

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, January 16, 2019**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Finance Committee 5:30 p.m.
Human Resources Committee 5:30 p.m.

DINNER – 6 p.m.

WORK STUDY SESSION – 6:15 p.m.

Board Recognition
* Charles Bomboy Jr., Corrections Education Program Principal

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call

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 monthly meeting will begin at 7 p.m. on Wednesday, Feb. 20, 2019 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Dec. 19, 2018 with the following changes to employment start dates:

- **Patricia A. Pupo**, part-time incarcerated youth instructor, from Jan. 2, 2019 to Jan. 7, 2019
- **Brooke A. Young**, part-time Corrections Education school psychologist, from Jan. 2, 2019 to Jan. 10, 2019

Motion by Victor Abate, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

1.6 CSIU Staff and Others in Attendance

- John Brenchley – Chief Innovation Officer
- Lynn Cromley – Assistant Executive Director/Chief Administrative Officer
- Ken Erb – Facilities Coordinator
- Dr. John Kurelja – Assistant Executive Director/Chief Academic Officer
- Charles Peterson, Jr. – Chief Fiscal Officer
- Amy Pfleeger – Executive Office Manager/Board Recording Secretary
- Dr. Kevin Singer – Executive Director
- Brian Snyder – Director of Human Resources
- Jennifer Williams – Director of Special Education and Early Childhood Services

1.7 Spotlight Segment

Charles Peterson Jr., chief financial officer, presented information about the Projected 2018-19 and 2019-20 Preliminary General Operating Budgets for directors' consideration. He reported that costs were based on the number of students placed in the guest teacher, incarcerated youth and alternative placement programs. He also mentioned that approval of the CSIU's Preliminary 2019-20 General Operating Budget (GOB) will not obligate any district to purchase CSIU programs and services for 2019-20.

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 December 2018 financial statements:

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

Motion to approve monthly financial statements for December 2018.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

3.2 Lease Agreement Renewal

Directors are asked to approve a lease agreement renewal with Warrior Run School District for 9,058 square feet of classroom space at 1100 Main St., Watsontown, at a cost of \$8 per square foot, an increase of \$1 per square foot, for a total of \$72,464 annually. The renewal agreement is for the term July 1, 2019 through June 30, 2021.

Motion to approve a lease agreement renewal with Warrior Run School District as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

3.3 CSIU Projected 2018-19 and Preliminary 2019-20 General Operating Budget (GOB) (Attachment)

Administration recommends approval of the projected 2018-19 General Operating Budget (GOB) totaling \$861,060, and the Preliminary 2019-20 GOB of \$837,388, as presented.

Motion to approve the CSIU Projected 2018-19 and Preliminary 2019-20 General Operating Budgets as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

3.4 Amendment to Lease Agreement

Administration recommends approval of an amendment to a lease agreement with George Amerman, Sunbury, in the amount not-to-exceed \$31,050. This amendment will include renovation improvements to the Work Foundations⁺ facility restrooms located at 91 Greenough Street, Sunbury. These improvements will include the purchase of equipment, supplies and services. Renovation work will engage Work Foundations⁺ students in a learning opportunity.

Motion to approve an amendment to a lease agreement with George Amerman as presented.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

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

4.1 Keystone Purchasing Network (KPN) Indefinite Quantity Bid Awards (Attachments)

Directors are asked to approve indefinite quantity bid awards for the Keystone Purchasing Network (KPN) as presented.

- KPN Library Supplies Catalog
- KPN Athletic Field/Court Lighting

Motion to approve KPN indefinite quantity bid awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

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

5.1 Full-Time Personnel

New Employees - Non-Instructional Staff

- **Rachel E. Breneman**, Granville, received a diploma from Lewistown Area High School. She has recently been employed as a nursery team member with Stauffer's of Kissel Hill, Linglestown, and has a combined fifteen years experience working at Penns Valley Area School District, Spring Mills, and PaTTAN, Harrisburg. Ms. Breneman is recommended as a **Center for Schools and Communities administrative assistant**, at an hourly rate of \$18.46 (\$35,997 annually), effective Jan. 21, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC budget.
- **Kierstin Buss**, Lewisburg, received a diploma from Lewisburg Area High School. She has been employed as a server with Country Cupboard, Lewisburg. Ms. Buss is recommended as a **Head Start assistant instructor**, at an hourly rate of \$9.62 (\$14,140.40 annually), effective Jan. 17, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Karissa Brown**, Milton, received a bachelor's degree from Bloomsburg University. She has been employed as a member services representative with Service First Federal Credit Union, Danville. Ms. Brown is recommended as a **client support specialist I**, at an hourly rate of \$20.25 (\$39,500 annually), effective Feb. 4, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.
- **Christine M. Edmiston**, Beavertown, received an associate degree from Howard Community College, Columbia, Md. She has been employed as an

administrative secretary/payroll and tax collection with Mid-West Area School District, Middleburg. Ms. Edmiston is recommended as a **client support specialist I**, at an hourly rate of \$20.25 (\$39,500 annually), effective Feb. 5, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

- **Ethan Emiliani**, Canton, received a bachelor's degree from Mansfield University. He has been employed as an account technician with Bradford County, Towanda. Mr. Emiliani is recommended as a **payroll technician/client support specialist**, at an hourly rate of \$20.52 (\$40,000 annually), effective Feb. 11, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.
- **Athena Herring**, Mechanicsburg, received a bachelor's degree from University of West Florida, Pensacola, Fla. She has been employed as a project administrative assistant with Macfadden, Silver Spring, Md. She is recommended as a **Center for Schools and Communities administrative assistant**, at an hourly rate of \$18 (\$35,100 annually), effective Jan. 17, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the CSC budget.
- **Tracy R. Shoffler**, Danville, received an associate degree from Pennsylvania College of Technology, Williamsport. She has been employed as a childcare provider with Little Imaginations Daycare, Danville. Ms. Shoffler is recommended as an **office assistant** at an hourly rate of \$13.20 (\$25,740 annually), effective Jan. 22, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the alternative education budget.

Position Transfers

- **Mary Ann Buczkowski**, from aide at a current hourly rate of \$7.25 (\$10,059.38 annually) to **classroom assistant**, at an hourly rate of \$9.00 (\$12,487.50 annually), effective Jan. 17, 2019
- **Jacqueline M. McNeil**, from Pre-K Counts assistant instructor at a current hourly rate of \$8.25 (\$11,446.88 annually) to **Pre-K Counts associate instructor**, at an hourly rate of \$11.01 (\$15,276.38 annually), effective Jan. 17, 2019
- **Katherine Noss**, from ESL and diploma project coordinator at a current hourly rate of \$19.73 (\$38,473.50 annually) to **family support coordinator**, at an annual salary of \$52,936, effective Feb. 4, 2019

Resignation

- **Matthew A. Creason**, design coordinator, effective Jan. 8, 2019

Please note that effective date listed above is the last paid working day.

Mr. Abate requested that Item 5.1, Full-time Personnel, New Employees – Non-Instructional Staff recommendation be amended to provide for separate vote on Christine M. Edmiston.

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

Motion to approve full-time new employee, non-instructional staff recommendation, Christine M. Edmiston.

Motion by Daniel McGann, second by Dennis Keiser.

Final Resolution: Motion passed.

Yes: Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

No: None

Abstain: Victor Abate

5.2 Part-time Personnel

New Employee – Non-Instructional Staff

- **Donald Gallo**, nutrition aide/custodian, at an hourly rate of \$8.28, effective Jan. 22, 2019 (contingent upon receipt of required clearances)

Position Transfer

- **Anas Allouz**, from Migrant Education after-school peer tutor at a current hourly rate of \$7.73 to **Migrant Education and Refugee School impact and grant translator**, at an hourly rate of \$15, effective Jan. 17, 2019

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

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 Aide

- Colin Hoke

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

6. BUILDING AND GROUNDS COMMITTEE – Daniel McGann, Chair; William Brecker, Jeffrey Kashner, Joseph Klebon and Bruce Rhoads, Committee Members

No report.

7. POLICY COMMITTEE - Daniel McGann, Chair; Larry Augustine and Bruce Rhoads, Committee Members

No report.

8. EDUCATIONAL PROGRAM MATTERS

8.1 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:

- Revised Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan
- Head Start/Early Head Start Monthly Report for November 2018

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

Motion by Victor Abate, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

8.2 School-Age and Early Childhood Program Contracts

Directors are asked to approve contracts for services with Craven Tech, LLC and KJSmile, Inc. to provide music appreciation activities to students in CSIU school-age and early childhood programs, at a rate of \$500 each per day (not to exceed a total of \$30,000), effective Jan. 17 through June 30, 2019.

Motion to approve contracts for services for music appreciation activities in CSIU classrooms as presented.

Motion by Victor Abate, second by Daniel McGann.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

9. ADMINISTRATIVE MATTER

9.1 Appointment of Trustee

Administration recommends the appointment of **Brian Snyder**, director of human resources, to represent CSIU as trustee of the Central Susquehanna Region School Employees' Health and Welfare Trust (CS Trust). Mr. Snyder will fill the seat vacated by the CSIU's former interim director of human resources.

Motion to approve the recommendation as presented.

Motion by Victor Abate, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Kathleen DeYong, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Daniel McGann, Deborah Price, Bruce Rhoads, Slade Shreck

10. ADMINISTRATIVE REPORT

10.1 Executive Leadership Combined Report - Dr. Kevin Singer, Executive Director

11. ADJOURNMENT

11.1 Adjourn Meeting

Meeting was adjourned by President Augustine at 7:22 p.m.

Respectfully submitted,

**Daniel McGann,
Secretary**

**Amy Pfleegor,
Board Recording Secretary**

12. INFORMATION ONLY

12.1 Human Resources - Completion of New Employee Probationary Periods

The following staff have completed their new employee probationary periods:

- **Sweta S. Butala**, human resources coordinator, effective Dec. 13, 2018
- **Tia N. Mitch**, operations services assistant, effective Jan. 10, 2019
- **Hannah Sherwood**, staff accountant, effective Dec. 10, 2018

12.2 Human Resources - Staff Leaves of Absence

Return from Unpaid Leaves of Absence

- **Susan P. Hertzog**, Early Head Start family partner/home visitor, effective Jan. 2, 2019
- **Emily Reedy**, Head Start instructor, effective Jan. 7, 2019
- **Kristy M. Sones**, WATCH Project career coordinator, effective Jan. 2, 2019

Return from Paid Leaves of Absence

- **Winifred Black**, CSC special projects coordinator, effective Jan. 7, 2019
- **Deana Gay**, Early Intervention teacher, effective Jan. 2, 2019
- **Kim L. Meiss**, educational consultant, effective Jan. 10, 2019

12.3 Public Surplus - Online Auction

Office furniture

- (1) Honeywell black tabletop fan
- (3) Resin four-shelf storage cabinet tan
- (5) Resin five-shelf storage cabinet gray/black
- (1) Five-drawer file cabinet
- (1) Wooden desk brown/black
- (1) Desk chair with rollers
- (1) Four-drawer desk
- (2) Desks
- (1) HP printer/fax/scan/copy Office Jet Pro 8610
- (1) Laser fax Intellifax 2840
- (1) Two-drawer filing cabinet

Home appliances and furnishings

- (1) Table lamp without shade
- (1) Floor lamp
- (1) Ryobi 18v easy edge weed trimmer (with charger and battery)
- (1) Patio set (includes round table and 4 chairs)
- (2) Sun cast resin outdoor storage cabinet
- (1) Health weigh scales w/height measurement
- (1) Frigidaire electric stove
- (2) Sharp carousel 1100-watt microwave
- (1) Whirlpool dishwasher
- (1) Sofa
- (1) 96 x 132 accent rug
- (1) Sentry safe
- (1) Shark professional navigator vacuum
- (1) Bissell pro heat steam cleaner
- (2) Shark two-speed rechargeable sweeper
- (1) Swiffer wet mop

- (1) Window fan 3-speed
- (1) Hoover shampoo floor cleaner
- (1) Brown sofa with reclining ends
- (1) Frigidaire 18 cu.ft. black refrigerator/freezer
- (1) Green/tan checked chair
- (1) Remington 16" reel mower
- (1) Coffee table
- (1) Tan end table
- (2) Brown square tables with black legs
- (8) Black vinyl chairs

Vehicle

- (1) 2005 Chevy Equinox

12.4 Administration – Staff Travel

Katherine Vastine, WATCH Project program manager, will attend the **2019 Next Gen Sector Partnership Academy** on Feb. 12-13, 2019 in Austin, TX. While there, she will learn what it takes to build and sustain deeper industry-led partnerships and align education, training and economic development programs around the needs of the regional economy. Funds for estimated expenses of \$1,541 are available in the WATCH budget.

Charles Peterson Jr., chief financial officer, will attend the **ASBO Executive Leadership Forum and Board Meeting** on Feb. 13-16, 2019 in San Diego, Calif. While there, he will attend the ASBO Executive Leadership Conference, attend the ASBO Board meeting and participate in the ASBO Executive Director interviews. Expenses will be covered by ASBO.

Jeff Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing services marketing specialist, will attend the **NC ASBO Conference** on Feb. 20-21, 2019 in Greensboro, N.C. While there, they will market KPN and PEPPM Cooperative Purchasing contracts to members of NC ASBO. Funds for estimated expenses of \$977, respectively, are available in the joint purchasing budget.

12.5 Fiscal Communications

Nov. 26, 2018, a letter from Dr. Delmar Hart (Chief – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved 2018-2019 Special Education IDEA-B 611 grant agreement. Funds may be obligated from July 1, 2018 through Sept. 30, 2019. The approved award amount for Project #062-19-0016 is \$6,756,605.

Nov. 29, 2018, an email from Brenda Kylen (Migrant Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the amendment to extend the termination date for Project #017-18-0101B – CSIU Migrant Education Program. Upon approval, the termination date will be Mar. 31, 2019 instead of Dec. 31, 2018. There are no changes to the Statement of Work and the grant amount is unchanged at \$1,605,212.

Dec. 3, 2018, a letter from Dr. Delmar Hart (Chief – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved

2018-2019 Special Education IDEA-B 611 grant agreement (Office for Dispute Resolution). Funds may be obligated from July 1, 2018 through Sept. 30, 2019. The approved award amount for Project #062-19-0034 is \$2,800,000.

Dec. 5, 2018, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the Refugee School Impact Grant (RSIG) Program has been substantially approved for 2018-2019. Funds may be obligated from Oct. 1, 2018 through Sept. 30, 2019. The approved award amount for FC #4100081653 is \$51,553.

Dec. 13, 2018, an email from Brenda Kylan (Migrant Fiscal Officer – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the 2018-2019 Migrant Education Program (MEP) grant award has been fully executed. Project #017-18-0101 is effective from July 1, 2018 through Sept. 30, 2019, in the amount of \$1,627,324.

Dec. 18, 2018, an email from Roxanne Walden (Purchasing Agent I – Pennsylvania Department of Education, Division of Procurement, Grants & Payables) notifying CSIU of the revised Purchase Order #4300567877. This action extends the KEI Tool agreement for 90 days and adds \$53,161.55 to the total amount. The revised ending date is Mar. 31, 2019 and the revised Purchase Order amount is \$311,856.56.