

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, June 17, 2020**

Virtual Meeting

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance Committee
Human Resources Committee

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:03 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

President Augustine announced that an executive session regarding a school safety matter would be held later in the meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, August 19, 2020 at the CSIU central office or virtually.

There is no July board meeting.

Mr. Klebon joined the meeting at 7:06 p.m.

1.5 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.

1.6 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, May 20, 2020, with the following change in start date:

New Employees – Non-Instructional Staff

- **Heather Cuff**, Early Head Start family partner/home visitor, from May 21, 2020 to June 1, 2020

Motion by Victor Abate, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

1.7 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
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Karen Lehman, Youth Development Project Manager
Dr. Shileste Overton-Morris, Director of Center for Schools and Communities
Dr. 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 Board Reorganization

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In May, the board's Nominations Committee reported there was a full slate of candidates for the board offices and that additional nominations would be considered at the June meeting.

The committee presents the following slate of candidates for board officers, effective July 1, 2020 through June 30, 2021:

President - Larry Augustine (Selinsgrove Area)
Vice President - Bruce Rhoads (Central Columbia)
Secretary - Slade Shreck (Shikellamy)
Treasurer - Dennis Keiser (Mifflinburg Area)

Motion to approve board officers as presented.

Motion by Tamara Hoffman, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, 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 May 2020 financial statements:

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

Motion to approve monthly financial statements for May 2020 as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.2 CSIU Revised 2019-20 and Proposed 2020-21 Programs and Services Budget (PSB) (Attachment)

Chief Financial and Operations Officer Brian Snyder presented and reviewed the CSIU's revised 2019-20 and proposed 2020-21 Programs and Services Budget (PSB).

Directors are asked to approve revisions to the 2019-20 Programs and Services Budget of \$89 million and to approve the proposed 2020-21 Programs and Services Budget of \$89.6 million.

Motion to approve the revisions to the 2019-20 Programs and Services Budget and to approve the proposed 2020-21 Programs and Services Budget as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.3 Authorization for Banking Transactions

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors are asked to name the following staff as authorized agents of the Board for conducting such transactions during the 2020-21 fiscal year:

Kevin Singer, Executive Director
John Kurelja, Assistant Executive Director
Brian Snyder, Chief Financial and Operations Officer
Jennifer Gardner, Grants and Accounting Manager
Kevin Kilgus, Director of Financial Services
Holly Thomas, Business Office Supervisor
Vera Betz, Business Support Services Assistant
Ellen Wilhour, Payroll Supervisor
Tammy Boyer, Business Support Services Assistant

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

Motion to authorize staff to make bank transactions during the 2020-21 fiscal year as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.4 Depositories

Directors are asked to authorize the following financial institutions as CSIU depositories for the 2020-21

fiscal year:

- First National Bank
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)

Motion to approve the 2020-21 depositories as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.5 Workers' Compensation

Administration recommends approving the 2020-21 Workers' Compensation Insurance Policy with Key Risk Insurance, Greensboro, N.C. through the brokerage firm of Engle-Hambright & Davis, Inc. of Wyomissing, Pa. The maximum cost of the insurance is \$240,474, based on an estimated payroll of \$31,400,000. However, this is a dividend eligible program providing an opportunity for additional savings. The 2019-20 rebate is \$14,243.

Motion to approve the 2020-21 Workers' Compensation Insurance Policy with Key West Insurance as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.6 PA Trust Consultant Contract

Administration recommends approval of an agreement with Charles Peterson Jr. of Cogan Station, Pa. to provide consulting services to CSIU for assistance in the administration of the PA Trust, effective July 1, 2020 through June 30, 2021, with the option to continue. Payment of \$6,000 quarterly shall be made for services as outlined in the agreement.

Motion to approve an agreement with Charles Peterson Jr. for PA Trust consulting as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

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

4.1 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachments)

Directors are asked to approve KPN definite quantity line-item bid awards effective for the 2020-21 purchasing cycle as presented.

- Fuel Oil/Diesel/Gasoline (July 1, 2020 to June 30, 2021 Delivery)

Motion to approve KPN definite quantity line-item bid awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

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

5.1 Full-Time Personnel

New Employees – Instructional Staff

- **Heather L. Booth**, Mifflinburg, received a master's degree from Marywood University, Scranton. She has been employed as a speech pathologist with Kidsworld Therapy Center, Lewisburg. Ms. Booth is recommended as a **speech therapist** at the master's step 6 classification, effective July 6, 2020 at an annual salary of \$58,090, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention/Special Education budget.
- **Kristen M. Melchiorre**, Bloomsburg, received a master's degree from Bloomsburg University. She has been employed as a speech therapist with John Paul II Center for Special Learning, Shillington. Ms. Melchiorre is recommended as a **speech therapist** at the master's step 7 classification, effective July 6, 2020 at an annual salary of \$59,934, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.

New Employees – Non-Instructional Staff

- **Victoria Craig**, Middletown, received a bachelor's degree from Middletown University. She has been employed as a licensing specialist with Pennsylvania Mentor, Harrisburg. Ms. Craig is recommended as a **Statewide Adoption and Network (SWAN) technical specialist**, at an hourly rate of \$20.80 (\$40,560 annually), effective July 13, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the CSC-SWAN budget.
- **Anthony J. Curtier**, Pottsville, received a bachelor's degree from Kutztown University. He has been employed as a guidance administrator with Schuylkill Technology Center, Frackville. Mr. Curtier is recommended as a **client support specialist I**, at an annual salary of \$46,000, effective July 6, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.
- **Kaitlyn N. Hall**, Bloomsburg, received a master's degree from Slippery Rock University. She has been employed as a supervisor of special education grades 6-12 with Bloomsburg Area School District. Ms. Hall is recommended as an **Early Intervention program supervisor**, at an annual salary of \$74,000, effective July 6, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.
- **Gregory Hayes**, Williamsport, received a master's degree from LaSalle University, Philadelphia. He has been employed as the executive director of Williamsport Area School District education foundation and public relations. Mr. Hayes is recommended as a **digital media and communications specialist**, at an annual salary of \$60,000, effective July 20, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the public relations budget.
- **Christine D. Hornberger**, Williamsport, received a bachelor's degree from Lycoming College, Williamsport. She has been employed as an EARN workforce specialist/case manager with Central Susquehanna Opportunities, Shamokin. Ms. Hornberger is recommended as a **WATCH Project career coordinator**, at an hourly rate of \$17.23 (\$33,598.50 annually), effective June 18, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the WATCH Project budget.
- **Michelle K. Kern**, Biglerville, received a master's degree from Northern Arizona University, Flagstaff. She has been employed as a coalition and development coordinator with Center for Youth and Community Development, Gettysburg. Ms. Kern is recommended as a **Safe Schools coordinator**, at an annual salary of \$58,000, effective July 7, 2020. Funds for this replacement position are available in the Safe Schools budget.
- **Margaret M. Weiderhold**, Pottsville, received a bachelor's degree from Pennsylvania State University, Middletown. She has been employed as a Pre-K teacher/director with Kiddin Around, LLC, St. Clair. Ms. Weiderhold is recommended as a **Head Start instructor**, at an hourly rate of \$19.42 (\$28,547.40 annually), effective Aug. 3, 2020. Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Kimberly J. Kepner**, from licensed school social worker (part-time) at a current hourly rate of \$34.49, to **licensed school social worker** (full-time), at an annual salary of \$49,022, effective Aug. 4, 2020
- **Kerri S. Kubalak**, from WATCH Project career coordinator at a current hourly rate of \$18.84 (\$36,738 annually) to **workforce academic specialist**, at an hourly rate of \$20.73 (\$40,423.50 annually), effective June 18, 2020
- **Nicola Y. Manning-Davenport**, from PIMS senior client support specialist I at a current hourly

rate of \$25.55 (49,822.50 annually) to **education data support services supervisor**, at an annual salary of \$57,000, effective July 1, 2020

- **Heather L. Taggart**, from public relations technical specialist at a current annual salary of \$51,904.53 to **graphic design and communications specialist**, at an annual salary of \$55,500, effective June 18, 2020

Resignations

- **Nikolle J. Bastian**, data management/child accounting and itinerant program supervisor, effective July 9, 2020
- **Gwendelyn C. Bowman**, retiring as Migrant Education recruiter, effective Aug. 3, 2020
- **Susan T. Doersam**, Head Start assistant instructor, effective June 16, 2020
- **Stephanie A. Ensanian**, retiring as Early Intervention program associate, effective June 12, 2020
- **Kymberlee A. Gessner**, Head Start assistant instructor, effective March 13, 2020
- **Lynne M. Ivory**, special education teacher, effective June 12, 2020
- **Elizabeth A. Legarski**, practical nursing program instructor, effective July 10, 2020
- **Cassandra B. Stafford**, licensed clinical social worker, effective June 12, 2020

Change in Resignation Date

- **William P. Herald**, retiring as technical support and SQA manager, from Sept. 30, 2020 to July 31, 2020

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

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

5.2 Part-Time Personnel

Resignation

- **Julie Shetler**, Adult Basic Education instructor, effective May 12, 2020

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

Motion to approve a part-time personnel recommendation as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

5.3 Employee Assistance Program

CSIU provides full-time employees and their household members with an Employee Assistance Program, which offers a variety of family and individual counseling services. Directors are asked to approve renewal of an agreement with ESI Employee Assistance Group for provision of unlimited telephone counseling and referral service and up to six face-to-face counseling sessions per household family member per distinct issue each year. In addition, work-life services are provided to address employee and family non-clinical concerns, such as financial, legal, childcare and eldercare issues. ESI Employee Assistance Group also provides a management consultation service for supervisory staff, an administrative referral system, on-site trauma response services, and general training for all staff.

The term of this agreement shall be July 1, 2020 through June 30, 2023 at a per employee cost of \$17.88 (a total of \$9,655.20 based on the current complement of 540 full-time staff members) for Year 1. This is a reduction in cost of \$9,615. Total costs in Years 2 and 3 will be dependent upon number of employees during that respective year.

Motion to approve a three-year Employee Assistance Program contract with Educators EAP as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

5.4 Compensation Study Agreement

Administration recommends approval of an agreement with Mosteller & Associates to complete a Compensation Study at a cost of \$19,100. Services to be provided will include a competitive pay market study and the information necessary to ensure that non-bargaining unit positions are market competitive and internally equitable.

Motion to approve an agreement with Mosteller & Associates as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

5.5 Act 93 Compensation Plan

Directors are asked to approve Appendix "A" Admin Group Titles of the Administrative Group Compensation Plan. Changes to the current Act 93 Agreement between the CSIU Board of Directors and the CSIU Act 93 Administrators, effective July 1, 2019 through June 30, 2022 reflect additional job titles added and existing job titles deleted from the Act 93 Agreement.

Motion to approve changes to the Admin Group Titles of the Administrative Group Compensation Plan of the current Act 93 Agreement as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

5.6 Amendment of Employment Agreement for Executive Director and Assistant Executive Director

In each of their current employment agreements, Executive Director Dr. Kevin Singer and Assistant Executive Director Dr. John Kurelja have the option to choose between a 403(b) or a 457(b) for their annuity contributions. Dr. Singer and Dr. Kurelja are requesting their respective contributions be made to a 457(b) plan.

Directors are asked to approve the proposed amendment for the current employment agreements for Dr. Singer and Dr. Kurelja. The amount of the contribution will not change, rather in the type of account to which the contribution will be made. Both the employee and the employer will pay their respective share of taxes and retirement on the contribution. This will require the following amendment for both employment agreements:

Dr. Kevin Singer

Current Agreement Language for Executive Director:

"The CSIU shall contribute Nineteen Thousand Five Hundred Dollars (\$19,500) annually to a tax-sheltered annuity, as selected by Dr. Singer."

Proposed Agreement Language for Executive Director:

"The CSIU shall increase Dr. Singer's formal annual salary by an additional amount of Nineteen Thousand Five Hundred Dollars (\$19,500). Dr. Singer shall salary defer this amount directly into a 457(b) account established by the employee with a provider approved under the CSIU's IRS §457(b) Non-Qualified Deferred Compensation Plan."

Dr. John Kurelja

Current Agreement Language for Assistant Executive Director:

"The CSIU shall make a non-elective employer contribution to Dr. Kurelja of 5.5 percent of salary paid into a CSIU 403(b) or a 457(b) as selected by Dr. Kurelja."

Proposed Agreement Language for Assistant Executive Director:

"For each year of this agreement, the CSIU shall increase Dr. Kurelja's formal annual salary by an additional 5.5 percent. Dr. Kurelja shall salary defer this amount directly into a 457(b) account established by the employee with a provider approved under the CSIU's IRS §457(b) Non-Qualified Deferred Compensation Plan."

Motion to approve an amendment to the Executive Director and Assistant Executive Director Employment Agreements as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

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

6.1 Fence Installation Contract

Administration recommends approval of a contract with Buffalo Valley Fence, Lewisburg, for the installation of a vinyl privacy/security fence around the server room HVAC system located at the CSIU main building at a cost of \$5,250. Funds for this contract are available in the buildings and grounds budget.

Motion to approve a contract with Buffalo Valley Fence as presented.

Motion by William Brecker, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

6.2 Purchase of Passenger Van

Administration recommends approval to purchase a new 2020 Ford Transit-150 MR XL 10-passenger wagon/medium roof van from Whitmoyer Ford, Mount Joy, at a cost of \$35,975.00, per the COSTARS-026-053 purchasing agreement. This van will replace a 1999 Ford E150 van that has in excess of 130,000 miles and will not pass inspection. This van will be used to support the buildings and grounds department and other CSIU programs. Funds for this purchase are available in the buildings and grounds budget.

Motion to approve the purchase of a new 2020 Ford Transit-150 passenger van as presented.

Motion by William Brecker, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

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

No report.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

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 an amendment for a Change of Scope for Head Start's program schedule from 5.75 hours per day to 6 hours per day, and from 178 to 170 days for students in six federally funded and four state funded duration classrooms. Staff days and hours per day will remain the same.
- Head Start/Early Head Start Monthly Report for April 2020.

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

Motion by Victor Abate, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

10.2 Assurance for the Operation of Early Intervention Special Education Services and Programs

The CSIU is required to submit documentation annually to the Pennsylvania Department of Education assuring that all Early Intervention Special Education services and regulations/quality space operated by the CSIU are in compliance with all state and federal laws, regulations and procedures. Directors are asked to authorize staff to submit the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2020-21 school year.

Motion to approve the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2020-21 school year as presented.

Motion by Victor Abate, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

10.3 IDEA-B Eligibility Application

Directors are asked to approve the 2020-21 Individuals with Disabilities Education, Part B (IDEA-B) Funds Application requesting an additional two percent allocation. To be eligible to apply for funds under IDEA, any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the Subgrantee Application under Part B of the IDEA as Amended in 2004.

Motion to approve the 2020-21 Individuals with Disabilities Education Act, Part B (IDEA-B) Funds Application as presented.

Motion by Victor Abate, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

10.4 Classroom User Agreement

The CSIU utilizes classroom space throughout the five-county region on an as-needed and as-available basis. Classroom space is needed and available at no cost to the CSIU during the 2020-21 school year in the Central Columbia School District. Directors are asked to authorize staff to submit the Classroom/Space User Agreement for the 2020-21 school year.

Motion to approve a Classroom/Space User Agreement for the 2020-21 school year as presented.

Motion by Victor Abate, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

11. ADMINISTRATIVE MATTERS

11.1 Legal Services 2020-21 (Attachment)

Directors are asked to approve the proposed listing of legal counsel, including the scope of each firm's services and fees for 2020-21.

Motion to approve solicitor and legal counsel for 2020-21 as presented.

Motion by Slade Shreck, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

11.2 Health and Safety Plan Timeline

The Pennsylvania Department of Education (PDE) has released Preliminary Guidance on the Phased Reopening of Schools Pre-K to 12. All school entities, including Intermediate Units, are required to create a Health and Safety Plan using a template provided by PDE and to update their Continuity of Education Plan. The Health and Safety Plan must be informed by a pandemic team and coordinator, approved by the CSIU Board of Directors, submitted to PDE and posted on the CSIU website. The CSIU will develop the Plan throughout the month of June, present to Board Officers in July and seek Board approval at the August meeting.

11.3 Executive Committee Action Authority

Directors are asked to authorize the Executive Committee to approve any matters prior to the Aug. 19, 2020 board meeting. Any and all matters will be affirmed by the Board at the Aug. 19, 2020 meeting.

Motion to authorize the Executive Committee to approve any matters prior to the Aug. 19, 2020 board meeting as presented.

Motion by Kathleen DeYong, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

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

11.4 CSIU Mission and Vision in Support of Equity (Attachment)

As an educational organization it has been the mission of the CSIU for a quarter of a century to build, serve, inspire, encourage and strive to create a BETTER future. At the supervisory Leadership Roundtable meeting held on June 4, Director of Academics Dr. Molly Nied led CSIU managers through a reflection activity on the CSIU mission and beliefs as they apply to diversity, equity and inclusion.

A summary of Dr. Nied's presentation will be shared with directors along with the CSIU's/Dr. Singer's commitment to examining CSIU's practices, policies and culture into the future.

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership – Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine called an executive session regarding a school safety matter and adjourned the meeting at 7:38 p.m. with no further action required.

The executive session began at 7:39 p.m. and concluded at 7:46 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Board Governance – Election of Directors

Directors from Berwick Area, Bloomsburg Area, Central Columbia, Mid-West and Shikellamy school districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2020 and continuing through June 30, 2023. Danville Area and Southern Columbia Area school district representatives were appointed by their district boards to fill a vacancy and complete the balance of an unexpired term on the CSIU Board. Their appointment was received after the 2019 ballot.

Directors from the CSIU's 17 member districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved.

14.2 Board Governance – Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

(* indicates reappointment, ** indicates completing balance of unexpired term)

District	Director	Began CSIU	Current Term Expires
Benton Area	Kathleen DeYong	February 2016	June 2022
Berwick Area	Susy Wiegand	January 2020	June 2023
Bloomsburg Area	Jonathan Jones	December 2017	June 2023*
Central Columbia	Bruce Rhoads	July 2011	June 2023*
Danville Area	Yohannes Getachew	February 2020	June 2021**
Lewisburg Area	Mary Ann Stanton	December 2017	June 2021
Line Mountain	Lauren Hackenburg	April 2019	June 2022
Mid-West	Victor Abate	December 2011	June 2023*
Mifflinburg Area	Dennis Keiser	July 2012	June 2021
Millville Area	Deborah Price	December 2017	June 2022
Milton Area	Alvin Weaver	May 2018	June 2021
Mount Carmel Area	William Brecker	December 2013	June 2022
Selinsgrove Area	Larry Augustine	July 2012	June 2021
Shamokin Area	Jeffrey Kashner	December 2012	June 2021
Shikellamy	Slade Shreck	December 2017	June 2023*
So. Columbia Area	Gregory Klebon	January 2020	June 2022**
Warrior Run	Tamara Hoffman	February 2018	June 2022

14.3 Technology Advantage, Inc. (TAI) – Online Arts Coordination/Resources Contract

In April the Board approved a contract with Technology Advantage, Inc. (TAI) to provide an Arts program as part of the on-line curriculum. This month Geoff Craven with TAI contracted with Lancaster artist Jenny Germann to do CSIU-oriented coloring book pages for children. She has also been doing a series of pages for the mayor's office in the city of Lancaster. Her work can be seen at Quarantine Coloring Book, JennyGermann.com.

While he was not involved in any of the contracting between Jenny and TAI, Jenny Germann is Dr. Singer's daughter.

14.4 Executive Director Evaluation

Directors will be receiving an email after the Board meeting that will include two attachments: the template for the executive director's annual evaluation and Dr. Singer's CSIU Goals and Accomplishments: 2019-20. Directors will be asked to complete and submit the evaluation form to Amy Pflieger no later than July 1, 2020. Submissions will be accepted by US mail or online. The comments will be combined into the evaluation and submitted to the Board President and Vice-President for review.

14.5 PA Media and Design Competition

The middle school and high school state competitions for PA Media and Design Competitions were held virtually in May 2020. The following districts placed in the high school and middle school division:

- **Graphic Design and Logo – First Place**

High School: Kalina Pechart, Abby Walter and Destiney Wynn (Line Mountain)

- **3D Design – First Place**

Middle School: Benjamin Myers, Julian Hardin and Griffon Young (Danville Area)

- **Programming – First Place**

Middle School: Joel Langdon and Evan Yoder (Milton Area)

- **Web Page Design – First Place**

Middle School: Brady McNamara, Ava Snyder and Bayan Osman (Central Columbia)

14.6 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:

- 2 4-Drawer File Cabinets
- 4 5-Drawer Lateral Filing Cabinets
- 1 HP LaserJet 4250 Printer
- 1 Table
- 9 2-Drawer File Cabinets
- 3 Lateral Filing Cabinets
- 1 HP LaserJet 2605DN Printer
- 1 HP LaserJet 1320 Printer
- 2 3-Drawer File Cabinets
- 3 3-Shelf Bookshelves
- 1 Fan Screen Ventilator
- 1 Bench
- 1 Salt Spreader 3-20.7
- 1 Fan
- 1 Laptop Cart
- 1 Baby Jogger
- 1 HP P2035N Printer
- 1 Giftwrap Box w/ Lid
- 2 Microwaves
- 1 Lamp
- 3 2-Drawer Lateral Filing Cabinets
- 1 Weed Wacker w/Charger

14.7 Fiscal Communications

May 6, 2020, an email from Brian C. Bell (Fiscal Management Specialist – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the approved renewal for the 2020-21 Pre-K Counts program. PAC #130-20-0014 is for the renewal amount of \$1,417,500. The effective dates are July 1, 2020 through June 30, 2021.

May 6, 2020, an email from Lisa Lockwood (ELECT Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the preliminary allocation for the 2020-21 CSIU ELECT program of \$398,000. The effective dates are July 1, 2020 through June 30, 2021.

May 6, 2020, an email from Lisa Lockwood (ELECT Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the preliminary allocation for the 2020-21 CSIU/CSC ELECT program of \$240,000. The effective dates are July 1, 2020 through June 30, 2021.

May 14, 2020, an email from James V. Redd Jr. (Fiscal Management Specialist – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the approved renewal for the 2020-21 PA Home Visiting Data Collection System. SAP #4100073336 is for the renewal amount of \$942,478. The effective dates are July 1, 2020 through June 30, 2021.

May 21, 2020, an email from James V. Redd Jr. (Fiscal Management Specialist – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the approved renewal for the 2020-21 Head Start Supplemental Grant. PAC #141-20-0009 is for the renewal amount of \$741,082. The effective dates are July 1, 2020 through June 30, 2021.

May 26, 2020, an email from Matthew J. Daughenbaugh (Director of Operations – Berks County Intermediate Unit) notifying CSIU of the 2020-21 SMART Database contract in the amount of \$160,404. The effective dates are July 1, 2020 through June 30, 2021.