Lancaster-Lebanon Intermediate Unit 13 2023-2024 General Operating Budget Proposal

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LANCASTER-LEBANON INTERMEDIATE UNIT 13

General Operating Budget

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LANCASTER-LEBANON INTERMEDIATE UNIT 13

Lancaster-Lebanon IU13 Board of Directors
2022-2023
Board Meeting March 8, 2023

Dr. Joseph Fullerton, President	Penn Manor
Nikki Rivera, Vice President	Manheim Township
Ronald Melleby, Treasurer	Donegal
Gina L. Brillhart, Secretary (non-voting)	IU13
Geoffrey Roche	Annville-Cleona
Brett Buckwalter	Cocalico
Ryan Sexton	Columbia Borough
Idette Groff	Conestoga Valley
Susan Dieffenbach	Cornwall-Lebanon
Paul Irvin	Eastern Lancaster County
Raymond Ondrusek	Eastern Lebanon County
Karen Sweigart	Elizabethtown Area
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Charles Merris, Jr.	Hempfield
Melissa Herr	Lampeter-Strasburg
Dr. Edith Gallagher	Lancaster
Robert Okonak	Lebanon
Jennifer Walker	Manheim Central
Staci Murray	Northern Lebanon
Maryann Cini	Palmyra Area
Michael Fisher	Pequea Valley
Craig Chubb	Solanco
Nelson Peters	Warwick

Lancaster-Lebanon IU13 Administration

Matthew Stem	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

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MESSAGE FROM THE EXECUTIVE DIRECTOR

At IU13, our mission is to provide services, supports, and solutions that make a difference to all learners and our communities. Central to that mission is the caring, competent and reliable collaboration with our 22 school districts in Lancaster and Lebanon counties. 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 district missions. Our goal is always to enhance student learning and our partnership has even greater importance as we work together to respond and find solutions to the new needs, challenges and opportunities facing us today.

The Lancaster-Lebanon Intermediate Unit 13's 2023-24 General Operating 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** totaling $2,056,706 reflects a 3.92% increase in expenditures and our efforts to hold to the Act 1 base index. 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 school districts, provide value-added services, and support IU13 operations. There is **no direct assessment** to member school districts for this budget.

The **General Operating Budget - Instructional Media Services (IMS)** totaling $1,298,143 reflects a 0.28% increase in expenditures. This increase consists of additional instructional media licenses, offset by marketplace revenue, and equipment costs covered by carryover funds derived from attritional savings. The 2023-24 IMS Budget will be the last year to benefit from carryover funds. This results in an increase to total District Contributions of 1.9%.

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. We look forward to working together and making a difference through our call to "Work Worth Doing" by cultivating the conditions for trust and unity within our education systems and communities, to ensure that all learners are well served.

Matthew S. Stem
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
2023-2024
Background and Summary of Services

Public School Code of 1949 outlines the process an intermediate unit follows for approval of its General Operating Budget and identifies the core services to be provided: (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), the General Operating Budget estimates the cost of operating and administering our Program of Services and consists of two components:

1. The **Core Program of Services (CPS) Budget** in the amount of **$2,056,706** includes resources for organizational leadership, board and community relations, administrative services, and instructional supports to our 22 member school districts. The 2023-24 CPS Budget includes an increase of $77,541 or 3.92%.

2. The **Instructional Media Services (IMS) Budget** in the amount of **$1,298,143** provides instructional media and materials, courier services among schools, and consultation and training in instructional technology integration. The 2023-24 IMS Budget includes an increase of $3,593 or 0.28%.

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 will be summarized and submitted to the Pennsylvania Department of Education by May 1st. The General Operating Budget represents approximately 1.6% of the total enterprise-level IU13 budget and is formally adopted by the IU13 Board as part of the Strategic Business Unit and Support Services Unit budget process in June.

We operate over 105 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately $207 million. A listing of the ten strategic business units and the proposed programs administered under each unit is included in this packet on pages 14-16. The IU13 Board of Directors approves the budgets for all programs administered by IU13 as part of the annual budget adoption process. These programs include marketplace fee-for-service programs, consortium programs, membership 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 and posted on our website at https://www.iu13.org.

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 5-year plan that includes a mission to provide services, supports, and solutions that make a difference to all learners in our community, and a vision for working together and making a difference through our call to "Work Worth Doing" by cultivating the conditions

for trust and unity within our education systems and communities, to ensure that all learners are well served, focusing on:

- Educational Services
- Technical Assistance
- Developing Leaders
- Convening and Connecting
- Building Organizational Resilience

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 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. Our annual elevated commitments and action items 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 member school districts and others specific to the IU. New board member orientation, legislative liaison services, and administrator searches are also offered based on interest.

Central Services, including the administration of state and federal agency liaison services, management services and organizational 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. 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 Statewide Contract
- Discounted Technology Trainings
- Statewide Software Sales
- Technology Management Career Pathways
- Consultative Services
- Tech Talk Live Conference
- State Data Manager
- Managed Network Services
- Document Imaging and Retention Services
- Printing and Duplication Center 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 local, state, and federal programs administered by the

Intermediate Unit, interest income, 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, a small carryover, 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.

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2023-2024 Core Program of Services
Composite Budget
March 8, 2023

				Actual 2021-22 Activity	Approved 2022-23 Budget	Proposed 2023-24 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES							
Object:	110	Official/Administrative		$346,785	$389,225	$411,810	$22,585
Object:	130	Professional - Other		348,531	446,313	453,960	7,647
Object:	150	Office/Clerical		173,022	174,171	199,510	25,339
			Subtotal	868,338	1,009,709	1,065,280	55,571
PERSONNEL SERVICES - EMPLOYEE BENEFITS							
Object:	213	Life Insurance		641	724	800	76
Object:	220	Social Security Contributions		61,754	77,239	81,720	4,481
Object:	230	Retirement Contributions		297,452	356,023	362,150	6,127
Object:	240	Tuition Reimbursement		3,807	7,339	7,680	341
Object:	260	Workers' Compensation		5,649	7,070	7,630	560
Object:	271	Medical Health Benefits		119,779	137,232	138,580	1,348
Object:	272	Dental Health Benefits		5,591	6,399	6,580	181
Object:	274	Income Protection Benefits		1,824	2,124	2,210	86
Object:	279	Medical Stabilization		(5,989)	0	(13,844)	(13,844)
Object:	290	Other Employee Benefits		31,598	30,081	31,410	1,329
			Subtotal	522,106	624,231	624,916	685
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES							
Object:	329	Professional Educ Svcs - Other		11,486	1,100	5,500	4,400
Object:	330	Other Professional Services		500	1,100	1,100	0
Object:	331	Legal Fees		1,791	4,800	500	(4,300)
Object:	340	Technical Services		27	360	100	(260)
Object:	348	Services in Support of Technology		5,451	6,127	6,070	(57)
Object:	360	Employee Training and Development Services		6,354	30,748	26,160	(4,588)
Object:	390	Other Purchased Professional & Tech Svcs		30,714	32,825	34,000	1,175
			Subtotal	56,323	77,060	73,430	(3,630)
PURCHASED PROPERTY SERVICES							
Object:	441	Rental of Land and Buildings		274,985	191,134	207,840	16,706
Object:	448	Lease/Rental of Hardware & Related Tech		3,642	4,188	4,020	(168)
			Subtotal	278,627	195,322	211,860	16,538
OTHER PURCHASED SERVICES							
Object:	532	Cellular Phone Charges		0	0	20	20
Object:	549	Other Advertising/Public Relations		1,376	2,500	2,700	200
Object:	550	Printing and Binding		3,565	3,576	8,360	4,784
Object:	580	Travel		2,549	24,782	26,040	1,258
Object:	599	Other Misc Purchased Services		5,832	10,053	10,000	(53)
			Subtotal	13,322	40,911	47,120	6,209
SUPPLIES							
Object:	610	General Supplies		3,320	4,674	6,020	1,346
Object:	611	Supplies Warehouse		72	0	0	0
Object:	634	Snacks		874	0	0	0
Object:	635	Meals/Refreshments		6,568	9,850	10,200	350
Object:	640	Books and Periodicals		395	686	790	104
Object:	650	Supplies & Fees - Technology Related		5,396	4,928	5,200	272
			Subtotal	16,625	20,138	22,210	2,072
OTHER OBJECTS							
Object:	810	Dues and Fees		8,097	11,794	11,890	96
			Subtotal	8,097	11,794	11,890	96
			TOTAL EXPENDITURES	$1,763,438	$1,979,165	$2,056,706	$77,541
LOCAL REVENUES							
6510		Interest on Investments and Interest-Bearing Checking Accounts		$0	$0	$130,000	$130,000
6999		All Other Revenues		2,000	0	0	0
			Subtotal	2,000	0	130,000	130,000
STATE REVENUES							
7810		State Share Soc Sec & Medicare Taxes		30,876	38,622	40,860	2,238
7820		State Share Retirement Contributions		148,725	178,015	181,075	3,060
			Subtotal	179,601	216,637	221,935	5,298
OTHER FUNDING SOURCES							
9310		General Fund Transfers		1,581,837	1,762,528	1,704,771	(57,757)
			Subtotal	1,581,837	1,762,528	1,704,771	(57,757)
			TOTAL REVENUES	$1,763,438	$1,979,165	$2,056,706	$77,541

Lancaster-Lebanon IU13
General Operating Budget
Proposed 2023-2024 Core Program of Services
Budget Summary

CENTRAL SERVICES

- 5.98 FTE staff
    - 1.90 FTE Leadership Team
    - 0.91 FTE Senior Leaders
    - 0.88 FTE Middle Management
    - 2.29 FTE Non-instructional Support
- 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

- 3.63 FTE Staff
    - 0.38 FTE Leadership Team
    - 1.37 FTE Senior Leaders
    - 0.90 FTE Middle Management
    - 0.98 FTE Non-instructional Support
- Professional Development
- School Evaluation Services
- Program Development
- Supervision and Coordination of Various Intermediate Unit Programs
- Strategic Planning and School Improvement
- Curriculum and Assessment Services

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget

Proposed 2023-2024 Instructional Media Services
Composite Budget
March 8, 2023

				Actual 2021-22 Activity	Approved 2022-23 Budget	Proposed 2023-24 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES							
Object:	110	Official/Administrative		$38,292	$38,476	$32,673	($5,803)
Object:	130	Professional - Other		95,771	99,917	114,935	15,018
Object:	150	Office/Clerical		70,081	72,657	71,999	(658)
			Subtotal	204,144	211,050	219,607	8,557
PERSONNEL SERVICES - EMPLOYEE BENEFITS							
Object:	213	Life Insurance		208	209	209	0
Object:	220	Social Security Contributions		15,225	16,146	16,798	652
Object:	230	Retirement Contributions		70,034	73,579	73,812	233
Object:	240	Tuition Reimbursement		2,544	1,440	1,440	0
Object:	260	Workers' Compensation		1,327	1,478	1,538	60
Object:	271	Medical Health Benefits		39,271	39,600	39,600	0
Object:	272	Dental Health Benefits		1,832	1,848	1,847	(1)
Object:	274	Income Protection Benefits		610	609	609	0
Object:	279	Medical Stabilization		(1,963)	0	(3,960)	(3,960)
Object:	290	Other Employee Benefits		2,796	2,886	2,450	(436)
			Subtotal	131,884	137,795	134,343	(3,452)
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES							
Object:	329	Professional Educ Svcs - Other		3,000	18,000	13,000	(5,000)
Object:	348	Services in Support of Technology		4,463	1,338	1,448	110
Object:	360	Employee Training and Development Services		162	5,264	5,355	91
Object:	390	Other Purchased Professional & Tech Svcs		0	800	800	0
			Subtotal	7,625	25,402	20,603	(4,799)
PURCHASED PROPERTY SERVICES							
Object:	432	Repairs & Maintenance Svcs of Equip		0	10,995	0	(10,995)
Object:	433	Repairs & Maintenance Svcs of Vehicles		3,230	3,500	3,500	0
Object:	441	Rental of Land and Buildings		14,771	14,396	14,294	(102)
Object:	448	Lease/Rental of Hardware & Related Tech		985	1,018	930	(88)
			Subtotal	18,986	29,909	18,724	(11,185)
OTHER PURCHASED SERVICES							
Object:	532	Cellular Phone Charges		107	40	174	134
Object:	549	Other Advertising/Public Relations		245	1,000	1,000	0
Object:	550	Printing and Binding		347	324	312	(12)
Object:	580	Travel		4,623	11,474	10,611	(863)
Object:	599	Other Misc Purchased Services		5,278	1,000	0	(1,000)
			Subtotal	10,600	13,838	12,097	(1,741)
SUPPLIES							
Object:	610	General Supplies		5,326	3,975	2,850	(1,125)
Object:	626	Gasoline		2,957	4,500	4,500	0
Object:	634	Snacks		456	0	0	0
Object:	635	Meals/Refreshments		9,283	17,155	17,715	560
Object:	650	Supplies & Fees - Technology Related		763,769	771,926	792,823	20,897
			Subtotal	781,791	797,556	817,888	20,332
PROPERTY							
Object:	762	Capital Equipment Replacement		0	8,750	8,750	0
			Subtotal	0	8,750	8,750	0
OTHER OBJECTS							
Object:	810	Dues and Fees		635	940	640	(300)
			Subtotal	635	940	640	(300)
OTHER USES OF FUNDS							
Object:	938	General Admin Overhead Allocation		64,325	69,310	65,491	(3,819)
			Subtotal	64,325	69,310	65,491	(3,819)
			TOTAL EXPENDITURES	$1,219,990	$1,294,550	$1,298,143	$3,593

LANCASTER-LEBANON IU13
Business Services Department
General Operating Budget
Proposed 2023-2024 Instructional Media Services
Composite Budget
March 8, 2023

			Actual 2021-22 Activity	Approved 2022-23 Budget	Proposed 2023-24 Budget	Net Change Budget
LOCAL REVENUES						
6920	Contributions & Donations from Private Srcs		$5,950	$5,000	$15,000	$10,000
6944	Receipts Other LEAs in PA - Ed		31,590	22,323	27,696	5,373
6947	Receipts from Members by Withholding		655,835	655,835	668,296	12,461
6948	Receipts Directly from Members		417,195	421,230	503,576	82,346
6949	Other Tuition from Patrons		150	140	140	0
6970	Services Provided Other Funds		14,642	14,225	16,372	2,147
6999	All Other Revenues		0	26,713	21,300	(5,413)
6999	All Other Revenues - Carryover		51,998	104,221	458	(103,763)
		Subtotal	1,177,360	1,249,687	1,252,838	3,151
STATE REVENUES						
7810	State Share Soc Sec & Medicare Taxes		7,613	8,073	8,399	326
7820	State Share Retirement Contributions		35,017	36,790	36,906	116
		Subtotal	42,630	44,863	45,305	442
		TOTAL REVENUES	$1,219,990	$1,294,550	$1,298,143	$3,593

Lancaster-Lebanon IU13
General Operating Budget
2023-2024 Instructional Media Services
Budget Summary

SALARIES & BENEFITS

- Total FTEs = 2.81
  - 0.20 FTE – Leadership Team
  - 0.20 FTE – Senior Leaders
  - 0.90 FTE – Middle Management
  - 1.51 FTE – Non-instructional Support
- 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 and Mystery Science
  - CultureGrams
  - BrainPop Combo
  - Schoology
  - Gale Research Database
  - OverDrive
  - Power Library (Health Sciences)
  - Notable – KAMI
  - Cvent Conference Platform
  - IMS Lending Library
  - AR/VR Mobile Device Kits

EQUIPMENT

- Shared cost of replacement of courier van

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2023-2024 Instructional Media Services Budget
Estimated District Contributions

District	Actual 2021-22	Actual 2022-23	Estimated* 2023-24
Annville-Cleona	$11,002.75	$10,821.51	$11,212.68
Cocalico	24,096.54	24,183.44	24,712.53
Columbia Borough	4,853.28	5,008.71	5,072.46
Conestoga Valley	43,793.91	43,651.03	43,964.57
Cornwall-Lebanon	36,799.45	37,065.79	38,413.96
Donegal	20,216.33	19,943.86	20,284.84
Eastern Lancaster County	37,783.56	36,659.70	37,431.51
Eastern Lebanon County	20,185.52	19,896.35	20,198.20
Elizabethtown Area	27,096.48	26,984.90	27,618.42
Ephrata Area	31,303.08	30,971.87	31,666.23
Hempfield	61,334.05	60,843.73	62,296.12
Lampeter-Strasburg	26,400.24	26,485.14	26,957.73
School District of Lancaster	46,273.44	46,648.27	47,166.38
Lebanon	10,595.61	10,429.01	10,735.87
Manheim Central	31,196.38	30,624.07	31,159.09
Manheim Township	53,951.68	54,711.84	55,598.38
Northern Lebanon	17,529.24	18,647.04	19,292.91
Palmyra Area	24,956.15	24,655.67	25,149.00
Penn Manor	38,792.33	39,017.82	39,578.35
Pequea Valley	19,536.18	20,184.84	19,809.60
Solanco	32,464.60	32,102.05	32,691.36
Warwick	35,674.21	36,298.38	37,285.81
TOTAL	**$655,835.01**	**$655,835.02**	**$668,296.00**

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 2023-24 will be provided by PDE after the entire processing cycle for the 2021-22 membership data has been completed.

Historical IMS District Contributions:

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
2013-14	$639,215.00	2022-23	$655,835.00
2014-15	$639,215.00	2023-24	$668,296.00

LANCASTER-LEBANON INTERMEDIATE UNIT 13

2023-24 PROGRAMS OF SERVICES

Programs by Strategic Business Unit (SBU)

		Anticipated 2023-24 Budgets
SBU 001 - Administrative and Management Services		
Program 2325	Bus Driver Training	$18,950
Program 7205	ACCESS Billing Services	472,033
Program 7401	Collaborative Services	438,339
Program 7402	Tax Collection Bureau	1,699,744
Program 7414	Business Services Initiatives	95,780
Program 7782	Title I-Neglected and Delinquent-Manos House	115,497
Program 8113	Guest Teacher Training	94,646
Program 8116	Human Resources Initiatives	777,398
Program 8120	PASPA Administrative Services	72,101
Program 8588	Statewide System of Support-Safe Schools	32,117
	Total SBU 001 - Administrative and Management Services	$3,816,605
SBU 002 - Community Education		
Program 2239	Workforce Investment Program Out of School Youth-Lebanon	$250,806
Program 2240	Workforce Investment Program In-School Youth-Lebanon	97,788
Program 2241	TANF Grant-Lebanon	159,645
Program 2242	TANF Grant-Lebanon	62,689
Program 5600	Lancaster County Prison	63,721
Program 5603	Lebanon County Prison	32,300
Program 5608	Lancaster-Lebanon Adult Education Local Program	594,281
Program 5610	Lancaster-Lebanon Foundation Pass-thru Funds	5,000
Program 5620	Lancaster-Lebanon Adult Basic Education	1,000,440
Program 5623	Integrated English and Literacy Civics Education	837,863
Program 5625	Family Literacy Expansion	239,040
Program 5626	Tutoring Program for Adults	156,060
Program 5627	Adult Education/Literacy	492,114
Program 5632	Lancaster & Lebanon HiSet Test Administration	1,116
Program 5659	School District of Lancaster Cultural Navigation Services	167,527
Program 5678	Cultural Navigation at Fulton Elementary	58,055
Program 5684	English Language Learner (ELL) Navigation at Manheim Township SD	21,120
Program 5693	Good Job Happy Family Grant	72,515
Program 5697	United Way Community Investment	73,908
	Total SBU 002 - Community Education	$4,385,988
SBU 004 - Teaching and Learning Collaborative		
Program 1111	Core Program of Services-Curriculum and Instruction	$741,583
Program 5105	Instructional Media Services	1,298,143
Program 5422	Standards Based Instruction (SBI)-STEM Education-State	51,488
Program 5424	Additional Targeted School Improvement (TSI)-Federal	65,746
Program 5427	Standards Based Instruction (SBI)-STEM Education-Federal	19,328
Program 5432	Accelerated Learning Support	4,816
Program 5433	Accelerated Learning Support for School Districts	6,180
Program 5440	Comprehensive Support and Improvement to Lancaster Schools	275,707
Program 5520	Instructional Services Initiatives-Research and Development	18,786
Program 5521	Instructional Technology	161,295
Program 5529	Lancaster-Lebanon Virtual Solutions (LLVS)	4,955,082
Program 5536	Curriculum and Instruction Marketplace	323,143
Program 5545	Language Instruction for English Learners	200,499

		Anticipated 2023-24 Budgets
Program 5569	Teaching and Learning Collaborative (TLC) Initiatives	152,912
Program 5572	Pennsylvania Inspired Leadership Initiative	145,083
Program 5599	Expanding Capacity for Environmental Literacy	121,841
	Total SBU 004 - Teaching and Learning Collaborative	$8,541,632
SBU 005 - Early Learners		
Program 5820	Pennsylvania Pre-K Counts	$4,795,092
Program 5822	Local Early Childhood	71,825
Program 5830	Education Leading to Employment and Career Training (ELECT)	319,592
Program 5882	Lebanon County Head Start	2,041,312
Program 5884	Head Start Supplemental Assistance Program	2,509,082
Program 5887	Child and Adult Care Food Program	298,874
Program 5892	Early Head Start-Home Visitors	892,993
Program 5894	Early Head Start-Child Care Partnerships	1,437,886
Program 5898	Community Action Program-Early Head Start-Home Visitors	772,311
Program 6250	Individuals with Disabilities Education Act, Section 611 Preschool	2,284,544
Program 6255	State Early Intervention	19,225,871
Program 6256	Individuals with Disabilities Education Act, Section 619 Preschool	438,560
Program 6257	Early Intervention ACCESS	4,023,500
	Total SBU 005 - Early Learners	$39,111,442
SBU 007 - Student Services		
Program 5170	Career and Technology Center English as a Second Language Consultation	$336,802
Program 5172	Title I-Nonpublic	476,159
Program 5175	Act 89 Nonpublic Auxiliary Services	9,385,036
Program 5180	Title IIA Local Fiscal Agent	140,000
Program 5517	Student Activities and Events	180,695
Program 5531	Organ Tissue Donation Awareness	182,713
	Total SBU 007 - Student Services	$10,701,405
SBU 011 - Special Education Classroom Services		
Programs 2001-2057	Special Education Classroom Consortium Programs	$36,074,779
Program 2032	Special Education Value-added Services	106,286
Program 2201	Special Education CORE	3,616,975
Program 2209	Lebanon County Prison Supplemental Contract	149,295
Program 2253	Individuals with Disabilities Education Act-ESY Component	3,545,897
Program 2300	Partial Hospitalization Program	709,041
Program 2400	Lancaster Behavioral Health Program	162,619
Program 2800	Student Activity-Mini-Businesses	20,000
Program 2900	Student Activity-Fundraisers	5,000
Program 2945	Student Work Experience	250,000
	Total SBU 011 - Special Education Classroom Services	$44,639,892
SBU 012 - Itinerant Solutions		
Programs 2004-2024	Itinerant Solutions Consortium Programs	$10,686,988
Program 2006	School Age Speech Language	2,789,954
Program 2022	Occupational and Physical Therapy	2,741,397
Program 2150	ECSES Initiatives	308,277
Program 2206	Pupil Transportation	1,240,097
Program 2215	Supplemental Contracts	7,675,359
Program 2232	Internal Solutions Fund Balance	93,991

		Anticipated 2023-24 Budgets
Program 2246	Fee for Service Office of Vocational Rehabilitation-Lancaster County	75,532
Program 2280	Staff Development and Training	22,965
	Total SBU 012 - Itinerant Solutions	$25,634,560
SBU 014 - Pass-thru Funds Administration Services		
Program 2251	Individuals with Disabilities Education Act-Training and Consultation	1,915,358
Program 2252	IDEA-School Age Supplementary Aides & Services Component	15,176,626
Program 7204	School-Based ACCESS Project	1,600,000
	Total SBU 014 - Pass-thru Funds Administration Services	$18,691,984
SBU 015 - Statewide Initiatives		
Program 9708	Corrections Education-IDEA Appropriation	$620,816
Program 9734	PaTTAN Programs III	92,971
Program 9738	Corrections Education-State Appropriation 114	148,199
Program 9740	Cordero Cluster Fund Contract	563,000
Programs 9745/9748	PaTTAN/Bureau of Special Education Initiatives	23,018,105
Program 9753	PaTTAN Assistive Technology Program	350,000
Program 9761	Governor's STEM Competition	205,954
Program 9774	PaTTAN Early Intervention/Preschool Program	20,656
Program 9775	Deaf Blind Support	56,669
Program 9790	Higher Ed Working Group and PAsmart	2,492,412
Program 9791	Department of Corrections-State Appropriation 102	120,149
Program 9793	Alternative Education for Disruptive Youth (AEDY)	539,236
Program 9794	PaTTAN Programs V	346,285
	Subtotal PaTTAN	$28,574,452
Program 9551	PDE Comprehensive Support and Improvement (CSI) School Improvement	$1,165,790
Program 9751	Pennsylvania Value Added Assessment System	2,419,592
	Subtotal Statewide Projects	$3,585,382
	Total SBU 015 - Statewide Initiatives	$32,159,834
SBU 016 - Regional Technology Solutions		
Program 2585	Title II-Data Governance Grant	$10,099
Program 4510	Statewide Software	14,691,798
Program 4515	Technology Initiatives	685,636
Program 4516	Technology Solutions-Fund Balance	6,900
Program 4585	Wide Area Network Consortium	4,135,185
	Total SBU 016 - Regional Technology Solutions	$19,529,618
	Subtotal Strategic Business Unit Budgets	$207,212,960

Notes:
Anticipated budgets are based on information available on February 1, 2023.

New programs may be added throughout the 2023-24 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting and approved as part of the Treasurer's Report.