

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, April 15, 2020**

Virtual Meeting

COMMITTEE MEETINGS

None.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:04 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 15; Directors absent – 2

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
Dr. Yohannes Getachew	Danville Area	X	
Lauren Hackenburg	Line Mountain	X	
Tamara Hoffman	Warrior Run	X	
Jonathan Jones	Bloomsburg Area	X	
Jeffrey Kashner	Shamokin Area	X	
Gregory Klebon	Southern Columbia Area	X	
Dennis Keiser, Treasurer	Mifflinburg Area	X	
Deborah Price	Millville Area	X	
Bruce Rhoads, Vice President	Central Columbia	X	
Slade Shreck, Secretary	Shikellamy	X	
Mary Ann Stanton	Lewisburg Area	X	
Dr. Alvin Weaver	Milton Area	X	
Susy Wiegand	Berwick Area	X	

1.4 Announcements

The next regular monthly meeting will begin at 7 p.m. on Wednesday, May 20, 2020 at the CSIU central office.

The Board President appointed the following board members to the Nominations Committee: Jeffrey Kashner, Chair; Lauren Hackenburg and Deborah Price. The

Committee will meet prior to the May board meeting and present its recommendation for a slate of candidates for board officers at the May meeting. Election of officers for 2020-21 will take place at the June reorganization meeting.

1.5 Approval of Minutes

See Agenda Item 2.2 for ratification of Feb. 19, 2020 meeting minutes.

1.6 Recognition of Guests and Opportunity for Public Comment

The public was able to submit comments/questions to the CSIU Board by sending an email to AsktheBoard@CSIU.org. The meeting moderator reported that no comments or questions were received during the time reserved for Public Comment.

CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Director of Community Outreach
John Brenchley, Chief Innovation Officer
Kenneth Erb, Manager of Buildings and Grounds
Dana Graupensperger, CSC Administrative Support Manager and Human Resources Liaison
Jeff Kay, Special Projects Technology Manager
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Dr. Shileste Overton-Morris, Director of Center for Schools and Communities
Molly Nied, Director of Academics
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Eric Shearer, Telecommunications Technology Network Coordinator
Dr. Kevin Singer, Executive Director
Brian Snyder, Chief Financial and Operations Officer
Jennifer Williams, Director of Special Education and Early Childhood Services

2. BOARD GOVERNANCE

2.1 Suspension of CSIU Board Policy (Attachment)

Directors are asked to approve the suspension of CSIU Board Policy 006.1 (Attendance at Meetings Via Electronic Communication) for this meeting based on Governor Wolf's "Stay at Home" order for all counties in the Commonwealth due to the COVID-19 pandemic.

Motion to suspend CSIU Board Policy 006.1 (Attendance at Meetings Via Electronic Communication) for this meeting as presented.

Motion by Susy Wiegand, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

2.2 Authorization of March 2020 Action Items (Attachments)

As authorized by the CSIU Board Policy 005, Board Officers reviewed and approved the following action items included on the Business Meeting Agenda with Addendum for March 18, 2020. The meeting was canceled because of the COVID-19 pandemic. The following items are hereby presented to the Board for inclusion in the official Board minutes.

- Approval of Minutes item 1.5
- Board Governance item 2.1

- All Budget and Finance Committee items 3.1 through 3.2
- Technology/Marketplace Committee item 4.1
- All Human Resources Committee items 5.1 through 5.7
- Additional Human Resources Committee item that would have been presented on the floor at the meeting
- All Buildings and Grounds Committee items 6.1 through 6.2
- Policy Committee item 7.1
- All Educational Program Matters items 10.1 through 10.3

Board Officers' Action authorizations signed by Mr. Augustine, Mr. Rhoads, Mr. Keiser and Mr. Shreck will be made a part of the official minutes.

Motion to affirm the action of the Board Officers, acting as an executive committee, for the March 18, 2020 action items as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

3. BUDGET AND FINANCE COMMITTEE – Tamara Hoffman, Chair; William Brecker and Deborah Price, Committee Members

3.1 Monthly Financial Statements (Attachments)

Directors are asked to approve the following March 2020 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 March 2020 as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

3.2 2020-21 CSIU General Operating Budget (Attachment)

The GOB is a compilation of three programs the CSIU offers primarily to member districts on a fee-for-service basis. The PA Public School Code allows intermediate units to ask the state to deduct money from school district subsidies to fund IU programs. Our member districts do not pay a subsidy to belong to the CSIU. They pay only for services they select from CSIU offerings. Approval of this budget does not obligate districts to purchase any CSIU programs for the 2020-21 school year.

The CSIU directors gave initial approval of the preliminary 2020-21 general operating budget of \$886,527 in January. Following that approval, the preliminary budget was released to district boards for their consideration. Official approval of the CSIU's 2020-21 general operating budget has been received from all 17-member district boards of directors.

The 2020-21 budget totaling \$886,527 represents a \$49,139 increase from the 2019-20

original budget totaling \$837,388. This increase can be attributed primarily to fluctuations in projected student enrollment.

Motion to approve the General Operating Budget for 2020-21 as presented.

Motion by Susy Wiegand, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

No report.

5. HUMAN RESOURCES COMMITTEE – Dennis Keiser, Chair; Larry Augustine and Mary Ann Stanton, Committee Members

5.1 Full-Time Personnel

New Employees – Non-Instructional Staff

- **Michelle A. Feaster**, Millmont, received a bachelor's degree from Central Penn College, Summerdale. She has been employed as a payroll specialist with Asure Software, Rochester, N.Y. Ms. Feaster is recommended as a **client support specialist III**, at an annual salary of \$48,300, effective April 20, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

Change in Start Date

- **Karen L. Bobeck, Early Head Start licensed practical nurse/health monitor**, from March 19, 2020 to March 30, 2020

Resignations

- **William P. Herald**, retiring as technical support and SQA manager, effective Sept. 30, 2020
- **Deana M. Kovilaritch**, client support specialist I, effective March 27, 2020

Change in Resignation Date

- **Alyssa Sebastian**, from March 27, 2020 to April 15, 2020

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

5.2 Part-Time Personnel

Resignation

- **Kimberly J. Roush**, Adult Education bridge instructor, effective March 26, 2020

Motion to approve part-time personnel as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

6. BUILDINGS AND GROUNDS COMMITTEE – William Brecker, Chair; Jeffrey Kashner and Bruce Rhoads, Committee Members

No report.

7. POLICY COMMITTEE - Bruce Rhoads, Chair; Larry Augustine and Slade Shreck, Committee Members

No report.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

9.1 Executive Director Employment Agreement (Attachment)

At the Dec. 18, 2019 monthly Board meeting, CSIU Board of Directors appointed Dr. John Kurelja as the new CSIU Executive Director immediately following Dr. Kevin Singer's retirement or no later than July 1, 2021.

Directors are asked to approve the employment agreement for Dr. John Kurelja as CSIU Executive Director in the amount of \$206,000, effective immediately following Dr. Singer's retirement or no later than July 1, 2021 through June 30, 2025.

Motion to approve the new executive director employment agreement as presented.

Motion by Mary Ann Stanton, second by Gregory Klebon.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

10. EDUCATIONAL PROGRAM MATTERS

10.1 Northumberland Area Head Start and Early Head Start (Attachment)

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:

- Submission of grant applications for:
 - Quality Improvement funds in the amount of \$75,066 for the purpose of offsetting higher operating costs and to provide staff training in trauma-informed practices.
 - Two (2) percent COLA increase for the purpose of offsetting higher operating costs.

- Head Start/Early Head Start Monthly Report for February 2020

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

Motion by Lauren Hackenburg, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

10.2 Assurance for the Operation of Special Education Services and Programs/Quality Space for 2020-21 School Year (Attachment)

The CSIU is required to annually submit documentation to the Pennsylvania Department of Education (PDE) assuring that all special education services and programs/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures.

Directors are asked to approve the authorization of staff to submit the *Assurance for the Operation of Special Education Services and Programs/Quality Space for the 2020-21 school year.*

Motion to approve the special education documentation as presented.

Motion by Victor Abate, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

10.3 In-School Nursing Services Contract

Directors are asked to approve a contract with Bayada Home Health Care, Inc., Selinsgrove, to provide basic nursing and aide care to students in the CSIU Early Intervention and school-age programs at a rate of \$40 per hour for RN or LPN services, and \$27 per hour for CNA services, effective July 1, 2020 to June 30, 2021. This contract will automatically renew for an additional one-year period.

Motion to approve a contract with Bayada Home Health Care, Inc. as presented.

Motion by Slade Shreck, second by Jeffrey Kashner.

Final Resolution: Motion passed.

Yes: Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

No: Victor Abate

10.4 Regional Para-Educator Conference

Administration recommends approval of a Contract for Services with Happy Teacher Revolution, Baltimore, Md. to provide keynote and breakout sessions for a two-day regional paraprofessional conference on Aug. 10, 2020. The conference will be held at Central Columbia High School at a total cost of \$5,169, which includes \$5,000 for the cost of services and \$169 for the presenter's lodging. Funds for this contract are available in the TaC budget.

Motion to approve a Contract for Services with Happy Teacher Revolution as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah

Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

10.5 Technology Advantage, Inc. Agreement (Attachment)

Administration recommends entering into an agreement with Technology Advantage, Inc. (TAI) for the following services at an amount not to exceed \$25,000, effective April 1, 2020 through August 30, 2020, with the option to continue.

- **Artist/Talent:** \$64 per hour, plus expenses
- **Support (as needed):** \$59 per hour

Motion to approve an agreement with Technology Advantage, Inc. (TAI) as presented.

Motion by Lauren Hackenburg, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

11. ADMINISTRATIVE MATTERS

None.

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership – Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Public Comments

No comments or questions were received from the public.

13.2 Adjourn Meeting

President Augustine adjourned the meeting at 7:35 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Board Terms of Office

The following terms on the CSIU board will expire June 30, 2020. Information has been sent to each superintendent requesting the district board either reappoint the current director or appoint another director for a three-year term on the CSIU Board, effective July 1, 2020 through June 30, 2023. The names of those directors will appear on the election ballot that will be sent to all district directors in April.

- Berwick Area – Susy Wiegand
- Bloomsburg Area – Jonathan Jones
- Central Columbia – Bruce Rhoads
- Midd-West – Victor Abate
- Shikellamy – Slade Shreck

14.2 Staff Appointment

A request was received from the Pennsylvania Department of Education (PDE) to name a Homeless Liaison for the purpose of reporting for Pre-K Counts and other early childhood education programs. Terri Locke, Supervisor of Early Childhood Services and Head Start/Pre-K Counts Programs, has been identified to serve in this role on behalf of the CSIU.

14.3 Middle School Regional Media and Design Competition Recipients

The CSIU sponsored and hosted the annual middle school regional media and design competition (formerly computer fair) on March 2, 2020 testing students' computer knowledge and application skills. Forty-two middle school students from three districts (Central Columbia, Danville Area and Milton Area) submitted 17 projects in six categories: 3D Design, Animation, Digital Movie, Logo and Graphic Design, Programming and Web Page Design. The first-place winners will advance to the state competition on May 20, 2020, at Dickinson College in Carlisle. The CSIU has sponsored the regional competitions since 1998.

3D Design

First Place: Benjamin Myers, Julian Hardin and Griffon Young (Danville Area)

Animation

First Place: Anna Baccile, Adi Mitchell and Abby Constanza (Central Columbia)

Second Place: Bryan Sirota and Evan Huckans (Central Columbia)

Third Place: Miles Brown (Danville Area)

Digital Movie

First Place: Maura Swab, Katie Hess and Ava Sitko (Central Columbia)

Second Place: Avery Geffken, Cordell Heggenstaller and Natalia Taylor (Central Columbia)

Third Place: Alyvia Russell, Isabella Walker and Lily Acfalle (Milton Area)

Logo and Graphic Design

First Place: Alyssa Bergenstock (Danville Area)

Second Place: Alyvia Russell and Penelope Newcome (Milton Area)

Third Place: Sydney Bailey and Lily Acfalle (Milton Area)

Programming

First Place: Joel Langdon and Evan Yoder (Milton Area)

Web Page Design

First Place: Brady McNamara, Ava Snyder and Bayan Osman (Central Columbia)

Second Place: Mason Mensch, Andrew Sutton and Seth Priestman (Central Columbia)

14.4 Human Resources – Staff Leaves of Absence

Paid Leaves of Absence

- **Kati L. Clendenin**, ODR special education coordinator, intermittent effective March 13, 2020 to March 12, 2021
- **Matthew W. Dumberth**, Corrections Education–math teacher, effective March 10, 2020 to June 12, 2020
- **Stephanie A. Ensanian**, Early Intervention program associate, effective March 2, 2020 to April 14, 2020
- **Mary M. Feerrar**, senior systems analyst II, effective Feb. 24, 2020 to May 15, 2020
- **Randall B. Fox**, Center for Safe Schools director, effective March 13, 2020 to March 23, 2020
- **Christine N. Kline**, reading/resource teacher, effective Feb. 14, 2020 to April 1, 2020
- **Deana M. Kovilaritch**, client support specialist I, effective March 4, 2020 to March 18, 2020
- **Jeffrey J. Myers, Jr.**, Corrections Education – science teacher, effective April 27, 2020 to May 19, 2020 (this has been canceled)

Paid/Unpaid Leave of Absence

- **William L. Simpson**, education program supervisor, effective Feb. 28, 2020 to May 8, 2020

Return from Paid Leaves of Absence

- **Marly A. Artley**, computer services administrative assistant, effective Feb. 19, 2020
- **Karen S. Bower**, Early Intervention instructional assistant, effective March 9, 2020
- **Mary M. Feerrar**, senior systems analyst II, effective March 25, 2020
- **Randall B. Fox**, Center for Safe Schools director, effective March 23, 2020
- **Christine N. Kline**, reading/resource teacher, effective March 24, 2020
- **Luis E. Lopez**, classroom assistant, effective Feb. 20, 2020
- **Chrysti L. Pontius**, special education teacher, effective March 9, 2020

Return from Paid/Unpaid Leave of Absence

- **Kierstin A. Buss**, Head Start assistant instructor, effective March 5, 2020

Return from Unpaid Leave of Absence

- **Jeffrey J. Myers, Jr.**, Corrections Education – science teacher, effective March 2, 2020

14.5 Human Resources – Completion of New Employee Probationary Periods

The following staff have completed their new employee probationary periods:

- **Heather A. Goshert**, nursing assistant educator instructor/practical nursing educator, effective Feb. 14, 2020
- **Dana M. Graupensperger**, Center for Schools and Communities administrative support manager and human resources liaison, effective Feb. 7, 2020
- **Melissa W. Hampton**, client support specialist I, effective Feb. 27, 2020
- **Deana M. Kovilaritch**, client support specialist I, effective Feb. 28, 2020
- **Brianna M. Kunkel**, 21st Century Community Learning Centers operations and

data coordinator, effective Feb. 6, 2020

- **Alexandria E. Lindsey**, Early Head Start family and social services assistant, effective Feb. 19, 2020
- **Ky W. Mahaffey**, Head Start assistant instructor, effective Jan. 30, 2020
- **Carol L. Paxton**, Center for the Promotion of Social and Emotional Learning director, effective Feb. 5, 2020
- **Shalini Vishwakarma**, Head Start assistant instructor, effective Jan. 31, 2020

14.6 Administration – Staff Travel

Winnie Black, special projects coordinator, and **M. Ellen Withrow**, grants, research and development coordinator, attended the **STEM Ecosystems: 2020 Spring Community of Practice Convening** on March 2-4, 2020 in San Antonio, TX. While there, they were provided guidance and expertise on building a successful and vibrant Central Susquehanna STEM Ecosystem, which is an objective of the PAsmart grant. Estimated expenses of \$1,867 and \$2,673, respectively, were covered by the STEM Learning Ecosystems Initiative.

14.7 Fiscal Communications

Feb. 6, 2020, a letter from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of additional funding in the amount of \$39,185 for Project #017-19-0106 (CSC Migrant Education). The revised grant amount is \$714,803 for the period of July 1, 2019 through Sept. 30, 2020.

Feb. 12, 2020, a letter from Carmen M. Medina (Division Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU that the 21st Century Community Learning Centers Technical and Support application has been received in substantially approvable form. Funds for FC #4000022712 may be obligated as of July 1, 2019. A fully executed contract will be forwarded when final approval is received.

Feb. 20, 2020, an email from Brooke Gessner (Finance Manager – Central Pennsylvania Workforce Development Corporation) notifying CSIU of the fully executed contract for the WIOA YES to the Future program. Rider #CSIU01-F20-OSY is in the amount of \$1,173,409 (\$133,296 of which is related to TANF Youth Development), for the period of July 1, 2019 through June 30, 2020.

Feb. 25, 2020, a letter dated Jan. 21, 2020 from Debbie Reeves (Deputy Secretary – Pennsylvania Department of Education, Office of Administration) notifying CSIU of the intent to extend the contract for the Pennsylvania Information Management System (PIMS) Application Support Center. PO #4300544113 expires March 31, 2020 with two 1 (one) year renewal options. This action will exercise the first of two annual options to renew. The contract renewal option will be effective April 1, 2020 through March 31, 2021.

March 6, 2020, an email from Grantsolutions.gov (Trisha Smith - ACF Grants Officer) notifying CSIU of action related to Grant #03CH010273-05-01 for Head Start and Early Head Start operations. This action awards the balance of funds (\$1,684,965) for Head Start and Early Head Start operations and training/technical assistance for the Dec. 1, 2019 through Nov. 30, 2020 budget period. The total approved federal budget amount remains \$3,369,929 for this budget period.