

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, October 24, 2018**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Building and Grounds Committee 5 p.m.
Human Resources Committee 5 p.m.
Budget and Finance Committee 5:30 p.m.

DINNER – 6 p.m.

WORK STUDY SESSION – 6:15 p.m.

Migrant Education Presentation
David Baird, Site Director for Migrant Education

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by Vice President Rhoads at 7:08 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 14; Directors absent – 3

| Director | District | Present | Absent |
|------------------------------|------------------------|----------------|---------------|
| Victor Abate | Mid-West | X | |
| Larry Augustine, President | Selinsgrove Area | | X |
| William Brecker | Mount Carmel Area | X | |
| Kathleen DeYong | Benton Area | X | |
| Heather Hackenberg | Danville Area | | X |
| Tamara Hoffman | Warrior Run | X | |
| Jonathan Jones | Bloomsburg Area | X | |
| Jeffrey Kashner | Shamokin Area | X | |
| Dennis Keiser | Mifflinburg Area | X | |
| Joseph Klebon, Treasurer | Southern Columbia Area | X | |
| Daniel McGann, Secretary | Berwick Area | X | |
| Lawrence Neidig | Line Mountain | X | |
| Deborah Price | Millville Area | X | |
| Bruce Rhoads, Vice President | Central Columbia | X | |
| Slade Shreck | Shikellamy | X | |

| | | | |
|------------------|----------------|---|---|
| Mary Ann Stanton | Lewisburg Area | X | |
| Dr. Alvin Weaver | Milton Area | | X |

1.4 Announcements

The next regular meeting will begin at 7 p.m. on Wednesday, Nov. 14, 2018 at the CSIU central office.

Vice President Rhoads announced an executive session regarding negotiation of a collective bargaining agreement would be held after the Spotlight segment of the meeting.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Sept. 19, 2018 with the following changes:

New Employees / Full-time Personnel:

- **Melissa Porter-Krum** rescinded her acceptance of the career pathways specialist position
- **Brandon Ulcecki**, transition work experience job coach, start date changed from Oct. 5, 2018 to Oct. 11, 2018
- **Melissa Washington** rescinded her acceptance of the CSC administrative support manager position

New Employees / Part-time Personnel:

- **Donna Bertone**, practical nursing instructor, start date changed from Sept. 24, 2018 to Oct. 10, 2018

Motion by Victor Abate, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Victor Abate, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

1.6 CSIU Staff and Others in Attendance

- Charles Bomboy – Corrections Education Program Principal
- Lynn Cromley – Assistant Executive Director/Chief Administrative Officer
- James Dugan – Interim Human Resources Director
- Ken Erb – Facilities Coordinator
- Dr. John Kurelja – Assistant Executive Director/Chief Academic Officer
- Terri Locke – Early Childhood Program Supervisor
- Christina Moser – Pre-K Counts Program/Recruitment Coordinator
- Charles Peterson Jr. – Chief Financial Officer
- Amy Pfleegor – Executive Office Manager/Board Recording Secretary
- Dr. Kevin Singer – Executive Director
- Jennifer Spotts – Communications Manager
- Jennifer Williams – Director of Special Education and Early Childhood Services

1.7 Spotlight Segment – Pre-K Counts

Christina Moser, Pre-K Counts program/recruitment coordinator, highlighted the Pre-K Counts program. Ms. Moser stated that the program is offered free to children between the ages three and five who are not yet enrolled in kindergarten, or may be at risk of school failure – either by family income level, language, cultural or special needs

issues. The CSIU currently operates Pre-K Counts programs in Berwick Area, Line Mountain, Millville Area, Milton Area, Shikellamy, Southern Columbia Area and Warrior Run school districts.

Ms. Stanton arrived to the meeting at 7:10 p.m.

1.8 Executive Session

The meeting was recessed at 7:13 p.m. for an executive session regarding negotiation of a collective bargaining agreement. The executive session concluded at 7:27 p.m.

2. BOARD GOVERNANCE

No report.

3. BUDGET AND FINANCE COMMITTEE - Daniel McGann, Chair; Tamara Hoffman, Committee Member

3.1 Monthly Financial Statements (Attachments)

Directors are asked to approve the following September 2018 financial statements:

- Program Balance Sheet;
- Financial Report; and
- General Fund Accounting Payment Summary. Funds for payment are available in program budgets.

Motion to approve monthly financial statements for September 2018 as presented.

3.2 Student Transportation Contract

Administration recommends approval of a contract with Weikel Busing, LLC of Selinsgrove, Pa. to provide school bus drivers as needed at a cost of \$25 per hour. The CSIU will provide the buses and fuel, and will be responsible for any other bus operational expenses. The purpose of this contract is to increase the availability of qualified bus drivers.

Motion to approve a student transportation contract as presented.

3.3 HVAC Contract

Administration recommends approval of a heating, ventilation and air conditioning (HVAC) contract with Dixon A.C. & R. Corporation of Williamsport, Pa. to furnish and install a York three-ton, high-efficiency heat pump and mini split unit at the quoted cost of \$10,377. The unit, which is designated for the central office mail room, will replace one that is 20 years old and can no longer be serviced. Funds are available in the capital reserve fund.

Motion to approve a HVAC contract as presented.

3.4 Transfer of Funds

Administration recommends approval of the transfer of \$1 million from the fiscal year 2017-18 general fund balance to the capital reserve fund, effective June 30, 2018. The capital reserve funds will be used in accordance with the Pa. Municipal Code for projects and deferred maintenance needs.

Motion to approve the transfer of funds as presented.

3.5 Motion for Budget and Finance Committee Matters

Motion to approve all Budget and Finance Committee matters.

Motion by Daniel McGann, second by Dennis Keiser

Final Resolution: Motion Passed

Yes: Victor Abate, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4. TECHNOLOGY/MARKETPLACE COMMITTEE - Bruce Rhoads, Chair; Jonathan Jones and Jeffrey Kashner, Committee Members

4.1 Keystone Purchasing Network (KPN) Bid Awards (Attachment)

Administration recommends approval of the indefinite quantity construction bid awards for housing authorities in western Pennsylvania, which were solicited by the Keystone Purchasing Network (KPN) at the request of several agencies in that area.

Motion to approve KPN indefinite quantity construction bid awards as presented.

Motion by Jeffrey Kashner, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Victor Abate, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5. HUMAN RESOURCES COMMITTEE - Dennis Keiser, Chair; Larry Augustine and Lawrence Neidig, Committee Members

5.1 Full-time Personnel

New Employees – Non-Instructional Staff

- **Jacqueline M. McNeil**, Mifflinburg, received an associate degree from Bucks County Community College, Newtown, Pa. She has been employed as a pre-school teacher with Calvary Child Care Center, Fairless Hills, Pa. Ms. McNeil is recommended as a **Pre-K Counts assistant instructor**, at an hourly rate of \$8.25 (\$11,446.88 annually), effective Nov. 7, 2018 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Pre-K Counts budget.

Position Transfer

- **Leighann M. Garland**, from CSC conference and professional development technical specialist (part-time) at a current hourly rate of \$28.84 to **CSC conference and professional development technical specialist** (full-time) at an hourly rate of \$28.84 (\$56,238 annually), effective Oct. 25, 2018
- **Wenda L. Deardorff**, from family support specialist at a current salary of \$49,047.57 to **special projects data specialist** at an hourly rate of \$21.54 (\$42,003 annually), effective Nov. 13, 2018.
- **Heather L. Doyle**, from ODR administrative and technical specialist at a current hourly rate of \$19.02 to **administrative and technical specialist** at an hourly rate of \$21.58 (\$42,081 annually), effective Oct. 25, 2018.

Furloughs

- **Debra K. Bordner**, Pinnacle Place house assistant, effective Oct. 31, 2018, due to elimination of funding
- **Tammy M. Sempko**, Pinnacle Place coordinator, effective Oct. 31, 2018, due to elimination of funding

Resignations

- **Julie L. Bieber**, Early Head Start family partner home visitor, effective Oct. 19, 2018
- **Kayleigh L. Hart**, Head Start assistant instructor, effective Sept. 20, 2018
- **Erica M. Lauver**, Head Start instructor, effective Oct. 11, 2018
- **Amanda J. Moses**, Head Start assistant instructor, effective Sept. 21, 2018
- **Lori A. Zicoello**, WATCH Project career coordinator, effective Oct. 9, 2018

Motion to approve full-time personnel recommendations as presented.

5.2 Part-Time Personnel

New Employees – Non-Instructional Staff

- **Susan S. Roy**, Central Susquehanna LPN Career Center tutor, at an hourly rate of \$25, effective Oct. 1, 2018
- **Lori A. Zicoello**, WATCH Project career coordinator, at an hourly rate of \$17.75, effective Oct. 10, 2018

Furloughs

- **Nikki M. Apple**, Pinnacle Place house assistant, effective Oct. 31, 2018, due to elimination of funding
- **Crystal M. Brosius**, Pinnacle Place house assistant, effective Oct. 31, 2018, due to elimination of funding
- **Kathie D. O’Grady**, Pinnacle Place house assistant, effective Oct. 31, 2018, due to elimination of funding

Resignations

- **Bonnie L. Foulds**, school bus driver, effective Sept. 28, 2018

Motion to approve part-time personnel recommendations as presented.

5.3 Substitute Personnel

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2018-19 school year.

Substitute Teachers

Kathleen E. Abram
 Robert J. Beierschmitt
 Sarah L. Delp
 Debra L. Heater
 Matthew Hess
 Katlyn Koppen
 Kelsey Koppen
 Amber Liotta
 Frank Passaniti
 Mary E. Striplin

Madison S. Walter
Tami Williams

Motion to approve substitute personnel recommendations as presented.

5.4 Salary Correction

Correction to Salary

- **Michelle L. Michaels**, cooperative purchasing quality assurance program assistant, was listed in the Sept. 19, 2018 agenda with an incorrect salary of \$43,680. The correct salary is \$40,950.

Motion to approve the correction to salary as presented.

5.5 Collective Bargaining Agreement

At the recommendation of the executive director, directors are asked to approve the Collective Bargaining Agreement between the CSIU Board of Directors and the CSIU Education Association (teachers, psychologists, licensed social workers and home and school visitors), effective July 1, 2018 through June 30, 2023.

Motion to approve the Collective Bargaining Agreement as presented.

5.6 Motion for Human Resources Committee Matters

Motion to approve all Human Resources Committee matters.

Motion by Dennis Keiser, second by Daniel McGann

Final Resolution: Motion Passed

Yes: Victor Abate, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

6. POLICY COMMITTEE – Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members

No report.

7. EDUCATIONAL PROGRAM MATTERS

7.1 Northumberland Area Head Start and Early Head Start (Attachments)

According to federal regulations, the CSIU Board of Directors is the governing body of the CSIU's Head Start programs; therefore, the following items are presented for approval:

- Post Award Budget Revision
- Annual Program Information Report for Head Start/Early Head Start
- Head Start/Early Head Start Monthly Report for August 2018

Motion to approve the Head Start/Early Head Start items as presented.

7.2 Occupational Therapy Contract

The CSIU continues to experience difficulty finding qualified substitute occupational therapists to support both teachers and students in early intervention programs. Administration recommends approval of a contract with Kidswork Therapy Center, Lewisburg, PA, to provide compensatory education occupational therapy services, effective Oct. 8, 2018 through Dec. 31, 2018, at a rate not to exceed \$80 per hour.

Motion to approve the contract for occupational therapy services as presented.

7.3 Para-Educator Services Agreement

Administration recommends approval of an agreement with Lewisburg Area School District to provide para-educator services at Work Foundations⁺, effective Oct. 25, 2018 through June 30, 2019, at a cost not to exceed \$26,000.

Motion to approve an agreement with Lewisburg Area School District as presented.

7.4 Motion for Educational Program Matters

Motion to approve all Educational Program Matters.

Motion by Dennis Keiser, second by Victor Abate

Final Resolution: Motion Passed

Yes: Victor Abate, William Brecker, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Joseph Klebon, Daniel McGann, Deborah Price, Lawrence Neidig, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8. ADMINISTRATIVE MATTERS

No report.

9. ADMINISTRATIVE REPORTS

9.1 Executive Leadership - Dr. Kevin Singer, Executive Director

**9.2 Administrative Services – Lynn Cromley, Assistant Executive Director/
Chief Administrative Officer**

9.3 Educational Services - Dr. John Kurelja, Chief Academic Officer

9.4 Financial Services - Charles Peterson Jr., Chief Financial Officer

9.5 Marketplace Services - John Brenchley, Chief Innovation Officer

9.6 Other – James Dugan, Interim Human Resources Director

Mr. Abate left the meeting at 7:56 p.m. and returned at 7:58 p.m.

10. ADJOURNMENT

10.1 Adjourn Meeting

The meeting was adjourned by Vice President Rhoads at 8:00 p.m.

Respectfully submitted,

**Daniel McGann
Secretary**

**Amy Pfleegor
Board Recording Secretary**

11. INFORMATION ONLY

11.1 Annual CSIU Program Statistics 2017-18 (Attachment)

Presented is a listing of programs and services conducted by the CSIU during 2017-18 and, where appropriate, the number of clients served.

11.2 Annual CSIU Back-to-School Report 2018-19 (Attachment)

Presented are the current CSIU operating programs, with a comparison to the figures from last school year.

11.3 Human Resources – Staff Leaves of Absences

Return from Paid Leaves of Absence:

- **Paul R. Gola**, occupational therapist, effective Oct. 15, 2018
- **Vicki L. Renn**, accounting and payroll technician, effective Oct. 8, 2018

11.4 Human Resources – Completion of New Employee Probationary Periods

The following staff have successfully completed their new employee probationary periods:

- **Timothy B. Campbell**, director of the Central Susquehanna LPN Career Center, effective Sept. 14, 2018
- **Jennifer C. Esposito**, family support technical specialist, effective May 18, 2018
- **Christina N. Gonzalez**, Migrant Education recruiter/student support specialist, effective Oct. 1, 2018
- **Nichole A. Harer**, career counselor specialist, effective Sept. 6, 2018
- **Amanda L. Moore**, career counselor specialist, effective Oct. 16, 2018
- **Timothy R. Musselman**, career counselor specialist, effective Sept. 20, 2018
- **Tammy L. Swortwood-Hoffman**, career counselor specialist, effective Aug. 27, 2018

11.5 Administration – Staff Travel

Matthew Butensky, youth development coordinator, attended the ***Foster Care Summit: Putting the Pieces Together, School Stability for Children and Youth in Foster Care-Implementing ESSA*** conference on Oct. 2–3, 2018 in Greensboro, N.C. While there, he participated in the first national convening of state foster care points of contact. The summit supported the requirements of the Every Student Succeeds Act of 2015. Attendance was approved by PDE. Funds for estimated expenses of \$1,067 were available in the foster care budget.

Rijelle Kraft, family support technical assistance coordinator, attended the ***Standards of Quality Training and Together for Families Conference*** on Oct. 15–17, 2018 in Cleveland, Ohio. While there, she participated in a standards training which is a pre-requisite for a Training of Trainers which she will be participating in spring 2019. As a member of the PA Strengthening Families Leadership Team, she is on the national planning committee for the Together for Families Conference and will be presenting a workshop. Funds for estimated expenses of \$1,289 were available in the children's trust fund budget.

Rijelle Kraft, family support technical assistance coordinator, and **Karen Shanoski**, family support technical assistance coordinator, will attend the ***National Alliance of Children's Trust and Prevention Funds 2018 Annual Meeting*** on Nov. 13–15,

2018 in Charleston, S.C. While there, they will share best practices and new research around how professionals can support families in preventing child abuse and neglect. This meeting is the national gathering of representatives from the 48 state Children's Trust Funds. Funds for estimated expenses of \$1,601, respectively, are available in the children's trust fund budget.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing services marketing specialist, will attend the **National Athletic Directors Conference and Exhibits** on Dec. 16–18, 2018 in San Antonio, Texas. While there, they will market KPN contracts to high school athletic directors in attendance. Funds for estimated expenses of \$1,249 each are available in the joint purchasing budget.

RaeAnn Crispell, supplemental educational services program manager, will attend the **National ESEA Conference** on Jan. 30 through Feb. 2, 2019 in Kansas City, Mo. While there, she will focus on federal education programs, allowing her to experience innovative ways to support students through federal programs. She will incorporate her ideas into programs across the CSIU region. Funds for estimated expenses of \$2,679 are available in the non-public budget.

11.6 PSBA Officers 2019

Last month the CSIU Board of Directors reviewed and approved the election of PSBA officers for 2019. It was discovered at the time of entering the vote online that an additional question was being asked that was not provided previously. The question was listed as optional, did not require board approval and up to three candidates could be selected. However, when trying to bypass the question, since the board did not actually vote on the particular item, the voting system showed the question as "abstained." The executive committee was informed via email and all three candidates were approved: Brian Feick (Leighton Area SD); Lorraine Rocco (Freedom Area SD); and Bethanne Zeigler (Shikellamy SD) for the Forum Steering Committee. The voting receipt will be attached to the meeting minutes for permanent record.

11.7 Public Surplus – Online Auction

The following items will be included on the next CSIU online auction, using the Public Surplus auction service for public and educational agencies:

- 7 Office Chairs
- 1 HP 4250 Printer
- 1 HP CP2025 Printer
- 1 Table with 6 Cut Out Squares
- 1 Coffee Table
- 3 Wood Top Metal Desks
- 3 Canon Scanners
- 1 Water Table with Lid
- 1 Scale
- 1 Bun Coffee Maker
- 2 HP Laser Jet Printer 64A Cartridges
- 1 Lamp
- 1 Table
- 4 Metal Benches
- 1 HP 2605 Printer
- 1 HP 05A Ink Cartridge

- 1 HP 10A Cartridge
- 1 Floor Lamp
- 1 3 Shelf Metal Bookcase
- 1 3 Drawer Lateral Filing Cabinet
- 1 End Table
- 1 4 Drawer Metal Filing Cabinet - Brown
- 1 Refrigerator
- 1 Air Compressor
- 1 Dishwasher
- 1 Stove
- 5 Apple I-Phones 6

11.8 Fiscal Communications

Sept. 4, 2018, via email, a letter dated Aug. 29, 2018 from Yvonne Cook (President – Highmark Foundation) notifying CSIU of an approved grant (Log #34558) in the amount of \$175,000. The purpose of the grant is to build on the implementation, research, practice and impact of bullying prevention and intervention efforts championed by Highmark Foundation throughout Pennsylvania.

Sept. 5, 2018, a No Cost Extension Amendment was signed by Dr. Singer for submission to the Pennsylvania Department of Education (PDE), per the request of Brenda Kylen (Data and Fiscal Officer – Pennsylvania Department of Education, Division of Student Services). The CSIU is requesting to extend the termination date of Project #017-17-0101A for the 2017-18 CSIU Migrant Education Program (MEP) from Sept. 30, 2018 to Dec. 31, 2018. The grant amount remains \$1,605,212.

Sept. 17, 2018, via email, a letter dated July 18, 2018 from Carmen M. Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the 2018-2019 CSC Education Leading to Employment and Career Training (ELECT) federal award amount of \$240,000. The grant period is July 1, 2018 through June 30, 2019.

Sept. 18, 2018, via email from Kiernan Schalk (Program Manager – Community Partnerships RC&D) notifying CSIU of an approved grant (Grant #201806207846-CPRCD-PJ) in the amount of \$1,987. The Pennsylvania Council on the Arts (PCA) has selected Project “An Attitude of Gratitude” to receive funding that will support activities at CSIU Work Foundations +. Funds must be expended within the period of Sept. 1, 2018 to Aug. 31, 2019.

Sept. 25, 2018, a letter from Andrew Hansrote (Fiscal Technician - Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2017-2018 Education for Children and Youth Experiencing Homelessness Program. The award amount for Project #081-17-0001 remains \$300,000 for the period of July 1, 2018 through Sept. 30, 2019.

Sept. 27, 2018, via email, a letter dated Sept. 26, 2018 from William Wubbenhorst (Associate Commissioner – U.S. Department of Health & Human Services, Administration for Children and Families, Family and Youth Services Bureau) notifying CSIU that the Transitional Living Program and Maternity Group Home (Pinnacle Place) application was not selected for the upcoming funding cycle. The amount of funds available only provided funding for a limited number of applications.

