

LAMPETER-STRASBURG SCHOOL DISTRICT

Lampeter, Pennsylvania 17537

BOARD WORKSHOP MEETING AGENDA

Virtual Meeting

March 15, 2021

FOR BOARD WORKSHOP ACTION

MISCELLANEOUS

1. PRESENTATION ON LAMPETER ELEMENTARY SCHOOL INITIATIVES

Dr. Westphal will present information on Lampeter Elementary School initiatives and progress toward comprehensive planning goals.

PERSONNEL COMMITTEE

2. RECOMMENDATION FOR APPROVAL OF 2021-2022 COACH

Recommend the approval of Victor J. Ridenour as Varsity Football Coach for the 2021-2022 season.

3. RECOMMENDATION FOR APPROVAL OF A SUPPLEMENTAL CONTRACT

Recommend the approval of a 2020-2021 supplemental contract to be awarded to Karly M. Fawber – Lacrosse – Girls – Assistant – 70% – \$2,851.24.

BUSINESS AND FINANCE COMMITTEE

4. DISCUSSION OF PROPOSED LANCASTER-LEBANON IU 13 GENERAL OPERATING BUDGET

Mr. Stoltzfus will lead a discussion of the proposed Lancaster-Lebanon IU13 General Budget for the fiscal year July 1, 2021, to June 30, 2022, as posted.

MISCELLANEOUS

5. DISCUSSION OF APPROVAL OF LANCASTER-LEBANON IU13 REPRESENTATIVE

Dr. Peart will lead a discussion of the need to appoint a member of the Board as Lampeter-Strasburg School District representative to Lancaster-Lebanon IU13 Board of Directors for a three year term effective July 1, 2021, through June 30, 2024.

6. RECOMMENDATION FOR APPROVAL OF 2021 GRADUATION DATE

Recommend the approval of Friday, June 4, 2021 (rain date of Saturday, June 5, 2021), as the graduation date for the Class of 2021.

7. DISCUSSION OF PSBA PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Dr. Peart will lead a discussion concerning the PSBA Principles for Governance and Leadership.

2021-2022 General Operating Budget Proposal

1020 New Holland Avenue
Lancaster, PA 17601

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www.iu13.org

IU13 is an equal opportunity education institution.



LANCASTER-LEBANON INTERMEDIATE UNIT 13

General Operating Budget

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LANCASTER-LEBANON INTERMEDIATE UNIT 13

Lancaster-Lebanon IU13 Board of Directors 2020-2021 Board Meeting March 10, 2021

Michael Landis, President	Warwick
Nikki Rivera, Vice President	Manheim Township
Ronald Melleby, Treasurer	Donegal
Gina L. Brillhart, Secretary (non-voting)	IU13
Geoffrey Roche	Annville-Cleona
Brett Buckwalter	Cocalico
Rebecca Young	Columbia Borough
Idette Groff	Conestoga Valley
Susan A. Dieffenbach	Cornwall-Lebanon
Paul W. Irvin	Eastern Lancaster County
Raymond Ondrusek	Eastern Lebanon County
Karen Sweigart	Elizabethtown Area
Tim Stauffer	Ephrata Area
Charles Merris	Hempfield
Melissa S. Herr	Lampeter-Strasburg
Dr. Edith Gallagher	Lancaster
Robert Okonak	Lebanon
Stacie Ritter	Manheim Central
Staci Murray	Northern Lebanon
Christine Fisher	Palmyra Area
Dr. Joseph G. Fullerton	Penn Manor
Christian Brackbill, Jr.	Pequea Valley
Craig Chubb	Solanco

Lancaster-Lebanon IU13 Administration

Dr. Brian D. Barnhart	Executive Director
Pam McCartney	Assistant Executive Director
Gina L. Brillhart	Assistant to the Executive Director-CFO
Philip (Flip) Steinour	Assistant to the Executive Director-COO
Sherry Zubeck	Director, Early Childhood and Special Education Services
Dr. Joey Bertrand	Director, Instructional Services
Tim Laubach	Director, Technology Services
Dr. Angela Kirby	Director, PaTTAN Harrisburg

MESSAGE FROM THE EXECUTIVE DIRECTOR

Serving our 22 school districts in Lancaster and Lebanon counties is our major focus. As an education service agency, we seek to meet the ever-changing needs of member school districts, ranging from classroom programs for students with disabilities to the collaborative purchase of energy and school supplies. In every case, we are here to serve you and to be an asset to your missions. Our goal is always to enhance student learning. We recognize the importance of offering products and services to assist you in meeting your student achievement goals.

The past 12 months have been especially turbulent for all of us in public education. Despite COVID, and as a result of COVID, IU13 services to districts, especially around online resources and tools, have been responsive and creative in an effort to meet the challenging and changing instructional demands of our districts. As schools closed, the very staff funded by these budgets created an “eLearning Toolkit” for all districts’ use, forged partnerships with public television to provide important resources, negotiated the extreme demands on our contracted online partners, and more.

Our partnership has taken on even greater importance as we continue to work together to deal with the challenges we are all experiencing. IU13 Leadership members, partially funded by these budgets, served on-demand to lead, assist, and listen to our job-alike groups, provide “out-in-front” information to school district leaders, and serve as a conduit for PDE in communication to our districts. Finally, the efforts of our Leadership are culminating this school year through the relentless support of securing vaccinations for all district staff and managing the operations of providing them through IU13-sponsored clinics. We remain committed to providing this support in the upcoming months as we continue to navigate these unprecedented times.

This budget reflects our efforts to meet ever-increasing needs while keeping in mind the challenges you face with increasing costs, multiple mandates, and ongoing issues with COVID-19. The Lancaster-Lebanon Intermediate Unit 13’s 2021-22 Budget Proposal reflects a strong commitment to reduce costs where possible and to avoid expenditures where feasible.

The General Operating Budget - Core Program of Services reflects a 1.18% increase in expenditures. IU13 remains committed to reducing, avoiding, and minimizing increases to costs by maximizing revenues generated from the administration of competitive grants and leveraging grant funds to enhance services to member districts and to support IU13 operations. There is no direct assessment to member districts for this budget. Additionally, IU13 continues a strategy to increase grant revenues and to expand entrepreneurial activities to control costs while allowing for direct support of value-added initiatives for member districts.

The General Operating Budget - Instructional Media Services (IMS) reflects a 1.23% increase in total expenditures. This increase consists of additional instructional media licenses, which is offset in part by marketplace revenue. This budget is partially funded by district contributions, which have not increased. The IMS Budget includes staff salaries and funds for providing

instructional materials selected by your curriculum leaders for educators' use in schools, courier services among schools, and consultation and training to schools.

The budget enclosed within this document has been recommended for approval by Lancaster and Lebanon County School District Superintendents and the Lancaster-Lebanon Intermediate Unit 13 Board of Directors and is presented to each district board for review and approval. As you consider this budget, we thank you for your continued support of Lancaster-Lebanon Intermediate Unit 13. By working together, we have developed programs to meet the needs of students and school districts while achieving efficiency and cost savings. It is the pleasure of IU13 to serve you. Together, our work is "work worth doing"!

A handwritten signature in black ink, reading "Brian D. Barnhart". The signature is fluid and cursive, with a long horizontal stroke at the end.

Brian D. Barnhart, Ed.D.
Executive Director

Lancaster-Lebanon IU13

General Operating Budget (GOB) Adoption Process

The Intermediate Unit budget adoption process shall occur in the following sequence:

1. Review and first reading of proposed GOB by the Intermediate Unit Board.
2. Review of the proposed GOB with the Advisory Council of Superintendents.
3. Notice given that the proposed GOB is available for public inspection.
4. Board approval of the proposed GOB at its regular meeting, and recommendation that the budget be approved by the IU13 component school districts and the school directors of the IU13 component school districts.
5. Distribution of copies of GOB packet to each Board member of component school districts for approval.
6. School district Boards and school district directors shall act on the IU13 General Operating Budget.
7. Following approval by a majority of the component school district boards and the school directors of the component school districts, the Executive Director shall file the approved GOB with the Pennsylvania Department of Education.
8. Final Board approval of all programs of services budgets annually in June as part of its Strategic Business Units and Support Services Units budget adoption process.

Lancaster-Lebanon Intermediate Unit 13

Proposed General Operating Budget

2021-2022

Background and Summary of Services

Public School Code of 1949 (School Code) outlines the process an intermediate unit must follow for approval of its General Operating Budget and identifies the core services to be provided as follows: (i) curriculum development and instructional improvement services; (ii) educational planning services; (iii) instructional materials services; (iv) continuing professional education services; (v) pupil personnel services; (vi) State and Federal agency liaison services; and (vii) management services.

At Lancaster-Lebanon Intermediate Unit 13 (IU13), our General Operating Budget consists of two components:

1. The **Core Program of Services (CPS) Budget** in the amount of **\$1,914,086** provides a “core” Program of Services, including resources for organizational leadership, board and community relations, and supports to our 22 member school districts.
2. The **Instructional Media Services (IMS) Budget** in the amount of **\$1,241,239** provides instructional media and materials, courier services among schools, and consultation and training in instructional technology integration.

The General Operating Budget is reviewed with the IU13 Superintendents’ Advisory Council and approved by the IU13 Board of Directors for recommendation to the local school boards for approval. Weighted votes are summarized and submitted to the Pennsylvania Department of Education by May 1, 2021. The General Operating Budget represents approximately 1.7% of the enterprise-level IU13 budget and is formally adopted by the IU13 Board as part of the Strategic Business Unit and Support Services Unit budget adoption process in June of each year.

We operate over 120 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately \$185 million. A listing of the ten strategic business units and the anticipated programs proposed under each unit is included in this packet on pages 14-17. The IU13 Board of Directors approves the budgets for all programs of services administered by IU13 as part of the annual budget adoption process. These programs include marketplace fee-for-service programs, consortium programs, federal grants, and state allocations/grants. A more detailed description of our strategic business units and the programs offered by each unit is available in a companion document titled, “IU13 Programs and Services.” The companion document is updated each year in June as part of the enterprise-level budget adoption process.

Local school districts exercise their option to participate in the various marketplace and consortium programs based on their needs. Each consortium budget is developed with member input and contracts for service are approved by participating school districts and the IU13 Board of Directors. Our efforts to meet the ever-changing needs and expectations of our member school districts and other key customers are supported by a blueprint for success that includes a mission to provide services, supports, and solutions that make a difference to all learners in our community, and a vision for creating and sustaining a kind, innovative culture that inspires really passionate and curious people of character, working together and making a difference through our call to “work worth doing.”

We continually seek avenues to increase efficiency and to save money in our own operations as well as for our member school districts. Each year, we pursue opportunities to increase funding for general operations by aggressively pursuing competitive grants, administering state initiatives, and delivering marketplace services. Since the Intermediate Unit Operating Subsidy line item was eliminated from the Commonwealth budget in 2012, the Pennsylvania Department of Education has charged intermediate units to become entrepreneurial. At IU13, we have been intentional about becoming more entrepreneurial, and have implemented programs and structures to encourage and support innovation and stewardship. Our efforts include a focus on the voice of the customer, a commitment to inspiring innovation, a discipline of project management processes and tools, and a system to support lean design strategies. IU13's commitment to expanding its entrepreneurial offerings benefits our member school districts by providing funds and leveraging resources to enrich and enhance our programs and services.

The General Operating Budget - Core Program of Services funds the “core” services outlined in school code:

- i. Curriculum development and instructional improvement services
- ii. Educational planning services
- iii. Instructional materials services
- iv. Continuing professional education services
- v. Pupil personnel services
- vi. State and Federal agency liaison services; and
- vii. Management services.

This budget is comprised of six functional areas: Enterprise Leadership (Executive Director's Office), Business Services, Human Resources Services, Early Childhood and Special Education Services Technology Services, and Instructional Services.

The Executive Director's Office is responsible for **enterprise-level leadership**, and coordinates the monthly meetings and agendas of the IU13 Board of Directors, hosts the monthly meeting of the Superintendents' Advisory Council, supports services to other district leaders, and sponsors sessions where current programs are discussed and planning for future activities and initiatives occur. The annual Intermediate Unit goals are a result of the planning done at this level. The Executive Director's Office also provides community relations support for districts through a public relations consortium. The Executive Director's Office supports formation of legislative priorities in collaboration with the 22 school districts and others specific to the IU. New board member orientation and legislative liaison services are also offered based on interest and need.

Central Services, including the administration of state and federal agency liaison services, management services and organization leadership, are included in the budget. The Executive Director, Assistant Executive Director, Assistant to the Executive Director - COO, Assistant to the Executive Director – CFO, Director of Instructional Services, Director of Technology Services, and Director of Early Childhood and Special Education Services all contribute to this work.

The **Business Services** staff is responsible for the overall financial management and accounting for the organization, including budget development, grant compliance, procurement practices, and implementation of the organization's Comprehensive Business Plan. The Business Services staff is also responsible for the coordination of the Workers' Compensation and Property/Casualty Insurance Pools, and collaborative services initiatives resulting in substantial savings for member districts through bulk buying of materials and supplies. In addition, the IU coordinates a consortium for the procurement of energy that results in savings of the costs for natural gas, electricity, and bulk fuels, as well as several other collaborative services initiatives that provide cost-effective solutions for participating districts.

The **Human Resources Services** staff is responsible for recruiting, hiring, and retention activities for IU13. Additionally, this staff provides labor management information services and consulting services to districts on human resources and policy issues, and assists districts with regulatory management, interpreting new laws/Acts and how they can be put into practice. This department coordinates a substitute procurement and absence management program, an online service for wage, benefit, contracts, and organization charts, and the Health Care Cooperative. Human Resources Services coordinates emergency certification for substitutes and provides safety training. The Human Resources Services staff also supports the planning, prevention, and response to safety and crisis events within all school districts.

The **Early Childhood and Special Education Services** team is responsible for the delivery of services to young children (Early Head Start, Head Start in Lebanon County, Pre-K Counts, and Preschool Early Intervention) and district-referred school-age students in need of special education (center-based services, classroom services, itinerant teachers, speech and language therapy, occupational therapy, physical therapy, job training services, transition services, sensory impaired services, psychological services, and homebound instruction). In addition, the IU has leveraged a special education legal pool which member districts can join at a minimal cost. Membership includes direct access to a highly regarded special education attorney throughout the year for large-group professional development, updates on legal trends, and 1:1 consultation.

The **Technology Services** team is responsible for software, computer, network, and data systems administration services for IU13 (i.e., server administration for e-mail, web, network connectivity hardware, etc.). This department is also responsible for providing technical assistance to IU13 staff (administrators, specialists, and support staff) regarding uses of technology. In addition, the Technology Services team provides the following consortium and marketplace services to our member districts:

- Wide Area Network Connectivity
- IU13 Hosted Cloud Services
- Virtual Server Hosting
- Colocation Services
- Web Content Filtering
- Telecommunications Consortium
- Discounted Technology Trainings
- Statewide Software Sales
- Technology Management Career Pathways
- Consultative Services
- Tech Talk Live Conference
- State Data Manager
- Zoom Video Conferencing Services

The **Instructional Services** Department provides innovative services that are evidence-informed to lead and support the work of learner-driven professionals. Teaching and learning-related solutions are offered to educators and administrators in the areas of curriculum, instruction, educational technology, online learning, and personalized learning. In addition, a variety of job-alike collaboratives for curriculum coordinators, principals, specialists, and teachers are facilitated by the Instructional Services Department to support collegiality, networking, and peer-to-peer learning in Lancaster and Lebanon Counties. The Intermediate Unit's Student Services Program and Community Education Program are also administered through Instructional Services.

The General Operating Budget - Core Program of Services is supported by interfund transfers derived from the central support cost allocations to programs administered by the Intermediate Unit, plus state reimbursement for Social Security and retirement costs related to salaries funded in the budget. Expenditures included in this budget are salaries, benefits, expenses, materials, and supplies. There is no assessment to member school districts for the General Operating Budget – Core Program of Services.

General Operating Budget - Instructional Media Services (IMS) are salaries, benefits, materials, and supplies in support of the following services:

- Courier service is provided to Lancaster and Lebanon public schools on a regular, weekly basis, as well as routes encompassing the nonpublic schools on a rotating basis. The courier service is housed in the IU13 Lancaster County office, running scheduled deliveries to the satellite offices.
- The IU13 IMS provides a wide range of instructional media, materials, and training for teachers and administrators.
- 60% of the budget covers the cost of instructional media licenses and materials requested by member districts. Media titles are available for educators to download or stream to their classrooms for instruction and staff development uses. In addition, teachers and students have access to virtual simulations and labs, cultural and educational databases, and a variety of digital instructional resources for all grade levels and all curriculum areas.
- Types of media available to educators include streaming media, video, and even large inflatable planetariums and telepresence robotic systems. In addition, districts have access to OverDrive, an online library available with e-book titles that can be used by their students.

IMS staff provide services to schools related to the integration of instructional technology and digital media. Job-alike meetings are held for school district staff to support technology integration and solving technical issues. Further, the latest technological developments are discussed and hands-on technology trainings are offered. These meetings provide a valuable forum for learning and information exchange among district staff members.

The General Operating Budget - IMS is funded through the following revenue streams: Social Security and retirement state reimbursements and reserves, consulting services revenue, local program revenue, and member district contributions based on an aid ratio formula promulgated in School Code. A schedule of district contributions is included under the IMS section of this proposal on page 13.

BUSINESS SERVICES
LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2021-2022 Core Program of Services
Composite Budget
March 10, 2021

		Actual 2019-20 Activity	Current 2020-21 Budget	Proposed 2021-22 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$398,807	\$392,098	\$404,765	\$12,667
Object: 130	Professional - Other	286,288	348,546	348,394	(152)
Object: 150	Office/Clerical	152,771	152,481	171,346	18,865
	Subtotal	837,866	893,125	924,505	31,380
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	565	605	667	62
Object: 220	Social Security Contributions	58,483	68,326	70,724	2,398
Object: 230	Retirement Contributions	282,424	308,215	323,023	14,808
Object: 240	Tuition Reimbursement	2,666	0	453	453
Object: 260	Workers' Compensation	5,040	5,363	6,013	650
Object: 271	Medical Health Benefits	116,663	125,136	126,144	1,008
Object: 272	Dental Health Benefits	5,444	5,836	5,883	47
Object: 274	Income Protection Benefits	1,753	1,939	1,955	16
Object: 279	Medical Stabilization	(11,665)	(6,248)	(6,307)	(59)
Object: 290	Other Employee Benefits	33,059	33,007	34,016	1,009
	Subtotal	494,432	542,179	562,571	20,392
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	0	100	100	0
Object: 330	Other Professional Services	500	1,100	1,100	0
Object: 331	Legal Fees	570	4,800	4,800	0
Object: 340	Technical Services	37	360	360	0
Object: 348	Services in Support of Technology	5,152	5,626	5,434	(192)
Object: 360	Employee Training and Development Services	5,521	29,094	28,469	(625)
Object: 390	Other Purchased Professional & Tech Svcs	38,427	34,575	34,575	0
	Subtotal	50,207	75,655	74,838	(817)
PURCHASED PROPERTY SERVICES					
Object: 441	Rental of Land and Buildings	319,993	298,868	277,311	(21,557)
Object: 448	Lease/Rental of Hardware & Related Tech	3,186	3,607	3,550	(57)
	Subtotal	323,179	302,475	280,861	(21,614)
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	370	902	336	(566)
Object: 549	Other Advertising/Public Relations	907	2,380	2,500	120
Object: 550	Printing and Binding	3,378	5,121	3,623	(1,498)
Object: 580	Travel	8,097	30,157	25,834	(4,323)
Object: 599	Other Misc Purchased Services	6,163	9,303	9,303	0
	Subtotal	18,915	47,863	41,596	(6,267)
SUPPLIES					
Object: 610	General Supplies	1,510	4,455	4,191	(264)
Object: 611	Supplies Warehouse	66	301	321	20
Object: 635	Meals/Refreshments	3,180	8,725	8,725	0
Object: 640	Books and Periodicals	334	732	632	(100)
Object: 650	Supplies & Fees - Technology Related	3,919	4,594	5,034	440
	Subtotal	9,009	18,807	18,903	96
OTHER OBJECTS					
Object: 810	Dues and Fees	10,176	11,582	10,812	(770)
	Subtotal	10,176	11,582	10,812	(770)
TOTAL EXPENDITURES		\$1,743,784	\$1,891,686	\$1,914,086	\$22,400
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$650	\$0	\$0	\$0
	Subtotal	650	0	0	0
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	29,243	34,269	35,363	1,094
7820	State Share Retirement Contributions	141,212	154,502	161,514	7,012
	Subtotal	170,455	188,771	196,877	8,106
OTHER FUNDING SOURCES					
9310	General Fund Transfers	1,572,679	1,702,915	1,717,209	14,294
	Subtotal	1,572,679	1,702,915	1,717,209	14,294
TOTAL REVENUES		\$1,743,784	\$1,891,686	\$1,914,086	\$22,400

**Lancaster-Lebanon IU13
General Operating Budget
Proposed 2021-2022 Core Program of Services
Program Summary**

CENTRAL SERVICES

- 5.92 FTE staff
- Board Meetings and Activities
- Superintendents' Meetings and Activities
- Job-Alike Meetings and Activities
- Legislative, State, and Federal Liaison
- Community Relations and Public Information
- Oversight of all Intermediate Unit Programs
- Safety Initiatives and Crisis Event Prevention and Response
- Management and Administrative Services

CURRICULUM AND INSTRUCTIONAL SERVICES

- 2.84 FTE Staff
- Professional Development
- School Evaluation Services
- Program Development
- Supervision and Coordination of Various Intermediate Unit Programs
- Strategic Planning and School Improvement
- Curriculum and Assessment Services

BUSINESS SERVICES
LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2021-2022 Instructional Media Services
Composite Budget
March 10, 2021

	Actual 2019-20 Activity	Current 2020-21 Budget	Proposed 2021-22 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES				
Object: 110 Official/Administrative	\$38,502	\$36,134	\$37,283	\$1,149
Object: 130 Professional - Other	97,787	109,773	114,593	4,820
Object: 150 Office/Clerical	66,367	66,567	68,584	2,017
Subtotal	202,656	212,474	220,460	7,986
PERSONNEL SERVICES - EMPLOYEE BENEFITS				
Object: 213 Life Insurance	188	205	225	20
Object: 220 Social Security Contributions	15,245	16,254	16,867	613
Object: 230 Retirement Contributions	68,664	73,326	77,030	3,704
Object: 240 Tuition Reimbursement	3,840	0	3,330	3,330
Object: 260 Workers' Compensation	1,216	1,277	1,432	155
Object: 271 Medical Health Benefits	38,946	42,480	42,480	0
Object: 272 Dental Health Benefits	1,818	1,982	1,982	0
Object: 274 Income Protection Benefits	598	653	653	0
Object: 279 Medical Stabilization	(3,895)	(2,124)	(2,124)	0
Object: 290 Other Employee Benefits	3,062	2,710	2,796	86
Subtotal	129,682	136,763	144,671	7,908
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES				
Object: 329 Professional Educ Svcs - Other	19,123	16,200	16,200	0
Object: 348 Services in Support of Technology	2,049	2,453	2,111	(342)
Object: 360 Employee Training and Development Services	1,024	3,057	3,350	293
Object: 390 Other Purchased Professional & Tech Svcs	0	1,050	800	(250)
Subtotal	22,196	22,760	22,461	(299)
PURCHASED PROPERTY SERVICES				
Object: 432 Repairs & Maintenance Svcs of Equip	724	500	500	0
Object: 433 Repairs & Maintenance Svcs of Vehicles	513	3,500	3,500	0
Object: 441 Rental of Land and Buildings	16,282	17,490	15,458	(2,032)
Object: 448 Lease/Rental of Hardware & Related Tech	1,375	1,551	1,531	(20)
Subtotal	18,894	23,041	20,989	(2,052)
OTHER PURCHASED SERVICES				
Object: 532 Cellular Phone Charges	595	664	616	(48)
Object: 549 Other Advertising/Public Relations	300	275	1,000	725
Object: 550 Printing and Binding	373	339	225	(114)
Object: 580 Travel	6,981	8,198	10,354	2,156
Object: 599 Other Misc Purchased Services	0	1,000	1,000	0
Subtotal	8,249	10,476	13,195	2,719
SUPPLIES				
Object: 610 General Supplies	3,058	2,250	2,300	50
Object: 611 Supplies Warehouse	0	50	50	0
Object: 626 Gasoline	1,463	3,250	4,000	750
Object: 635 Meals/Refreshments	11,147	13,268	16,285	3,017
Object: 650 Supplies & Fees - Technology Related	683,558	739,630	731,305	(8,325)
Subtotal	699,226	758,448	753,940	(4,508)
OTHER OBJECTS				
Object: 810 Dues and Fees	548	583	719	136
Subtotal	548	583	719	136
OTHER USES OF FUNDS				
Object: 938 General Admin Overhead Allocation	57,923	61,581	64,804	3,223
Subtotal	57,923	61,581	64,804	3,223
TOTAL EXPENDITURES	\$1,139,374	\$1,226,126	\$1,241,239	\$15,113
LOCAL REVENUES				
6920 Contributions & Donations from Private Srcs	\$16,500	\$3,500	\$3,000	(\$500)
6944 Receipts Other LEAs in PA - Ed	89,507	25,098	15,098	(10,000)
6947 Receipts Members of IU Withholding	639,215	655,835	655,835	0
6948 Receipts from IU Member Districts	336,406	427,219	390,670	(36,549)
6949 Other Tuition from Patrons	2,834	0	140	140
6970 Services Provided Other Funds	19,768	16,195	13,765	(2,430)
6999 All Other Revenues	1,212	0	2,500	2,500
6999 All Other Revenues - Carryover	(8,023)	53,489	113,282	59,793
Subtotal	1,097,419	1,181,336	1,194,290	12,954
STATE REVENUES				
7810 State Share Soc Sec & Medicare Taxes	7,623	8,127	8,434	307
7820 State Share Retirement Contributions	34,332	36,663	38,515	1,852
Subtotal	41,955	44,790	46,949	2,159
TOTAL REVENUES	\$1,139,374	\$1,226,126	\$1,241,239	\$15,113

**Lancaster-Lebanon IU13
General Operating Budget
2021-2022 Instructional Media Services
Budget Substantiation**

SALARIES & BENEFITS

- Total FTEs = 2.95
 - 0.20 FTE - Director of Instructional Services
 - 0.05 FTE - Director of Technology Services
 - 0.10 FTE - Program Manager
 - 0.20 FTE - Supervisor – Educational Technology
 - 0.40 FTE - Teaching and Learning Consultant
 - 0.60 FTE - Program Assistant
 - 0.25 FTE - Administrative Assistant
 - 0.50 FTE - Instructional Media Specialist
 - 0.65 FTE - Van Drivers
- Employee Benefits including medical, dental, Social Security, workers' compensation, retirement, disability, and life insurance.

PURCHASED PROFESSIONAL AND TECHNICAL SERVICES

- Professional Education Consultants and Speakers
- Technical Assistance Services
- Interlibrary Delivery Service Fees

PURCHASED PROPERTY SERVICES

- Van Maintenance/Repairs
- Rent

OTHER PURCHASED SERVICES

- Communications
- Printing
- Travel

SUPPLIES

- Catering for Workshop Attendees
- Instructional and Support Materials
- Office and Library Supplies
- Courier Gasoline
- Books and Periodicals including eBooks for Lending Library
- Educational Digital Media and Related Licensing Fees
 - Discovery Education Streaming Plus Media Package
 - CultureGrams
 - BrainPop Combo
 - Schoology
 - Gale Research Database
 - OverDrive
 - Safari Montage
 - Power Library (Health Sciences)

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2021-2022 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Estimated* 2021-22</u>
Annville-Cleona	\$10,861.07	\$10,972.97	\$11,000.70
Cocalico	23,624.87	24,030.60	24,091.14
Columbia Borough	4,933.54	4,938.12	4,853.01
Conestoga Valley	43,076.35	44,469.74	43,789.46
Cornwall-Lebanon	36,861.70	37,123.38	36,794.22
Donegal	19,388.77	20,269.80	20,211.17
Eastern Lancaster County	36,073.76	37,681.25	37,777.43
Eastern Lebanon County	20,488.28	20,352.79	20,180.78
Elizabethtown Area	25,495.06	26,822.88	27,094.14
Ephrata Area	30,436.34	31,239.62	31,300.41
Hempfield	59,525.73	61,341.04	61,323.87
Lampeter-Strasburg	26,064.05	26,301.83	26,395.30
School District of Lancaster	44,914.88	46,883.64	46,266.67
Lebanon	10,552.17	10,729.64	10,589.17
Manheim Central	29,813.86	30,915.03	31,188.76
Manheim Township	51,284.88	53,007.12	53,941.13
Northern Lebanon	17,498.40	17,787.26	17,526.36
Palmyra Area	24,642.45	25,290.04	24,950.04
Penn Manor	38,287.30	38,821.27	38,784.99
Pequea Valley	19,680.13	19,674.08	19,655.69
Solanco	31,855.73	32,441.60	32,456.05
Warwick	<u>33,855.68</u>	<u>34,741.30</u>	<u>35,664.51</u>
TOTAL	<u>\$639,215.00</u>	<u>\$655,835.00</u>	<u>\$655,835.00</u>

Formula for IMS Contributions:

1. IMS less state allocation and other resources ÷ by total weight factors = VALUE PER WEIGHT factor.
2. Weight factor per district calculated by subtracting the district aid ratio from 1.00 times the district WADM.
3. Weight factor per district times the value (calculated in #1 above) equals the withholding.
4. District share of IMS Budget is withheld from basic subsidy in December.

*The actual amount payable for 2021-22 will be provided by PDE after the entire processing cycle for the 2019-20 membership data has been completed.

Historical IMS District Contributions:

2004-05	\$706,740.00	2013-14	\$639,215.00
2005-06	\$738,871.00	2014-15	\$639,215.00
2006-07	\$738,871.00	2015-16	\$639,215.00
2007-08	\$738,871.00	2016-17	\$639,215.00
2008-09	\$738,871.00	2017-18	\$639,215.00
2009-10	\$621,200.00	2018-19	\$639,215.00
2010-11	\$639,215.00	2019-20	\$639,215.00
2011-12	\$639,215.00	2020-21	\$655,835.00
2012-13	\$639,215.00	2021-22	\$655,835.00

LANCASTER-LEBANON INTERMEDIATE UNIT 13

PROPOSED PROGRAM OF SERVICES

Programs by Strategic Business Unit (SBU)

Anticipated
2021-22 Budgets

SBU 001 - Administrative and Management Services

Program 2325 Bus Driver Training	\$19,953
Program 7205 ACCESS Billing Services	345,117
Program 7401 Collaborative Services	557,268
Program 7402 Tax Collection Bureau	1,480,606
Program 7414 Business Services Initiatives	106,486
Program 7779 Title I-Neglected and Delinquent-Manos House	101,706
Program 8113 Guest Teacher Training	37,322
Program 8116 Human Resources Initiatives	597,629
Program 8120 PASPA Administrative Services	63,947
Program 8411 Employee Health Care Cooperative	80,915
Program 8588 Statewide System of Support-Safe Schools	67,110
Total SBU 001 - Administrative and Management Services	<u><u>\$3,458,059</u></u>

SBU 002 - Community Education

Program 2239 Workforce Investment Program Out of School Youth-Lebanon	\$170,472
Program 2240 Workforce Investment Program In-School Youth-Lebanon	51,365
Program 2241 TANF Grant-Lebanon	132,431
Program 5600 Lancaster County Prison	61,979
Program 5603 Lebanon County Prison	30,550
Program 5605 Lancaster Workforce Development Board	115,323
Program 5608 Lancaster-Lebanon Adult Education Local Program	447,983
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds	8,321
Program 5611 La Academia Parent Instruction	8,896
Program 5612 English Language Learning	40,588
Program 5620 Lancaster-Lebanon Adult Basic Education	862,626
Program 5621 Citizenship and Integration Direct Services Grant	261,317
Program 5623 Integrated English and Literacy Civics Education	439,056
Program 5625 Family Literacy Expansion	448,920
Program 5627 Adult Education/Literacy	526,590
Program 5632 Lancaster & Lebanon HiSet Test Administration	6,752
Program 5638 Family Literacy Professional Development	8,524
Program 5642 Refugee School Impact Grant	62,312
Program 5647 United Way Projects	132,821
Program 5659 School District of Lancaster Community School Support	134,047
Program 5666 Lancaster Workforce Development Board-CARES Act-Adult Educ Workforce	5,562
Program 5673 Solid Futures: Connecting Refugees to Career Pathways	267,513
Program 5675 Governor's Emergency Education Relief Fund (GEER)-Adult Basic Education	35,358
Program 5679 Hand Middle School	61,954
Program 5683 Lancaster County Community Foundation BB&T Refugee Career Pathways	49,705
Program 5685 Gateway to Employment	214,801
Program 5688 Lancaster-Lebanon Education Foundation-STEM Teacher Training	9,953
Program 5691 Good Job Happy Family Grant	54,596
Total SBU 002 - Community Education	<u><u>\$4,650,315</u></u>

SBU 004 - Teaching and Learning Collaborative

Program 1111 Core Program of Services-Curriculum and Instruction	\$574,170
Program 2280 Staff Development and Training	54,088
Program 5105 Instructional Media Services	1,241,239
Program 5421 Targeted School Improvement (TSI)-Classroom Diagnostic Tools-State	4,595
Program 5422 Standards Based Instruction (SBI)-STEM Education-State	51,391
Program 5424 Additional Targeted School Improvement (TSI)-Federal	65,699
Program 5426 Safety Initiatives-Equity and Inclusion-Federal	9,618
Program 5427 Standards Based Instruction (SBI)-STEM Education-Federal	19,496
Program 5428 Standards Based Instruction (SBI)-Continuity of Education-Federal	63,434
Program 5429 Standards Based Instruction (SBI)- School Climate-Federal	12,840
Program 5509 Literacy Programs	235,175
Program 5520 Instructional Services Initiatives-Research and Development	51,394
Program 5521 Hybrid Learning	170,383
Program 5529 Lancaster-Lebanon Virtual Solutions (LLVS)	2,825,032
Program 5539 Engineering by Design	59,523
Program 5544 Title III-Language Instruction for Limited English Proficient Students	207,675
Program 5552 Title III-Language Instruction for Immigrant Students	8,767
Program 5557 STEM Initiatives	309,094
Program 5569 C & I Initiatives	251,310
Program 5572 Pennsylvania Inspired Leadership Initiative	225,999
Total SBU 004 - Teaching and Learning Collaborative	\$6,440,922

SBU 005 - Early Learners

Program 5820 Pennsylvania Pre-K Counts	\$4,193,990
Program 5822 Local Early Childhood	39,363
Program 5830 Education Leading to Employment and Career Training (ELECT)	294,096
Program 5880 Lebanon County Head Start	1,959,384
Program 5884 Head Start Supplemental Assistance Program	1,508,069
Program 5886 Child and Adult Care Food Program	298,874
Program 5890 Early Head Start-Home Visitors	847,904
Program 5895 Early Head Start-Child Care Partnerships	1,302,837
Program 5896 Community Action Program-Early Head Start-Home Visitors	749,915
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	2,217,548
Program 6255 State Early Intervention	17,248,168
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	411,820
Program 6257 Early Intervention ACCESS	2,680,396
Total SBU 005 - Early Learners	\$33,752,364

SBU 007 - Student Services

Program 5170 Career and Technology Center English as a Second Language Consultation	346,668
Program 5172 Title I-Nonpublic	756,541
Program 5174 Title IIA Local Fiscal Agent	270,183
Program 5175 Act 89 Nonpublic Auxiliary Services	9,006,364
Program 5186 Nonpublic Safe Schools Targeted Grant	125,098
Program 5517 Student Activities and Events	206,526
Program 5532 Organ Tissue Donation Awareness	178,197
Total SBU 007 - Student Services	\$10,889,577

SBU 011 - Special Education Classroom Services

Programs 2001-2057 Special Education Classroom Consortium Programs	\$31,172,783
Program 2032 Special Education Fund Balance	121,421
Program 2201 Special Education CORE	3,314,785
Program 2209 Lebanon County Prison Supplemental Contract	140,293
Program 2263 Individuals with Disabilities Education Act-ESY Component	2,127,854
Program 2300 Partial Hospitalization Program	208,580
Program 2595 Turning Point Day Treatment	212,091
Total SBU 011 - Special Education Classroom Services	<u>\$37,297,807</u>

SBU 012 - Itinerant Solutions

Programs 2004-2024 Itinerant Solutions Consortium Programs	\$9,847,027
Program 2006 School Age Speech Language	2,607,904
Program 2022 Occupational and Physical Therapy	2,439,747
Program 2150 ECSES Initiatives	235,919
Program 2160 Autism Solutions	132,904
Program 2206 Pupil Transportation	1,062,001
Program 2215 Supplemental Contracts	7,836,630
Program 2232 Internal Solutions Fund Balance	106,529
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	111,966
Total SBU 012 - Itinerant Solutions	<u>\$24,380,627</u>

SBU 014 - Pass-thru Funds Administration Services

Program 2261 Individuals with Disabilities Education Act-Training and Consultation	1,800,156
Program 2262 IDEA-School Age Supplementary Aides & Services Component	15,188,722
Program 2267 Pathway to Graduation	7,000
Program 7204 School-Based ACCESS Project	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services	<u>\$18,595,878</u>

SBU 015 - Statewide Initiatives

Program 9708 Corrections Education-IDEA Appropriation	\$49,181
Programs 9709/9791 Department of Corrections-State Appropriation 102	140,673
Program 9734 PaTTAN Programs III	453,481
Program 9738 Corrections Education-State Appropriation 114	128,301
Program 9740 Cordero Cluster Fund Contract	563,000
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	470,440
Program 9761 Governor's STEM Competition	68,810
Program 9774 PaTTAN Early Intervention/Preschool Program	18,633
Program 9775 Deaf Blind Support	54,311
Programs 9779/9790 Higher Ed Working Group and PAsmart	751,492
Programs 9781/9792 Alternative Education for Disruptive Youth (AEDY)	420,543
Programs 9783/9785 PaTTAN/Bureau of Special Education Initiatives	21,958,341
Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	1,157,900
Program 9651 State Initiatives Marketplace	192,246
Program 9751 Value Added Assessment System	1,984,645
Total SBU 015 - Statewide Initiatives	<u>\$28,761,997</u>

SBU 016 - Regional Technology Solutions2021-22 Budgets

Program 2585 Title II-Data Governance Grant	\$10,126
Program 4510 Statewide Software	13,217,292
Program 4515 Technology Initiatives	711,102
Program 4516 Technology Solutions-Fund Balance	18,914
Program 4585 Wide Area Network Consortium	3,264,078
Total SBU 016 - Regional Technology Solutions	<u>\$17,221,512</u>
Subtotal Strategic Business Unit Budgets	<u>\$185,449,058</u>

Notes:

Anticipated budgets are based on information available on January 20, 2021.

New programs may be added throughout the 2021-22 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting.

Lancaster-Lebanon IU13 General Operating Budget Highlights 2021-2022

Based on Public School Code of 1949¹ and IU13 Board Policy, the Lancaster-Lebanon IU13 General Operating Budget is presented to our local school district boards for approval. This budget represents 1.7% of IU13 total expenditures and is comprised of two components:

- 1. General Operating Budget – Core Program of Services:** Increase of 1.18%.
 - This component provides IU13 with resources for organizational leadership, board and community relations, curriculum and instructional services, school improvement services, professional development, and legislative support.
 - There is no assessment to the local school districts (no membership fee) for IU13 Core Program of Services.

- 2. General Operating Budget - Instructional Media Services (IMS):** Increase of 1.23%.
 - This budget is largely funded by district contributions as outlined under School Code.
 - District Contributions have not changed.
 - This component provides instructional media for educators' use in schools, courier services among schools, and consultation and training services for school district personnel.
 - Based on meetings with member districts, the IMS will continue with the current resources/services for 2020-2025 with the following additions:
 - BrainPop Combo (k-8) – *now includes Coding and SEL content packages!*
 - Discovery Education Experience (k-12) – *now includes SEL content packages!*
 - Gale Research Databases (9-12)
 - Google Expeditions Classroom Kits (k-12)
 - OverDrive (k-12) – *now includes more eBooks & audio books and new app for checkouts and access!*
 - ProQuest Culture Grams (k-12)
 - STARLAB Portable Planetariums (k-12)
 - Sketchup Pro 3D design software subscriptions
 - 3 Telepresence Robotic Systems – *now enabling hospitalized and home-bound students to attend school!*

¹Under the Public School Code of 1949, the Intermediate Unit Board of Directors has the power and duty to provide the following services: (i) curriculum development and instructional improvement services; (ii) educational planning services; (iii) instructional materials services; (iv) continuing professional education services; (v) pupil personnel services; (vi) State and Federal agency liaison services; and (vii) management services.

**Lancaster-Lebanon IU13
General Operating Budget
2021-2022 Core Program of Services
Summary of Major Changes**

Overall budget increase is \$22,400 or approximately 1.18%.

100s: PERSONNEL SERVICES – SALARIES increased by \$31,380 or approximately 3.5%.

- Executive Director, Assistant Executive Director, and Assistant to the Executive Director positions follow the board-approved contracts.
- Leadership Team, Act 93, and Confidential staff follow approved Benefit and Compensation Agreements.
- Support staff salaries follow the current Collective Bargaining Agreement.

200s: PERSONNEL SERVICES – EMPLOYEE BENEFITS increased by \$20,392 or 3.8%.

- For fiscal year 2021-22, IU13 will continue to use a composite rate method for the allocation of medical, dental, and other benefit costs across IU13 programs. The composite rate will be charged to each FTE at the rates outlined below:
 - Medical benefits – \$14,400 per year (no change from the 2020-21 rate)
 - Medical stabilization - a \$720 credit or 5% stabilization was applied against the medical benefits composite rate
 - Dental benefits - \$672 per year (no change from the 2020-21 rate)
 - Life insurance - \$76.56 per year (10% increase from the 2020-21 rate)
 - Income protection - \$222 per year (no change from the 2020-21 rate)
 - Workers' compensation - .65% of wages (8.3% increase from the 2020-21 rate)
 - Retirement contributions – 34.94% of eligible wages (an increase of 1.3% over the 2020-21 PSERS rate of 34.51%)

400s: PURCHASED PROPERTY SERVICES decreased by \$21,614 or approximately 7.2%.

- Reflects plans to downsize footprint for these programs as a result of a facility use assessment.

500s: OTHER PURCHASED SERVICES decreased by \$6,267 or approximately 13.1%.

- Decreases in travel and printing due to anticipated virtual and paperless processes.

**Lancaster-Lebanon IU13
General Operating Budget
2021-2022 Instructional Media Services
Summary of Major Changes**

Overall budget increase is \$15,113 or approximately 1.23%

100s: PERSONNEL SERVICES – SALARIES increased by \$7,986 or approximately 3.8%.

- Leadership Team, Act 93, and Confidential staff follow approved Benefit and Compensation Agreements.
- Support staff salaries follow the current Collective Bargaining Agreement.

200s: PERSONNEL SERVICES – EMPLOYEE BENEFITS increased by \$7,908 or 5.8%.

- For fiscal year 2021-22, IU13 will continue to use a composite rate method for the allocation of medical, dental, and other benefit costs across IU13 programs. The composite rate will be charged to each FTE at the rates outlined below:
 - Medical benefits – \$14,400 per year (no change from the 2020-21 rate)
 - Medical stabilization - a \$720 credit or 5% stabilization was applied against the medical benefits composite rate
 - Dental benefits - \$672 per year (no change from the 2020-21 rate)
 - Life insurance - \$76.56 (10% increase from the 2020-21 rate)
 - Income protection - \$222 (no change from the 2020-21 rate)
 - Workers' compensation - .65% (8.3% increase from the 2020-21 rate)
 - Retirement contributions – 34.94% of eligible wages (an increase of 1.3% over the 2020-21 PSERS rate of 34.51%)

RESOLUTION

INTERMEDIATE UNIT BUDGET

At a meeting on _____, 2021, by a vote of
_____ to _____ with _____ abstaining and _____ absent,
as recorded in the minutes, the members of the Board of Directors of
_____ School District, a member of
Lancaster-Lebanon Intermediate Unit 13,
approved ☐ or disapproved ☐ the budget of the
Intermediate Unit for the fiscal year July 1, 2021 to June 30, 2022.

President

Attest:

Secretary

INSTRUCTIONS: Each school district will file one copy of this form with the Intermediate Unit office, and it shall be made part of the Intermediate Unit budget file to confirm compliance with Section 914-A (6) (i) Act 102 of 1970.



Pennsylvania School Boards Association Principles for Governance and Leadership

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. The actions taken by the board ultimately have both short and long-term impact in the classroom. Therefore, school directors collectively and individually will...



Advocate Earnestly

Promote public education as a keystone of democracy

Engage the community by seeking input, building support networks, and generating action

Champion public education by engaging members of local, state and federal legislative bodies



Lead Responsibly

Prepare for, attend and actively participate in board meetings

Work together in a spirit of harmony, respect and cooperation

Participate in professional development, training and board retreats

Collaborate with the Superintendent as the Team of 10



Govern Effectively

Adhere to an established set of rules and procedures for board operations

Develop, adopt, revise and review policy

Align decisions to policy

Differentiate between governance and management, delegating management tasks to administration

Allocate finances and resources

Ensure compliance with local, state and federal laws



Plan Thoughtfully

Adopt and implement a collaborative comprehensive planning process, including regular reviews

Set annual goals that are aligned with the comprehensive plan

Develop a financial plan that anticipates both short and long-term needs

Formulate a master facilities plan conducive to teaching and learning



Evaluate Continuously

Utilize appropriate data to make informed decisions

Use effective practices for the evaluation of the superintendent

Assess student growth and achievement

Review effectiveness of the comprehensive plan



Communicate Clearly

Promote open, honest and respectful dialogue among the board, staff and community

Encourage input and support for the district from the school community

Protect confidentiality

Honor the sanctity of executive session



Act Ethically

Never use the position for improper benefit to self or others

Act to avoid actual or perceived conflicts of interest

Recognize the absence of authority outside of the collective board

Respect the role, authority and input of the superintendent

Balance the responsibility to provide educational programs with being stewards of community resources

Abide by the majority decision

Represented by the signatures below, adoption of these principles assures the school board, individual school directors and chief school administrators adhere to the same principles across our commonwealth. Adopted on: _____

