

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE REGULAR MONTHLY MEETING
Wednesday, January 22, 2020**

CSIU Central Office
90 Lawton Lane
Milton, PA 17847

COMMITTEE MEETINGS

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

DINNER – 6 p.m.

WORK-STUDY SESSION – 6:15 p.m.

Board Recognition
Jessica Harry, Special Education Program Supervisor

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:14 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present – 13; Directors absent – 1; Vacancy – 3

| Director | District | Present | Absent |
|------------------------------|-------------------|----------------|---------------|
| Victor Abate | Mid-West | X | |
| Larry Augustine, President | Selinsgrove Area | X | |
| William Brecker | Mount Carmel Area | X | |
| Kathleen DeYong | Benton Area | X | |
| Lauren Hackenburg | Line Mountain | X | |
| Tamara Hoffman | Warrior Run | X | |
| Jonathan Jones | Bloomsburg Area | X | |
| Jeffrey Kashner | Shamokin 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 | |
| Vacant | Berwick Area | | |

Vacant

Danville Area

Vacant

Southern Columbia Area

1.4 Announcements

President Augustine announced that Deborah Price volunteered to sit on the CSIU Board of Directors Budget and Finance Committee. Ms. Price was appointed by acclamation.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Feb. 19, 2020 at the Central Susquehanna LPN Career Center; 1339 St. Mary Street, Lewisburg.

1.5 Approval of Minutes (Attachment)

Motion to approve the minutes of the meeting held on Wednesday, Dec. 18, 2019 as presented.

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Alvin Weaver

1.6 CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Director of Community Outreach

John Brenchley, Chief Innovation Officer

Lynn Cromley, Assistant Executive Director/Chief Administrative Officer

Kenneth Erb, Manager of Buildings and Grounds

Pamela Karnes, Education Association Representative

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

Dr. Carol Paxton, Director of Center for the Promotion of Social and Emotional Learning

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

Kevin Kilgus, director of financial services, presented the CSIU's 2019-20 and 2020-21 Preliminary General Operating Budgets for director's consideration. Mr. Kilgus reported that costs were based on salary and benefit information for the guest teacher, incarcerated youth and alternative placement programs. He also mentioned that approval of the CSIU's Preliminary 2020-21 CSIU General Operating Budget (GOB) will not obligate any district to purchase CSIU programs and services for 2020-21.

2. BOARD GOVERNANCE

2.1 Director Appointments

Directors are asked to approve the following representatives and effective dates to fill current vacant director positions.

Ms. Susy L. Wiegand – Berwick Area School District
Effective dates: Jan. 22, 2020 through June 30, 2021
Completing balance of unexpired term

Mr. Gregory Klebon – Southern Columbia Area School District

Effective dates: Jan. 22, 2020 through June 30, 2022

Completing balance of unexpired term

(Mr. Klebon was approved at the Dec. 18, 2019 meeting without proper action from his home district.)

Motion to approve director appointments as presented.

Motion by Bruce Rhoads, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Alvin Weaver

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 December 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 December 2019 as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

3.2 CSIU Revised 2019-20 and Proposed 2020-21 General Operating Budget (GOB) (Attachment)

Administration recommends approval of the Revised 2019-20 General Operating Budget (GOB) totaling \$857,298, and the Proposed 2020-21 GOB of \$886,527, as presented.

Pending initial approval by the CSIU Board, the Proposed GOB will be released to member-district boards of directors for their consideration Feb. 1 through April 1. Upon approval by a majority of member-district boards of directors, the GOB will be presented to CSIU directors for final adoption prior to the April deadline.

Motion to approve the CSIU Revised 2019-20 and Proposed 2020-21 General Operating Budgets as presented.

Motion by Tamara Hoffman, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

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

4.1 Keystone Purchasing Network (KPN) Bid Awards and Contract Extensions

(Attachment)

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

- KPN Bid Awards
- KPN Contract Extensions March 1, 2020 through Feb. 28, 2021

Motion to approve KPN indefinite quantity bid awards and contract extensions as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

4.2 Keystone Purchasing Network (KPN) Indefinite Quantity Bid Awards

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

- Konica Minolta Business Solutions U.S.A., Inc., Vienna, Va., for security cameras
- (AEPA) Complete Book & Media Supply, LLC, Cedar Park, TX, for digital resources and instructional materials

Motion to approve KPN indefinite quantity bid awards as presented.

Motion by Bruce Rhoads, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck, Alvin Weaver, 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

- **Elizabeth G. Burrell**, Gilbertsville, received a bachelor's degree from Kutztown University, Gilbertsville. Ms. Burrell has most recently been an intern with Foundation for Blind Children. Ms. Burrell is recommended as a **teacher of visually impaired** at the bachelor's step 1 classification, effective Jan. 6, 2020 at an annual salary of \$48,087, according to the terms of the current Collective Bargaining Agreement. Funds for this new position are available in the special education budget.
- **Renee K. Tate**, McAdoo, received a high school diploma from Bishop Hafey High School, Hazleton. She has been employed as a cosmetology lead supervisor/teacher with Jolie Health and Beauty Academy, Hazleton. Ms. Tate is recommended as a **Corrections Education – cosmetology teacher** at the bachelor's step 1 classification, effective Jan. 20, 2020 at an annual salary of \$48,087, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances and PDE approval of Type 01 Emergency Permit). Funds for this replacement position are available in the Corrections Education budget.

New Employee – Non-Instructional Staff

- **McKenna Moynan**, Danville, received a bachelor's degree from Bloomsburg University. Ms. Moynan has most recently been an intern with United Way of

Columbia and Montour Counties. Ms. Moynan is recommended as a **Head Start family and health coordinator**, at an hourly rate of \$13.33 (\$20,694.83 annually), effective Jan. 23, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Amy K. Acornley**, from Pre-K Counts associate instructor at a current hourly rate of \$14.45 (\$20,049.38 annually) to **Pre-K Counts associate instructor II**, at an hourly rate of \$15.17 (\$21,048.38 annually), effective Jan. 23, 2020
- **Stephanie A. Ensanian**, from Early Intervention instructional associate at a current hourly rate of \$12.21 (\$16,941.38 annually) to **Early Intervention program associate**, at an hourly rate of \$12.93 (\$17,940.38 annually), effective Jan. 23, 2020
- **Denise L. Gonsar**, from Pre-K Counts associate instructor at a current hourly rate of \$11.99 (\$16,636.13 annually) to **Pre-K Counts associate instructor II**, at an hourly rate of \$12.71 (\$17,635.13 annually), effective Jan. 23, 2020
- **Katherine A. Lapotsky**, from classroom associate at a current hourly rate of \$15.16 (\$21,034.50 annually) to **program associate**, at an hourly rate of \$15.88 (\$22,033.50 annually), effective Jan. 23, 2020
- **Jennifer D. Pretz**, from Early Intervention instructional associate at a current hourly rate of \$12.27 (\$17,024.63 annually) to **Early Intervention program associate**, at an hourly rate of \$12.99 (\$18,023.63 annually), effective Jan. 23, 2020
- **Kimberly A. Renz**, from WATCH project career coordinator at a current hourly rate of \$18.49 (\$36,055.50 annually) to **career pathways specialist**, at an hourly rate of \$18.60 (\$36,270 annually), effective Jan. 23, 2020
- **Jan A. Scherer**, from statewide adoption network technical specialist at an annual salary of \$47,502 to **statewide adoption and permanency network helpline lead coordinator**, at an annual salary of \$58,000, effective Jan. 23, 2020
- **Jami K. Vankirk**, from aide at a current hourly rate of \$7.25 (\$10,059.38 annually) to **classroom assistant**, at an hourly rate of \$9 (\$12,487.50 annually), effective Jan. 23, 2020

Title Changes

- **Tessa N. Carter**, from Pre-K Counts assistant instructor to **Pre-K Counts assistant instructor II**, effective Jan. 23, 2020
- **Danielle M. Hollenbach**, from Pre-K Counts assistant instructor to **Pre-K Counts assistant instructor II**, effective Jan. 23, 2020
- **Elizabeth A. Martinez**, from Pre-K Counts assistant instructor to **Pre-K Counts assistant instructor II**, effective Jan. 23, 2020

Resignations

- **Sally J. Canazaro**, special projects coordinator, effective Feb. 3, 2020
- **Miranda L. Kepler**, speech therapist, effective Mar. 17, 2020
- **Joyce E. Schaeffer**, client support analyst III, effective Jan. 31, 2020

Change in Resignation Date

- **Wendy W. Griggs**, speech therapist, from Jan. 15, 2020 to Jan. 17, 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 Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

5.2 Part-Time Personnel

Resignations

- **Edward J. Carney**, 21st Century Community Learning Centers site coordinator, effective Jan. 17, 2020

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

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

5.3 Substitute Personnel

New Employee – Instructional Staff

- **Edward C. Carney**, Winfield, received a master's degree from Emory University, Atlanta, Ga. Mr. Carney is recommended as a **Corrections Education- long term substitute teacher**, effective Jan. 20, 2020 at a per diem rate of \$100 for the first fifteen days, and \$115 per day thereafter. This position is to fill the leave of absence of a current full-time employee for approximately 50 days and will end upon the return of the employee, on or around April 20, 2020. Funds for this position are in the Corrections Education budget.

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2019-20 school year.

Substitute Teachers

Edward C. Carney

Kathryn E. Madara

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

5.4 Human Resources Consulting Contract

Directors are asked to approve a contract with JDugan Employee Relations, LLC as an independent contractor to assist as needed in human resources, personnel and selected business operations, at an hourly rate of \$95, at an amount not to exceed \$25,000, effective Jan. 1, 2020 through Dec. 31, 2020.

Motion to approve consulting contract with JDugan Employee Relations, LLC as presented.

Motion by Dennis Keiser, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

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:

- Revised Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Plan (revisions noted in red text)
- Head Start/Early Head Start Monthly Report for November 2019

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

Motion by Victor Abate, second by William Brecker.

Final Resolution: Motion passed unanimously.

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

11. ADMINISTRATIVE MATTERS

None.

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership – Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:48 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources – Staff Leaves of Absences

Paid Leave of Absence

- **Eleanor S. Diehl**, regional team supervisor, effective Jan. 2, 2020 to Jan. 17, 2020

Paid/Unpaid Leaves of Absence

- **Ruth K. Brewer**, licensed school social worker/board certified behavior analyst for EI, intermittent leave starting Dec. 19, 2019
- **Chrysti L. Pontius**, special education teacher, effective Dec. 19, 2019 to March 31, 2020

Extension of Paid Leaves of Absence

- **Laura A. Saccente**, Pennsylvania statewide afterschool/youth development network (PSAYDN) director, effective Jan. 6, 2020 to Jan. 17, 2020
- **Paul R. Gola**, occupational therapist, intermittent leave effective Dec. 20, 2019

Updated Paid Leave of Absence

- **Sharon L. Beagle**, Corrections Education teacher, effective Jan. 24, 2020 to April 17, 2020

Return from Paid Leaves of Absence

- **Winifred A. Black**, special projects coordinator, effective Jan. 13, 2020
- **Eleanor S. Diehl**, regional team supervisor, effective Jan. 20, 2020
- **Stephanie A. Ensanian**, Early Intervention instructional associate, effective Jan. 6, 2020

14.2 Administration – Staff Travel

Jeffrey Kimball, director of cooperative purchasing, and **Cassie Seabridge**, cooperative purchasing services marketing specialist, will attend the **California Association of Public Procurement Officials Conference (CAPPO)** on Feb. 17-20, 2020 in San Diego, Calif. While there, they will market the KPN cooperative purchasing program. Estimated expenses of \$1,384, respectively, are available in the joint purchasing budget.

14.3 Human Resources – Completion of New Employee Probationary Period

The following staff have completed their new employee probationary periods:

- **Ashlie J. Fritz**, practical nursing program instructor, effective Dec. 18, 2019
- **Vickie M. Norman**, PIMS client support specialist I, effective Dec. 18, 2019

14.4 Fiscal Communications

Dec. 13, 2019, an email from James L. Towse (YDC/YFC Education Coordinator – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the grant agreement for the 2019-20 Youth Development Center at the North Central Secure Treatment Unit in the amount of \$2,561,908. The period of performance for FC#4100084496 is July 1, 2019 through June 30, 2020.

Dec. 17, 2019, an email from Mona M. Holtry (Assistant Director of Purchasing & Contracting – Shippensburg University) notifying CSIU of the approved Purchase Order #4500615074 for services related to data collection and analysis reports. The purchase order is dated Dec. 17, 2019 and is in the amount of \$6,000.

Dec. 17, 2019, an email from Jim Domen (Procurement Manager – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approved Purchase Order #4300640260 for services related to ESL/TransAct. The purchase order is valid from Nov. 1, 2019 through June 30, 2020 and is in the amount of \$538,105.32.

Dec. 18, 2019, a letter from Dr. Del Hart (Division Chief – Pennsylvania Department of Education, Bureau of Special Education) notifying CSIU of the approved grant agreement for the 2019-20 Special Education (611) Discretionary (062) RAST and ODR in the amount of \$2,815,000. The period of performance for grant award #062-20-0034 is July 1, 2019 through Sept. 30, 2020.

Dec. 20, 2019, an email from Brenda Kylan (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of a funding adjustment for the 2019-20 CSC Migrant Education Program federal grant. Project #017-19-0106 will be increased by \$5,618, bringing the revised grant amount to \$675,618. The program dates remain unchanged at July 1, 2019 through Sept. 30, 2020.