES	05/04/2026	\$100,400.00		260	New - Program Need
2	JULIET	ASHTON-LUCKEY	SUPERVISOR I		ECSES	PROGRAM DIRECTOR	EARLY INTERVENTION	ECSES	04/13/2026	\$129,500.00		260	New - Program Need
3	BROOKE	BETTENCOURT	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	03/17/2026	\$115.00 /day		185	Filling Vacancy
4	KATHRYN	CORNISH	PART-TIME PARAEDUCATOR	EARLY INTERVENTION	ECSES	SUB DAILY PARAPROFESSIONAL		HRS	03/27/2026	\$115.00 /day		185	Filling Vacancy
5	ANDREA	FELLOWS	TEACHER OF SPECIAL EDUCATION	PROF SERVICES MULTIPLE PROGRAM	ECSES	SUPERVISOR		ECSES	06/08/2026	\$110,000.00		260	Filling Vacancy
6	MARY	ISAAC	ESPA-PROF EC/SES INTERN	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR FLOATER - EI	EARLY INTERVENTION	ECSES	05/08/2026	\$19.65 /hour	03	185	Filling Vacancy
7	MARY	ISAAC	PARAEDUCATOR FLOATER - EI	EARLY INTERVENTION	ECSES	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES	06/01/2026	\$65,001.00	B/01	190	Filling Vacancy
8	ADRIENNE	JOHNSON	OFFICE SUPPORT CLERK		TS	PROGRAM ASSISTANT		TS	04/06/2026	\$26.58 /hour	11	260	New - Program Need
9	CLARA	LAUBE	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR 1:1	EMOTIONAL SUPPORT	ECSES	03/30/2026	\$19.28 /hour	02	185	Requested by Elizabethtown SD
10	LEAH	MASTERINE	SHORT TERM SUB TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	LONG TERM SUB TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES	03/02/2026	\$69,921.00	EPRO/M/01	190	Met threshold for Long Term Sub status
11	BRENNAN	MCFALL	ADJUNCT ADVISOR	COMMUNITY EDUCATION	IS	COMMUNITY EDUCATION ADVISOR	COMMUNITY EDUCATION	IS	04/06/2026	\$21.71 /hour		260	Filling Vacancy
12	SAMANTHA	VONADA	PARAEDUCATOR FLOATER	EARLY INTERVENTION	ECSES	PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/23/2026	\$19.28 /hour	02	185	Filling Vacancy
13	ETHAN	WENZLER	PARAEDUCATOR 1:1	DIAGNOSTIC KINDERGARTEN	ECSES	PARAEDUCATOR	DIAGNOSTIC KINDERGARTEN	ECSES	03/16/2026	\$19.28 /hour	02	185	Filling Vacancy

CHANGE OF STATUS OR SALARY:

#	First Name	Last Name	FROM - Position	Program	Department	TO-Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
---	------------	-----------	-----------------	---------	------------	-------------	---------	------------	----------------	--------	------	-----------------	--------

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

1	LISA	ADAMS	SCHOOL COUNSELOR	NONPUBLIC	IS			02/01/2026	\$87,886.00	PROF/M+ 60/08	190	Salary increase for credits earned	
2	REBECCA	BREWER	SOCIAL WORKER	EARLY INTERVENTION	ECSES			02/01/2026	\$96,088.00	EPRO/M+ 60/14	190	Salary increase for credits earned	
3	MALINDA	DELPRIORE	SEC HEARING IMPAIRED	SENSORY IMPAIRED	ECSES			02/01/2026	\$86,889.00	P195/M+ 15/09	195	Salary increase for credits earned	
4	SARAH	FISCHER	TEACHER OF SPECIAL EDUCATION	BEHAVIORAL HEALTH	ECSES			02/01/2026	\$74,022.00	PROF/M/ 04	190	Salary increase for credits earned	
5	TANYA	GOOD	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/25/2026	\$18.90 /hour	01	185	Increase in hours from 7 to 7.5
6	MAEVE	HAINES	RBT PARAEDUCATOR	CNTR BASED AUTISTIC SUPPORT	ECSES	RBT PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/16/2026	\$22.28 /hour	02	185	Increase in pay due to completion of certification
7	SAMANTHA	HECK	SCHOOL COUNSELOR	EARLY INTERVENTION	ECSES			02/01/2026	\$74,119.00	PROF/M+ 30/01	190	Salary increase for credits earned	
8	PETER	INTOCCIA	TEACHER OF SPECIAL EDUCATION	ITINERANT AUTISTIC SUPPORT	ECSES			02/01/2026	\$81,051.00	PROF/M+ 60/03	190	Salary increase for credits earned	
9	VICKI	JAMES-SHUFFELBOTTOM	NON PUB SCHOOLS CONSULTANT	NONPUBLIC	IS			02/01/2026	\$101,018.00	P195/M+ 45/16	195	Salary increase for credits earned	
10	LAURA	LYNCH	TEACHER HEARING IMPAIRED	SENSORY IMPAIRED	ECSES			02/01/2026	\$89,253.00	PROF/M+ 60/09	190	Salary increase for credits earned	
11	GENEVIEVE	MAUZ				PARAEDUCATOR	CNTR BASED EMOTIONAL SUPPORT	ECSES	03/23/2026				Change in employment date approved at February 2026 Board Meeting
12	JACQUELINE	MORELL	TEACHER OF VISUALLY IMPAIRED	SENSORY IMPAIRED	ECSES			02/01/2026	\$76,121.00	PROF/M+ 15/04	190	Salary increase for credits earned	
13	DOROTHY	MOZLOOM	TEACHER OF SPEECH CORRECTION	EARLY INTERVENTION	ECSES			02/01/2026	\$81,859.00	EPRO/M+ 15/08	190	Salary increase for credits earned	

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

14	NICHOLAS	REINHOLD	PARAEDUCATOR 1:1	AUTISTIC SUPPORT	ECSES	PARAEDUCATOR 1:1	CNTR BASED EMOTIONAL SUPPORT	ECSES	02/01/2026	\$18.90 /hour	01	185	Decrease in hours from 7 to 6.75
15	LINDSEY	SCHNEIDER	TEACHER OF SPECIAL EDUCATION	SCHOOL TO WORK	ECSES				02/01/2026	\$78,220.00	PROF/M+ 30/04	190	Salary increase for credits earned
16	ERIN	SMITH	TEACHER OF SPECIAL EDUCATION	AUTISTIC SUPPORT	ECSES				02/01/2026	\$83,053.00	PROF/M+ 45/06	190	Salary increase for credits earned
17	TRACEY	SMITH	SOCIAL WORKER	EARLY INTERVENTION	ECSES				02/01/2026	\$91,158.00	EPRO/M+ 15/15	190	Salary increase for credits earned
18	SUZANNA	STOLTZFUS	TEACHER OF SPEECH CORRECTION	SCHOOL AGE/NONPUBLIC SPEECH & LANGUAGE	ECSES				02/01/2026	\$76,121.00	PROF/M+ 15/04	190	Salary increase for credits earned
19	LINDSAY	STOUCH	TEACHER OF SPEC ED - ITINERANT	EARLY INTERVENTION	ECSES				02/01/2026	\$91,890.00	EPRO/M+ 30/14	190	Salary increase for credits earned
20	JENNIFER	THOMPSON	TEACHER OF SPECIAL EDUCATION	EARLY INTERVENTION	ECSES				02/01/2026	\$77,488.00	EPRO/M+ 15/05	190	Salary increase for credits earned
21	GRETA	VAN ARMAN	TEACHER OF SPECIAL EDUCATION	ITINERANT LEARNING SUPPORT	ECSES				02/01/2026	\$74,022.00	PROF/M/ 04	190	Salary increase for credits earned
22	ERICA	WARE	SCHOOL COUNSELOR	NONPUBLIC	IS				02/01/2026	\$85,787.00	PROF/M+ 45/08	190	Salary increase for credits earned
23	LARA	WELK	TEACHER OF SPECIAL EDUCATION	SCHOOL TO WORK	ECSES				02/01/2026	\$93,989.00	PROF/M+ 45/14	190	Salary increase for credits earned
24	SAFIULLAH	YOUSUFZAI				PROGRAM ACCOUNTANT		BS	03/16/2026				Correction to spelling of name approved for employment at February 2026 Board
25	COURTNEY	ZOOK	TEACHER OF SPECIAL EDUCATION (PT)	ITINERANT AUTISTIC SUPPORT	ECSES				02/01/2026	\$63.47 /hour	PROF/M+ 45/07		Salary increase for credits earned

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: LEAVE OF ABSENCE

#	First Name	Last Name	Position	Program	Dept.	Effective Date	Reason
1	00000261				SES- EARLY INTERVENTION	03/26/2026	Light Duty
2	00010776				SES, SPECIAL EDUC SERVICES	03/23/2026	PSERS Special Sick Leave
3	00011613				SES, SPECIAL EDUC SERVICES	03/24/2026	PSERS Special Sick Leave
4	00011432				SES, SPECIAL EDUC SERVICES	04/23/2026	PSERS Special Sick Leave
5	00012589				IS - ACT 89 NON PUBLIC	04/09/2026	PSERS Special Sick Leave
6	00012646				SES, SPECIAL EDUC SERVICES	04/01/2026	PSERS Special Sick Leave
7	00013504				SES, SPECIAL EDUC SERVICES	03/18/2026	PSERS Special Sick Leave
8	00011229				SES, SPECIAL EDUC SERVICES	03/11/2026	PSERS Special Sick Leave
9	00013589				HEAD START	04/22/2026	PSERS Special Sick Leave
10	00012553				SES, SPECIAL EDUC SERVICES	04/01/2026	PSERS Special Sick Leave
11	00013649				SES, SPECIAL EDUC SERVICES	03/17/2026	PSERS Special Sick Leave
12	00013710				SES, SPECIAL EDUC SERVICES	03/02/2026	Requesting unpaid, non FMLA leave for an additional 35 calendar days
13	00011446				SES, SPECIAL EDUC SERVICES	04/20/2026	Requesting unpaid, non-FMLA childrearing leave of absence for 119 calendar days
14	00013208				SES, SPECIAL EDUC SERVICES	03/31/2026	PSERS Special Sick Leave continues. Requesting an additional 13 calendar days of unpaid, non-FMLA leave
15	00001579				SES- EARLY INTERVENTION	03/28/2026	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 30 calendar days
16	00010546				SES, SPECIAL EDUC SERVICES	03/26/2026	PSERS Special Sick Leave continues; Requesting an unpaid non-FMLA leave of absence for an additional 21 calendar days

HUMAN RESOURCES SERVICES
PERSONNEL ITEMS: EMPLOYMENT

#	First Name	Last Name	Position	Program	Department	Effective Date	Salary	Step	Days of Service	Reason
1	EMILY	KOCHER	HS/EC ASSISTANT FLOATER	HEAD START	ECSES	04/13/2026	\$17.18 /hour	01	188	New - Program Need

PRIOR BUSINESS

None.

NEW BUSINESS

None.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update.

EXECUTIVE DIRECTOR'S REPORT

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

- **Early Childhood and Special Education Services Staff Trainings**
- **IU13 Post-Secondary Transition Fair:** Offers different pathways to support students as they prepare for life after high school.
- **Team Initiated Problem Solving (TIPS) Trainings**
- **PASPA Dowler Award:** Mr. Flip Steinour received the award for excellence and professionalism in Human Resources.
- **The IU13 Head Start Program which supports over 300 preschoolers in Lebanon County**
- **Spring Student Bazaars:** Successful Spring Bazaars representing 66 businesses and 357 students!
- **From the Heart Basket Bingo:** Lancaster Lebanon Education Foundations Annual From the Heart Basket Bingo will be held at the IU13 Conference Center on April 12, 2026.

BOARD COMMENTS

Mrs. Dieffenbach noted that the Board Favor is from a mini business from Cedar Crest HS in Cornwall-Lebanon. School District.

Mr. Ondrusek thanked Matt for allowing students from Vibrant Prints to come and congratulated Juliet Ashton Lucky on her new position.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:25 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary

MINUTES-April 8, 2026