

2020-2021 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 2019-2020

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Lancaster-Lebanon IU13 Administration

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

MESSAGE FROM THE EXECUTIVE DIRECTOR

Serving our 22 school districts in Lancaster and Lebanon counties is our major focus. As an education service agency, we seek to meet the ever-changing needs of member school districts, ranging from classroom programs for students with disabilities to the collaborative purchase of energy and school supplies. In every case, we are jazzed to serve you and to be an asset to your missions!

As the intermediate unit has grown and changed since its inception in 1971, our mission to provide quality service remains constant. Whether the focus is directly on your students or on conserving resources, the 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.

In 2018-19, the IU13 Board of Directors asked me to undertake an assessment of our operations and infrastructure, recognizing that we have had significant growth since the 2008 economic downturn and the corresponding reduction in the size of our IU13 Leadership Team and support services personnel. The assessment showed that our program offerings had grown in complexity and size, and that we were operating in excess of \$170 million in program services – up \$40 million and with fewer staff supporting our operations. To address the increased demands, the Board reinstated the Assistant Executive Director, Facility Manager, and third Program Director for Early Childhood and Special Education Services positions. In addition to these positions, a plan was shared to prepare for succession of key positions by building capacity and backfilling responsibilities across the organization.

This budget reflects our efforts to meet ever-increasing needs while keeping in mind the challenges you face with increasing costs and multiple mandates. The Lancaster-Lebanon Intermediate Unit 13's 2020-21 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 3.5% increase in expenditures. IU13 remains committed to reducing, avoiding, and minimizing increases to costs by maximizing revenues generated from the administration of competitive grants and leveraging grant funds to enhance services to member districts and IU13 operations. There is no direct assessment to member districts for this budget. Additionally, IU13 continues a strategy to increase grant revenues and to expand entrepreneurial activities to control costs while allowing for direct support of value-added initiatives for member districts.

The **General Operating Budget - Instructional Media Services (IMS)** reflects a 6.0% increase in total expenditures. The increase includes additional instructional media licenses, which is offset in part by marketplace revenue. This budget is partially funded by district contributions, which increased by 2.6%. The IMS Budget includes staff salaries and funds for providing instructional materials selected by your curriculum leaders for educators' use in schools, courier services among schools, and consultation and training to schools.

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



Brian D. Barnhart, Ed.D.
Executive Director

Lancaster-Lebanon IU13

Budget Adoption Process

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

1. Public work session to review the preliminary budget with the Board.
2. Review of the proposed budget by the Advisory Council of Superintendents.
3. First reading of proposed budget by the Intermediate Unit Board.
4. Notice given that the proposed budget is available for public inspection.
5. Board approval of the proposed budget 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.
6. Distribution of copies of approved budget to each Board member of component school districts for approval.
7. School district Boards and school district directors shall act on the IU13 budget.
8. 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 budget with the Pennsylvania Department of Education.
9. 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 IU13

Proposed General Operating Budget

2020-21

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, the Core Program of Services and Instructional Media Services.

The **Core Program of Services (CPS) Budget** in the amount of **\$1,891,686** provides a Program of Services, including resources for organizational leadership, board and community relations, and supports to our 22 member school districts. The **Instructional Media Services (IMS) Budget** in the amount of **\$1,226,126** 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, 2020.

The General Operating Budget represents 1.7% of the enterprise-level IU13 budget and is formally adopted by the IU13 Board as part of the Strategic Business Unit and Support Services Unit Budget adoption process in June of each year. We operate over 120 separate programs that are managed under ten Strategic Business Units (SBUs) totaling approximately \$179 million. A listing of the ten strategic business units and the anticipated programs managed under each unit is included in this packet on pages 15-18. 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". Local school districts exercise their option to participate in the various marketplace or 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 and is comprised of six functional areas: Instructional Services, Enterprise Leadership (Executive Director's Office), Business Services, Human Resources Services, Technology Services, and Early Childhood and Special Education Services.

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

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

The **Business Services** staff is responsible for the overall financial management of the organization and reporting to the Board Treasurer, 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 collective bargaining agreements, and the Health Care Cooperative. Human Resources Services coordinates emergency certification for substitutes and provides safety training. The Human Resources Services staff also supports the planning, prevention, and response to safety and crisis events within all school districts.

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

education attorney throughout the year for large-group professional development, updates on legal trends, and 1:1 consultation.

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

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

The **Instructional Services** Department provides staff development to Lancaster and Lebanon county teachers and administrators in the areas of curriculum development, instruction, assessment, the integration of instructional technology in classrooms, data analysis, and online learning. 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 frequent basis (at least three times per week). Two courier routes encompassing the nonpublic schools provide service 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. Over 15,000 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 online simulations, virtual labs, cultural and educational databases, and assessments. Instructional media titles are available for all grade levels and all curriculum areas, as well as for professional development for teachers and administrators.

- Types of media available to educators include streaming media, CDs and DVDs, video, and even large inflatable planetariums and telepresence robotic systems. In addition, districts have access to OverDrive, an online library available with hundreds of e-book titles that can be used by their students.

IMS staff provides consultation and training services to schools regarding integration of technology and media into the curriculum. Monthly meetings are held for school district staff involved with integrating technology into the curriculum and for staff involved with technical issues. Information regarding technology developments is discussed and hands-on technology training is conducted. Similar meetings are held on a quarterly basis at IU13 and are facilitated by IMS staff for school district media coordinators. These meetings provide a valuable forum for learning and information exchange among district staff.

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 2020-2021 Core Program of Services
Composite Budget
March 11, 2020

		Actual 2018-19 Activity	Approved 2019-20 Budget	Proposed 2020-21 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$310,204	\$312,694	\$392,098	\$79,404
Object: 130	Professional - Other	327,250	353,005	348,546	(4,459)
Object: 150	Office/Clerical	193,811	188,696	152,481	(36,215)
Subtotal		831,265	854,395	893,125	38,730
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	531	631	605	(26)
Object: 220	Social Security Contributions	58,506	65,362	68,326	2,964
Object: 230	Retirement Contributions	274,900	292,541	308,215	15,674
Object: 240	Tuition Reimbursement	2,020	1,280	0	(1,280)
Object: 260	Workers' Compensation	5,000	5,127	5,363	236
Object: 271	Medical Health Benefits	131,931	130,728	125,136	(5,592)
Object: 272	Dental Health Benefits	6,377	6,095	5,836	(259)
Object: 274	Income Protection Benefits	1,474	2,008	1,939	(69)
Object: 279	Medical Stabilization	0	(13,073)	(6,248)	6,825
Object: 290	Other Employee Benefits	25,377	26,133	33,007	6,874
Object: 297	Retirement Stabilization	(8,312)	0	0	0
Subtotal		497,804	516,832	542,179	25,347
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	0	60	100	40
Object: 330	Other Professional Services	500	1,100	1,100	0
Object: 331	Legal Fees	333	4,800	4,800	0
Object: 340	Technical Services	61	340	360	20
Object: 348	Services in Support of Technology	6,460	5,938	5,626	(312)
Object: 360	Employee Training and Development Services	15,582	25,938	29,094	3,156
Object: 390	Other Purchased Professional & Tech Svcs	25,872	32,271	34,575	2,304
Subtotal		48,808	70,447	75,655	5,208
PURCHASED PROPERTY SERVICES					
Object: 441	Rental of Land and Buildings	327,177	308,389	298,868	(9,521)
Object: 448	Lease/Rental of Hardware & Related Tech	3,347	2,886	3,607	721
Subtotal		330,524	311,275	302,475	(8,800)
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	710	667	902	235
Object: 549	Other Advertising/Public Relations	912	1,980	2,380	400
Object: 550	Printing and Binding	4,993	7,453	5,121	(2,332)
Object: 580	Travel	11,329	29,439	30,157	718
Object: 599	Other Misc Purchased Services	7,676	7,103	9,303	2,200
Subtotal		25,620	46,642	47,863	1,221
SUPPLIES					
Object: 610	General Supplies	2,111	4,667	4,455	(212)
Object: 611	Supplies Warehouse	123	1,261	301	(960)
Object: 635	Meals/Refreshments	5,458	6,750	8,725	1,975
Object: 640	Books and Periodicals	605	738	732	(6)
Object: 650	Supplies & Fees - Technology Related	3,810	3,520	4,594	1,074
Subtotal		12,107	16,936	18,807	1,871
OTHER OBJECTS					
Object: 810	Dues and Fees	9,547	11,972	11,582	(390)
Subtotal		9,547	11,972	11,582	(390)
TOTAL EXPENDITURES		\$1,755,675	\$1,828,499	\$1,891,686	\$63,187
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	\$29,253	\$32,683	\$34,269	\$1,586
7820	State Share Retirement Contributions	137,450	146,272	154,502	8,230
Subtotal		166,703	178,955	188,771	9,816
OTHER FUNDING SOURCES					
9310	General Fund Transfers	1,588,972	1,649,544	1,702,915	53,371
Subtotal		1,588,972	1,649,544	1,702,915	53,371
TOTAL REVENUES		\$1,755,675	\$1,828,499	\$1,891,686	\$63,187

**Lancaster-Lebanon IU13
General Operating Budget
Proposed 2020-2021 Core Program of Services
Program Summary**

CENTRAL SERVICES

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

CURRICULUM AND INSTRUCTIONAL SERVICES

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

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2020-2021 Instructional Media Services
Composite Budget
March 11, 2020

		Actual 2018-19 Activity	Approved 2019-20 Budget	Proposed 2020-21 Budget	Net Change Budget
PERSONNEL SERVICES - SALARIES					
Object: 110	Official/Administrative	\$43,862	\$43,993	\$36,134	(\$7,859)
Object: 130	Professional - Other	103,321	106,329	109,773	3,444
Object: 150	Office/Clerical	63,995	64,567	66,567	2,000
Subtotal		211,178	214,889	212,474	(2,415)
PERSONNEL SERVICES - EMPLOYEE BENEFITS					
Object: 213	Life Insurance	162	200	205	5
Object: 220	Social Security Contributions	15,647	16,437	16,254	(183)
Object: 230	Retirement Contributions	70,209	73,254	73,326	72
Object: 240	Tuition Reimbursement	7,315	3,544	0	(3,544)
Object: 260	Workers' Compensation	1,267	1,291	1,277	(14)
Object: 271	Medical Health Benefits	40,543	41,769	42,480	711
Object: 272	Dental Health Benefits	1,961	1,951	1,982	31
Object: 274	Income Protection Benefits	456	644	653	9
Object: 279	Medical Stabilization	0	(4,177)	(2,124)	2,053
Object: 290	Other Employee Benefits	3,453	3,550	2,710	(840)
Object: 297	Retirement Stabilization	(2,112)	0	0	0
Subtotal		138,901	138,463	136,763	(1,700)
PURCHASED PROFESSIONAL AND TECHNICAL SERVICES					
Object: 329	Professional Educ Svcs - Other	12,703	16,200	16,200	0
Object: 348	Services in Support of Technology	2,355	2,405	2,453	48
Object: 360	Employee Training and Development Services	1,112	4,458	3,057	(1,401)
Object: 390	Other Purchased Professional & Tech Svcs	44	1,050	1,050	0
Subtotal		16,214	24,113	22,760	(1,353)
PURCHASED PROPERTY SERVICES					
Object: 432	Repairs & Maintenance Svcs of Equip	1,680	500	500	0
Object: 433	Repairs & Maintenance Svcs of Vehicles	1,545	3,500	3,500	0
Object: 441	Rental of Land and Buildings	17,522	17,113	17,490	377
Object: 448	Lease/Rental of Hardware & Related Tech	1,243	1,208	1,551	343
Subtotal		21,990	22,321	23,041	720
OTHER PURCHASED SERVICES					
Object: 532	Cellular Phone Charges	663	688	664	(24)
Object: 549	Other Advertising/Public Relations	0	0	275	275
Object: 550	Printing and Binding	522	304	339	35
Object: 580	Travel	8,273	13,142	8,198	(4,944)
Object: 599	Other Misc Purchased Services	500	1,000	1,000	0
Subtotal		9,958	15,134	10,476	(4,658)
SUPPLIES					
Object: 610	General Supplies	5,116	1,625	2,250	625
Object: 611	Supplies Warehouse	0	50	50	0
Object: 626	Gasoline	1,199	3,000	3,250	250
Object: 635	Meals/Refreshments	11,849	13,268	13,268	0
Object: 650	Supplies & Fees - Technology Related	661,511	662,718	739,630	76,912
Subtotal		679,675	680,661	758,448	77,787
PROPERTY					
Object: 762	Capital Equipment Replacement	6,250	0	0	0
Subtotal		6,250	0	0	0
OTHER OBJECTS					
Object: 810	Dues and Fees	720	897	583	(314)
Subtotal		720	897	583	(314)

LANCASTER-LEBANON IU13
General Operating Budget
Proposed 2020-2021 Instructional Media Services
Composite Budget
March 11, 2020

		Actual 2018-19 Activity	Approved 2019-20 Budget	Proposed 2020-21 Budget	Net Change Budget
OTHER USES OF FUNDS					
Object: 938	General Admin Overhead Allocation	39,275	60,165	61,581	1,416
	Subtotal	39,275	60,165	61,581	1,416
	TOTAL EXPENDITURES	\$1,124,161	\$1,156,643	\$1,226,126	\$69,483
LOCAL REVENUES					
6920	Contributions & Donations from Private Srcs	\$9,411	\$3,500	\$3,500	\$0
6944	Receipts Other LEAs in PA - Ed	9,273	19,598	25,098	5,500
6947	Receipts Members of IU Withholding	639,215	639,215	655,835	16,620
6948	Receipts from IU Members - Educ by Dir Contrib	376,633	377,075	427,219	50,144
6949	Other Tuition from Patrons	475	600	0	(600)
6970	Services Provided Other Funds	11,859	9,575	16,195	6,620
6999	All Other Revenues	16,788	8,738	0	(8,738)
6999	All Other Revenues - Carryover	17,453	53,496	53,489	(7)
	Subtotal	1,081,107	1,111,797	1,181,336	69,539
STATE REVENUES					
7810	State Share Soc Sec & Medicare Taxes	7,824	8,219	8,127	(92)
7820	State Share Retirement Contributions	35,104	36,627	36,663	36
	Subtotal	42,928	44,846	44,790	(56)
OTHER FUNDING SOURCES					
9400	Sale of or Compensation for Loss of Fixed Assets	126	0	0	0
	Subtotal	126	0	0	0
	TOTAL REVENUES	\$1,124,161	\$1,156,643	\$1,226,126	\$69,483

**Lancaster-Lebanon IU13
General Operating Budget
2020-2021 Instructional Media Services
Budget Substantiation**

SALARIES & BENEFITS

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

PURCHASED PROFESSIONAL AND TECHNICAL SERVICES

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

PURCHASED PROPERTY SERVICES

- Van Maintenance/Repairs
- Rent

OTHER PURCHASED SERVICES

- Communications
- Printing
- Travel

SUPPLIES

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

DUES & FEES

- Memberships in Professional Organizations or Associations

Lancaster-Lebanon Intermediate Unit 13
General Operating Budget
2020-2021 Instructional Media Services Budget
Estimated District Contributions

<u>District</u>	<u>Actual 2018-19</u>	<u>Actual 2019-20</u>	<u>Estimated* 2020-21</u>
Annville-Cleona	\$10,737.91	\$10,861.07	\$10,953.56
Cocalico	23,607.27	23,624.87	23,729.38
Columbia Borough	4,981.82	4,933.54	4,831.17
Conestoga Valley	43,074.85	43,076.35	44,091.01
Cornwall-Lebanon	36,804.81	36,861.70	37,475.19
Donegal	19,361.21	19,388.77	20,194.22
Eastern Lancaster County	36,178.59	36,073.76	37,487.22
Eastern Lebanon County	20,382.31	20,488.28	20,334.49
Elizabethtown Area	25,437.03	25,495.06	27,041.69
Ephrata Area	30,534.10	30,436.34	31,585.44
Hempfield	59,731.57	59,525.73	62,400.90
Lampeter-Strasburg	26,006.42	26,064.05	25,906.27
School District of Lancaster	45,399.00	44,914.88	45,814.32
Lebanon	10,630.94	10,552.17	10,964.07
Manheim Central	29,219.96	29,813.86	30,779.64
Manheim Township	51,321.63	51,284.88	53,475.32
Northern Lebanon	17,763.82	17,498.40	17,524.42
Palmyra Area	24,153.52	24,642.45	25,652.72
Penn Manor	38,371.78	38,287.30	39,773.27
Pequea Valley	19,864.06	19,680.13	19,703.19
Solanco	31,817.36	31,855.73	31,932.35
Warwick	<u>33,835.04</u>	<u>33,855.68</u>	<u>34,185.16</u>
TOTAL	<u>\$639,215.00</u>	<u>\$639,215.00</u>	<u>\$655,835.00</u>

Formula for IMS Contributions:

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

*The actual amount payable for 2020-21 will be provided by PDE after the entire processing cycle for the 2018-19 membership data has been completed.

Historical IMS District Contributions:

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

LANCASTER-LEBANON INTERMEDIATE UNIT 13
PROPOSED PROGRAM OF SERVICES

Programs by Strategic Business Unit (SBU)		Anticipated 2020-21 Budgets
		<hr/>
SBU 001 - Administrative and Management Services		
Program 2325 Bus Driver Training		\$19,953
Program 7205 ACCESS Billing Services		335,437
Program 7401 Collaborative Services		550,898
Program 7402 Tax Collection Bureau		1,626,598
Program 7414 Business Services Initiatives		107,951
Program 7416 Leadership Initiatives		19,350
Program 7778 Title I-Neglected and Delinquent-Manos House		86,635
Program 8113 Guest Teacher Training		37,252
Program 8116 Human Resources Initiatives		627,211
Program 8120 PASPA Administrative Services		63,885
Program 8411 Employee Health Care Cooperative		79,864
Program 8588 Statewide System of Support-Safe Schools		62,108
Program 8600 School Safety Grant Program		94,971
Total SBU 001 - Administrative and Management Services		<hr/> \$3,712,113 <hr/>
SBU 002 - Community Education		
Program 2239 Workforce Investment Program Out of School Youth-Lebanon		\$166,867
Program 2240 Workforce Investment Program In-School Youth-Lebanon		43,287
Program 2241 TANF Grant-Lebanon		105,334
Program 5600 Lancaster County Prison		62,135
Program 5603 Lebanon County Prison		30,463
Program 5605 Lancaster Workforce Development Board		154,016
Program 5608 Lancaster-Lebanon Adult Education Local Program		341,683
Program 5610 Lancaster-Lebanon Foundation Pass-thru Funds		18,769
Program 5611 La Academia Parent Instruction		8,893
Program 5612 English Language Learning		40,560
Program 5617 Lancaster County Community Foundation Welding Business Partnership		23,726
Program 5620 Lancaster-Lebanon Adult Basic Education		863,986
Program 5623 Integrated English and Literacy Civics Education		382,645
Program 5625 Family Literacy Expansion		446,038
Program 5627 Adult Education/Literacy		527,254
Program 5628 Citizenship and Integration Direct Services Grant Program		173,317
Program 5632 Lancaster & Lebanon HiSet Test Administration		9,300
Program 5633 Lancaster & Lebanon General Education Development Test Administration		9,432
Program 5638 Family Literacy Professional Development		30,624
Program 5641 Refugee School Impact Grant		62,426
Program 5647 United Way Projects		110,480
Program 5649 21st Century Grant		46,557
Program 5654 School Climate Regional Coordinators Grant		19,296
Program 5659 School District of Lancaster Community School Support		130,963
Program 5668 Health Academy		38,435
Program 5569 Metrix for Young Adults		34,583
Program 5672 Solid Futures: Connecting Refugees to Career Pathways		264,185

	2020-21 Budgets
Program 5677 Certified Nursing Assistant Training Program	22,989
Program 5682 Lancaster County Community Foundation BB&T Refugee Career Pathways	122,916
Total SBU 002 - Community Education	<u>\$4,291,159</u>

SBU 004 - Teaching and Learning Collaborative

Program 1111 Core Program of Services-Curriculum and Instruction	\$573,245
Program 2280 Staff Development and Training	30,603
Program 5105 Instructional Media Services	1,156,643
Program 5422 State Standards Based Instruction	63,729
Program 5423 State Additional Targeted School Improvement	66,999
Program 5427 Title I-Standards Based Instruction	26,750
Program 5509 Literacy Programs	391,924
Program 5520 Instructional Services Initiatives-Research and Development	92,764
Program 5521 Hybrid Learning	191,864
Program 5529 Lancaster-Lebanon Virtual Solutions (LLVS)	2,602,783
Program 5539 Engineering by Design	280,457
Program 5545 Title III-Language Instruction for LEP and Immigrant Students	123,928
Program 5554 Title III Language Instruction for Immigrant Students	10,863
Program 5557 STEM Initiatives	202,273
Program 5569 C & I Initiatives	197,929
Program 5572 Pennsylvania Inspired Leadership Initiative	178,747
Program 5596 Teachers in the Workplace	47,729
Total SBU 004 - Teaching and Learning Collaborative	<u>\$6,239,230</u>

SBU 005 - Early Learners

Program 5820 Pennsylvania Pre-K Counts	\$3,668,283
Program 5822 Local Early Childhood	53,002
Program 5830 Education Leading to Employment and Career Training (ELECT)	286,063
Program 5882 Lebanon County Head Start	1,858,679
Program 5884 Head Start Supplemental Assistance Program	1,502,987
Program 5887 Child and Adult Care Food Program	298,874
Program 5892 Early Head Start-Home Visitors	829,265
Program 5894 Early Head Start-Child Care Partnerships	1,305,030
Program 5898 Community Action Program-Early Head Start-Home Visitors	787,302
Program 6250 Individuals with Disabilities Education Act, Section 611 Preschool	2,216,145
Program 6255 State Early Intervention	17,271,950
Program 6256 Individuals with Disabilities Education Act, Section 619 Preschool	412,929
Program 6257 Early Intervention ACCESS	1,360,856
Total SBU 005 - Early Learners	<u>\$31,851,365</u>

SBU 007 - Student Services

Program 5170 Career and Technology Center English as a Second Language Consultation	\$152,243
Program 5172 Title I-Nonpublic	566,384
Program 5173 Additional Title II Funds	66,854
Program 5175 Act 89 Nonpublic Auxiliary Services	8,587,246
Program 5180 Title IIA Local Fiscal Agent	270,183
Program 5185 Nonpublic Targeted Grant	135,093
Program 5517 Student Activities and Events	274,377
Program 5531 Organ Tissue Donation Awareness	178,561
Total SBU 007 - Student Services	<u>\$10,230,941</u>

SBU 011 - Special Education Classroom Services

Program 2001-2057 Special Education Classroom Consortium Programs	\$29,906,799
Program 2032 Special Education Fund Balance	187,951
Program 2201 Special Education CORE	3,404,959
Program 2209 Lebanon County Prison Supplemental Contract	135,545
Program 2263 Individuals with Disabilities Education Act-ESY Component	2,689,405
Program 2595 Turning Point Day Treatment	199,455
Total SBU 011 - Special Education Classroom Services	<u>\$36,524,114</u>

SBU 012 - Itinerant Solutions

Program 2004-2024 Itinerant Solutions Consortium Programs	\$9,314,788
Program 2006 School Age Speech Language	2,440,725
Program 2022 Occupational and Physical Therapy	2,149,732
Program 2150 ECSES Initiatives	312,567
Program 2160 Autism Solutions	180,377
Program 2206 Pupil Transportation	1,086,272
Program 2215 Supplemental Contracts	7,509,646
Program 2246 Fee for Service Office of Vocational Rehabilitation-Lancaster County	140,945
Total SBU 012 - Itinerant Solutions	<u>\$23,135,052</u>

SBU 014 - Pass-thru Funds Administration Services

Program 2261 Individuals with Disabilities Education Act-Training and Consultation	\$1,742,230
Program 2262 IDEA-School Age Supplementary Aides & Services Component	14,383,497
Program 7204 School-Based ACCESS Project	1,600,000
Total SBU 014 - Pass-thru Funds Administration Services	<u>\$17,725,727</u>

SBU 015 - Statewide Initiatives

Program 9551 PDE Comprehensive Support and Improvement (CSI) School Improvement	\$2,465,875
Program 9651 State Initiatives Marketplace	104,273
Program 9708 Corrections Education-IDEA Appropriation	34,000
Program 9709 Department of Corrections-State Appropriation 102	108,465
Program 9734 PaTTAN Programs III	210,000
Program 9738 Corrections Education-State Appropriation 114	118,530
Program 9740 Cordero Cluster Fund Contract	563,000
Program 9751 Value Added Assessment System	2,088,408
Program 9753 PaTTAN Assistive Technology Program	350,000
Program 9760 Corrections Education-IDEA Appropriation	465,265
Program 9761 5th Annual Governor's STEM Competition	100,000
Program 9773 Deaf Blind Support	51,992
Program 9774 PaTTAN Early Intervention/Preschool Program	25,556
Program 9775 Deaf Blind Support	17,000
Program 9779 Higher Ed Working Group and PAsmart	219,703
Program 9780 Alternative Education for Disruptive Youth (AEDY)	398,896
Program 9782/9784 PaTTAN/Bureau of Special Education Initiatives	22,311,880
Total SBU 015 - Statewide Initiatives	<u>\$29,632,843</u>

	<u>2020-21 Budgets</u>
SBU 016 - Regional Technology Solutions	
Program 2585 Title I-Data Governance Grant	\$10,522
Program 4510 Statewide Software	11,482,559
Program 4515 Technology Initiatives	722,950
Program 4516 Technology Solutions-Fund Balance	9,174
Program 4585 Wide Area Network Consortium	3,269,012
Total SBU 016 - Regional Technology Solutions	<u>\$15,494,217</u>
	<u>\$178,836,761</u>

Notes:

Anticipated budgets are based on information available on February 12, 2020.
 Additional programs may be added or deleted during the 2020-21 SBU/SSU Budget Cycle and will be approved by the IU13 Board at their regularly scheduled meeting on June 17, 2020.

New programs may be added throughout the 2020-21 fiscal year and will be presented to the IU13 Board at their regularly scheduled monthly meeting.