

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
Minutes of the Regular Monthly Meeting
Wednesday, January 20, 2021

Virtual Meeting

COMMITTEE MEETINGS – 6:30 p.m.

Budget and Finance 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 Vice President Rhoads at 7:03 p.m.

1.2 Pledge of Allegiance

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

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
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, Feb. 17, 2021 and will be held virtually.

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.

1.6 Approval of Minutes (Attachment)

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

HUMAN RESOURCES COMMITTEE

5.2 Part-Time Employees

- Change in start date for **Jenna L. Snavely**, from Dec. 17, 2020 to Dec. 21, 2020

EDUCATIONAL PROGRAM MATTERS

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

- Correction to effective dates, from Jan. 1, 2021 through Dec. 31, 2022, to Jan. 1, 2021 through Dec. 31, 2021

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

Motion by Slade Shreck, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

1.7 CSIU Staff and Others in Attendance

Dr. Bernadette Boerckel, Chief Outreach Officer
John Brenchley, Chief Innovation Officer
Robert Carmo, Statewide Network and Information Technology Project Manager
Kenneth Erb, Manager of Buildings and Grounds
Kevin Kilgus, Director of Financial Services
Dr. John Kurelja, Assistant Executive Director
Terri Locke, Director of Special Education and Alternative Placement
Dr. Molly Nied, Chief Academic Officer
Dr. Shileste Overton-Morris, Chief Programs Officer
Amy Pfleegor, 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 – The Marketplace Group

John Brenchley, chief innovation officer, shared a video with directors showcasing the Marketplace Group at the CSIU. Mr. Brenchley highlighted the innovative and entrepreneurial products and the people that fuel the CSIU, which has allowed service to the region and state as an educational service agency for 50 years.

2. BOARD GOVERNANCE

None.

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

3.1 Monthly Financial Statements for December 2020 (Attachments)

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

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

3.2 CSIU Revised 2020-21 and Proposed 2021-22 General Operating Budget (GOB) (Attachment)

Kevin Kilgus, director of financial services, presented the proposed 2021-22 CSIU General Operating Budget 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 2021-22 CSIU General Operating Budget (GOB) will not obligate any district to purchase CSIU programs and services for 2021-22.

Administration recommends approval of the Revised 2020-21 General Operating Budget (GOB) totaling \$682,368, and the Proposed 2021-22 GOB of \$702,660, 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 7. 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 2020-21 and Proposed 2021-22 General Operating Budgets as presented.

Motion by Tamara Hoffman, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

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

4.1 Pennsylvania Trust Support Services Agreement

The CSIU serves as the administrative agent for Pennsylvania Trust (PA Trust), a coalition of regional school employees' health trusts. Administration recommends the renewal of the annual Support Services Agreement at a cost of 40 cents per employee per month, effective July 1, 2020 through June 30, 2021.

Motion to approve the annual Support Services Agreement with Pennsylvania Trust as

presented.

Motion by Jonathan Jones, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

4.2 Purchase of Servers and Storage Units (Attachments)

Administration recommends approval to purchase, using the PEPPM contract, four PowerEdge R640 servers from Winslow Technology Group, Waltham, Mass. at a cost not to exceed \$100,000 and compatible storage from CDW-G, Vernon Hills, Ill. at a cost not to exceed \$41,000. This equipment is needed to support new clients using the CSIU's document storage solution, SCView, as well as the continuation of centralizing multiple tech silos into safer, more efficient clusters. Funds for these purchases are available in the capital reserve budget.

Motion to approve the purchase of four servers and related storage as presented.

Motion by Jonathan Jones, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

- **Lindsey E. Hartman**, New Cumberland, received a master's degree from Pennsylvania State University, University Park. She has been employed as a speech therapist with Capital Area Intermediate Unit, Enola. Ms. Hartman is recommended as a **speech therapist** at the master's step 1 classification, effective March 22, 2021 at an annual salary of \$50,269, 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.

Position Transfers

- **Ashlee R. Bower**, from practical nursing program instructor at a current annual salary of \$64,500 to **practical nursing program instructor/nursing assistant educator supervisor**, at an annual salary of \$69,000, effective Jan. 21, 2021
- **Nichole A. Harer**, from career counselor specialist at a current hourly rate of \$18.51 (\$36,094.50 annually) to **career and operations coordinator**, at an hourly rate of \$20.88 (\$40,716 annually), effective Jan. 21, 2021
- **Kerri S. Kubalak**, from workforce academic specialist at a current hourly rate of \$20.73 (\$40,423.50 annually) to **Direct Care Worker (DCW) Heroes program manager**, at an annual salary of \$53,000, effective Jan. 21, 2021

Title Changes

- **Will M. Christensen**, from WATCH Project career coordinator to **workforce career coordinator**, effective Jan. 21, 2021
- **Tammie L. Confair**, from WATCH Project operations coordinator to **workforce operations coordinator**, effective Jan. 21, 2021
- **Christine D. Hornberger**, from WATCH Project career coordinator to **workforce**

- **career coordinator**, effective Jan. 21, 2021
- **Ann G. Miller**, from WATCH Project supervisor to **workforce supervisor**, effective Jan. 21, 2021
- **Stacey A. Snyder**, from WATCH Project career coordinator to **workforce career coordinator**, effective Jan. 21, 2021
- **Kristy M. Sones**, from WATCH Project career coordinator to **workforce career coordinator**, effective Jan. 21, 2021

Resignations

- **Abby R. Ogurcak**, speech therapist, effective Jan. 29, 2021
- **Marca L. O'Hargan**, career and operations coordinator, effective Jan. 15, 2021
- **Thomas F. Robel**, retiring as grant development and special projects manager, effective July 6, 2021

*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 Victor Abate.

Final Resolution: Motion passed unanimously.

Yes: Victor Abate, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Deborah Price, Bruce Rhoads, Slade Shreck, Mary Ann Stanton, 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 Settlement Agreement (Attachment)

Administration and CSIU legal counsel recommend approval of a settlement agreement concerning a child evaluated for Early Intervention services. The terms of the written settlement agreement include compensatory education and reimbursement of attorney's fees.

Motion to approve a settlement agreement as presented.

Motion by Deborah Price, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

10.2 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 November 2020

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

Motion by Lauren Hackenburg, second by Victor Abate.

Final Resolution: Motion passed unanimously.

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

11. ADMINISTRATIVE MATTERS

None.

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 7:32 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Leadership Susquehanna Valley (Attachment)

Leadership Susquehanna Valley (LSV) has announced that the CSIU is among one of the first businesses to be recognized in the LSV "Hall of Fame." This program recognizes businesses who have gone above and beyond in support of Leadership Susquehanna Valley by consistently sponsoring their program, entrusting CSIU employees to their training and offering CSIU staff time in support of their volunteer efforts. This recognition will be shared in LSV's social media, website and other various LSV communication platforms.

14.2 Human Resources – Staff Leaves of Absences

Paid Leave of Absence

- **Winifred A. Black**, Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) STEM coordinator, effective Feb. 2, 2021 to Feb. 28, 2021

Return from Paid Leaves of Absence

- **Winifred A. Black**, Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) STEM coordinator, effective Jan. 5, 2021
- **Sara C. Heimbach**, Head Start assistant instructor, effective Jan. 4, 2021
- **Donna F. Walter**, 21st Century Community Learning Centers operations and data coordinator, effective Dec. 7, 2020

14.3 Human Resources – Completion of New Employee Probationary Period

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

- **Nicole E. Brungard**, workforce outreach specialist, effective Dec. 17, 2020
- **Jeffrey J. Herrold**, PIMS client support specialist I, effective Jan. 4, 2021
- **Matthew S. Roslevich**, technical support specialist, effective Dec. 23, 2020

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 equipment and furniture

- (1) Two-drawer file cabinet black
- (1) Two-drawer file cabinet black
- (1) Three-drawer lateral file cabinet black
- (1) Four-drawer file cabinet brown
- (1) Four-drawer file cabinet tan
- (1) Rolling chair with no arms black
- (1) Rolling leather chair black
- (1) Rolling chair with arms maroon
- (1) Rolling chair with arms red
- (1) Rolling chair with arms multi-color
- (1) Metal 3' cabinet
- (1) Corporate Express paper shredder
- (1) HP LaserJet color printer (CP2025)
- (1) HP 2035 LaserJet printer
- (1) Metal 3-shelf short cabinet
- (1) Short end table
- (1) 31" w X 42" d desk white
- (1) Desk chair black
- (1) Desk chair with arms red

- (2) Folding chair blue
- (2) Chair with no arms purple
- (2) Book case black
- (2) Chair with arms tan (2/set)
- (2) Chair with no arms orange
- (3) Folding chair gray
- (9) Dell docking station

Miscellaneous items

- (1) Frigidaire window air conditioner 15,000 BTU/115 volt
- (1) GE microwave
- (1) Wolf’s Head 15w-40 oil (1 qt., 15/lot)
- (1) Wolf’s Head 10w-40 oil (1 qt., 15/lot)
- (1) Wolf’s Head 15w-40 oil (1 qt. 17/lot)
- (1) Wolf’s Head 15w-40 oil (1 qt., 10/lot)
- (1) Wolf’s Head 10w-40 oil (1 qt., 53/lot)
- (1) Miscellaneous motor oil (1 qt., 7/lot)
- (2) Recycling container w/lid (4/set)
- (5) Wolf’s Head synthetic blend 15w-40 oil (12 qts./cs)
- (12) Envy disinfectant cleaner (12/cs – exp. 5/1/20)
- (18) Walker duct cover plates (S265B)

14.5 Fiscal Communications

Dec. 4, 2020, a letter from Sheila Ireland (Deputy Secretary for Workforce Development – Pennsylvania Department of Labor & Industry, Bureau of Workforce Development Administration) notifying CSIU of the award for the Direct Care Worker Training Grant: DCW Heroes. This grant award is in the amount of \$1,200,000 and the funding period will be specified when the Notice of Obligation (NOO) is issued.

Dec. 8, 2020, an email from Grant Solutions notifying CSIU of action related to Award #03CH011898-01-00 for Head Start/Early Head Start. This action awards \$1,755,707 for the period of Dec. 1, 2020 through Nov. 30, 2021. The CSIU will operate Head Start and Early Head Start programs in the designated service area of Northumberland County, Pa.

Dec. 14, 2020, an email from Kathy Fulmer (Purchasing Agent – Millersville University, Eastern Region Procurement Office) notifying CSIU of the fully executed Service Purchase Contract #400061773. This contract is in the amount of \$438,512 and expires on Sept. 30, 2021. Millersville University will provide services to support the Migrant Education Program for Project Areas of Berks County, Lancaster County, Lebanon County and the Lehigh Valley.