

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, November 20, 2019**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

Human Resources Committee 5 p.m.
Budget and Finance Committee 5:30 p.m.
Technology/Marketplace Committee 5:30 p.m.

DINNER – 6 p.m.

WORK-STUDY SESSION – 6:15 p.m.

21st Century Community Learning Centers – Afterschool Programs
Rae Ann Crispell, Supplemental Education Services Program Manager

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

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

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 11; Directors absent – 4; Vacancy – 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	
Lauren Hackenburg	Line Mountain	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	
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
Vacant	Berwick Area		
Vacant	Danville Area		

1.4 Announcements

President Augustine announced that an executive session regarding a personnel matter would be held following the business meeting.

President Augustine discussed the Pennsylvania Department of Education's required school director training.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Dec. 18, 2019 at the CSIU central office.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Oct. 23, 2019 with the following changes:

New Employees – Full-Time

- **Kaitlin O' Neill**, Human Resources Compliance Administrative Assistant, change in start date from Nov. 4, 2019 to Nov. 11, 2019
- **Alyssa Sebastian**, Early Head Start family partner/home visitor, change in start date from Oct. 24, 2019 to Nov. 11, 2019
- Deletion of **Valerie Auman** as a Head Start instructor

New Employees – Part-Time

- **Brad W. Laidacker**, driver/safety education instructor, change in start date from Oct. 28, 2019 to Nov. 12, 2019

Motion to approve the minutes of the meeting held on Wednesday, Oct. 23, 2019 as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

1.6 CSIU Staff and Others in Attendance

John Brenchley, Chief Innovation Officer

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

Kenneth Erb, Manager of Buildings and Grounds

Randall Fox, Center for Safe Schools Director

Brenna Gable, Education Association Representative

Kevin Kilgus, Director of Financial Services

Dr. John Kurelja, Assistant Executive Director/Chief Academic Officer
Amber Lind, Education Data Support Services Supervisor
Shileste Overton-Morris, Director of Center for Schools and Communities
Amy Pfleegor, Executive Office Manager/Board Recording Secretary
Dr. Kevin Singer, Executive Director
Brian Snyder, Chief Financial and Operations Officer
Jennifer Williams, Director of Special Education and Early Childhood Services

1.7 Spotlight Segment (Attachment)

CSIU staff member **Amber Lind**, education data support services supervisor, presented on the Pennsylvania Information Management System (PIMS), a collaborative effort of the PA Department of Education and local education agencies (LEAs) to meet state and federal student-level data reporting requirements.

2. BOARD GOVERNANCE

2.1 Officer Position

Slade Shreck was elected by acclamation as CSIU Board Secretary to fill the position vacated by the resignation of Daniel McGann from his home district school board. This replacement position will be effective Nov. 20, 2019 through June 30, 2020.

2.2 Committee Representatives

Directors elected by acclamation the following committee chairpersons:

- Buildings and Grounds Committee – William Brecker
- Finance Committee – Tamara Hoffman
- Policy Committee– Bruce Rhoads

2.3 Mail Ballot for 2020 CSIU Director Elections and Budget Approval

Directors are asked to approve the notification to member districts for the 2020 election of CSIU directors and approval of the CSIU's 2020-21 General Operating Budget be conducted by mail ballot; and to advise member districts that, according to state law, they may petition the CSIU Board to hold a convention for such purposes, but a majority of districts (nine) must do so before Feb. 1, 2020.

Director Elections: Five current terms on the CSIU Board of Directors end June 30, 2020. Those district boards will be eligible in the spring to nominate a director to a three-year term on the CSIU Board from July 1, 2020 through June 30, 2023.

- Berwick Area
- Bloomsburg Area
- Central Columbia
- Midd-West
- Shikellamy

Budget Approval: The chief financial and operations officer has recommended the following timeline for completion of current-year budget revisions and development of the proposed 2020-21 General Operating Budget (GOB).

November–December 2019: Current-year 2019-20 budget projections are revised, and 2020-21 budget requests are developed by program and business office staff.

Dec. 18, 2019: Proposed GOB is reviewed with Board Finance Committee.

Jan. 15, 2020: Proposed GOB is reviewed with CSIU directors, and presented for consideration of initial approval and release to districts.

Feb. 1–April 6, 2020: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 15, 2020: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2020: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Motion to approve the mail ballot for 2020 CSIU director elections and budget approval as presented.

Motion by Kathleen DeYong, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3. BUDGET AND FINANCE COMMITTEE - Tamara Hoffman, Chair; William Brecker and Joseph Klebon, Committee Members

3.1 Monthly Financial Statements (Attachments)

Directors are asked to approve the following October 2019 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 October 2019 as presented.

Motion by Tamara Hoffman, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.2 Transfer of Funds

Administration recommends the transfer of \$1,000,000 from the fiscal year 2018-19 general fund balance to the capital reserve fund, effective June 30, 2019. 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 in the amount of \$1,000,000 from the general fund balance to the capital reserve fund as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

3.3 Insurance Policy Renewals (Attachment)

Administration recommends approval of the CSIU insurance policy renewals, effective Dec. 1, 2019 through Nov. 30, 2020 at a total cost of \$144,046 (increase of \$7,389 or 5.41 percent from 2018-19). The comprehensive list of policies, companies and costs is provided.

Motion to approve renewal of the CSIU's insurance policies as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

4.1 PEPPM 2020 Product Line Bid Awards (Attachment)

Directors are asked to approve PEPPM Product Line Bid Awards, effective Jan. 1, 2020 through Dec. 31, 2021.

Motion to approve PEPPM 2020 Product Line Bid Awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.2 PEPPM 2020 Managed Print Solutions Bid Award (Attachment)

Directors are asked to approve the PEPPM Managed Print Solutions Bid Award, effective Jan. 1, 2020 through Dec. 31, 2022.

Motion to approve the PEPPM 2020 Managed Print Solutions Bid Award as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

4.3 Keystone Purchasing Network (KPN) Definite Quantity Line-Item Bids (Attachment)

Directors are asked to approve the list of recommended KPN definite quantity line-item bids – copy paper category for the 2020-21 purchasing cycle.

KPN Definite Quantity Line-Item Bids, Copy Paper (February 2020)

Delivery) Category to:

- Lindenmeyr Munroe, King of Prussia, Pa., total sales volume \$21,853.65
- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$196,019.20

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: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

5.1 Full-Time Personnel

New Employee – Instructional Staff

- **Jennifer S. Roesch**, Bloomsburg, received a master's degree from Lehigh University, Bethlehem. She has been employed as a learning support teacher with Columbia-Montour Area Vocational-Technical School, Bloomsburg. Ms. Roesch is recommended as an **Early Intervention program evaluation consultant** at the master's +45 step 7 classification, effective Jan. 6, 2020 at an annual salary of \$62,254, 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 A. Kramer**, Shamokin, received a bachelor's degree from Lock Haven University. She has been employed as a clubhouse rehabilitation associate with Community Services Group, Sunbury. Ms. Kramer is recommended as a **career counselor specialist**, at an hourly rate of \$17.23 (\$33,598.50 annually), effective Nov. 21, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES budget.
- **Alison Kreitzer**, Mechanicsburg, received a doctorate degree from University of Delaware, Newark. She has been employed as a history teacher with Archmere Academy, Claymont, Del. Ms. Kreitzer is recommended as a **Center for Schools and Communities project specialist**, at an annual salary of \$51,000, effective Nov. 25, 2019 (contingent upon receipt of required clearances). Funds for this new position are available in the 21st Century, Migrant Education and ESL budgets.
- **Wendy M. Nagy**, Mifflinburg, received a bachelor's degree from Kaplan University, Davenport, Iowa. She has been employed as an infusion nurse with VITALine Infusion Pharmacy, Danville. Ms. Nagy is recommended as a **practical nursing program instructor**, at an annual salary of \$59,500, effective Dec. 3, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Central Susquehanna LPN Career Center budget.
- **Jonathan A. Sell**, Harrisburg, received a bachelor's degree from Indiana

University of Pennsylvania. He has been employed as a tutor/advocate with Migrant Education and Tutorial Services, Cortland, N.Y. Mr. Sell is recommended as a **Migrant Education student support specialist**, at an hourly rate of \$18.50 (\$36,075 annually), effective Dec. 4, 2019 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Migrant Education budget.

Position Transfers

- **Lisa M. Abdill**, from Early Intervention teaching assistant at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Early Intervention instructional assistant**, at an hourly rate of \$9 (\$12,487.50 annually), effective Nov. 21, 2019
- **Jamie R. Bartlett**, from Head Start family health coordinator at a current hourly rate of \$16 (\$24,840 annually) to **Head Start programs manager**, at an annual salary of \$66,000, effective Dec. 1, 2019
- **Donna M. Bunch**, from ELECT student support specialist at a current hourly rate of \$22.93 (\$44,713.50 annually) to **ELECT student support and outreach coordinator**, at an hourly rate of \$24.88 (\$48,516 annually), effective Dec. 24, 2019
- **Tessa N. Carter**, from Pre-K Counts assistant instructor at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Pre-K Counts assistant instructor**, at an hourly rate of \$9 (\$12,487.50 annually), effective Nov. 21, 2019
- **Amy G. Gronlund**, from Early Intervention teaching assistant at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Early Intervention instructional support program assistant**, at an hourly rate of \$11.74 (\$16,289.25 annually), effective Nov. 21, 2019
- **Hiliary L. Haddon**, from ELECT lead student support specialist at current hourly rate of \$26.65 (\$51,967.50 annually) to **acting family education program manager**, at an annual salary of \$63,000, effective Nov. 21, 2019. Effective Dec. 24, 2019, Ms. Haddon will transition to **family education program manager**, also at an annual salary of \$63,000.
- **Elizabeth A. Martinez**, from Pre-K Counts assistant instructor at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Pre-K Counts assistant instructor**, at an hourly rate of \$9 (\$12,487.50 annually), effective Nov. 21, 2019
- **Erin N. Mills**, from Pre-K Counts assistant instructor at a current hourly rate of \$7.45 (\$10,336.88 annually) to **Pre-K Counts senior instructor**, at an hourly rate of \$11.94 (\$16,566.75 annually), effective Nov. 21, 2019
- **Patricia A. Morgan**, from Early Head Start secretarial assistant (part-time) at a current hourly rate of \$14.58 to **Early Head Start secretarial assistant** (full-time), also at an hourly rate of \$14.58 (\$28,431 annually), effective Dec. 1, 2019
- **Alyssa A. Smith**, from Early Intervention teaching assistant at a current hourly rate of \$7.25 (\$10,059.38 annually) to **Early Intervention instructional assistant**, at an hourly rate of \$9 (\$12,487.50 annually), effective Nov. 21, 2019

Title Change

- **Magdalena B. Rosa**, from Migrant Education recruiter/student support specialist to **Migrant Education recruiter**, effective Nov. 21, 2019

Resignations

- **Tiffany L. Cydis**, ELECT student support specialist, effective Dec. 2, 2019
- **Wendy W. Griggs**, speech therapist, effective Jan. 15, 2020
- **Kelly M. Loss**, buildings and grounds support coordinator, effective Nov. 14, 2019
- **Michelle C. Prybyla**, Corrections Education - cosmetology teacher, effective Dec. 21, 2019
- **Linda M. Valentini**, retiring as special education due process senior hearing officer, effective Jan. 21, 2020
- **Tammy L. Wargo**, classroom assistant, effective Nov. 1, 2019

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

Motion to approve full-time personnel as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Abbie Wolfe**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$24, effective Nov. 21, 2019 (contingent upon receipt of clearances)

Position Transfer

- **Reina J. Alberto**, from Migrant Education summer instructor at an hourly rate of \$15, to **Migrant Education after-school instructor**, also at an hourly rate of \$15, effective Sept. 1, 2019

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

5.3 2019-20 Mentor Recommendations

Administration recommends the following employees as mentors in the 2019-20 New Teacher Induction Program. Each mentor will be paid in accordance with the current collective bargaining agreement.

- **Jeannie M. Carroll**, teacher of deaf/hearing impaired – \$1,000
- **Nanette I. Cooper**, licensed clinical social worker – \$1,000
- **Sara E. Goodling**, Pre-K Counts teacher – \$1,000
- **Michelle C. Prybyla**, Corrections Education, cosmetology teacher – \$500 (Aug. to Dec.)
- **Janet K. Rauch**, speech therapist – \$1,000
- **Pamela G. Reeves**, licensed clinical social worker \$1,000

- **Nicole M. Sandri**, Corrections Education, math teacher – \$1,000
- **Tyson D. Six**, Corrections Education, industrial arts teacher – \$1,000

Motion to approve mentors as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

6.1 Lease Agreement Amendment

Directors are asked to approve a lease agreement amendment with 275 Grandview, LLC for currently leased office, conference and meeting space at Center for Schools and Communities offices, 275 Grandview Avenue, Camp Hill for construction costs of \$55,591.20. The construction will allow for expansion of conference space and add meeting space, as well as additional office space for staff. The current lease expires on June 30, 2026.

Funds for this lease amendment are available in the capital reserve budget.

Motion to approve a lease agreement amendment with 275 Grandview, LLC as presented.

Motion by Dennis Keiser, second by William Brecker.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

6.2 Purchase of 2020 Big Tex Equipment Trailer

Administration recommends approval to purchase a 2020 Big Tex 7x20 equipment trailer from All Pro Trailer Superstore, Inc., Mechanicsburg, at a cost of \$4,149. This trailer will be used to transport equipment from the CSIU main building to satellite facilities. Funds for this purchase are available in the buildings and grounds budget.

Motion to approve the purchase of a 2020 Big Tex equipment trailer as presented.

Motion by Tamara Hoffman, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

6.3 Pennsylvania Correctional Industries Contract

Directors are asked to approve a contract with Pennsylvania Correctional Industries to custom build 42 thru-the-wall HVAC unit covers for the CSIU central office at a cost of \$7,224. Funds for this purchase are available in the capital reserve budget.

Motion to approve a contract with Pennsylvania Correctional Industries as presented.

Motion by Tamara Hoffman, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

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

7.1 Board Policy Revisions/New Policy (Attachments)

Policies listed below are being presented for first reading. They have been reviewed and approved by the Policy Committee, executive director, senior leaders and legal counsel.

Policy Revisions:

100	Program of Services
249	Bullying-Cyberbullying
333	Professional Development
705	Facilities and Workplace Safety
709	Building Security

New Policy:

247	Anti-Hazing
327	Telework
816	Use of Live Streaming

Motion to accept at first reading the proposed policies as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

None.

10. EDUCATIONAL PROGRAM MATTERS

10.1 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:

- Annual Report to the Public
- EHS Carryover Request
- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for September 2019

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

Motion by Joseph Klebon, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

11. ADMINISTRATIVE MATTERS

11.1 Appointment of Trust Employee Representative

Administration recommends the appointment of **Mandy Rothermel**, human resources manager, to represent CSIU as the employee representative of the Central Susquehanna Region School Employees' Health and Welfare Trust (CS Trust).

Motion to approve the appointment of trust employee representative as presented.

Motion by Slade Shreck, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Dennis Keiser, Joseph Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership - Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

The meeting was adjourned by President Augustine at 7:46 p.m.

An executive session was called to discuss a personnel matter at 7:50 p.m. and ended at 7:57 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleeger
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources - Staff Leaves of Absences

Paid Leaves of Absence

- **Sharon L. Beagle**, Corrections Education teacher, effective Dec. 9, 2019 to Mar. 9, 2020
- **Winifred A. Black**, special projects coordinator, effective Dec. 16, 2019 to Jan. 27, 2020

Paid/Unpaid Leave of Absence

- **Charmaine M. Homola**, Head Start instructor, intermittent leave effective Nov. 12, 2019 to May 1, 2020

Updated Paid Leave of Absence

- **Luis E. Lopez**, classroom assistant, effective Jan. 14, 2020 to Feb. 17, 2020

Return from Paid Leaves of Absence

- **Kedar Kafley**, ESL and diploma project coordinator, effective Oct. 24, 2019
- **Susan J. Luna**, Migrant Education student support specialist and parent coordinator, effective Nov. 11, 2019
- **Danielle Zeigler**, Early Intervention program supervisor, effective Oct. 21, 2019
- **Kim M. Zoch**, classroom assistant, effective Nov. 7, 2019

Return from Unpaid Leaves of Absence

- **Elizabeth A. Legarski**, practical nursing program instructor, effective Oct. 28, 2019
- **Sarah N. Zettlemyer**, special education teacher, effective Nov. 18, 2019

14.2 Human Resources - Completion of New Employee Probationary Period

The following staff have completed their new employee probationary periods:

- **David M. Marshall**, Center for Schools and Communities contract grant and operations manager, effective Nov. 4, 2019
- **Jesus M. Rodriguez-Lanzot**, Migrant Education recruiter, effective Oct. 29, 2019

14.3 Human Resources - Stipend Payment

The executive director authorized individual stipend payments in the amount of \$1,200 for **Thomas C. Paternostro**, alternative education teacher at Ashler Manor, and **Teresa J. Erb**, alternative education teacher at Diversified Treatment Alternatives, who served as lead teachers during the 2018-19 school year. They will also serve as lead teachers during the 2019-20 school year. Both teachers will receive \$1,200 in December for 2018-19, plus \$600 for 2019-20. They will also receive \$600 in June 2020 for the 2019-20 school year.

14.4 Administration – Staff Travel

Winifred Black, special projects coordinator, attended the **2019 Fall Learning Ecosystem Community of Practice** conference on Oct. 21-23, 2019 in Cleveland, Ohio. While there, she presented as a National Advisory Council member and

presented at the Ecosystem to Ecosystem session. Estimated expenses of \$1,647 were paid by Community of Practice.

Bernadette Boerckel, director of community outreach, and **Heather Taggart**, public relations technical specialist, attended the **Internet Summit** on Nov. 13-14, 2019 in Raleigh, N.C. While there, they learned about current digital marketing strategies and how to ensure marketing efforts are effective. Top digital marketers were on hand to share current trends, best practices, latest strategies, case studies and new solutions. Estimated expenses of \$1,872 individually were available in the community relations budget.

John Brenchley, chief innovation officer, will attend the **Association of Educational Purchasing Agencies (AEPA)/Association of Educational Service Agencies (AESA) Conference** on Dec. 2-7, 2019 in Phoenix, Ariz. While there, he will attend the semi-annual meeting for AEPA programs connected to KPN, held in conjunction with the AESA conference, which is an opportunity to work with ESA's throughout the country. Estimated expenses of \$2,950 are available in the joint purchasing budget.

Bernadette Boerckel, director of community outreach, and **John Kurelja**, assistant executive director/chief academic officer, will attend the **AESA 2019 Annual Conference** on Dec. 4-7, 2019 in Phoenix, Ariz. While there, they will engage with thought leaders, have networking opportunities and learn up-to-the-minute federal legislative updates. Keynote speakers will share innovative education practices. Estimated expenses of \$2,218 and \$2,526, respectively, are available in the community relations budget and various other budgets.

14.5 Fiscal Communications

Oct. 8, 2019, a letter dated Sept. 27, 2019 from Mary A. Gailbreath (Vice President-Administration and Secretary/Treasurer of the Charles Stewart Mott Foundation) notifying CSIU of Grant No. 200401485.05 for the Pennsylvania Statewide Afterschool Network. The award amount is \$225,000 for the period of Oct. 1, 2019 through Sept. 30, 2022.

Oct. 11, 2019, a letter from Jodi Grant (Executive Director of the Afterschool Alliance) notifying CSIU of a grant award of \$10,000 to support the Pennsylvania Statewide Afterschool/Youth Development Network. Funds are to be used specifically for an Afterschool STEM Strategic Campaign by June 30, 2020.

Oct. 16, 2019, via email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the intent to execute a purchase order in the amount of \$538,105.32 for ESL Professional Development Services & Support. This purchase order will be effective from Oct. 1, 2019 through June 30, 2020. Return of the signed purchase order is requested.

Oct. 19, 2019, a letter from Brenda Kylan (Migrant Fiscal Officer - Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for the 2018-19 CSC Migrant Education Program, Project #017-18-0106. There were no changes to the statement of work and the amount

remains \$690,800 for the period of July 1, 2018 through Sept. 30, 2019.

Oct. 24, 2019, via email from Maribel Martinez (Fiscal Management Specialist 1 – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the fully approved 21st Century Community Learning Centers grant agreement. FC#4100083495 is in the amount of \$600,000 and shall be used to defray program costs from July 1, 2019 through June 30, 2020.

Oct. 28, 2019, via email from Ruth E. Sheetz (Procurement Manager – Millersville University) notifying CSIU of Service Purchase Contract #4000058251 in the amount of \$257,606. This purchase order expires Sept. 30, 2020 and is for the provision of migrant education services in the areas of Berks County, Lancaster County, Lebanon County and the Lehigh Valley.

Oct. 31, 2019, a letter from Brenda Kylan (Migrant Fiscal Officer - Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved amendment for the Migrant Education Program Grant #017-18-0101A. The ending date has been extended from Sept. 30, 2019 to Dec. 31, 2019. There are no other changes to this grant agreement.