

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS**  
**Minutes of the Regular Monthly Meeting**  
**Wednesday, March 17, 2021**

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 7:01 p.m.

**1.2 Pledge of Allegiance**

**1.3 Roll Call – Directors present - 12; Directors absent - 5**

<b>Director</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
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**

Vice President Rhoads announced that Ms. DeYong, Benton Area representative, will be stepping down from the CSIU Board of Directors after this meeting. Mr. Rhoads thanked her for her service on the CSIU Board and wished her well in the future.

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, April 21, 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, Feb. 17, 2021 with the following changes in start dates:

#### **Full-Time Personnel**

- **Soniris Arroyo**, workforce career coach, from Feb. 18, 2021 to Feb. 24, 2021
- **Melissa K. Bowersox**, nursing assistant educator, from Feb. 22, 2021 to Feb. 23, 2021

#### **Part-Time Personnel**

- **Michelle C. Black**, nutrition aide/custodian, from Feb. 23, 2021 to Feb. 25, 2021

Motion to approve the minutes of the meeting held on Wednesday, Feb. 17, 2021 as presented.

Motion by Dennis Keiser, second by Deborah Price.

Final Resolution: Motion passed unanimously.

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

### **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  
Dr. Andrea Kolb, Statewide Multilingual Education and Instructional Design Project Manager  
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

### **1.8 Spotlight Segment – YES to the Future**

Chief Outreach Officer **Dr. Bernadette Boerckel** shared a video with directors

highlighting the YES to the Future program. Dr. Boerckel discussed the CSIU's partnership with the Central Pennsylvania Workforce Development Corporation and Pennsylvania CareerLink to provide education, training and employment services to young adults between the ages of 16 and 24. These services include: gaining job skills through paid internships; exploring careers; searching for jobs; learning to manage money; getting their GED; meeting one-on-one with YES staff; visiting colleges and training programs; and touring employer sites.

## **2. BOARD GOVERNANCE**

### **2.1 2021-22 CSIU Board of Directors Meeting Schedule**

The following schedule is proposed for 2021-22 CSIU Board of Directors meetings.

No July meeting  
Aug. 18, 2021  
Sept. 15  
Oct. 20  
Nov. 17  
Dec. 15  
Jan. 19, 2022  
Feb. 16  
March 16  
April 20  
May 18  
June 15

Motion to approve the 2021-22 CSIU Board of Directors meeting schedule as presented.

Motion by Jonathan Jones, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

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

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

### **3.1 Monthly Financial Statements for February 2021 (Attachments)**

Directors are asked to approve the following February 2021 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 February 2021 as presented.

Motion by Tamara Hoffman, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

### **3.2 Annual Audit (Attachment)**

Directors are asked to accept the June 30, 2020 Single Audit by Baker Tilly Virchow Krause, LLP as presented.

Motion to accept the June 30, 2020 Single Audit as presented.

Motion by Tamara Hoffman, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

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

#### **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 (Attachments)**

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, Art Supply Category to:**

- Blick Art Materials, LLC, Galesburg, Ill., total sales volume \$13,050.43
- Cascade School Supplies, Inc., North Adams, Mass., total sales volume \$21,005.26
- Kurtz Bros, Inc., Clearfield, Pa., total sales volume \$71,765.55
- National Art & School Supplies, Inc., Rahway, N.J., total sales volume \$142,362.41
- Pyramid School Products, Tampa, Fla., total sales volume \$70,016.34
- School Specialty, Inc., Lancaster, Pa., total sales volume \$21,457.71

##### **KPN Definite Quantity Line-Item Bids, Computer Supply Category to:**

- Kurtz Bros., Inc., Clearfield, Pa., total sales volume \$2,603.60
- The Tree House, Inc., Norwood, Mass., total sales volume \$4,941.50

##### **KPN Definite Quantity Line-Item Bids, Copy Paper Supply Category (July 2021 Delivery) to:**

- Lindenmeyr Munroe, Mount Joy, Pa., total sales volume \$107,974.10
- Veritiv Operating Company, Jacksonville, Fla., total sales volume \$451,398.60

##### **KPN Definite Quantity Line-Item Bids, General Supply Category to:**

- ACCO Brands USA, LLC, Lake Zurich, Ill., total sales volume \$516.15
- Cascade School Supplies, Inc., North Adams, Mass., total sales volume \$55,623.31
- Kurtz Bros, Inc., Clearfield, Pa., total sales volume \$142,985.90
- National Art & School Supplies, Rahway, N.J., total sales volume \$149,979.11
- Pyramid School Products, Tampa, Fla., total sales volume \$162,492.31
- School Specialty, Inc., Lancaster, Pa., total sales volume \$18,663.02
- Scott Electric, Greensburg, Pa., total sales volume \$2,176.00

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

Motion by Jonathan Jones, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

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

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

### 5.1 Full-Time Personnel

#### New Employees – Non-Instructional Staff

- **Jade L. Brokaw**, Williamsport, received a bachelor's degree from Pennsylvania College of Technology, Williamsport. She has been employed as a caseworker with Diversified Treatment Alternative Center, Danville. Ms. Brokaw is recommended as a **career counselor specialist**, at an hourly rate of \$17.23 (\$33,598.50 annually), effective March 18, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES/WATCH budgets.
- **Scott J. Fabrizio**, Shamokin, received a master's degree from Bloomsburg University. He has been employed as an outside sales representative with Fastenal, Frackville. Mr. Fabrizio is recommended as a **workforce specialist**, at an hourly rate of \$17.25 (\$33,637.50 annually), effective March 22, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the YES and WATCH budgets.
- **Creasy O. Lopez**, Harrisburg, received a bachelor's degree from Pennsylvania State University, Middletown. He has been employed as a statewide recruiter with Millersville University. Mr. Lopez is recommended as a **Migrant Education recruiter**, at an hourly rate of \$18.50 (\$36,075 annually), effective Mar. 25, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Migrant Education budget.
- **Ashley N. Miccio**, Bloomsburg, received a bachelor's degree from Bloomsburg University. She has been employed as a director of youth development and family engagement with Bloomsburg Area YMCA. Ms. Miccio is recommended as an **Early Head Start family partner/home visitor**, at an hourly rate of \$17.71 (\$34,534.50 annually), effective March 18, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Head Start budget.
- **Taylor L. Teichman**, Mifflinburg, received a bachelor's degree from Millersville University. She has been employed as a project coordinator with National Sexual Violence Resource Center, Harrisburg. Ms. Teichman is recommended as a **youth development coordinator**, at an annual salary of \$52,000, effective March 25, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the youth development/CSC budgets.
- **Doris L. Thompson**, Coal Township, received a GED from Mount Carmel Area High School. She has been employed as an assistant group supervisor with Little Britches Daycare Center, Elysburg. Ms. Thompson is recommended as a **Head Start assistant instructor**, at an hourly rate of \$10.32 (\$17,089.92 annually), effective March 18, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Head Start budget.
- **Diane L. Woodlyn**, Williamsport, received an associate degree from Buck's County Community College, Newtown. She has been employed as a patient access representative with Evangelical Community Hospital, Lewisburg. Ms. Woodlyn is recommended as a **workforce career coordinator**, at an hourly rate of \$16.85 (\$32,857.50 annually), effective March 18, 2021 (contingent upon receipt of required clearances). Fund for this replacement position are available in the WATCH budget.

#### Position Transfers

- **Matthew D. Butensky**, from youth development coordinator at a current annual

salary of \$60,777.48 to **youth development managing coordinator**, at an annual salary of \$66,777.48, effective March 18, 2021

- **Anthony J. Curtier**, from client support specialist I at a current annual salary of \$46,000 to **senior client support specialist I**, at an annual salary of \$51,500, effective March 21, 2021
- **Lori A. Potutschnig**, from Migrant Education recruitment coordinator at a current annual salary of \$52,993.98 to **site manager for Migrant Education**, at an annual salary of \$65,000, effective March 18, 2021
- **Matthew S. Roslevich**, from technical support specialist at a current annual salary of \$51,000 to **senior technical support specialist**, at an annual salary of \$55,000, effective March 21, 2021
- **Kristy M. Sones**, from workforce career coordinator at a current hourly rate of \$19.42 (\$37,869 annually) to **workforce academic specialist**, at an hourly rate of \$21 (\$40,950 annually), effective March 18, 2021

### Changes in Start Dates

- **Lindsey E. Hartman**, speech therapist, from March 22, 2021 to March 15, 2021
- **Colleen M. Epler-Ruths**, educational consultant, from Feb. 15, 2021 to Feb. 12, 2021

### Resignations

- **M. David Baird**, site director for Migrant Education, effective March 12, 2021
- **Michelle M. Diggins**, retiring as Early Intervention instructional support program assistant, effective June 30, 2021
- **Tamela J. Rieppel**, retiring as Migrant Education data specialist, effective March 5, 2021
- **Richard J. Shearer**, retiring as Corrections Education–science teacher, effective July 31, 2021
- **Dr. Kevin P. Singer**, retiring as executive director, effective June 30, 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 Jonathan Jones.

Final Resolution: Motion passed unanimously.

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

## 5.2 Part-Time Personnel

### New Employee – Instructional Staff

- **Kylee S. DeLong**, physical therapist, at an hourly rate of \$45.84, effective March 18, 2021 (contingent upon receipt of required clearances)

### New Employees – Non-Instructional Staff

- **Kacy L. Lewis**, driver/safety education instructor, at an hourly rate of \$22, effective March 25, 2021 (contingent upon receipt of required clearances)
- **Jennifer W. Parks**, English as a Second Language/Adult Basic Education instructor, at an hourly rate of \$18, effective March 30, 2021 (contingent upon receipt of required clearances)

## **Salary Update**

- **McKenna J. Freeman**, licensed school social worker, from an hourly rate of \$32.16 to \$34.77, effective Feb. 18, 2021

## **Resignation**

- **Kathryn L. Herman**, physical therapist, effective Feb. 26, 2021

\*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 Jonathan Jones.

Final Resolution: Motion passed unanimously.

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

## **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**

Olivia Lee

Olivia McGraw

Isaiah Rapp

Gregory C. Wilt

Motion to approve substitute personnel as recommended.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

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

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

### **6.1 Building Renovations Contract**

Administration recommends approval of a contract with Gordian, Greenville, S.C., through the KPN contract, for building renovations to the CSIU central office, at a cost of \$1,033,026.04. Renovations include general construction, as well as upgrades to the HVAC and electrical systems. Directors are also asked to approve the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$100,000. Funds for this contract are available in the capital reserve budget.

Administration will provide any change orders for board review.

Motion to approve a contract with Gordian as presented.

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Kathleen DeYong, Yohannes Getachew, Lauren

Hackenburg, Tamara Hoffman, Jonathan Jones, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

## **6.2 Building Renovations/Partition Walls Contract**

Administration recommends approval of a contract with KI, Green Bay, Wis., through the KPN contract, for the purchase and installation of glass partition walls for office space located at the CSIU central office, at a cost of \$117,548. Directors are also asked to approve the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$15,000. Funds for this contract are available in the capital reserve budget.

Administration will provide any change orders for board review.

Motion to approve a contract with KI as presented.

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

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

## **6.3 Office Cubicles Purchase**

Administration recommends approval of a contract with Arnold's Office Furniture, Bridgeport, Pa., through the Costars contract, for the purchase and installation of office cubicles for the CSIU central office, at a cost of \$214,315. Directors are also asked to approve the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$25,000. Funds for this contract are available in the capital reserve budget.

Administration will provide any change orders for board review.

Motion to approve a contract with Arnold's Office Furniture as presented.

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

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

## **6.4 Office Furniture Purchase**

Administration recommends approval of a contract with KI, Green Bay, Wis. through the KPN contract, for the purchase of office furniture for the CSIU central office, at a cost of \$111,328. Directors are also asked to approve the authorization of the executive director to approve any change orders that may occur up to a cumulative amount of \$15,000. Funds for this contract are available in the capital reserve budget.

Administration will provide any change orders for board review.

Motion to approve a contract with KI as presented.

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.



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

## **6.5 Visitor Management Software Purchase**

Administration recommends approval of a three-year contract with iLobby, Ontario, Canada, to provide visitor and employee management software, at a cost not to exceed \$9,900. This software will be used to track, manage and monitor who is in the main building. Effective dates for this contract are April 1, 2021 through March 31, 2024.

Funds for this contract are available in the grant received from the Pennsylvania Commission on Crimes and Delinquency in the amount of \$3,750. The remaining funds of \$6,150 are available in the buildings and grounds budget.

Motion to approve a contract with iLobby as presented.

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

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

## **6.6 Engineering/Architect Services Contract**

Administration recommends approval of a contract with HUNT Engineers, Architects & Surveyors, Towanda, to provide engineering and architectural services for permit drawing and bidding of construction and project management for the office reorganization at the Annex building, at a cost not to exceed of \$28,975. Funds for this contract are available in the capital reserve budget.

Two quotes were received and HUNT Engineers, Architects & Surveyors provided the lowest quote.

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

Motion by William Brecker, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

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

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

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

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

#### **Policy Revisions:**

- 103 Discrimination/Title IX Sexual Harassment Affecting Students
  - 103 Attachment 1 – Report Form
  - 103 Attachment 2 – Discrimination Complaint Procedures

	103 Attachment 3 – Procedures/Grievance Process-Formal Complaints
104	Discrimination/Title IX Sexual Harassment Affecting Staff
	104 Attachment 1 – Report Form
	104 Attachment 2 – Discrimination Complaint Procedures
	104 Attachment 3 – Procedures/Grievance Process-Formal Complaints
113.1	Discipline of Students with Disabilities
113.2	Behavior Support
113.4	Confidentiality of Special Education Student Information
203	Immunizations and Communicable Diseases
209	Health Services/Medical Records
247	Anti-Hazing
249	Bullying/Cyberbullying
	Attachment – Report Form (247, 249, 252)
309.1	Telework
314	Physical Examination
317.1	Educator Misconduct
318	Attendance and Tardiness
331	Job Related Expenses
332	Working Periods
334	Sick Leave
705	Facilities and Workplace Safety
824	Maintaining Professional Adult-Student Boundaries
880	Electronic Signatures
904	Public Attendance at Intermediate Unit Events
	904 Attachment – Public Behavior at Intermediate Unit Events
907	Intermediate Unit Visitors

**New Policies:**

252	Dating Violence
340	Responsibility for Student Welfare
803	Intermediate Unit Calendar

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

Motion by Slade Shreck, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

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

**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:

- Submission of a grant application for a 1.22 percent COLA increase for Head Start and Early Head Start. These COLA funds will be used to offset higher operating costs and enhance employee compensation.
- Head Start/Early Head Start Monthly Report for January 2021.

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

Motion by Lauren Hackenburg, second by Larry Augustine.

Final Resolution: Motion passed unanimously.

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

## **11. ADMINISTRATIVE MATTERS**

### **11.1 Staff Appointments**

Due to the upcoming retirement of Executive Director Dr. Kevin Singer and reassignment of Dr. John Kurelja, directors are asked to approve the appointment of Administrative Support Director Rae Ann Crispell to the following positions, effective April 1, 2021:

- **Right to Know Officer** – requirement of Act 3 of 2008;
- **Central Susquehanna Region School Employees' Health and Welfare Trust Board of Trustees** – CSIU representative to the Board of Trustees; and
- **School Safety and Security Coordinator** – requirement of Act 44 of 2018 and serves as the administrative point of contact to the Office of Attorney General for the statewide anonymous tip program.

Directors are asked to approve the following staff appointments as presented.

Motion by Dennis Keiser, second by Yohannes Getachew.

Final Resolution: Motion passed unanimously.

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

## **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 7:37 p.m.

**Respectfully submitted,**

**Slade Shreck**  
**Board Secretary**

**Amy Pfleegor**  
**Board Recording Secretary**

## 14. INFORMATION ONLY

### 14.1 Board Nominations Survey Form 2021-22 (Attachment)

In accordance with CSIU Board Policy 005, President Augustine will appoint a Nominations Committee at the April 21, 2021 meeting. It is the responsibility of that committee to recommend a slate of candidates for 2021-22 CSIU Board Officers: president, vice president, secretary and treasurer.

The committee will present the slate of candidates to the board in May; it may be a single slate or contain multiple nominees for any office. Election of officers will take place at the annual reorganization meeting in June, when the president will accept additional nominations from the floor.

To assist the Nominations Committee with its assignment, directors are asked to complete the Nomination Survey form if willing to serve on the committee or hold a board office for 2021-22.

### 14.2 Board Terms of Office

The following terms on the CSIU board will expire June 30, 2021. Information has been sent to each superintendent requesting the district board either reappoint the current director or appoint another director for a three-year term on the CSIU Board, effective July 1, 2021 through June 30, 2024. The names of those directors will appear on the election ballot that will be sent to all district directors in April.

- Danville Area – Dr. Yohannes Getachew
- Lewisburg Area – Mary Ann Stanton
- Mifflinburg Area – Dennis Keiser
- Milton Area – Dr. Alvin Weaver
- Selinsgrove – Larry Augustine
- Shamokin Area – Jeffrey Kashner

### 14.3 Human Resources - Stipend Payment

The executive director authorized a one-time stipend payment to **Kristin K. James**, teacher of visually impaired, in the amount of \$600 for support to new itinerant teacher, which is above and beyond her job description and job classification.

### 14.4 Human Resources - Staff Leaves of Absence

#### Paid Leaves of Absence

- **Will M. Christensen**, workforce career coordinator, from March 4, 2021 to March 19, 2021
- **Melinda L. Lamprinos**, Early Head Start family partner/home visitor, intermittent from Feb. 16, 2021 to Aug. 30, 2021
- **Tammy L. McCarthy**, alternative education teacher, from Feb. 8, 2021 to March 19, 2021
- **Kelly A. Walker**, teacher of deaf/hearing impaired, from Jan. 4, 2021 to March 30, 2021

#### Canceled Paid Leave of Absence

- **Linda M. Saxton**, Early Intervention instructional assistant, from Feb. 8, 2021 to Feb. 26, 2021

## **Extension of Paid Leave of Absence**

- **Paul R. Gola**, occupational therapist, from Feb. 11, 2021 to June 30, 2021

## **Paid/Unpaid Leaves of Absence**

- **Sweta S. Butala**, human resources coordinator, from March 12, 2021 to June 1, 2021
- **Keith R. Ferguson**, instructional support program assistant, from Feb. 25, 2021 to May 25, 2021

## **Unpaid Leave of Absence**

- **Christopher A. Maust**, Head Start assistant instructor, from Feb. 8, 2021 to March 8, 2021

## **Return from Paid Leaves of Absence**

- **Caroline J. Allen**, afterschool youth development coordinator, effective Feb. 15, 2021
- **Winifred A. Black**, Pennsylvania Statewide Afterschool/Youth Development Network (PSAYDN) STEM coordinator, effective Feb. 22, 2021

## **14.5 Human Resources - Completion of New Employee Probationary Period**

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

- **Amanda L. Guzman**, Migrant Education team leader, effective Feb. 5, 2021
- **Jennifer E. Martina**, practical nursing administrative assistant, effective March 2, 2021
- **Jennifer R. Sisk**, data management administrative assistant, effective Feb. 12, 2021

## **14.6 Donation of Surplus Items**

The CSIU has been working closely with the Borough of Milton in regard to the upcoming renovation projects to the central office and Annex building. They are currently in need of office chairs and are interested in 10 chairs from the CSIU surplus inventory.

As done with the National Guard last fall, the CSIU will donate these items, previously going to auction, to the Borough of Milton office.

## **14.7 Fiscal Communications**

Feb. 3, 2021, an email from Samantha Busho (Administrative Assistant 1 – Pennsylvania Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of a funding adjustment for the 2020-21 State Early Intervention Grant. This action increases the allocation by \$195,326. The revised state allocation for the period of July 1, 2020 through June 30, 2021 is \$4,951,831.

Feb. 5, 2021, an email from Brenda Kylen (Education Administration Associate – Pennsylvania Department of Education, Bureau of School Support) notifying CSIU of the approved budget for the 2020-21 Refugee School Impact Grant (RSIG). FC #4100081653 is in the amount of \$50,118 for the period of Oct. 1, 2020 through Sept. 30, 2021.

Feb. 16, 2021, an email from Sally Mentzer (Program Assistant – Capital Area Intermediate Unit) notifying CSIU of the amended professional services agreement for contracted Foster Care Services. This action increases the contract by \$4,000. The revised contract amount for the period of July 1, 2020 through June 30, 2021 is \$160,000.

Feb. 17, 2021, 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 CSIU Migrant Education Program. There are no changes to the statement of work for FC #017-19-0101A. The grant amount remains \$1,739,190 for the period of July 1, 2019 through March 31, 2021.