

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
Minutes of the Regular Monthly Meeting
Wednesday, November 18, 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 President Augustine at 7:01 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 13; Directors absent - 4

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

Directors were asked to state their name when making a motion or second during the meeting, allowing for the motion to be recorded accurately.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, Dec. 16, 2020 and will be held virtually.

Mr. Abate joined the meeting at 7:05 p.m.

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, Oct. 21, 2020 with the following changes in start date:

- **Katelynn E. Walls**, Pre-K Counts teacher, from Oct. 22, 2020 to Oct. 26, 2020
- **Christine L. Ranck**, practical nursing program instructor, from Oct. 22, 2020 to Oct. 26, 2020

Motion to approve the minutes of the meeting held on Wednesday, Oct. 21, 2020 as presented.

Motion by Dennis Keiser, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

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

1.7 CSIU Staff and Others in Attendance

Jamie Bartlett, Head Start Programs Manager
John Brenchley, Chief Innovation Officer
Kenneth Erb, Manager of Buildings and Grounds
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director
Terri Locke, Supervisor of Early Childhood and Head Start/Pre-K Counts Programs
Dr. Molly Nied, Chief Academic Officer
Dr. Shileste Overton-Morris, Chief Programs Officer
Amy Pfleeger, Executive Office Manager/Board Recording Secretary
Stephanie Colvin-Roy, Center for the Promotion of Social and Emotional Learning
Training and Organizational Development Associate
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 – Head Start Program Governance

CSIU staff members **Terri Locke**, Supervisor of Early Childhood and Head Start/Pre-K Counts programs, and **Jamie Bartlett**, Head Start Programs Manager, provided training for directors specific to the Northumberland Head Start and Early Head Start programs. Shared governance, based on federal performance standards, includes the CSIU Board of Directors as a governing body for legal and fiscal responsibility to administer and oversee the program. It also includes a policy council responsible for the direction of the program, which includes Head Start parents.

2. BOARD GOVERNANCE

2.1 Mail Ballot for 2021 CSIU Director Elections and Budget Approval

Directors are asked to approve the notification to member districts for the 2021 election of CSIU directors and approval of the CSIU's 2021-22 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, 2021.

Director Elections: Six current terms on the CSIU Board of Directors end June 30, 2021. 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, 2021 through June 30, 2024.

- Danville Area
- Lewisburg Area
- Mifflinburg Area
- Milton Area
- Selinsgrove Area
- Shamokin Area

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 2021-22 General Operating Budget (GOB).

November–December 2020: Current-year 2020-21 budget projections are revised, and 2021-22 budget requests are developed by program and business office staff.

Dec. 16, 2020: Proposed GOB is reviewed with Board Finance Committee.

Jan. 20, 2021: Proposed GOB is reviewed with CSIU directors and presented for consideration of initial approval and release to districts.

Feb. 1–April 7, 2021: Upon approval by CSIU directors, proposed GOB is considered by member district boards of directors.

April 21, 2021: Upon approval by a majority of member district boards of directors, proposed GOB is presented for final adoption by CSIU board.

April 30, 2021: Given all of the above, GOB is submitted to PA Department of Education, as required by law.

Motion to approve the mail ballot for 2021 CSIU director elections and budget approval as presented.

Motion by Dennis Keiser, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

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

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

3.1 Monthly Financial Statements (Attachments)

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

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

3.2 Transfer of Funds

Administration recommends the transfer of \$1,000,000 from the fiscal year 2019-20 general fund balance to the capital reserve fund, effective June 30, 2020. 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: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

3.3 Insurance Policy Renewals (Attachment)

Administration recommends approval of the CSIU insurance policy renewals, effective Dec. 1, 2020 through Nov. 30, 2021 at a total cost of \$161,443 (increase of \$7,389 or 4.84 percent from 2019-20). 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: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

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

Directors are asked to approve the list of recommended KPN definite quantity line-item bid awards for the 2021-22 purchasing cycle.

KPN Definite Quantity Line-Item Bids, Copy Paper (February 2021 Delivery) Category to:

- Contract Paper Group, Inc., Cuyahoga Falls, Ohio, total sales volume \$62,572.80
- Lindenmeyr Munroe, Mt. Joy, Pa., total sales volume \$9,054.00
- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$2,060.00

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

Motion by Bruce Rhoads, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

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

4.2 PEPPM 2021 Product Line Bid Awards (Attachment)

Directors are asked to approve the list of recommended PEPPM Product Line Bid Awards, effective Jan. 1, 2021 through Dec. 31, 2021.

Motion to approve PEPPM 2021 Product Line Bid Awards as presented.

Motion by Bruce Rhoads, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

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

4.3 PEPPM Contract Extensions for Catalog Awards (Attachment)

Directors are asked to approve the list of recommended contract extensions for PEPPM catalog awards, effective Jan. 1, 2021 through Dec. 31, 2021.

Motion to approve contract extensions for PEPPM catalog awards as presented.

Motion by Bruce Rhoads, second by Susy Wiegand.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, 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 Employee – Non-Instructional Staff

- **Paige L. Hower**, Mount Union, received a bachelor's degree from Pennsylvania State University, State College. She has been employed as a residential manager with Skills of Central PA, Lewistown. Ms. Hower is recommended as a **career pathways specialist**, at an hourly rate of \$18.25 (\$35,587.50 annually), effective Nov. 19, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES Expansion and WATCH Project budgets.

Position Transfers

- **Adrienne E. Cameron**, from classroom and client support administrative assistant at a current hourly rate of \$17.02 (\$33,189 annually) to **eToole virtual learning technology support assistant**, at an hourly rate of \$18.30 (\$35,685 annually), effective Jan. 4, 2021
- **Jennifer M. Jones**, from teacher of deaf/hearing impaired at a current annual salary of \$61,817 to **teacher of visually impaired**, also at an annual salary of \$61,817, effective Dec. 1, 2020
- **Terri A. Locke**, from supervisor of Early Childhood and Head Start/Pre-K Counts programs at a current annual salary of \$96,961.45 to **director of childhood education**, at an annual salary of \$105,000, effective Dec. 1, 2020
- **Dr. Anthony J. Serafini**, from special education and special projects supervisor at an annual salary of \$86,789.05 to **director of professional development, training and consultation**, at an annual salary of \$105,000, effective Dec. 1, 2020

Suspension Without Pay

- Employee #1393 will be suspended without pay on Nov. 23, 2020 and Nov. 24,

2020 per Administrative Regulation 317-AR-2 Disciplinary Procedures.

Title Change

- **Dr. Jennifer S. Gurski**, from director of online learning and professional development to **director of online learning**, effective Dec. 1, 2020

Change in Start Date

- **Raquel Roman-Rosario**, Migrant Education recruiter, from Sept. 23, 2020 to Oct. 27, 2020

Resignations

- **Tara R. Amerman**, transition work experience job coach, effective Nov. 3, 2020
- **Paul A. Baskin**, retiring as special education teacher–Work Foundations, effective Dec. 23, 2020
- **Kierstin A. Buss**, Head Start assistant instructor, effective Oct. 22, 2020

Motion to approve full-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

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

5.2 Part-Time Personnel

Resignations

- **Marissa A. Lagana**, Migrant Education summer instructor, effective Oct. 30, 2020
- **Kaitlin M. Dommermuth**, Migrant Education summer instructor, effective Oct. 30, 2020

Rescinded Acceptance of Job Offer

- **Keara Hozella** rescinded her acceptance of the 21st Century Community Learning Centers site coordinator position approved at the Oct. 21, 2020 board meeting.

Motion to approve part-time personnel recommendations as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

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

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 Teacher

Amanda Bowersox

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Mary Ann Stanton.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Lauren

Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, Alvin Weaver, Susy Wiegand

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

6.1 Lease Agreement Termination

Administration recommends approval to terminate a lease agreement with George Amerman, Sunbury, for property located at 950 Greenough Street, Sunbury, effective Nov. 30, 2020. This building is currently used for the Work Foundations+ Life House program. Mr. Amerman is hoping to sell the building and will terminate the lease with the CSIU.

Motion to approve the termination of a lease agreement with George Amerman as presented.

Motion by William Brecker, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

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

6.2 Lease Agreement Amendment

Directors are asked to approve a second lease agreement amendment with George Amerman, Sunbury, for property currently leased at 911 Greenough Street, Sunbury. This amendment will provide approximately 3,300 sq. ft. of additional space on the second floor of the building and will be used for the Work Foundations+ Life House program. The additional annual cost is \$12,771.48, effective Dec. 1, 2020 through June 30, 2022. Funds for this lease agreement amendment are available in the Work Foundations+ budget.

Motion to approve a lease agreement amendment with George Amerman as presented.

Motion by William Brecker, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

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

- Head Start/Early Head Start monthly enrollment, meal distribution, credit card expenses and monitoring data for September 2020
- Request to purchase ScienceStart! curriculum for use in the CSIU Northumberland County Head Start programs to improve science instruction for students at a cost of \$41,000

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

Motion by Susy Wiegand, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

11. ADMINISTRATIVE MATTERS

11.1 Executive Director Online Course Request

Directors are asked to approve the enrollment of Executive Director Dr. Kevin Singer into the English as a Second Language Specialist Certification Program sponsored by Midwestern Intermediate Unit IV and Neumann University. The tuition cost for these online courses is \$2,600. Funds for this request are available in the executive director budget.

Motion to approve the Executive Director professional development request as presented.

Motion by Kathleen DeYong, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

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

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership – Dr. Kevin Singer, Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine adjourned the meeting at 7:30 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 CSIU Programs and Services Used in 2019-20 (Attachment)

Presented is a listing of CSIU Programs and Services used in 2019-20 by member school districts and career and technology centers.

14.2 Human Resources – Staff Leaves of Absence

Paid Leaves of Absence

- **Winifred A. Black**, Pennsylvania Statewide Afterschool Youth Development Network (PSAYDN) STEM coordinator from Dec. 18, 2020 to Mar. 1, 2021
- **Aryn N. Ewig**, Head Start assistant instructor, from Nov. 9, 2020 to Nov. 20, 2020
- **Paul R. Gola**, occupational therapist, from Oct. 14, 2020 to Dec. 10, 2020
- **Carmen L. Gonzalez**, program technical support assistant, from Nov. 4, 2020 to Nov. 17, 2020
- **Sara C. Heimbach**, Head Start assistant instructor, from Nov. 12, 2020 to Nov. 25, 2020
- **Kathy L. Sprenkle**, WATCH Project pre-intake and data specialist, intermittent from Nov. 2, 2020 to March 8, 2021
- **Donna F. Walter**, 21st Century Community Learning Centers operations and data coordinator, effective Nov. 4, 2020 to Jan. 28, 2021

Unpaid Leave of Absence

- **Charmaine M. Homola**, Head Start instructor, starting Oct. 20, 2020

Return from Paid Leave of Absence

- **Tehani Grenell**, transition work experience job coach, effective Nov. 4, 2020

Return from Unpaid Leaves of Absence

- **Charmaine M. Homola**, Head Start instructor effective Nov. 9, 2020
- **Lisa M. Vetovich**, Head Start assistant instructor, effective Oct. 27, 2020

14.3 Human Resources – Completion of New Employee Probationary Period

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

- **Austin T. Fry**, client support specialist I, effective Oct. 26, 2020

14.4 Fiscal Communications

Oct. 9, 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 Refugee School Impact Grant (FC #4100081653). There are no changes to the grant terms or statement of work.

Oct. 14, 2020, an email from Jill Noble (VP of Finance and Controller - National Restaurant Educational Foundation) notifying CSIU of the approved grant award of \$10,000 to implement the "Restaurant Ready Program." In addition, in-kind resources and supplies in the amount of \$20,000 are being provided. Unexpended funds must be returned by Dec. 31, 2020. This award represents a partnership with the CSIU YES to the Future Program.

Oct. 15, 2020, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved funding adjustment for the 2020-21 Migrant Education Program (Grant Award #017-20-0101). An amount of \$5,000 is being added to this award. Funds should be used to serve migrant youth and involve parents in children's education.

Oct. 20, 2020, an email from Jodi Grant (Executive Director – Afterschool Alliance) notifying CSIU of the approved grant award of \$10,000 for the Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN). Funds should be used to support the Afterschool STEM Strategic Campaign and must be expended by June 30, 2021.