

2022-2023 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

2021-2022

Board Meeting March 9, 2022

Dr. Joseph Fullerton, President	Penn Manor
Nikki Rivera, Vice President	Manheim Township
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Gina L. Brillhart, Secretary (non-voting)	IU13
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Brett Buckwalter	Cocalico
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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
Christian Brackbill, Jr.	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

MESSAGE FROM THE EXECUTIVE DIRECTOR

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

The past 24 months have been an extremely challenging time for public education. While navigating COVID-19, IU13 services continued to grow and evolve, especially around online resources, tools, and technology. IU13 has worked tirelessly to be responsive and creative in meeting the challenging and changing instructional demands of our member school districts. Our educational programs continued to serve students in the classroom while keeping our commitment to ensure the safety and well-being of students and staff.

Our partnership has taken on even greater importance as we work together to respond to and find solutions to new needs. IU13 Leadership, partially funded by these budgets, served on-demand to lead, assist, and listen to job-alike groups, provide “out-in-front” information to school district leaders, and serve as a conduit for the Pennsylvania Department of Education (PDE) in communication to your districts.

This budget reflects our efforts to meet ever-increasing needs while keeping in mind the challenges you face with increasing costs, multiple mandates, and ongoing issues with COVID-19. The Lancaster-Lebanon Intermediate Unit 13’s 2022-23 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** reflects a 3.4% 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)**, in keeping with a tradition of holding costs for member school districts, reflects **no increase** in district contributions. The overall increase in expenditures is 4.29%. This increase consists of additional instructional media licenses offset by marketplace revenue, and equipment costs covered by carryover funds derived from attritional savings.

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



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

2022-2023

Background and Summary of Services

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

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

1. The **Core Program of Services (CPS) Budget** in the amount of **\$1,979,165** provides a “core” Program of Services, including resources for organizational leadership, board and community relations, and supports to our 22 member school districts.
2. The **Instructional Media Services (IMS) Budget** in the amount of **\$1,294,550** provides instructional media and materials, courier services among schools, and consultation and training in instructional technology integration.

The General Operating Budget is reviewed with the IU13 Superintendents’ Advisory Council and approved by the IU13 Board of Directors for recommendation to the local school boards for approval. Weighted votes are summarized and submitted to the Pennsylvania Department of Education by May 1, 2022. The General Operating Budget represents approximately 1.7% of the enterprise-level IU13 budget and is formally adopted by the IU13 Board as part of the Strategic Business Unit and Support Services Unit budget adoption process in June of each year.

We operate over 110 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately \$198 million. A listing of the ten strategic business units and the anticipated programs proposed under each unit is included in this packet on pages 15-17. The IU13 Board of Directors approves the budgets for all programs of services administered by IU13 as part of the annual budget adoption process. These programs include marketplace fee-for-service programs, consortium programs, federal grants, and state allocations/grants. A more detailed description of our strategic business units and the programs offered by each unit is available in a companion document titled, “IU13 Programs and Services.” The companion document is updated each year in June as part of the enterprise-level budget adoption process.

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

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

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

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

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

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

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

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

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

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

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

- Wide Area Network Connectivity
- IU13 Hosted Cloud Services
- Virtual Server Hosting
- Colocation Services
- Web Content Filtering
- Telecommunications Statewide Contract
- Discounted Technology Trainings
- Statewide Software Sales
- Technology Management Career Pathways
- Consultative Services
- Tech Talk Live Conference
- State Data Manager
- Zoom Video Conferencing Services
- 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 programs administered by the Intermediate Unit, plus state reimbursement for Social Security and retirement costs related to salaries funded in the budget. Expenditures included in this budget are salaries, benefits, expenses, materials, and supplies. There is no assessment to member school districts for the General Operating Budget – Core Program of Services.

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

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

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

The General Operating Budget - IMS is funded through the following revenue streams: Social Security and retirement state reimbursements and reserves, consulting services revenue, local program revenue, and member district contributions based on an aid ratio formula promulgated in School Code. A schedule of district contributions is included under the IMS section of this proposal on page 14.

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2022-2023 Core Program of Services
Composite Budget
March 9, 2022

		Actual 2020-21 Activity	Current 2021-22 Budget	Proposed 2022-23 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$395,696	\$404,765	\$389,225	(\$15,540)
Object: 130	Professional - Other	313,711	348,394	446,313	97,919
Object: 150	Office/Clerical	151,428	171,346	174,171	2,825
	Subtotal	860,835	924,505	1,009,709	85,204
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	562	667	724	57
Object: 220	Social Security Contributions	59,716	70,724	77,239	6,515
Object: 230	Retirement Contributions	290,318	323,023	356,023	33,000
Object: 240	Tuition Reimbursement	161	453	7,339	6,886
Object: 260	Workers' Compensation	5,172	6,013	7,070	1,057
Object: 271	Medical Health Benefits	116,412	126,144	137,232	11,088
Object: 272	Dental Health Benefits	5,431	5,883	6,399	516
Object: 274	Income Protection Benefits	1,784	1,955	2,124	169
Object: 279	Medical Stabilization	(11,643)	(6,307)	0	6,307
Object: 290	Other Employee Benefits	31,743	34,016	30,081	(3,935)
	Subtotal	499,656	562,571	624,231	61,660
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	604	100	1,100	1,000
Object: 330	Other Professional Services	500	1,100	1,100	0
Object: 331	Legal Fees	422	4,800	4,800	0
Object: 340	Technical Services	52	360	360	0
Object: 348	Services in Support of Technology	5,063	5,434	6,127	693
Object: 360	Employee Training and Development Services	13,309	28,469	30,748	2,279
Object: 390	Other Purchased Professional & Tech Svcs	1,597	34,575	32,825	(1,750)
	Subtotal	21,547	74,838	77,060	2,222
PURCHASED PROPERTY SERVICES					
Object: 441	Rental of Land and Buildings	289,235	277,311	191,134	(86,177)
Object: 448	Lease/Rental of Hardware & Related Tech	3,340	3,550	4,188	638
	Subtotal	292,575	280,861	195,322	(85,539)
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	(180)	336	0	(336)
Object: 549	Other Advertising/Public Relations	945	2,500	2,500	0
Object: 550	Printing and Binding	1,239	3,623	3,576	(47)
Object: 580	Travel	292	25,834	24,782	(1,052)
Object: 599	Other Misc Purchased Services	1,798	9,303	10,053	750
	Subtotal	4,094	41,596	40,911	(685)
SUPPLIES					
Object: 610	General Supplies	1,301	4,191	4,674	483
Object: 611	Supplies Warehouse	146	321	0	(321)
Object: 634	Snacks	86	0	0	0
Object: 635	Meals/Refreshments	290	8,725	9,850	1,125
Object: 640	Books and Periodicals	465	632	686	54
Object: 650	Supplies & Fees - Technology Related	3,829	5,034	4,928	(106)
	Subtotal	6,117	18,903	20,138	1,235

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2022-2023 Core Program of Services
Composite Budget
March 9, 2022

		Actual 2020-21 Activity	Current 2021-22 Budget	Proposed 2022-23 Budget	Net Change Budget
OTHER OBJECTS					
Object: 810	Dues and Fees	10,614	10,812	11,794	982
	Subtotal	10,614	10,812	11,794	982
	TOTAL EXPENDITURES	\$1,695,438	\$1,914,086	\$1,979,165	\$65,079
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	29,858	35,363	38,622	3,259
7820	State Share Retirement Contributions	145,158	161,514	178,015	16,501
	Subtotal	175,016	196,877	216,637	19,760
OTHER FUNDING SOURCES					
9310	General Fund Transfers - Local	851,436	961,637	991,529	25,379
9310	General Fund Transfers - State	349,697	394,958	399,045	10,423
9310	General Fund Transfers - Federal	319,289	360,614	371,954	9,517
	Subtotal	1,520,422	1,717,209	1,762,528	45,319
	TOTAL REVENUES	\$1,695,438	\$1,914,086	\$1,979,165	\$65,079

**Lancaster-Lebanon IU13
General Operating Budget
Proposed 2022-2023 Core Program of Services
Program Summary**

CENTRAL SERVICES

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

CURRICULUM AND INSTRUCTIONAL SERVICES

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

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2022-2023 Instructional Media Services
Composite Budget
March 9, 2022

		Actual 2020-21 Activity	Current 2021-22 Budget	Proposed 2022-23 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$37,099	\$37,283	\$38,476	\$1,193
Object: 130	Professional - Other	68,360	114,593	99,917	(14,676)
Object: 150	Office/Clerical	69,884	68,584	72,657	4,073
	Subtotal	175,343	220,460	211,050	(9,410)
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	174	225	209	(16)
Object: 220	Social Security Contributions	12,939	16,867	16,146	(721)
Object: 230	Retirement Contributions	59,546	77,030	73,579	(3,451)
Object: 240	Tuition Reimbursement	0	3,330	1,440	(1,890)
Object: 260	Workers' Compensation	1,052	1,432	1,478	46
Object: 271	Medical Health Benefits	36,066	42,480	39,600	(2,880)
Object: 272	Dental Health Benefits	1,684	1,982	1,848	(134)
Object: 274	Income Protection Benefits	518	653	609	(44)
Object: 279	Medical Stabilization	(3,607)	(2,124)	0	2,124
Object: 290	Other Employee Benefits	2,709	2,796	2,886	90
	Subtotal	111,081	144,671	137,795	(6,876)
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	1,000	16,200	18,000	1,800
Object: 348	Services in Support of Technology	1,562	2,111	1,338	(773)
Object: 360	Employee Training and Development Services	413	3,350	5,264	1,914
Object: 390	Other Purchased Professional & Tech Svcs	0	800	800	0
	Subtotal	2,975	22,461	25,402	2,941
PURCHASED PROPERTY SERVICES					
Object: 432	Repairs & Maintenance Svcs of Equip	0	500	10,995	10,495
Object: 433	Repairs & Maintenance Svcs of Vehicles	5,155	3,500	3,500	0
Object: 441	Rental of Land and Buildings	13,670	15,458	14,396	(1,062)
Object: 448	Lease/Rental of Hardware & Related Tech	1,122	1,531	1,018	(513)
	Subtotal	19,947	20,989	29,909	8,920
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	40	616	40	(576)
Object: 549	Other Advertising/Public Relations	984	1,000	1,000	0
Object: 550	Printing and Binding	4	225	324	99
Object: 580	Travel	112	10,354	11,474	1,120
Object: 599	Other Misc Purchased Services	0	1,000	1,000	0
	Subtotal	1,140	13,195	13,838	643
SUPPLIES					
Object: 610	General Supplies	365	2,300	3,975	1,675
Object: 611	Supplies Warehouse	0	50	0	(50)
Object: 626	Gasoline	1,696	4,000	4,500	500
Object: 635	Meals/Refreshments	624	16,285	17,155	870
Object: 650	Supplies & Fees - Technology Related	714,685	731,305	771,926	40,621
	Subtotal	717,370	753,940	797,556	43,616
PROPERTY					
Object: 762	Capital Equipment Replacement	0	0	8,750	8,750
	Subtotal	0	0	8,750	8,750
OTHER OBJECTS					
Object: 810	Dues and Fees	485	719	940	221
	Subtotal	485	719	940	221
OTHER USES OF FUNDS					
Object: 938	General Admin Overhead Allocation	53,814	64,804	69,310	4,506
	Subtotal	53,814	64,804	69,310	4,506
TOTAL EXPENDITURES		\$1,082,155	\$1,241,239	\$1,294,550	\$53,311

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2022-2023 Instructional Media Services
Composite Budget
March 9, 2022

		Actual 2020-21 Activity	Current 2021-22 Budget	Proposed 2022-23 Budget	Net Change Budget
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$13,750	\$3,000	\$5,000	\$2,000
6944	Receipts Other LEAs in PA - Ed	27,056	15,098	22,323	7,225
6947	Receipts Members of IU Withholding	655,835	655,835	655,835	0
6948	Receipts from IU Member Districts	333,950	390,670	421,230	30,560
6949	Other Tuition from Patrons	400	140	140	0
6970	Services Provided Other Funds	13,765	13,765	14,225	460
6999	All Other Revenues	1,156	2,500	26,713	24,213
6999	All Other Revenues - Carryover	0	113,282	104,221	(9,061)
	Subtotal	1,045,912	1,194,290	1,249,687	55,397
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	6,470	8,434	8,073	(361)
7820	State Share Retirement Contributions	29,773	38,515	36,790	(1,725)
	Subtotal	36,243	46,949	44,863	(2,086)
	TOTAL REVENUES	\$1,082,155	\$1,241,239	\$1,294,550	\$53,311

**Lancaster-Lebanon IU13
General Operating Budget
2022-2023 Instructional Media Services
Budget Substantiation**

SALARIES & BENEFITS

- Total FTEs = 2.81
 - 0.20 FTE - Director of Instructional Services
 - 0.05 FTE - Director of Technology Services
 - 0.20 FTE - Supervisor – Educational Technology
 - 0.60 FTE - Program Assistant
 - 0.25 FTE - Administrative Assistant
 - 0.80 FTE - Instructional Media Specialist
 - 0.71 FTE - Van Drivers
- Employee Benefits including medical, dental, Social Security, workers' compensation, retirement, disability, and life insurance.

PURCHASED PROFESSIONAL AND TECHNICAL SERVICES

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

PURCHASED PROPERTY SERVICES

- Van Maintenance/Repairs
- Rent

OTHER PURCHASED SERVICES

- Communications
- Printing
- Travel

SUPPLIES

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

PROPERTY

- Purchase of new Courier vehicle (shared with Internal Service Courier program)

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2022-2023 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Estimated* 2022-23</u>
Annville-Cleona	\$10,972.97	\$11,002.75	\$11,192.05
Cocalico	24,030.60	24,096.54	24,959.45
Columbia Borough	4,938.12	4,853.28	4,731.29
Conestoga Valley	44,469.74	43,793.91	44,215.08
Cornwall-Lebanon	37,123.38	36,799.45	37,172.10
Donegal	20,269.80	20,216.33	20,085.96
Eastern Lancaster County	37,681.25	37,783.56	36,993.83
Eastern Lebanon County	20,352.79	20,185.52	19,994.23
Elizabethtown Area	26,822.88	27,096.48	26,618.90
Ephrata Area	31,239.62	31,303.08	30,971.29
Hempfield	61,341.04	61,334.05	60,770.27
Lampeter-Strasburg	26,301.83	26,400.24	25,153.49
School District of Lancaster	46,883.64	46,273.44	47,039.95
Lebanon	10,729.64	10,595.61	10,211.79
Manheim Central	30,915.03	31,196.38	30,115.94
Manheim Township	53,007.12	53,951.68	55,354.36
Northern Lebanon	17,787.26	17,529.24	18,540.98
Palmyra Area	25,290.04	24,956.15	24,616.49
Penn Manor	38,821.27	38,792.33	39,970.37
Pequea Valley	19,674.08	19,536.18	20,157.09
Solanco	32,441.60	32,464.60	31,062.42
Warwick	<u>34,741.30</u>	<u>35,674.21</u>	<u>35,907.67</u>
TOTAL	<u>\$655,835.00</u>	<u>\$655,835.01</u>	<u>\$655,835.00</u>

Formula for IMS Contributions:

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

*The actual amount payable for 2022-23 will be provided by PDE after the entire processing cycle for the 2020-21 membership data has been completed.

Historical IMS District Contributions:

2005-06	\$738,871.00	2014-15	\$639,215.00
2006-07	\$738,871.00	2015-16	\$639,215.00
2007-08	\$738,871.00	2016-17	\$639,215.00
2008-09	\$738,871.00	2017-18	\$639,215.00
2009-10	\$621,200.00	2018-19	\$639,215.00
2010-11	\$639,215.00	2019-20	\$639,215.00
2011-12	\$639,215.00	2020-21	\$655,835.00
2012-13	\$639,215.00	2021-22	\$655,835.00
2013-14	\$639,215.00	2022-23	\$655,835.00

LANCASTER-LEBANON INTERMEDIATE UNIT 13
PROPOSED PROGRAM OF SERVICES
Programs by Strategic Business Unit (SBU)

Anticipated
2022-23 Budgets

SBU 001 - Administrative and Management Services

Program 2325 Bus Driver Training	\$19,875
Program 7205 ACCESS Billing Services	464,483
Program 7401 Collaborative Services	448,138
Program 7402 Tax Collection Bureau	1,434,353
Program 7414 Business Services Initiatives	95,493
Program 7780 Title I-Neglected and Delinquent-Manos House	93,525
Program 8113 Guest Teacher Training	34,057
Program 8116 Human Resources Initiatives	605,861
Program 8120 PASPA Administrative Services	64,221
Program 8411 Employee Health Care Cooperative	80,989
Program 8588 Statewide System of Support-Safe Schools	32,117
Program 8590 All Hazards Services Grant	5,000
Total SBU 001 - Administrative and Management Services	<u>\$3,378,112</u>

SBU 002 - Community Education

Program 2239 Workforce Investment Program Out of School Youth-Lebanon	\$323,750
Program 2241 TANF Grant-Lebanon	186,701
Program 5600 Lancaster County Prison	66,316
Program 5602 Test of Adult Basic Education (TABE)	13,980
Program 5603 Lebanon County Prison	32,341
Program 5608 Lancaster-Lebanon Adult Education Local Program	486,224
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds	7,363
Program 5620 Lancaster-Lebanon Adult Basic Education	860,885
Program 5623 Integrated English and Literacy Civics Education	440,259
Program 5625 Family Literacy Expansion	452,878
Program 5627 Adult Education/Literacy	526,644
Program 5632 Lancaster & Lebanon HiSet Test Administration	3,985
Program 5659 School District of Lancaster Community School Support	133,818
Program 5678 Cultural Navigation at Fulton Elementary	57,360
Program 5679 Jackson Middle School Navigation (Formerly Hand Middle School)	74,267
Program 5684 English Language Learner (ELL) Navigation at Manheim Township SD	21,092
Program 5692 Good Job Happy Family Grant	54,658
Total SBU 002 - Community Education	<u>\$3,742,521</u>

SBU 004 - Teaching and Learning Collaborative

Program 1111 Core Program of Services-Curriculum and Instruction	\$717,839
Program 5105 Instructional Media Services	1,294,550
Program 5422 Standards Based Instruction (SBI)-STEM Education-State	51,391
Program 5424 Additional Targeted School Improvement (TSI)-Federal	65,699
Program 5427 Standards Based Instruction (SBI)-STEM Education-Federal	19,496
Program 5432 Statewide System of Support - Accelerated Learning Support	4,816
Program 5433 Statewide System of Support - Accelerated Learning for School Districts	6,180
Program 5440 Comprehensive Support and Improvement to Lancaster Schools	304,441
Program 5520 Instructional Services Initiatives-Research and Development	6,730
Program 5521 Hybrid Learning	131,622
Program 5529 Lancaster-Lebanon Virtual Solutions (LLVS)	2,606,915
Program 5536 Curriculum and Instruction Marketplace	386,597
Program 5542 Title III-Language Instruction for Immigrant Students	6,428
Program 5543 Title III-Language Instruction for LEP and Immigrant Students	210,144
Program 5569 Teaching and Learning Collaborative (TLC) Initiatives	121,180
Program 5572 Pennsylvania Inspired Leadership Initiative	126,272
Total SBU 004 - Teaching and Learning Collaborative	<u>\$6,060,300</u>

SBU 005 - Early Learners

Program 5820 Pennsylvania Pre-K Counts	\$4,200,197
Program 5822 Local Early Childhood	82,588
Program 5830 Education Leading to Employment and Career Training (ELECT)	319,553
Program 5881 Lebanon County Head Start	1,979,883
Program 5884 Head Start Supplemental Assistance Program	1,552,355
Program 5885 Child and Adult Care Food Program	298,874
Program 5891 Early Head Start-Home Visitors	862,176
Program 5893 Early Head Start-Child Care Partnerships	1,344,972
Program 5897 Community Action Program-Early Head Start-Home Visitors	747,536
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	2,255,885
Program 6255 State Early Intervention	19,128,493
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	428,951
Program 6257 Early Intervention ACCESS	2,671,773
Total SBU 005 - Early Learners	<u>\$35,873,236</u>

SBU 007 - Student Services

Program 5170 Career and Technology Center English as a Second Language Consultation	\$330,392
Program 5172 Title I-Nonpublic	472,637
Program 5174 Title IIA Local Fiscal Agent	248,806
Program 5175 Act 89 Nonpublic Auxiliary Services	8,603,677
Program 5517 Student Activities and Events	198,361
Program 5530 Organ Tissue Donation Awareness	182,008
Total SBU 007 - Student Services	<u>\$10,035,881</u>

SBU 011 - Special Education Classroom Services

Programs 2003-2057 Special Education Classroom Consortium Programs	\$32,075,121
Program 2032 Special Education Fund Balance	44,459
Program 2201 Special Education CORE	3,592,522
Program 2209 Lebanon County Prison Supplemental Contract	144,330
Program 2263 Individuals with Disabilities Education Act-ESY Component	3,023,012
Program 2300 Partial Hospitalization Program	451,218
Program 2400 Lancaster Behavioral Health Program	144,638
Program 2595 Turning Point Day Treatment	221,876
Program 2800 Student Activity-Mini-Businesses	20,000
Program 2900 Student Activity-Fundraisers	5,000
Program 2945 Student Work Experience	220,000
Total SBU 011 - Special Education Classroom Services	<u>\$39,942,176</u>

SBU 012 - Itinerant Solutions

Programs 2004-2024 Itinerant Solutions Consortium Programs	\$9,593,529
Program 2006 School Age Speech Language	2,646,203
Program 2022 Occupational and Physical Therapy	2,292,126
Program 2150 ECSES Initiatives	512,043
Program 2160 Autism Solutions	143,030
Program 2206 Pupil Transportation	1,201,081
Program 2215 Supplemental Contracts	7,615,700
Program 2232 Internal Solutions Fund Balance	39,276
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	73,070
Program 2280 Staff Development and Training	38,853
Total SBU 012 - Itinerant Solutions	<u>\$24,154,911</u>

	Anticipated 2022-23 Budgets
SBU 014 - Pass-thru Funds Administration Services	
Program 2261 Individuals with Disabilities Education Act-Training and Consultation	\$1,876,050
Program 2262 IDEA-School Age Supplementary Aides & Services Component	15,039,804
Program 7204 School-Based ACCESS Project	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services	<u>\$18,515,854</u>
SBU 015 - Statewide Initiatives	
Program 9708 Corrections Education-IDEA Appropriation	\$616,670
Program 9734 PaTTAN Programs III	303,482
Program 9738 Corrections Education-State Appropriation 114	130,479
Program 9740 Cordero Cluster Fund Contract	563,000
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	83,797
Program 9761 Governor's STEM Competition	205,954
Program 9773 Deaf Blind Support	57,600
Program 9774 PaTTAN Early Intervention/Preschool Program	18,002
Program 9775 Deaf Blind Support	22,684
Program 9781 Alternative Education for Disruptive Youth (AEDY)	80,643
Programs 9783/9785 PaTTAN/Bureau of Special Education Initiatives	6,910,252
Programs 9786/9788 PaTTAN/Bureau of Special Education Initiatives	22,415,043
Program 9790 Higher Ed Working Group and PAsmart	2,530,703
Program 9791 Department of Corrections-State Appropriation 102	116,192
Program 9793 Alternative Education for Disruptive Youth (AEDY)	533,527
Program 9794 PaTTAN Programs V	346,285
Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	1,172,968
Program 9751 Pennsylvania Value Added Assessment System	1,859,302
Total SBU 015 - Statewide Initiatives	<u>\$38,316,583</u>
SBU 016 - Regional Technology Solutions	
Program 2585 Title II-Data Governance Grant	\$10,126
Program 4510 Statewide Software	13,568,922
Program 4515 Technology Initiatives	742,225
Program 4516 Technology Solutions-Fund Balance	6,900
Program 4585 Wide Area Network Consortium	4,023,622
Total SBU 016 - Regional Technology Solutions	<u>\$18,351,795</u>
Subtotal Strategic Business Unit Budgets	<u>\$198,371,369</u>

Notes:

Anticipated budgets are based on information available on January 26, 2022.

New programs may be added throughout the 2022-23 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting.