Lancaster-Lebanon Intermediate Unit 13 2025-2026 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
2024-2025
Board Meeting March 12, 2025

Dr. Joseph Fullerton, President	Penn Manor
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Brett Buckwalter	Cocalico
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Raymond Ondrusek	Eastern Lebanon County
Lynda Shrum	Elizabethtown Area
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Charles Merris, Jr.	Hempfield
Luis Morales	Lancaster
Robert Okonak	Lebanon
Amy Beachy	Manheim Central
JoAnn Hentz	Manheim Township
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
VACANT	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 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 2025-26 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 $2,170,010 reflects a 3.24% 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 $1,374,756 reflects a 3.87% 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
2025-2026
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 includes 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 **$2,170,010** includes resources for organizational leadership, board and community relations, administrative services, and instructional supports to our 22-member school districts. The 2025-26 CPS Budget includes an increase of $68,141 or 3.24%.

2. The **Instructional Media Services (IMS) Budget** in the amount of **$1,374,756** provides instructional media and materials, digital resources, courier services among schools, and consultation and training in instructional technology integration. The 2025-26 IMS Budget includes an increase of $51,274 or 3.87%.

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 1.5% 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 117 separate programs that are managed under thirteen Strategic Business Units (SBUs) totaling approximately $238 million. A listing of the thirteen 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 Office, Business Services, Human Resources Services, Early Childhood and Special Education Services, Technology Services, and Instructional Services.

The Executive Office: Administrative Services, State and Federal Agency Liaison Services, and Management Services is responsible for enterprise-level leadership. The Executive Office 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 Office also provides community relations support for districts through a public relations consortium. The Executive 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
- Peering Services
- IU13 PA Student Data Privacy Consortium
- IU13 Hosted Cloud Services
- 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
- 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 direct 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. including direct support for district Technology Integrators/Specialists/Coaches and Librarians. In addition, the IMS provides consortium opportunities for discounted educational technology tools.

- Approximately 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 digital media available to educators including streaming media, video, lessons, digital resources, portable planetariums, telepresence robotic systems, AR/VR immersive learning and career-based systems, and many more STEM robotics systems via the Lending Library.
- 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 2025-2026 Core Program of Services
Composite Budget
March 12, 2025

			Actual 2023-24 Activity	Approved 2024-25 Budget	Proposed 2025-26 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES						
Object:	110	Official/Administrative	$325,826	$435,754	$438,622	$2,868
Object:	130	Professional - Other	466,978	458,067	490,373	32,306
Object:	150	Office/Clerical	174,889	192,250	189,295	(2,955)
		Subtotal	967,693	1,086,071	1,118,290	32,219
PERSONNEL SERVICES - EMPLOYEE BENEFITS						
Object:	213	Life Insurance	662	708	989	281
Object:	220	Social Security Contributions	70,353	83,086	85,552	2,466
Object:	230	Retirement Contributions	325,440	368,179	380,220	12,041
Object:	240	Tuition Reimbursement	7,577	11,339	7,872	(3,467)
Object:	260	Workers' Compensation	6,774	7,604	7,826	222
Object:	271	Medical Health Benefits	124,770	145,732	167,939	22,207
Object:	272	Dental Health Benefits	5,822	6,295	6,859	564
Object:	274	Income Protection Benefits	1,866	2,088	2,092	4
Object:	290	Other Employee Benefits	27,691	33,571	33,237	(334)
		Subtotal	570,955	658,602	692,586	33,984
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES						
Object:	329	Professional Educ Svcs - Other	1,679	4,100	4,100	0
Object:	330	Other Professional Services	0	1,700	1,700	0
Object:	331	Legal Fees	0	800	800	0
Object:	340	Technical Services	72	360	150	(210)
Object:	348	Services in Support of Technology	5,490	5,475	6,194	719
Object:	360	Employee Training and Development Services	5,948	30,297	29,433	(864)
Object:	390	Other Purchased Professional & Tech Svcs	29,722	34,200	37,500	3,300
		Subtotal	42,911	76,932	79,877	2,945
PURCHASED PROPERTY SERVICES						
Object:	441	Rental of Land and Buildings	206,459	205,367	205,367	0
Object:	448	Lease/Rental of Hardware & Related Tech	3,764	3,779	4,099	320
		Subtotal	210,223	209,146	209,466	320
OTHER PURCHASED SERVICES						
Object:	532	Cellular Phone Charges	15	13	38	25
Object:	549	Other Advertising/Public Relations	1,517	3,800	3,800	0
Object:	550	Printing and Binding	1,948	6,011	3,996	(2,015)
Object:	580	Travel	7,720	18,656	19,440	784
Object:	599	Other Misc Purchased Services	5,790	9,228	9,228	0
		Subtotal	16,990	37,708	36,502	(1,206)
SUPPLIES						
Object:	610	General Supplies	9,045	6,185	6,185	0
Object:	634	Snacks	211	0	50	50
Object:	635	Meals/Refreshments	7,378	10,595	10,325	(270)
Object:	640	Books and Periodicals	866	882	882	0
Object:	650	Supplies & Fees - Technology Related	3,584	6,114	6,114	0
		Subtotal	21,084	23,776	23,556	(220)
OTHER OBJECTS						
Object:	810	Dues and Fees	8,408	9,634	9,733	99
		Subtotal	8,408	9,634	9,733	99
		TOTAL EXPENDITURES	$1,838,264	$2,101,869	$2,170,010	$68,141

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2025-2026 Core Program of Services
Composite Budget
March 12, 2025

			Actual 2023-24 Activity	Approved 2024-25 Budget	Proposed 2025-26 Budget	Net Change Budget
LOCAL REVENUES						
6510	Interest on Invest & Checking Accts		$0	$134,000	$134,000	$0
6948	Receipts Directly from Members		2,871	0	0	0
6970	Services Provided Other Funds		99	0	0	0
		Subtotal	2,970	134,000	134,000	0
STATE REVENUES						
7810	State Share Soc Sec & Medicare Taxes		35,176	41,544	42,782	1,238
7820	State Share Retirement Contributions		162,719	184,092	190,104	6,012
		Subtotal	197,895	225,636	232,886	7,250
OTHER FUNDING SOURCES						
9310	General Fund Transfers		1,637,399	1,742,233	1,803,124	60,891
		Subtotal	1,637,399	1,742,233	1,803,124	60,891
		TOTAL REVENUES	$1,838,264	$2,101,869	$2,170,010	$68,141

Lancaster-Lebanon IU13
General Operating Budget
Proposed 2025-2026 Core Program of Services
Budget Summary

CENTRAL SERVICES

- 5.59 FTE staff
  - 1.90 FTE Leadership Team
  - 0.91 FTE Senior Leaders
  - 0.83 FTE Middle Management
  - 1.95 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

- 3.75 FTE Staff
  - 0.30 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 2025-2026 Instructional Media Services
Composite Budget
March 12, 2025

			Actual 2023-24 Activity	Approved 2024-25 Budget	Proposed 2025-26 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES						
Object: 110		Official/Administrative	$33,489	$33,915	$33,915	$0
Object: 130		Professional - Other	117,603	127,803	141,619	13,816
Object: 150		Office/Clerical	71,761	77,091	78,268	1,177
		Subtotal	222,853	238,809	253,802	14,993
PERSONNEL SERVICES - EMPLOYEE BENEFITS						
Object: 213		Life Insurance	212	216	313	97
Object: 220		Social Security Contributions	16,543	18,269	19,415	1,146
Object: 230		Retirement Contributions	74,533	80,056	86,292	6,236
Object: 240		Tuition Reimbursement	1,296	960	6,240	5,280
Object: 260		Workers' Compensation	1,560	1,672	1,775	103
Object: 271		Medical Health Benefits	39,900	44,322	52,763	8,441
Object: 272		Dental Health Benefits	1,862	1,914	2,157	243
Object: 274		Income Protection Benefits	578	631	654	23
Object: 290		Other Employee Benefits	2,446	2,544	2,544	0
		Subtotal	138,930	150,584	172,153	21,569
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES						
Object: 329		Professional Educ Svcs - Other	11,500	13,000	13,000	0
Object: 348		Services in Support of Technology	2,176	1,518	3,778	2,260
Object: 360		Employee Training and Development Services	1,115	6,122	6,649	527
Object: 390		Other Purchased Professional & Tech Svcs	0	800	800	0
		Subtotal	14,791	21,440	24,227	2,787
PURCHASED PROPERTY SERVICES						
Object: 432		Repairs & Maintenance Svcs of Equip	0	1,000	1,000	0
Object: 433		Repairs & Maintenance Svcs of Vehicles	670	3,500	3,500	0
Object: 441		Rental of Land and Buildings	14,845	16,200	20,645	4,445
Object: 448		Lease/Rental of Hardware & Related Tech	1,323	1,247	1,675	428
		Subtotal	16,838	21,947	26,820	4,873
OTHER PURCHASED SERVICES						
Object: 532		Cellular Phone Charges	134	134	134	0
Object: 549		Other Advertising/Public Relations	0	1,000	500	(500)
Object: 550		Printing and Binding	221	1,318	415	(903)
Object: 580		Travel	6,665	12,689	13,552	863
Object: 599		Other Misc Purchased Services	798	0	0	0
		Subtotal	7,818	15,141	14,601	(540)
SUPPLIES						
Object: 610		General Supplies	3,429	4,350	5,350	1,000
Object: 626		Gasoline	2,085	5,500	5,500	0
Object: 634		Snacks	156	0	0	0
Object: 635		Meals/Refreshments	16,997	17,020	17,750	730
Object: 650		Supplies & Fees - Technology Related	790,556	778,808	777,832	(976)
		Subtotal	813,223	805,678	806,432	754
PROPERTY						
Object: 740		Depreciation	0	0	6,336	6,336
Object: 752		Cap Equipment - Original & Additional	1,209	0	0	0
		Subtotal	1,209	0	6,336	6,336
OTHER OBJECTS						
Object: 810		Dues and Fees	599	720	763	43
		Subtotal	599	720	763	43
OTHER USES OF FUNDS						
Object: 938		General Admin Overhead Allocation	65,306	69,163	69,622	459
		Subtotal	65,306	69,163	69,622	459
		TOTAL EXPENDITURES	$1,281,567	$1,323,482	$1,374,756	$51,274

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2025-2026 Instructional Media Services
Composite Budget
March 12, 2025

			Actual 2023-24 Activity	Approved 2024-25 Budget	Proposed 2025-26 Budget	Net Change Budget
LOCAL REVENUES						
6920	Contributions & Donations from Private Srcs		$31,497	$25,000	$35,000	$10,000
6944	Receipts Other LEAs in PA - Ed		36,048	28,211	90,450	62,239
6947	Receipts from Members by Withholding		668,296	681,662	695,295	13,633
6948	Receipts Directly from Members		469,713	501,216	460,962	(40,254)
6949	Other Tuition from Patrons		673	140	125	(15)
6970	Services Provided Other Funds		21,622	18,090	18,695	605
6999	All Other Revenues		8,179	20,000	21,375	1,375
		Subtotal	1,236,028	1,274,319	1,321,902	47,583
STATE REVENUES						
7810	State Share Soc Sec & Medicare Taxes		8,272	9,135	9,708	573
7820	State Share Retirement Contributions		37,267	40,028	43,146	3,118
		Subtotal	45,539	49,163	52,854	3,691
		TOTAL REVENUES	$1,281,567	$1,323,482	$1,374,756	$51,274

Lancaster-Lebanon IU13
General Operating Budget
2025-2026 Instructional Media Services
Budget Summary

SALARIES & BENEFITS

- Total FTEs = 2.95
  - 0.20 FTE – Leadership Team
  - 0.20 FTE – Senior Leaders
  - 1.10 FTE – Middle Management
  - 1.45 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
  - BrainPop Combo
  - Schoology
  - OverDrive/SORA
  - Notable – KAMI
- IMS Lending Library
  - AR/VR Mobile Device Kits
  - STARLAB Portable Planetariums
  - Telepresence Robotics
  - Transfr VR Career Explorations
  - Many other STEM/Robotics kits

EQUIPMENT

- Replacement Starlab equipment depreciated over 5 years

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2025-2026 Instructional Media Services Budget
Estimated District Contributions

District	Actual 2023-24	Actual 2024-25	Projected* 2025-26
Annville-Cleona	$11,210.92	$11,515.08	$12,289.23
Cocalico	24,708.64	24,922.40	25,407.59
Columbia Borough	5,072.76	5,285.69	5,376.69
Conestoga Valley	43,970.14	44,663.83	45,227.84
Cornwall-Lebanon	38,408.14	41,357.49	42,390.32
Donegal	20,286.05	20,699.50	21,060.19
Eastern Lancaster County	37,434.26	37,441.79	38,291.61
Eastern Lebanon County	20,198.67	20,723.52	20,952.05
Elizabethtown Area	27,619.65	28,215.28	28,850.71
Ephrata Area	31,667.19	32,190.42	32,724.16
Hempfield	62,298.52	63,242.14	64,785.57
Lampeter-Strasburg	26,953.49	27,342.16	27,842.89
School District of Lancaster	47,172.62	48,446.85	49,144.61
Lebanon	10,735.41	11,030.70	11,159.38
Manheim Central	31,157.52	31,189.95	31,825.99
Manheim Township	55,598.69	56,539.95	58,019.05
Northern Lebanon	19,293.54	20,543.89	21,143.05
Palmyra Area	25,150.49	25,611.33	25,925.16
Penn Manor	39,580.21	40,213.04	40,804.52
Pequea Valley	19,806.48	19,690.46	19,977.08
Solanco	32,686.86	32,908.70	33,533.84
Warwick	37,285.77	37,887.83	38,563.47
TOTAL	**$668,296.02**	**$681,662.00**	**$695,295.00**

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 2025-26 will be provided by PDE after the entire processing cycle for the 2023-24 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	2025-26	$695,295.00

LANCASTER-LEBANON INTERMEDIATE UNIT 13

PROPOSED PROGRAMS OF SERVICES

Programs by Strategic Business Unit (SBU)

	Anticipated 2025-26 Budgets
SBU 001 - Administrative and Management Services	
Program 2325 Bus Driver Training	$29,550
Program 7205 ACCESS Billing Services	355,272
Program 7207 ACCESS Medicare Administrative Claim (MAC) Funds	83,250
Program 7401 Collaborative Services	522,149
Program 7402 Tax Collection Bureau	1,938,650
Program 7414 Business Services Initiatives	103,307
Program 7783 Title I-Neglected and Delinquent-Manos House	82,776
Program 8113 Guest Teacher Training	56,202
Program 8116 Human Resources Initiatives	876,994
Program 8120 PASPA Administrative Services	79,241
Program 8588 Statewide System of Support-Safe Schools	32,183
Program 8604 School Safety & Mental Health Grant	74,647
Program 8605 School Mental Health Grant	70,000
Subtotal SBU 001 - Administrative and Management Services	$4,304,221
SBU 002 - Community Education	
Program 5600 Lancaster County Prison	$83,302
Program 5603 Lebanon County Prison	40,367
Program 5608 Lancaster-Lebanon Adult Education Local Program	689,814
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds	99,471
Program 5620 Lancaster-Lebanon Adult Basic Education	1,107,696
Program 5621 Citizenship and Integration Direct Services Grant	307,502
Program 5623 Integrated English and Literacy Civics Education	1,122,248
Program 5625 Family Literacy Expansion	259,780
Program 5626 Tutoring Program for Adults	51,981
Program 5627 Adult Education/Literacy	597,461
Program 5659 School District of Lancaster Cultural Navigation Services	222,306
Program 5684 English Language Learner (ELL) Navigation at Manheim Township SD	16,751
Program 5686 Foundation Funds STEM	50,684
Program 5692 Good Job Happy Family Grant	82,612
Program 5707 Eckerd Classes and Navigation	70,048
Program 5712 Employer Engagement Program	369,367
Subtotal SBU 002 - Community Education	$5,171,390
SBU 004 - Teaching and Learning Collaborative	
Program 1111 Core Program of Services-Curriculum and Instruction	$751,700
Program 5421 Targeted School Improvement (TSI)-Classroom Diagnostic Tools-State	23,611
Program 5422 Standards Based Instruction (SBI)-STEM Education-State	90,740
Program 5423 Additional Targeted School Improvement (TSI)-State	92,917
Program 5436 Accelerated Learning-Title I	69,464
Program 5437 Accelerated Learning-Title II	102,546
Program 5440 Comprehensive Support and Improvement to Lancaster Schools	275,623
Program 5451 Stem in Pennsylvania	37,685
Program 5453 Arconic Foundation Grant	265
Program 5455 Executive Leadership of Lancaster County STEM Alliance	138,621
Program 5459 Chief Science Officer Initiative Grant	17,161
Program 5462 Javits Gifted and Talented Students Education Program	47,822
Program 5536 Curriculum and Instruction Marketplace	725,966
Program 5599 Expanding Capacity for Environmental Literacy	32,903
Subtotal SBU 004 - Teaching and Learning Collaborative	$2,407,024

	Anticipated 2025-26 Budgets
SBU 005 - Early Learners	
Program 5820 Pennsylvania Pre-K Counts	$3,019,599
Program 5822 Local Early Childhood	32,787
Program 5830 Education Leading to Employment and Career Training (ELECT)	301,477
Program 5881 Lebanon County Head Start	3,798,561
Program 5884 Head Start Supplemental Assistance Program	2,596,115
Program 5885 Child and Adult Care Food Program	298,874
Program 5891 Early Head Start-Home Visitors	1,330,236
Program 5897 Community Action Program-Early Head Start-Home Visitors	957,919
Subtotal SBU 005 - Early Learners	$12,335,568
SBU 006 - Early Intervention	
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	$2,728,871
Program 6255 State Early Intervention	24,530,559
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	456,374
Program 6257 Early Intervention ACCESS	4,462,831
Program 6258 CCRES Grant-Early Intervention-Itinerant	1,495
Subtotal SBU 006 - Early Intervention	$32,180,130
SBU 007 - Student Services	
Program 5170 Career and Technology Center English as a Second Language Consultation	$310,965
Program 5172 Title I-Nonpublic	568,870
Program 5175 Act 89 Nonpublic Auxiliary Services	9,954,525
Program 5176 Title IIA Local Fiscal Agent	140,000
Program 5185 Nonpublic Safe Schools Targeted Grant	580,181
Program 5517 Student Activities and Events	127,836
Program 5530 Organ Tissue Donation Awareness	255,656
Program 5542 Title III-Language Instruction for Immigrant Students	4,293
Program 5544 Title III-Language Instruction for Limited English Proficient Students	261,387
Subtotal SBU 007 - Student Services	$12,203,713
SBU 011 - Special Education Classroom Services	
Program 2001-2057 Special Education Classroom Consortium Programs	$44,783,413
Program 2032 Special Education Fund Balance	125,417
Program 2083 CCRES Grant-Art Supplies-CEC Classroom	997
Program 2084 CCRES Grant-Autistic Support Discovery Room	4,359
Program 2085 CCRES Grant-Why Try Expansion	1,500
Program 2086 National Environmental Education Foundation Grant	9,189
Program 2201 Special Education CORE	4,269,136
Program 2209 Lebanon County Prison Supplemental Contract	158,785
Program 2263 Individuals with Disabilities Education Act-ESY Component	4,446,297
Program 2300 Partial Hospitalization Program	975,254
Program 2400 Lancaster Behavioral Health Program	148,404
Program 2800 Student Activity-Mini-Businesses	20,000
Program 2900 Student Activity-Fundraisers	5,000
Program 2945 Student Work Experience	210,000
Subtotal SBU 011 - Special Education Classroom Services	$55,157,751
SBU 012 - Itinerant Solutions	
Program 2004-2024 Itinerant Solutions Consortium Programs	$13,269,525
Program 2006 School Age Speech Language	3,974,628
Program 2022 Occupational and Physical Therapy	3,244,537
Program 2150 ECSES Initiatives	579,446
Program 2206 Pupil Transportation	1,796,709
Program 2215 Supplemental Contracts	7,975,643
Program 2232 Itinerant Solutions Value-added Services	118,324
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	90,257
Program 2280 Staff Development and Training	35,787
Program 7203 School Age ACCESS Balance	409,150
Subtotal SBU 012 - Itinerant Solutions	$31,494,006

	Anticipated 2025-26 Budgets
SBU 014 - Pass-thru Funds Administration Services	
Program 2261 Individuals with Disabilities Education Act-Training and Consultation	$1,999,161
Program 2262 IDEA-School Age Supplementary Aides & Services Component	15,555,253
Program 2268 Success for PA Early Learners State Personnel Development Grant	7,000
Program 7204 School-Based ACCESS Project	2,000,000
Subtotal SBU 014 - Pass-thru Funds Administration Services	$19,561,414
SBU 016 - Regional Technology Solutions	
Program 2585 Title II-Data Governance Grant	$13,122
Program 4510 Statewide Software	17,212,914
Program 4515 Technology Initiatives	995,648
Program 4516 Technology Solutions Value-added Services	164,115
Program 4585 Wide Area Network Consortium	2,432,795
Subtotal SBU 016 - Regional Technology Solutions	$20,818,594
SBU 020 - PaTTAN	
Program 9708 Corrections Education-IDEA Appropriation	
Program 9734 PaTTAN Programs III	$72,224
Program 9740 Cordero Cluster Fund Contract	563,000
Program 9745/9748 PaTTAN/Bureau of Special Education Initiatives	1,418,436
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	664,348
Program 9761 Governor's STEM Competition	205,583
Program 9762/9764 PaTTAN/Bureau of Special Education Initiatives	24,731,883
Program 9774 PaTTAN Early Intervention/Preschool Program	25,175
Program 9790 Higher Ed Working Group and PAsmart	2,420,442
Program 9791 Department of Corrections-State Appropriation 102	130,533
Program 9793 Alternative Education for Disruptive Youth (AEDY)	566,073
Program 9794 PaTTAN Programs V	116,640
Program 9795 Corrections Education Record Center	177,686
Subtotal SBU 020 - PaTTAN	$31,442,023
SBU 021 - Statewide Projects	
Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	$2,071,038
Program 9751 Pennsylvania Value Added Assessment System	1,765,253
Program 9851 Pennsylvania Value Added Assessment System Research Team	764,480
Subtotal SBU 021 - Statewide Projects	$4,600,771
SBU 024 - Educational Technology	
Program 5105 Instructional Media Services	$1,323,482
Program 5419 Educational Technology Initiatives	4,705,766
Program 5460 Step Up with EbD (Engineering by Design)	153,631
Subtotal SBU 024 - Educational Technology	$6,182,879
Total Strategic Business Unit Budgets	$237,859,484

Notes:

1. Anticipated budgets are based on information available on February 1, 2025.

2. New programs may be added throughout the 2025-26 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.

3. Anticipated budgets do not include carryover funds or programs expected to end prior to the start of 2025-26.