

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS  
MINUTES OF THE REGULAR MONTHLY MEETING  
Wednesday, October 21, 2020**

Virtual Meeting

**COMMITTEE MEETINGS – 6:30 p.m.**

Budget and Finance Committee  
Buildings and Grounds Committee  
Human Resources Committee

**BUSINESS MEETING – 7 p.m.**

**1. INTRODUCTION**

**1.1 Call to Order**

The meeting was called to order by Vice President Rhoads at 7:02 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present - 10; Directors absent - 7**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
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, Nov. 18, 2020 and will be held virtually. Directors agreed to hold regular monthly meetings virtually through March 2021 due to the pandemic.

Vice President Rhoads asked directors to state their name when making a motion or second during the meeting, allowing for the motion to be recorded accurately.

**1.5 Opportunity for Public Comment**

The public was instructed on how to submit comments/questions to the CSIU Board by

sending an email to AsktheBoard@CSIU.org prior to the start of the meeting. The meeting moderator was responsible for collecting all emails and will share with the Board at this time. There were no public comments.

### **1.6 Approval of Minutes (Attachment)**

Motion to approve the minutes of the CSIU Board of Directors meeting held on Wednesday, Sept. 16, 2020 with the following changes in start date:

#### **New Employees – Non-Instructional Staff**

- **Sandra Billman**, Head Start assistant instructor, from Sept. 28, 2020 to Sept. 29, 2020
- **Jennifer E. Martina**, practical nursing administrative assistant, from Sept. 17, 2020 to Sept. 21, 2020
- **Heather Nye**, Head Start instructor, from Sept. 17, 2020 to Oct. 19, 2020

Motion to approve the minutes of the meeting held on Wednesday, Sept. 16, 2020 as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

### **1.7 CSIU Staff and Others in Attendance**

Dr. Bernadette Boerckel, Chief Outreach Officer  
John Brenchley, Chief Innovation Officer  
Kenneth Erb, Manager of Buildings and Grounds  
Kevin Kilgus, Director of Financial Services  
Andrea Kolb, Statewide Multilingual Education and Instructional Design Project Manager  
Dr. John Kurelja, Assistant Executive Director  
Mary Mingle, Adult Education Program Manager  
Dr. Molly Nied, Chief Academic Officer  
Dr. Shileste Overton-Morris, Chief Programs Officer  
Amy Pfleeger, Executive Office Manager/Board Recording Secretary  
Karen Shanoski, Family Support and Community Engagement Director  
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

### **1.8 Spotlight Segment – Adult Education**

CSIU staff member **Mary Mingle**, Adult Education program manager, highlighted the CSIU's Adult Education program. Ms. Mingle shared a video entitled "Finding Pride: A CSIU Adult Education Success Story," which showcased how one student was able to overcome obstacles and gain more confidence and security after obtaining a job that would not have been possible without the Adult Education program.

*Mr. Abate joined the meeting at 7:10 p.m.*

## **2. BOARD GOVERNANCE**

None.

## **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 September 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 September 2020 as presented.

Motion by Deborah Price, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

### 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 Employee – Instructional Staff

- **Katelynn E. Walls**, Selinsgrove, received a bachelor's degree from Susquehanna University, Selinsgrove. She has been employed as a Pre-K Counts teacher with Summit Early Learning, Mifflinburg. Ms. Walls is recommended as a **Pre-K Counts teacher** at the bachelor's step 1 classification, effective Oct. 26, 2020 at an annual salary of \$48,476, 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 Pre-K Counts budget.

##### New Employees – Non-Instructional Staff

- **Christine L. Ranck**, Mifflinburg, received a bachelor's degree from Jacksonville University, Jacksonville, Fla. She has been employed as an RN triage at Geisinger Health System, Danville. Ms. Ranck is recommended as a **practical nursing program instructor**, at an annual salary of \$60,000, effective Oct. 26, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Central Susquehanna LPN Career Center budget.
- **Hannah G. Sherwood**, Turbotville, received a master's degree from West Chester University. She has been employed as a business manager with Millville Area School District and was formerly a staff accountant with the CSIU. Ms. Sherwood is recommended as a **client support specialist III**, at an annual salary of \$51,500, effective Dec. 14, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.

##### Position Transfer

- **Tanya R. Dymda**, from instructional technology and STEM specialist at a current annual salary of \$82,609.86 to **instructional technology support specialist**, also at an annual salary of \$82,609.86, effective Nov. 20, 2020.

### **Salary Adjustment**

- **Matthew D. Baird**, site director for Migrant Education, from a current annual salary of \$84,139.98 to an annual salary of \$86,059.78, due to re-evaluation of position responsibilities and compensation, effective Oct. 22, 2020.

### **Resignations**

- **Lynda A. Becker**, retiring as youth development coordinator, effective Nov. 30, 2020
- **Kristin A. Fleck**, instructional support program assistant, effective Oct. 30, 2020
- **Christina L. Herman**, retiring as college and career readiness educational support specialist, effective Nov. 12, 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, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

## **5.2 Part-Time Personnel**

### **New Employees – Non-Instructional Staff**

- **Keara Hozella**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$23, effective Nov. 26, 2020
- **Camille C. Osorio-Zuniga**, Migrant Education after-school instructor, at an hourly rate of \$15, effective Oct. 22, 2020 (contingent upon receipt of required clearances)

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

## **5.3 Substitute Personnel**

Directors are asked to approve substitute personnel to work in CSIU classrooms and programs for the 2020-21 school year.

### **Substitute Teachers**

Shannon Howe

Gail Boritz

### **Substitute Aide**

Colin Hoke

Motion to approve substitute personnel as recommended.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

#### **5.4 2020-21 Mentor Recommendations**

Administration recommends the following employees as mentors in the 2020-21 New Teacher Induction Program. Each mentor will be paid \$1,000 in accordance with the current collective bargaining agreement.

- **Susan B. Amarante**, speech therapist
- **Sherry L. Musser**, special education teacher
- **Kathleen M. Alexander**, school psychologist
- **Nannette I. Cooper**, school social worker
- **Jennifer L. Garancosky**, Early Intervention teacher

Motion to approve mentor recommendations as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

#### **5.5 Addition from the Committee to Accept Resignation**

Mr. Keiser made a motion from the floor to approve the following full-time employee resignation.

- **Tyler L. Wolfe**, computer programmer III, effective Oct. 21, 2020

Motion to approve the Human Resources Committee motion from the floor as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

#### **6.1 Engineering/Architect Services Contract**

Administration recommends approval of a contract with HUNT Engineers, Architects & Surveyors, Towanda, to provide engineering and architectural services for construction/permit drawing, bidding/construction and project management for the office reorganization at the CSIU main building at a cost not to exceed \$92,500. Funds for this contract are available in the capital reserve budget.

Motion to approve a contract with HUNT Engineers, Architects & Surveyors as presented.

Motion by William Brecker, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

#### **6.2 Lease Agreement Amendment – Mark and Gretchen Walberg**

Directors are asked to approve a lease agreement amendment with Mark W. Walberg and Gretchen G. Walberg, Sunbury, for currently leased office and classroom space located at 801 Susquehanna Avenue, Sunbury, at a total cost of \$32,787.83 based on

a five percent increase. The lease amendment is for the term Aug. 1, 2021 through Dec. 31, 2021. Funds for this lease amendment are available in the Five Star budget.

Motion to approve a lease agreement amendment with Mark and Gretchen Walberg as presented.

Motion by William Brecker, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

### **6.3 Lease Agreement Amendment – Northumberland County Career and Technology Center**

Administration recommends approval of an amendment to a lease agreement with Northumberland County Career and Technology Center, Coal Township, to include custodial services at an additional cost of \$100 per day on the days students are present. The space is currently leased for Head Start, Early Head Start and Early Intervention classrooms. The amendment is effective Oct. 22, 2020 through June 30, 2021.

Motion to approve an amendment to a lease agreement with Northumberland County Career and Technology Center as presented.

Motion by William Brecker, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

### **6.4 Scheduling Software Contract**

Directors are asked to approve a three-year contract with Smartway2 Workplace Scheduling, Marlborough, Mass., for the purchase of a new scheduling software program for staff at the CSIU main building and annex, at a cost of \$6,122 for the first year and \$3,962 per year for the second and third years. The new software will allow staff to schedule CSIU conference rooms, hoteling desk spaces and fleet vehicles.

Three quotes were obtained and Smartway2 Workplace Scheduling was the lowest. Funds for this contract are available in the buildings and grounds budget.

Motion to approve a contract with Smartway2 Workplace Scheduling as presented.

Motion by William Brecker, second by Kathleen DeYong.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

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

### **7.1 Board Policy Revisions/New Policy – Second Reading/Adoption (Attachments)**

Policies listed below are being presented for second reading and adoption. They have been reviewed and approved by the Policy Committee, executive director, senior

leaders and legal counsel.

**Policy Revisions:**

- 222 Tobacco and Vaping Products – Students
- 323 Tobacco and Vaping Products – Employees
- 334 Sick Leave
- 707 Use of Intermediate Unit Facilities
- 810.1 School Bus Drivers and School Commercial Motor Vehicle Drivers
- 904 Public Attendance at Intermediate Unit Events
- 904 Attachment to Public Attendance at Intermediate Unit Events

**New Policy:**

- 832 Equity

Motion to adopt at second and final reading policies as presented.

Motion by Slade Shreck, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

**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 item is presented for approval:

- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for August 2020.

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

Motion by Deborah Price, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

**10.2 Bus/Van Driver Approval (Attachment)**

Directors are asked to approve school bus and van drivers for the CSIU's student transportation programs for the 2020-21 school year. The attached list includes all employed and contracted drivers.

Motion to approve school bus and van drivers for the CSIU's student transportation programs as presented.

Motion by Deborah Price, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

### **10.3 Occupational Therapy Contract**

The CSIU continues to experience difficulty finding qualified substitute occupational therapists to support students in Early Intervention programs. Administration recommends approval of a contract with Kidswork Therapy Center, Lewisburg, to provide direct services, compensatory education and conduct evaluations, effective Oct. 22, 2020 through June 30, 2021. The direct services rate will be \$80 per hour, and indirect services will be a fixed monthly rate not to exceed \$1,365. Funds for this contract are available in the Early Intervention budget.

Motion to approve a contract with Kidswork Therapy Center as presented.

Motion by Dennis Keiser, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

## **11. ADMINISTRATIVE MATTERS**

### **11.1 Agreements for Service – Next Century, Inc. (Attachment)**

Directors are asked to approve the list of agreements with Next Century, Inc., Milton, for staffing and consulting services for the 2020-21 school year. Funds for these expenditures are available in the program budgets listed.

Motion to approve agreements for service with Next Century, Inc. as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Kathleen DeYong, Lauren Hackenburg, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver

## **12. ADMINISTRATIVE REPORTS**

### **12.1 Executive Leadership - Dr. Kevin Singer, Executive Director**

## **13. ADJOURNMENT**

### **13.1 Adjourn Meeting**

Vice President Rhoads adjourned the meeting at 7:34 p.m.



**Respectfully submitted,**

**Slade Shreck  
Board Secretary**

**Amy Pfleegor  
Board Recording Secretary**

## 14. INFORMATION ONLY

### 14.1 Human Resources Annual Report (Attachment)

Presented is the Human Resources Annual Report for 2019-20.

### 14.2 Annual CSIU Program Statistics 2019-20 (Attachment)

Presented is a listing of programs and services conducted by the CSIU during 2019-20 and, where appropriate, the number of clients served.

### 14.3 Annual CSIU Back-to-School Report 2020-21 (Attachment)

Presented are the current CSIU operating programs, with a comparison to the figures from last school year.

### 14.4 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:

- Office cubicle panels
- 1999 Ford E-150 cargo van (green)
- 2001 GMC 8-passenger van w/lift (blue)
- 2003 Ford Windstar minivan (green)
- 2003 Ford Windstar minivan (sapphire)
- 2008 Ford Focus SE sedan (silver)
- 2008 Ford Focus SE sedan (kiwi green)
- 2009 Ford Focus SE sedan (blue)
- 2009 Ford Focus SE sedan (blue)
- 2014 Ford Focus SE (silver)
- 2010 GMC Collins bus #H21

### 14.5 Human Resources – Staff Leaves of Absence

#### Paid Leaves of Absence

- **Caroline J. Allen**, afterschool/youth development coordinator, from Aug. 28, 2020 to Jan. 20, 2021
- **Tehani Grenell**, transition work experience coach, from Oct. 19, 2020 to Nov. 13, 2020
- **Ky W. Mahaffey**, Head Start assistant instructor, from Sept. 8, 2020 to Sept. 25, 2020

#### Extension of Paid Leave of Absence

- **Kelly J. Jimison-Boyer**, Pre-K Counts Teacher, intermittent leave from Sept. 28, 2020 to Dec. 31, 2020

#### Unpaid Leaves of Absence

- **Sara C. Heimbach**, Head Start assistant instructor, from Sept. 28, 2020 to Oct. 9, 2020
- **Lisa M. Vetovich**, Head Start assistant instructor, intermittent leave from Sept. 28, 2020 to Nov. 6, 2020

#### Return from Paid Leaves of Absence

- **Ky W. Mahaffey**, Head Start assistant instructor, effective Sept. 28, 2020
- **Vickie M. Norman**, PIMS client support specialist I, effective Sept. 16, 2020
- **William L. Simpson**, education program supervisor, effective Oct. 5, 2020

### **Return from Unpaid Leaves of Absence**

- **Emily R. Faith**, speech therapist, effective Oct. 12, 2020
- **Sara C. Heimbach**, Head Start assistant instructor, effective Oct. 12, 2020
- **Emily A. Reedy**, Head Start instructor, effective Oct. 13, 2020

### **14.6 Human Resources – Completion of New Employee Probationary Period**

The following staff member has completed their new employee probationary period:

- **Michelle A. Feaster**, client support specialist III, effective Oct. 7, 2020

### **14.7 Fiscal Communications**

Sept. 2, 2020, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2020-21 Education Leading to Employment and Career Training (ELECT) Evaluation Grant (Purchase Order #4300661011). The Purchase Order amount remains \$73,460 for the period of July 1, 2020 through June 30, 2021.

Sept. 3, 2020, an email from Amy Davis (Career Ready State Project Co-Director – Allegheny Intermediate Unit) notifying CSIU of the approved five-month agreement for PA Career Readiness State Training services. This agreement is in the amount of \$39,363 for the period of July 1, 2020 through Nov. 30, 2020. The intent is for this agreement to be extended through June 30, 2021, pending further information from the Commonwealth regarding 2020-21 funding.

Sept. 15, 2020, an email from Michele Ametrano-Warford (Procurement Specialist 2 – Pennsylvania Department of Education, Bureau of Management Services) notifying CSIU of the approved Purchase Order #4300670711 for ESL Professional Development and Support Services. This Purchase Order is in the amount of \$275,976.85 and is effective through June 30, 2021.

Sept. 22, 2020, an email from WaTanya L. Ney (21st CCLC Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2020-21 CSIU 21st Century Community Learning Center Program. FC #4100083495 is in the amount of \$715,000 for the period of July 1, 2020 through Sept. 30, 2021.

Sept. 25, 2020, an email from WaTanya L. Ney (21st CCLC Program Officer – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2020-21 CSIU 21st Century Community Learning Center Program. FC #4100083494 is in the amount of \$672,214 for the period of July 1, 2020 through Sept. 30, 2021.

Sept. 28, 2020, an email from Andrew Hansrote (Fiscal Technician – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2019-20 Education for Children and Youth Experiencing Homelessness Grant Award #081-19-0001. The award amount remains \$300,000 for the period of July 1, 2019 through Sept. 30, 2020.