

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT BOARD OF DIRECTORS
MINUTES OF THE ADJOURNED REGULAR MONTHLY MEETING (JUNE 16, 2021)
Wednesday, June 23, 2021**

Virtual Meeting

COMMITTEE MEETINGS – None

BUSINESS MEETING – 7 p.m.

1. INTRODUCTION

1.1 Call to Order

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

1.2 Pledge of Allegiance

1.3 Roll Call – Directors Present - 11; Directors absent - 5; Vacancy - 1

Director	District	Present	Absent
Victor Abate	Midd-West		X
Larry Augustine, President	Selinsgrove Area	X	
William Brecker	Mount Carmel 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
Vacant	Benton 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 Board President called an executive session regarding a school safety matter following the meeting.

The next regular monthly meeting will begin at 7 p.m. on Wednesday, August 18, 2021 at the CSIU central office.

There is no July board meeting.

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, May 19, 2021 as presented.

Motion by Bruce Rhoads, second by Gregory Klebon.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, 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

Rae Ann Crispell, Administrative Support Director

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

Christina Moser, Pre-K Counts Program/Recruitment Coordinator

Dr. Molly Nied, Chief Academic Officer

Dr. Shileste Overton-Morris, Chief Programs Officer

Carol Paxton, Center for the Promotion of Social and Emotional Learning Director

Amy Pfleegor, Executive Office Manager/Board Recording Secretary

Eric Shearer, Telecommunications Technology Network Coordinator

Brian Snyder, Chief Financial and Operations Officer

1.8 Spotlight Segment – Pre-K Counts Program

CSIU staff member, **Christina Moser**, Pre-K Counts program/recruitment coordinator shared a video with directors highlighting the CSIU's Pre-K Counts Program. Pre-K Counts is a free program for children between the ages of three and five who are not yet enrolled in kindergarten. Certified teachers use materials to help children grow academically and socially, assisting parents and children with a smooth transition to kindergarten. An initiative of the Pennsylvania Department of Education, Pre-K Counts is administered by the Central Susquehanna Intermediate Unit (CSIU) in Berwick Area, Central Columbia, Line Mountain, Millville Area, Milton Area, Shikellamy, Southern Columbia Area and Warrior Run school districts.

2. BOARD GOVERNANCE

2.1 Board Reorganization

Act 102 of 1970 requires intermediate unit directors to elect officers annually by July. In May, the board's Nominations Committee reported there was a full slate of candidates for

the board offices and that additional nominations would be considered at the June meeting.

The committee presents the following slate of candidates for board officers, effective July 1, 2021 through June 30, 2022:

President - Larry Augustine (Selinsgrove Area)
Vice President - Bruce Rhoads (Central Columbia)
Secretary - Slade Shreck (Shikellamy)
Treasurer - Dennis Keiser (Mifflinburg Area)

Motion to approve board officers as presented.

Motion by Deborah Price, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, 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 May 2021 (Attachments)

Directors were asked to approve the following May 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 May 2021 as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

3.2 CSIU Revised 2020-21 and Proposed 2021-22 Programs and Services Budget (PSB) (Attachment)

Chief Financial and Operations Officer Brian Snyder reviewed the CSIU's revised 2020-21 and proposed 2021-22 Programs and Services Budget.

Directors were asked to approve revisions to the 2020-21 Programs and Services Budget of \$94 million and to approve the proposed 2021-22 Programs and Services Budget of \$92.7 million.

Motion to approve the revisions to the 2020-21 Programs and Services Budget and to approve the proposed 2021-22 Programs and Services Budget as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads,

3.3 Transfer of Funds

Administration recommends the transfer of \$1,000,000 from the fiscal year 2020-21 general fund balance to the capital reserve fund, effective June 30, 2021. 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 Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

3.4 PA Trust Consultant Contract

Administration recommends approval of an agreement with Charles Peterson Jr. of Cogan Station, Pa. to provide consulting services to CSIU for assistance in the administration of the PA Trust, effective July 1, 2021 through June 30, 2022, with the option to continue. Payment of \$6,000 quarterly shall be made for services as outlined in the agreement.

Motion to approve an agreement with Charles Peterson Jr. for PA Trust consulting as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

3.5 Workers' Compensation

Administration recommends approving the 2021-22 Workers' Compensation Insurance Policy with Key Risk Insurance, Greensboro, N.C. through the brokerage firm of Engle-Hambright & Davis, Inc. of Wyomissing, Pa. The maximum cost of the insurance is \$231,684, based on an estimated payroll of \$33,063,000. However, this is a dividend eligible program providing an opportunity for additional savings.

Motion to approve the 2021-22 Workers' Compensation Insurance Policy with Key Risk Insurance as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

3.6 Authorization for Banking Transactions (Attachment)

According to board policy, directors annually must authorize staff to make banking transactions, such as depositing funds, making investment transactions, transferring funds between accounts, signing stop-payment and certified check authorizations, and initiating debits for payments to PSERS and other government agencies. Directors were

asked to name the following staff as authorized agents of the Board for conducting such transactions during the 2021-22 fiscal year:

John Kurelja, Executive Director
Molly Nied, Assistant Executive Director/Chief Academic Officer
Brian Snyder, Chief Financial and Operations Officer
Jennifer Gardner, Grants and Accounting Manager
Kevin Kilgus, Director of Financial Services
Holly Thomas, Business Office Supervisor
Vera Betz, Business Support Services Assistant
Ellen Wilhour, Payroll Supervisor
Tammy Boyer, Purchasing Specialist

The board president, secretary and treasurer, whose signatures appear on all checks, are responsible for disbursement of funds.

Motion to authorize staff to make bank transactions during the 2021-22 fiscal year as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

3.7 Depositories

Directors were asked to authorize the following financial institutions as CSIU depositories for the 2021-22 fiscal year:

- First National Bank
- Pennsylvania Local Government Investment Trust (PLGIT)
- Pennsylvania School District Liquid Asset Fund (PSDLAF)

Motion to approve the 2021-22 depositories as presented.

Motion by Deborah Price, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

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

No report.

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

5.1 Full-Time Personnel

New Employee – Instructional Staff

- **Taryn Zayas**, Coal Township, received a master's degree from Bloomsburg University. She has been employed as an integrated language arts teacher with Our

Lady of Lourdes Regional School, Coal Township. Ms. Zayas is recommended as a **reading/resource teacher** at the master's step 7 classification, effective Aug. 3, 2021 at an annual salary of \$60,456, according to the terms of the current Collective Bargaining Agreement (contingent upon receipt of required clearances). Fund for this replacement position are available in the non-public school services budget.

New Employees – Non-Instructional Staff

- **Kristen Ewing**, Selinsgrove, received a master's degree from Bethany College, Bethany W.Va. She has been employed as a visual merchandiser with American Eagle Outfitters, Selinsgrove. Ms. Ewing is recommended as a **digital media and communications specialist**, at an annual salary of \$44,000, effective July 1, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the public relations budget.
- **Julia M. Muse**, Montoursville, received a master's degree from George Washington University, Washington, D.C. She has been employed as a student information data coordinator with Loyalsock Township School District, Williamsport, and was formerly a client support analyst with the CSIU. Ms. Muse is recommended as a **client support specialist (SCView)**, at an annual salary of \$49,000, effective July 6, 2021 (contingent upon receipt of required clearances). Funds for this new position are available in the computer services budget.
- **Liza Ulceski**, Aristes, received a master's degree from Alvernia University, Reading. She has been employed as an assistant principal with North Schuylkill School District, Ashland. Ms. Ulceski is recommended as an **Early Intervention program supervisor**, at an annual salary of \$78,500, effective July 1, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.
- **Rachel Velez**, Sunbury received a high school diploma from Herbert H. Lehman High School, Bronx, N.Y. She has been employed as a childcare aide with Otterbein Preschool and Daycare, Sunbury. Ms. Velez is recommended as an **Early Intervention teaching assistant** at an hourly rate of \$7.75 (\$10,753.13 annually), effective July 12, 2021 (contingent upon receipt of required clearances). Funds for this replacement position are available in the Early Intervention budget.

Position Transfers

- **Debra A. Barren**, from business support accounting manager at a current annual salary of \$61,902.99 to **business and trust support accounting manager**, at an annual salary of \$68,000, effective July 1, 2021
- **Tammy L. Boyer**, from business support services administrative assistant II at a current hourly rate of \$20.53 (\$40,033.50 annually) to **purchasing specialist**, at an hourly rate of \$23.85 (\$46,500 annually), effective July 1, 2021
- **McKenna J. Freeman**, from licensed school social worker (part-time) at a current hourly rate of \$35.07 to **licensed school social worker** (full-time) at an annual salary of \$49,448, effective Aug. 3, 2021
- **Tiara N. Magargle**, from grant and budget analyst at a current hourly rate of \$21.08 (\$41,106 annually) to **grant and budget analyst technical specialist**, at an hourly rate of \$24.62(\$48,000 annually), effective July 1, 2021
- **Marya X. Rivera-Concepcion**, from migrant education student support specialist at a current hourly rate of \$18.50 (\$36,075 annually) to **migrant education student support coordinator**, at an hourly rate of \$23.08 (\$45,000 annually), effective July 1, 2021
- **Jonathan A. Sell**, from migrant education student support specialist at a current

- hourly rate of \$19.06 (\$37,167 annually) to **migrant education student support coordinator**, at an hourly rate of \$23.08 (\$45,000 annually), effective July 1, 2021
- **Heather L. Taggart**, from graphic design and communication specialist at a current salary of \$55,500 to **communications coordinator**, at an annual salary of \$60,000, effective July 1, 2021
 - **John W. Wargo**, from manager of computer services at a current salary of \$135,982.85 to **director of technology**, at an annual salary of \$140,062.34, effective July 1, 2021

Title Changes

- **Amanda S. Benfer**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Brittany A. Bortz**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Jennifer A. Day**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Debra A. Kerstetter**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Anna A. Landis**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Ashley M. Meyer**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Heather M. Nye**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Emily A. Reedy**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Betsy S. Stetler**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021
- **Brianna L. Taylor**, Head Start instructor to **Head Start senior instructor**, effective July 1, 2021

Resignations

- **Jenny E. Snyder**, Early Dispute Resolution case manager, effective June 3, 2021
- **Doris L. Thompson**, Head Start assistant instructor, effective May 3, 2021

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

5.2 Part-Time Personnel

New Employee – Non-Instructional Staff

- **Charmaine Klingler**, 21st Century Community Learning Centers site coordinator, at an hourly rate of \$25, effective June 7, 2021 (contingent upon receipt of required clearances)

Resignation

- **Dakota Davidson**, school bus rider, effective June 4, 2021

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

5.3 Act 93 Compensation Plan (Attachment)

Directors were asked to approve Appendix "A" Admin Group Titles of the Administrative Group Compensation Plan. Changes to the current Act 93 Agreement between the CSIU Board of Directors and the CSIU Act 93 Administrators, effective July 1, 2019, through June 30, 2022 reflect additional job titles added and existing job titles deleted from the Act 93 Agreement.

Motion to approve changes to the Admin Group Titles of the Administrative Group Compensation Plan of the current Act 93 Agreement as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

5.4 Non-Bargaining Unit Staff Salary Adjustments for 2021-22 (Attachment)

Administration recommends salary recommendations for non-bargaining unit staff for the 2021-22 fiscal year based on the wage increase matrix developed as a result of the market compensation study, effective July 1, 2021. Adjustments will be made to this percentage according to administrative regulation, hire dates, position transfers and salary adjustments, as applicable.

Motion to approve salary recommendations for non-bargaining unit staff for fiscal year 2021-22 as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

5.5 Regular Part-time Staff Salary Adjustments for 2021-22 (Attachment)

Administration recommends salary recommendations for part-time staff for the 2021-22 fiscal year based on the wage increase matrix developed as a result of the market compensation study, effective July 1, 2021. Adjustments will be made to this percentage according to administrative regulation, hire dates, position transfers and salary adjustments, as applicable.

Motion to approve salary recommendations for part-time staff for fiscal year 2021-22 as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan

Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

5.6 Senior Leader Salary Adjustments for 2021-22

Name	Position	%	2020-21 Salary	2021-22 Salary
Dr. Molly Nied	Assistant Executive Director/ Chief Academic Officer	3%	\$143,000.00	\$147,290.00
Dr. Bernadette Boerckel	Chief Outreach Officer	3%	\$140,000.00	\$144,200.00
John Brenchley	Chief Innovation Officer	3%	\$177,967.03	\$183,306.04
Dr. Shileste Overton-Morris	Chief Programs Officer	3%	\$140,000.00	\$144,200.00
Brian Snyder	Chief Financial and Operations Officer	3%	\$149,350.00	\$153,830.50

Motion to approve Senior Leader salary adjustments for fiscal year 2021-22 year as presented.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

5.7 Staff Leaves of Absence (Information Only)

Paid Leaves of Absence

- **Kathryn M. Cook**, student transportation and substitute placement administrative assistant, from June 21, 2021 to July 30, 2021
- **Luis E. Lopez**, classroom assistant, from May 12, 2021 to June 1, 2021

Extension of Paid Leave of Absence

- **Tammy L. Swortwood-Hoffman**, career counselor specialist, from May 28, 2021 to June 28, 2021

5.8 Completion of New Employee Probationary Period (Information Only)

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

- **Kevin T. Briggs**, Center for the Promotions of Social and Emotional Learning coordinator, effective May 14, 2021
- **Amy B. Gaines**, practical nursing program nursing lab and resource specialist, effective May 13, 2021
- **Kahla Manning**, classroom and client support administrative assistant, effective May 13, 2021
- **Mark A. Robles**, practical nursing program nursing lab and resource specialist, effective May 6, 2021
- **Hannah G. Sherwood**, client support specialist III, effective May 14, 2021

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

6.1 Asbestos Abatement Contract

Directors were asked to approve a contract with R.L. Abatement, Inc., Hopewell, Pa. for removal and disposal of 3,350 sq. ft. of asbestos containing materials at the CSIU central office at a cost not to exceed \$11,280. Funds for this contract are available in the capital reserve budget.

Motion to approve a contract with R.L. Abatement, Inc. as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

6.2 Change Request for Modular Classroom Trailer Purchase (Attachment)

Directors were asked to approve the Change Request from Modular Genius at a cost of \$3,818. Directors approved the purchase of a modular classroom trailer to provide Act 89 services to students attending Maranatha Christian School at the Feb. 17, 2021 meeting. The Change Request is for the removal of existing decking, installation of axles and tires on existing trailer and relocation of the existing trailer. Funds for this Change Request are available in the nonpublic budget.

Motion to approve the Modular Genius Change Request as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

6.3 Lease Agreement Renewals – Adult Education

Directors were asked to approve the following lease agreement renewals. Funds for these leases are available in the adult education budget.

- NAM Futures, LLC for 850 sq. ft. of currently leased office space located at 1000 Market Street, Suite 37, Bloomsburg, at a cost of \$714 per month. There is no increase from last year. The renewal agreement is for the term July 1, 2021 through June 30, 2022.
- Housing Authority of Northumberland County for 1,550 sq. ft. of currently leased office space used for adult education and English classes located at 1050 Hepburn Street, Milton, at a cost of \$400 per month. There is no increase from last year. The renewal agreement is for the term July 1, 2021 through June 30, 2022.
- Central Pennsylvania Workforce Development Corporation for currently leased office space located at 225 Market Street, Room 202, Sunbury, at a cost of \$9,613, which is a decrease of \$1,741 from last year. Total cost will be divided into quarterly payments. The renewal agreement is for the term July 1, 2021 through June 30, 2022.

Motion to approve adult education lease agreement renewals as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

6.4 Carpet Replacement Contract

Administration recommends approval of a contract with Shaw Industries, Inc., Dalton, Ga., through the KPN contract, for replacement of 5,100 square feet of LVT flooring located at the Annex at a cost of \$51,069.83. This contract is under the terms and conditions of the KPN contract and includes removal of the existing carpet and purchase/installation of the new LVT flooring. Funds for this project are available in the capital reserve budget.

Motion to approve a contract with Shaw Industries, Inc. as presented.

Motion by William Brecker, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

6.5 Annex Building Renovations Contract

Administration recommends approval of a contract with Gordian, Greenville, S.C., through the KPN contract, for building renovations to the Annex at a cost of \$375,296.08. Renovations include general construction, as well as upgrades to the HVAC, Plumbing 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 \$30,000. 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 Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, 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 (Attachment)

Policy 611 Purchases Budgeted was presented for second reading and adoption.

It has been updated using "*the current bidding threshold based on the Consumer Price Index as per School Code*" in place of a stated dollar amount that changes annually.

It has been reviewed and approved by the Board Policy Committee, executive director and senior leaders.

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

Motion by Bruce Rhoads, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

8. UNFINISHED BUSINESS

8.1 PSBA Voting Delegate (Attachment)

The following agenda item was presented at the May 19, 2021 board meeting. President Augustine suggested at that time to move this item to the June meeting in order to obtain more information from PSBA.

The CSIU is entitled to appoint a voting member to participate in the 2021 PSBA Delegate Assembly on Saturday, Oct. 23, 2021. Mr. Brecker served as CSIU's representative the past five years.

Motion to approve Mr. Shreck as the PSBA Delegate to attend the 2021 PSBA Delegate Assembly on October 23, 2021.

Motion by Dennis Keiser, second by Jonathan Jones.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

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 Report for April 2021

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

Motion by Lauren Hackenburg, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

10.2 Assurance for the Operation of Early Intervention Special Education Services and Programs

The CSIU is required to submit documentation annually to the Pennsylvania Department of Education assuring that all Early Intervention Special Education services and regulations/quality space operated by the CSIU are in compliance with all state and

federal laws, regulations and procedures. Directors were asked to authorize staff to submit the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2021-22 school year.

Motion to approve the Assurance for the Operation of Early Intervention Special Education Services and Programs for the 2021-22 school year as presented.

Motion by Deborah Price, second by Slade Shreck.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

10.3 IDEA-B Eligibility Application

Directors were asked to approve the 2021-22 Individuals with Disabilities Education, Part B (IDEA-B) Funds Application requesting an additional four percent allocation. To be eligible to apply for funds under IDEA, any local education agency must have in effect policies and procedures consistent with state and federal regulations. The CSIU special education office submits annually the Subgrantee Application under Part B of the IDEA as Amended in 2004. *President Augustine commented that four percent should be changed to two percent and shall reflect same in the meeting minutes.*

Motion to approve the 2021-22 Individuals with Disabilities Education Act, Part B (IDEA-B) Funds Application requesting an additional two percent allocation, not four percent as indicated in the meeting agenda.

Motion by Bruce Rhoads, second by Tamara Hoffman.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

10.4 Purchase of Unique Learning System Licenses (Attachment)

Directors were asked to approve the purchase of Unique Learning System (ULS) licenses for CSIU programs and districts in the amount of \$34,404.48 as requested by the Pennsylvania Department of Education's Bureau of Special Education. The licenses are either renewals for districts who participated in the program last year or new licenses for districts who will participate for the first time in conjunction with the Pennsylvania Department of Education's Bureau of Special Education.

Licenses will be used for special education student curriculum and will include a News-2-You subscription, a supplemental curriculum with weekly news articles that pair with the Unique Learning System curriculum. Funds for this purchase are available in the local special education budget and will be reimbursed by PaTTAN.

Motion to approve the purchase of Unique Learning System licenses as presented.

Motion by Slade Shreck, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

11. ADMINISTRATIVE MATTERS

11.1 Legal Services 2021-22 (Attachment)

Directors were asked to approve the proposed listing of legal counsel, including the scope of each firm's services and fees for 2021-22.

Motion to approve solicitor and legal counsel for 2021-22 as presented.

Motion by Jonathan Jones, second by Dennis Keiser.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

11.2 Executive Committee Action Authority

Directors were asked to authorize the Executive Committee to approve any matters prior to the Aug. 18, 2021 board meeting. Any and all matters will be affirmed by the Board at the Aug. 18, 2021 meeting.

Motion to authorize the Executive Committee to approve any matters prior to the Aug. 18, 2021 board meeting as presented.

Motion by Jonathan Jones, second by Lauren Hackenburg.

Final Resolution: Motion passed unanimously.

Yes: Larry Augustine, William Brecker, Lauren Hackenburg, Tamara Hoffman, Jonathan Jones, Jeffrey Kashner, Dennis Keiser, Gregory Klebon, Deborah Price, Bruce Rhoads, Slade Shreck

12. ADMINISTRATIVE REPORTS

12.1 Executive Leadership - Dr. John Kurelja, Assistant Executive Director

13. ADJOURNMENT

13.1 Adjourn Meeting

President Augustine called an executive session for the CSIU's School Safety and Security Coordinator to present the Annual School Safety Practices Report as required by Act 44 of 2018. The meeting was adjourned at 7:41 p.m. with no further action required. The executive session began at 7:42 p.m. and concluded at 7:51 p.m.

Respectfully submitted,

**Slade Shreck
Board Secretary**

**Amy Pfleegor
Board Recording Secretary**

14. INFORMATION ONLY

14.1 Board Governance – Election of Directors

Directors from Danville, Lewisburg, Mifflinburg, Milton, Selinsgrove and Shamokin Area School Districts were nominated by their district boards to serve full three-year terms on the CSIU Board of Directors beginning July 1, 2021 and continuing through June 30, 2024.

Directors from the CSIU's 17 member districts were given the opportunity to vote for the slate of candidates for the CSIU Board of Directors. All candidates were approved.

14.2 Board Governance – Terms of Office

The terms of office for the CSIU Board of Directors are as follows:

(* indicates reappointment, ** indicates completing balance of unexpired term)

District	Director	Began CSIU	Current Term Expires
Benton Area	Vacant		June 2022**
Berwick Area	Susy Wiegand	January 2020	June 2023
Bloomsburg Area	Jonathan Jones	December 2017	June 2023
Central Columbia	Bruce Rhoads	July 2011	June 2023
Danville Area	Yohannes Getachew	February 2020	June 2024*
Lewisburg Area	Mary Ann Stanton	December 2017	June 2024*
Line Mountain	Lauren Hackenburg	April 2019	June 2022
Midd-West	Victor Abate	December 2011	June 2023
Mifflinburg Area	Dennis Keiser	July 2012	June 2024*
Millville Area	Deborah Price	December 2017	June 2022
Milton Area	Alvin Weaver	May 2018	June 2024*
Mount Carmel Area	William Brecker	December 2013	June 2022
Selinsgrove Area	Larry Augustine	July 2012	June 2024*
Shamokin Area	Jeffrey Kashner	December 2012	June 2024*
Shikellamy	Slade Shreck	December 2017	June 2023
So. Columbia Area	Gregory Klebon	January 2020	June 2022**
Warrior Run	Tamara Hoffman	February 2018	June 2022

14.3 Human Resources – Health Insurance Savings Report

Since 1993, the CSIU has offered a monetary incentive program for employees who are

eligible to receive health insurance coverage elsewhere. The monetary incentive provides payment to each employee in lieu of CSIU-provided health insurance coverage. The following table shows the savings to the CSIU over the past five years through the monetary incentive program.

Year	No. of Employees on Monetary Incentive	Avoided Health Coverage Costs	Total Monetary Incentive Costs	Savings
2017 (BU)	36	\$563,846	\$116,640	\$447,206
2017 (NBU)	108	\$1,217,203	\$324,000	\$893,203
2018 (BU)	37	\$619,025	\$130,536	\$488,489
2018 (NBU)	108	\$1,199,837	\$324,000	\$875,837
2019 (BU)	40	\$716,400	\$153,919	\$562,481
2019 (NBU)	117	\$1,613,477	\$409,498	\$1,203,979
2020 (BU)	43	\$817,240	\$171,998	\$645,242
2020 (NBU)	124	\$1,846,905	\$495,995	\$1,350,910
2021 (BU)	41	\$789,562	\$163,999	\$625,563
2021 (NBU)	119	\$1,802,422	\$475,995	\$1,326,427
Total 5-Year Savings				\$8,419,338

Bargaining unit (BU) and non-bargaining unit (NBU) staff receive an annual payment of \$4,000 paid biweekly.

14.4 Administration – Staff Travel

Dr. Bernadette Boerckel, chief outreach officer, and **Heather Taggart**, graphic design and communications specialist, will attend the ***National School Public Relations Association 2021 National Seminar*** on July 11-14, 2021 in New Orleans, La. While there, they will attend professional development with high quality, thought-provoking sessions full of actionable ideas and strategies to elevate public relations work. Funds for estimated expenses of \$2,255, respectively, are available in the communications budget.

Rae Ann Crispell, administrative support director, and **Dr. John Kurelja**, assistant executive director, will attend the ***AESA Foundation Summer Leadership Conference*** on July 20-22, 2021 in Richardson, Texas. While there, they will develop leadership skills by networking with other ESA representatives and learn from nationally renowned educational leaders. Funds for estimated expenses of \$1,745 and \$2,617 are available in the administrative budget.

Jared Lehman, director of cooperative purchasing, and **Amber Lind**, cooperative purchasing program manager, will attend the ***National Institute of Government Purchasing (NIGP) Annual Forum*** on Sept. 13-14, 2021 in Anaheim, Calif. While there, they will market and promote the PEPPM and KPN programs. Funds for estimated expenses of \$1,524, respectively, are available in the joint purchasing budget.

John Brenchley, chief innovation officer, **Jared Lehman**, director of cooperative purchasing, and **Amber Lind**, cooperative purchasing program manager, will attend the **ASBO International Annual Meeting and Expo** on Oct. 14-15, 2021 in Milwaukee, Wis. While there, they will market and promote the PEPPM and KPN programs. Funds for estimated expenses of \$1,220, respectively, are available in the joint purchasing budget.

14.5 Fiscal Communications

May 11, 2021, via email a letter from Carmen Medina (Chief – Pennsylvania Department of Education, Division of Student Services) notifying CSIU of the approved budget revision for FC #4000023454 – CSC 21st Century Community and Learning Centers Technical Services and Support Contract. The contract amount remains \$947,013 for the period of July 1, 2020 through June 30, 2021.

May 18, 2021, an email from Lisa Stum (SWAN Contracts Administrator – Diakon Lutheran Social Ministries) notifying CSIU of the approved budget revision for the 2020-21 SWAN Services Contract. The contract amount remains \$439,828 for the period of July 1, 2020 through June 30, 2021.

May 19, 2021, an email from Ann Lefevre (Contract Management Specialist 3 – Pennsylvania Office of the Budget) notifying CSIU of the approved Intergovernmental Agreement #4100088999 with the Office of Child Development and Early Learning (OCDEL). The agreement amount is \$942,478, for the period of July 1, 2021 through June 30, 2022. Services to be provided are for Children’s Trust Fund (\$136,113), Strengthening Families (\$174,903), Parents as Teachers (\$485,159) and Data Systems (\$146,303).

May 20, 2021, an email from Brooke Gessner (Finance Manager – Central Pennsylvania Workforce Development Corporation) notifying CSIU of the approved contract modification for Contract #CSIU01-CAREER-2107. This modification adds \$115.23 to the existing amount. The revised contract total is \$67,749.23.

May 25, 2021, an email from James V. Redd, Jr. (Fiscal Management Specialist – Departments of Education and Human Services, Office of Child Development and Early Learning) notifying CSIU of the approved grant award PAC #141-21-0009 for the 2021-22 Head Start State Supplemental Assistance Program (HSSAP). The award amount is \$741,082 for the period of July 1, 2021 through June 30, 2022.

May 27, 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 2020-21 CSIU Migrant Education Program Summer Services grant award. The award amount remains \$45,338 for the period of July 1, 2020 through June 30, 2021.

May 27, 2021, an email from Christine Orlando (Senior Program Officer – Community Giving Foundation) notifying CSIU of the approved grant award for Positive Solutions for Families in the Berwick Area. The grant amount is \$4,300 for a timeframe that will be specified in forthcoming grant documents.

May 28, 2021, an email from Grant Solutions notifying CSIU of Grant Award #03HE00621-01-01 for American Rescue Plan funding. This action awards \$375,865 for the period of April 1, 2021 through March 31, 2023. Funds are supplemental and are to be used for the provision of approved services as defined under the Head Start Act.