

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
Minutes of the Regular Monthly Meeting
Wednesday, December 16, 2020

Virtual Meeting

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance Committee
Buildings and Grounds Committee
Human Resources Committee
Technology/Marketplace Committee

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

The meeting was called to order by President Augustine at 7:05 p.m.

1.2 Pledge of Allegiance

1.3 Roll Call – Directors present - 11; Directors absent - 6

Director	District	Present	Absent
Victor Abate	Midd-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	
Dennis Keiser, Treasurer	Mifflinburg Area	X	
Gregory Klebon	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
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, Jan. 20, 2021 and will be held virtually.

President Augustine called an executive session regarding a personnel matter

at 7:08 p.m. The executive session concluded at 7:16 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 meeting held on Wednesday, Nov. 18, 2020 as presented.

Motion by Dennis Keiser, second by Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

1.7 CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Chief Outreach Officer

John Brenchley, Chief Innovation Officer

Mark Carollo, Associate Director of Cooperative Purchasing

Kenneth Erb, Manager of Buildings and Grounds

Dana Graupensperger, CSC Administrative Support Manager and Human Resources Liaison

Hiliary Haddon, Family Education Program Manager

Kevin Kilgus, Director of Financial Services

Dr. John Kurelja, Assistant Executive Director

Dr. Molly Nied, Chief Academic Officer

Dr. Shileste Overton-Morris, Chief Programs Officer

Amy Pfleeger, Executive Office Manager/Board Recording Secretary

Eric Shearer, Telecommunications Technology Network Coordinator

Dr. Kevin Singer, Executive Director

Brian Snyder, Chief Financial and Operations Officer

Jennifer Williams, Director of Special Education and Early Childhood Services

1.8 Spotlight Segment – ELECT Program

Hiliary Haddon, family education program manager, shared a video showcasing the journey of a teen parent and the support she and her family received through the ELECT Program. Pregnant and/or parenting youth under the age of 22 who are either enrolled in school, looking to go back to school or want to complete their GED can enroll in the ELECT Program. The main objective is for student's to complete their high school diploma or GED. The program also provides education and information about health care, nutrition, child development, career readiness and goal setting to both parents.

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 November 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 financial statements for November 2020 as presented.

Motion by Tamara Hoffman, second by Bruce Rhoads.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

4.1 KPN Bid Awards and Contract Extensions (Attachments)

Directors are asked to approve bid awards and contract extensions for the Association of Educational Purchasing Agencies (AEPA) and Keystone Purchasing Network (KPN) contracts as presented.

- KPN AEPA Bid Awards through Feb. 28, 2022
- KPN Contract Extensions through Feb. 28, 2022 (Revised)
- KPN ezIQC Bid Extensions through Dec. 31, 2021

Motion to approve KPN 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, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

5.1 Full-Time Personnel

New Employee – Instructional Staff

- **Colleen M. Epler-Ruths**, Northumberland, received a doctorate degree from Pennsylvania State University, University Park. She has been employed as a physics teacher with Shikellamy School District, Sunbury. Ms. Epler-Ruths is recommended as an **educational consultant** at the doctorate step 15 classification, effective Feb. 15, 2021 at an annual salary of \$79,400, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Funds for this new position are available in the curriculum services/TAC budget.

New Employees – Non-Instructional Staff

- **Kevin T. Briggs**, State College, received a doctorate degree from Pennsylvania State University, University Park. He has been employed as a research assistant with Pennsylvania State University, University Park. Mr. Briggs is recommended as a **Center for the Promotion of Social and Emotional Learning coordinator**, at an annual salary of \$62,000, effective Dec. 17, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the CPSEL budget.
- **Hannah J. Burge**, Montgomery, received a master's degree from Liberty University, Lynchburg, Va. She has been employed as an EARN workforce

specialist with Central Susquehanna Opportunities, Inc., Shamokin. Ms. Burge is recommended as a **WATCH Project career coordinator**, at an hourly rate of \$17.23 (\$33,598.50 annually), effective Jan. 4, 2021 (contingent upon receipt of required clearances). Funds for this new position are available in the WATCH budget.

- **Amy B. Gaines**, Mifflinburg, received a bachelor's degree from West Chester University. She has been employed as a professional staff nurse with UPMC, Wellsboro. Ms. Gaines is recommended as a **practical nursing program nursing lab and resource specialist**, at an annual salary of \$51,500, effective Dec. 15, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the Central Susquehanna LPN Career Center budget.
- **Kahla Manning**, Milton, received a bachelor's degree from Bloomsburg University. She has been employed as an executive administrative assistant with Sekisui Kydex, Bloomsburg. Ms. Manning is recommended as a **classroom and client support administrative assistant**, at an hourly rate of \$16.92 (\$32,994 annually), effective Dec. 17, 2020 (contingent upon receipt of required clearances). Funds for this replacement position are available in the computer services budget.
- **Mark A. Robles**, Selinsgrove, received a bachelor's degree from California Coast University, Santa Ana, Calif. He has been employed as an assistant national health services administrator with Federal Bureau of Prisons, Washington D.C. Mr. Robles is recommended as a **practical nursing program nursing lab and resource specialist**, at an annual salary of \$51,500, effective Dec. 7, 2020 (contingent upon receipt of required clearances). Funds for this new position are available in the Central Susquehanna LPN Career Center budget.
- **Cheyenne Snyder**, Watsontown, received a high school diploma from Warrior Run High School, Turbotville. She has been employed as a cashier with Weis Markets, Lewisburg. Ms. Snyder is recommended as a **Head Start assistant instructor**, at an hourly rate of \$9.99 (\$16,543.44 annually), effective Jan. 4, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.

Position Transfers

- **Victoria L. Craig**, from Statewide Adoption Network Technical Specialist (full-time) at an hourly rate of \$20.80, to **Statewide Adoption Network Technical Specialist (part-time)**, at an hourly rate of \$20.80, effective Jan. 4, 2021¹
- **Terri A. Locke**, from director of early childhood education at a current annual salary of \$105,000 to **director of special education and alternative placement**, also at an annual salary of \$105,000, effective Dec. 17, 2020
- **Angelia L. Walter**, from Early Intervention teaching assistant at a current hourly rate of \$8.25 (\$11,446.88 annually) to **Early Intervention instructional assistant**, at an hourly rate of \$10 (\$13,875 annually), effective Dec. 17, 2020

¹ Voluntary, temporary reduction from full-time to part-time

Title Change

- **Jennifer M. Jones**, from teacher of visually impaired to **teacher of deaf/hearing and visually impaired**, effective Dec. 17, 2020

Rescinded Acceptance of Job Offer

- **Paige L. Hower** rescinded her acceptance of the career pathways specialist position approved at the Nov. 18, 2020 board meeting.

Resignations

- **Christina A. Pulman**, Migrant Education program student support/ESL diploma project coordinator, effective Jan. 8, 2021
- **Raquel Roman-Rosario**, Migrant Education recruiter, effective Nov. 19, 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 Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Jenna L. Snavelly**, Migrant Education after-school instructional assistant, at an hourly rate of \$9, effective Dec. 21, 2020 (contingent upon receipt of required clearances)

Resignations

- **Bradley W. Laidacker**, retiring as driver/safety education instructor, effective Dec, 18, 2020
- **Addison J. Yoder**, Migrant Education after-school instructor, effective Nov. 20, 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 Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.3 Salary Adjustment

- **David M. Marshall**, Center for Schools and Communities contract, grant and operations manager from a current annual salary of \$74,695.72 to an annual salary of \$80,195.72, due to re-evaluation of position responsibilities and compensation, effective Jan. 1, 2021

Motion to approve a salary adjustment recommendation as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.4 Substitute Personnel

Directors are asked to approve substitute personnel to work in the Nursing Assistant Residency Program (NARP) for the 2020-21 school year. They will be paid \$150 per day above and beyond their daily rate.

Substitute NARP Instructors

Ashlee R. Bower
Amy B. Gaines
Heather A. Goshert
Mark A. Robles

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

Substitute Teacher

Christa Bingaman

Motion to approve substitute personnel recommendations as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

5.5 2020-21 Mentor Recommendation

Administration recommends an additional mentor in the 2020-21 New Teacher Induction Program. They will be paid \$1,000 in accordance with the current collective bargaining agreement.

- **Karlen R. Light**, Pre-K Counts teacher

Motion to approve a mentor recommendation as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

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

6.1 Lease Agreement Amendment

Directors are asked to approve a lease agreement amendment with Warrior Run School District for an additional 13,410 sq. ft. of instructional and office space at 1100 Main Street, Watsontown, at a cost of \$8 per sq. ft. for a total of \$107,280 annually. The original agreement was approved on Jan. 16, 2019 for 9,058 sq. ft. of space at a cost of \$72,464. The amendment is for the term Jan. 1, 2021 through June 30, 2021.

Motion to approve a lease agreement amendment with Warrior Run School District as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand
Abstain: Tamara Hoffman

6.2 Garage Construction Contract

Administration recommends approval of a contract with T-Ross Brothers Construction,

Inc. of Milton to provide the construction of a new garage behind the Annex building at a cost of \$372,727. Funds for this contract are available in the capital reserve budget.

Seven bids were received and T-Ross Brothers Construction, Inc. was the lowest bid.

Motion to approve a contract with T-Ross Brothers Construction, Inc. as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, 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 item is presented for approval:

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

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

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Susy Wiegand

10.2 Geisinger Medical Center Nursing Assistant Residency Program (NARP) Memorandum of Understanding (Attachment)

Directors are asked to approve Year 2 of a Memorandum of Understanding (MOU) with Geisinger Medical Center and the Central Susquehanna Intermediate Unit to deliver curriculum for a nursing assistant residency program and other tasks as defined in the MOU. The MOU is effective Jan. 1, 2021 through Dec. 31, 2021.

Motion to approve a Memorandum of Understanding with Geisinger Medical Center as presented.

Motion by Victor Abate, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, Larry Augustine, William Brecker, Kathleen DeYong, Tamara Hoffman, Jeffrey Kashner, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, 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 7:42 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Human Resources – Staff Leaves of Absence

Paid Leaves of Absence

- **Sara C. Heimbach**, Head Start assistant instructor, from Dec. 9, 2020 to Dec. 23, 2020
- **Melinda L. Lamprinos**, Early Head Start family partner/home visitor, from Dec. 10, 2020 to Dec. 23, 2020
- **Stacey G. Walmsley**, reading/resource teacher, effective Nov. 13, 2020 to Dec. 7, 2020

Extension of Paid Leave of Absence

- **Paul R. Gola**, occupational therapist, effective Dec. 10, 2020 to Jan. 10, 2021

Return from Paid Leaves of Absence

- **Aryn N. Ewig**, Head Start assistant instructor, effective Nov. 11, 2020
- **Carmen L. Gonzalez**, program technical support assistant, effective Dec. 7, 2020
- **Sara C. Heimbach**, Head Start assistant instructor, effective Dec. 2, 2020
- **Stacey Walmsley**, reading/resource teacher, effective Dec. 10, 2020

Return from Unpaid Leaves of Absence

- **Chelsea L. Mensch**, speech therapist, effective Nov. 18, 2020
- **Abby R. Ogurcak**, speech therapist, effective Nov. 23, 2020

14.2 Human Resources – Completion of New Employee Probationary Period

The following staff members have completed their new employee probationary period:

- **Victoria L. Craig**, Statewide Adoption Network (SWAN) technical specialist, effective Dec. 1, 2020
- **Anthony J. Curtier**, client support specialist I, effective Dec. 7, 2020
- **Kaitlyn N. Hall**, Early Intervention program supervisor, effective Dec. 4, 2020
- **Christine D. Hornberger**, WATCH Project career coordinator, effective Nov. 17, 2020
- **Michelle K. Kern**, safe schools coordinator, effective Dec. 8, 2020

14.3 Unrestricted Funds Summaries (Attachment)

Information items include summaries of the CSIU unrestricted funds for both the 2019-20 FY (Final) and the 2020-21 FY (Projected).

14.4 Fiscal Communications

Nov. 5, 2020, an email from the G5 Federal System notifying CSIU/Central Susquehanna LPN Center of an award in the amount of \$288,520 related to CARES Act funding. Award #P425N200891 is to be used for expenditures incurred/revenues lost on or after March 13, 2020.

Nov. 5, 2020, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget revision for the 2020-21 Migrant Education Childcare and Summer Services Grant (FC #4100081118). The award amount remains \$16,576 for the period of July 1, 2020 through June 30, 2021.

Nov. 13, 2020, an email from Grant Solutions notifying the CSIU of action related to

Award #03CH010273-05-04 for Head Start/Early Head Start. The action approves the carryover of unobligated Early Head Start funds in the amount of \$13,532 from Program Year 4 to Program Year 5, in order to complete approved program activities.

Nov. 16, 2020, an email from Russ Alves (Basic Education Advisor – Pennsylvania Department of Education, Office for Safe Schools) notifying CSIU of the approved 2020-21 Safe Schools Initiative Targeted Grant. This grant awards \$142,390 to various non-public schools in the CSIU region, to be used for safety equipment and program costs. Funds are available from July 1, 2020 through June 30, 2021.

Nov. 24, 2020, an email from James Towse (Basic Education Associate II – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved five-month agreement for Youth Development Center educational services at the North Central Secure Treatment Unit. Agreement #4100086998 awards \$1,004,212 for the period of July 1, 2020 through Nov. 30, 2020. Funding for the remaining seven months of the 2020-21 fiscal year is pending approval of the 2020-21 Commonwealth Budget.