

**MINUTES
BOARD OF DIRECTORS
LANCASTER-LEBANON INTERMEDIATE UNIT 13
SEPTEMBER 9, 2026**

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
Juanita Fox, Cocalico
Lester Putt, Columbia Borough
Idette Groff, Conestoga Valley
Susan Dieffenbach, Cornwall-Lebanon
Paul Irvin, Eastern Lancaster County
Lynda Shrum, Elizabethtown Area
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
Dr. David Lillenstein, Palmyra Area
Dr. Joseph Fullerton, Penn Manor
Michael Fisher, Pequea Valley
Luis Morales, School District of Lancaster
Jane Ausel, Solanco
Daniel Woolley, Warwick

Absent:

Raymond Ondrusek, Eastern Lebanon County

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
Amanda Hann, Director, Instructional Services
Dr. Angela Kirby, Managing Director, PaTTAN

Michelle Malick, Director of Operations, Human Resources Services
Dr. Heather Frey, Supervisor, Early Childhood and Special Education Services
Dr. Phillip Cogdill, Supervisor, Early Childhood and Special Education Services
John Robbins, Supervisor, Early Childhood and Special Education Services
Officer Rowe, Executive Director Office
Shannan Guthrie, Program Director, Executive Director Office
Kara Martin, Program Director, Early Childhood and Special Education Services
Marcie Elbin, Staffing & Employee Relations Mgr., Human Resources Services
Megan Black, Project Coordinator, Human Resources Services
Kathryn Michalowski, Supervisor, Early Childhood and Special Education Services
Michel Imburgia, Project Director, Executive Director Office
Leslie Kruel, Executive Assistant, Business Services

Guests:

None

CORRECTIONS/ADDENDA

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

APPROVAL OF TONIGHT'S AGENDA

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

Motion Carried: Yes-18, No-0, Absent-2, Vacant-2

PUBLIC COMMENTS SPECIFIC TO THE AGENDA

None.

ELECTION OF NEW BOARD MEMBER

Dr. Fullerton announced that a nomination was received from Palmyra Area School District to fill the vacancy on the IU13 Board of Directors.

On a motion by Mrs. Dieffenbach and a second by Mr. Morales, Dr. David Lillenstein was elected to complete the Palmyra Area School District's term on the IU13 Board of Directors until June 30, 2027.

Motion Carried: Yes-18, No-0, Absent-2, Vacant-2

APPROVAL OF AUGUST 12, 2026 BOARD MINUTES

On a motion by Mr. Okonak and a second by Mr. Morales, the minutes of the August 12, 2026, Board meeting were approved as presented.

Motion carried: Yes-19, No-0, Absent-2, Vacant-1

TREASURER’S REPORT

Mrs. Dieffenbach presented the Treasurer’s Report. On a motion by Mrs. Dieffenbach and a second by Mr. Morales, the Treasurer’s Report, including the following, was approved for the period ending July 31, 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. 2026-27 Program Budget Reconciliation (Treasurer’s Report– Budget Reconciliation)
- F. Check Register in the amount of \$17,667,482.33

Motion Carried: Yes-19, No-0, Absent-2, Vacant-1

BOARD REPORTS

Mrs. Groff provided an update regarding PSBA activities.

CORRESPONDENCE

None.

Dr. Kathleen Blouch arrived at 7:35 pm.

BUSINESS SERVICES

On a motion by Mr. Fisher and a second by Mr. Morales, the Board approved Business Services Consent Agenda Items A - D:

- 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. Second Reading and approval of revised Policy 610 Purchases Subject to Bid/Quotation. (Reference Business Services Exhibit C)

(Purpose: Revisions are to align policy with recommended practice.)

- D. Authorize Fulton Bank to administer the IU13’s Purchase Card program during the 2026-2027 fiscal year.

(Purpose: To initiate a new purchase card administrator following a review of our existing program and exploration of services provided by our current depository. Fulton

Banks program offers additional controls and reporting features that respond to IU13 program needs.)

Motion Carried: Yes-20, No-0, Absent-1, Vacant-1

EARLY CHILDHOOD AND SPECIAL EDUCATION SERVICES

On a motion by Mrs. Groff and a second by Mrs. Hentz, 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-1, Vacant-1

Mrs. Groff shared that the Early Childhood and Special Education Services Opening Day was successful with over 700 staff attending. Head Start communicating with districts regarding School-Age transition. Staff are thankful for IU13 onboarding program.

INSTRUCTIONAL, TECHNOLOGY AND FACILITIES SERVICES

On a motion by Mrs. Linton and a second by Mrs. Beachy, 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-1, Vacant-1

HUMAN RESOURCES SERVICES

On a motion by Mr. Irvin and a second by Mr. Woolley, the Board approved Human Resources Services Consent Agenda Items A-E, and Addendum Item F:

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

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

- B. Personnel Actions as presented in Human Resources Services Exhibit B, 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. Salary increase for Matthew Stem to \$237,815, retroactive to July 1, 2026.

- D. The following individuals will be completing 2026-2027 student teaching and internships through local Lancaster and Lebanon high schools and universities pending satisfactory review of clearances as required by his/her institution:

Kailie Connor	Commonwealth University
Cheri Coughlin	Point Park University
Melanie Fink	St. Joseph's University
Ashley Hollinger	Alvernia University
Michelle Lambros	Millersville University
Cathy Michaels	Millersville University
Elizabeth Omahen	Emerson University
Gisela Rivera-Garcia	Millersville University

- E. The following is a list of existing Linkage Agreements between the IU13 and Community Partners for 2026-2027:

Acclaim Autism
Achieving True Self
AngelCare ABA
ATTAIN ABA
Behavior Intervention Inc.
Channel ABA
Community Service Group (CSG)
Conestoga Behavioral Services
Criticare
Excentia
Gym Jam
NeurAbilities Healthcare
Paragon
Path Finders

PCBH (Pennsylvania Comprehensive Behavioral Health)

Ponessa

Youth Advocate Programs

- F. 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-1, Vacant-1

PRIOR BUSINESS

None.

NEW BUSINESS

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

PSBA Officers:

Slate presented by PSBA:

- 2027 President-Elect (one-year term) – Matt Vannoy, Sharon City SD
- 2027 Vice President (one-year term) – Kristy Bolte, Northwestern City SD
- 2027 Treasurer (three-year term) – David Hein, Parkland SD
- 2027-2028 PSBA Eastern Zone Representative (one-year term)- Jason Mell, Exeter Township SD

PSBA Insurance Trustees:

Slate presented by PSBA: (choose up to 2 for three-year term ending Dec. 31, 2029)

- Marianne L. Neel
- Dr. Michael Faccinetto

No Motion Made. No Vote.

Mr. Stem presented the 2026-27 IU13 Table of Organization.

LEGISLATIVE UPDATE

Mr. Stem provided a Legislative Update.

EXECUTIVE DIRECTOR'S REPORT

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

- IU13 Opening Week
- Record setting Employee Shout-Out's
- Quiet Market Pantry Hours for Lebanon County Christian Ministries
- Staff present at Bridging Knowledge to Know-How 2026 Conference
- Statewide School Improvement team, hosted Building Solutions for School Improvement Conference
- IU13 Annual Math Academy
- Back-to-School Supply drive with Lancaster County District Attorney's Office
- The IU13 Para/PCA Onboarding Program

BOARD COMMENTS

Mrs. Dieffenbach offered positive comments about Lebanon County Christian Ministries.

PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting was properly adjourned by Dr. Fullerton at 8:20 PM.

Respectfully submitted,

Gina L. Brillhart
Board Secretary