

Lancaster-Lebanon Intermediate Unit 13 2024-2025 General Operating Budget Proposal

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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 2023-2024 Board Meeting March 13, 2024

Dr. Joseph Fullerton, President	Penn Manor
Nikki Rivera, Vice President	Manheim Township
Ronald Melleby, Treasurer	Donegal
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Luis Morales	Lancaster
Robert Okonak	Lebanon
Amy Beachy	Manheim Central
Staci Murray	Northern Lebanon
Jill Martin	Palmyra Area
Michael Fisher	Pequea Valley
Craig Chubb	Solanco
Daniel Woolley	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

MESSAGE FROM THE EXECUTIVE DIRECTOR

At IU13, our mission is to provide service, support, 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 2024-25 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 \$2,101,869 reflects a 2.2% 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 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 \$1,323,482 reflects a 1.95% increase in expenditures. This increase includes annual adjustments to salaries, benefit costs, plus small adjustments to personnel allocations. Total District Contributions reflect a 2.0% increase.

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

2024-2025

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 **\$2,101,869** includes resources for organizational leadership, board and community relations, administrative services, and instructional supports to our 22 member school districts. The 2024-25 CPS Budget includes an increase of \$45,163 or 2.20%.
2. The **Instructional Media Services (IMS) Budget** in the amount of **\$1,323,482** provides instructional media and materials, digital resources, courier services among schools, and consultation and training in instructional technology integration. The 2024-25 IMS Budget includes an increase of \$25,339 or 1.95%.

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 175 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately \$215 million. A listing of the ten strategic business units and the proposed programs administered under each unit is included in this packet on pages 15-17. 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, retention, payroll, and benefits activities/administration 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, and educational technology, including supports in all core content areas. In addition, various job-alike collaboratives for curriculum coordinators, principals, and content area leaders 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, Community Education Program, and Grant Services 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, digital resources, portable 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, 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 14.

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES				
Object: 110 Official/Administrative	\$335,834	\$411,810	\$435,754	\$23,944
Object: 130 Professional - Other	426,671	453,960	458,067	4,107
Object: 150 Office/Clerical	185,765	199,510	192,250	(7,260)
Subtotal	948,270	1,065,280	1,086,071	20,791
PERSONNEL SERVICES - EMPLOYEE BENEFITS				
Object: 213 Life Insurance	688	800	708	(92)
Object: 220 Social Security Contributions	68,224	81,720	83,086	1,366
Object: 230 Retirement Contributions	330,342	362,150	368,179	6,029
Object: 240 Tuition Reimbursement	4,818	7,680	11,339	3,659
Object: 260 Workers' Compensation	6,648	7,630	7,604	(26)
Object: 271 Medical Health Benefits	129,152	138,580	145,732	7,152
Object: 272 Dental Health Benefits	6,029	6,580	6,295	(285)
Object: 274 Income Protection Benefits	1,953	2,210	2,088	(122)
Object: 279 Medical Stabilization	0	(13,844)	0	13,844
Object: 290 Other Employee Benefits	26,525	31,410	33,571	2,161
Subtotal	574,379	624,916	658,602	33,686
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES				
Object: 329 Professional Educ Svcs - Other	15,770	5,500	4,100	(1,400)
Object: 330 Other Professional Services	500	1,100	1,700	600
Object: 331 Legal Fees	0	500	800	300
Object: 340 Technical Services	119	100	360	260
Object: 348 Services in Support of Technology	5,747	6,070	5,475	(595)
Object: 360 Employee Training and Development Services	5,862	26,160	30,297	4,137
Object: 390 Other Purchased Professional & Tech Svcs	24,502	34,000	34,200	200
Subtotal	52,500	73,430	76,932	3,502
PURCHASED PROPERTY SERVICES				
Object: 441 Rental of Land and Buildings	201,127	207,840	205,367	(2,473)
Object: 448 Lease/Rental of Hardware & Related Tech	3,875	4,020	3,779	(241)
Subtotal	205,002	211,860	209,146	(2,714)
OTHER PURCHASED SERVICES				
Object: 532 Cellular Phone Charges	15	20	13	(7)
Object: 549 Other Advertising/Public Relations	1,701	2,700	3,800	1,100
Object: 550 Printing and Binding	6,918	8,360	6,011	(2,349)
Object: 580 Travel	6,138	26,040	18,656	(7,384)
Object: 599 Other Misc Purchased Services	8,648	10,000	9,228	(772)
Subtotal	23,420	47,120	37,708	(9,412)
SUPPLIES				
Object: 610 General Supplies	10,368	6,020	6,185	165
Object: 634 Snacks	262	0	0	0
Object: 635 Meals/Refreshments	7,449	10,200	10,595	395
Object: 640 Books and Periodicals	1,766	790	882	92
Object: 650 Supplies & Fees - Technology Related	4,866	5,200	6,114	914
Subtotal	24,711	22,210	23,776	1,566
OTHER OBJECTS				
Object: 810 Dues and Fees	6,872	11,890	9,634	(2,256)
Subtotal	6,872	11,890	9,634	(2,256)
TOTAL EXPENDITURES	\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Core Program of Services
Composite Budget
 March 13, 2024

		Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
LOCAL REVENUES					
6510	Interest on Invest & Checking Accts	\$0	\$130,000	\$134,000	\$4,000
6920	Contributions & Donations from Private Srcs	20,000	0	0	0
	Subtotal	20,000	130,000	134,000	4,000
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	34,112	40,860	41,544	684
7820	State Share Retirement Contributions	165,171	181,075	184,092	3,017
	Subtotal	199,283	221,935	225,636	3,701
OTHER FUNDING SOURCES					
9310	General Fund Transfers	1,615,871	1,704,771	1,742,233	37,462
	Subtotal	1,615,871	1,704,771	1,742,233	37,462
TOTAL REVENUES		\$1,835,154	\$2,056,706	\$2,101,869	\$45,163

**Lancaster-Lebanon IU13
General Operating Budget
Proposed 2024-2025 Core Program of Services
Budget Summary**

CENTRAL SERVICES

- 5.69 FTE staff
 - 2.05 FTE Leadership Team
 - 0.91 FTE Senior Leaders
 - 0.61 FTE Middle Management
 - 2.12 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

- 3.68 FTE Staff
 - 0.23 FTE Leadership Team
 - 1.37 FTE Senior Leaders
 - 0.90 FTE Middle Management
 - 1.18 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
 General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES				
Object: 110 Official/Administrative	\$40,657	\$32,673	\$33,915	\$1,242
Object: 130 Professional - Other	99,592	114,935	127,803	12,868
Object: 150 Office/Clerical	72,018	71,999	77,091	5,092
Subtotal	212,267	219,607	238,809	19,202
PERSONNEL SERVICES - EMPLOYEE BENEFITS				
Object: 213 Life Insurance	208	209	216	7
Object: 220 Social Security Contributions	15,834	16,798	18,269	1,471
Object: 230 Retirement Contributions	73,305	73,812	80,056	6,244
Object: 240 Tuition Reimbursement	1,431	1,440	960	(480)
Object: 260 Workers' Compensation	1,486	1,538	1,672	134
Object: 271 Medical Health Benefits	39,144	39,600	44,322	4,722
Object: 272 Dental Health Benefits	1,827	1,847	1,914	67
Object: 274 Income Protection Benefits	602	609	631	22
Object: 279 Medical Stabilization	0	(3,960)	0	3,960
Object: 290 Other Employee Benefits	2,961	2,450	2,544	94
Subtotal	136,798	134,343	150,584	16,241
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES				
Object: 329 Professional Educ Svcs - Other	13,000	13,000	13,000	0
Object: 348 Services in Support of Technology	1,514	1,448	1,518	70
Object: 360 Employee Training and Development Services	1,342	5,355	6,122	767
Object: 390 Other Purchased Professional & Tech Svcs	0	800	800	0
Subtotal	15,856	20,603	21,440	837
PURCHASED PROPERTY SERVICES				
Object: 432 Repairs & Maintenance Svcs of Equip	2,145	0	1,000	1,000
Object: 433 Repairs & Maintenance Svcs of Vehicles	388	3,500	3,500	0
Object: 441 Rental of Land and Buildings	17,181	14,294	16,200	1,906
Object: 448 Lease/Rental of Hardware & Related Tech	1,171	930	1,247	317
Subtotal	20,885	18,724	21,947	3,223
OTHER PURCHASED SERVICES				
Object: 532 Cellular Phone Charges	137	174	134	(40)
Object: 549 Other Advertising/Public Relations	155	1,000	1,000	0
Object: 550 Printing and Binding	1,478	312	1,318	1,006
Object: 580 Travel	9,514	10,611	12,689	2,078
Object: 599 Other Misc Purchased Services	5,220	0	0	0
Subtotal	16,504	12,097	15,141	3,044
SUPPLIES				
Object: 610 General Supplies	10,803	2,850	4,350	1,500
Object: 626 Gasoline	2,471	4,500	5,500	1,000
Object: 634 Snacks	904	0	0	0
Object: 635 Meals/Refreshments	15,728	17,715	17,020	(695)
Object: 640 Books and Periodicals	71	0	0	0
Object: 650 Supplies & Fees - Technology Related	798,806	792,823	778,808	(14,015)
Subtotal	828,783	817,888	805,678	(12,210)
PROPERTY				
Object: 762 Capital Equipment Replacement	14,142	8,750	0	(8,750)
Subtotal	14,142	8,750	0	(8,750)
OTHER OBJECTS				
Object: 810 Dues and Fees	1,269	640	720	80
Subtotal	1,269	640	720	80
OTHER USES OF FUNDS				
Object: 938 General Admin Overhead Allocation	70,911	65,491	69,163	3,672
Subtotal	70,911	65,491	69,163	3,672
TOTAL EXPENDITURES	\$1,317,415	\$1,298,143	\$1,323,482	\$25,339

LANCASTER-LEBANON IU13
 General Operating Budget
Proposed 2024-2025 Instructional Media Services
Composite Budget
 March 13, 2024

	Actual 2022-23 Activity	Approved 2023-24 Budget	Proposed 2024-25 Budget	Net Change Budget	
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$23,968	\$15,000	\$25,000	\$10,000
6944	Receipts Other LEAs in PA - Ed	65,595	27,696	28,211	515
6947	Receipts from Members by Withholding	655,835	668,296	681,662	13,366
6948	Receipts Directly from Members	462,418	503,576	501,216	(2,360)
6949	Other Tuition from Patrons	1,513	140	140	0
6970	Services Provided Other Funds	15,027	16,372	18,090	1,718
6999	All Other Revenues	2,447	21,300	20,000	(1,300)
6999	All Other Revenues - Carryover	46,042	458	0	(458)
	Subtotal	1,272,845	1,252,838	1,274,319	21,481
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	7,917	8,399	9,135	736
7820	State Share Retirement Contributions	36,653	36,906	40,028	3,122
	Subtotal	44,570	45,305	49,163	3,858
	TOTAL REVENUES	<u>\$1,317,415</u>	<u>\$1,298,143</u>	<u>\$1,323,482</u>	<u>\$25,339</u>

**Lancaster-Lebanon IU13
General Operating Budget
2024-2025 Instructional Media Services
Budget Summary**

SALARIES & BENEFITS

- Total FTEs = 2.91
 - 0.20 FTE – Leadership Team
 - 0.20 FTE – Senior Leaders
 - 1.00 FTE – Middle Management
 - 1.51 FTE – Non-instructional Support
- Employee Benefits including medical, dental, Social Security, tuition, 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

- Instructional and Support Materials
- Office and Library Supplies
- Courier Gasoline
- Catering for Workshop Attendees
- Educational Digital Media and Related Licensing Fees
 - Discovery Education Experience Package and Mystery Science
 - CultureGrams
 - BrainPop Combo
 - Schoology
 - Gale Research Databases
 - OverDrive/SORA
 - Power Library (Health Sciences)
 - Notable – KAMI
 - IMS Lending Library
 - AR/VR Mobile Device Kits

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2024-2025 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Estimated*</u> <u>2024-25</u>
Annville-Cleona	\$10,821.51	\$11,210.92	\$11,513.65
Cocalico	24,183.44	24,708.64	24,923.02
Columbia Borough	5,008.71	5,072.76	5,284.92
Conestoga Valley	43,651.03	43,970.14	44,666.16
Cornwall-Lebanon	37,065.79	38,408.14	41,358.81
Donegal	19,943.86	20,286.05	20,699.66
Eastern Lancaster County	36,659.70	37,434.26	37,440.84
Eastern Lebanon County	19,896.35	20,198.67	20,722.75
Elizabethtown Area	26,984.90	27,619.65	28,216.99
Ephrata Area	30,971.87	31,667.19	32,193.54
Hempfield	60,843.73	62,298.52	63,251.00
Lampeter-Strasburg	26,485.14	26,953.49	27,339.76
School District of Lancaster	46,648.27	47,172.62	48,456.73
Lebanon	10,429.01	10,735.41	11,031.36
Manheim Central	30,624.07	31,157.52	31,190.06
Manheim Township	54,711.84	55,598.69	56,537.71
Northern Lebanon	18,647.04	19,293.54	20,544.16
Palmyra Area	24,655.67	25,150.49	25,610.40
Penn Manor	39,017.82	39,580.21	40,216.16
Pequea Valley	20,184.84	19,806.48	19,671.31
Solanco	32,102.05	32,686.86	32,908.78
Warwick	<u>36,298.38</u>	<u>37,285.77</u>	<u>37,884.23</u>
TOTAL	<u>\$655,835.02</u>	<u>\$668,296.02</u>	<u>\$681,662.00</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 2024-25 will be provided by PDE after the entire processing cycle for the 2022-23 membership data has been completed.

Historical IMS District Contributions:

2006-07	\$738,871.00	2016-17	\$639,215.00
2007-08	\$738,871.00	2017-18	\$639,215.00
2008-09	\$738,871.00	2018-19	\$639,215.00
2009-10	\$621,200.00	2019-20	\$639,215.00
2010-11	\$639,215.00	2020-21	\$655,835.00
2011-12	\$639,215.00	2021-22	\$655,835.00
2012-13	\$639,215.00	2022-23	\$655,835.00
2013-14	\$639,215.00	2023-24	\$668,296.00
2014-15	\$639,215.00	2024-25	\$681,662.00
2015-16	\$639,215.00		

LANCASTER-LEBANON INTERMEDIATE UNIT 13

PROPOSED PROGRAMS OF SERVICES

Programs by Strategic Business Unit (SBU)

Anticipated
2024-25 Budgets

SBU 001 - Administrative and Management Services

Program 2325 Bus Driver Training	\$18,950
Program 7205 ACCESS Billing Services	358,746
Program 7401 Collaborative Services	439,056
Program 7402 Tax Collection Bureau	1,627,891
Program 7414 Business Services Initiatives	98,723
Program 7782 Title I-Neglected and Delinquent-Manos House	84,384
Program 8113 Guest Teacher Training	94,646
Program 8116 Human Resources Initiatives	805,861
Program 8120 PASPA Administrative Services	72,249
Program 8588 Statewide System of Support-Safe Schools	31,898
Program 8603 School Mental Health & Safety and Security Grant	60,791
Total SBU 001 - Administrative and Management Services	\$3,693,195

SBU 002 - Community Education

Program 5600 Lancaster County Prison	\$64,334
Program 5603 Lebanon County Prison	32,586
Program 5608 Lancaster-Lebanon Adult Education Local Program	533,401
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds	66,059
Program 5620 Lancaster-Lebanon Adult Basic Education	1,075,563
Program 5623 Integrated English and Literacy Civics Education	1,090,533
Program 5625 Family Literacy Expansion	239,629
Program 5626 Tutoring Program for Adults	155,573
Program 5627 Adult Education/Literacy	491,487
Program 5632 Lancaster & Lebanon HiSet Test Administration	1,113
Program 5659 School District of Lancaster Cultural Navigation Services	214,013
Program 5684 English Language Learner (ELL) Navigation at Manheim Township SD	16,752
Program 5707 Eckerd Classes and Navigation	179,861
Program 5711 Employer Engagement Program	369,413
Total SBU 002 - Community Education	\$4,530,317

SBU 004 - Teaching and Learning Collaborative

Program 1111 Core Program of Services-Curriculum and Instruction	\$751,700
Program 5105 Instructional Media Services	1,323,482
Program 5419 Educational Technology Initiatives	4,595,421
Program 5421 Targeted School Improvement (TSI)-Classroom Diagnostic Tools-State	6,308
Program 5422 Standards Based Instruction (SBI)-STEM Education-State	90,087
Program 5423 Additional Targeted School Improvement (TSI)-State	91,773
Program 5436 Accelerated Learning-Title I	84,388
Program 5437 Accelerated Learning-Title II	102,675
Program 5440 Comprehensive Support and Improvement to Lancaster Schools	329,681
Program 5451 STEM In PA	31,389
Program 5455 Executive Leadership of Lancaster County STEM Alliance	133,368
Program 5460 Step Up with EbD (Engineering by Design)	153,631
Program 5520 Instructional Services Initiatives-Research and Development	3,000
Program 5536 Curriculum and Instruction Marketplace	399,257
Program 5572 Pennsylvania Inspired Leadership Initiative	139,990
Total SBU 004 - Teaching and Learning Collaborative	\$8,236,150

SBU 005 - Early Learners

Program 5820 Pennsylvania Pre-K Counts	\$2,878,107
Program 5822 Local Early Childhood	53,291
Program 5830 Education Leading to Employment and Career Training (ELECT)	324,345
Program 5880 Lebanon County Head Start	2,197,545
Program 5884 Head Start Supplemental Assistance Program	2,503,184
Program 5886 Child and Adult Care Food Program	298,874
Program 5890 Early Head Start-Home Visitors	1,022,296
Program 5895 Early Head Start-Child Care Partnerships	1,526,967
Program 5896 Community Action Program-Early Head Start-Home Visitors	780,801
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	2,679,199
Program 6255 State Early Intervention	22,016,745
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	460,066
Program 6257 Early Intervention ACCESS	2,894,709
Total SBU 005 - Early Learners	\$39,636,129

SBU 007 - Student Services

Program 5172 Title I-Nonpublic	563,539
Program 5174 Title IIA Local Fiscal Agent	140,000
Program 5175 Act 89 Nonpublic Auxiliary Services	9,396,527
Program 5186 Nonpublic Safe Schools Grant	363,082
Program 5517 Student Activities and Events	159,816
Program 5532 Organ Tissue Donation Awareness	217,912
Program 5546 Title III-Language Instruction for Limited English Proficient Students	261,387
Program 5552 Title III-Language Instruction for Immigrant Students	3,792
Total SBU 007 - Student Services	\$11,106,055

SBU 011 - Special Education Classroom Services

Program 2001-2058 Special Education Classroom Consortium Programs	\$39,378,010
Program 2032 Special Education Fund Balance	98,571
Program 2078 CCRES Grant-Autistic Support Multi-Sensory Hands-on Materials	1,072
Program 2079 CCRES Grant-Autistic Support-Assessment Kits	2,001
Program 2080 CCRES Grant-Fairland at CEC-Sensory Room	3,300
Program 2081 CCRES Grant-Community Schools-School Store	5,622
Program 2082 CCRES Grant-AS Comm Based Inst	810
Program 2201 Special Education CORE	3,887,743
Program 2209 Lebanon County Prison Supplemental Contract	153,130
Program 2253 Individuals with Disabilities Education Act-ESY Component	3,921,996
Program 2300 Partial Hospitalization Program	767,716
Program 2400 Lancaster Behavioral Health Program	140,444
Program 2800 Student Activity-Mini-Businesses	20,000
Program 2900 Student Activity-Fundraisers	5,000
Program 2945 Student Work Experience	300,000
Total SBU 011 - Special Education Classroom Services	\$48,685,415

SBU 012 - Itinerant Solutions

Program 2004-2023 Itinerant Solutions Consortium Programs	\$12,400,863
Program 2006 School Age Speech Language	3,225,896
Program 2022 Occupational and Physical Therapy	3,338,413
Program 2150 ECSES Initiatives	460,026
Program 2206 Pupil Transportation	1,247,204
Program 2215 Supplemental Contracts	9,114,209
Program 2232 Itinerant Solutions Value-added Services	86,344
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	85,154
Program 2280 Staff Development and Training	35,387
Total SBU 012 - Itinerant Solutions	\$29,993,496

SBU 014 - Pass-thru Funds Administration Services

Program 2251 Individuals with Disabilities Education Act-Training and Consultation	\$1,945,644
Program 2252 IDEA-School Age Supplementary Aides & Services Component	14,768,540
Program 2268 Success for PA Early Learners State Personnel Development Grant	7,000
Program 7204 School-Based ACCESS Project	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services	\$18,321,184

SBU 015 - Statewide Initiatives

Program 9740 Cordero Cluster Fund Contract	\$563,000
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	659,061
Program 9761 Governor's STEM Competition	205,954
Program 9774 PaTTAN Early Intervention/Preschool Program	23,424
Program 9775 Deaf Blind Support	59,805
Program 9787/9789 PaTTAN/Bureau of Special Education Initiatives	21,127,095
Program 9790 Higher Ed Working Group and PAsmart	2,415,623
Program 9791 Department of Corrections-State Appropriation 102	124,205
Program 9793 Alternative Education for Disruptive Youth (AEDY)	551,738
Program 9794 PaTTAN Programs V	346,285
Program 9795 Corrections Education Record Center	172,289
Subtotal PaTTAN	\$26,598,479
Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	\$2,021,834
Program 9751 Pennsylvania Value Added Assessment System	1,715,903
Program 9851 Pennsylvania Value Added Assessment System Research Team	733,795
Subtotal Statewide Projects	\$4,471,532
Total SBU 015 - Statewide Initiatives	\$31,070,011

SBU 016 - Regional Technology Solutions

Program 2585 Title II-Data Governance Grant	\$13,083
Program 4510 Statewide Software	16,751,790
Program 4515 Technology Initiatives	634,309
Program 4516 Technology Solutions Value-added Services	23,353
Program 4585 Wide Area Network Consortium	3,230,967
Total SBU 016 - Regional Technology Solutions	\$20,653,502
Subtotal Strategic Business Unit Budgets	\$215,925,454

Notes:

Anticipated budgets are based on information available on February 1, 2024.

New programs may be added throughout the 2024-25 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting for approval as part of the Treasurer's Report.